



REGULAR COUNCIL MEETING MONDAY, MAY 9, 2016  
5:30 P.M.

|                                                                                                                                                                                                                                  | 1 | 2 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <b>1.0 CALL TO ORDER</b>                                                                                                                                                                                                         |   |   |
| <b>2.0 PLEDGE OF ALLEGIANCE</b><br><i>Mayor John McCabe</i>                                                                                                                                                                      |   |   |
| <b>3.0 ROLL CALL</b><br><i>Clerk to Call the Roll</i>                                                                                                                                                                            |   |   |
| <b>4.0 APPROVAL OF AGENDA</b><br><br><i><b>ACTION:</b> Motion to approve the meeting agenda.</i><br><br><i><b>VOTE REQUIRED</b></i>                                                                                              |   |   |
| <b>5.0 APPROVAL OF MINUTES</b><br><br><i><b>ACTION:</b> Motion to approve minutes of the Regular Council Meeting of April 25, 2016.</i><br><br><i><b>VOTE REQUIRED</b></i>                                                       |   |   |
| <b>6.0 PUBLIC INPUT</b>                                                                                                                                                                                                          |   |   |
| <b>7.0 CONSENT AGENDA</b>                                                                                                                                                                                                        |   |   |
| <b>7.1 Receive and File Monthly Reports and Minutes:</b> Police Department February and March Reports; Electrical April Report; Tazewell County Animal Control April Report; and Liquor Commission Minutes dated April 28, 2016. |   | 5 |
| <b>7.2 Resolution No. 24-16/17</b> - Annual Appointments 2016-2017.                                                                                                                                                              |   | 5 |
| <b>7.3 Proclamations:</b> "Municipal Clerks Week"      May 1-7, 2016<br>"National Public Works Week"      May 15-21, 2016                                                                                                        |   | 5 |
| <b>7.4 Receive and File</b> mcp Midwest Computer Products, Inc. Proposal in response to RFP for City Council Chambers Video Projection, Presentation, and Broadcast Equipment Upgrade.                                           |   | 5 |
| <i><b>ACTION:</b> Motion to approve all items listed on the Consent Agenda by Omnibus Vote.</i><br><br><i><b>VOTE REQUIRED TO APPROVE CONSENT AGENDA</b></i>                                                                     |   |   |
| <b>8.0 COMMUNICATIONS, PETITIONS, REPORTS</b>                                                                                                                                                                                    |   |   |
| <b>9.0 NEW BUSINESS</b>                                                                                                                                                                                                          |   |   |

|                                                                                                                                                                                                                                                                                                                         |    |   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---|
| <b>9.1 Agreement with Hanson Engineering/IDOT C15-4446</b><br><br><b>DESCRIPTION:</b> Approve design services agreement for the project to replace taxiway lighting and associated electrical regulator in the amount not to exceed \$76,348.00.<br><br><b>VOTE REQUIRED</b>                                            | MG | 3 |
| <b>9.2 ReviZe• Software Systems</b><br><br><b>DESCRIPTION:</b> Council approval of the request for proposal and quote for Website Re-design in the amount of \$28,700.00 1 <sup>st</sup> year with annual maintenance of \$5,900.00 thereafter.<br><br><b>VOTE REQUIRED</b>                                             | SN | 5 |
| <b>9.3 Renewal of Contract with the Pekin Housing Authority for the Rehab Coordinator Position</b><br><br><b>DESCRIPTION:</b> Council approval of the Housing Rehabilitation consulting contract with the Pekin Housing Authority from Community Development Block Grant allocation (CDBG).<br><br><b>VOTE REQUIRED</b> | PA | 4 |
| <b>10.0 ANY OTHER BUSINESS TO COME BEFORE THE COUNCIL</b>                                                                                                                                                                                                                                                               |    |   |
| <b>11.0 EXECUTIVE SESSION</b><br>5 ILCS 120/2 (c)                                                                                                                                                                                                                                                                       |    |   |
| <b>12.0 ADJOURN</b><br><br><b>NO VOTE REQUIRED</b>                                                                                                                                                                                                                                                                      |    |   |

**Column 1 Key:**

SN Sarah Newcomb Interim City Manager                      MG Michael Guerra City Engineer  
PA Pamela Anderson Community Development Director

**Column 2 Key:**

- 1 A Prosperous Community.** To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs.
- 2 A Safe Community.** To protect community life and property by providing effective, principled police and fire services.
- 3 A Strong Foundation.** To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.
- 4 A High Quality of Life.** To support or provide services that improve the quality of life for Pekin's residents.
- 5 An Effective Government.** To deliver effectively the services that Pekin's residents want, need, and are willing to support.



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**PROCEEDINGS OF THE REGULAR MEETING  
OF THE CITY COUNCIL OF THE CITY OF PEKIN, ILLINOIS,  
CITY HALL COUNCIL CHAMBERS  
111 SOUTH CAPITOL STREET  
PEKIN, ILLINOIS 61554  
ON MONDAY, APRIL 25, 2016 AT 5:30 O'CLOCK P.M.  
JOHN MCCABE, MAYOR PRESIDING**

**PRESENT: COUNCIL MEMBERS, DUNN, GOLDEN, ORRICK, RITCHASON, ABEL, LUFT AND MCCABE**

**ABSENT: NONE**

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The **Pledge of Allegiance** was led by Mayor McCabe.

On April 22, 2016 Council Member Rusty Dunn, notified City Clerk Sue E. McMillan in writing that he would be physically unable to attend the Council Meeting of April 25, 2016 He would attend by electronic means because of his absence from the corporate limits of the City for employment purposes.

**Roll** was called and all Council Members were present. A quorum was declared.

**AGENDA**

Motion by Council Member Abel, seconded by Council Member Ritchason that the agenda be approved as presented. On roll call vote, all present voted Aye.

**MINUTES**

Motion by Council Member Abel, seconded by Council Member Luft that the **minutes of the Regular City Council Meeting of April 11, 2016 and Budget Work Session March 21, 2016 and the Budget Work Session April 4, 2016 be approved as written.** On roll call vote all present voted Aye.

**PUBLIC INPUT**

Doug Luney, Shannon Cox, and Greg Schmidgall spoke to Council on their involvement on the concept of art murals on buildings and asked the Council to approve permitting them in downtown by adoption of the ordinance.

Ann Witzig expressed concern that all the expenses or related City expenses of having murals in the downtown were not upfront in the ordinance. In reference to the Tourism minutes on Bike Connect Program it was her opinion that \$1800 per bike rack was not acceptable to spend on something that would not be used in Pekin.

**CONSENT AGENDA**

Motion by Council Member Abel, seconded by Council Member Orrick that the **CONSENT AGENDA be approved as presented.** The following was read and presented by Mayor McCabe for consideration of the Consent Agenda items by Omnibus Vote.

|                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>7.1 Receive and File Monthly Reports and Minutes:</b> Tourism Committee Minutes dated April 12, 2016.                                                                                              |
| <b>7.2 Resolution No. 21-15/16</b> the Mayor's Appointment of Joel Jackson to the Fire and Police Commission for a Three Year Term Ending the First Monday in May, 2019                               |
| <b>7.3 Proclamation:</b> "Stand Against Racism" April 28, 2016.<br>"National Youth Week" Elks May 1-7, 2016<br>"Comcast Cares Day" April 30, 2016<br>"National Travel and Tourism Week" May 1-7, 2016 |
| <b>7.4 Receive and File:</b> Pekin Zoning Board of Appeals Minutes April 13, 2016.                                                                                                                    |
| <b>7.5 Receive and File:</b> Pekin Planning Commission Minutes April 13, 2016                                                                                                                         |

On roll call vote all present voted Aye.

**COMMUNICATIONS, PETITIONS, REPORTS**

**Fiscal Year 2017 Budget Presentation**

Mayor McCabe announced that the Budget Public Hearing and vote by the Council would take place on Thursday, April 28, 2016 at 5:00 p.m. special meeting. At this time 30 minutes would be given for an explanation of the Budget to be presented and time for each Council Member to ask questions and make comments. Interim City Manager Sarah Newcomb presented the proposed balanced budget summary. She stated after speaking with 6 of the Council Members, she worked further on the discussions and input for version 7. There was in the proposal, the wastewater fee increases, a storm water fee of basically \$5/ERU (equivalent runoff unit) and an increased garbage fee of \$20/month. Council was told the budget included monthly billing and the elimination of yard waste service. Ms. Newcomb also advised the Council that the City would submit RFPs for lawn care, attorney services. Consideration would be given to viability of school bus services, the efficiency study, and postponing filling positions and enhancing adjudication process. She felt the rate and fee increases and the eliminated or modified programs were difficult decisions. About \$1.4 million was made in cuts prior to the budget work sessions. Council Members were provided a full packet of materials for the budget review that included, a Tax History; breakdown charts of where the revenues come from and the percentages breakdown of expenses; department summaries; and, general ledger budget summaries of each department.

Council Member Dunn stated he had come in to City Hall and received the background and questions answered on what he needed for the Budget version. Council Member Abel thanked Ms. Newcomb and Ms. Evans for the ton of work provided. One thing stuck out, that Solid Waste would be in the black for the first time in a long time. He stated he would support the budget presented. Council Member Golden stated he would not support a budget he said consistently throughout the process that contained the following: Finding for the Bus Department, Economic Development/ Tourism; lack of definitive plan for divesting the City from in-house garbage services; any additional employees in any department; lack of detail for items marked contractual; lack of plan for in-house attorney and costs. Council Member Luft had no questions. Council Member Orrick asked that Council consider a hiring freeze until a new manager was hired and efficiency study completed. He questioned the transfer of \$2 million dollars from the Bus Fund to the Reserves. Council Member Ritchason expressed his appreciation to Ms. Newcomb and Ms. Evans for the hours spent in presenting the budget information and answering his questions. He stated his concerns in a decision for the families who would be affected by the increased fees from \$41.00 to \$60.00 a month, but keeping in mind the difficult decisions to stop “kicking the can” and lack of action.

## **NEW BUSINESS**

### **ORDINANCE NO. 2742-OA-15/16 AN ORDINANCE AMENDING TITLE 9, CHAPTER 10, SECTION 8 OF THE ZONING CODE OF THE CITY OF PEKIN 1995 REGARDING MURALS**

Motion by Council Member Luft, seconded by Council Member Abel that Ordinance No. 2742-OA-15/16 be adopted. Economic Development Director Leigh Ann Brown presented the additional language proposed to the City Code to permit art murals on a content-neutral basis on certain terms and conditions in business zones. She asked the Council to approve the recommendation from the Planning Commission to amend the zoning code to allow painted or mounted murals to be placed or installed on buildings. In reference to negative comments heard from a few in the public, Council Member Abel felt those individuals were expressing uninformed opinions. He stated he supported the ordinance. Council Member Golden commented on issues he had with the ordinance and questioned what “reduction in the incidences of graffiti and crime” was based on; who wrote the ordinance; who comprised the “neighborhood” process for discussion; who had expertise to determine the historic process written in the ordinance. He stated he had no confidence in the provisions of the poorly written ordinance. He would not vote for the ordinance. Council Member Orrick’s concerns were addressed concerning the placement with brackets; damage to the murals; owners responsibilities in obtaining the permit. Council Members Dunn, Ritchason and Mayor McCabe spoke on the unique medium of expression which served the public interest, increased community identity, and aesthetic value to the downtown. On roll call vote, Ayes, Orrick, Abel, Dunn, Ritchason, Luft, and McCabe; Nay, Golden. Motion carried.

### **ORDINANCE NO. 1462-A345-15/16 AN ORDINANCE AMENDING TITLE 8, CHAPTER 4, SECTION 1.G. OF THE CODE OF THE CITY OF PEKIN 1995 REGARDING NO PARKING BUS LOADING S. CAPITOL STREET AT COURT STREET**

Motion by Council Member Golden, seconded by Council Member Ritchason, that Ordinance No. 1462-A345-15/16 be adopted. Chairman Kurt Nelson presented the recommendation of the Traffic Safety Committee to extend no parking spaces for bus loading on Capitol Street at Court Street to Elizabeth Street. He advised the Council that the committee reviewed the line of sight safety matters and intersection crowding when more than one CityLink bus was loading, to meet the need to be at the curb for ramp access. Pushing back the bus stop would improve visibility issues. On roll call vote all present voted Aye.

#### **RESOLUTION NO. 23-15/16**

#### **RESOLUTION OF SUPPORT FOR MATCHING FUNDS APPLICATION FOR PPUATS SPECIAL TRANSPORTATION PROJECT**

Motion by Council Member Orrick, seconded by Council Member Abel that Resolution No. 23-15/16 be adopted. Economic Development Director Leigh Ann Brown asked for the City's support of a joint application and local City match of \$10,000.00 to apply for multi-modal and TransPORT planning study to Tri-County Regional Planning. Being issued from South Industrial Park Conservation TIF line item, the Front Street Improvements Project would be enhanced by logistics connectivity for existing businesses, growth opportunities and new business industries for modes of transportation of barge, rail, road and air. Several questions were raised regarding the initiative for the study. Ms. Brown gave explanations to concerns and presented the need for uncovering the best plan for opportunities for the Front Street Project, the Riverway Business Park and the connectivity of the City and region. Council Member Golden commented there was better use of TIF funds. On roll call vote Ayes, Orrick, Abel, Dunn, Ritchason, and McCabe; Nays, Golden and Luft. Motion carried.

Motion by Council Member Ritchason, seconded by Council Member Orrick that **THE COUNCIL PROCEED WITH HIRING A PROFESSIONAL SEARCH COMPANY TO RECRUIT APPLICANTS FOR THE CITY MANAGER POSITION** in an amount not to exceed \$25,000.00. Interim City Manager Sarah Newcomb reported in hearing frustrations in Council's conversations that hiring a City Manager needed to move forward. She inquired into ways of expediting the process. Mayor McCabe advise that he had offered options to the Council for processing applications, one of which was to form a local committee to review the applications before Council interviews or hiring a senior advisor.. Council Members commented on the need, to move forward quickly; to send RFP for contracting with a professional search firm; to hire the right, experienced in city management, person. Council Member Golden suggested links on the City website and notices posted in publications he had suggested early on. He asked that the Council be kept informed on the status of the search weekly in the manager report. Council Member Luft expressed concern that money had been spent for professional searches and the City ended up with internal hiring. Mayor McCabe felt there was potential for conducting interviews in mid-July. On roll call vote, all present voted Aye.

#### **OTHER BUSINESS TO COME BEFORE THE COUNCIL**

The public was given the opportunity to bring forward and issues, matters of concern, comments and questions. The following people addressed the Council:

David Kellum – water shutoff issue.

Dan LaMasters – Golf Green lawn clippings in the street at Stadium Drive. Expressed pride in fire and police personnel and the Mayor for attending the funeral of the local soldier.

Ann Witzig – questioned accountability of the City in checking disbursements for a desk chair. She requested an answer from Attorney Dancey if it was a conflict for him to represent a City employee.

Staff and Council business heard:

Ms. Newcomb expressed appreciation for countless hours spent by staff and Council on working on budget figures and for working with Leman Brothers for use of their lot in expediting traffic situation at construction on Court Street and Parkway Drive.

Leigh Ann Brown expressed her gratitude for working for the City and encouraged the Council to continue the investment in Economic Development and efforts of the Economic Development Advisory Committee.

Police Chief Dossey announce the launch of 2 programs in the department, Virtual Ride Along and Fender Watch.

Pamela Anderson Community Development Director reported that 27 individuals has signed up for the Bridges Over Poverty next session.

Council Member Ritchason thanked Leigh Ann for the respect he had receive from her during their meetings. He wished her nothing but the best in her new position.

