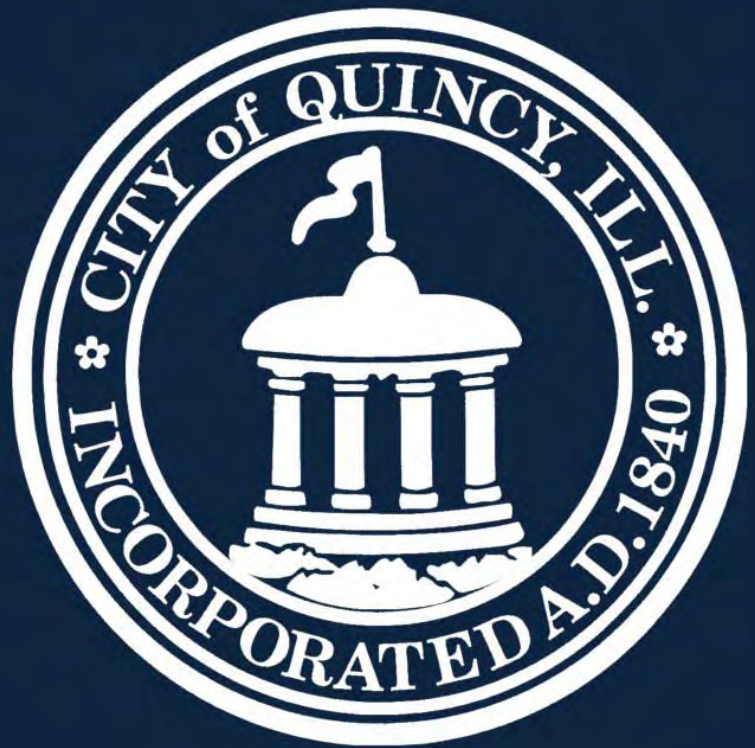


# Council Meeting for March 14, 2022



# CITY COUNCIL AGENDA

March 14, 2022

Final Agenda

7:00 P.M.

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

## TOWN BUSINESS

### Registered Requests to Speak

**Report Of The Quincy Township Supervisor  
For General Assistance For The Month Of February, 2022**

**Report Of Town Auditing Committee**

## PUBLIC FORUM

### PETITION

**Ward** By AirMedCare Network requesting permission to have the Air Evac helicopter at The  
**4** Crossing Preschool (Crossing South parking lot) on May 5, 2022 from 11:00 a.m.-12:00 p.m.  
and 2:00 p.m.-3:00 p.m. The Quincy Fire Department will be handling securing the landing  
zone during landing and takeoff.

### SALES TAX REPORT

December, 2021 - \$1,154,567.65

### HOME RULE SALES TAX REPORT

December, 2021 - \$1,176,208.25

### RESOLUTIONS

Personnel Committee and HR Manager recommend shortening the full deductible and out-of-pocket expense to 2/3 of the cost for all health insurance plan participants for the shortened deductible period of May 1, 2022 to December 31, 2022.

Aeronautics Committee and the Airport Director recommending approval of a contract with Crawford, Murphy, and Tilly, Inc. (CMT) to provide engineering and planning services for the fourth phase of reconstruction of runway 4/22 and removal of runway 18/36, total contract cost is not to exceed \$151,600, 90% funded by the United States Department of Transportation, 5% funded by the Illinois Department of Transportation, and 5% funded by the City of Quincy (city share \$7,580).

Aeronautics Committee and the Airport Director recommending approval of a contract with Crawford, Murphy, and Tilly, Inc. (CMT) to provide engineering and planning services for the fourth phase of reconstruction of runway 4/22 and removal of runway 18/36, total contract cost is not to exceed \$27,600, 90% funded by the United States Department of Transportation, 5% funded by the Illinois Department of Transportation, and 5% funded by the City of Quincy (city share \$1,380).

Aeronautics Committee and Airport Director recommending approval of the lease agreement with Mark Heidbreder for certain hangar space on a month-to-month basis starting April 1<sup>st</sup> with a monthly rate of \$144.16 with annual CPI increases.

Resolution authorizing demolition bid for 904 N. 8<sup>th</sup> Street by Miller Construction Company in the amount of \$9,200.

## **ORDINANCES**

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

**Ward  
3**

An Ordinance Amending The District Map Which Is Made A Part Of Section 162.002 Of The Municipal Code Of The City Of Quincy Of 2015 (Re-zoning of 4701-4729 Broadway Street).

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

An Ordinance authorizing the City Quincy, Adams County, Illinois, to borrow funds from the Water Pollution Control Loan Program.

## **REPORT OF FINANCE**

### **PRESENTATION FOR PROPOSED BUILDING AND FIRE CODE ADOPTION**

**TOWN BOARD OF QUINCY**

**March 14, 2022**

**AGENDA**

7:00p.m

- 1) Roll Call
- 2) Permission to excuse absent aldermen
- 3) Registered Requests to speak
- 4) Approval of previous meetings minutes
- 5) Report of The Quincy Township Supervisor For General Assistance For The month of February 2022.
- 6) Report of the Town Auditing Committee for March 2022.
- 7) Trustee Comments
- 8) Adjourn

Quincy Township Bill payments for March 2022

<u>Vendor</u>	<u>Amount</u>
Adams	384.04
Alarm Systems	47.50
Ameren Illinois	605.13
Chris Stegner	1,927.31
City of Quincy Self Insurance	42.63
Digital Copy Systems	38.66
Illinois School Supply	943.38
Josh Ayers	322.28
Kirk Rodemich	4,316.00
Marco	41.50
Marshall and Swift	1,048.40
O'Donnell's	56.00
Phillips Media Group	<u>71.96</u>
Total	9,844.79

Committee:

\_\_\_\_\_ Bauer Chairman  
\_\_\_\_\_ Bergman  
\_\_\_\_\_ Uzelac

Report of the Quincy Township Supervisor for General Assistance for the month of February, 2022

**DISBURSEMENTS**

Relief orders were issued to 9 cases containing 14 individuals at an average grant per case of \$330.77 \$ 2,977.00

**CASH ACCOUNT**

Balance February 1, 2022	
GA Checking	\$ 1,356.80
GA Money Market	66,061.68
Interest	<u>4.70</u>
Total	\$67,423.18
Obligations paid during the month	(3,169.36)
Balance February 28,2022	\$64,253.82

Cindy Brink

Supervisor Quincy Township

We the undersigned auditing committee to which were referred the above bills respectfully report it has examined same and recommend their payment.

\_\_\_\_\_ Bauer Chairman

\_\_\_\_\_ Bergman

\_\_\_\_\_ Uzelac



March 8, 2022

City Clerk's Office  
730 Maine Street  
Quincy, IL 62301

Re: Air Evac Helicopter

To Whom It May Concern:

I would like to respectfully request the permission of the City Council of Quincy, Illinois to have our aircraft at the following upcoming event in Quincy:

Date: May 5, 2022  
Event: Transportation Day Crossing School  
Where: Crossing South Parking Lot  
Time: **11:00 a.m. – 12:00 pm**  
**2:00 p.m. – 3:00 p.m.**  
Security: Quincy Fire Department will be handling securing the Landing Zone  
During landing and takeoff

Please feel free to contact me with any questions you may have regarding this request. My contact information is:

Penny Roberts  
1811 S.24, Unit SS  
Quincy, IL 62301  
Ph: 217-779-3744

Thank you for your consideration,

[REDACTED]

Penny Roberts  
Membership Sales Manager  
AirMedCare Network

Cc: AE Base 5  
ssalrin@quincyil.gov



# VENDOR WARRANT DETAIL

## QUINCY CITY TREASURER



[RETURN HOME](#)



[VENDOR SUMMARY](#)



[CONTRACT SEARCH](#)



[PAYMENTS SEARCH](#)



[PAYMENTS ISSUED](#)



[PENDING PAYMENTS](#)



[PAYMENTS NOTIFICATIONS](#)

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Warrant/EFT#: EF 0007703				
Fiscal Year	2022	Issue Date	03/08/22	
Warrant Total	\$1,154,567.65	Warrant Status		
Agency	Contract	Invoice	Voucher	Agency Amount
492 - REVENUE		A2112491	2A2112491	\$1,154,567.65

IOC Accounting Line Details						
Fund	Agency	Organization	Appropriation	Object	Amount	Appropriation Name
0189	492	27	44910055	4491	\$1,154,567.65	DISTRIBUTE MUNI/CNTY SALES TAX

Payment Voucher Description	
Line	Text
1	IL DEPT. OF REVENUE AUTHORIZED THIS PAYMENT ON 03/08/2022
2	MUNICIPAL 1 % SHARE OF SALES TAX
3	LIAB MO: DEC. 2021 COLL MO: JAN. 2022 VCHR MO: MAR. 2022
4	?S PHONE: 217 785-6518 EMAIL: REV.LOCALTAX@ILLINOIS.GOV
61	MUNICIPAL 1 % SHARE OF SALES TAX

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IN LOVING MEMORY - JBT



# VENDOR WARRANT DETAIL

## QUINCY CITY TREASURER



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[PAYMENTS SEARCH](#)



[PAYMENTS ISSUED](#)



[PENDING PAYMENTS](#)



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Warrant/EFT#: EF 0007701				
Fiscal Year	2022	Issue Date	03/08/22	
Warrant Total	\$1,176,208.25	Warrant Status		
Agency	Contract	Invoice	Voucher	Agency Amount
492 - REVENUE		A2112489	2A2112489	\$1,176,208.25

IOC Accounting Line Details						
Fund	Agency	Organization	Appropriation	Object	Amount	Appropriation Name
0138	492	27	44910055	4491	\$1,176,208.25	DISBURSE HOME RULE MUNI SALES

Payment Voucher Description	
Line	Text
1	IL DEPT. OF REVENUE AUTHORIZED THIS PAYMENT ON 03/08/2022
2	MUNICIPAL HOME RULE SALES TAX
3	LIAB MO: DEC. 2021 COLL MO: JAN. 2022 VCHR MO: MAR. 2022
4	?S PHONE: 217 785-6518 EMAIL: REV.LOCALTAX@ILLINOIS.GOV
61	MUNICIPAL HOME RULE SALES TAX

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IN LOVING MEMORY - JBT

## **RESOLUTION**

**WHEREAS**, City of Quincy health insurance plan continued the May 1<sup>st</sup>, 2021 deductible through April 30, 2022; and,

**WHEREAS**, a new deductible will begin on May 1<sup>st</sup>, 2022 and end on December 31, 2022, shortening the deductible to 8 months or 2/3 of the year; and,

**WHEREAS**, the City of Quincy will lessen the deductible to 2/3 of the full deductible and out-of-pocket expense for all health insurance plan participants for the shortened deductible period of May 1<sup>st</sup>, 2022 to December 31, 2022; and,

**WHEREAS**, this change is identical to what the City Council previously agreed to in settlement with our Firefighters Union so as to treat all union and nonunion employees covered under this group health benefit identically.

**NOW THEREFORE BE IT RESOLVED**, that the Personnel Committee and HR Manager recommends Council approval of shortening the full deductible and out-of-pocket expense to 2/3 of the cost for all health insurance plan participants for the shortened deductible period of May 1<sup>st</sup>, 2022 to December 31, 2022



**City of Quincy**

**MEMORANDUM**  
HUMAN RESOURCES DEPARTMENT

---

DATE: March 10, 2022  
TO: Mayor and City Council  
FROM: Carrie Potter, HR Manager  
SUBJECT: Reduced Health Insurance Deductible and OOP Amount for 5.1.22-12.31.22

The City's employee Insurance Committee has requested shortening the full deductible and out-of-pocket expense to 2/3 of the cost for all health insurance plan participants for the shortened deductible period of May 1<sup>st</sup>, 2022 to December 31, 2022.

The City Council previously agreed on this for the Firefighter Union in settling a grievance.

Establishing this prorated cost will allow union and non-union employees to be treated equally with Health Insurance.

## **RESOLUTION**

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

**WHEREAS**, the City of Quincy will accept and execute a grant with the FAA and the State of Illinois Department of Transportation for the fourth phase of reconstruction of runway 4/22 and removal of runway 18/36; and,

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

**WHEREAS**, the City of Quincy wishes to enter into an agreement with CMT for the repackaging of the plans for the letting of Phase Four of the reconstruction project; and,

**WHEREAS**, the total contract cost is not to exceed \$151,600; and,

**WHEREAS**, in accordance with the FAA Airport Improvement Program this cost will be 90% funded by the United States Department of Transportation, 5% funded by the Illinois Department of Transportation, and 5% funded by the City of Quincy; and,

**WHEREAS**, the city share will be \$7,580; and,

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

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

1. The Aeronautics Committee and the Airport Director recommend that the Mayor and the City Clerk be authorized and directed to execute and attest, respectively all agreements and other standard documents associated with the awarding of this project and proceed with the project; and,
2. The Comptroller and the Airport Director recommend to the Mayor and City Council that the Comptroller and Airport Director be authorized to release the City share of the project; and,
3. 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.

Gabriel Hanafin  
March 14, 2022

## RESOLUTION

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

**WHEREAS**, the City of Quincy will accept and execute a grant with the FAA and the State of Illinois Department of Transportation for the fourth phase of reconstruction of runway 4/22 and removal of runway 18/36; and,

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

**WHEREAS**, the City of Quincy wishes to enter into an agreement with CMT for bidding services for Phase Four letting of the reconstruction and removal project; and,

**WHEREAS**, the total contract cost is not to exceed \$27,600; and,

**WHEREAS**, in accordance with the FAA Airport Improvement Program this cost will be 90% funded by the United States Department of Transportation, 5% funded by the Illinois Department of Transportation, and 5% funded by the City of Quincy; and,

**WHEREAS**, the city share will be \$1,380; and,

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

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

1. The Aeronautics Committee and the Airport Director recommend that the Mayor and the City Clerk be authorized and directed to execute and attest, respectively all agreements and other standard documents associated with the awarding of this project and proceed with the project; and,
2. The Comptroller and the Airport Director recommend to the Mayor and City Council that the Comptroller and Airport Director be authorized to release the City share of the project; and,
3. 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.

