

**VILLAGE OF VERNON HILLS
ORDINANCE 2024-004**

AN ORDINANCE AWARDING A CONTRACT TO THOMAS ENGINEERING GROUP TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE VHAC PARKING EXPANSION PROJECT FOR AN AMOUNT NOT TO EXCEED \$48,000

WHEREAS, the Village of Vernon Hills, County of Lake, State of Illinois (*“the Village”*) is a duly organized and existing municipality and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Municipal Code; and

WHEREAS, the President and Board of Trustees desire to maintain the Village’s infrastructure; and

WHEREAS, Staff published a public request for proposal process for engineering firms specializing in civil design; while receiving five (5) proposal; and

WHEREAS, Staff seeks approval to authorize the Village Manager to execute a contract with Thomas Engineering Group LLC to provide professional engineering services for the VHAC Parking Expansion Project for an amount not to exceed \$48,000.

NOW THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF VERNON HILLS, LAKE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: EXECUTION OF AGREEMENT: The Village Manager is hereby authorized to execute all documents required with Thomas Engineering Group LLC to provide professional engineering services for the VHAC Parking Expansion Project for an amount not to exceed \$48,000.

SECTION 2: AUTHORIZATION & RELEASE OF PAYMENT: The Finance Director is hereby authorized to make payments to Thomas Engineering Group LLC for an amount not to exceed \$48,000.

SECTION 3: EFFECTIVE DATE: This Ordinance shall be in full force and effective from its passage and approval.

SECTION 4: ORDINANCE NUMBER: This Ordinance shall be known as Ordinance Number 2024-004.

Dated this 25th day of January, 2024.

Adopted by roll call vote as follows:

AYES: 6 – Forster, Marquardt, Schenk, Oppenheim, Koch, Byrne

NAYS: 0 - None

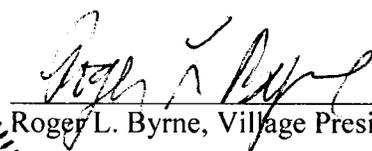
ABSENT AND NOT VOTING: 1 - Takaoka

PASSED: 01/25/2024
APPROVED: 01/25/2024
ATTEST: 01/25/2024



Kevin Timony, Village Clerk





Roger L. Byrne, Village President

PROFESSIONAL SERVICES AGREEMENT

Professional Engineering Services for the VHAC Parking Expansion Project For The Village of Vernon Hills

THIS AGREEMENT made and entered into this 30th day of January, 2024 by and between the Village of Vernon Hills (hereinafter referred to as the “Village”) and Thomas Engineering Group. (hereinafter referred to as the “Consultant”)

WITNESS THAT:

WHEREAS, the Village and the Consultant (collectively hereinafter referred to as the “Parties”) desire to enter into an Agreement to formalize their relationship; and

WHEREAS, in response to the Village’s request, Consultant submitted a proposal (hereinafter referred to as the Proposal), attached hereto as ATTACHMENT #1, and Consultant agreed to perform the services described in the Proposal, under the terms and conditions set forth in this Agreement and Proposal; and

WHEREAS, in reliance upon Consultant’s documentation of its qualifications, as set out in its Proposal, the Village finds that Consultant has demonstrated the requisite qualifications, experience, training, and expertise to perform the requested services; and

WHEREAS, the Village has selected the Consultant to undertake and provide professional services for the Project in compliance with all applicable local, state, and federal laws, regulations, and policies; and

WHEREAS, the services included in this Agreement are authorized as part of the Village’s approved budget; and

WHEREAS, it is beneficial to the Village to utilize the Consultant as an independent entity to accomplish the services as set forth herein and such endeavor would tend to best accomplish the objectives of the Village.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and provisions contained herein, and the mutual benefits to be derived therefrom, the Parties hereto agree as follows:

A. SERVICES TO BE PROVIDED BY THE PARTIES

The Consultant accepts the relationship of trust and confidence established with the Village by this Agreement, and covenants with the Village to furnish the engineering services and use the Consultant’s professional skill and judgment in a manner consistent with the interests of the Village.

All services described in the Scope of Services (Scope) of the Proposal shall be performed by the Consultant in a prompt and expeditious manner and shall be in accordance with the professional standards applicable to such service on the Project for which such services are rendered. The Consultant shall be responsible for all services provided under this Agreement whether such services are provided directly by the Consultant or by subconsultants hired by the Consultant. The Consultant will perform the work activities described in the Scope promptly and without unreasonable delay and will give all projects such priority as is necessary to cause the services

to be provided hereunder to be properly performed in a timely manner and consistent with sound professional practices.

B. TIME OF PERFORMANCE

The Consultant shall complete the engineering services no later than December 31, 2024. If requested, the Village may at its sole discretion elect to extend milestones and completion dates provided in the Consultant's project schedule if sound justification and documentation is provided by the Consultant. The Consultant will not initiate any work until the Consultant receives written authorization from the Village to proceed.

C. ACCESS TO INFORMATION

The Village shall provide any data, reports, records, and maps for the project that are in the possession of the Village. No charge will be made to the Consultant for such information, and the Village will cooperate with the Consultant to facilitate the performance of the work described in this Agreement.

D. COMPENSATION

The Village shall pay the Consultant in accordance with the Budget described in the Consultant's Proposal, for all services to be provided under this Agreement including such allowable expenses agreed upon by the Parties herein to provide and complete the Scope. Reimbursement under this Agreement shall be based on billings, supported by appropriate documentation of costs actually incurred. The Consultant's Fee Schedule, denoting its current charges for the year 2024, is attached hereto as ATTACHMENT #2. Total fees for the Consultant's work shall not exceed \$48,000. No additional work would be commenced without obtaining client approval.

E. RECORDS

The Consultant agrees to maintain records and a system of accounting consistent with generally accepted accounting principles and follow such procedures as may be required by the Village. Such records shall include all information pertaining to the Agreement, payroll, receipted invoices, obligations and unobligated balances, assets and liabilities, expenses and outlays, equal opportunity, labor standards (as appropriate), and performance.

All such records and all other records pertinent to this Agreement and work undertaken under this Agreement shall be retained by the Consultant for a period of at least four (4) years after completion of this Agreement, unless a longer period is required to resolve audit findings, litigation or required by state or federal regulations. In such cases, the Village shall request a longer period of record retention.

The Village shall have full access and the right to examine any and all pertinent documents, documents, records, and books of the Consultant involving Consultant's services on projects arising under this Agreement.

F. RELATIONSHIP

The relationship of the Consultant to the Village shall be that of an independent consultant rendering professional services. The Consultant shall have no authority to execute contracts or to make commitments on behalf of the Village and nothing contained herein shall be deemed to create the relationship of employer and employee or principal and agent between the Village and the Consultant.

G. TERMINATION

If the Consultant fails to comply with the terms and conditions of this Agreement or to adequately perform any provisions of this Agreement, the Village may pursue such remedies as are legally available, including, but not limited to, the termination of this Agreement in the manner specified herein:

1. Termination for Cause – If the Consultant fails to comply with the terms and conditions of this Agreement or to adequately perform any provisions of this Agreement, or whenever the Consultant is unable to substantiate full compliance with provisions of this Agreement, the Village may terminate the Agreement pending corrective actions or investigation, effective not less than fourteen (14) calendar days following written notification to the Consultant of its authorized representative. At the end of the fourteen (14) calendar days the Village may terminate the Agreement, in whole or in part, if the Consultant fails to adequately perform any provisions of this Agreement or comply with the terms and conditions of this Agreement and any of the following conditions exist:
 - a. The lack of compliance with the provisions of this Agreement was of such scope and nature that the Village deems continuation of the Agreement to be substantially detrimental to the interest of the Village;
 - b. The Consultant has failed to take satisfactory action as directed by the Village or its authorized representative within the time period specified by the Village;
 - c. The Consultant has failed within the time specified by the Village or its authorized representative to satisfactorily substantiate its compliance with the terms and conditions of this Agreement;

and there upon shall notify the Consultant of termination, the reasons therefore, and the effective date provided such effective date, no charges incurred under any terminated portions of the Scope are allowable.