Council Member Abel noted the weeds at the old West Campus property and reminded the staff of the agreement

from the owners to continue the mowing of the property. He gave credit to the departments for the work on the budget. Council Member Abel congratulated Ms. Brown and noted contrary to the statement at a previous meeting of no local professionals in Pekin, Morton noticed a good one in hiring her.

Council Member Golden spoke on the subject he noted at the previous meeting of a dumpster he felt was in violation of the Code. After receiving information that the trash container was a roll off not in violation he asked that the City Attorney clarify the issue in writing. He brought to Council's attention that from a City credit card statement there were transactions for coffee for the employees and toll violations paid. He next spoke of property line issues on the municipally owned property on Derby Street.

Council Member Luft encouraged the Council to google other municipalities' website to find new ideas. He wished Leigh Ann Brown the best in her new employment with Morton.

No further business to come before the Council, motion by Council Member Ritchason, seconded by Council Member Orrick, that Council adjourn. Motion carried viva voce. Mayor McCabe adjourned the meeting.

**COUNCIL ADJOURNED AT 8:20 P.M.**

Sue E. McMillan  
City Clerk

# FEBRUARY RECORDS WEEKLY STATS

|                           | 01/31/16 - 02/06/16 | 02/07/16 - 02/13/16 | 02/14/16 - 02/20/16 | 02/21/16 - 02/27/16 | TOTAL      |
|---------------------------|---------------------|---------------------|---------------------|---------------------|------------|
| NOTICE TO APPEARS         | 16                  | 10                  | 19                  | 20                  | 65         |
| CITATIONS                 | 127                 | 149                 | 130                 | 96                  | 502        |
| WARNINGS                  | 81                  | 117                 | 78                  | 48                  | 324        |
| PEDESTRIAN STOPS          | 0                   | 0                   | 0                   | 0                   | 0          |
| FREEDOM OF INFORMATION    | 10                  | 15                  | 11                  | 8                   | 44         |
| SEX OFFENDER REGISTRATION | 9                   | 2                   | 8                   | 8                   | 27         |
| PARKING TICKETS           | 12                  | 26                  | 20                  | 18                  | 76         |
| IMPOUNDS PROCESSED        | 6                   | 7                   | 9                   | 0                   | 22         |
| IMPOUND FEES COLLECTED    | \$1,000             | \$1,500             | \$4,000             | \$4,500             | \$11,000   |
| FINES COLLECTED           | \$1,661.50          | \$1,416             | \$2,433.50          | \$1,970             | \$7,481.00 |
| REPORTS                   | 3                   | 3                   | 3                   | 1                   | 10         |
| SUPPLEMENTAL REPORTS      | 2                   | 1                   | 2                   | 2                   | 7          |
| COURT CASE FILES          | 3                   | 7                   | 4                   | 18                  | 32         |
| DVD/CD FOR COURT/FOI      | 11                  | 8                   | 13                  | 10                  | 42         |
| PIECES OF LOGGED EVIDENCE | 47                  | 59                  | 69                  | 41                  | 216        |

# MARCH RECORDS WEEKLY STATS

|                                 | 02/28/16 - 03/05/16 | 03/06/16 - 03/12/16 | 03/13/16 - 03/19/16 | 03/20/16 - 03/26/16 | 03/27/16 - 04/02/16 | TOTAL      |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------|
| NOTICE TO APPEARS               | 22                  | 19                  | 19                  | 14                  | 15                  | 89         |
| CITATIONS                       | 109                 | 138                 | 77                  | 65                  | 87                  | 476        |
| WARNINGS                        | 82                  | 77                  | 54                  | 44                  | 48                  | 305        |
| PEDESTRIAN STOPS                | 0                   | 1                   | 0                   | 0                   | 0                   | 1          |
| FREEDOM OF INFORMATION/SUBPOENA | 15                  | 11                  | 7                   | 24                  | 11                  | 68         |
| SEX OFFENDER REGISTRATION       | 7                   | 4                   | 7                   | 7                   | 5                   | 30         |
| PARKING TICKETS                 | 33                  | 24                  | 40                  | 30                  | 59                  | 186        |
| IMPOUNDS PROCESSED              | 9                   | 9                   | 8                   | 3                   | 4                   | 33         |
| IMPOUND FEES COLLECTED          | \$5,000             | \$3,500             | \$2,500             | \$2,500             | \$1,500             | \$15,000   |
| FINES COLLECTED                 | \$1,950.00          | \$2,385             | \$2,070             | \$1,190             | \$1,716.50          | \$9,311.50 |
| REPORTS                         | 4                   | 4                   | 3                   | 3                   | 4                   | 18         |
| SUPPLEMENTAL REPORTS            | 1                   | 11                  | 0                   | 1                   | 1                   | 14         |
| COURT CASE FILES                | 12                  | 8                   | 10                  | 18                  | 18                  | 66         |
| DVD/CD FOR COURT/FOI            | 6                   | 11                  | 8                   | 8                   | 34                  | 67         |
| PIECES OF LOGGED EVIDENCE       | 96                  | 51                  | 62                  | 48                  | 134                 | 391        |

# Cash Receipts

Receipt Listing by GL

User: berps

Printed: 05/02/2016 - 12:56 PM



City Of Pekin  
111 S. Capitol  
Pekin, IL 61554

| Account Number<br>Receipt No | Void  | Cust No | Name                        | Account Description | Receipt Date | Line Item Description | Amount          |
|------------------------------|-------|---------|-----------------------------|---------------------|--------------|-----------------------|-----------------|
| <b>100-793-426000</b>        |       |         |                             |                     |              |                       |                 |
| 00264729                     | False | 000000  | Grimm Electric Inc          | Electrical Permits  | 4/4/2016     | Electrical Permit     | 55.00           |
| 00264732                     | False | 000000  | L & F Electric              |                     | 4/4/2016     | Electrical Permit     | 61.00           |
| 00264733                     | False | 000000  | Fryman Electric             |                     | 4/4/2016     | Electrical Permit     | 43.00           |
| 00264736                     | False | 000000  | Fryman Electric             |                     | 4/4/2016     | Electrical Permit     | 43.00           |
| 00264740                     | False | 000000  | Wotton Electric             |                     | 4/4/2016     | Electrical Permit     | 43.00           |
| 00264941                     | False | 000000  | Bill Rogers                 |                     | 4/6/2016     | Electrical Permit     | 26.00           |
| 00264943                     | False | 000000  | Chad Gambetti               |                     | 4/6/2016     | Electrical Permit     | 43.00           |
| 00264953                     | False | 000000  | TJ Lowe & Co                |                     | 4/6/2016     | Electrical Permit     | 31.00           |
| 00265286                     | False | 000000  | Koener Electric Inc         |                     | 4/12/2016    | Electrical Permit     | 43.00           |
| 00265315                     | False | 000000  | Mark Downing                |                     | 4/12/2016    | Electrical Permit     | 43.00           |
| 00265404                     | False | 000000  | Schwartz Electric           |                     | 4/14/2016    | Electrical Permit     | 43.00           |
| 00265409                     | False | 000000  | Marsha Dennis               |                     | 4/14/2016    | Electrical Permit     | 109.00          |
| 00265850                     | False | 000000  | Kaiser Electrical           |                     | 4/21/2016    | Electrical Permit     | 31.00           |
| 00266895                     | False | 000000  | Greg Rose                   |                     | 4/27/2016    | Electrical Permit     | 31.00           |
| 00266992                     | False | 000000  | L & F Electric Inc          |                     | 4/28/2016    | Electrical Permit     | 193.00          |
| 00266993                     | False | 000000  | Mangieri Electric           |                     | 4/28/2016    | Electrical Permit     | 49.00           |
| 00267002                     | False | 000000  | Margaret Densmore           |                     | 4/28/2016    | Electrical Permit     | 43.00           |
| 00267015                     | False | 000000  | Schwartz Electric & Sign Co |                     | 4/28/2016    | Electrical Permit     | 43.00           |
| 00267022                     | False | 000000  | Schwartz Electric           |                     | 4/28/2016    | Electrical Permit     | 241.00          |
| 00267027                     | False | 000000  | Johnson Mechanical Service  |                     | 4/28/2016    | Electrical Permit     | 43.00           |
| 00267074                     | False | 000000  | Straight Up Solar           |                     | 4/29/2016    | Electrical Permit     | 193.00          |
| <b>Total:</b>                |       |         |                             |                     |              |                       | <b>1,450.00</b> |
| <b>Fund: 100</b>             |       |         |                             |                     |              |                       |                 |

**Report Totals: 1,450.00**

# Animal Counts Brought in by Wardens between April 1, 2016 and April 30, 2016

| City  | Warden | Origin | PickUp Site             | PickUp Dat | Species | Breed          | Disposition | Days | Log #  |
|-------|--------|--------|-------------------------|------------|---------|----------------|-------------|------|--------|
| Pekin |        |        |                         |            |         |                |             |      |        |
|       | LOHNES | City   | 2210 MARKET             | 4/24/2016  | Other   | DUKE           | REL         | 0    | 160547 |
|       | LOHNES | City   | 540 COURT ST            | 4/25/2016  | Dog     | LAB            | R           | 1    | 160559 |
|       | LOHNES | City   | 707 S 5TH               | 4/25/2016  | Dog     | TERRIER MIX    | R           | 1    | 160558 |
|       | LOHNES | City   | 2210 MARKET             | 4/24/2016  | Other   | DUCK           | REL         | 0    | 160552 |
|       | LOHNES | City   | 2210 MARKET             | 4/24/2016  | Other   | DUCK           | REL         | 0    | 160551 |
|       | LOHNES | City   | 2210 MARKET             | 4/24/2016  | Other   | DUKE           | REL         | 0    | 160550 |
|       | LOHNES | City   | 2210 MARKET             | 4/24/2016  | Other   | DUKE           | REL         | 0    | 160544 |
|       | LOHNES | City   | 2210 MARKET             | 4/24/2016  | Other   | DUKE           | REL         | 0    | 160548 |
|       | LOHNES | City   | 100 taps lane           | 4/22/2016  | Dog     | JACK RUSSELL   | R           | 3    | 160536 |
|       | LOHNES | City   | 2210 MARKET             | 4/24/2016  | Other   | DUKE           | REL         | 0    | 160546 |
|       | LOHNES | City   | 2210 MARKET             | 4/24/2016  | Other   | DUCK           | REL         | 0    | 160545 |
|       | LOHNES | City   | PPD                     | 4/7/2016   | Dog     | BEAGLE         | R           | 0    | 160457 |
|       | LOHNES | City   | 2012 SUSAN HOPE DR      | 4/5/2016   | Other   | COON           | E           | 1    | 160447 |
|       | LOHNES | City   | 2703 PINE               | 4/15/2016  | Cat     | DSH            | REL         | 6    | 160495 |
|       | HARMS  | City   | 2111 GLENVIEW           | 4/6/2016   | Dog     | PEKE MIX       | REL         | 7    | 160452 |
|       | LOHNES | City   | 336 STATE               | 4/24/2016  | Cat     | DLH            |             |      | 160539 |
|       | LOHNES | City   | TAPS                    | 4/18/2016  | Dog     | LAB/PIT MIX    |             |      | 160503 |
|       | LOHNES | City   | 2210 MARKET             | 4/24/2016  | Other   | DUKE           | REL         | 0    | 160549 |
|       | LOHNES | City   | 1247 FLORENCE           | 4/3/2016   | Dog     | LAB            | R           | 1    | 160440 |
|       | HOMER  | City   | VELDE DR. & RT 29       | 4/30/2016  | Dog     | HUSKY          | R           | 2    | 160582 |
|       | HOMER  | City   | 1612 MATILDA            | 4/30/2016  | Other   | COON           | E           | 0    | 160579 |
|       | HOMER  | City   | 807 CHESTNUT            | 4/16/2016  | Dog     | LAB/CHOW       | D           | 0    | 160497 |
|       | HARMS  | City   | 211 SCHRAMM             | 4/29/2016  | Dog     | PIT            |             |      | 160576 |
|       | HARMS  | City   | 931 HIGHLAND            | 4/27/2016  | Other   | COON           | REL         | 0    | 160565 |
|       | HARMS  | City   | 1805 THARP              | 4/26/2016  | Other   | COON           |             |      | 160562 |
|       | HARMS  | City   | 2212 CRESTVIEW          | 4/26/2016  | Cat     | DSH            |             |      | 160561 |
|       | HARMS  | City   | 30 N 20TH               | 4/25/2016  | Dog     | CHI            | R           | 3    | 160555 |
|       | HARMS  | City   | PEKIN POLICE DEPARTMENT | 4/18/2016  | Dog     | LAB MIX        | R           | 2    | 160508 |
|       | LOHNES | City   | 1230 BACON              | 4/28/2016  | Dog     | PIT            |             |      | 160574 |
|       | HARMS  | City   | 2111 GLENVIEW           | 4/14/2016  | Cat     | DSH            | REL         | 12   | 160490 |
|       | LOHNES | City   | 1504 HOWARD CT          | 4/3/2016   | Other   | RABBIT         | REL         | 1    | 160443 |
|       | LOHNES | City   | 1002 TRUMAN             | 4/3/2016   | Dog     | MIN PIN        | REL         | 3    | 160441 |
|       | HARMS  | City   | 245 HERGET              | 4/11/2016  | Dog     | DOBE           | REL         | 2    | 160465 |
|       | HARMS  | City   | 208 MANOR               | 4/9/2016   | M       | LK DACH        | E           | 9    | 160462 |
|       | HARMS  | City   | 2408 COURT              | 4/8/2016   | Cat     | DMH            |             |      | 160460 |
|       | HARMS  | City   | 1511 stout st           | 4/6/2016   | Dog     | DACH           | R           | 5    | 160453 |
|       | HARMS  | City   | 1514 ANNA RD D          | 4/1/2016   | Cat     | SIAMESE MIX LH | REL         | 5    | 160434 |
|       | LOHNES | City   | 100 blk caroline        | 4/28/2016  | Dog     | heeler mix     |             |      | 160573 |
|       | LOHNES | City   | 12TH & CATHERINE        | 4/3/2016   | Dog     | PIT            | R           | 1    | 160442 |
|       | HARMS  | City   | 34 ROSEWOOD             | 4/18/2016  | Dog     | SHEPHERD MIX   | R           | 2    | 160507 |