Gabriel Hanafin  
March 14, 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

- |  |   |
|--|---|
| <input type="checkbox"/> Preliminary Assessment and Schematic Design | <input type="checkbox"/> Construction Phase Services              |
| <input type="checkbox"/> Design Phase Services                       | <input checked="" 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. 3-17-0085-XX; The following is the detailed project title and description from the Illinois Department of Transportation's Office of Planning and Programming (OP&P) program letter which shall be carried through the development of the project (attach supplemental information as necessary in Section I.G., Detailed Scope of Services):

**Reconstruct Runway 4/22**

**Repackage Plans for Reconstruct Runway 4 (Construction Phase 4) – CMT #180020-01-33**

**Bidding Phase Services for Reconstruct Runway 4 (Construction Phase 4) – CMT #180020-01-41**

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 NOT IN THIS CONTRACT~~**

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



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

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

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

2. ~~CLARIFICATION OF PLANS~~

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

3. ~~BIDDING ASSISTANCE~~

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

**C. ~~CONSTRUCTION PHASE SERVICES 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 –  
REPACKAGE PLANS FOR RECONSTRUCT RUNWAY 4 (CONSTRUCTION PHASE 4)**

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.

**DD. PLANNING AND SPECIAL SERVICES –  
BIDDING PHASE SERVICES FOR RECONSTRUCT RUNWAY 4 (CONSTRUCTION PHASE 4)**

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 DD – DD3.

**E. ENDORSEMENT OF DOCUMENTS**

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

**F. DELIVERABLES**

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

1. Final project estimate of costs complete w/ professional services fees and sponsor reimbursement estimates.
2. DBE participation goal and breakout of DBE work.
3. QA verification of ELM Engineers Estimate for Schedule of Prices.
4. Calendar day estimate of construction and detailed breakout of critical work items and associated production rates.
5. One set of final construction plans (half-size) and special provisions – sealed by the Consultant and executed by the Sponsor.
6. One copy of the construction Safety Plan (per guidance explained in FAA AC 150/5370-2F (or current) Operational Safety on Airports during Construction).

7. Original executed Consultant Project Certification (ATTACHMENT N).
8. Executed DBE Final Documentation (ATTACHMENT O).
9. Electronic copy/access of all information (via CD, electronic submittal or ftp site).

**G. NOTICE-TO-PROCEED (NTP)**

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

Services to be performed by the Consultant under this Agreement shall become eligible for funding participation consideration as of the date of the written NTP. The dated project program notification letter (i.e. Program Letter) from the Department’s Office of Planning and Programming, indicating the project’s inclusion in the state program and the estimated funding participation sources/levels, shall constitute the NTP. The Consultant shall schedule a project phase kick-off meeting (pre-design, pre-construction, etc) with the Sponsor and the Department at the earliest possible convenience upon the Sponsor’s receipt of this letter.

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

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

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

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

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

D-2, DD-2

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**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 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 NOT IN CONTRACT~~**

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

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

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

**~~C. CONSTRUCTION PHASE SERVICES NOT IN 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 –  
REPACKAGE PLANS FOR RECONSTRUCT RUNWAY 4  
(CONSTRUCTION PHASE 4)**

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 \$ 19,200.00

total amount not to exceed \$ 151,600.00 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.~~

**DD. PLANNING AND SPECIAL SERVICES –  
BIDDING PHASE SERVICES FOR RECONSTRUCT RUNWAY 4  
(CONSTRUCTION PHASE 4)**

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

3. a cost plus a fixed payment of \$ 3,500.00

total amount not to exceed \$ 27,600.00 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.

~~4. a lump sum payment of \$ \_\_\_\_\_ unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The fee shall be paid as a lump sum when the deliverables are approved and accepted by the Department.~~

### **III. SPECIAL CONDITIONS**

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

#### **A. TERMINATION**

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

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



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

## **B. CHANGE IN CONSTRUCTION PLANS**

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

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

## **C. HOLD HARMLESS**

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

#### **D. DRAWING OWNERSHIP**

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

#### **E. CONTRACT FOR OUTSIDE SERVICES**

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

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

#### **G. SUBLET AGREEMENT**

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

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

#### **H. AGREEMENT EXPIRES**

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

#### **I. EQUAL EMPLOYMENT OPPORTUNITY**

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

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

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

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

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

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

#### DISADVANTAGED BUSINESS ENTERPRISE (DBE) ASSURANCES

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

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

**J. OPEN ACCESS TO DOCUMENTS**

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

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

**K. CERTIFICATION OF CAPACITY TO CONTRACT**

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

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

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

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

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

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

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

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

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

**L. THE CONSULTANT SELECTION**

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

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

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

November 13, 2018  
(Date)

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

**M. AMENDMENTS TO THE AGREEMENT**

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

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

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

\_\_\_\_\_

Date

\_\_\_\_\_

Sign Name

\_\_\_\_\_

Print Name

\_\_\_\_\_

Title

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

**N. CERTIFICATION OF CONSULTANT**

(Public Act 90-0572 Section 50-5)

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

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

The firm certifies by execution:

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

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

\_\_\_\_\_ Date

\_\_\_\_\_ Sign Name

Bradley M. Hamilton  
\_\_\_\_\_ Print Name

Senior Vice President  
\_\_\_\_\_ Title





**Q. DISCRIMINATION**

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

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

**R. DUES/FEEES TO CLUBS WHICH DISCRIMINATE**

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

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

**S. CONFLICT OF INTEREST**

(Public Act 90-0572 Section 50-13)

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

**T. FELONY CONVICTION**

(Public Act 90-5072 Section 50-10)

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

**U. ILLINOIS HUMAN RIGHTS NUMBER**

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

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

**V. EDUCATIONAL LOAN DEFAULT**

(5 ILCS 385).

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

**W. DRUG FREE WORKPLACE**

(30 ILCS 580).

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

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

a. Publish a statement:

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

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

**X. CAPACITY TO CONTRACT**

(Public Act 90-0572)

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

**CERTIFICATION OF CAPACITY TO CONTRACT**

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

(Corporation)

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

\_\_\_\_\_ day of \_\_\_\_\_, AD, 20\_\_\_\_\_

Crawford, Murphy & Tilly, Inc.  
Corporation

BY \_\_\_\_\_

BY \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Bradley M. Hamilton  
Printed Name

\_\_\_\_\_  
Title

Senior Vice President  
Title



**CERTIFICATION OF CAPACITY TO CONTRACT**

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

~~(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)

37-6000378  
(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

- ~~**ATTACHMENTS A – A3**~~ — ~~**PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES NOT IN CONTRACT**~~  
~~ESTIMATE OF COSTS / SALARY EXPENSES~~
- ~~**ATTACHMENTS B – B3**~~ — ~~**DESIGN PHASE SERVICES NOT IN CONTRACT**~~  
~~ESTIMATE OF COSTS / SALARY EXPENSES~~
- ~~**ATTACHMENTS C – C3**~~ — ~~**CONSTRUCTION PHASE SERVICES NOT IN CONTRACT**~~  
~~ESTIMATE OF COSTS / SALARY EXPENSES~~
- ATTACHMENTS D – D3** – **PLANNING AND SPECIAL SERVICES**  
**REPACKAGE PLANS FOR RECONSTRUCT RUNWAY 4**  
**(CONSTRUCTION PHASE 4)**  
ESTIMATE OF COSTS / SALARY EXPENSES
- ATTACHMENTS DD – DD3** – **PLANNING AND SPECIAL SERVICES**  
**BIDDING PHASE SERVICES FOR RECONSTRUCT RUNWAY 4**  
**(CONSTRUCTION PHASE 4)**  
ESTIMATE OF COSTS / SALARY EXPENSES
- ATTACHMENT E** – **ENGINEERING REPORT (General Guidance)**
- ATTACHMENT F** – **RESIDENT ENGINEER’S DIARY (Standard Format)**
- ATTACHMENT G** – **COST PLUS FIXED PAYMENT INVOICE (Standard Format)**
- ATTACHMENT H** – **LUMP SUM INVOICE (Standard Format)**
- ATTACHMENT I** – **EFFORT DETAIL BREAKDOWN (Standard Format)**
- ATTACHMENT J** – **TESTING SCHEDULE**
- ATTACHMENT K** – **TESTING RATES & COST SUMMARY**
- ATTACHMENT L** – **SUMMARY OF PAYROLL BURDEN AND FRINGE COSTS**
- ATTACHMENT M** – **SUMMARY OF OVERHEAD AND INDIRECT COSTS**
- ATTACHMENT N** – **PROJECT CERTIFICATION**
- ATTACHMENT O** – **DBE FINAL DOCUMENTATION**
- ATTACHMENT P** – **PROJECT SKETCH**
- 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**
- ATTACHMENT T** – **CONSULTANT’S PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION COSTS**
- ATTACHMENT U** – **RETAINER AGREEMENT**

ATTACHMENT A – A3

~~PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES~~

NOT IN CONTRACT

**ATTACHMENT B – B3**

**DESIGN PHASE SERVICES**

**NOT IN CONTRACT**

**ATTACHMENT C – C3**

**CONSTRUCTION PHASE SERVICES**

**NOT IN CONTRACT**

**ATTACHMENT D – D3**

**PLANNING AND SPECIAL SERVICES**

**REPACKAGE PLANS FOR RECONSTRUCT RUNWAY 4  
(CONSTRUCTION PHASE 4)**

**ATTACHMENT D  
RECONSTRUCT RUNWAY 4/22  
Special Services  
REPACKAGE BID DOCUMENTS FOR FOURTH CONSTRUCTION PHASE  
LETTING  
(RECONSTRUCT RUNWAY 4)  
Estimate of Costs**

<u>Category</u>	<u>Amount</u>
1. <u>Direct Salary Costs</u> (See Attachment B-1)	<u>\$49,241.33</u>
2. <u>Overhead on Labor</u> ( 54.69% )	<u>\$26,930.08</u>
3. <u>General and Administrative Overhead</u> ( 112.14% )	<u>\$55,219.23</u>
4. <u>Direct Nonsalary Expenses</u>	
Materials and Supplies	<u>\$0.00</u>
Transportation	<u>\$470.40</u>
Printing	<u>\$525.00</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>\$19,200.00</u>
6. <u>Per Diem</u>	<u>\$0.00</u>
7. <u>Outside Services</u>	<u>\$0.00</u>
Estimate of Total Costs	<u>\$151,586.04</u>
<b>Total Amount Not to Exceed</b>	<b><u><u>\$151,600.00</u></u></b>
Estimated Construction Cost	<u>\$13,000,000</u>

**ATTACHMENT D-1  
RECONSTRUCT RUNWAY 4/22  
Special Services  
REPACKAGE BID DOCUMENTS FOR FOURTH CONSTRUCTION PHASE  
LETTING  
(RECONSTRUCT RUNWAY 4)  
Estimate of Salary Expenses**

Classification*	Hours	2022 Est. Avg. Hourly Rate	Cost
10 - Principal	4	\$72.80	\$291.20
20 - Project Engineer II	108	\$69.63	\$7,520.04
21 - Project Architect II	0	\$57.36	\$0.00
22 - Project Manager II	0	\$61.78	\$0.00
25 - Project Environmental Scientist II	0	\$66.43	\$0.00
30 - Project Engineer I	397	\$54.09	\$21,473.73
32 - Project Manager I	0	\$54.49	\$0.00
36 - Project Structural Engineer I	0	\$53.73	\$0.00
40 - Sr. Engineer I	16	\$40.17	\$642.72
41 - Sr. Architect I	0	\$46.76	\$0.00
43 - Sr. Planner I	0	\$42.46	\$0.00
44 - GIS Specialist	0	\$38.35	\$0.00
50 - Engineer I	280	\$31.79	\$8,901.20
55 - Environmental Scientist II	0	\$35.13	\$0.00
70 - Land Surveyor	0	\$44.60	\$0.00
80 - Sr. Technician I	267	\$38.68	\$10,327.56
81 - Sr. Technician II	0	\$49.38	\$0.00
90 - Technician II	0	\$32.38	\$0.00
110 - Admin. Assistant	4	\$21.22	\$84.88
<b>Total</b>	<b>1076</b> <b>(Hours)</b>	<b>\$45.76</b> <b>(Average)</b>	<b>\$49,241.33</b> <b>(Total Direct Salary Costs)</b>

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



## **ATTACHMENT D-2**

**SCOPE OF SERVICES  
FOR  
SPECIAL SERVICES  
REPACKAGE BID DOCUMENTS FOR FOURTH CONSTRUCTION PHASE LETTING  
(RECONSTRUCT RUNWAY 4)  
FOR  
RECONSTRUCT RUNWAY 4/22  
AT  
QUINCY REGIONAL AIRPORT  
QUINCY, ILLINOIS  
AIP PROJECT: 3-17-0085-XX  
IL PROJECT: UIN-XXXX  
CMT PROJECT: 180020-01-33**

**January 25, 2022**

### **1. GENERAL**

This statement of work will describe Design Services – Repackage Bid Documents for Reconstruct Runway 4/22, Phase 4 Project (the “Project”) at Quincy Regional Airport in Quincy, Illinois. References to the Engineer shall be the individual, partnership, firm or corporation duly authorized by the Sponsor to be responsible for engineering observation of the contract work and acting directly or through an authorized representative.

1.1 The overall Project generally consists of the following work components:

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

1.2 This phase of the Project will include the following work components:

- Reconstruct the 4 end of Runway 4/22.
- Reconstruct Taxiway B.
- Grade Runway 4/22 Safety Area.
- Construction of new guidance signs.
- Installation of new edge lights on Runway 4/22.
- Installation of new Runway Distance Remaining Signs for 4/22.
- Construct a new home run for Runway 4/22.

### **2. SCOPE OF SERVICES**

This scope of work generally describes the services to be performed by the Engineer during the Design Service Phase of the Project.

The following are specifically excluded from this scope of services:

- NAVAID design, adjustment and / or relocation (other than Runway 4 PAPI).
- Runway 4 MALSR modifications.
- Utility Design other than storm sewer and underdrains.

