

**RESOLUTION NO. R-21-05**

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN  
THE VILLAGE OF CAMPTON HILLS, KANE COUNTY, ILLINOIS AND  
HR GREEN, INC. FOR 2021 MFT PROGRAM RELATED SERVICES**

**WHEREAS**, the Village of Campton Hills, Kane County, Illinois (the "*Village*") is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

**WHEREAS**, the Village and HR Green, Inc. desire to execute a professional services agreement for 2021 MFT Program Related Services including preliminary engineering and limited construction assistance (the "*Agreement*"); and

**WHEREAS**, the Village has a satisfactory relationship with HR Green, Inc.; and

**WHEREAS**, the Village President and Board of Trustees of the Village of Campton Hills (the "*Corporate Authorities*") deem it advisable and in the best interest of the health, safety and welfare of the residents of the Village to enter into the Agreement.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Campton Hills, Kane County, Illinois, as follows

**Section 1.** That the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

**Section 2.** The Agreement by and between the Village and HR Green, which is attached hereto and made a part hereof as Exhibit A, is hereby approved in substantially the form presented to the Village Board with such necessary non-material changes as may be authorized by the Village President, the execution thereof to constitute the approval by the Village of any and all changes or

revisions therein contained.

**Section 3.** That the officials and officers of the Village are further hereby authorized to undertake actions on the part of the Village as contained in the Agreement to complete satisfaction of the provisions, terms or conditions stated therein

**Section 4.** If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any other provision of this Resolution.

**Section 5.** All ordinances, resolutions, motions or orders in conflict with this Resolution are hereby repealed to the extent of such conflict.

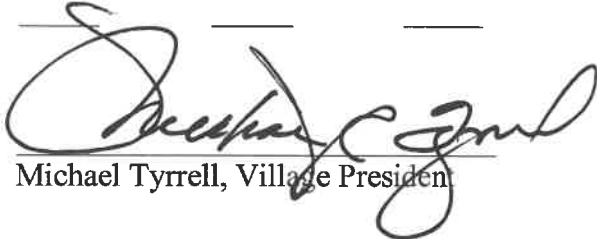
**Section 6.** This Resolution shall be in full force and effect upon its passage, approval, and publication in the manner provided by law.

*Intentionally Left Blank*

Passed this 8<sup>th</sup> day of April, 2021, pursuant to a roll call vote as follows:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Darlene Bakk	<u>✓</u>	_____	_____	_____
Trustee Susan P George	<u>✓</u>	_____	_____	_____
Trustee Jim McKelvie	_____	_____	<u>✓</u>	_____
Trustee Mike Millette	<u>✓</u>	_____	_____	_____
Trustee Michael O'Dwyer	<u>✓</u>	_____	_____	_____
Trustee Wendy K. White Eagle	_____	_____	<u>✓</u>	_____
President Michael Tyrrell	_____	_____	_____	_____

APPROVED this 8<sup>th</sup> day of April, 2021

  
Michael Tyrrell, Village President

(SEAL)

ATTEST:

  
Lynn Baez, Village Clerk

Exhibit A

*Agreement*



**Simple Scope Short Form Agreement**

Project:	2021 MFT Program Phase II Design Engineering and Phase III Part-time Cons. Engineering	Project No:	200620
		Phase No(s):	10.01 and 10.02
		Date:	03/29/2021

Client:	Village of Campton Hills
Contact:	Mr. Ron Searl
Title:	Village Administrator
Address:	40W270 LaFox Road, Suite B
City/State/Zip:	Campton Hills, IL 60175
Phone/Fax No.	630-584-5700 / FAX 630-584-5775

**The CLIENT agrees to employ HR Green, Inc. (COMPANY) to perform the following services:**

Preliminary Engineering and Limited Construction Assistance services in accordance with IDOT BLR form 5520 and the detailed scope below:

**Project Understanding**

The project is located on various roads and streets within the jurisdiction of the Village of Campton Hills (CLIENT) and the Campton Township Highway District. The improvement will consist of asphalt pavement resurfacing, asphalt surface removal, pavement patching, and all necessary and collateral work required to construct the improvements.