Total Dogs picked up in Pekin: 19

Total Cats picked up in Pekin: 6

Total Others picked up in Pekin: 14

## Animal Counts Brought in by Individuals between April 1, 2016 and April 30, 2016

| City         | In By     | Origin | PickUp Site       | PickUp Dat | Species | Breed        | Disposition | Days | Log #  |
|--------------|-----------|--------|-------------------|------------|---------|--------------|-------------|------|--------|
| <b>Pekin</b> |           |        |                   |            |         |              |             |      |        |
|              | Owner R   | City   | 2703 PINE ST #D   | 4/11/2016  | Cat     | DSH          | A           | 14   | 160475 |
|              | Individua | City   | 2ND & DERBY       | 4/8/2016   | Dog     | SCHNAUZER    | R           | 3    | 160461 |
|              | Individua | City   | 1225 S 4TH        | 4/11/2016  | Cat     | DMH          | A           | 16   | 160468 |
|              | Individua | City   | 1902 SHERIDAN RD  | 4/15/2016  | Cat     | DSH          | A           | 13   | 160494 |
|              | Individua | City   | 1010 COOLIDGE     | 4/19/2016  | Cat     | DSH          | REL         | 7    | 160513 |
|              | Individua | County | 2205 MAYFLOWER    | 4/27/2016  | Cat     | DMH          |             |      | 160564 |
|              | Owner R   | City   | 1012 MARKET       | 4/11/2016  | Dog     | GREAT DANE   | R           | 7    | 160467 |
|              | Individua | City   | 204 N 9TH         | 4/4/2016   | Cat     | PERSIAN      | A           | 7    | 160444 |
|              | Owner R   | City   | 2703 PIN ST #D    | 4/11/2016  | F       | DSH          | A           | 21   | 160474 |
|              | Owner R   | City   | 2115 WINDSOR      | 4/28/2016  | Dog     | SPANIAL      | E           | 0    | 160568 |
|              | Owner R   | City   | 2412 COURT ST     | 4/13/2016  | Dog     | HUSKY MIX    | A           | 16   | 160485 |
|              | Owner R   | City   | 507 MANOR         | 4/18/2016  | Dog     | PUGGLE       | REL         | 3    | 160506 |
|              | Owner R   | City   | 1254 FLORENCE #5  | 4/22/2016  | Other   | DOMESTIC RAT |             |      | 160531 |
|              | Owner R   | City   | 1254 FLORENCE #5  | 4/22/2016  | Other   | DOMESTIC RAT |             |      | 160532 |
|              | Owner R   | City   | 1254 FLORENCE #5  | 4/22/2016  | Other   | DOMESTIC RAT |             |      | 160533 |
|              | Owner R   | City   | 1254 FLORENCE #5  | 4/22/2016  | Other   | DOMESTIC RAT |             |      | 160534 |
|              | Owner R   | City   | 1302 1/2 STATE ST | 4/27/2016  | Dog     | PIT          |             |      | 160566 |
|              | Owner R   | City   | 1225 S 4TH        | 4/11/2016  | Cat     | DMH          | E           | 3    | 160469 |

Total Dogs picked up in Pekin: 6

Total Cats picked up in Pekin: 7

Total Others picked up in Pekin: 4



Tazewell County Animal Control

City: City of Pekin

Date:

Billing for Month of:

April 2016

\$3,753.83

Tazewell Animal Control

Po Box 158

Tremont, IL 61568

City of Pekin

111 S. Capitol Room 242

Pekin, IL 61554



**LIQUOR COMMISSION MINUTES  
THURSDAY, APRIL 28, 2016 AT 4:00 P.M.  
CITY HALL COUNCIL CHAMBERS  
111 SOUTH CAPITOL STREET  
PEKIN, ILLINOIS 61554**

Liquor Commissioner John McCabe called the meeting to order at 4:04p.m.

**PLEDGE of ALLEGIANCE**

**ROLL CALL**

The following members were present for roll call: Liquor Commissioner John McCabe, Deputy Liquor Commissioner Rick VonRohr, Police Chief John Dossey, Fire Chief Kurt Nelson, and Commission Member Dale Vonderheide

Absent: Commission Member Buster Hanley

Also present: Attorney Sue Bosich

**APPROVAL OF AGENDA**

Motion made by Fire Chief Kurt Nelson to approve the agenda for April 28, 2016, seconded by Police Chief John Dossey. On roll call vote all present voted Aye. Motion carried.

**APPROVAL OF LIQUOR COMMISSION MINUTES**

Motion made by Liquor Commissioner John McCabe to approve the March 24, 2016 Liquor Commission minutes, seconded by Commission Member Vonderheide. On roll call vote all present voted Aye. Motion carried.

**PUBLIC INPUT/COMMENTS/QUESTIONS**

Gary Brown had heard a rumor that the Liquor Commission was going to change the Liquor Code on entrances to liquor establishments. He had no other information on that. Mr. Brown was informed that it was just a rumor.

**NEW BUSINESS**

**LUCKY'S JACKPOT CAFÉ, LLC DBA LUCKY'S JACKPOT CAFE  
930 SOUTH 2ND STREET, SUITE B  
RANDY STRUBEN  
PEKIN, ILLINOIS 61554**

Mr. Struben requested to speak to the Commission. He wanted the Commission to know his intent on opening up the business at 930 S. 2<sup>nd</sup> Street. His intent is to have a "Farm to table Fresh" Restaurant/Café. He has lined up a farmer for the beef and Meyer's in Manito for the fresh produce. Will have a "Steak Night" where that is the only thing on the menu. He plans on having a salad bar with all fresh vegetables, will have homemade pies and a Cappuccino machine. He has hired a Chef, a marketing rep, and Crystal will be doing the ordering and cleaning. Mr. Struben stated that the Tazewell County Health Department gave him an excellent rating on his kitchen. The restaurant has seating to serve up to 20 people. He has also set up a delivery service for breakfast

to area truckers coming to for delivery's to the Powerhouse and Pacific Energy. He will have a separate area for the Gaming Parlor.

Commission Member Vonderheide made a motion to accept the new application for Lucky's Jackpot Café, dba Lucky's Jackpot Café at 930 S. 2<sup>nd</sup> Street for a liquor license, Seconded by Liquor Commissioner McCabe.

Discussion: Commission Member Vonderheide asked if this would be a Family Restaurant? Mr. Struben stated he would like to cater more to the older crowd, but children always welcome. Deputy Liquor Commissioner VonRohr's opinion is that Mr. Struben had a liquor license before and abused that privilege. Mr. Struben stated he did not know the laws/liquor code and he has learned from his mistakes. VonRohr would support the restaurant, but does not support issuing a liquor license. Attorney Bosich stated that every liquor license applicant is given the City of Pekin's Liquor Code and they also get one every year with their renewal application packet, so all licensee's should know our Liquor Code. Fire Chief Nelson questioned why this was brought back before the Liquor Commission, when it was voted on at the last meeting. Liquor Commissioner McCabe stated that last meeting it was a 3/3 split vote and therefore can come back before the Commission. Fire Chief Nelson asked what changes have been made since having a previous liquor license? Mr. Struben stated he has a new Corporation name and more staff and everything in his building that he remodeled has been bought locally. He wants to have a nice restaurant with the gaming parlor and bring revenue into the City. Nelson also asked if his application is denied would he still open his restaurant? Mr. Struben stated he would be afraid the restaurant would not make it without the alcohol sales and gaming machines.

On roll call vote:      Liquor Commissioner McCabe, Nay  
                                Deputy Liquor Commissioner VonRohr, Nay  
                                Police Chief Dossey, Nay  
                                Fire Chief Nelson, Nay  
                                Commission Member Vonderheide, Abstain

On roll call vote all present voted: Motion denied.

#### **Hearing: Friends Tap – 200 Derby Street – Shelie Dennis**

Attorney Bosich read the violation into the record: On or about March 5<sup>th</sup>, 2016, Officer Wilmert was dispatched to Friends Tap for a fight in progress. Officer Wilmert requested the bar video. The bartender informed Officer Wilmert that only the owner Shelie Dennis can release the video. After several attempts to reach Ms. Dennis, Detective Eeten followed up on March 11<sup>th</sup>. Ms. Dennis testified that she was upset because she received a call that her father was in the Illinois river drowning. Detective Eeten stated that Ms. Dennis seemed to be upset over this information, but continued to serve patrons. Detective Eeten requested the video tape again and Ms. Dennis told him the video system did not work. Ms. Dennis plead guilty to the charge of 3-3-9-1 of the City of Pekin Liquor Code. This is their 1<sup>st</sup> violation.

#### **Hearing: Friends Tap – 200 Derby Street – Shelie Dennis**

Attorney Bosich read the violation into the record: Detective Butler was working on a case and needed to review the video tape from Friends Tap. Detective Butler requested to view the tape on several occasions. Ms. Dennis would not provide the video and had several excuses as to why she would not. Ms. Dennis finally admitted that the system only holds the video for 14 days. She admitted she did not read the City of Pekin Liquor Code to know that she is required to keep video for 30 days. Ms. Dennis will get what she needs so the video equipment will hold video for 30 days. Ms. Dennis pled guilty to the charge of 3-3-9-1 of the City of Pekin Liquor Code. This is their 2<sup>nd</sup> violation.

Attorney Bosich stated that Ms. Dennis's father did drown in Peoria County. Ms. Dennis did comply with the 2% Food and Beverage tax violation and paid her fine and cost. Liquor Commissioner VonRohr stated that when the liquor code was changed a year ago that everyone was sent a new copy. VonRohr stated these were both criminal cases within a month of each other. Should the violations be charged as separate or together? 1<sup>st</sup> offense is \$500.00 plus cost and 2<sup>nd</sup> offense is \$1,000 plus cost.

Fire Chief Nelson made a motion to fine Friends Tap \$1000.00 plus cost, seconded by Liquor Commissioner McCabe. On roll call vote present voted Aye. Motion carried.

**ANY OTHER BUSINESS**

Discussion: Deputy Liquor Commissioner VonRohr went through the Gaming Establishment ideas that Attorney Bosich had emailed out to the Commission. Consensus was to have this on a Council Agenda for discussion. Then the Liquor Commission can get some direction from Council on how to proceed. VonRohr offered to attend the City Council Meeting on behalf of the Liquor Commission.

Meeting adjourned at 4:40 P.M.

**Next Regular Meeting will be Thursday, May 26, 2016 at 4:00 P.M.**

Respectfully submitted, Paula Gensel, Liquor Commission Secretary

## **RESOLUTION NO. 24-16/17**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PEKIN, ILLINOIS that the following named persons be and they are hereby appointed to the respective offices and for a term set opposite their names to the first Monday in May, unless otherwise specified.

|         |                      |             |
|---------|----------------------|-------------|
| AIRPORT | Fredric Woldow       | 3 year term |
|         | Steve Huey           |             |
|         | Darrell G. Meisinger | May, 2017   |

|                                            |               |             |
|--------------------------------------------|---------------|-------------|
| ECONOMIC DEVELOPMENT<br>ADVISORY COMMITTEE | Steven Martin | 3 year term |
|                                            | Drew Leman    |             |
|                                            | Andy Sparks   |             |
|                                            | Mack Cakora   |             |
|                                            | Glawn Worrell | May, 2017   |

|                           |                |             |
|---------------------------|----------------|-------------|
| ELECTRICAL COMMISSION     |                | 1 year term |
| Electrical Inspector      | Brian Erps     |             |
| Fire Inspector            | Kurt Nelson    |             |
| General Contractor        | Brian Larson   |             |
| Reg. Prof. Elec. Engineer | Gene Lindholm  |             |
| Electrical Contractor     | Brett A. Crist |             |
| Electric Utility Rep.     | Mike Fisher    |             |
| Journeyman Electrician    | Harold Lard    |             |

|                        |               |             |
|------------------------|---------------|-------------|
| HUMAN RIGHTS COMMITTEE |               | 3 year term |
|                        | Brian Byne    |             |
|                        | Becky Saban   |             |
|                        | Melinda Figge |             |

|                                                         |                           |             |
|---------------------------------------------------------|---------------------------|-------------|
| MAYOR'S ADVISORY COMMITTEE<br>PERSONS WITH DISABILITIES |                           | 3 year term |
|                                                         | Mike Williamson           |             |
|                                                         | Roy Davis                 |             |
|                                                         | Leia Stewart              |             |
|                                                         | Christopher Joey Meskimen | May 2017    |

|                          |                  |             |
|--------------------------|------------------|-------------|
| TRAFFIC SAFETY COMMITTEE | Dennis Zimmerman | 1 year term |
|--------------------------|------------------|-------------|

FIRE PENSION BOARD

Kurt Nelson

3<sup>rd</sup> Monday in April 2019

PEKIN PLANNING COMMISSION

3 year term to May 15, 2019

Jim Jones  
Donald Hild  
Amy Wilson

ZONING BOARD OF APPEALS

3 year term to May 31, 2019

Brandon Dentino  
Mary Lanane  
Wayne Altpeter

TOURISM, CONVENTION AND VISITORS COMMITTEE

2 year term to May 2018

Lelonie Luft  
Renna Hadsall  
Emily Lambe  
Sarah Newcomb

PEKIN AREA ENTERPRISE ZONE ADMINISTRATOR

Kristal Deininger

indefinite term

**BE IT FURTHER RESOLVED** that the Council of the City of Pekin, Illinois reaffirms the appointments of the following named persons until such time as their successors shall be named.

CITY CLERK

Sue E. McMillan

CITY TREASURER

James S. Wolf

PASSED AND APPROVED at a regular meeting of the City Council of the City of Pekin, this 9th of May 2016.

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Mayor John McCabe

ATTEST:

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City Clerk Sue E. McMillan



# *Proclamation*

*Municipal Clerks Week*

*May 1 - May 7, 2016*

*Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and*

*Whereas, The Office of the Municipal Clerk is the oldest among public servants, and*

*Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and*

*Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.*

*Whereas, The Municipal Clerk serves as the information center on functions of local government and community.*

*Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.*

*Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.*

*Now, Therefore, I, John McCabe, Mayor of the City of Pekin, do recognize the week of May 1 through May 7, 2016, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Sue E. McMillan and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.*

*Dated this 28<sup>th</sup> day of April, 2016*

---

*John McCabe, Mayor*

*Attest:*

---

*Sue E. McMillan, City Clerk*



**WHEREAS**, public works services provided in our community are an integral part of our citizens' everyday lives; and,

**WHEREAS**, the support of understanding and informed citizens is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and,

**WHEREAS**, the health, safety, and comfort of a community greatly depends on these facilities and services; and,

**WHEREAS**, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and,

**WHEREAS**, the efficiency of the qualified and dedicated personnel of public works departments is supported when citizens understand the importance of public works; and,

**WHEREAS**, the year 2016 marks the 56th annual National Public Works Week sponsored by the American Public Works Association;

**THEREFORE**, I, Bruce Rauner, Governor of the State of Illinois, do hereby proclaim May 15-21, 2016, as **NATIONAL PUBLIC WORKS WEEK** in Illinois.

**In Witness Whereof**, I have hereunto set my hand and caused the Great Seal of the State of Illinois to be affixed.



Done at the Capitol in the City of Springfield,

this FOURTH day of APRIL, in  
the Year of Our Lord, two thousand and  
SIXTEEN, and of the State of Illinois,  
one hundred and NINETY-EIGHTH.

*Deese White*  
SECRETARY OF STATE

*Bruce Rauner*  
GOVERNOR





# City of Pekin

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To: Pekin City Council

From: Technology Committee

Date: April 20, 2016

Re: AV Equipment

## City Council Chambers Video Projection, Presentation, and Broadcast Equipment Upgrade

On April 15<sup>th</sup> the City of Pekin received one proposal in response to the RFP for Council Chamber A/V upgrades. That proposal was from MCP of West Chicago, IL for the amount of \$90758.22 to upgrade the video recording, playback, projection of presentations and audio upgrades. It also included optional items to increase viewability in the chambers for both Council and attendees. It also included a control system that would allow the Manager or Mayor to initiate presentations from their designated positions. Those options brought the total up to \$122,825.11.

Based on this proposal, the limited budget availability and cost to viewer ratio it is our recommendation that we make the best of what we have stance. Most of the audio issues can be overcome by diligent attention to speaking distance from the microphones and the playback quality issues can be slightly mitigated by judicious use of meeting time. When compressing a 3 hour or longer meeting on a two hour DVD there is quality loss due to the compression needed. We can pursue streaming all meetings to a Web Service like U-Stream and stop rebroadcast on Channel 22 but that leaves out residents who do not own a computer. Ultimately it is the Council's decision as they will incur the public's comments no matter which direction is taken.



## Request for Proposals & Quotes

City Council Chambers  
Video Projection, Presentation, and Broadcast Equipment Upgrade

March 15, 2016  
City of Pekin, IL



MIDWEST COMPUTER PRODUCTS, INC.