- Environmental Services.

Following is detailed information regarding the tasks to be performed under this phase:

## **2.1 GENERAL FINAL DESIGN & COORDINATION (TASK 4100)**

This effort is associated with refining the preliminary design as needed to construct Phase 4 improvements. This includes the following subtasks:

- Refine Phase 4 Scope and Project Definition. This will include the efforts needed to establish the Phase 4 scope and coordinate the current phase with prior and future phases.
- Develop Preliminary Bid Package. This project may be bid using a base bid and additive alternates. This task will include the development of a preliminary bid package structure.
- Adjust Models for Phase 4 Scope. The preliminary designs will be modified to represent only those improvements to be included in Phase 4. Existing conditions models will be revised to reflect the improvements made in previous phases of the project. Preliminary design models will be revised as needed to provide transitions between the Phase 4 design and the existing conditions.

## **2.2 PLAN DEVELOPMENT (TASK 4200)**

This task will include those efforts necessary to develop a plan set representing only those improvements to be included in Phase 4. This plan set is anticipated to include approximately 110 sheets including the following:

- Cover / Quantities / Index / Site Plan Sheets (3 sheets)
- Phasing / CSPP Plans & Details (5 sheets)
- Existing Conditions / Removals / Pavement Structures Plans & Details (6 sheets)
- Proposed Improvement Plans & Details (8 sheets)
- Typical Sections and Details (4 sheets)
- Proposed Geometry Plans, Schedules & Details (4 sheets)
- Plan & Profile Sheets (4 sheets)
- Grading & Staking Plans (10 sheets)
- Storm Sewer Plans, Schedules & Details (7 sheets)
- Underdrain Plans, Schedule & Details (5 sheets)
- Lighting & Signage Plans, Schedules & Details (13 sheets)
- Vault Improvement Plan & Details (3 sheets)
- PAPI Plans & Details (3 sheets)
- Marking Plans & Details (6 sheets)
- Turfing Plan / Erosion Control / SWPPP & Details (6 sheets)
- Earthwork Distribution and Cross Sections (34 sheets)

## **2.3 DEVELOPMENT OF TECHNICAL SPECIFICATIONS (TASK 4400)**

Technical specifications will be prepared for this phase. Subtasks will include:

- Prepare & Compile FAA Standard Specifications.
- Prepare & Submit SWPPP Permit.

## **2.4 ESTIMATES OF QUANTITIES, COST AND TIME (TASK 4500)**

It is anticipated that Phase 4 will be packaged to include a base bid and additive alternates. If necessary, this task group will include efforts to modify the preliminary bid package developed under task group 4100. The following subtasks will be performed for each

element in the bid package:

- Quantity Computations
- Cost Estimate
- Contract Time Estimate
- DBE Goals
- Prepare the final bidding package
- Assist the Sponsor with grant applications as necessary

## **2.5 SPECIAL DESIGN CONSIDERATIONS (TASK 4600)**

This task will include efforts necessary to prepare and submit an updated Signage & Marking plan to the FAA.

## **2.6 AIRSPACE / CSPP PREPARATION & COORDINATION (TASK 4700)**

This task will include efforts necessary to prepare and submit Airspace and Construction Safety Phasing Plans to the FAA for approval.

## **2.7 RESOLVE FINAL DESIGN REVIEW (TASK 4900)**

This will include review of the final design with the Owner, IDOT, and the FAA as well as resolving any issues that arise during the review.

## **2.8 QUALITY CONTROL & CONSTRUCTABILITY REVIEWS (TASK 5100)**

This will include efforts required to perform the following subtasks:

- Prepare a project QC plan to provide a framework for project reviews.
- Perform an internal QC review.
- Perform a constructability review.
- Perform a plan-in-hand review in the field.

## **2.9 PROJECT ENGINEERING, MANAGEMENT, & MEETINGS (TASK 5200)**

This will include efforts required to perform the following subtasks:

- Project Management & Coordination.
- Design Service Scope & Contract Preparation.
- Prepare IFE Package & Perform Negotiations as required.
- Coordination Meetings with Concerned Agencies. Note that this project will potentially impact existing NAVAIDS including the glide slope antenna, the Runway 4 MALSR, and the Runway 4 PAPI. It is anticipated that frequent coordination meetings with FAA Tech Ops will be necessary. The design of NAVAIDS beyond the relocation of the Runway 4 PAPI is specifically excluded from this scope of services.
- Attendance at Board, Council & Committee meetings as requested by the Sponsor.
- Internal Project Meetings.
- Construction Phase Contract Preparation.

## **2.10 BIDDING ASSISTANCE (IDOT LETTING)**

If the project is let through IDOT, the Engineer will provide the following bidding phase services as needed:

- Prepare for and lead a pre-bid meeting
- General services including responding to bidder questions and preparing addenda
- GATA / IGA / Sponsor Certification Assistance
- Bid Analysis, tabulation, and recommendation
- Effort between bidding and notice of award

**2.11**      **SPECIAL SERVICE CLOSEOUT (TASK 5400)**

This task will include post design efforts, including:

- Efforts between final design and award.
- Grant Administration and Assistance.
- Project Closeout.

**3.**      **EXPENSES**

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

**4.**      **OUTSIDE SERVICES**

No outside services are anticipated.

**ATTACHMENT D-2**  
**PROJECT DESCRIPTION: RECONSTRUCT RUNWAY 4 PHASE 4**  
**PROFESSIONAL SERVICES - ESTIMATE OF EFFORT - REPACKAGE BID DOCUMENTS FOR FOURTH CONSTRUCTION PHASE LETTING(RECONSTRUCT RUNWAY 4)**  
**SPECIAL SERVICES**

CRAWFORD, MURPHY & TILLY, INC.  
CONSULTING ENGINEERS

PREP BY: HWI  
CMT NO.: 18002001.33  
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	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
																						0
<b>4000</b>		<b>Final Design Development (100%)</b>																				0
																						0
<b>4100</b>		<b>General Final Design &amp; Coordination</b>																				0
	4101	Refine Phase 4 Scope & Project Definition	4	2				8														14
	4102	Develop Preliminary Bid Package		2				8														10
	4103	Adjust Preliminary Models for Phase 4 Scope						40							24							64
																						0
<b>4200</b>		<b>Plan Development (Est 121 Sheets)</b>																				0
	4201	Cover / Quantities / Index / Site Plan Sheets (3)						1							3			6				10
	4202	Phasing / CSPP Plans, Notes & Details (5)						2							5			10				17
	4203	Existing Conditions / Removals / Pavement Structures Plans & Details (6)						2							6			12				20
	4204	Proposed Improvement Plan & Details (8)						2							8			16				26
	4205	Typical Sections & Details (4)						1							4			8				13
	4206	Proposed Geometry Plan, Schedules & Details (4)						1							4			8				13
	4207	Plan & Profile Plan Sheets (4)						1							4			8				13
	4208	Grading & Staking Plans (10)						3							10			20				33
	4209	Storm Sewer Plans, Schedules & Details (7)						2							7			14				23
	4210	Underdrain Plans, Schedule & Details (5)						2							5			10				17
	4211	Lighting & Signage Plans, Schedules & Details (13)						4							13			26				43
	4212	Vault Improvements Plans & Details (3)		8				1							3			6				18
	4213	PAPI Plans & Details (3)		8				1							3			6				18
	4214	Marking Plan & Details (6)						2							6			12				20
	4215	Turfing Plan / Erosion Control / SWPPP & Details (6)						2							6			12				20
	4216	Earthwork Distribution and Cross Sections (34)						4							9			17				30
	4217	Compile Plan Submittal & Distribute						4													4	8
																						0
<b>4400</b>		<b>Development of Technical Specifications</b>																				0
	4401	Special Provisions for IDA Standard Specifications-																				0
	4402	Prepare FAA Standard Specifications						24							24							48
	4403	Prepare Modification of Standards (MOS)-																				0
	4404	Compile Final Specifications						2							4							6
	4405	Prepare & Submit SWPPP													4							4
																						0
<b>4500</b>		<b>Estimates of Quantities, Cost &amp; Time</b>																				0
	4501	Refine Preliminary Bid Package (if needed)		4				8														12
	4502	Quantity Computations						2							16							18
	4503	Cost Estimate Preparation						4							8							12
	4504	Estimate of Contract Time						2							8							10
	4505	Prepare DBE Goals						2														2
	4506	Bidding Package Preparation (Add Alts, etc.)						4							8							12
	4507	Assist with Grant Application		4				8														12
																						0
<b>4600</b>		<b>Special Design Conditions:</b>																				0
	4601	Update Signage & Marking Plan						8							16			16				40
																						0
<b>4700</b>		<b>Airspace / CSPP Preparation &amp; Coordination</b>																				0
	4701	Prepare & Submit Construction Operations Airspace						4							8							12
	4702	Prepare & Submit CSPP						2							4							6
																						0
<b>4900</b>		<b>Resolve Final Design Reviews</b>																				0
	4901	Review Final Design with Owner /IDA/FAA		4				8														12



**ATTACHMENT B-3  
SPECIAL SERVICES  
ESTIMATE OF PROJECT EXPENSES  
REPACKAGE BID DOCUMENTS FOR FOURTH CONSTRUCTION PHASE LETTING  
(RECONSTRUCT RUNWAY 4)**

**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	630	\$0.560	\$352.80
RE	Miles	210	\$0.560	\$117.60
Observers	Miles		\$0.560	\$0.00
			\$0.560	\$0.00

Subtotal Mileage \$470.40

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

Subtotal Daily Vehicle \$0.00

**Total - Transportation** \$470.40

**PRINTING**

ITEM	UNIT	QUANTITY	UNIT PRICE	SUBTOTAL
Report	EA		\$20.00	\$0.00
Plans	EA	15	\$15.00	\$225.00
Specifications	EA	15	\$20.00	\$300.00
Weekly Reports	EA		\$4.00	\$0.00
Record Drawings	EA		\$25.00	\$0.00
Final Material Report	EA		\$20.00	\$0.00

**Total - Printing** \$525.00

**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 DD – DD3**

**PLANNING AND SPECIAL SERVICES**

**BIDDING PHASE SERVICES FOR RECONSTRUCT RUNWAY 4  
(CONSTRUCTION PHASE 4)**



ATTACHMENT DD

Special Services  
BIDDING SERVICES FOR FOURTH CONSTRUCTION PHASE LETTING  
(LOCAL LET)  
(RECONSTRUCT RUNWAY 4)  
Estimate of Costs

<u>Category</u>	<u>Amount</u>
1. <u>Direct Salary Costs</u> (See Attachment D-1)	<u>\$8,947.54</u>
2. <u>Overhead on Labor</u> ( 54.69% )	<u>\$4,893.41</u>
3. <u>General and Administrative Overhead</u> ( 112.14% )	<u>\$10,033.77</u>
4. <u>Direct Nonsalary Expenses</u>	
Materials and Supplies	<u>\$0.00</u>
Transportation	<u>\$235.20</u>
Printing	<u>\$0.00</u>
Testing	<u>\$0.00</u>
Other Costs (Outside Services)	<u>\$0.00</u>
Other Costs (Excluding Outside Services)	<u>\$0.00</u>
5. <u>Fixed Payment</u>	<u>\$3,500.00</u>
6. <u>Per Diem</u>	<u>\$0.00</u>
7. <u>Outside Services</u>	<u>\$0.00</u>
Estimate of Total Costs	<u>\$27,609.92</u>
<b>Total Amount Not to Exceed</b>	<b><u><u>\$27,600.00</u></u></b>

**ATTACHMENT DD-1**

**Special Services  
BIDDING SERVICES FOR FOURTH CONSTRUCTION PHASE LETTING  
(LOCAL LET)  
(RECONSTRUCT RUNWAY 4)  
Estimate of Salary Expenses**

<b>Classification*</b>	<b>Hours</b>	<b>2022 Est. Avg. Hourly Rate</b>	<b>Cost</b>
10 - Principal	<u>2</u>	<u>\$72.80</u>	<u>\$145.60</u>
20 - Project Engineer II	<u>35</u>	<u>\$69.63</u>	<u>\$2,437.05</u>
21 - Project Architect II	<u>0</u>	<u>\$57.36</u>	<u>\$0.00</u>
22 - Project Manager II	<u>0</u>	<u>\$61.78</u>	<u>\$0.00</u>
25 - Project Environmental Scientist II	<u>0</u>	<u>\$66.43</u>	<u>\$0.00</u>
30 - Project Engineer I	<u>0</u>	<u>\$54.09</u>	<u>\$0.00</u>
32 - Project Manager I	<u>109</u>	<u>\$54.49</u>	<u>\$5,939.41</u>
36 - Project Structural Engineer I	<u>0</u>	<u>\$53.73</u>	<u>\$0.00</u>
40 - Sr. Engineer I	<u>0</u>	<u>\$40.17</u>	<u>\$0.00</u>
41 - Sr. Architect I	<u>0</u>	<u>\$46.76</u>	<u>\$0.00</u>
43 - Sr. Planner I	<u>0</u>	<u>\$42.46</u>	<u>\$0.00</u>
44 - GIS Specialist	<u>0</u>	<u>\$38.35</u>	<u>\$0.00</u>
50 - Engineer I	<u>0</u>	<u>\$31.79</u>	<u>\$0.00</u>
55 - Environmental Scientist II	<u>0</u>	<u>\$35.13</u>	<u>\$0.00</u>
70 - Land Surveyor	<u>0</u>	<u>\$44.60</u>	<u>\$0.00</u>
80 - Sr. Technician I	<u>11</u>	<u>\$38.68</u>	<u>\$425.48</u>
81 - Sr. Technician II	<u>0</u>	<u>\$49.38</u>	<u>\$0.00</u>
90 - Technician II	<u>0</u>	<u>\$32.38</u>	<u>\$0.00</u>
110 - Admin. Assistant	<u>0</u>	<u>\$21.22</u>	<u>\$0.00</u>
<b>Total</b>	<b><u>157</u></b> <b>(Hours)</b>	<b><u>\$56.99</u></b> <b>(Average)</b>	<b><u>\$8,947.54</u></b> <b>(Total Direct Salary Costs)</b>

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

## **ATTACHMENT DD-2**

**SCOPE OF SERVICES  
FOR  
SPECIAL SERVICES  
BIDDING SERVICES FOR FOURTH CONSTRUCTION PHASE LETTING (LOCAL LET)  
(RECONSTRUCT RUNWAY 4)  
FOR  
RECONSTRUCT RUNWAY 4/22  
AT  
QUINCY REGIONAL AIRPORT  
QUINCY ILLINOIS**

**January 25, 2022**

### **1. GENERAL**

This scope of work will describe Bidding Services for the Fourth Letting for the Reconstruct Runway 4/22 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 overall Project generally consists of the following work components:

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

This phase of the Project will include the following work components:

- Reconstruct the 4 end of Runway 4/22.
- Reconstruct Taxiway B.
- Grade Runway 4/22 Safety Area.
- Construction of new guidance signs.
- Installation of new edge lights on Runway 4/22.
- Installation of new Runway Distance Remaining Signs for 4/22.
- Construct a new home run for Runway 4/22.