The Consultant shall continue performance of the Agreement to the extent it hasn't been terminated and shall be liable for all reasonable costs incurred by the Village to procure similar services. The exercising of its rights of termination shall not limit the Village's right to seek any other remedies allowed by law.

2. Termination for Other Grounds – This Agreement may also be terminated in whole or in part:
 - a. By the Village, when in the interest of the Village or for the convenience of the Village provided that the Village shall give fourteen (14) calendar days written notice of Agreement termination to the Consultant specifying what part(s) of the Agreement are being terminated and when it becomes effective. If the Agreement is terminated for the convenience of the Village as provided herein, the Consultant will be paid for the time provided and expenses incurred up to the termination date;
 - b. By the Village, with the consent of the Consultant or by the Consultant with the consent of the Village, in which case the Parties shall devise by mutual agreement, the conditions of termination, including effective date and in case of termination in part, that portion to be terminated;

- c. If the funds allocated by the Village via this Agreement are from anticipated sources of revenue, and if the anticipated sources of revenue do not become available for use in purchasing said services;
- d. In the event the Village fails to pay the Consultant promptly or within sixty (60) days after invoices are properly rendered, the Village agrees that the Consultant shall have the right to consider said default a breach of this agreement terminated. In such event, the Village shall then promptly pay the Consultant for all services performed and all allowable expenses incurred.

H. ERRORS & OMISSIONS

Consultant shall correct, at no cost to the Village, any and all errors, omissions, or ambiguities in the work product and services provided or submitted to the Village. If the Consultant has prepared plans and specifications or other design documents to be used in providing its services, Consultant shall be obligated to correct any and all errors, omissions or ambiguities in the work product or services discovered prior to and during the course of providing it services. This obligation shall survive termination of this Agreement.

I. CHANGES, AMENDMENTS, MODIFICATIONS

Since some of the Consultant's services are being provided on an as-needed basis, the amount of services may be less than anticipated. The Village makes no guarantee as to the minimum amount of services that will be required under the Agreement and no adjustment in the fee will be made if the actual amount of services is less than what is anticipated. However, the Village may, from time to time, require changes or modifications in the Scope to be performed hereunder. Such changes, including any decrease in the amount of compensation therefore, which are mutually agreed upon by the Village and the Consultant, shall be incorporated in written amendments to this Agreement. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the Parties and approved as required by law. No oral understanding or agreement not incorporated in the Agreement is binding on any of the Parties.

J. PERSONNEL

The Consultant represents that he has, or will secure at his own expense, all personnel and equipment required in order to perform under this Agreement. Such personnel shall not be employees of, or have any contractual relationship to, the Village.

All services required hereunder will be performed by the Consultant or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state or local law to perform such services.

None of the work or services covered by this Agreement shall be subcontracted without prior written approval of the Village. Any work or services subcontracted hereunder shall be specified in written contract or agreement and shall be subject to each provision of this Agreement.

K. ASSIGNABILITY

The Consultant shall not assign any interest on this Agreement, and shall not transfer any interest on this Agreement (whether by assignment or notation), without prior written consent of the Village thereto: provided, however, that claims for money by the Consultant from the Village under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any intent to assign or transfer shall be furnished promptly to the Village by the Consultant.

L. SEVERABILITY

If any term or condition of this Agreement or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Agreement are declared severable.

M. REPORTS AND INFORMATION

The Village will not be liable in any way for any costs incurred by the Consultant in providing this Proposal.

N. REPORTS AND INFORMATION

The Consultant, at such times and in such forms as the Village may require, shall furnish the Village such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, any affidavit or certificate, in connection with the work covered by this agreement as provided by law and any other matters covered by this Agreement.

O. FINDINGS CONFIDENTIAL

All of the reports, information, data, etc., prepared or assembled by the Consultant under this Agreement are confidential and the Consultant agrees that they shall not be made available to any individual or organization without prior written approval of the Village.

P. COPYRIGHT

No report, maps, or other documents produced in whole or in part under this Agreement shall be subject of an application for copyright by or on behalf of the Consultant. Any such materials produced as a result of this Agreement that might be subject to copyright shall be the property of the Village and all such rights shall belong to the Village, and the Village shall be sole and exclusive entity who may exercise such rights.

Q. COMPLIANCE WITH LAWS

The Consultant shall comply with all applicable federal, state or local laws, ordinances, and codes and the Consultant shall hold and save the Village harmless with respect to any damages arising from any failure of the Consultant or its officers, agents or employees to comply with any such laws in performing any of the work provided under this Agreement.

R. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Agreement, the Consultant agrees as follows:

1. The Consultant will not discriminate against any employee or applicant for employment because of race, creed, sex, color, national origin, handicap or familial status. The Consultant will take affirmative steps to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, color, national origin, handicap or familial status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms or compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Village setting forth the provisions of this non-discrimination clause.

2. The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant; state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, national origin, handicap or familial status.
3. The Consultant will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subconsultant, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

S. ILLINOIS HUMAN RIGHTS ACT (775 ILCS 5/1-101 ET SEQ.)

In carrying out the terms of this agreement, Consultant shall comply with all applicable provisions of the Illinois Human Rights Act, and rules and regulations promulgated by the Illinois Department of Human Rights, prohibiting unlawful discrimination in employment. Consultant's failure to comply with all applicable provisions of the Illinois Human Rights Act, or applicable rules and regulations promulgated thereunder, may result in a determination that Consultant is ineligible for future contracts or subcontracts with the state of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

T. ILLINOIS FREEDOM OF INFORMATION ACT, (5ILCS 140/4, AS AMENDED BY PUBLIC ACT 96-542, EFFECTIVE JANUARY 1, 2010)

The Consultant agrees to maintain all records and documents for projects of the Public Body of the Village of Carol Stream in compliance with the Freedom of Information Act (FOIA), 5ILCS 140/4 et seq. In addition, Consultant shall produce, without cost to the municipality, records which are responsive to a request received by the Public Body under the FOIA so that the Public Body may provide records to those requesting them within the timeframes required. If additional time is necessary to compile records in response to a request, then Consultant shall so notify the Public Body and if possible, the Public Body shall request an extension so as to comply with the FOIA. In the event that the Public Body is found to have not complied with the FOIA, based upon Consultant's failure to produce documents or otherwise appropriately respond to a request under the FOIA, then Consultant shall indemnify and hold harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorney fees and penalties.

U. AUTHORIZED TO DO BUSINESS IN ILLINOIS

The Consultant certifies that it is a legal entity authorized to do business in Illinois prior to submission of a bid, offer, or proposal, 30 ILCS 500/1.15.8, 20-43.

V. CERTIFICATION TO ENTER INTO PUBLIC CONTRACTS – 720 ILCS 5/33E-1

The Consultant certifies that he/she/it is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code or violating the prohibition set forth in Section 50-10.5(e) of the Illinois Procurement Code, 30 ILCS 500/50-10.5e or any similar offense of any State of the United States which contains the same elements as the Illinois offenses of bid-rigging or bid rotating.

W. PAYMENTS TO ILLINOIS DEPARTMENT OF REVENUE – 65 ILCS 5/11-42.1

Consultant certifies that it is not delinquent in payment of any taxes to Illinois Department of Revenue.

X. SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS

Consultant certifies that it has in place a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act (Public Act 95-0635), and if requested will provide a copy thereof to the Village.

Y. DEBARMENT

The Consultant certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the Agreement by any federal department or agency.

Z. INTEREST OF MEMBERS OF THE VILLAGE

The Consultant certifies that no member of the governing body of the Village and no other officer, employee, or agent of the Village who exercises any functions or responsibilities in connection with the planning or carrying out of the project, has any personal financial interest, direct or indirect, in this Agreement; and the Consultant shall take appropriate steps to assure compliance.

AA. INTEREST OF CONSULTANT AND EMPLOYEES

The Consultant covenants that he/she presently has no interest and shall not acquire interest, direct or indirect, in the various project areas or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. The Consultant further covenants that in the performance of this Agreement, no person having such interest shall be employed.

BB. AUDITS AND INSPECTIONS

The Village or their delegates shall have the right to review and monitor the financial and other components of the work and services provided and undertaken as part of the various projects and this Agreement, by whatever legal and reasonable means are deemed expedient by the Village.

CC. HOLD HARMLESS

To the fullest extent permitted by law, the Consultant shall defend, indemnify and hold harmless the Village, and its officers, agents and employees from and against any and all claims, losses, damages, and expenses of whatever type or nature, including but not limited to reasonable attorney's fees, arising out of or resulting from the Consultant's performance of work or the failure to perform an obligation under this Agreement, to the extent caused in whole or in part by the negligent, intentional, or reckless acts or the omissions of the Consultant, any subconsultant, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether such claims, damages losses or expenses are caused in part by the Village. The Consultant, however, shall not be liable for any claims, damages, losses or expenses arising solely out of the negligent, intentional or reckless acts of the Village, its employees or agents.

DD. INSURANCE

1. Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI.
2. Consultant's Insurance: The Consultant shall not commence work under this Agreement until he has obtained all insurance required herein. Certificates of Insurance shall be fully executed by an authorized representative of the Insurance Company. The Consultant shall not allow any subconsultant to commence work on his subcontract until all similar insurance required for the subconsultant has been obtained and approved. If so requested, the Consultant shall also submit copies of insurance policies for inspection and approval of the Village before work is commenced. Said policies shall not hereafter be canceled,

permitted to expire, or be changed without thirty (30) days' notice in advance to the Village and consented to by the Village in writing and the policies shall so provide.

3. **Workers' Compensation Insurance:** Before any work is commenced, the Consultant shall maintain during the life of the Agreement, Workers' Compensation Insurance for all of the Consultant's employees employed on the project. In case any work is sublet, the Consultant shall require the subconsultant similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the Consultant. In case any class of employees engaged in work under the contract at the site of the project is not protected under the Workers' Compensation Statute, the Consultant shall provide for any such employees, and shall further provide or cause any and all subconsultants to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.
4. **Commercial General Liability Insurance:** The Consultant shall maintain during the life of the Agreement such Commercial General Liability Insurance which shall protect him, the Village, and any subconsultant during the performance of work covered by the Agreement from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the Agreement, whether such operations be by himself or by a subconsultant, or by anyone directly or indirectly employed by either of them, or in such a manner as to impose liability to the Village. Such insurance shall name the Village as additional insured for claims arising from or as the result of the operations of the Consultant or his subconsultants. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of \$1,000,000 and aggregate limit of \$2,000,000.
5. **Insurance Covering Special Hazards:** Special hazards as determined by the Village shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the Consultant, or by separate policies of insurance in the amounts as defined in any Special Conditions of the contract included therewith.
6. **Automotive Liability Insurance:** The Consultant shall maintain during the life of the Agreement, Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence and not less than aggregate limit of \$2,000,000 for bodily injury/property damage. Such insurance shall cover the use of any motor vehicles engaged in operations within the terms of the Agreement on the site of the work to be performed there under, unless such coverage is included in insurance elsewhere specified.
7. **Professional Liability Insurance:** (errors and omissions) for damage alleged to be as a result of errors, omissions or negligent acts of Consultant coverage in an amount not less than [\$1,000,000] per claim.
8. **Subconsultant's Insurance:** The Consultant shall require that any and all subconsultants, which are not protected under the Consultant's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Consultant.

9. **The Village, its officers, agents and employees shall be named as Additional Insureds on all insurance required to be acquired and maintained hereunder.** All insurance of any tier shall state that the coverage afforded to the Additional Insureds shall be primary insurance of the Additional Insureds with respect to any claims arising out of any project for which the Consultant provides services.
10. If Contractor's current policies do not provide the required coverage in this Agreement, proof of umbrella or excess coverage meeting these requirements shall be presented to the Village in advance of the execution of the Agreement

EE. COMPLETE AGREEMENT

This is the complete Agreement between the Parties with respect to the subject matter and all prior discussions and negotiations are merged into this Agreement. This Agreement is entered into with neither party relying on any statement or representation made by the other party not embodied in this Agreement and there are no other agreements or understanding changing or modifying the terms. This Agreement shall become effective upon final statutory approval of the Village.

FF. NOTICES AND COMMUNICATIONS

Any notices to be provided under this Agreement shall be sent by personal delivery, overnight courier, first class mail, postage paid, facsimile, with a confirmation copy by first class mail, or email, to the following addresses:

If to Village: Christopher Venatta
Public Works Director/Village Engineer
Village of Vernon Hills
490 Greenleaf Drive
Vernon Hills, IL 60061
ChristopherV@vhills.org

If to Consultant: Kevin VanDeWoestyne
Municipal Department Head
Thomas Engineering Group
2625 Butterfield Road, Suite 209W
Oak Brook, IL 60523
KevinV@thomas-engineering.com

GG. ENTIRE AGREEMENT & ORDER OF PRECEDENCE

This Agreement, together with the Consultant's Proposal which is incorporated herein; shall, to the extent possible, be construed to give effect to all of its provisions; however, where provisions are in conflict, first priority shall be given to the provisions of the Agreement and its amendments; second priority shall be given to the provisions of the Consultant's Proposal and its amendments.

HH. INTERPRETATION, ENFORCEMENT & DISPUTES

This Agreement shall be construed, interpreted and enforced under the laws of the State of Illinois. Exclusive venue and jurisdiction for any and all disputes arising hereunder shall be in Lake County, Illinois.

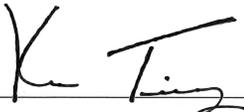
This Agreement contains all terms and conditions agreed to by the Village and the Consultant. The attachments to this Agreement are identified as follows:

ATTACHMENT #1, Consultant's Proposal (Proposal)

ATTACHMENT #2, Consultant's Fee Schedule

IN WITNESS THEREOF, the Village and the Consultant have executed this Agreement as of the date and year last written below.

Village of Vernon Hills
VILLAGE

By: 

Title: Village Manager

Date: February 2, 2024

Thomas Engineering Group
CONSULTANT

By: 

Title: PRINCIPAL

Date: JANUARY 31, 2024



VERNON HILLS ATHLETIC COMPLEX PARKING LOT EXPANSION

JANUARY 15, 2024
2:00 PM

SUBMITTED BY:





2625 Butterfield Road
Suite 209W
Oak Brook, IL 60523

January 15, 2024

Mr. Chris Venatta, P.E.
Public Works Director/Village Engineer
Vernon Hills Public Works Department
490 Greenleaf Drive
Vernon Hills, IL 60061

**RE: Vernon Hills Athletic Complex Parking Expansion Project
Phase 2 Professional Engineering Services**

Mr. Venatta,

Thomas Engineering Group, LLC (TEG) respectfully submits the enclosed proposal to provide professional engineering services for the Phase 2 design of the Vernon Hills Athletic Complex (VHAC) Parking Expansion Project. TEG has recently partnered with municipal clients on similar projects and we look forward to the opportunity to leverage our unique qualifications and relevant experience to successfully deliver this project to the Village.