April 15, 2016

Proposal Submitted by:  
Midwest Computer Products, Inc.  
33W512 Roosevelt Road  
West Chicago, IL 60185  
Tel: 800-231-1199 or 630-232-0010  
Email: [sales2@midwestcomputer.com](mailto:sales2@midwestcomputer.com)  
Primary Contact: Daniel Jones, x126



MIDWEST COMPUTER PRODUCTS, INC.

33w512 Roosevelt Rd  
West Chicago, IL 60185  
630-232-0010 phone  
630-232-0559 fax

April 15, 2016

City of Pekin  
111 S. Capitol St.  
Pekin, IL 61554

## Project: Council Chambers

### Project Summary

The city of Pekin is seeking to refresh and upgrade the technology for their council chambers to achieve a high definition quality recording, presentation, projection and broadcasting system. The city of Pekin has also specified system ease of use as a priority.

### System Overview

#### System Description

#### Council Chambers

- Functionality Description: The council chambers is where the city council meetings are held and where public city business is held as well as committee and other meetings. The space is also used for conference calls, webinars, and other presentations. The space is used by city officials as well as additional users supported by the city IT department
- Source Devices:  
Laptop located at podium in center of room

#### Display System:

- 3 HD PTZ cameras will be installed. 1 will be installed in the front of the chambers and 2 will be installed in the rear left and rear right of the chambers. Cables will be run to control room in rear and will be controlled through a 22" touch screen monitor in the control room.



- A 5500 lumen LCD projector native WUXGA (1920x1200) with 4K Enhancement Technology and wireless connectivity will be installed in the existing projector cabinet. Digital cables will be run from projector under floor to center of room to auto switching source plate in existing floor box.



- A recessed ceiling electric screen with 16:10 widescreen format will be installed in place of the existing recessed ceiling screen.



- An HD recording device will be installed in the existing rack in the control room. It will replace existing system of DVD recording and will have the capability to broadcast audio/video and save file for rebroadcast via feed on city website.



#### Audio System:

- A refreshed audio system will be installed, replacing 7 existing ceiling recessed speakers with new recessed ceiling speakers. New audio cable will be provided and run from speakers to existing audio equipment in rack in A/V room. Capability for audio from computer input on podium will be included. Existing microphones and Gentner assisted listening system will be used.



#### Wireless Microphone Option:

- 7 wireless lavalier microphones with bodypack and tie clip and 7 Shure wireless gooseneck microphones with base will be included with wireless microphone receivers and 4-way active antenna combiner. A wall mounted wideband antenna will be mounted in council chambers.



#### Additional Displays Option:

- 2 55" high performance LCD commercial grade displays with integrated speakers will be installed. 1 will be mounted on wall in lobby area for overflow from meetings. 1 will be ceiling mounted next to column in council chambers and cables will be run through ceiling to control room.



#### Control System Option:

- A control system with 9" docking touch screen will be installed allowing control of the projector, lighting, screen and 2 displays (1 in lobby and 1 in chambers). Phase adaptive dimmer switches and low voltage control wall switch for the screen are included for licensed electrician install



to

#### Dais Monitors Option:

- 5 22" monitors will be installed on the council chambers dais with tilt adjusting monitor stands that will give a low profile. Digital cables will be run from each monitor to HDMI/Twisted pair transmitter and HDMI/Twisted pair receiver will be mounted in rack.



#### Leasing Option:

- Leasing information will be available once decision has been made on system and options.

### **Installation Exclusions – The following work is **not included** in our Scope of Work**

- Any necessary ceiling modifications for the projector and screen including T-Bar refinishing.
- Ceiling tile replacement and or repair.
- Any RJ45 terminations.
- All conduits, high voltage wiring panels, breakers, relays, boxes, receptacles, etc.
- Concrete saw cutting and/or core drilling.
- Fire wall, ceiling, roof and floor penetration.
- All millwork (moldings, trim, cut outs, etc.).
- Furniture modifications (table cuts, credenza cuts, etc.).
- Painting and patching.
- Permits (unless specifically provided for and identified within the contract).

### **Client Responsibilities**

- Providing all required permits and passes for MCP personnel.
- All AC power, including power cabling, equipment, receptacles, floor boxes, risers, conduit between risers, raceways, etc., will be furnished, installed and made available at MCP required locations by others.
- All Network configurations including IP addresses are to be provided, operational and functional before integration begins. MCP will not be responsible for testing the LAN connections.
- Cable or Satellite drops must be in place with converter boxes operational before the completion of integration.
- There is a temporary secure storage area for equipment during a multiple-day integration.
- Scheduling all necessary employees for system training.

### **Assumptions – if these prove false a Change Order will be required**

- There is sufficient accessibility and space in ceiling area for infrastructure support hardware.
- Any owner furnished equipment shall be available to display and test system audio/video connections and will integrate with the purchased equipment and system(s).
- Any owner-furnished equipment shall be in good working order. Cost to repair or replace defective equipment shall be in addition to the proposed cost herein.
- This proposal, if applicable, is based upon the re-utilization of existing cabling and/or equipment, which is assumed to be in proper operating condition. In the event that it is determined that the existing cabling and/or equipment is not in proper operating condition, MCP will submit a proposal for the additional costs to furnish and install new cabling and/or equipment where required.
- All above ceiling cable runs are assumed to have an unobstructed path from end to end unless otherwise noted. Any walls, beams, etc. discovered during the installation process necessitating additional unplanned labor and time will result in a change order with additional costs.
- If consumer grade flat panel displays (TVs) are specified by the end user as part of the integration project and they prove to be defective or incompatible with the proposed system, a return charge of \$ 350.00 per TV will be assessed to correct the problem.
- There is ready access to the building / facility and the room(s) for equipment and materials.
- This proposal is based on a continuous work cycle, with no delays, performed during normal working hours. Monday through Friday, excluding company holidays.
- Work is to be performed at City of Pekin Council Chambers in Pekin, IL.



- Document review / feedback on drawings / correspondence will be completed by the Customer within two business days.
- In developing a comprehensive proposal for equipment and integration services MCP's Sales Representatives and Engineering teams must make some assumptions regarding the physical construction of your facility, the availability of technical infrastructure and site conditions for installation. If any of the conditions we have indicated in the Site Survey form are incorrect or have changed for your particular project or project site, please let your Sales Representative know as soon as possible. Conditions of the site found during integration effort which are different from those documented may have an effect on the price of the system solution, integration or services. To ensure that you have an accurate proposal based on your facility and specific to the conditions of your project, please review all project documentation carefully.
- The documented Change Control process will be used to the maximum extent possible – the Client will have an assigned person with the authority to communicate/approve project Field Directed Change Orders and Contract Change Orders.
- Manufacturer equipment latest firmware updates will be performed during the course of the installation. No Manufacturer firmware will be incorporated after Substantial Completion (equipment/room available for Client's functional use) has been achieved. Further firmware updates are the Client's responsibility or MCP can be contracted on a time and materials basis to perform further updates. It should be noted that a firmware update on one piece of equipment may require other items to be updated as well in order to maintain system integrity and optimum functionality.
- Power is run and available at locations displays will be mounted.

## Implementation Standards

MCP will follow a foundational project management process which may include the following actions/deliverables (based on the size/complexity/duration of the integration project):

### **Project Management:** MCP shall coordinate:

- Developing a project schedule (with Client and MCP milestones).
- Staging equipment and materials at shop and installation site.
- Submittals of operator manuals of all equipment documentation.
- Installation supervision.
- Substantial Completion (room available for use)
- Completion of final punch list items.

### **On-Site Installation shall include:**

- Pulling, bundling and terminating audio and control cables.
- Installing structural systems for audiovisual equipment.
- Software/hardware testing.
- Adjusting and balancing audio gain as required.
- Assuring the finished system meets the design criteria and functions per the design concept.
- Site cleanup and disposal, etc.
- Completion of final punch list items.

### **Amendments of Design or Contract:**

- Any changes made to the design of the system or the contractual agreements in implementation or functionality will require a "Contract Change Order" form signed by an authorized decision maker for the Client.

- Any price changes that should follow an amendment will be reflected on the final bill unless otherwise stated or agreed upon by MCP and the client.
- It is understood by the Client that any changes made may affect delivery time tables and work schedules.

### Knowledge Transfer (Training)

This is geared specifically towards the end-user / operator. The purpose of this knowledge transfer is to provide operators with the necessary knowledge to confidently and comfortably operate all aspects of the integrated system. Areas covered include the following:

- Equipment and system overview
- Equipment operation and function
- Equipment start up, stop, and shut Down
- Equipment automatic and manual operation
- Discussion and documentation relating to control system operation
- Discussion and documentation relating to system processor and its control applications
- Powering up, powering down AV system via control system
- Manual operation of display systems, audio system and all other related components
- Use/operation of patch panels, when and where to be used
- Who to call when help is required

### Payment Terms

Payment shall be 50% down payment upon acceptance of the design with remaining 50% due 15 days after system commissioning. Cancellation of this project prior to completion will result in restocking charges for all equipment and materials.

### Equipment List

| Qty | Manufacture     | Description                                                                                                                                                                                                                                                 |
|-----|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Epson           | Pro G7400UNL WUXGA 3LCD Video Projector without Lens, Native Resolution: WUXGA (1920 x 1200) w/ 4K Enhancement Technology, Brightness: 5500 lumens                                                                                                          |
| 1   | Epson           | Wireless LAN (802.11 bgn) Module                                                                                                                                                                                                                            |
| 1   | Epson           | Middle Throw Zoom Lens #2                                                                                                                                                                                                                                   |
| 1   | Da-Lite         | Advantage Deluxe Electrol Ceiling Recessed Electric Screen, 16:10 Aspect Ratio, 72.5" x 116" Viewing Area, 137" Diagonal, Matte White Surface, Standard Low Voltage Control (LVC), White powder-coated closure doors, Decora-style three-button wall switch |
| 3   | Vaddio          | RoboSHOT 30 QCCU System                                                                                                                                                                                                                                     |
| 1   | Vaddio          | ProductionVIEW HD-SDI MV                                                                                                                                                                                                                                    |
| 1   | Vaddio          | TeleTouch 22" HD Touch Screen LCD Monitor with Base                                                                                                                                                                                                         |
| 1   | Middle Atlantic | 3 SPACE (5-1/4"), LCD PANEL MOUNT, VESA PATTERN, TILT MECHANISM, BLACK                                                                                                                                                                                      |
| 1   | MediaPointe     | 2RU DMR HD High Definition Video Recorder                                                                                                                                                                                                                   |
| 1   | MediaPointe     | Remote Maintenance 1Yr. For DMR HD                                                                                                                                                                                                                          |
| 1   | MediaPointe     | Remote Set-Up For DMR HD                                                                                                                                                                                                                                    |
| 1   | Kramer          | 2-Gang Active Wall Plate – 4K UHD HDMI & Computer Graphics with Ethernet, Bidirectional RS-232 & Stereo Audio over HDBaseT Transmitter (White)                                                                                                              |

|   |                 |                                                                               |
|---|-----------------|-------------------------------------------------------------------------------|
| 1 | Kramer          | 4K UHD HDMI, Bidirectional RS-232 & IR over HDBaseT Twisted Pair Receiver     |
| 1 | Kramer          | HDMI Audio De-Embedder                                                        |
| 2 | Kramer          | HDMI, Bidirectional RS-232 & IR over Twisted Pair Transmitter                 |
| 2 | Kramer          | 1RU 19-Inch Rack Adapter for TOOLS™ (Holds Three Units)                       |
| 2 | Kramer          | HDMI, Bidirectional RS-232 & IR over Twisted Pair Receiver                    |
| 1 | Kramer          | 1:2 4K UHD HDMI Distribution Amplifier                                        |
| 1 | Kramer          | 1RU 19-Inch Rack Adapter for MegaTOOLS (Holds Two Units)                      |
| 1 | Kramer          | HDMI, PC and CV to DVI-D Switcher / Scaler                                    |
| 1 | Kramer          | 10-Port Dual Voltage DC Power Supply                                          |
| 1 | Kramer          | VGA to Composite Video Scan Converter                                         |
| 2 | Kramer          | 1RU 19-Inch Rack Adapter for Selected Desktop & MultiTOOLS® (Holds Two Units) |
| 1 | Kramer          | 1RU 4x8 HDMI Matrix Switcher                                                  |
| 1 | RDL             | Passive Combiner                                                              |
| 1 | RDL             | Passive Divider                                                               |
| 1 | C2G             | VGA and 3.5mm Audio Pass Through Decora Style Wall Plate - White              |
| 1 | C2G             | HDMI Pass Through Decora Style Wall Plate - White                             |
| 1 | Middle Atlantic | 1RU, Panel, Accepts 2 Decora Devices                                          |
| 1 | Netgear         | 1RU 16-Port Ethernet Switch                                                   |
| 7 | JBL             | Recessed Ceiling Loudspeaker                                                  |
| 1 | Kramer          | 2' 15-Pin HD (M) to 15-Pin (M) Micro VGA Cable                                |
| 2 | Kramer          | 3' 15-pin HD (M) to 15-pin HD (M) & 3.5mm Stereo Audio Micro VGA Cable        |
| 1 | Kramer          | 6' 15-pin HD (M) to 15-pin HD (M) & 3.5mm Stereo Audio Micro VGA Cable        |
| 1 | Kramer          | 3' 3.5mm (M) to 2 RCA (M) Breakout Cable                                      |
| 1 | Kramer          | 6' 1 RCA (M) to 1 RCA (M) Molded Cable                                        |
| 1 | Kramer          | 2' 2 RCA (M) to 2 RCA (M) Molded Audio Cable                                  |
| 1 | Kramer          | 6' 2 RCA (M) to 2 RCA (M) Molded Audio Cable                                  |
| 2 | Kramer          | 2' Flexible High-Speed HDMI Cable                                             |
| 8 | Kramer          | 3' Flexible High-Speed HDMI Cable                                             |
| 1 | Kramer          | 6' Flexible High-Speed HDMI Cable                                             |
| 1 | Kramer          | 10' Flexible High-Speed HDMI Cable                                            |
| 1 | Kramer          | 15' Flexible High-Speed HDMI Cable                                            |
| 3 | Kramer          | 10' 1 BNC (M) to 1 BNC (M) RG-6 Video Cable                                   |
| 2 | Kramer          | 3' HDMI (M) to DVI (M) Cable                                                  |
| 1 | Kramer          | 10' Flexible DVI Cable                                                        |
| 1 | Kramer          | BNC (M) to RCA (F) Adapter                                                    |
| 1 | Kramer          | Bulk Shielded CAT 6 + Four Pair F/UTP Data Cable 23 AWG - Plenum Rated        |
| 8 | Kramer          | Crimp Style Shielded RJ-45 Connector for CAT 6 23AWG Twisted Pair Cable       |
| 6 | C2G             | 3ft Cat5e Non-Booted Unshielded (UTP) Network Patch Cable - Black             |
| 3 | C2G             | 10ft Cat5e Non-Booted Unshielded (UTP) Network Patch Cable - Green            |
| 1 | C2G             | 15ft Cat5e Non-Booted Unshielded (UTP) Network Patch Cable - Black            |
| 1 | Liberty AV      | Category 5e U/UTP EN series 24 AWG 4 pair unshielded plenum cable             |
| 1 | Liberty AV      | High-performance EZ-strip broadcast audio 22 AWG 1 pair shielded plenum cable |
| 3 | BTX             | DB9 Male Connector to Terminal Block                                          |
| 4 | BTX             | DB9 Female Connector to Terminal Block                                        |
| 7 | BTX             | DB9 Plastic Hood with Thumbscrews                                             |