### **2. SCOPE OF SERVICES**

If the Project is locally let by the Airport, this special service phase is to assist the Sponsor with the bidding phase for construction phase 4 (Reconstruct Runway 4) of the project. After approval to start, the Engineer shall provide the following services as needed:

- Project Management & Administration
- Prepare Final Contract Documents
- Prepare Front End Bidding Documents

- Prepare & Distribute Advertisement
- Coordinate with Printer
- Distribution of Bid Documents
- Maintain Bidder's List
- Attend & Facilitate Pre-Bid Meeting
- Respond to Bidder's Questions
- Prepare & Issue Addenda
- Attend & Facilitate Bid Opening
- Bid Analysis & Tabulation
- Follow Up Correspondence with Bidders
- Coordinate Award with FAA / IDA / Airport
- Prepare & Transmit Notice of Award
- Correspond with Unsuccessful Bidders / Return Bonds
- Coordinate & Submit Buy American Waiver Requests
- Prepare & Execute Contract Documents
- Issue Notice to Proceed
- Project Closeout

### **3. EXPENSES**

The Engineer will incur certain project-related expenses during the Bidding Phase Services for Fourth Letting 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.

### **4. 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 DD-2**  
**PROJECT DESCRIPTION: BIDDING SERVICES FOR FOURTH CONSTRUCTION PHASE LETTING (LOCAL LET)**  
**(RECONSTRUCT RUNWAY 4)**  
**PROFESSIONAL SERVICES - ESTIMATE OF EFFORT**  
**SPECIAL SERVICES**

CRAWFORD, MURPHY & TILLY, INC.  
CONSULTING ENGINEERS

PREP BY: HWI  
CMT NO.: 18002001.41  
DATE: 1/25/2022

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	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	
1	Project Management & Administration		6																			6
2	Prepare Final Contract Documents		6					24														30
3	Prepare Front End Bidding Documents		6					16									4					26
4	Prepare & Distribute Advertisement		1					3														4
5	Coordinate with Printer							2														2
6	Distribution of Bid Documents							2									4					6
7	Maintain Bidder's List							2									2					4
8	Attend & Facilitate Pre-Bid Meeting		2					8														10
9	Respond to Bidder's Questions		2					6														8
10	Prepare & Issue Addenda		2					4														6
11	Attend & Facilitate Bid Opening							8														8
12	Bid Analysis & Tabulation		2					6														8
13	Follow Up Correspondance with Bidders		1					4														5
14	Coordinate Award with FAA / JDA / Airport		1					2														3
15	Prepare & Transmit Notice of Award							2														2
16	Correspond with Unsuccessful Bidders / Return Bonds							2									1					3
17	Coordinate & Submit Buy American Waiver Requests		1					4														5
18	Prepare & Execute Contract Documents		1					4														5
19	Issue Notice to Proceed							2														2
20	Project Closeout	2	4					8														14
																						0
																						0
	<b>MANHOUR TOTALS</b>	<b>2</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>109</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>157</b>	

ATTACHMENT DD-3  
 SPECIAL SERVICES - BIDDING PHASE SERVICES (LOCAL LET)  
 ESTIMATE OF PROJECT EXPENSES  
 RECONSTRUCT RUNWAY 4/22 PHASE 4

**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	420	\$0.560	\$235.20
RE	Miles		\$0.560	\$0.00
Observers	Miles		\$0.560	\$0.00
			\$0.560	\$0.00

Subtotal Mileage \$235.20

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** \$235.20

**PRINTING**

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

**Total - Printing** \$0.00

**TESTING**

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

**Total - Testing** \$0.00

**OTHER COSTS (OUTSIDE COSTS)**

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

**Total - Other Costs (Outside Services)** \$0.00

**OTHER COSTS (EXCLUDING OUTSIDE SERVICES)**

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

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

**PER DIEM**

ITEM	UNIT	QUANTITY	UNIT PRICE	SUBTOTAL
Lodging	Day		\$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 J

### TESTING SCHEDULE

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

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

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



**ATTACHMENT L**

**SUMMARY OF PAYROLL BURDEN AND FIXED COSTS**

SEE ATTACHMENT M.

**NOTE:**

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

**ATTACHMENT M (Required)**

**SUMMARY OF OVERHEAD AND INDIRECT COSTS**

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>		
8151	FICA Tax	12.10%
8102, 8103, 8170	Paid Time Off (Vacation, Holidays and Sick Leave)	16.34%
8154, 8156, 8158	Group Medical, Life, Workers Comp, Disability and Unemployment Insurance	8.64%
8159, 8160	Employee Retirement Plan Contributions	<u>17.61%</u>
		<u>54.69%</u>
<b><u>GENERAL &amp; ADMINISTRATIVE OVERHEAD EXPENSE</u></b>		
8104-8119	Indirect Salaries - Not Allocable to Projects	66.71%
8222, 8264	Miscellaneous Taxes	1.10%
8231	Professional Fees	4.48%
8251	Rent	10.31%
8252	Utilities	0.71%
8271	Telephone & Data	2.37%
8253-8254	Maintenance, Repairs & Supplies	1.62%
8281-8285	Office Supplies, Shipping & Reproduction	0.89%
8281, 8284	Seminars, Registration & Education	1.79%
8281, 82, 95, 8321-23	Travel & Vehicle Expense	1.37%
8331, 8332	Business Insurance	2.75%
8351, 52, 81, 82, 89	Equipment Expense, Repairs & Maintenance	1.51%
8366, 8367, 8368	Computer Expense & Supplies	12.27%
8371, 8372, 8381, 8382	Maps, Reference Books, Engineering & Survey Supplies	0.28%
8401+COFC	Depreciation & Cost of Facilities Capital (0.23%)	<u>4.18%</u>
		<u>112.14%</u>
<b>TOTAL OVERHEAD</b>		<u><u>166.83%</u></u>

**ATTACHMENT N**

**PROJECT CERTIFICATION**

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

Project Description: \_\_\_\_\_

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):\_\_\_\_\_ Copy of Retainer attached (ATTACHMENT U).
2. Project is clearly delineated on the currently approved Airport Layout Plan.  
Approval Date (Required):\_\_\_\_\_.
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**



**ATTACHMENT Q**

**PROJECT LETTING SCHEDULE**

**LETTING DATE TO BE DETERMINED**

**ANTICIPATED CONSTRUCTION IN 2024**

**ATTACHMENT R**

**OP&P PROGRAM LETTER**

**PENDING**

**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 I**

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



**ENGINEER'S PRELIMINARY OPINION OF PROBABLE PROJECT COST**

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

**AIRPORT:** QUINCY REGIONAL AIRPORT

**IL PROJ.:** UIN-XXXX

**DATE:** 11/11/2021

<b>BASE BID - RECONSTRUCT RUNWAY 4</b>					
<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>UNITS</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>COST</b>
C 100	CONTRACTOR QUALITY CONTROL PROGRAM (CQCP)	LS	1.0	\$ 75,000.00	\$ 75,000.00
C 102-5.1	INLET PROTECTION	EA	12.0	\$ 875.00	\$ 10,500.00
C 105-9.1	MOBILIZATION	LS	1.0	\$ 850,000.00	\$ 850,000.00
C 105-9.2	ENGINEER'S FIELD OFFICE	LS	1.0	\$ 18,500.00	\$ 18,500.00
C 105-9.3	CONSTRUCTION ACCESS	LS	1.0	\$ 30,000.00	\$ 30,000.00
C 105-9.4	RESTORE CONSTRUCTION ACCESS	LS	1.0	\$ 20,000.00	\$ 20,000.00
C 105-9.5	TRAFFIC CONTROL & PROTECTION	LS	1.0	\$ 25,000.00	\$ 25,000.00
P 101-5.1	REMOVE BITUMINOUS PAVEMENT	SY	54279.0	\$ 2.50	\$ 135,697.50
P 101-5.2	BITUMINOUS SURFACE MILLING	SY	7725.0	\$ 7.00	\$ 54,075.00
P 101-5.4	RUBBLIZE PAVEMENT	SY	54279.0	\$ 3.50	\$ 189,976.50
P 152-4.1	EMBANKMENT IN PLACE	CY	67000.0	\$ 20.00	\$ 1,340,000.00
P 154-5.1	SUBBASE COURSE	CY	26318.0	\$ 70.00	\$ 1,842,260.00
P 209-5.1	CRUSHED AGGREGATE BASE COURSE	SY	26318.0	\$ 36.00	\$ 947,448.00
P 401-8.1	ASPHALT SURFACE COURSE	TON	8094.0	\$ 160.00	\$ 1,295,040.00
P 403-8.1	ASPHALT MIXTURE BASE COURSE	TON	5592.0	\$ 150.00	\$ 838,800.00
P 603-5.1	EMULSIFIED ASPHALT TACK COAT	GAL	3000.0	\$ 3.60	\$ 10,800.00
P 620-5.1	PAVEMENT MARKING - WATERBORNE	SF	21000.0	\$ 1.50	\$ 31,500.00
P 620-5.2	PAVEMENT MARKING - BLACK BORDER	SF	4800.0	\$ 1.00	\$ 4,800.00
P 620-5.3	PAVEMENT MARKING - SPHPS	SF	540.0	\$ 2.50	\$ 1,350.00
P 621-5.1	BITUMINOUS PAVEMENT GROOVING	SY	26650.0	\$ 2.10	\$ 55,965.00
D 701-5.2	18" RCP, CLASS IV	LF	2350.0	\$ 160.00	\$ 376,000.00
D 701-5.3	24" RCP, CLASS IV	LF	1325.0	\$ 200.00	\$ 265,000.00
D 701-5.4	30" RCP, CLASS IV	LF	580.0	\$ 260.00	\$ 150,800.00
D 701-5.5	36" RCP, CLASS IV	LF	210.0	\$ 285.00	\$ 59,850.00
D 705-5.1	ADJUST UNDERDRAIN STRUCTURE	EA	4.0	\$ 1,500.00	\$ 6,000.00
D 705-5.2	4" PERFORATED UNDERDRAIN W/SOCK	LF	8000.0	\$ 35.00	\$ 280,000.00
D 705-5.4	UNDERDRAIN CLEANOUT	EA	17.0	\$ 2,750.00	\$ 46,750.00
D 705-5.5	UNDERDRAIN CONNECTION	EA	4.0	\$ 2,750.00	\$ 11,000.00
D 751-5.1	REMOVE INLET	EA	4.0	\$ 2,500.00	\$ 10,000.00
D 751-5.4	36" INLET	EA	16.0	\$ 6,950.00	\$ 111,200.00
T 901-5.1	SEEDING	AC	30.1	\$ 2,000.00	\$ 60,200.00
T 904-5.1	SODDING	SY	3000.0	\$ 17.00	\$ 51,000.00
T 905-5.1	STRIP AND REPLACE TOPSOIL	AC	30.1	\$ 4,000.00	\$ 120,400.00
T 908-5.1	HEAVY-DUTY HYDRAULIC MULCH	AC	30.1	\$ 3,800.00	\$ 114,380.00
L 108-5.1	1/C #8 5 KV UG CABLE	LF	150.0	\$ 5.50	\$ 825.00
L 108-5.2	1/C #8 5 KV UG CABLE IN UD	LF	6350.0	\$ 11.00	\$ 69,850.00
L 108-5.3	2/C #8 5 KV UG CABLE	LF	640.0	\$ 6.00	\$ 3,840.00
L 108-5.4	2/C #8 5 KV UG CABLE IN UD	LF	1805.0	\$ 10.50	\$ 18,952.50
L 108-5.5	1/C #6 COUNTERPOISE	LF	8795.0	\$ 8.00	\$ 70,360.00
L 108-5.5	2" DIRECTIONAL BORE	LF	50.0	\$ 100.00	\$ 5,000.00
L 109-5.1	VAULT MODIFICATIONS	EA	1.0	\$ 30,000.00	\$ 30,000.00
L 109-5.2	10 KW REGULATOR, STYLE 1	EA	1.0	\$ 30,000.00	\$ 30,000.00
L 110-5.1	DUCT MARKER - IN PAVEMENT	EA	4.0	\$ 500.00	\$ 2,000.00
L 110-5.2	4-WAY CONCRETE ENCASED DUCT	EA	1065.0	\$ 150.00	\$ 159,750.00