The work will include Preliminary Engineering tasks required for the preparation of proposal documents, quantities of work, typical sections, construction details, project specifications, construction cost estimates, and all other related work necessary to complete the proposal documents plans for a June 2021 local letting, with construction anticipated to commence in July 2021. Preparation of Preliminary Engineering documents will follow CLIENT, Highway District, and IDOT MFT standards and procedures.

HR Green will also provide a qualified Construction Engineer to provide assistance to Campton Township Highway District staff who will perform Part-time Construction Observation Services to observe and verify that items being constructed and materials being utilized are in general conformance with the approved plans and specifications, the Illinois Department of Transportation Standard Specifications for Road and Bridge Construction, the Manual on Uniform Traffic Control Devices for Streets and Highways and the Standard Specifications for Water and Sewer Main Construction in Illinois; latest edition.

**PRELIMINARY ENGINEERING**

**Initial Kickoff Meeting**

COMPANY, CLIENT, and the Highway District will meet to ascertain the scope of work is clearly defined to maintain the project schedule.

**Roadway Design**

COMPANY will perform a field evaluation of the streets to be resurfaced (*This has previously been completed for Campton Wood Drive as part of a separate contract*). The field evaluation will obtain measurements, locate curb and gutter replacement locations, and define the resurfacing strategy. Resurfacing typical sections, location maps, and construction details will be developed showing milling locations, resurfacing limits, utility structure adjustments, curb improvements, and pavement striping (if any). The streets contemplated for this program as selected by the Campton Township Highway District are:

A STREETS	FROM	TO	LENGTH (FT)
1. Campton Wood Drive	Campton Hills Road	LaFox Road	3,400
2. Curling Pond Court	Cul-de-sac	Campton Wood Drive	650
3. Oak Hills Court	Cul-de-sac	Oakmont Drive	950
4. Oakmont Drive	Campton Wood Drive	Cul-de-sac	1,000
		<b>SUBTOTAL</b>	<b>6,050 FT (1.15 miles)</b>
B STREETS			
5. Carriage Court	Cul-de-sac	S. Bridle Creek Drive	460
6. Stirrup Lane	Cul-de-sac	Bridle Creek Drive	265
7. Lasso Lane	Cul-de-sac	S. Bridle Creek Drive	840
8. Spur Lane	Lasso Lane	Cul-de-sac	240
9. Saddlebrook Drive	Cul-de-sac	S. Bridle Creek Drive	1,665 feet
		<b>SUBTOTAL</b>	<b>3,470 FT (0.66 miles)</b>

COMPANY will coordinate with the Highway District to design a Hot Mix Asphalt (HMA) overlay that meets Highway District and IDOT standards.

**Special Provisions**

COMPANY will prepare contract special provisions for the project. The document will include Supplemental, Recurring, BDE, District 1, and project specific special provisions. The project specific special provisions will be written to cover any items not covered by the Standard Specifications for Road and Bridge Construction.

**Construction Cost Estimates**

Opinions of probable construction cost will be developed and refined throughout the design process so that the CLIENT and Highway District have the latest cost estimate. These costs will be determined using pay items and the latest historical unit prices available for the area.

**Bidding Assistance and Recommendation to Award**

COMPANY will prepare the Computer Data form and schedule advertisement dates through the Local Roads office. COMPANY will prepare reproducible plans and bidding documents and respond to questions during the bidding process.

At the bid opening, COMPANY will open and read aloud the results of each Contractor's bid and announce an apparent low bidder. Following the bid opening, COMPANY will examine the bid documents and perform calculation checks of each Contractor to confirm the low bidder and generate bid tabulations. Provided all bid documents are in order, COMPANY will prepare a letter of Recommendation to Award, Contract and Contract Bond for approval by the Highway Commissioner.

## **CONSTRUCTION ENGINEERING**

### **Project Administration, Coordination and Meetings**

Project Administration and Coordination will involve the management oversight of the project which will include the on-going review of the project execution, documentation, schedule and budget, contract file management, and general correspondence between COMPANY, the CLIENT, the Highway District, the general contractor and subcontractors.