**Option #1 (55" LCD Displays)**

|    |             |                                                                                                                                                                                                                                                                  |
|----|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2  | NEC         | 55" High-Performance LED Backlit Commercial-Grade Display w/ Integrated Speakers                                                                                                                                                                                 |
| 1  | Chief       | Large Fusion Micro-Adjustable Tilt Wall Mount                                                                                                                                                                                                                    |
| 1  | Chief       | FUSION™ Large Flat Panel Ceiling Mount                                                                                                                                                                                                                           |
| 1  | Chief       | 3-5' Adjustable Extension Column, White SITE VERIFICATION REQUIRED                                                                                                                                                                                               |
| 1  | Chief       | 6" (152 mm) Ceiling Plate, White                                                                                                                                                                                                                                 |
| 1  | Chief       | Decorative Ring, 1.9" ID, CMS/CPA Fixed/Inner Adjustable Column, White                                                                                                                                                                                           |
|    |             | <b>Option #2 (Wireless Microphones)</b>                                                                                                                                                                                                                          |
|    |             | 1RU Lavalier Wireless Microphone System Includes WL185 lavalier microphone, SLX1 bodypack transmitter, SLX4 receiver, tie clip, rackmount kit, two 1/4 wave antennas, power supply, 2 AA batteries, protective bumpers with 8 screws, vinyl bag, and user guide. |
| 7  | Shure       | 15" (38.1 cm) gooseneck microphone, less preamp, bi-color status indicator (cardioid polar pattern)                                                                                                                                                              |
| 7  | Shure       | Microflex Wireless Microphone Desktop Base                                                                                                                                                                                                                       |
| 7  | Shure       | 1RU Single-Channel Diversity Wireless Microphone Receiver                                                                                                                                                                                                        |
| 7  | Shure       | 1RU Four-Way Active Antenna Combiner (Includes all necessary interconnect cables)                                                                                                                                                                                |
| 5  | Shure       | 50' Antenna Cable                                                                                                                                                                                                                                                |
| 2  | Shure       | Wall-Mounted Wideband Antenna                                                                                                                                                                                                                                    |
| 2  | Shure       | Wall-Mounted Wideband Antenna                                                                                                                                                                                                                                    |
| 14 | ProCo Sound | NC3FX-STRIPPED/TINNED END 2FT                                                                                                                                                                                                                                    |
|    |             | <b>Option #3 (Dais Displays)</b>                                                                                                                                                                                                                                 |
| 5  | NEC         | 22" LED-backlit Eco-Friendly Widescreen Monitor                                                                                                                                                                                                                  |
| 5  | Ergotron    | Neo-Flex® Monitor Stand. Provides an incredible 115 degrees of tilt adjustment while simultaneously controlling monitor height.                                                                                                                                  |
| 1  | Kramer      | HDMI over Twisted Pair Transmitter                                                                                                                                                                                                                               |
| 1  | Kramer      | HDMI over Twisted Pair Receiver                                                                                                                                                                                                                                  |
| 1  | Extron      | HDMI DA6 Six Output HDMI Distribution Amplifier                                                                                                                                                                                                                  |
| 1  | Extron      | MBU 123 Low-Profile Mount Kit                                                                                                                                                                                                                                    |
| 2  | Kramer      | 2' Flexible High-Speed HDMI Cable                                                                                                                                                                                                                                |
| 1  | Kramer      | 3' HDMI (M) to DVI (M) Cable                                                                                                                                                                                                                                     |
| 2  | Kramer      | 10' HDMI (M) to DVI (M) Cable                                                                                                                                                                                                                                    |
| 2  | Kramer      | 15' HDMI (M) to DVI (M) Cable                                                                                                                                                                                                                                    |
|    |             | <b>Option #4 (Control System)</b>                                                                                                                                                                                                                                |
| 1  | AMX         | 1RU NX-3200 NetLinx® NX Integrated Controller                                                                                                                                                                                                                    |
| 1  | AMX         | PSR4.4 13.5 VDC, 4.4 A Power Supply with 3.5 mm Phoenix Connector with Retention Screws                                                                                                                                                                          |
| 1  | AMX         | MVP-9000i-GW, White 9" Modero® ViewPoint® Wireless Touch Panel                                                                                                                                                                                                   |
| 1  | AMX         | MVP-WDS-9-GW, Gloss White Wall/Flush Mount Docking Station for 9" Modero® Wireless Touch Panel                                                                                                                                                                   |
| 1  | AMX         | NXA-WAP-R500-US Smart Wireless Access Point                                                                                                                                                                                                                      |
| 2  | AMX         | PS-POE-AT-TC High Power PoE Injector, 802.3AT Compliant                                                                                                                                                                                                          |
| 3  | AMX         | CCD-6NA-WH Clear Connect™ Phase Adaptive Dimmer (Decora)                                                                                                                                                                                                         |
| 1  | AMX         | ALD-CW-1 1-Gang Claro Wallplate                                                                                                                                                                                                                                  |
| 1  | AMX         | ALD-CW-3 3-Gang Claro Wallplate                                                                                                                                                                                                                                  |

|   |         |                                                                                                                                                                            |
|---|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | AMX     | NXB-CCG NetLinx® Clear Connect™ Gateway. Power Supply Included for NXB-CCG (FG2606) 434 MHz NetLinx Clear Connect Gateway, U.S. and Canada Only: 5VDC Adapter (WA-10J05FU) |
| 1 | AMX     | NXV-300 Modero® Virtual Touch Panel                                                                                                                                        |
| 1 | AMX     | PS-POE-AF-TC PoE Injector, 802.3AF Compliant                                                                                                                               |
|   | Parts   |                                                                                                                                                                            |
| 1 | Express | Decora Type Insert Blank White                                                                                                                                             |
| 1 | Da-Lite | Single Motor Low Voltage Control with Wall Switch                                                                                                                          |

## Project Schedule

Length of time to complete the project is 1 week of continuous availability. Scheduling installation is determined on equipment availability at time contract is awarded.

### Main System Base Bid Pricing

|                              |            |
|------------------------------|------------|
| <b><u>Display System</u></b> | \$58726.19 |
|------------------------------|------------|

|                                                          |          |
|----------------------------------------------------------|----------|
| <b><u>Display System Infrastructure Connectivity</u></b> | \$850.39 |
|----------------------------------------------------------|----------|

|                            |           |
|----------------------------|-----------|
| <b><u>Audio System</u></b> | \$1178.10 |
|----------------------------|-----------|

|                                                        |          |
|--------------------------------------------------------|----------|
| <b><u>Audio System Infrastructure Connectivity</u></b> | \$272.47 |
|--------------------------------------------------------|----------|

|                                                              |            |
|--------------------------------------------------------------|------------|
| <b><u>Engineering / Documentation / Labor / Training</u></b> | \$13040.00 |
|--------------------------------------------------------------|------------|

|                       |          |
|-----------------------|----------|
| <b><u>Freight</u></b> | \$400.00 |
|-----------------------|----------|

|                                          |            |
|------------------------------------------|------------|
| <b><u>Main System Base Bid Total</u></b> | \$74467.15 |
|------------------------------------------|------------|

### Wireless Microphones Option

|                      |            |
|----------------------|------------|
| <b><u>System</u></b> | \$13358.67 |
|----------------------|------------|

|                                           |           |
|-------------------------------------------|-----------|
| <b><u>Infrastructure Connectivity</u></b> | \$1106.40 |
|-------------------------------------------|-----------|

|                                                   |           |
|---------------------------------------------------|-----------|
| <b><u>Engineering / Documentation / Labor</u></b> | \$1696.00 |
|---------------------------------------------------|-----------|

|                                                                                  |            |
|----------------------------------------------------------------------------------|------------|
| <b><u>Freight</u></b>                                                            | \$130.00   |
| <b><u>Wireless Microphone Total</u></b>                                          | \$16291.07 |
| <b>Additional Displays Option</b>                                                |            |
| <b><u>System</u></b>                                                             | \$3632.94  |
| <b><u>Infrastructure Connectivity</u></b>                                        | \$701.51   |
| <b><u>Engineering / Documentation / Labor</u></b>                                | \$848.00   |
| <b><u>Freight</u></b>                                                            | \$120.50   |
| <b><u>Additional Displays Total</u></b>                                          | \$5302.95  |
| <b>Control System Option</b>                                                     |            |
| <b><u>System</u></b>                                                             | \$6656.25  |
| <b><u>Infrastructure Connectivity</u></b>                                        | \$2537.59  |
| <b><u>Engineering / Documentation / Labor</u></b>                                | \$2120.00  |
| <b><u>Programming</u></b>                                                        | \$8480.00  |
| <b><u>Programming:</u></b> Additional programming if Displays Option is accepted | \$2120.00  |
| <b><u>Freight</u></b>                                                            | \$70.00    |
| <b><u>Control System Total</u></b>                                               | \$21983.84 |

|                                                   |                     |
|---------------------------------------------------|---------------------|
| <b>Dais Monitors Option</b>                       |                     |
| <b><u>System</u></b>                              | \$1271.24           |
| <b><u>Infrastructure Connectivity</u></b>         | \$1762.86           |
| <b><u>Engineering / Documentation / Labor</u></b> | \$1696.00           |
| <b><u>Freight</u></b>                             | \$50.00             |
| <b><u>Dais Monitors Total</u></b>                 | \$4780.10           |
| <b><u>Grand Total</u></b>                         | <b>\$122,825.11</b> |

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

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

Sincerely,  
Midwest Computer Products, Inc.

*Daniel Jones CTS*  
*Sales Representative*

|                                                               |  |
|---------------------------------------------------------------|--|
| <b><u>Extended Warranty and Service Support Agreement</u></b> |  |
|---------------------------------------------------------------|--|

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

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



## Extended Warranty and Service Support Agreement

Thank you for your interest in obtaining an Extended Warranty and Service Support contract from Midwest Computer Products Inc. Included is an outline of the benefits of Extended Service Agreement coverage, an inventory of the equipment that you have requested be protected under this agreement and a quote for a period of coverage spanning one year. This pricing will be valid for 30 days.

### **Extended Warranty & Service Support Agreement packages include the following:**

- Priority Service Status
- Unlimited Telephone Support
- Parts repair or replacement
- Return phone call by field technician within 3 hours
- Dispatch of technician to site within 12 business hours
- Two preventative maintenance visits

### ***This package also provides the following benefits:***

- Comfort that our expert service staff backs the integrated system.
- The convenience of calling ONE point of contact to handle all service and support requirements.
- The ability to budget your service and support and pay one fixed price. This price includes all parts and services required for the maintenance of the system during the period of the agreement.
- Extended Service Agreement customers receive preferential response over non-agreement customers, minimizing downtime. The Midwest Computer Products, Inc. service organization is dedicated to providing the quickest, most effective service to insure that every system operates at its optimum level.

### ***Coverage:***

This proposal will offer Extended Warranty and Service Support for the installed audio/visual system located in the Council Chambers and A/V Room. Attached is a list of all the equipment to be covered by this proposed contract.

### ***Cost of Annual Agreement:***

Pricing for this Extended Service Agreement is based on a percentage of the value of the integrated equipment and is detailed below.

#### Main System Base Bid

|             |             |
|-------------|-------------|
| 1 year..... | \$4885.00   |
| 2 year..... | \$11,035.00 |
| 3 year..... | \$18460.00  |

#### Option Displays

|             |           |
|-------------|-----------|
| 1 year..... | \$355.00  |
| 2year.....  | \$800.00  |
| 3year.....  | \$1340.00 |

Option Wireless Microphones

|             |           |
|-------------|-----------|
| 1 year..... | \$1160.00 |
| 2 year..... | \$2610.00 |
| 3 year..... | \$4350.00 |

Option Dais Monitors

|             |          |
|-------------|----------|
| 1 year..... | \$245.00 |
| 2 year..... | \$550.00 |
| 3 year..... | \$915.00 |

Option Control System

|             |           |
|-------------|-----------|
| 1 year..... | \$740.00  |
| 2 year..... | \$1660.00 |
| 3 year..... | \$2765.00 |

**Terms**

Net 30 days (pricing excludes applicable taxes, which will be added to your invoice)

**Exclusions:**

All labor and parts as defined in this agreement will be covered for the period of this agreement. Parts such as lamps, cathode ray tubes (CRTs), LCD panel, plasma panel, DLP optical engine, ILA type optical units and parts identified by the manufacture as consumable parts are not included.

**Rates for Services Not Covered Under Agreement:**

Midwest Computer Products, Inc.'s standard business hours are 8:00am to 5:00pm CST. The current shop rate for off hours labor is \$142.50 per hour. Off hour rates for services performed in relation to this contract will be invoiced at the reduced labor rate of \$95.00 per hour.

We would like to thank you for the opportunity to provide you with this Extended Warranty and Service Support Agreement proposal and look forward to being the service provider. We believe that we can give you the committed and quality service offering you are seeking.

Upon receipt of your acceptance of this proposal, a completed Extended Warranty and Service Support Agreement packet will be forwarded to your organization.

**Option 1, Cost of Annual Preventative Maintenance Only Agreement:**

Below is the cost to perform quarterly Preventative Maintenance. For any equipment failures we would provide a repair estimate for time and material repair. Preventative Maintenance will be 2 visits per year.

Main System Base Bid

|                |           |
|----------------|-----------|
| PM 1 year..... | \$3050.00 |
|----------------|-----------|

Option Displays

|               |          |
|---------------|----------|
| PM 1year..... | \$225.00 |
|---------------|----------|

Option Wireless Microphones  
PM 1 year..... \$725.00

Option Dais Monitors  
PM 1 year..... \$155.00

Option Control System  
PM 1 year..... \$460.00

To be able to select the Service/extended Warranty or the PM only plan for any of the options the same program must be chosen for the Base Bid. The length of Service/Extended Warranty Plan must be chosen and paid at the time of the initial installation.

*This document is proprietary and confidential. No part of this document may be disclosed in any manner to a third party without the prior written consent of Midwest Computer Products, Inc.*



MIDWEST COMPUTER PRODUCTS, INC.

33W512 Roosevelt Road  
West Chicago, IL 60185  
630.232.0010  
800.231.1199  
[www.midwestcomputer.com](http://www.midwestcomputer.com)

## **CITY OF PEKIN – CITY COUNCIL CHAMBERS**

### **VIDEO PROJECTION, PRESENTATION AND BROADCAST EQUIPMENT UPGRADE**

#### **PERSONNEL INFORMATION**

- Sales Manager: Joseph Winkler, CTS
  - 35 years in the corporate technology industry
  - AV product and integration specialist
  - Familiarity with municipal projects
- Sales Representative: Daniel Jones, CTS
  - Certified Technical Specialist – General (CTS) from InfoComm
  - 8+ years of sales and customer service experience.
  - Epson Certified Training
- Project Manager: Doug LaCrosse, CTS-I, CQT
  - 8+ years of comprehensive experience in the Pro-AV integration field
  - Consultative Sales and Project Team Administrator
  - Material/Installation verification and quality audits
  - Resource allocation
  - CTS-I Certification, InfoComm International
  - CQT Certification, AQAV
- Design Engineer: Fred Gervase
  - 25+ years audio/video integration design and layout
  - 25+ years audio design solutions
  - Extron specialist
  - Expert in all aspects of A/V design and integration
- Technician: John McCrary
  - System Design
  - System Programming
  - System Commissioning
  - 17 Years Audio, Video, Control Systems Experience
  - AMX ACE-P
  - Crestron CTI-P
- Technician: Kevin Kline, CTS
  - Certified Technical Specialist – General (CTS) from InfoComm
  - Rack building, Projector installation, calibration, Cable termination-Crimp and solder styles.
  - AV System Installation and Set up
  - 5+ years electrical installation experience
  - AMX Installation Certified
  - Epson Projector Service Certified



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D&B 083086488  
SIC 3577 & 5112

### **Company Profile**

Midwest Computer Products Inc. (MCP) is a regional distributor of computer related products for corporate and educational clients. Established as a C-Corporation in 1979 and headquartered in West Chicago, Illinois, MCP provides clients with a mix of technical products and services with a personalized touch. As computers have changed the way the business is conducted, MCP addressed those changes by dividing our organization into two distinct areas: Technology Support and Presentation Products.