**BASE BID - RECONSTRUCT RUNWAY 4**

ITEM NO.	ITEM DESCRIPTION	UNITS	QTY	UNIT PRICE	COST
L 110-5.3	1-WAY CONC. ENCASED DUCT	EA	80.0	\$ 120.00	\$ 9,600.00
L 125-5.01	REMOVE INPAVEMENT LIGHT	EA	3.0	\$ 1,000.00	\$ 3,000.00
L 125-5.02	REMOVE BASE MOUNTED LIGHT	EA	16.0	\$ 700.00	\$ 11,200.00
L 125-5.03	REMOVE TAXI GUIDANCE SIGN	EA	3.0	\$ 1,200.00	\$ 3,600.00
L 125-5.05	REMOVE STAKE MOUNTED LIGHT	EA	33.0	\$ 750.00	\$ 24,750.00
L 125-5.06	RELOCATE PAPI	LS	1.0	\$ 50,000.00	\$ 50,000.00
L 125-5.08	ADJUST BASE MOUNTED LIGHT	EA	6.0	\$ 900.00	\$ 5,400.00
L 125-5.10	MITL - BASE MOUNTED - LED	EA	33.0	\$ 2,500.00	\$ 82,500.00
L 125-5.11	HIRL - BASE MOUNTED - LED	EA	8.0	\$ 2,750.00	\$ 22,000.00
L 125-5.12	HI THRESHOLD LIGHT BASE MOUNTED	EA	8.0	\$ 2,500.00	\$ 20,000.00
L 125-5.14	REPLACE LIGHT FIXTURE	EA	64.0	\$ 1,000.00	\$ 64,000.00
L 125-5.15	RUNWAY DISTANCE REMAINING SIGN BASE	EA	1.0	\$ 3,500.00	\$ 3,500.00
L 125-5.16	RUNWAY DISTANCE REMAINING SIGN FIXTURE ON EXISTING	EA	6.0	\$ 4,500.00	\$ 27,000.00
L 125-5.17	SPLICE CAN	EA	5.0	\$ 1,125.00	\$ 5,625.00
L 125-5.18	TAXI GUIDANCE SIGN, 2 CHARACTER	EA	2.0	\$ 7,000.00	\$ 14,000.00
L 125-5.19	TAXI GUIDANCE SIGN, 3 CHARACTER	EA	1.0	\$ 7,500.00	\$ 7,500.00

<b>CONSTRUCTION COST ESTIMATE</b>		ESTIMATED COSTS
CONSTRUCTION COST SUBTOTAL:		\$ 10,183,544.50
MATERIAL ESCALATION FOR 2024 CONSTRUCTION (5%):		\$ 509,177.23
15% CONTINGENCY:		\$ 1,603,908.26
<b>ENGINEER'S PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COST:</b>		<b>\$ 12,296,629.98</b>

<b>ADMINISTRATIVE COST ESTIMATE</b>		ESTIMATED COSTS
IDA ADMINISTRATION		\$ 9,000.00
NPDES PERMIT		\$ 750.00
REPACKAGE PLANS FOR PH4		\$ 151,600.00
INDEPENDENT FEE REVIEW		\$ 4,000.00
BIDDING PHASE SERVICES		\$ 29,300.00
REPLACE MALSR		\$ 1,250,000.00
FAA REIMBURSIBLE		\$ 200,000.00
CONSTRUCTION PHASE SERVICES		\$ 984,000.00
FLIGHT CHECK		\$ 25,000.00
<b>ENGINEER'S PRELIMINARY OPINION OF PROBABLE ADMINISTRATIVE COST:</b>		<b>\$ 2,653,650.00</b>

<b>ENGINEER'S PRELIMINARY OPINION OF PROBABLE PROJECT COST:</b>		ESTIMATED COSTS
CONSTRUCTION		\$ 12,296,629.98
ADMINISTRATION		\$ 2,653,650.00
<b>ENGINEER'S PRELIMINARY OPINION OF PROBABLE PROJECT COST:</b>		<b>\$ 14,950,279.98</b>

## NOTE:

THIS OPINION OF PROBABLE CONSTRUCTION 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 CONTINGENCY OF 15%

**ATTACHMENT U**

**RETAINER AGREEMENT**

# PROFESSIONAL SERVICES CONTRACT

Final Prepared: 8/27/2018

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

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

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

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

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

## **PART A – PROJECT DEVELOPMENT AND PREAPPLICATION SERVICES**

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

## **PART B – BASIC DESIGN SERVICES**

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

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

#### **PART C – CONSTRUCTION PHASE SERVICES**

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

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

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

#### **PART D – SPECIAL SERVICES**

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

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

#### **PART E – CHANGE OF SCOPE**

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

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

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

**ARTICLE IV. The CONSULTANT and SPONSOR mutually agree that:**

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

**ARTICLE V. The SPONSOR agrees that:**

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

**ARTICLE VI. Payment**

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

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

**ARTICLE VIII. Hold Harmless**

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

**ARTICLE IX. Insurance**

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

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

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

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

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

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



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

SPONSOR  
City of Quincy

[Redacted Signature]

(Signature of Authorized Person)

[Handwritten Name]  
(Printed Name of Authorized Person)

Mayor  
e of Authorized Person)

ATTEST:

[Redacted Signature]

Title: City Clerk

State of Illinois County of Adam

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



(seal)

by Vicki Ebbing  
(name of person).

[Redacted Signature]

Signature of notary public.

CONSULTANT  
Crawford, Murphy & Tilly Inc.

[Redacted Signature]

Bradley M. Hamilton  
Director of Aviation Services, Vice President

ATTEST:

[Redacted Signature]

Title: Sr. Vice President

State of Illinois County of Sangamon

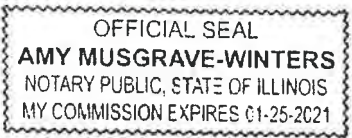
Signed (or subscribed or attested) before me on 8/29/2018  
(date)

by [Redacted Signature]  
(name of person).

[Redacted Signature]

Signature of notary public.

(seal)



**HANGAR RENTAL AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of March, 2022 between the City of Quincy, a municipal corporation, owner and operator of the Quincy Regional Airport, hereinafter referred to as “Lessor”, and Mark Heidbreder, hereinafter referred to as “Lessee”, WITNESSTH:

WHEREAS, Lessor as owner and operator of the Quincy Regional Airport has hangars for the Storage of aircraft; and,

WHEREAS, Lessee is desirous of renting a hangar for the storage of his aircraft.

NOW, THEREFORE, in consideration of the above and the mutual covenants hereinafter set forth, the parties hereto agree as follows:

1. **TERM and LEASED PREMISES:** Lessor does hereby lease to Lessee on a month-to-month basis for the storage of aircraft owned by the Lessee, the certain hangar stall known as T-Hangar # C-2 and hereinafter referred to as the “leased premises.” The Lessee agrees to and does hereby accept the leased premises in its current condition. The Lessee does hereby inform the Lessor the following aircraft will be stored in said hangar stall and agrees to provide any necessary documentation that the Lessor may request as proof of ownership of said aircraft:

\_\_\_\_\_

(Aircraft year)	(Aircraft Model)	(Aircraft ID No.)
-----------------	------------------	-------------------

2. **RENTAL:** During the term of this lease, Lessee agrees to pay the sum of \$144.16 per month and the first payment commences on the date April 1, 2022 and continues thereafter on the first day of each month, said monthly payments to be made to Lessor at the City’s Treasurer’s office, 730 Maine Street, Quincy, Illinois 62301. An annual rent adjustment will be made based on the year-to-year change in Consumer Price Index for All Urban Consumers. The adjustment will be based on the change in CPI as of March 1<sup>st</sup> and will become effective on May 1<sup>st</sup> each lease year, beginning May 1<sup>st</sup>, 2022. Under no circumstances will the rent be decreased even if the CPI change shows a decrease in rate.

3. **COVENANTS BY LESSEE:** Lessee acknowledges that he has examined and knows the condition of said leased premises and has received the same in its present “AS IS” condition and agrees that he will keep said leased premises in a clean and safe condition, free of all fire hazards, and upon termination of this lease in any way, will yield up the premises to Lessor in a clean condition and will deliver the keys to Lessor. Lessee shall not use, nor permit the use of, said space for any other purpose than storage of the above described aircraft and associated accessories. Lessee further covenants and agrees during the term of this lease: (a) to extinguish all lights and disconnect any electrical appliances when he is absent from the leased premises; (b) to close and secure all doors when said leased premises are not in use; (c) to leave no portion of his aircraft protruding from leased premises; (d) to leave no oil warming devices or unprotected light bulbs or drop cords unattended by the Lessee in or about said leased premises; (e) to store no waste oil, gasoline, aviation grade fuel or other flammable materials in or about said leased premises without proper approval of the owner; (f) to use no flammable solvents or materials within the leased premises, such as paint, polishes, or cleaners without proper ventilation; (g) to promptly report any malfunctioning of doors or hangar equipment to Lessor; (h) to make no additions or alterations to the leased premises without the prior written consent of Lessor; (i) to carry on no commercial activities in connection with the leased premises except as licensed and approved by Lessor; (j) to sublet no portion of the leased premises without the prior written consent of Lessor; (k) to pay any and all property taxes assessed on the leased premises; and (l) to observe all applicable Rules and Regulations or Minimum Standards promulgated by Lessor and pertaining to the use and operation of the Quincy Regional Airport.

4. **COVENANTS OF LESSOR:** Lessor shall reasonably maintain and repair the leased premises so long as any damage to same is not caused by the negligence of Lessee or his invitees.

5. DAMAGES TO PREMISES: Damage or loss caused to the leased premises by Lessee or his invitees shall be the responsibility of Lessee and that the reasonable expenditures by Lessor in repairing same shall be remitted to Lessee within thirty (30) days of notice to Lessee of such expenditures.
6. ACCESS TO PREMISES: Lessor and its employees and agents shall be allowed free access at all times to the leased premises for the purpose of inspecting same, or to make any necessary repairs or alterations thereof. Lessee shall provide the Lessor a key or combination to the lease premises.
7. NON-LIABILITY-INDEMNITY OF LESSOR: Lessor shall not be liable for any damage to any aircraft or other property stored in said leased premises nor is liable for any personal injury or death which may occur upon said leased premises. The Lessee agrees to indemnify and hold the Lessor harmless from and against all liabilities, judgments, costs, damages and expenses which may accrue against, be charged to or recovered from the Lessor by reason or on account of personal injuries or damage to the property of others arising from Lessee's use and occupancy of the leased premises under any circumstances except when caused by Lessor's sole negligence or by the joint negligence of Lessor and any person other than Lessee.
8. DEFAULT REMEDIES: If default shall be made in the payment of the above rent, or any part thereof, or in any of the covenants herein contained to be kept by the Lessee, the Lessor may at any time after said default, at is election, and without notice, to declare this lease terminated and to re-enter said leased premises with or without process of law.
9. TERMINATION: This lease shall automatically renew for successive monthly periods unless it is terminated by default of either party or if either party shall give the other party written notice of termination at least thirty (30) days prior to the expiration of the next succeeding monthly period. All notices shall be served by certified mail and address to Lessor at the Airport Director's Office, and to Lessee at \_\_\_\_\_ . Service shall be made on or before the first day of any month.
10. RENTAL INCREASES: The Lessor reserves the right to increase the rental fee at any time during the term of the agreement on a thirty (30) day notice to the Lessee.
11. ENFORCEMENT COSTS: A defaulting party shall pay all expenses, reasonable attorneys' fees and court costs incurred in enforcing the term of this Rental Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

CITY OF QUINCY

BY: \_\_\_\_\_  
Mayor of Quincy

ATTEST:

\_\_\_\_\_  
Its City Clerk

Hangar Tenant

BY: \_\_\_\_\_

Print Name: \_\_\_\_\_

**RESOLUTION**

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

**WHEREAS**, the Quincy Regional Airport owns several T-hangars to rent to aircraft owners for the purpose of aircraft storage; and,

**WHEREAS**, Mark Heidbreder would like to lease certain hangar space for the storage of aircraft; and,

**WHEREAS**, the lease begins April 1<sup>st</sup> on a month-to-month basis; and,

**WHEREAS**, the lease has a monthly rate of \$144.16 with annual CPI increases; now,

**THEREFORE BE IT RESOLVED**, the Aeronautics Committee and Airport Director recommend that the Mayor and City Clerk be authorized and directed to execute and attest the lease agreement with Mark Heidbreder for certain hangar space.

Gabriel Hanafin  
March 14, 2022

# CITY OF QUINCY

*DEPARTMENT OF PLANNING & DEVELOPMENT*

706 Maine Street | Third Floor | Quincy, IL 62301

Office: 217-228-4515 | Fax: 217-221-2288



## MEMORANDUM

TO: Mayor Troup and City Council

FROM: Chuck Bevelheimer

DATE: March 11, 2022

SUBJECT: Demolition of 904 N. 8<sup>th</sup> Street

City received a court order to demolish an unsafe structure at 904 N. 8<sup>th</sup> Street. City advertised in the Herald Whig a bid for demolition of 904 N. 8<sup>th</sup> Street, a 2021 City fix or flattens property. The demolition bid required a lump sum amount be submitted and are as follows:

Miller Construction Co.	\$ 9,200
Neimann General Contracting Inc.	\$21,125
Shaffer Excavation Inc.	\$27,000

Picture of the home is attached. The city has no liens against the property.

Also, attached is a resolution authorizing the award of the demolition bid to Miller Construction Company for \$9,200 for the demolition of dwelling located at 904 N. 8<sup>th</sup> Street. Funding for the demolition will be paid from the IHDA Strong Community Grant program.

If you have any questions, please let me know.

M: Chuck/Memo/2022 Memos/Demo 904 N. 8<sup>th</sup> St 3-11-22



904 N. 8th St. | As observed on 11-9-2021







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

**AN ORDINANCE AMENDING THE DISTRICT MAP  
WHICH IS MADE A PART OF SECTION 162.002 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 the district map, which is made a part of Section 162.002 of the Municipal Code of the City of Quincy of 2015, be and hereby is amended to change the present C1B (Commercial) Zoning District to the C2 (Commercial) Zoning District for the following properties:

Part of the East 45 acres of the South One Half (1/2) of the Southeast Quarter of Section 32, in Township One (1) South of the Base Line and in Range Eight (8) West of the Fourth Principal Meridian in Adams County, Illinois and being more particularly bounded and described as follows:

Commencing at a point on the South line of said Southeast Quarter which is North 89 degrees 40 minutes East along said South line 2278.20 feet from a stone marking the Southwest corner of said Southeast Quarter, thence North 00 degrees 30 minutes West 375 feet, thence North 89 degrees 40 minutes East 50 feet, thence South 00 degrees 30 minutes East 375 feet to a point on the South line of said Southeast Quarter, thence South 89 degrees 40' West along said South line 50 feet to the point of beginning, containing 0.53 acres, inclusive and being subject to a part of the Right of Way State Round #104 lying along the South side thereof,

And

Commencing at a point on the South line of said Southeast Quarter which is North 89 degrees 40 minutes East along said South line 2328.20 feet from a stone marking the Southwest corner of said Southeast Quarter, thence North 00 degrees 30 minutes West 375 feet, thence North 89 degrees 40 minutes East 300 feet, thence south 00 degrees 30 minutes East 375 feet to a point on the south line of said Southeast quarter, thence South 89 degrees 40 minutes West along said South line 300 feet to the point of beginning, containing 2.58 acres, inclusive and being subject to a part of the R.O.W. of State Route #104 laying along the South side thereof, all situated in the County of Adams, in the State of Illinois

P.I.N.: 23-8-0886-001-00 (commonly known as 4701-4729 Broadway Street, Quincy, IL 62305).