Our proposed team is well-suited for these services and is capable of providing the Village of Vernon Hills with outstanding service and exceptional value. Their collective experience includes the programming, planning, design engineering, and construction inspection of municipal and transportation projects, including parking facilities.

We are truly excited about the opportunity to work with the Village and help serve the community. What separates us from other firms is our service—our trademark is **service at the highest grade**[®]. TEG has been able to grow by servicing each client individually and bringing value to their community. We deliver large firm experience with small firm service. I encourage you to call upon our client references.

We look forward to answering any questions that you may have about our firm, staff, or experience. We are confident that our expertise and excitement for municipal engineering will be readily apparent in this submittal. TEG has no objections to the terms provided in the RFP and is willing to execute the Village's Professional Service Agreement without exceptions. If you have any questions or require additional information, I can be reached directly by phone at (847) 815-9500 or by email at kevinv@thomas-engineering.com.

Sincerely,

thomas engineering group, llc

A handwritten signature in blue ink, appearing to read "Kevin VanDeWoestyne", is written over a faint, light blue circular graphic that is part of the Thomas Engineering Group logo.

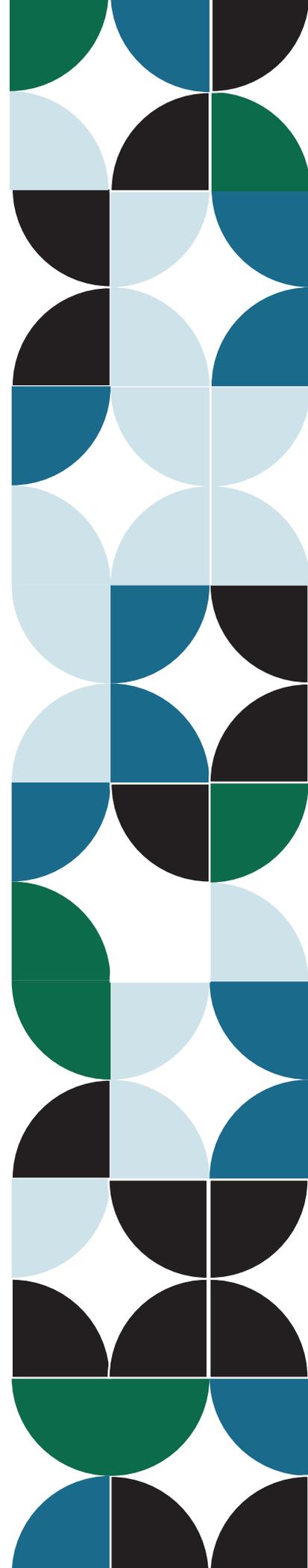
Kevin VanDeWoestyne, P.E., ENV SP
Municipal Department Head





TABLE OF CONTENTS

| | |
|---------------------------------------|----|
| 1. FIRM INFORMATION | 5 |
| 2. SIMILAR FIRM EXPERIENCE | 10 |
| 3. KEY PERSONNEL | 16 |
| 4. PROJECT UNDERSTANDING AND APPROACH | 18 |
| 5. COST SUMMARY | 23 |



1

FIRM
INFORMATION

FIRM OFFICERS*President:*

Thomas Gill, PE
tomg@thomas-engineering.com
(708) 533-1700

*Principal/Construction**Department Head:*

Gregory Benske
gregb@thomas-engineering.com
(847) 847-6181

*Principal/Municipal**Department Head:*

Kevin VanDeWoestyne
PE, ENV SP
kevinv@thomas-engineering.com
(847) 815-9500

*Transportation**Department Head:*

Curtis Cornwell
PE, PTOE
curtisc@thomas-engineering.com
(773) 251-7938

*Survey**Department Head:*

Christopher DeYoung
PE, PLS
chrisd@thomas-engineering.com
(708) 254-2948

OFFICE LOCATIONS

238 South Kenilworth
Avenue
Suite 100
Oak Park, IL 60302

762 Shoreline Drive
Suite 200
Aurora, IL 60504

2625 Butterfield Road
Suite 209W
Oak Brook, IL 60523

Thomas Engineering Group, LLC (TEG), founded in 2008, is a professional engineering firm focused on providing planning, design, and construction engineering services to public sector clients. TEG's headquarters is located in Oak Park, with branch offices in Aurora and Oak Brook. After 15 years in business, TEG has grown to over 40 employees across four departments: Municipal, Construction, Transportation, and Survey. We have been able to retain forward-thinking engineers and technical staff to provide our clients with unparalleled service and an innovative approach to engineering.

TEG is a Small Business Enterprise (SBE) co-founded and owned by three partners (Thomas Gill, III, P.E., President; Greg Benske, Principal; Kevin VanDeWoestyne, P.E., Principal) since 2008. TEG executive team also include Curtis Cornwell, P.E., PTOE, Transportation Department Head; Christopher DeYoung, PE, PLS, Survey Department Head; and Sujata Banerjee, MBA, Business Manager. Thomas Engineering Group, LLC is licensed to practice in the State of Illinois.

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

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

STAFF QUALIFICATIONS: LICENSES AND CERTIFICATIONS

| | | |
|----|--|--------|
| 19 | IL Licensed Professional Engineers | PE |
| 3 | Qualified Construction Stormwater Inspectors | QCSI |
| 3 | Professional Traffic Operations Engineers | PTOE |
| 2 | Certified Floodplain Managers | CFM |
| 2 | Licensed Drone Pilots | |
| 2 | Road Safety Professionals | RSP |
| 1 | Qualified MS4 LID/Green Infrastructure Inspector | QLIDI |
| 1 | IL Licensed Professional Land Surveyor | PLS |
| 1 | Envision Sustainability Professional | ENV SP |
| 1 | ISA Certified Arborist | |
| 1 | IL Herbicide and Pesticide Applicator | |

MUNICIPAL ENGINEERING

- Capital Improvement Planning
- Development Plan Review and Inspection
- Local Roadway and Street Design
- Pavement Preservation and Maintenance
- Sidewalk Preservation and Maintenance
- Site Development and Drainage
- IDOT, IEPA, and Stormwater Permitting
- Grant Writing/Funding Identification Assistance
- Assistance with CDBG Programming
- STP, LAPP, and ARRA Administration
- Municipal Phase I/II/III Program Management
- Management of MFT Programs
- Street Resurfacing and Reconstruction
- Street Condition Ratings
- Sidewalk Replacement Programs
- Crack Filling Programs
- Parking Lot Rehabilitation
- Pedestrian and Bicycle Facilities
- Bike/Multi-use Path Resurfacing and Reconstruction
- Storm Sewer Rehabilitation
- Watermain, Sanitary, and Storm Sewer Design
- Utility Coordination

CONSTRUCTION AND RESIDENT ENGINEERING

- Contract Documentation
- Constructability Review
- Public Relations and Outreach
- Schedule Review
- Construction Oversight and Inspection
- Timely Record Drawing Submittals
- Maintenance of Traffic and Staging
- Project Administration

TRANSPORTATION PLANNING AND DESIGN

- State-led and locally-led Phase I Studies
- Feasibility Studies/Alternatives Analyses
- Intersection and Interchange Design Studies
- Public Involvement
- Streetscape Planning and Design
- Traffic and Safety Engineering