MCP Audio Visual Division's main goal is to improve the delivery of critical information, whether internally or externally, for our corporate and education clients.

MCP is recognized and certified as an Emerald Level Audio Visual Solutions Provider by InfoComm International. The AVSP designation is recognition of professionalism and expertise of our company achieved through professional development, training and CTS certification of our employees.

MCP is also a member of USAV Group. USAV Group is a professionally managed national association of leading professional Audio Visual integrators. Our goal is to leverage the experience and core competencies of our affiliated dealers, preferred manufacturer partners and management to meet the needs of our clients and consultants locally and nationwide.

MCP partners with the leading manufacturers in the Audio Visual field to provide our clients with cutting edge technology for presenting critical information through a variety of methods. Epson, Infocus and Mimio are three of our primary data display partners and we are an authorized Educational reseller in Illinois and Iowa for these brands, providing solutions from portable to auditorium sized projectors. LG Electronics and Panasonic provide thin display solutions for meeting room and Digital Signage applications. Tightrope Digital Signage solutions deliver a variety of information and messages. MCP can reduce travel costs and save company resources through implantation of Polycom audio and video conferencing solutions. We can also control and monitor your AV equipment through a variety of web based control systems.



# AV Products & Services

MIDWEST COMPUTER PRODUCTS, INC.

## What We Do... Audio Visual

|                                           |                                         |                                      |                                     |
|-------------------------------------------|-----------------------------------------|--------------------------------------|-------------------------------------|
| <b>Installation &amp; Integration</b><br> | <b>Digital Signage</b><br>              | <b>LCD &amp; Plasma Monitors</b><br> | <b>Projectors</b><br>               |
| <b>Interactive Displays</b><br>           | <b>Video Conferencing</b><br>           | <b>Document Cameras</b><br>          | <b>Projection Screens</b><br>       |
| <b>Control Systems</b><br>                | <b>Sound Systems &amp; Speakers</b><br> | <b>Intelligent Whiteboards</b><br>   | <b>Lecterns &amp; Podiums</b><br>   |
| <b>Cables &amp; Accessories</b><br>       | <b>Stands &amp; Carts</b><br>           | <b>Audio Conferencing</b><br>        | <b>Power Protection</b><br>         |
| <b>Replacement Lamps &amp; Lenses</b><br> | <b>Security Products</b><br>            | <b>Wireless Connectivity</b><br>     | <b>Student Response Systems</b><br> |



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## **CITY OF PEKIN – CITY COUNCIL CHAMBERS**

### **VIDEO PROJECTION, PRESENTATION AND BROADCAST EQUIPMENT UPGRADE**

#### **PROJECT REFERENCES**

Village of Hodgkins  
Council Chambers  
8990 Lyons Street  
LaGrange, IL 60525  
Contact: Troy Corrigan  
Email: [troy@mergingtechnologies.net](mailto:troy@mergingtechnologies.net)  
Phone: 708-579-6700

Naperville School District 203  
Council Chambers  
203 W Hillside Road  
Naperville, IL 60540  
Contact: Steve Drabik  
Email: [SDRABIK@NAPERVILLE203.ORG](mailto:SDRABIK@NAPERVILLE203.ORG)  
Phone: 630.548.4377

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431  
Contact: Jeff Fisher  
Email: [jfisher@jjc.edu](mailto:jfisher@jjc.edu)  
Phone: 815-729-9020



**City of Pekin - Council Chambers**  
**Video Projection, Presentation and Broadcast Equipment**



| Qty | Manufacture     | Model        | Description                                                                                                                                                                                                                                                 |
|-----|-----------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Epson           | V11H762920   | Pro G7400UNL WUXGA 3LCD Video Projector without Lens, Native Resolution: WUXGA (1920 x 1200) w/ 4K Enhancement Technology, Brightness: 5500 lumens                                                                                                          |
| 1   | Epson           | V12H418P12   | Wireless LAN (802.11 bgn) Module                                                                                                                                                                                                                            |
| 1   | Epson           | V12H004M09   | Middle Throw Zoom Lens #2                                                                                                                                                                                                                                   |
| 1   | Da-Lite         | 70099        | Advantage Deluxe Electrol Ceiling Recessed Electric Screen, 16:10 Aspect Ratio, 72.5" x 116" Viewing Area, 137" Diagonal, Matte White Surface, Standard Low Voltage Control (LVC), White powder-coated closure doors, Decora-style three-button wall switch |
| 3   | Vaddio          | 999-9917-000 | RoboSHOT 30 QCCU System                                                                                                                                                                                                                                     |
| 1   | Vaddio          | 999-5655-000 | ProductionVIEW HD-SDI MV                                                                                                                                                                                                                                    |
| 1   | Vaddio          | 999-5520-022 | TeleTouch 22" HD Touch Screen LCD Monitor with Base                                                                                                                                                                                                         |
| 1   | Middle Atlantic | RM-LCD-PNLK  | 3 SPACE (5-1/4"), LCD PANEL MOUNT, VESA PATTERN, TILT MECHANISM, BLACK                                                                                                                                                                                      |
| 1   | MediaPointe     | 40320401     | 2RU DMR HD High Definition Video Recorder                                                                                                                                                                                                                   |
| 1   | MediaPointe     | 40320401-RM  | Remote Maintenance 1Yr. For DMR HD                                                                                                                                                                                                                          |
| 1   | MediaPointe     | 40320401-RS  | Remote Set-Up For DMR HD                                                                                                                                                                                                                                    |
| 1   | Kramer          | WP-20(W)     | 2-Gang Active Wall Plate - 4K UHD HDMI & Computer Graphics with Ethernet, Bidirectional RS-232 & Stereo Audio over HDBaseT Transmitter (White)                                                                                                              |
| 1   | Kramer          | TP-580R      | 4K UHD HDMI, Bidirectional RS-232 & IR over HDBaseT Twisted Pair Receiver                                                                                                                                                                                   |
| 1   | Kramer          | FC-46xl      | HDMI Audio De-Embedder                                                                                                                                                                                                                                      |
| 2   | Kramer          | TP-573       | HDMI, Bidirectional RS-232 & IR over Twisted Pair Transmitter                                                                                                                                                                                               |
| 2   | Kramer          | RK-3T        | 1RU 19-Inch Rack Adapter for TOOLS™ (Holds Three Units)                                                                                                                                                                                                     |
| 2   | Kramer          | TP-574       | HDMI, Bidirectional RS-232 & IR over Twisted Pair Receiver                                                                                                                                                                                                  |
| 1   | Kramer          | VM-2UHD      | 1:2 4K UHD HDMI Distribution Amplifier                                                                                                                                                                                                                      |
| 1   | Kramer          | RK-T2B       | 1RU 19-Inch Rack Adapter for MegaTOOLS (Holds Two Units)                                                                                                                                                                                                    |
| 1   | Kramer          | VP-439       | HDMI, PC and CV to DVI-D Switcher / Scaler                                                                                                                                                                                                                  |
| 1   | Kramer          | VA-102P512   | 10-Port Dual Voltage DC Power Supply                                                                                                                                                                                                                        |
| 1   | Kramer          | VP-701xl     | VGA to Composite Video Scan Converter                                                                                                                                                                                                                       |
| 2   | Kramer          | RK-1         | 1RU 19-Inch Rack Adapter for Selected Desktop & MultiTOOLS® (Holds Two Units)                                                                                                                                                                               |
| 1   | Kramer          | VS-48HN      | 1RU 4x8 HDMI Matrix Switcher                                                                                                                                                                                                                                |
| 1   | RDL             | TX-J2        | Passive Combiner                                                                                                                                                                                                                                            |
| 1   | RDL             | TX-A2        | Passive Divider                                                                                                                                                                                                                                             |
| 1   | C2G             | 37091        | VGA and 3.5mm Audio Pass Through Decora Style Wall Plate - White                                                                                                                                                                                            |
| 1   | C2G             | 41043        | HDMI Pass Through Decora Style Wall Plate - White                                                                                                                                                                                                           |
| 1   | Middle Atlantic | DECP-1X2     | 1RU, Panel, Accepts 2 Decora Devices                                                                                                                                                                                                                        |
| 1   | Netgear         | GS116NA      | 1RU 16-Port Ethernet Switch                                                                                                                                                                                                                                 |

**City of Pekin - Council Chambers**  
**Video Projection, Presentation and Broadcast Equipment**



MIDWEST COMPUTER PRODUCTS, INC.

|                                     |            |                        |                                                                                  |
|-------------------------------------|------------|------------------------|----------------------------------------------------------------------------------|
| 7                                   | JBL        | Control 26CT           | Recessed Ceiling Loudspeaker                                                     |
| 1                                   | Kramer     | C-MGM/MGM-2            | 2' 15-Pin HD (M) to 15-Pin (M) Micro VGA Cable                                   |
| 2                                   | Kramer     | C-MGMA/MGMA-3          | 3' 15-pin HD (M) to 15-pin HD (M) & 3.5mm Stereo Audio Micro VGA Cable           |
| 1                                   | Kramer     | C-MGMA/MGMA-6          | 6' 15-pin HD (M) to 15-pin HD (M) & 3.5mm Stereo Audio Micro VGA Cable           |
| 1                                   | Kramer     | C-A35M/2RAM-3          | 3' 3.5mm (M) to 2 RCA (M) Breakout Cable                                         |
| 1                                   | Kramer     | C-RVM/RVM-6            | 6' 1 RCA (M) to 1 RCA (M) Molded Cable                                           |
| 1                                   | Kramer     | C-2RAM/2RAM-2          | 2' 2 RCA (M) to 2 RCA (M) Molded Audio Cable                                     |
| 1                                   | Kramer     | C-2RAM/2RAM-6          | 6' 2 RCA (M) to 2 RCA (M) Molded Audio Cable                                     |
| 2                                   | Kramer     | C-MHM/MHM-2            | 2' Flexible High-Speed HDMI Cable                                                |
| 8                                   | Kramer     | C-MHM/MHM-3            | 3' Flexible High-Speed HDMI Cable                                                |
| 1                                   | Kramer     | C-MHM/MHM-6            | 6' Flexible High-Speed HDMI Cable                                                |
| 1                                   | Kramer     | C-MHM/MHM-10           | 10' Flexible High-Speed HDMI Cable                                               |
| 1                                   | Kramer     | C-MHM/MHM-15           | 15' Flexible High-Speed HDMI Cable                                               |
| 3                                   | Kramer     | C-BM/BM-10             | 10' 1 BNC (M) to 1 BNC (M) RG-6 Video Cable                                      |
| 2                                   | Kramer     | C-HM/DM-3              | 3' HDMI (M) to DVI (M) Cable                                                     |
| 1                                   | Kramer     | C-MDM/MDM-10           | 10' Flexible DVI Cable                                                           |
| 1                                   | Kramer     | AD-BM/RF               | BNC (M) to RCA (F) Adapter                                                       |
| 1                                   | Kramer     | BCP-DGKat623-250       | Bulk Shielded CAT 6 + Four Pair F/UTP Data Cable 23 AWG - Plenum Rated           |
| 8                                   | Kramer     | CCR-RJ45-TP6           | Crimp Style Shielded RJ-45 Connector for CAT 6 23AWG Twisted Pair Cable          |
| 6                                   | C2G        | 22677                  | 3ft Cat5e Non-Booted Unshielded (UTP) Network Patch Cable - Black                |
| 3                                   | C2G        | 22692                  | 10ft Cat5e Non-Booted Unshielded (UTP) Network Patch Cable - Green               |
| 1                                   | C2G        | 22708                  | 15ft Cat5e Non-Booted Unshielded (UTP) Network Patch Cable - Black               |
| 1                                   | Liberty AV | 24-4P-P-L5-EN-WHT-1000 | Category 5e U/UTP EN series 24 AWG 4 pair unshielded plenum cable                |
| 1                                   | Liberty AV | 22-1P-CMP-EZ-BLK-400   | High-performance EZ-strip broadcast audio 22 AWG 1 pair shielded plenum cable    |
| 3                                   | BTX        | CD-DB9MEZBR            | DB9 Male Connector to Terminal Block                                             |
| 4                                   | BTX        | CD-DB9FEZBR            | DB9 Female Connector to Terminal Block                                           |
| 7                                   | BTX        | CD-DPH9R               | DB9 Plastic Hood with Thumbscrews                                                |
| <b>Option #1 (55" LCD Displays)</b> |            |                        |                                                                                  |
| 2                                   | NEC        | V552                   | 55" High-Performance LED Backlit Commercial-Grade Display w/ Integrated Speakers |
| 1                                   | Chief      | LTM1U                  | Large Fusion Micro-Adjustable Tilt Wall Mount                                    |
| 1                                   | Chief      | LCM1U                  | FUSION™ Large Flat Panel Ceiling Mount                                           |
| 1                                   | Chief      | CMS0305W               | 3-5' Adjustable Extension Column, White SITE VERIFICATION REQUIRED               |
| 1                                   | Chief      | CMA115W                | 6" (152 mm) Ceiling Plate, White                                                 |
| 1                                   | Chief      | CMA640W                | Decorative Ring, 1.9" ID, CMS/CPA Fixed/Inner Adjustable Column, White           |

**City of Pekin - Council Chambers**  
**Video Projection, Presentation and Broadcast Equipment**



**Option #2 (Wireless Microphones)**

|    |             |                  |                                                                                                                                                                                                                                                                  |
|----|-------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7  | Shure       | SLX14/85         | 1RU Lavalier Wireless Microphone System Includes WL185 lavalier microphone, SLX1 bodypack transmitter, SLX4 receiver, tie clip, rackmount kit, two 1/4 wave antennas, power supply, 2 AA batteries, protective bumpers with 8 screws, vinyl bag, and user guide. |
| 7  | Shure       | MX415LP/C        | 15" (38.1 cm) gooseneck microphone, less preamp, bi-color status indicator (cardioid polar pattern)                                                                                                                                                              |
| 7  | Shure       | MX890            | Microflex Wireless Microphone Desktop Base                                                                                                                                                                                                                       |
| 7  | Shure       | SLX4             | 1RU Single-Channel Diversity Wireless Microphone Receiver                                                                                                                                                                                                        |
| 5  | Shure       | UA844SWB         | 1RU Four-Way Active Antenna Combiner (Includes all necessary interconnect cables)                                                                                                                                                                                |
| 2  | Shure       | UA850            | 50' Antenna Cable                                                                                                                                                                                                                                                |
| 2  | Shure       | UA864US          | Wall-Mounted Wideband Antenna                                                                                                                                                                                                                                    |
| 14 | ProCo Sound | 3820-08064CFA-01 | NC3FX-STRIPPED/TINNED END 2FT                                                                                                                                                                                                                                    |