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 AUTHORIZING LOAN AGREEMENT

ORDINANCE NUMBER \_\_\_\_\_

AN ORDINANCE authorizing the City Quincy, Adams County, Illinois, to borrow funds from the Water Pollution Control Loan Program

**WHEREAS**, the City of Quincy, Adams County, Illinois, operates its sewerage system (“the System”) and in accordance with the provisions of Article VII Section 6 of the Illinois Constitution and the Local Government Debt Reform Act, 30 ILCS 350/1 et seq. (collectively “the Act”); and

**WHEREAS**, the MAYOR and CITY COUNCIL of the City of Quincy (“the Corporate Authorities”) have determined that it is advisable, necessary, and in the best interest of the public health, safety, and welfare to improve the System, including the following:

Replacement of sewage pumps, modifications of structures and construction of conduits to increase sewage treatment capacity; construction of structures to prevent accumulations of floatable debris in receiving waters; and construction of structures to prevent river water from entering combined sewers

together with any land or rights in land and all electrical, mechanical or other services necessary, useful or advisable to the construction and installation (“the Project”), all in accordance with the plans and specifications prepared by the consulting engineers of the City of Quincy, which Project has a useful life of 30 years; and

**WHEREAS**, the estimated cost of construction and installation of the Project, including engineering, legal, financial and other related expenses is \$9,000,000, and there are insufficient funds on hand and lawfully available to pay these costs; and

**WHEREAS**, the loan shall bear an interest rate as defined by 35 Ill. Adm. Code 365, which does not exceed the maximum rate authorized by the Bond Authorization Act, as amended, 30 ILCS 305/0.01 et seq., at the time of the issuance of the loan; and

**WHEREAS**, the principal and interest payment shall be payable semi-annually, and the loan shall mature in 20 years, which is within the period of useful life of the Project; and

**WHEREAS**, the costs are expected to be paid for with a loan to the City of Quincy from

the Water Pollution Control Loan Program through the Illinois Environmental Protection Agency, the loan to be repaid from revenues of the System and the loan is authorized to be accepted at this time pursuant to the Act; and

**WHEREAS**, in accordance with the provisions of the Act, the City of Quincy is authorized to borrow funds from the Water Pollution Control Loan Program in the aggregate principal amount of \$9,000,000 to provide funds to pay the costs of the Project; and

**WHEREAS**, the loan to the City of Quincy shall be made pursuant to a Loan Agreement, including certain terms and conditions between the City of Quincy and the Illinois Environmental Protection Agency;

NOW THEREFORE, be it ordained by the Corporate Authorities of the City of Quincy of Adams, County, Illinois, as follows:

### **SECTION 1. INCORPORATION OF PREAMBLES**

The Corporate Authorities hereby find that the recitals contained in the preambles are true and correct, and incorporate them into this Ordinance by this reference.

### **SECTION 2. DETERMINATION TO BORROW FUNDS**

It is necessary and in the best interests of the City of Quincy to construct the Project for the public health, safety, and welfare, in accordance with the plans and specifications, as described; that the System continues to be operated in accordance with the provisions of the Illinois Environmental Protection Act, 415 ILCS 5/1 et seq.; and that for the purpose of constructing the Project, it is hereby authorized that funds be borrowed by the City of Quincy in the aggregate principal amount (which can include construction period interest financed over the term of the loan) not to exceed \$9,000,000.

### **SECTION 3. ADDITIONAL ORDINANCES**

The Corporate Authorities may adopt additional ordinances or proceedings supplementing or amending this Ordinance, providing for entering into the Loan Agreement with the Illinois Environmental Protection Agency, prescribing all the details of the Loan

Agreement, and providing for the collection, segregation and distribution of the revenues of the System, so long as the maximum amount of the Loan Agreement as set forth in this Ordinance is not exceeded and there is no material change in the project or purposes described herein. Any additional ordinances or proceedings shall in all instances become effective in accordance with the Act or other applicable laws. This Ordinance, together with such additional ordinances or proceedings, shall constitute complete authority for entering into the Loan Agreement under applicable law.

However, notwithstanding the above, the City of Quincy may not adopt additional ordinances or amendments which provide for any substantive or material change in the scope and intent of this Ordinance, including but not limited to interest rate, preference or priority of any other ordinance with this Ordinance, parity of any other ordinance with this Ordinance, or otherwise alter or impair the obligation of the City of Quincy to pay the principal and interest due to the Water Pollution Control Loan Program without the written consent of the Illinois Environmental Protection Agency.

#### **SECTION 4. LOAN NOT INDEBTEDNESS OF City of Quincy**

Repayment of the loan to the Illinois Environmental Protection Agency by the City of Quincy pursuant to this Ordinance is to be solely from the revenue derived from revenues of the System, and the loan does not constitute an indebtedness of the City of Quincy within the meaning of any constitutional or statutory limitation.

#### **SECTION 5. APPLICATION FOR LOAN**

The MAYOR is hereby authorized to make application to the Illinois Environmental Protection Agency for a loan through the Water Pollution Control Loan Program, in accordance with the loan requirements set out in 35 Ill. Adm. Code 365.

## **SECTION 6. ACCEPTANCE OF LOAN AGREEMENT**

The Corporate Authorities hereby authorize acceptance of the offer of a loan through the Water Pollution Control Loan Program, including all terms and conditions of the Loan Agreement as well as all special conditions contained therein and made a part thereof by reference. The Corporate Authorities further agree that the loan funds awarded shall be used solely for the purposes of the project as approved by the Illinois Environmental Protection Agency in accordance with the terms and conditions of the Loan Agreement.

## **SECTION 7. OUTSTANDING BONDS**

The City of Quincy has outstanding bonds that are payable from revenues of the system but the outstanding bonds are not senior to, but on parity with, the loan authorized by this Ordinance.

## **SECTION 8. AUTHORIZATION OF [MAYOR/PRESIDENT] TO EXECUTE LOAN AGREEMENT**

The MAYOR is hereby authorized and directed to execute the Loan Agreement with the Illinois Environmental Protection Agency. The Corporate Authorities may authorize by resolution a person other than the MAYOR for the sole purpose of authorizing or executing any documents associated with payment requests or reimbursements from the Illinois Environmental Protection Agency in connection with this loan.

## **SECTION 9. SEVERABILITY**

If any section, paragraph, clause or provision of this Ordinance is held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.

## **SECTION 10. REPEALER**

All ordinances, resolutions, orders, or parts thereof, which conflict with the provisions of this Ordinance, to the extent of such conflict, are hereby repealed.

PASSED by the Corporate Authorities on

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

APPROVED \_\_\_\_\_, 2022

\_\_\_\_\_  
Mayor  
City of Quincy  
Adams County, Illinois

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

PUBLISHED in the \_\_\_\_\_ on \_\_\_\_\_, 2022.

RECORDED in the City of Quincy Records on \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_  
City Clerk  
City of Quincy  
Adams County, Illinois

**CERTIFICATION**

I, Virginia Hayden, do hereby certify that I am the duly elected, qualified and acting Clerk of the City of Quincy. I do further certify that the above and foregoing, identified as Ordinance Number \_\_\_\_\_, is a true, complete and correct copy of an ordinance otherwise identified as \_\_\_\_\_, passed by the City Council of the City of Quincy on the \_\_\_\_\_ day of \_\_\_\_\_, 2022, and approved by the Mayor of the City of Quincy on the same said date, the original of which is part of the books and records within my control as Clerk of the City of Quincy.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Clerk of the City of Quincy



# THE CITY COUNCIL

## OFFICIAL PROCEEDINGS

### REGULAR MEETING

Quincy, Illinois, March 7, 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 February 28, 2022, were approved as printed on a motion of Ald. Entrup. Motion carried.

Legal Counsel: City Attorney, Ryan Schnack.

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

#### **PUBLIC FORUM**

Ben Inman stated that he was denied a request for a Quincy Police ride-a-long and wanted to know why.

#### **PETITION**

By the Quincy Humane Society requesting to conduct a raffle and have the bond requirement waived from now to April 9, 2022. The City Clerk recommends approval of the permit.

Ald. Sassen moved the prayer of the petition be granted. Motion carried.

#### **MONTHLY REPORTS**

The monthly reports of the City Clerk, the City Treasurer, the City Comptroller, Forestry Department, Sign & Paint, Recycling, and Street Cleaning Departments for the month of February, 2022, and Forestry Department, Sign & Paint, Recycling, and Street Cleaning Departments for the month of January, 2022, were ordered received and filed on a motion of Ald. Farha. Motion carried.

#### **BANK STATEMENTS OF CONDITIONS**

The bank statements of condition of State Street Bank, First Banker's Trust Company, and Town and Country Bank Midwest as of September, 2021, were ordered received and filed on a motion of Ald. Farha. Motion carried.

#### **RESOLUTION**

WHEREAS, the City of Quincy is responsible for lawn maintenance of all city owned properties and certain right-of-way locations; and

WHEREAS, the City did seek proposals for lawn maintenance services; and

WHEREAS, the Central Services Committee reviewed all of the proposals; and

WHEREAS, The Lawn Guys provided the lowest proposal in the amount of \$32,445.00 and meets the specified requirements; now

THEREFORE BE IT RESOLVED, the Central Services Director, the Engineering and Utilities Director, and the Central Services Committee recommend to the Mayor and City Council that the low quote from The Lawn Guys of Quincy, Illinois, in the amount of \$32,445.00 be accepted.

Kevin McClean

Central Services Director

Jeffrey Conte

Engineering and Utilities Director

Ald. Sassen 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.

#### **RESOLUTION**

WHEREAS, the Quincy Police Department recognizes that deadly force confrontations are low frequency, high risk

events; and

WHEREAS, officer-involved shootings are dynamic, spontaneous situations that can occur at any time without warning; and

WHEREAS, the Quincy Police Department has developed a robust and extensive firearms training program that conducts training multiple times each year to prepare officers for such an event; and

WHEREAS, a vital component of a robust and extensive firearms program is the availability of practice ammunition; and

WHEREAS, the Quincy Police Department has cut ammunition funds from our budget the last several years causing our practice ammunition inventory to become significantly reduced; and,

WHEREAS, practice ammunition has become hard to get and more expensive over the last several years; and,

WHEREAS, the Quincy Police Department has established a relationship with Defense Logistics LLC of North Kansas City, MO, who is a supplier of ammunition and currently has two of three calibers we need to purchase in stock; and,

WHEREAS, the Quincy Police Department has checked several other ammunition suppliers that are either more expensive or lack inventory all together; now

THEREFORE BE IT RESOLVED, the Chief of Police and the Police Aldermanic Committee recommend to the Mayor and City Council that the Police Department be allowed to purchase 10,000 rounds of 5.56x45 and 10,000 rounds of 9mm practice ammunition from Defense Logistics LLC of North Kansas City, MO, for the total cost of \$7,901.25.

Robert A. Copley  
Chief of Police

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

### **RESOLUTION**

WHEREAS, the Quincy Police Department recognizes that the safety of our citizens and police officers is our top priority; and

WHEREAS, there is technology available today that was not available in the past that can significantly increase the safety of our officers assigned to handle dangerous situations; and

WHEREAS, the Quincy Police Department Emergency Response Team is tasked with handling dangerous critical incidents involving wanted suspects who are believed to be armed and in a position of advantage that makes the approach of law enforcement officers extremely hazardous; and

WHEREAS, the Loki MK2 Tactical Drone utilizes technology that allows police officers to visually and audibly search an area believed to be occupied by a suspect without exposing officers to the potential danger of manually searching for an armed suspect; and

WHEREAS, the Federal Bureau of Investigations Special Weapons and Tactics team, North Chicago, recently conducted a training evolution with the QPD ERT and strongly recommended the Loki MK2 as a must-have piece of safety equipment they own and deploy regularly; and

WHEREAS, the Quincy Police ERT purchased a tactical robot approximately 20 years ago that was used on several occasions to assist with similar searches, which recently stopped operating and repair is not feasible; and

WHEREAS, the Loki MK2 Tactical Drone is an ideal replacement for the tactical robot and utilizes the latest technology available to provide another level of safety for our citizens and officers; and

WHEREAS, Aardvark Tactical of La Verne, CA, is the sole source vendor for the Loki MK2 manufactured by SKY-HERO; and

THEREFORE BE IT RESOLVED, the Chief of Police and the Police Aldermanic Committee recommend to the Mayor and City Council that the normal bidding process be waived and the Police Department be allowed to purchase a Loki MK2 tactical drone package from Aardvark Tactical of La Verne, CA, for the total cost of \$12,555.00.