DRAINAGE AND STORMWATER MANAGEMENT

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

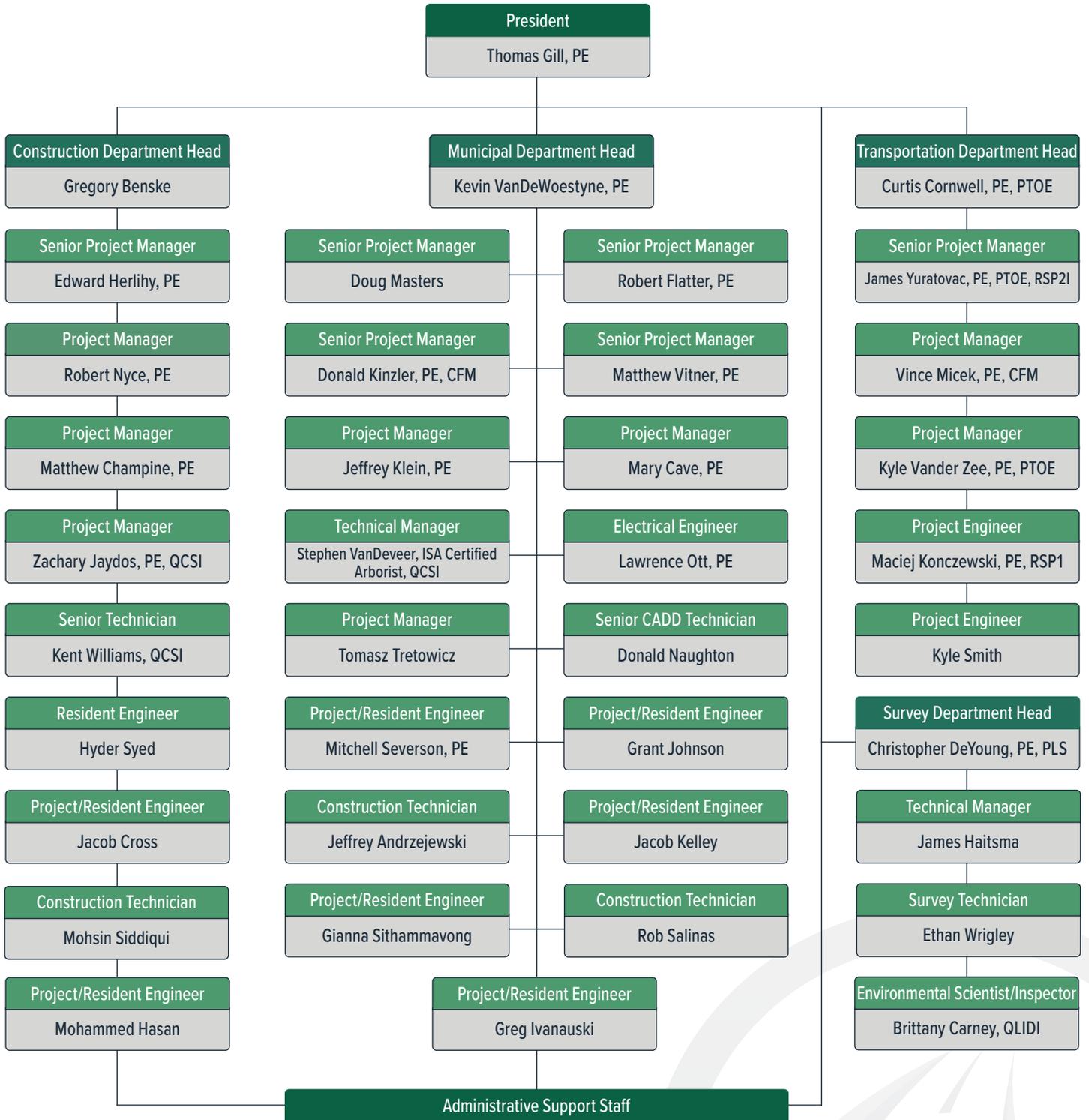
SURVEY

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

ENVIRONMENTAL

- Tree Surveys/Tree Inventories
- Tree Risk Assessment and Mitigation
- Tree Preservation Plans and Plan Reviews
- Landscape Maintenance and Planting Inspections and Documentation
- Selective Clearing (Removing Invasive Species and Promoting Native and Beneficial Species)
- Erosion and Sediment Control Reviews/Inspections
- Environmental Survey Requests (ESR)
- NPDES Compliance





SEFC PREQUALIFICATIONS FOR THOMAS ENGINEERING GROUP, LLC

| CATEGORY | STATUS |
|---|---------------|
| Special Studies - Traffic Studies | X |
| Special Plans - Traffic Signals | X |
| Special Services - Construction Inspection | X |
| Hydraulic Reports - Waterways: Typical | X |
| Hydraulic Reports - Waterways: Complex | X |
| Special Studies- Location Drainage | X |
| Location Design Studies - New Construction/Major Reconstruction | X |
| Special Studies - Feasibility | X |
| Location Design Studies - Reconstruction/Major Rehabilitation | X |
| Special Services - Surveying | X |
| Highways - Freeways | X |
| Location Design Studies - Rehabilitation | X |
| Special Services - Sanitary | X |
| Special Studies - Safety | X |
| Highways - Roads and Streets | X |

| | |
|---|--|
| X | PREQUALIFIED |
| A | NOT PREQUALIFIED, REVIEW THE COMMENTS UNDER CATEGORY VIEW FOR DETAILS IN EPAS. |
| S | PREQUALIFIED, BUT WILL NOT ACCEPT STATEMENTS OF INTEREST |

2

**SIMILAR FIRM
EXPERIENCE**



Highland Parking Lot Expansion and Rehabilitation

ADVOCATE AURORA HEALTH

PHASE II/III



PROJECT DESCRIPTION

TEG was hired by Advocate Aurora Health (AAH) for Civil Design and Construction Administration Services for its parking lot expansion and parking lot rehabilitation at the clinical Advocate Medical Group West (AMGW) site located at 1221 North Highland Avenue, Aurora, Illinois. The project consisted of maintenance and resurfacing of existing parking lots, access drive widening for mobile MRI units, repair and restoration of the existing stormwater drainage system, restoration of the existing stormwater retention pond and associated outlets, expansion of the parking lot facility to include an additional 100+ parking spaces, creation of a new stormwater retention basin, and extension of street lighting amenities to serve the parking lot expansion.

The construction project was delivered in an Integrated Lean Project Delivery (ILPD) manner between AAH, TEG, and the General Contractor (GC). TEG designed the new stormwater retention basin in accordance with the City of Aurora's Stormwater Ordinance, a modification of the Kane County Stormwater Ordinance administered by the City of Aurora. TEG also assisted AAH with acquiring permits including the Kane/DuPage Soil and Water Conservation District and City of Aurora Stormwater Permit.

CLIENT INFORMATION

Thaddeus Jedrzejak
Construction Project Manager
Advocate Aurora Health
3075 Highland Parkway
Suite 600
Downers Grove, IL 60515
Thaddeus.Jedrzejak@aah.org

PROJECT INFORMATION

Dates

03/2022 - 5/2022

Fee

\$109,900

Construction Cost

\$2,000,000





William Tiknis Campus Expansion

HANOVER TOWNSHIP

PHASE II/III



PROJECT DESCRIPTION

Hanover Township is expanding its current township campus by developing a 17.5-acre lot to include additional township facilities. TEG provided a topographic site survey of the heavily wooded property, tree survey, wetland delineation, landscape design, drainage design including green infrastructure considerations, roadway design, utility design, trail design, the preparation of construction documents, and bidding assistance to the Township. This project also included the work effort for obtaining annexation into and plan approvals from the Village of Bartlett.

TEG also performed wetland delineation and storm water/drainage design in accordance with MWRD and DuPage County Stormwater Commission requirements and all documentation for environmental permitting according to the Illinois Endangered Species Protection Act, the Illinois Natural Areas Preservation Act, and Interagency Wetland Policy Act of 1989.