**Option #3 (Dais Displays)**

|   |          |             |                                                                                                                                 |
|---|----------|-------------|---------------------------------------------------------------------------------------------------------------------------------|
| 5 | NEC      | EA224WMI-BK | 22" LED-backlit Eco-Friendly Widescreen Monitor                                                                                 |
| 5 | Ergotron | 33-387-085  | Neo-Flex® Monitor Stand. Provides an incredible 115 degrees of tilt adjustment while simultaneously controlling monitor height. |
| 1 | Kramer   | PT-571      | HDMI over Twisted Pair Transmitter                                                                                              |
| 1 | Kramer   | PT-572+     | HDMI over Twisted Pair Receiver                                                                                                 |
| 1 | Extron   | 60-999-01   | HDMI DA6 Six Output HDMI Distribution Amplifier                                                                                 |
| 1 | Extron   | 70-212-01   | MBU 123 Low-Profile Mount Kit                                                                                                   |
| 2 | Kramer   | C-MHM/MHM-2 | 2' Flexible High-Speed HDMI Cable                                                                                               |
| 1 | Kramer   | C-HM/DM-3   | 3' HDMI (M) to DVI (M) Cable                                                                                                    |
| 2 | Kramer   | C-HM/DM-10  | 10' HDMI (M) to DVI (M) Cable                                                                                                   |
| 2 | Kramer   | C-HM/DM-15  | 15' HDMI (M) to DVI (M) Cable                                                                                                   |

**Option #4 (Control System)**

|   |     |              |                                                                                                |
|---|-----|--------------|------------------------------------------------------------------------------------------------|
| 1 | AMX | FG2106-03    | 1RU NX-3200 NetLinx® NX Integrated Controller                                                  |
| 1 | AMX | FG423-46     | PSR4.4 13.5 VDC, 4.4 A Power Supply with 3.5 mm Phoenix Connector with Retention Screws        |
| 1 | AMX | FG5967-02    | MVP-9000i-GW, White 9" Modero® ViewPoint® Wireless Touch Panel                                 |
| 1 | AMX | FG5967-13    | MVP-WDS-9-GW, Gloss White Wall/Flush Mount Docking Station for 9" Modero® Wireless Touch Panel |
| 1 | AMX | FG2255-80    | NXA-WAP-R500-US Smart Wireless Access Point                                                    |
| 2 | AMX | FG423-84     | PS-POE-AT-TC High Power PoE Injector, 802.3AT Compliant                                        |
| 3 | AMX | FG2606-13-WH | CCD-6NA-WH Clear Connect™ Phase Adaptive Dimmer (Decora)                                       |
| 1 | AMX | FG2605-81-WH | ALD-CW-1 1-Gang Claro Wallplate                                                                |

4-15-2016

**City of Pekin - Council Chambers**  
**Video Projection, Presentation and Broadcast Equipment**



|   |               |                  |                                                                                         |
|---|---------------|------------------|-----------------------------------------------------------------------------------------|
| 1 | AMX           | FG2605-83-WH     | ALD-CW-3 3-Gang Claro Wallplate                                                         |
| 1 | AMX           | FG2606           | NXB-CCG NetLinx® Clear Connect™ Gateway. Power Supply Included for NXB-CCG (FG2606) 434 |
| 1 | AMX           | FG2263-01        | MHz NetLinx Clear Connect Gateway, U.S. and Canada Only: 5VDC Adapter (WA-10J05FU)      |
| 1 | AMX           | FG423-83         | NXV-300 Modero® Virtual Touch Panel                                                     |
| 1 | Parts Express | ASIN: B0002KRC7W | PS-POE-AF-TC PoE Injector, 802.3AF Compliant                                            |
| 1 | Da-Lite       | 40973            | Decora Type Insert Blank White                                                          |
|   |               |                  | Single Motor Low Voltage Control with Wall Switch                                       |



## REQUEST FOR COUNCIL ACTION

**To: Mayor and Council**

**CC: City Clerk**

**From: Clayton Stambaugh, Airport Manager**

### AGENDA ITEM:

Agreement with Hanson Engineering/IDOT for Engineering services to replace taxiway lighting and associated electrical regulator.

### AGENDA DATE REQUESTED:

05-09-2016

### ACTION REQUESTED:

Approve design services agreement with Hanson Professional Services for the project to Replace Taxiway Lighting and Associated Electrical Regulator - C15-4446 in the amount not to exceed \$76,348

### DESCRIPTION:

The useful life of the taxiway lighting and associated electrical regulator, per federal standards, is 20 years and has far been exceeded with some components dating to approximately 40 years old. Maintenance and emergency repair costs on all airfield electrical equipment were between \$5,000 and \$10,000 in FY15. These costs were reduced below \$2,000 in FY16 when the airport decided to abandon further maintenance and repair to the taxiway lighting system and instead plan and program this specific project with the Federal Aviation Administration (FAA) and the DOA. This decision was made when estimation of appropriate repair to existing aged/inefficient taxiway system exceeded \$10,000.00.

Light Emitting Diode (LED) technologies will be utilized in the proposed replacement and will reduce operational (electrical) and maintenance costs. Cost savings for electricity and maintenance over a 20-year period (which is the life expectancy for the proposed system) will be approximately one hundred thousand dollars (\$100,000), based on previous calculations for similar projects. This calculates to just over a 3 year payback for the local City of Pekin share of \$16,500.00. This project increases operational efficiencies, increases safety, maintains compliance, decreases liability/risk, and continues participation in the Airport Improvement Program with the Federal Aviation Administration and State of Illinois Division of Aeronautics.

This project is phase 1 of 2. Phase 2 (FY18) will replace all other airfield electrical components (runway lights, navigational aids, wind indicator, beacon, vault enclosure, associated cabling), which have also exceeded their useful life and are inefficient to operate and maintain, at a local cost at a minimum of 5% and no more than 10%.

This agreement is for all the engineering phases associated with the first phase of this project. These phases include preliminary engineering, design engineering, construction engineering and planning/special services engineering. This money is programed through IDOT's Division of Aeronautics' Airport Improvement Program in which the City is reimbursed 95% of the cost of engineering. Therefore the total cost to the City of the engineering is \$3,817.40.

I recommend this item be approved.



**FINANCIAL IMPACTS:**

1. \$3,817.40 which is already approved in FY2017 budget
2. Project will lead to a reduction in day-to-day operational and maintenance cost

**NEIGHBORHOOD CONCERNS:**

None

**IMPACT IF APPROVED:**

Design for the project will advance to bidding which will help

1. Increased safety, compliance, and decreased liability/risk
2. Increased efficiency of airfield electrical system
3. Increased value of the airport as a transportation infrastructure asset
4. Financially effective and efficient – local cost only 5%
5. Continued participation with State/Federal airport improvement planning/programing

**IMPACT IF DENIED:**

Design for the project will not advance to bidding causing

1. Continued risk/liability related to safety and non-compliance
2. Continued inefficiency of aged, out of date, lighting system
3. Exposure to costly repairs, maintenance, and energy consumption relating to all airfield electrical
4. Lack of participation in State/Federal airport improvement planning/programing which could result in reduction of funding or possible penalties

**ALTERNATIVES:**

Continued maintenance cost of just repairing aged, out of date, lighting system at an estimated cost of over \$10,000 utilizing local monies with zero increase in operational efficiencies.

**RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS:**

|   |                                                                                                                                     |
|---|-------------------------------------------------------------------------------------------------------------------------------------|
| ✓ | <b>A Prosperous Community.</b> To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs. |
|   | <b>A Safe Community.</b> To protect community life and property by providing effective, principled police and fire services.        |
| ✓ | <b>A Strong Foundation.</b> To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.      |
|   | <b>A High Quality of Life.</b> To support or provide services that improves the quality of life for Pekin's residents.              |
|   | <b>An Effective Government.</b> To deliver effectively the services that Pekin's residents want, need, and are willing to support.  |

**REQUIRED SIGNATURES****Department Director:**

Date: 5.13.16 Clayton Stambaugh, Airport Manager

City Engineer

**Finance Department (Certification of Availability of Funds):**

Date:

**Corporation Counsel:**

Date:

**City Manager:**

Date: 5/3/16

Sarah M. Munch

**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

- ☒ Preliminary Assessment and Schematic Design      ☒ Construction Phase Services  
☒ Design Phase Services      ☒ Planning and Special Services

THIS AGREEMENT, made at Pekin Illinois,  
this \_\_\_\_\_ day of \_\_\_\_\_ in the year **2016**  
by and between the City of Pekin, Illinois (hereinafter referred  
to as the "Sponsor"), and Hanson Professional Services 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 Pekin Municipal Airport  
in Tazewell County, state of Illinois; and the project shall be identified as the  
Illinois Project No. C15-4446 and SBG Project No. TBD ;  
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.H., Detailed Scope  
of Services):

**Replace Taxiway Lighting and Associated Electrical Regulator**

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

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

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

The Department of Transportation, Division of Aeronautics within the state of Illinois shall act as Agent of  
the Owner/Sponsor for all matters involving the development of any public air navigation facility by virtue



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

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

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

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

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

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

### **A. PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN**

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

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

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

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

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

A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS A / A1.

### **B. DESIGN PHASE SERVICES**

This phase shall include activities required to accomplish a project design in accordance with the established Aeronautics letting schedule project design timeline and approved letting date determined at the pre-design meeting. Requests for time extensions beyond the previously agreed-to submittal deadline dates (as established in the Department's Letting Schedule, ATTACHMENT Q, and this Agreement) must be made to the Department in writing not less than 5 days prior to the due date of the submittal. The request for extension must be signed

by a principal/officer of the Consultant's firm. Incomplete submittals will not be accepted. Milestone submittals include the engineering report (at 35% design timeline), plan / spec review (at 80% design timeline) and final submittal of all deliverables (at 100% design timeline). A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS B / B1. Elements of this phase may include:

1. CONSTRUCTION PLANS, SPECIAL PROVISIONS AND ESTIMATES

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

2. CLARIFICATION OF PLANS

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

3. BIDDING ASSISTANCE

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

**C. CONSTRUCTION PHASE SERVICES**

This phase shall include all basic services after the award. A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS C / C1.

1. OFFICE ENGINEERING

a. SHOP DRAWINGS

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

b. SUPPLEMENTARY SKETCHES

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

c. RECORD DRAWINGS

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

d. MATERIALS CERTIFICATION

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



shall have submitted required certifications and test results to the Department, and the Consultant shall have signed the Department's MATERIALS CERTIFICATION FORM.

## 2. FIELD ENGINEERING

### a. RESIDENT ENGINEER APPROVAL

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

### b. DAILY DIARY

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

### c. DUTIES OF RESIDENT ENGINEER

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

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

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

Certified copies of the results of all tests required by the Department under this paragraph are to be mailed to the Department within five (5) calendar days after the tests are completed.

**g. FINAL QUANTITIES**

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

**D. PLANNING AND SPECIAL SERVICES**

This phase may involve activities or studies unrelated to or outside of the scope of basic design and construction phase engineering services routinely performed by the Consultant. Those activities may include master plan and airport layout plan development, environmental studies and assessments, PCI surveys, FWD testing (when used to evaluate pavement as part of a publication revision), first-order NGS monument surveys, boundary surveys, aeronautical surveys, photogrammetric surveys and topographic mapping, preparation of property ownership plats and easements, appraisal and land acquisition services, benefit / cost analysis studies, RSA determination studies, drainage studies and analyses, FEMA/FIRM map revisions and GIS updates. A detailed scope of services shall be attached with anticipated labor effort and costs delineated in ATTACHMENTS D / D1.

**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).**

1. Prepare Construction Plans and Specifications for letting by the Illinois Department of Transportation (IDOT) in accordance with the requirements stated herein and the project description contained within this document, for a single IDOT letting. Additional lettings shall require additional scope and budget.
2. Project will include:
  - Replacement of the airfield lighting adjacent to Taxiway A with Light Emitting Diode (LED) fixtures.
  - Removal of two lighting regulators from the electrical vault and replacement with a single regulator and circuit for the entire taxiway, and associated vault work. Vault and site improvements shall be limited to those improvements required for the stated removal and replacement and related electrical improvements required to remain within the National Electrical Code.
3. Conduct an onsite observation of the existing conditions to evaluate the potential factors affecting the project design and construction.
4. Prepare a Categorical Exclusion Checklist to meet the requirement National Environmental Protection Act (NEPA) requirements for the project, as directed.
5. Coordination of the proposed improvements with the Sponsor, State, Federal Aviation Administration, local regulatory agencies, and the affected airport tenants.
6. Assist the Airport as its Resident Project Representative in accordance with the requirements stated herein. The Construction Phase Services (Section II. C) values are based on the provision of services related to a calendar duration of **35** days (see Attachment C), which were determined prior to the completion of the design phase. If, over the course of the design phase, calendar days are increased beyond the stated number of days the additional days shall require additional compensation.

## II. CONSULTANT COMPENSATION

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

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

### A. PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN

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

1. a lump sum payment of \$ 10,736.00  
(representing approximately 35% of the total estimated professional services compensation for design phase services as determined from the TIP request). The fee shall be paid as a lump sum when the preliminary assessment and schematic design phase deliverables (outlined in Section I.A.) are approved and accepted by the Department.

### B. DESIGN PHASE SERVICES

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

1. a cost plus a fixed payment of \$ 2,534.33  
total amount not to exceed \$ 20,012.00  
unless a major change or addition to the scope of services is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The payment of this fee shall be made in monthly installments submitted by the Consultant and approved by the Department. The final charges shall be submitted after the Design Phase Services have been performed, approved and all deliverables accepted by the Department in accordance with the guidance outlined in Section I.F. This period of time expires 30 days after award of the construction contract. Any submittal after this time shall not be considered eligible for payment / reimbursement by the Department unless extended by the Department.
2. a lump sum payment of \$ N/A  
unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The fee shall be paid as a lump sum when the design phase deliverables (outlined in Section I.F.) are approved and accepted by the Department.

### C. CONSTRUCTION PHASE SERVICES

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

1. a cost plus a fixed payment of \$ 5,220.03  
total amount not to exceed \$ 43,100.00  
unless a major change or addition to the scope of work is required by the Department or extensions of time are necessary for completion of the project. All justification for amendments shall be documented with effort recorded separate from the hours approved under this Agreement. All amendment requests must be supported by justification per Section III.M., Amendments to the Agreement. The payment of this fee shall be made in monthly installments submitted to and approved by the Sponsor (and/or Department if applicable). The final charges shall be as soon as possible after official notification from the Consultant of the acceptance of the construction work. A time line will be submitted at each billing cycle after 50% which will indicate a projection of the completed engineering fee vs. the contractor's progress.

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

### D. PLANNING AND SPECIAL SERVICES

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

1. a cost plus a fixed payment of \$ 316.61  
total amount not to exceed \$ 2,500.00  
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 \$ N/A  
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 Pekin hereby certifies that it  
(Sponsor)

has completed the prescribed qualifications based consultant selection procedures.

The firm of Hanson Professional Services Inc. of Springfield, IL has  
(Consultant) (Location)

been selected to provide the engineering services required for the project on:

August 27, 2012

(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 Executive Vice President (title) and duly authorized representative of the firm Hanson Professional Services Inc. whose address is 1525 South Sixth Street, Springfield, Illinois 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

\_\_\_\_\_  
**Robert W. Cusick**

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

\_\_\_\_\_  
**Exec. Vice President**

\_\_\_\_\_  
Title

#### O. FEDERAL TAXPAYER IDENTIFICATION NUMBER

The following statement is made under penalty of perjury:

"The Firm's correct Federal Taxpayer Identification Number is 37-0844717

This firm is doing business as a (please check one):

\_\_\_\_\_ Individual

\_\_\_\_\_ Partnership

  X   Corporation"



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

(Reference: 49 CFR Part 26)

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

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

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

Firm Name: None

Subcontract Amount (\$): 0.00

| Prequalification Category | % of Work   | DBE Certification       |
|---------------------------|-------------|-------------------------|
| <u>Architecture</u>       | <u>0.00</u> | <u>541370-Surveying</u> |
| <u></u>                   | <u></u>     | <u></u>                 |
| <u></u>                   | <u></u>     | <u></u>                 |

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

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

**Q. DISCRIMINATION**

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

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

**R. DUES/FEES 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 #91932-00.

**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 a duly authorized officer and the duly elected Secretary of

Hanson Professional Services 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, 2016.