Our experience gained in completing projects for municipal, County, and Highway District clients has led us to an understanding of the critical nature of early project coordination both with public agencies and affected property owners/residents. By maintaining open levels of communication from the beginning with all of the stakeholders involved in the process, we gain access to their invaluable input and support. Project coordination work will include:

1. The scheduling of an initial preconstruction meeting with the CLIENT, Highway District and the Contractor to review the overall project and scope of work to ensure that the goals and objectives of the CLIENT and Road district will be satisfied.
2. Project documentation is also critical to project success. COMPANY will prepare/distribute meeting minutes of all meetings attended which will detail the discussions of attendees along with the action required of the attendees.

### **Contract Progress**

COMPANY will be on-site on a limited part-time basis to assist Campton Township Highway District staff who will observe and verify that items being constructed and materials being utilized are in general conformance with the approved plans and specifications and the Illinois Department of Transportation Standard Specifications for Road and Bridge Construction. The Campton Township Highway District will have primary responsibility for contractor coordination, construction observation and quantity documentation. COMPANY will provide assistance at the request of the Campton Township Highway District and will verify that all materials incorporated into this project are IDOT approved and evidence of material inspection is in compliance with the Project Procedures Guide and Special Provisions of this contract. COMPANY shall keep the CLIENT and Highway District informed as to the progress of construction. COMPANY will complete a daily diary only on the days that COMPANY representatives are onsite and keep the CLIENT and Highway District informed as to the progress of construction.

### **Final Payment Estimate, Punchlist and Project Closeout**

COMPANY will complete payment estimates (a maximum of two are anticipated), and one final balancing change order. Support documentation will be provided by Campton Township Highway District staff. COMPANY will verify that all materials incorporated into the project are IDOT approved materials and are in accordance with the Special Provisions of this contract.

Once substantial completion of the work has been completed by the contractor, COMPANY will provide assistance to Campton Township Highway District staff if requested, to review the project on site and produce a punchlist. The punchlist will be submitted by the Campton Township Highway District to the contractor and will contain a detailed list of ancillary work that needs to be addressed before final acceptance of the project. The list is typically comprised of clean-up work, minor repairs and incidental features.

Project Closeout includes the preparation of final job records in accordance with IDOT policy. Quantity measurements and calculations will be checked and cross referenced, evidence of material inspection will be finalized, and field books and records will be indexed and boxed for final submittal.

For the purposes of this contract, COMPANY will provide personnel for 60 hours of contract assistance to the Campton Township Highway District. Any additional hours beyond this amount will be provided at standard hourly billing rates above the approved contract amount only upon direction and approval of the CLIENT

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**The CLIENT agrees to pay COMPANY for the above scope of services:**

Time & Material, Not to Exceed in the amounts of:

- \$21,800.00 for Phase II Design Engineering
- \$8,200.00 for Part-time Phase III Construction Engineering Assistance

TOTAL \$30,000.00

- Reimbursable Expenses Included  
 Sub- Consultant Services Included  
 Prepayment Required for Services to Commence

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Copy To:

- Accounting  
 Mr. Michael Tyrrell, Village of Campton Hills Village President  
 Mr. Scott Marquardt, HR Green Village Engineer

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TERMS AND CONDITIONS

This Short Form Agreement is an addendum to and considered part of the Professional Services Agreement with the Village of Campton Hills executed per Resolution R-20-12

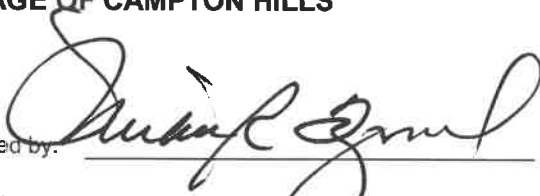


on August 25, 2020. All terms and conditions contained in that agreement apply to this Short Form Agreement.

This agreement is approved and accepted by the CLIENT and COMPANY upon both parties signing and dating the agreement. Services will not begin until COMPANY receives a signed agreement. The effective date of the agreement shall be the last date entered below.

VILLAGE OF CAMPTON HILLS

HR GREEN, INC.

Accepted by: 

Approved by: 

Printed/  
Typed Name: MICHAEL R. TYRELL

Printed/  
Typed Name: Timothy J. Hartnett

Title: VILLAGE PRESIDENT

Title: Principal/Vice President  
Governmental Services Midwest

Date: APRIL 8, 2021

Date: March 29, 2021