After the completion of Phase I and II engineering, TEG provided project management and resident engineer services for the construction phase of this project. Our team provided site inspection for sanitary sewer, water main, and storm sewer installation, existing utility abandonment, PCC and HMA pavement construction, and site lighting. The campus is situated in an old growth oak forest and contains a high value wetland. TEG coordinated and inspected the installation of stormwater detention facilities, and a landscape restoration plan to match and improve the overall ecosystem of this existing timber and wetland.

CLIENT INFORMATION

Caleb Hanson
 Director, Department of Facilities &
 Road Maintenance
 250 S. IL Route 59
 Bartlett, IL 60103
 (630) 837-0301
 chanson@hanover-township.org

Dates

04/2021 - Ongoing

Fee

\$358,375

Construction Cost

\$3,300,000



Anderson's Crossroads Plaza Site Improvements

CROSSROADS MANAGEMENT

PHASE II/III



PROJECT DESCRIPTION

TEG provided Phase II engineering services for a private developer for this site improvement located in western Will County. It is situated in the northwest quadrant of US 52 and IL 59 which is the gateway intersection to the Village of Shorewood. The scope included significant earth excavation, retaining wall removal, drainage improvements, new utility connections, and parking lot and pedestrian facility improvements.

The new site layout accommodated additions to two existing buildings (one of which had a drive-thru) and one new building. Coordination with the building architect was essential. A significant cost savings was achieved through the elimination of new retaining walls following successful negotiation and acquisition of temporary construction easements from those neighbors. A significant cost savings was achieved through the elimination of new retaining walls following successful negotiation and acquisition of temporary construction easements from those neighbors. Some unique features of the design included capping of an existing water well, underground detention, monument signs, and decorative lighting.

Following the successful completion of the design of this project, the client selected TEG to perform the construction oversight.

CLIENT INFORMATION

David Anderson
Crossroads Management
22701 S. Thomas Dillon Drive
Channahon, IL 60410
(815) 482-2758

PROJECT INFORMATION

Dates

09/2017 - 10/2018

Fee

\$382,000

Construction Cost

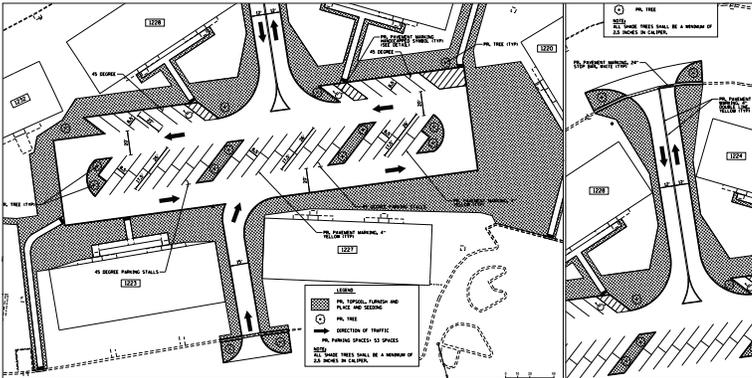
\$1,500,000



Timberlake Apartments Parking Lot Expansion

CITY OF WEST CHICAGO

PHASE I/II



CLIENT INFORMATION

Mehul Patel
 Director of Public Works
 City of West Chicago
 (630) 293-2255
 mpatel@westchicago.org

Fee
 \$47,350

Construction Cost
 \$800,000

PROJECT DESCRIPTION

This \$800K “green” parking lot expansion project included earth excavation, geotechnical fabric for ground stabilization, geogrid, and nearly 1 acre of permeable pavers on a prepared pervious subgrade and sub-base. TEG provided several geometric options and parking configurations for the client to choose from. The final parking lot design was developed with budget, constructability, volume of waste, construction staging, resident impacts, and utility coordination efforts in mind. The design included landscape islands, enclosed storm sewer drainage improvements, pipe underdrain, and an oil/debris separator to meet DuPage County BMP objectives.

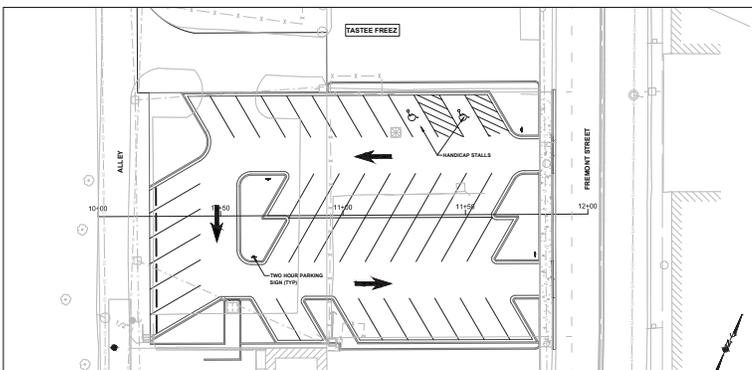
TEG performed a permeable paver cross-section design using the American Concrete Pavement Association’s (ACPA) PerviousPave design software that provided results optimized for both structural and stormwater management requirements. TEG also performed the topographic survey, feasibility study, utility coordination, cost estimating, DuPage Co. storm water permitting, final design, and obtained the Site Development Permit through the City.



Fremont Street Parking Lot Reconstruction Project

CITY OF WEST CHICAGO

PHASE II/III



CLIENT INFORMATION

Mehul Patel
 Director of Public Works
 City of West Chicago
 (630) 293-2255
 mpatel@westchicago.org

Fee
 General Engineering 2013 - 2017 contract

Construction Cost/Budget
 \$180,000

PROJECT DESCRIPTION

This project involved an area wide parking lot improvement project in downtown West Chicago. The City hired TEG to prepare Phase II plans, specifications, and cost estimates for the project. The TEG design team generated six different concept alternatives and presented them to the City. The project included urban reconstruction and beautification improvements such as pavement removal, earth excavation, combination curb and gutter, full-depth bituminous pavement, resurfacing with binder and surface courses, construction of PCC sidewalks and handicap accessible ramps, electrical service installation, parking lot ornamental lighting, new signs and sign posts, landscape islands with trees, and parkway landscaping. Other unique features of the project included the removal and installation of a new trash-receptacle wood enclosure for a local historic business and the installation of removable bollards along the adjacent Geneva Spur bike path to deter automobile access.



3

KEY PERSONNEL

The Village of Vernon Hills (Village) is seeking a highly competent and professional engineering firm to provide Phase 2 design engineering services for its Vernon Hills Athletic Complex (VHAC) Parking Expansion Project (Project). This project fits one of our strongest company skillsets and our top personnel are available for this assignment. Our primary goal for this Project is for our team to exceed the Village's expectations while designing a solution that provides outstanding value and long-term performance.

The project team proposed for this assignment is comprised of personnel that most recently provided parking lot design services and construction administration to Advocate Aurora Health (AAH) for the Highland Parking Lot Rehabilitation and Expansion Improvements at the clinical Advocate Medical Group West (AMGW) site as well as the Hanover Township Campus Expansion parking lot.

Project Principal - Kevin VanDeWoestyne, P.E., ENV SP

Mr. VanDeWoestyne is a Principal / Project Manager with over 20 years of experience involving federally funded and locally funded municipal roadway, highway, parking lot, and underground utility design and construction. He serves as the Municipal Department Head at TEG, leading professional engineering services for all three engineering phases: preliminary engineering, final design engineering, and construction engineering. His experience with parking lot and privately funded projects make him an excellent fit to lead the services requested for this project, and he and his team are readily available for this assignment.

Project Manager - Robert (Rob) Flatter, P.E.