Robert A. Copley  
Chief of Police

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

### **A RESOLUTION ESTABLISHING A WHISTLEBLOWER REPORTING AND ANTI-RETALIATION POLICY FOR THE CITY OF QUINCY**

WHEREAS, the City of Quincy ("City") is an Illinois municipal corporation organized and operating pursuant to authority granted by the Constitution and Laws of the State of Illinois; and

WHEREAS, the Whistleblower Act (740 ILCS 174/1 et seq.) and Section 4.1 of the Public Officer Prohibited Activities Act, 50 ILCS 105/4.1, as added pursuant to Public Act 101-0652, prohibits units of local government from retaliating against whistleblowers; and

WHEREAS, the Retaliation Against Whistleblower Act, 50 ILCS 105/4.1 requires municipalities to develop an Anti-retaliation Policy and Procedures; and

WHEREAS, the State further requires that an “auditing official” be available to receive a report of retaliation; and

WHEREAS, the City Council desires to establish official City of Quincy Whistleblower Reporting and Anti-Retaliation Policy and Procedures, as attached hereto as Exhibit A, to prohibit retaliation against whistleblowers; and

WHEREAS, the City Council finds and determines that establishing the City of Quincy Whistleblower Reporting and Anti-Retaliation Policy and Procedures serves the best interests of the City, its officials, employees and City residents.

NOW, THEREFORE, BE IT HEREBY RESOLVED, BY THE CITY COUNCIL OF THE CITY OF QUINCY, IN ADAMS COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: The foregoing recitals are incorporated into and made a part of this Resolution as findings of the City Council.

SECTION 2: The City Council hereby declares that the City of Quincy Whistleblower Reporting and Anti-Retaliation Policy and Procedures, attached hereto as Exhibit A, are hereby approved.

SECTION 3: If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution.

SECTION 4: All Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5: This Resolution shall be in full force and effect from after its passage, approval and publication as provided by law.

PASSED this 7th day of March, 2022, by the Corporate Authorities of the City of Quincy by a roll call vote as follows:

AYES: 14 NAYS: 0 ABSTAIN: 0 ABSENT: 0

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

### **RESOLUTION**

Resolution authorizing application for a Public Transportation Capital Assistance Grant under the Illinois Department of Transportation’s general authority to make such Grants.

WHEREAS, the provision and improvement of public transportation facilities is essential to the development of a safe, efficient, functional public transportation system; and

WHEREAS, The Illinois Department of Transportation has the authority to make such Grants and makes funds available to offset certain capital costs of a private non-profit, general public transportation system or an IDOT Certified Public Provider transportation system providing specialized paratransit service; and

WHEREAS, Grants for said funds will impose certain obligations upon the recipient.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF City of Quincy:

Section 1. That an application be made to the Office of Intermodal Project Implementation (OIPI), Department of Transportation, State of Illinois, for a financial assistance grant under the Illinois Department of Transportation’s general authority to make such Grants, for the purpose of off-setting certain public transportation facility capital costs of City of Quincy.

Section 2. That Mayor of City of Quincy is hereby authorized and directed to execute and file on behalf of City of Quincy such application.

Section 3. That the Mayor of City of Quincy is authorized to furnish such additional information as may be required by the Office of Intermodal Project Implementation in connection with the aforesaid application for said Grant.

Section 4. That Mayor of City of Quincy is hereby authorized and directed to execute and file on behalf of City of Quincy all required Grant Agreements with the Illinois Department of Transportation.

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

### **RESOLUTION**

WHEREAS, the City desires to finance improvements to its Combined Sewer Overflow System with a \$9 million loan through the Illinois Environmental Protection Agency’s Water Pollution Control Loan Program; and,

WHEREAS, application provisions for loans from the Water Pollution Control Loan Program requires that the City of Quincy authorize a representative to sign the loan application and supporting documents; now,

THEREFORE BE IT RESOLVED, by the City Council of the City of Quincy, that the Mayor is hereby authorized to sign all loan application forms and documents.

Ald. Bauer moved for the adoption of the resolution, seconded by Ald. Freiburg, and on the roll call the following vote resulted: Yeas: Ald. Mays, Freiburg, Mast, Reis, Awerkamp, Uzelac, Holtschlag, Entrup, Bergman, Bauer. 10. Nays: Ald. Farha, Sassen, Rein, Fletcher. 4. Motion carried.

#### **RESOLUTION**

WHEREAS, in August of 2018, the Illinois Environmental Protection Agency approved the City of Quincy's Long Term Control Plan (LTCP) for the elimination of combined sewer overflow (CSO); and,

WHEREAS, the terms of the CSO LTCP requires that the design of Phase II construction improvements be completed by October 2022; and,

WHEREAS, the second phase of improvements includes the expansion of the Waste Water Treatment Plant pump station and structures to increase the plant's rated capacity from 78 mgd to 90 mgd; and,

WHEREAS, Crawford, Murphy and Tilly of Springfield, Illinois, has submitted a proposal for an amount not to exceed \$330,000.00 for design and bidding services for this phase of the project; and,

WHEREAS, funding for service is available in the 2022/2023 Sewer Fund fiscal year budget.

NOW, THEREFORE IT BE RESOLVED, that the Director of Utilities and Engineering and the Utilities Committee recommend to the Mayor and Quincy City Council that the proposal from Crawford, Murphy and Tilly of Springfield, Illinois, for an amount not to exceed \$330,000.00 be accepted.

Jeffrey Conte, P.E.

Director of Utilities & Engineering

Ald. Bauer moved for the adoption of the resolution, seconded by Ald. Mast, and on the roll call the following vote resulted: Yeas: Ald. Entrup, Bergman, Bauer, Mays, Freiburg, Sassen, Rein, Mast, Reis, Awerkamp, Uzelac, Fletcher. 12. Nays: Ald. Farha. 1. Abstain: Holtschlag. 1. Motion carried.

#### **RESOLUTION**

WHEREAS, the Department of Utilities requires the purchase of ten (10) 6 inch fire service assembly water meters for the replacement of aging commercial meters; and,

WHEREAS, Badger meters, offered by Midwest Meter, Inc., offer 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 \$113,130.40 for the purchase of the water meters; and,

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

NOW, THEREFORE BE IT RESOLVED, that the Director of Utilities and Engineering and the Utilities Committee recommend to the Mayor and Quincy City Council that normal bidding requirements be waived and the invoice from Midwest Meter, Inc., of Edinburg, Illinois, in the amount of \$113,130.40 be approved for payment.

Jeffrey Conte, P.E.

Director of Utilities & Engineering

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

#### **RESOLUTION**

WHEREAS, the City of Quincy strives to invest in the improvement of its infrastructure in order to facilitate the free flow of traffic and insure the safety of its pedestrian and motoring traffic; and,

WHEREAS, the City of Quincy and County of Adams desire to improve the intersection of 48th and State Streets; and,

WHEREAS, the proposed project will include the purchase of right-of-way, construction of a PCC pavement roundabout, road widening and resurfacing, installation of storm sewers, sidewalk, roadway lighting, pavement markings, and other construction related items; and,

WHEREAS, the County has pledged to commit funding for improvements to the sections of roadway that are under its jurisdiction; and,

WHEREAS, the County desires that the City enter into a joint agreement stating the City of Quincy will be responsible for a portion of the project cost for improvements made to the sections of roadway under the City's jurisdiction; and,

WHEREAS, the City's share of the proposed improvement project is estimated to be \$2,000,000.00; and,

WHEREAS, funding for the proposed project will be available in the 2022/2023 2019B GO Bond Street Project Fund fiscal year budget.

NOW, THEREFORE BE IT RESOLVED, that the Director of Utilities and Engineering and the Central Services Committee present to the Mayor and Quincy City Council the proposed agreement between the City of Quincy and County of Adams, and that the Mayor be authorized to execute the Agreement on behalf of the City of Quincy if approved by the City Council. Said Agreement is attached hereto.

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

Ald. Uzelac moved the rules be suspended to have Kent Snyder, Adams County Board Chairman, speak to the council. Motion carried.

Kent Snyder, Adams County Board Chairman, spoke about the resolution presented and answered questions from the council.

Ald. Uzelac moved the rules be resumed. Motion carried.

Ald. Mast moved for the adoption of the resolution, seconded by Ald. Holtschlag, and on the roll call the following vote resulted: Yeas: Ald. Mays, Freiburg, Rein, Mast, Reis, Awerkamp, Uzelac, Holtschlag, Fletcher, Entrup. 10. Nays: Ald. Bauer, Farha, Sassen, Bergman. 4. Motion carried.

### RESOLUTION

WHEREAS, the City of Quincy strives to invest in the improvement of its infrastructure in order to facilitate the free flow of traffic and insure the safety of its pedestrian and motoring traffic; and,

WHEREAS, the City of Quincy and County of Adams desire to improve the intersection of 48th and State Streets; and,

WHEREAS, the proposed project will include the purchase of right-of-way and the relocation of a natural gas main; and,

WHEREAS, the estimated cost for right-of-way purchases based on current appraisals is \$45,106.00 and the estimated cost for the gas main relocation is \$24,356.00; and,

WHEREAS, the City of Quincy will reimburse the County of Adams for fifty percent (50%) of costs associated with the right-of-way purchases and gas main relocation; and,

WHEREAS, to allow for the uninterrupted progression of the project in the event that changes or modifications are required, an additional 10% over the estimated cost shall be included in the encumbrance for this project; and,

WHEREAS, funding for the proposed project will be available in the 2022/2023 2019B GO Bond Street Project Fund fiscal year budget.

NOW, THEREFORE BE IT RESOLVED, that the Director of Utilities and Engineering and the Central Services Committee present to the Mayor and Quincy City Council a request for the appropriation of \$69,462.00 for the purchase of right-of-way and relocation of a natural gas main for the proposed 48th and State Street intersection improvements.

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

Ald. Mast moved for the adoption of the resolution, seconded by Ald. Sassen, and on the roll call the following vote resulted: Yeas: Ald. Rein, Mast, Reis, Awerkamp, Uzelac, Holtschlag, Fletcher, Entrup, Bergman, Mays, Freiburg, Sassen. 12. Nays: Ald. Bauer, Farha. 2. Motion carried.

### RESOLUTION

BE IT RESOLVED, by the Council of the City of Quincy Illinois that the following described street(s)/road(s)/structure be improved under the Illinois Highway Code. Work shall be done by Contract.

For Structures:

<u>Name of Street</u>	<u>Existing Structure No.</u>	<u>Route</u>	<u>Location</u>	<u>Feature Crossed</u>
Harrison	001-6005	FAU7814	700 ft. east of 24th St.	Curtis Creek

BE IT FURTHER RESOLVED:

1. That the proposed improvement shall consist of Replacement of SN 001-6005 and associated street improvements  
Project to be funded with REBUILD Illinois bond funds.
2. That there is hereby appropriated the sum of five hundred twenty thousand Dollars (\$520,000.00) for the improvement of said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

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

**RESOLUTION**

WHEREAS, the City of Quincy has been taking enforcement action against 426 College, Quincy, Illinois, regarding minimum housing issues; and,

WHEREAS, the owner of the property has stated they do not have sufficient funds to maintain or repair the property; and,

WHEREAS, the owner of the property is willing to Quit Claim their interest in the property to the City of Quincy; and,

WHEREAS, accepting the property by Quit Claim Deed will allow the City to demolish the structure, removing a dangerous and unsafe structure from the neighborhood, without the additional action of a fix or flatten case; and

WHEREAS, the City of Quincy can demolish the structure with the use of City of Quincy personnel.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Mayor and City Council that the City of Quincy may accept a Quit Claim Deed from the owner of the property commonly known as 426 College, Quincy, Illinois, for said real estate.

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

**RESOLUTION**

WHEREAS, the Illinois Housing Development Authority (IHDA) and the City of Quincy are parties to a certain Program Funding Agreement dated August 6, 2021, (the "Funding Agreement") for a grant in an amount not to exceed Fifty Thousand Dollars and No/100 Dollars (\$50,000.00) (the "Funds") for the maintenance and demolition of Abandoned Residential Property under the Abandoned Residential Property Municipality Relief Program; and

WHEREAS, the City of Quincy did expend, and the Authority did disburse, Zero and No/100 Dollars (\$) ("Expended Funds") of the Funds; and

WHEREAS, the Supreme Court of Illinois ("Court") issued an opinion on June 17, 2021, ruling that the statutory framework funding the Abandoned Residential Property Municipality Relief Program is unconstitutional; and

WHEREAS, IHDA is no longer able to operate the Abandoned Residential Property Municipality Relief Program due to the Court's ruling; and

WHEREAS, IHDA and the City of Quincy desire to terminate the Funding Agreement, except as expressly stated herein.

NOW THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the Illinois Housing Development Authority and the City of Quincy agree as follows: That the Funding Agreement shall be terminated in its entirety and shall be of no further force and effect and the City of Quincy shall have no further obligations under the Funding Agreement; and further, that the Illinois Housing Development Authority does not owe, nor shall make, any additional disbursement of any of the Funds to the City of Quincy.

Adopted this 7th day of March, 2022.

Laura Oakman  
City Clerk

Approved this 8th day of March, 2022.

Michael A. Troup  
Mayor

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**

First presentation of an Ordinance entitled: An Ordinance Amending The District Map Which Is Made A Part Of Section 162.002 Of The Municipal Code Of The City Of Quincy Of 2015 (Re-zoning of 4701-4729 Broadway Street).

**REPORT OF FINANCE COMMITTEE**

Quincy, Illinois, March 7, 2022

	Transfers	Expenditures	Payroll
City Hall.....		2,533.93	32,575.14
Planning & Dev .....	19,500.00		
9-1-1.....	30,500.00		

Building Maintenance.....		4,985.33	
Comptroller.....		2,090.22	11,541.09
Legal Department.....		71.25	8,905.92
Commissions.....		0.00	634.60
IT Department.....		10,492.35	8,948.04
Police Department.....		6,438.61	
266,702.20.....			
Fire Department.....		7,033.04	191,481.52
Public Works.....		1,737.32	45,282.79
Engineering.....		5,236.60	19,899.38
<b>GENERAL FUND SUBTOTAL .....</b>	<b>50,000.00</b>	<b>40,618.65</b>	<b>585,970.68</b>
Planning and Devel.....		681.54	21,745.75
911 System.....		264.00	38,582.34
911 Surcharge Fund.....		12,188.06	
Traffic Signal Fund.....		83.40	
Police Dept. Grants.....		3,085.00	
Police Criminal Reg Fee.....		300.00	
Transit Fund.....		912.18	70,707.39
Bridge Lighting Fund.....		143.28	
Capital Projects Fund.....		1,397.88	
Special Tax Alloc - TIF #3.....		1,300.00	
Sewer EPA 2019 Proj Fund.....		381,928.50	
Water Fund.....		99,604.28	82,961.52
Sewer Fund.....		128,874.29	18,205.81
Quincy Regional Airport Fund.....		49,935.95	20,378.07
Municipal Dock.....		4,863.16	
Garbage Fund.....		11.29	12,623.28
Recycle Fund.....		11.29	8,887.50
Central Garage.....		8,305.35	22,942.94
Vehicle Replacement Fund.....		34,175.00	
Self Insurance.....		584.07	4,365.02
<b>BANK 01 TOTALS .....</b>	<b>50,000.00</b>	<b>769,267.17</b>	<b>887,370.30</b>
Motor Fuel Tax.....		7,442.47	
2019B GO Street Proj.....		443,063.45	
<b>ALL FUNDS TOTALS.....</b>	<b>50,000.00</b>	<b>1,219,773.09</b>	<b>887,370.30</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.