Mr. Flatter has over 32 years of local governmental project management experience; eight (8) years overseeing private development permit reviews and construction for the Village of Lombard, Illinois, five (5) years as Stormwater Division Manager for the County of DuPage, Illinois, and over eighteen (18) years as the Public Works Director/City Engineer for the City of West Chicago, Illinois. As the former Public Works Director/City Engineer, he was directly responsible for all aspects of the City's Capital Improvement Projects (i.e., planning, budgeting, design, construction, community relations, Infrastructure Committee liaison, etc.). Rob has strong communication skills and understands all aspects of executing municipal CIP programs.

Stormwater and Permit Lead Engineer - Mary Cave, P.E.

Ms. Cave is a professional engineer with over 20 years of work experience in several aspects of civil engineering. Well-rounded education and experience, coupled with strong communication skills and an ability to organize, prioritize and work with multiple stakeholders and deadlines. She is a former Assistant City Engineer at the City of Decatur, Illinois. Her experience also includes serving as Land Development Team Leader for Chastain & Associates, where she planned and directed land development projects including planning, design, zoning, permitting, bidding, and construction. As Municipal Team Leader for Chastain & Associates, Mary served on a regional municipal NPDES working group for the benefit of municipal clients that included hosting erosion control workshops, creating website content and writing erosion control newsletter articles, and preparing various grants and loans for transportation, storm sewer, sanitary sewer, and park projects.

Surveyor - Chris DeYoung, P.E., PLS

Throughout his 18-year career, Chris has leveraged both his land survey and civil engineering background to gain experience with ALTA/NSPS land title surveys, boundary surveys, design topographic surveys, as-built surveys, plat of highways preparation, utility surveys and inspections, drainage surveys, floodplain surveys, river surveys. His past role as a construction inspector and Resident Engineer has allowed him to implement best practices into TEG's survey collection process. Leading the surveying staff as well as overseeing all surveying activities for the group, he is responsible for supervision of surveying staff and budget, subconsultant management, project schedules, and delivery.

4

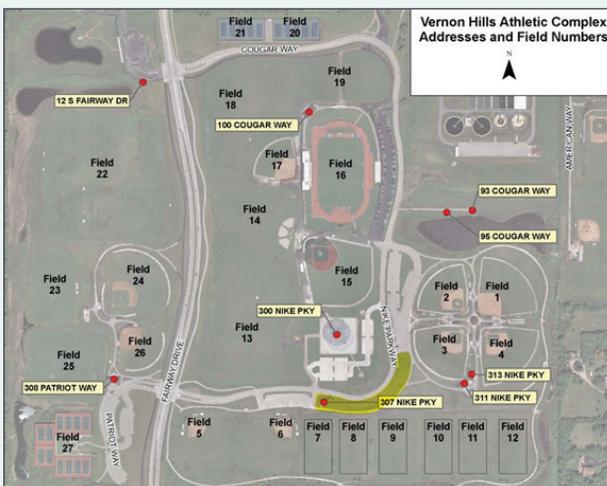
PROJECT UNDERSTANDING AND APPROACH

PROJECT UNDERSTANDING

The Vernon Hills Athletic Complex (VHAC) Parking Expansion Project is located within the 41-acre complex owned by the Village of Vernon Hills. The complex is comprised of approximately 27 fields including baseball, softball, soccer, lacrosse, tennis courts, and football fields as well as other amenities such as restrooms and a concession stand. It is our understanding that the existing parking facilities located at the VHAC are in need of expansion to serve local and regional sporting events throughout the year.

The location of the desired parking lot expansion (shown in yellow below) appears to be located near 307 Nike Parkway. Proposed site improvements are anticipated to include the following elements:

- Earth excavation of existing greenspace.
- Drainage improvements.
- Subgrade and subbase preparation.
- Full-depth pavement improvements.
- Striping improvements.
- Site Lighting.
- Landscaping and restoration.
- Soil and erosion control.
- Improvements and connections to existing ADA accessible facilities.



▲ Vernon Hills Athletic Complex

→ PROJECT APPROACH

This project fits one of our strongest company skill sets and our most experienced personnel are available for this assignment. Our team will provide the requested civil design services for the expansion of the existing parking facility in accordance with the Scope of Services found in the RFP.

TEG's objective for this project is to establish a comprehensive preliminary design and then to advance the preliminary design into buildable plans, specifications and estimates while optimizing construction details to eliminate the need for field change orders and any conditions that could threaten permit commitments, budget, and schedule.

Prior to beginning any design activities, TEG will meet with the Village to gather more in-depth knowledge of the project background and the Village's goals. A review of all available data and an understanding of potential difficulties will allow TEG to navigate the process more efficiently.

TEG's Project Manager will host one (1) Kick-off meeting to confirm scope of work and Village budget constraints, preferred construction sequence, and site limitations. TEG will provide coordinate schedules, prepare exhibits/meeting materials, and prepare meeting minutes to help ensure a successful project. TEG's Project Manager will manage scope, schedule, and budget, and perform administrative tasks needed for the successful completion of this work, while maintaining regular communication with Vernon Hills Project Representative(s).

The following Base Scope of Services, comprised of five (5) primary tasks, will be provided by TEG and subconsultants, where indicated.

1. *Data Collection / Topographic Survey and Basemapping*
2. *Geotechnical / Environmental Investigation and CCDD Certification (Rubino Engineering, Inc.)*
3. *Detailed Design and Site Civil Plans and Specifications and Bid Documents*
4. *Permitting*
5. *Construction Administration and Bid Assistance*

TASK 1 – DATA COLLECTION / TOPOGRAPHIC SURVEY AND BASEMAPPING

The initial step will be to gather available information from the Village and perform a detailed topographical, utility, and underground survey of the proposed parking lot expansion area. It is anticipated that the following will be provided by the Village:

- Utility Atlases
- Record/As-Built Drawings
- Environmental reports, geotechnical reports, stormwater management reports, or historical development documents collected by other Vernon Hills from prior phases.

A full survey grade topographic survey along with vertical information will be required to perform the final design engineering. TEG will utilize our survey team and equipment to collect surface and subsurface features, verify given atlas information, and identify existing utility conflicts. TEG will perform a full topographic survey within the project limits. The survey and base information will include digital terrain modeling for contour, profile, and cross-section work. TEG will provide survey control points for use during construction.



During this phase, TEG will initiate utility coordination with private utility agencies. TEG will request red-line mark-ups from all utility companies and incorporate information received into the final engineering plans. TEG understands the importance of being able to identify and plan for all conflicts, establish trust with the utility companies, and obtain schedule commitments for their relocations early in the project.

At this time, it is unknown whether the parking lot expansion will trigger the need for additional detention; therefore, topographic survey of potential detention sites is not included in the proposed cost for professional engineering fees provided herein.

TASK 2 – GEOTECHNICAL / ENVIRONMENTAL INVESTIGATION AND CCDD CERTIFICATION



TEG will coordinate soil borings, sampling, and laboratory analysis with Rubino Engineering, Inc., TEG's proposed geotechnical subconsultant. Rubino Engineering, Inc. will conduct soil sampling activities within the proposed limits of excavation, perform laboratory analysis, and prepare a geotechnical report for use in determining subgrade stability, pavement design, and CCDD Certification.

The scope of the work includes environmental engineering services near the proposed parking lot expansion area to evaluate the subgrade soil condition for the purpose of compliance with Clean Construction or Demolition Debris (CCDD) regulations in areas of proposed excavation. The soil sample results will be compared to the Maximum Allowable Concentrations (MACs) associated with CCDD facility acceptance and LPC 662/663 Certification provided accordingly.

TASK 3 – DETAILED DESIGN, SITE CIVIL PLANS, SPECIFICATIONS, AND BID DOCUMENTS

TEG will prepare all necessary construction documents including plans, specifications, and cost estimates for construction of one (1) new parking lot in accordance with a locally funded project. The engineering plans will be prepared in accordance with all appropriate IDOT and Village Standards.

The following are the anticipated plan sheets that will be required:

1. Title Sheet
2. General Notes/Index/Standards
3. Summary of Quantities
4. Typical Sections (Includes existing and proposed)
5. Alignment, Ties, and Benchmarks
6. Drainage-Utility Plan (Includes existing and proposed Drainage and Utilities)
7. Proposed Pavement and Grading Plan
8. Landscaping Plan
9. Pavement Marking Plan
10. Sediment & Erosion Control Plan
11. Street Lighting Plans and Details
12. ADA Curb Ramp Construction Details
13. Construction Details, Village Standard Details
14. Cross Section Sheets (Includes existing and proposed elements)
15. IDOT Details (where applicable)

It should be noted that the proposed cost for professional engineering fees provided herein excludes the cost of performing stormwater modeling and detailed design and site civil plans and specifications for new detention facilities or expansion of the existing basin, as it is unknown whether the parking lot expansion will trigger the need for additional detention and if it does, where the new detention volume will be desired by the Village.

TASK 4 – PERMITTING

The Lake County Watershed Development Ordinance (WDO) regulates new development including government projects, residential, commercial, and industrial development, and public roads as well as some home additions and the redevelopment of existing sites. New development disturbing more than 5,000 square feet of soil or hydrologically modifying the site drainage will need a Watershed Development Permit through the Lake County Stormwater Management Commission (SMC).

The approximate area of expansion and net new impervious surface area is expected to be less than one (1) acre and the project itself could be considered a Minor Development or Public Road Development by WDO standards. However, based on the past WDO permit issued as part of Addendum 1 for the 2020 VHAC Turf Field Installation, the existing VHAC development is expected to be considered in addition to the new parking lot. Therefore, additional detention volume may be required depending on the exact area of the parking lot, paving material selection(s), and available storage remaining in the existing basin. As part of this task, TEG will perform runoff calculations to determine if existing detention facilities will support the required storage for the new development.

TEG will prepare a WDO permit application on behalf of the Village. The submittal requirements are anticipated to be proportionate with the impact category as outlined in WDO Section 1005.01.A-K. The submittal shall include engineering drawings and supporting calculations to support the design of the proposed parking lot expansion required by the SMC.

TEG will also consult with the Illinois Department of Natural Resources (IDNR) by requesting natural resources review through EcoCAT, the Ecological Compliance Assessment Tool, developed to assist state agencies and units of local government initiate natural resource reviews for Illinois Endangered Species, Illinois Natural Areas, and Interagency Wetlands. Lastly, TEG will prepare the Illinois Environmental Protection Agency (IEPA) Notice of Intent (NOI) NPDES Permit for Construction Activities through the Central Data Exchange (CDX) for disturbance greater than one (1) acre as necessary.

TASK 5 – CONSTRUCTION ADMINISTRATION AND BID ASSISTANCE

TEG proposes to host the bid documents on behalf of the Village using Quest Construction Data Network (Quest CDN) to ensure a competitive bidding process. TEG will address questions (RFIs) and prepare addendums to documents and/or specifications as required during the bidding process.

↓ ASSUMPTIONS \ EXCLUSIONS NOT INCLUDED IN SCOPE OF SERVICES

The following scope items are excluded from the Base Scope of Services.

1. *Meeting with the client, public officials, or agencies, beyond those noted above.*
2. *ComEd new business coordination for new electrical service connection is not anticipated.*
3. *All permit fees and/or application review fees shall be borne by the Village of Vernon Hills.*
4. *Any retaining wall design, structural tank design, or other designs requiring the services of a structural engineer.*
5. *The project is not located in a floodplain or a flood prone area.*
6. *Wetland mitigation and/or preservation and tree identification is not anticipated.*
7. *Plats of Survey/Plats of Easements are not anticipated.*
8. *Traffic Impact Study is not anticipated.*
9. *Phase 3 construction inspection services are not anticipated.*
10. *The proposed cost for professional engineering fees provided herein excludes the cost of performing topographic survey, geotechnical and environmental investigations, stormwater modeling and detailed design and site civil plans and specifications for new detention facilities or expansion of the existing basin, as it is unknown whether the parking lot expansion will trigger the need for additional detention and if it does, where the new detention volume will be desired by the Village.*

ANTICIPATED SCHEDULE

Project schedule begins upon execution of the Village's Professional Service Agreement (PSA). Upon award of the PSA, TEG's Project Manager will prepare a detailed design, permitting, and construction timeline collaboratively with the Village's Project Representative(s). The target completion date for final bid documents is May 1, 2024.

- **Design Start:** January 25, 2024, upon execution of the PSA
- **Kick-Off Meeting:** January 30, 2024
- **Data Collection \ Topographic Survey and Basemapping (2 weeks):** February 2024
- **Geotechnical / Environmental Investigation:** February 2024
- **60% Preliminary Plans and Budgetary Cost Estimate:** March 11, 2024
- **Village Review Comments**
- **Initiate Permitting (8 weeks):** March 11, 2024
- **90% Plans, Specifications, and Estimates:** April 15, 2024
- **Village Review Comments**
- **Finalize Plans, Specifications, and Bid Documents**
- **Finalize Permit Applications**
- **Contract Bid Notice:** May 1, 2024
- **Construction Administration and Bid Assistance:** May/June 2024
- **Construction Commencement:** July 22, 2024

5

COST SUMMARY



Vernon Hills Athletic Complex Parking Expansion

| | |
|---|------------------|
| Task 1 – Topographic Survey | \$ 7,000 |
| Task 2 – Geotechnical and Environmental | \$ 5,500 |
| Task 3 – Detailed Design and Construction Documents | |
| Civil / Site Design | \$ 20,000 |
| Lighting / Electrical Design | \$ 3,000 |
| Drainage Design | \$ 3,500 |
| Task 4 – Permitting | \$ 6,000 |
| Task 5 – Construction Administration | \$ 3,000 |
| Total Cost | \$ 48,000 |

VILLAGE OF VERNON HILLS

ORDINANCE NO. 2024-004

AN ORDINANCE AWARDING A CONTRACT TO THOMAS ENGINEERING GROUP TO
PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE VHAC PARKING
EXPANSION PROJECT FOR AN AMOUNT NOT TO EXCEED \$48,000

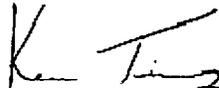
THE 25th DAY OF JANUARY 2024

Published in pamphlet form by the Authority of the
President and Board of Trustees of the Village of
Vernon Hills, Lake County, Illinois, this
25th day of January, 2024

AFFIDAVIT OF SERVICE

STATE OF ILLINOIS)
)
COUNTY OF LAKE)

I, KEVIN TIMONY, BEING FIRST DULY APPOINTED, DEPOSES AND SAYS ON OATH THAT AS VILLAGE CLERK OF THE VILLAGE OF VERNON HILLS, HE DID CAUSE THE FOREGOING CERTIFICATE FOR ORDINANCE NO. 2024-004 AN ORDINANCE AWARDING A CONTRACT TO THOMAS ENGINEERING GROUP TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE VHAC PARKING EXPANSION PROJECT FOR AN AMOUNT NOT TO EXCEED \$48,000 TO BE POSTED IN THE VILLAGE HALL AS REQUIRED BY LAW FROM JANUARY 25, 2024 TO FEBRUARY 4, 2024.



Kevin Timony, Village Clerk

SUBSCRIBED AND SWORN TO BEFORE ME
THIS 25th DAY OF JANUARY 2024



Notary Public