#### MOTIONS

Ald. Holtschlag moved to allow “No Parking” signs to be placed along the south side of Maine St., from 12th to 16th Street, after school gets out on Thursday afternoon, March 24th, so school busses can park for a Quincy Symphony concert event at Quincy Junior High School. The signs may be removed any time after 1:30 p.m. on Friday, March 25th. Motion carried.

Ald. Holtschlag moved to allow a dumpster on city right-of-way at 932 Kentucky Street for two week starting tomorrow. Motion carried.

The City Council adjourned at 7:52 p.m. on a motion of Ald. Holtschlag. Motion carried.

**LAURA OAKMAN**  
City Clerk

**AGENDA**  
**QUINCY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES' MEETING**  
**MARCH 8, 2022 - 6:00 p.m.**

- I. OATH OF OFFICE
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES
  - \*Regular Minutes – February 8, 2022
- IV. BOARD EDUCATION
  - \*Open Meetings Act
- V. PRESIDENT’S COMMENTS
  - \*May Board Retreat Date
- VI. RECOGNITION OF CORRESPONDENCE
  - \*invitation to Docfest
- VII. PUBLIC COMMENTS
- VIII. LIBRARY REPORTS
  - Directors Report – Kathleen Helsabeck
  - Financial Reports – Cheryl Predmore
- IX. COMMITTEE REPORTS
  - Audit – Cheryl Predmore
    - \*Approval of February 28, 2022, Expenditures
  - Finance – Cheryl Predmore
    - \*Form of Motion – Approval of Draft Cash Reserve Policy
    - \*Form of Motion – Approval of Draft FY22/23 Budget
  - Building & Grounds – Harry Ruth
  - Personnel – Clairice Hetzler
  - Policy – Megan Duesterhaus-AuBuchon
  - Ad Hoc Advocacy – Dean LaVelle
  - Mary Weems Barton/Quincy Public Library Foundation
    - \*Ad Hoc Fundraising Committee
    - \*Fundraising Event
- X. UNFINISHED BUSINESS
- XI. NEW BUSINESS
  - A. Approval of Mobile Library Project
  - B. National Library Week – April 3-9, 2022
  - C. Scholarship Trust Funds
  - D. IMRF Accelerated Payment
  - E. Per Capita Grant Application
  - F. Statements of Economic Interest
- XII. PUBLIC COMMENTS

Executive Session – Appointment, employment, compensation, discipline, performance, or dismissal of specific employee(s).



**Quincy Public Library  
Board of Trustees Meeting  
February 8, 2022  
Minutes**

The regular meeting of the Quincy Public Library Board of Trustees was called to order at 6:00 p.m. on Tuesday, February 8, 2022, with Kathy Ridder presiding. Trustees present: Harry Ruth, Megan Duesterhaus-AuBuchon, Clairice Hetzler, and Angela Ketteman. Trustees absent: Cheryl Predmore, Dean LaVelle, and Ben Uzelac. Others present: Kathleen Helsabeck, Kim Akers, Amanda Griesbaum, Victoria DeMent, and Barbara Girouard – TQ Liaison.

**I. APPROVAL OF AGENDA**

Kathy Ridder asked that Friends of the Library Update be added under New Business. Clairice Hetzler moved to approve the agenda as revised. Angela Ketteman seconded and the motion carried.

**II. APPROVAL OF MINUTES**

Angela Ketteman moved to approve the January 11, 2022, regular meeting minutes as presented. Clairice Hetzler seconded and the motion carried.

**III. PRESIDENT’S COMMENTS**

President Kathy Ridder welcomed members of the Friends and staff to the meeting.

**IV. RECOGNITION OF CORRESPONDENCE**

One comment was submitted asking the Library to be more lenient with those who cannot afford IDs. Kathleen Helsabeck stated that the Library allows patrons who do not have a library card to use a state-issued ID to use the computers. Patrons are encouraged to get a library card, which requires a valid photo ID.

**V. PUBLIC COMMENTS**

Friends of the Library President Kathy Dieker updated the Board on progress made in revising the Friends Bylaws. Secondhand Prose Bookstore Manager Geri Grawe presented the end of year receipts for the Friends of the Library. In 2021, the Friends earned \$31,898.38 from the bookstore, fall book sale, Amazon book sales, and coffee sales in the bookstore.

**VI. LIBRARY REPORTS:**

**A. Financial Report – Cheryl Predmore**

Cheryl Predmore was absent. The balance in the Homebank Operating Fund as of January 31, 2022, was \$1,042,832.22. The balance in the reserve fund was \$400,370.57. The Library is 75% through the fiscal year.

**B. Director’s Report**

Kathleen Helsabeck reported that checkout numbers were much higher than traffic figures as patrons stopped in to get books and materials before the bad weather hit. Victoria

DeMent has joined the staff as the new Communications/Development Coordinator. Ms. Helsabeck stated that she is still looking for a Young Adult Librarian and Reference Librarian, and is interviewing for the Children's Clerk position. The HVAC was working correctly after the three new compressors were installed, but is now having issues with the heat in the staff room and maintenance work room. Keck is waiting on parts to fix this, but it has been two weeks since it was reported to them. Port's Place has hosted several daytime events on Saturdays causing a lack of parking for Library patrons. Ms. Helsabeck reported the problem to both the City and the owner of Port's. She requested that the owner to ask his patrons to park in the south lot, but is unsure if this will solve the problem.

Ms. Helsabeck stated that the City has announced they will give \$42,636 in ARPA funds to the Library for the remaining window replacement. In addition, the Library is set to receive \$153,000 in additional PPRT funding this year. She noted that the City chose not to fund the additional requests for the mobile library project and HVAC replacement because the Library currently has \$1.5 million in its accounts and the Foundation has \$2 million in its investment accounts despite being encouraged by previous City Administrations to hold three to six months of operating expenses in reserve. Ms. Helsabeck is working on creating that reserve of approximately \$625,000, and will be discussing this matter with Finance. She noted that the funds from the City will allow the Library to pay for the remaining window replacement in full with a surplus of \$87,000. She stated she will be working with the Finance Committee to allocate the surplus to the HVAC replacement budget line.

The mobile library project has received \$54,000 to date in donations and grants, which included the \$30,000 grant from the Moorman Foundation originally allocated for the main locker bank replacement. Ms. Helsabeck reported that the mobile library project did not receive the IMLS Grant or the Quincy Service League Grant. However, the Tracy Family Foundation has expressed interest in making a large donation to the campaign if the Library's Foundation will commit to a large contribution. She reminded the Board that the Library needs to pay half of the cost when it places the order for the mobile library, which she would like to do this year.

Ms. Helsabeck concluded her report by stating that she is gathering information on the scholarship trust funds, which will be shared at the March Board meeting.

## **VII. COMMITTEE REPORTS:**

**A. Audit – Cheryl Predmore:** Cheryl Predmore was absent. Kathleen Helsabeck presented the Expenditure Approval List for January 31, 2022, in the amount of \$133,407.01. Ms. Helsabeck noted that the list includes payment to A.H. Kemner for the Dryvit repairs. Kim Akers noted that the City has moved aggregate electrical services from Homefield to Ameren Illinois and pointed out the invoices from Ameren on the report. She also noted several invoices to area libraries in payment for items lost by QPL patrons. There being no further discussion, Megan Duesterhaus-AuBuchon moved to approve the Expenditure Approval List for January 31, 2022, as presented. Harry Ruth

seconded. A roll call vote was held with the following results:

Angela Ketteyman	yes	Harry Ruth	yes
Clairice Hetzler	yes	Megan Duesterhaus-AuBuchon	yes
Kathy Ridder	yes	Dean LaVelle	absent
Cheryl Predmore	absent	Ben Uzelac	absent

The motion carried with five yes votes, zero no votes, three absent, and one vacant seat.

**B. Finance – Cheryl Predmore:** Kathleen Helsabeck stated that the Finance Committee will meet on Thursday, February 17, 2022, at 5:30 p.m. to discuss the FY22/23 draft budget.

**C. Building & Grounds – Harry Ruth:** Harry Ruth and Kathleen Helsabeck reported that the Building & Grounds Committee will meet on Friday, February 11, 2022, at 10:00 a.m. to discuss the HVAC issues. Tom Buchheit of Bric Consulting will be on hand to offer advice on and answer questions about the HVAC replacement. All Board members are invited to attend.

**D. Personnel – Clairice Hetzler:** Clairice Hetzler reported that the evaluation forms for the Executive Director were mailed out to all QPL, TQ, Foundation Board Members as well as the Friends of the Library Executive Committee. Slightly more than half of the completed forms have been returned. Ms. Hetzler stated she would like to call a meeting of the Personnel Committee on February 14, 2022, to discuss the evaluations.

**E. Policy - Megan Duesterhaus-AuBuchon:** Megan Duesterhaus-AuBuchon reported that the Policy Committee did not meet. Kathy Ridder stated that Policy will need to meet soon to draft the board protocol letters.

**F. Ad Hoc Advocacy – Dean LaVelle.** Dean LaVelle was absent. The Ad Hoc Advocacy Committee did not meet.

**G. Mary Weems Barton/Quincy Public Library Foundation – Kathy Ridder.** Kathy Ridder reported that the Foundation was scheduled to meet on Wednesday, February 16, 2022, but due to scheduling conflicts that meeting has been moved to Wednesday, February 23, 2022, at noon.

## VIII. UNFINISHED BUSINESS

No Unfinished Business was brought before the Board.

## IX. NEW BUSINESS

**A. Nominating Committee Report.** Kathy Ridder reported that the Nominating Committee has recommended that the Mayor appoint Jonathan Hoover to the Board. Mr. Hoover is an attorney with Schmiedeskamp, Robertson, Neu, & Mitchell.

**B. Friends of the Library Update.** Kathy Ridder distributed a memo that she prepared addressing recent concerns with a donation made to the Friends. Ms. Ridder stated that at the recent Board retreat, the purpose of the supporting organizations for the Library was discussed. It was determined that the Friends of the Library is a funding arm of the Library, and their sole purpose is to advocate, raise funds, and receive funds for the Library. The Friends recently received a donation from the Tracy Family Foundation for the Mobile Library Project. Because several of the Friends do not support the project, their Executive Committee made the decision to return the donation to the Foundation asking that the check be reissued to the Mary Weems Barton/Quincy Public Library Foundation. This decision caused confusion within the Tracy Family Foundation and awkwardness for the Library to explain why the check was returned. Ms. Ridder has met with the Friends' Executive Committee to explain that, according to their own Articles of Incorporation, the purpose of the Friends is to accept donations on behalf of the Library regardless of the purpose of the donation. She is actively working with them to not only revise their bylaws, but also request that they develop a Gift Acceptance Policy and Fund Disbursement Policy to avoid this problem in the future. The Board agreed with the content of the memo and authorized Ms. Ridder to send it to the Friends Executive Committee.

**X. PUBLIC COMMENTS**

There were no further comments from the public in attendance.

There being no further discussion, Angela Kettelman moved to adjourn the meeting. Megan Duesterhaus-AuBuchon seconded, and the meeting was adjourned at 7:04 p.m.

Respectfully submitted,  
Kimberly Akers

# **BOARD OF FIRE AND POLICE COMMISSIONERS**

## **Meeting**

**Date:** Monday, March 14, 2022

**Time:** 1:00 p.m.

**Place:** Caucus Room

### **Agenda:**

1. Call to Order and Roll Call
2. Public Comments – limit to 3 minutes
3. Approve Minutes of Last Meeting
4. Correspondence
5. Pending Business
  - a. Chief Copley – 1:15 p.m.
    - i. Validate police officer hiring requirements and approvals
    - ii. Provide status update on police candidate background investigations
    - iii. Provide status on employment intentions of lateral candidate
  - c. Old Business
    - i. Review annual and monthly suspense's
    - ii. Review closed meeting records from July 8, 2021 in July 2022
6. New Business –
  - a. Rules and Regulations of the Board public notice feedback
  - b. Review Illinois Association of Chiefs of Police search actions
  - c. Discuss police officer candidate amended list and conditional offers
  - d. Discuss police chief search requirements and logistics
  - e. Discuss attendance at ILFPA seminar in Springfield, 5-6 May 22
7. Adjournment

**AGENDA**  
**POLICE ALDERMANIC COMMITTEE MEETING**  
**Monday, March 14, 2022**

DATE: Monday, March 14, 2022

PLACE: Caucus Room

TIME: 6:30 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
  - Tactical Vest Purchase
  - Sale of K-9 Cody
- VI. Adjourn



# CITY OF QUINCY

*Department of Information Technology*

Corey Dean  
IT Manager  
City Hall – 730 Maine Street  
Quincy, IL 62301  
(217) 221-3675

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## Technology Committee Meeting

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**Monday, March 14, 2022 – 6:30PM**

**Location: 2<sup>nd</sup> Floor IT Training Room**

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### AGENDA

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1. Call to Order
2. Approval of Minutes from Previous Meeting
3. Public Comments (3 minute limit)
4. SHI/HPE Quote for Infrastructure Equipment
5. Late Additions
6. Adjournment