Hanson Professional Services Inc.  
Corporation

BY Robert W. Cusick, Exec. Vice President  
Printed Name & Title

BY Jeffery T. Ball, Exec. Vice President  
Printed Name & Title

**CERTIFICATION OF CAPACITY TO CONTRACT**

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

**(Partnerships and Non-Corporate Firms and Associations)**

The undersigned, being each and every one of the partners/members/associates/(other) of

\_\_\_\_\_ hereby certify on behalf of themselves individually, that they have read Public Act 90-0572 Section 50-13 and that (i) they are not an elected State official, a member of the General Assembly, an appointed State officer, a State employee; an officer or employee of the Illinois Toll Highway Authority or of the Illinois Building Authority; nor a spouse or minor child of any such enumerated person; or (ii) that they are such an enumerated person but that they are not entitled to receive individually more than 7 1/2% of the total distributable income of the partnership/firm/association, or together with their spouse or a minor child more than 15% of the total distributable income of the partnership/firm/association.

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

BY \_\_\_\_\_

BY \_\_\_\_\_

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Printed Name & Title

d/b/a \_\_\_\_\_  
(Name)

### CERTIFICATION OF CAPACITY TO CONTRACT

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

(Individual Consultants)

I, \_\_\_\_\_,  
(Name)

hereby certify that I have read Public Act 90-0572 Section 50-13 and I further certify (i) that I am not an elected State official, a member of the General Assembly, an appointed State officer, a State employee; (ii) that I am not an officer or employee of the Illinois Toll Highway Authority or of the Illinois Building Authority; and (iii) that I am not a spouse or a minor child of any such official, member, officer or employee.

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

BY \_\_\_\_\_

\_\_\_\_\_  
Printed Name & Title

d/b/a \_\_\_\_\_  
(Name)



## **Y. CERTIFICATION REGARDING LOBBYING**

(Reference: 49 CFR Part 20, Appendix A)

### Certification for Contracts, Grants, Loans and Cooperative Agreements.

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

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

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

## **Z. INTERNATIONAL BOYCOTT**

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

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

## **AA. NON-APPROPRIATION CLAUSE**

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

## **BB. DEBT CERTIFICATION**

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

the State during the term of the contract.

#### **CC. GOODS FROM CHILD LABOR ACT**

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

#### **DD. QUALIFICATION BASED SELECTION ACT**

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

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

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

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

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

#### **FF. RIGHTS TO INVENTIONS**

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

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

#### **GG. TRADE RESTRICTION CLAUSE**

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

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

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

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

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

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

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

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

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

#### **HH. BREACH OF CONTRACT TERMS**

(Reference: 49 CFR Part 18.36)

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

#### **II. BAN ON TEXTING WHILE DRIVING**

(Reference: Executive Order 13513)

In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Consultant or subconsultant is encouraged to:

1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
  - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
  - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

The Consultant or subconsultant must insert the substance of this clause on banning texting when driving in all contracts and subcontracts.



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

Pekin, Illinois, this \_\_\_\_\_, **2016**  
(city) (date) (year)

ATTEST:

(SEAL)

City of Pekin, Illinois

(Sponsor Name)

37-6002169

(Federal Employee's Identification Number)

BY \_\_\_\_\_

Printed Name & Title

BY \_\_\_\_\_

Printed Name & Title

ATTEST:

(SEAL)

Hanson Professional Services Inc.

(Consultant Name)

37-0844717

(Federal Employee's Identification Number)

BY \_\_\_\_\_

**Robert W. Cusick, Exec. Vice President**

Printed Name & Title

BY \_\_\_\_\_

**Jeffery T. Ball, Exec. Vice President**

Printed Name & Title

## LIST OF ATTACHMENTS

|                            |                                                                                                                  |
|----------------------------|------------------------------------------------------------------------------------------------------------------|
| <u>ATTACHMENT A / A1</u> – | <b>PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES</b><br><u>ESTIMATE OF COSTS / SALARY EXPENSES</u>  |
| <u>ATTACHMENT B / B1</u> – | <b>DESIGN PHASE SERVICES</b><br><u>ESTIMATE OF COSTS / SALARY EXPENSES</u>                                       |
| <u>ATTACHMENT C / C1</u> – | <b>CONSTRUCTION PHASE SERVICES</b><br><u>ESTIMATE OF COSTS / SALARY EXPENSES</u>                                 |
| <u>ATTACHMENT D / D1</u> – | <b>PLANNING AND SPECIAL SERVICES</b><br><u>ESTIMATE OF COSTS / SALARY EXPENSES</u>                               |
| <u>ATTACHMENT E</u> –      | <b>ENGINEERING REPORT (General Guidance)</b>                                                                     |
| <u>ATTACHMENT F</u> –      | <b>RESIDENT ENGINEER'S DIARY (Standard Format)</b>                                                               |
| <u>ATTACHMENT G</u> –      | <b>COST PLUS FIXED PAYMENT INVOICE (Standard Format)</b>                                                         |
| <u>ATTACHMENT H</u> –      | <b>LUMP SUM INVOICE (Standard Format)</b>                                                                        |
| <u>ATTACHMENT I</u> –      | <b>EFFORT DETAIL BREAKDOWN (Standard Format)</b>                                                                 |
| <u>ATTACHMENT J</u> –      | <b>TESTING SCHEDULE</b>                                                                                          |
| <u>ATTACHMENT K</u> –      | <b>TESTING RATES &amp; COST SUMMARY</b>                                                                          |
| <u>ATTACHMENT L</u> –      | <b>SUMMARY OF PAYROLL BURDEN AND FRINGE COSTS</b>                                                                |
| <u>ATTACHMENT M</u> –      | <b>SUMMARY OF OVERHEAD AND INDIRECT COSTS</b>                                                                    |
| <u>ATTACHMENT N</u> –      | <b>PROJECT CERTIFICATION</b>                                                                                     |
| <u>ATTACHMENT O</u> –      | <b>DBE FINAL DOCUMENTATION</b>                                                                                   |
| <u>ATTACHMENT P</u> –      | <b>PROJECT SKETCH</b>                                                                                            |
| <u>ATTACHMENT Q</u> –      | <b>PROJECT LETTING SCHEDULE</b>                                                                                  |
| <u>ATTACHMENT R</u> –      | <b>OP&amp;P PROGRAM LETTER</b>                                                                                   |
| <u>ATTACHMENT S</u> –      | <b>CURRENT IDOT PROVISIONAL PAYROLL BURDEN / FRINGE EXPENSE AND GENERAL / ADMINISTRATIVE EXPENSE RATE LETTER</b> |
| <u>ATTACHMENT T</u> –      | <b>CONSULTANT'S PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION COSTS</b>                                          |
| <u>ATTACHMENT U</u> –      | <b>RETAINER AGREEMENT</b>                                                                                        |



**ATTACHMENT A**

**PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES**

**ESTIMATE OF COSTS**

| <u>Category</u>                                                      | <u>Amount (\$)</u>      |                       |
|----------------------------------------------------------------------|-------------------------|-----------------------|
| 1. <u>Direct Salary Costs</u>                                        | <u>3,584.88</u>         | (ATTACHMENT A-1)      |
| 2. <u>Labor and General and Administrative Overhead</u> <sup>1</sup> | <u>5,727.20</u>         |                       |
| 3. <u>Direct Nonsalary Expenses</u>                                  |                         |                       |
| Lodging <sup>2,3</sup>                                               |                         |                       |
| Meals/Per Diem <sup>2,3</sup>                                        |                         |                       |
| Transportation <sup>2</sup>                                          | <u>64.80</u>            |                       |
| Materials & Supplies                                                 |                         |                       |
| Printing                                                             |                         |                       |
| CADD time <sup>4</sup>                                               |                         |                       |
| Other Costs (excluding outside services)                             |                         |                       |
| 4. <u>Fixed Payment</u> <sup>5</sup>                                 | <u>1,359.65</u>         |                       |
| 5. <u>Outside Services</u>                                           | <u>0.00</u>             |                       |
| Lump Sum                                                             |                         |                       |
| <b>Total Amount Not to Exceed</b>                                    | <u><b>10,763.00</b></u> | <b>(Rounded Down)</b> |

Estimated cost of total professional design phase services from TIP: \$ **\$30,750**

**NOTES:**

- 1/ 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.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ CADD incorporated into approved overhead and burden rate.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

**ATTACHMENT A-1**

**PRELIMINARY ASSESSMENT AND SCHEMATIC DESIGN PHASE SERVICES**

**ESTIMATE OF SALARY EXPENSES**

| <b>Classification*</b>        | <b>Hours</b>         | <b>\$Rate/Hour</b>        | <b>Cost (\$)</b>                                                 |
|-------------------------------|----------------------|---------------------------|------------------------------------------------------------------|
| Principal                     |                      |                           |                                                                  |
| Vice Principal                |                      |                           |                                                                  |
| Project Manager               | <b>12</b>            | <b>64.12</b>              | <b>769.44</b>                                                    |
| Senior Project Engineer**     |                      | <b>50.21</b>              |                                                                  |
| Senior Project Architect      |                      |                           |                                                                  |
| Project Engineer              | <b>5</b>             | <b>47.26</b>              | <b>236.60</b>                                                    |
| Project Architect             |                      |                           |                                                                  |
| Senior Electrical Engineer**  | <b>41</b>            | <b>58.00</b>              | <b>2,378.00</b>                                                  |
| Senior Architect              |                      |                           |                                                                  |
| Engineer                      |                      | <b>35.11</b>              |                                                                  |
| Planner                       |                      |                           |                                                                  |
| Registered Land Surveyor      |                      |                           |                                                                  |
| Land Surveyor                 |                      |                           |                                                                  |
| Senior Engineering Technician | <b>4</b>             | <b>37.14</b>              | <b>148.56</b>                                                    |
| Engineering Technician        |                      |                           |                                                                  |
| Engineering Assistant         |                      |                           |                                                                  |
| CADD/Draftsman/Technician     |                      |                           |                                                                  |
| Clerical                      | <b>2</b>             | <b>26.29</b>              | <b>52.58</b>                                                     |
| <b>Total</b>                  | <b>64</b><br>(hours) | <b>56.01</b><br>(average) | <b>3,584.88</b><br>(total direct salary costs)<br>(ATTACHMENT A) |

\* Classifications may be adjusted as per Consultant's work force. Rates dated January 16, 2016, unless otherwise noted.

\*\* Actual rate shown.

**ATTACHMENT B**  
**DESIGN PHASE SERVICES**  
**ESTIMATE OF COSTS**

| <u>Category</u>                                                      | <u>Amount (\$)</u>                |                                 |
|----------------------------------------------------------------------|-----------------------------------|---------------------------------|
| 1. <u>Direct Salary Costs</u>                                        | <u>6,722.80</u>                   | (ATTACHMENT B-1)                |
| 2. <u>Labor and General and Administrative Overhead</u> <sup>1</sup> | <u>10,740.35</u>                  |                                 |
| 3. <u>Direct Nonsalary Expenses</u>                                  |                                   |                                 |
| Lodging <sup>2,3</sup>                                               | _____                             |                                 |
| Meals/Per Diem <sup>2,3</sup>                                        | _____                             |                                 |
| Transportation <sup>2</sup>                                          | _____                             |                                 |
| Materials & Supplies                                                 | _____                             |                                 |
| Printing                                                             | <u>15.00</u>                      |                                 |
| CADD time <sup>4</sup>                                               | _____                             |                                 |
| Other Costs (excluding outside services)                             | _____                             |                                 |
| 4. <u>Fixed Payment</u> <sup>5</sup>                                 | <u>2,534.33</u>                   |                                 |
| 5. <u>Outside Services</u>                                           | _____                             |                                 |
|                                                                      | Cost Plus Fixed Payment           |                                 |
| OR                                                                   | <b>Total Amount Not to Exceed</b> | <u>20,012.00</u> (Rounded Down) |
|                                                                      | Lump Sum                          |                                 |
|                                                                      | <b>Total Amount Not to Exceed</b> | <u>N/A</u>                      |

Estimated Construction Cost: \$ 253,652 (ATTACHMENT T)

Attach a sketch labeled ATTACHMENT P in sufficient detail to clearly delineate the proposed areas of work.

**NOTES:**

- 1/ 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.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ CADD incorporated into approved overhead and burden rate.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

**ATTACHMENT B-1**

**DESIGN PHASE SERVICES**

**ESTIMATE OF SALARY EXPENSES**

| Classification*               | Hours                 | \$Rate/Hour               | Cost (\$)                                                        |
|-------------------------------|-----------------------|---------------------------|------------------------------------------------------------------|
| Principal                     |                       |                           |                                                                  |
| Vice Principal                |                       |                           |                                                                  |
| Project Manager               | 10                    | 64.12                     | 641.20                                                           |
| Senior Project Engineer**     | 8                     | 50.21                     | 401.68                                                           |
| Senior Project Architect      |                       |                           |                                                                  |
| Project Engineer              | 3                     | 47.26                     | 141.78                                                           |
| Project Architect             |                       |                           |                                                                  |
| Senior Electrical Engineer**  | 60                    | 58.00                     | 3,480.00                                                         |
| Senior Architect              |                       |                           |                                                                  |
| Engineer                      |                       | 35.11                     |                                                                  |
| Planner                       |                       |                           |                                                                  |
| Registered Land Surveyor      |                       |                           |                                                                  |
| Land Surveyor                 |                       |                           |                                                                  |
| Senior Engineering Technician | 54                    | 37.14                     | 2,005.56                                                         |
| Engineering Technician        |                       |                           |                                                                  |
| Engineering Assistant         |                       |                           |                                                                  |
| CADD/Draftsman/Technician     |                       |                           |                                                                  |
| Clerical                      | 2                     | 26.29                     | 52.58                                                            |
| <b>Total</b>                  | <b>137</b><br>(hours) | <b>49.07</b><br>(average) | <b>6,722.80</b><br>(total direct salary costs)<br>(ATTACHMENT B) |

\* Classifications may be adjusted as per Consultant's work force. Rates dated January 16, 2016, unless otherwise noted.

\*\* Actual rate shown.

**ATTACHMENT C**  
**CONSTRUCTION PHASE SERVICES**  
**ESTIMATE OF COSTS**

| <u>Category</u>                                                      | <u>Amount (\$)</u>          |                       |
|----------------------------------------------------------------------|-----------------------------|-----------------------|
| 1. <u>Direct Salary Costs</u>                                        | <u>13,538.48</u>            | (ATTACHMENT C-1)      |
| 2. <u>Labor and General and Administrative Overhead</u> <sup>1</sup> | <u>21,629.08</u>            |                       |
| 3. <u>Direct Nonsalary Expenses</u>                                  |                             |                       |
| Lodging <sup>2,3</sup>                                               | <u>1200.00</u>              |                       |
| Meals/Per Diem <sup>2,3</sup>                                        | <u>560.00</u>               |                       |
| Transportation <sup>2</sup>                                          | <u>832.68</u>               |                       |
| Materials & Supplies                                                 | <u>                    </u> |                       |
| Printing                                                             | <u>                    </u> |                       |
| CADD time <sup>4</sup>                                               | <u>                    </u> |                       |
| Other Costs (excluding outside services)                             | <u>                    </u> |                       |
| 4. <u>Fixed Payment</u> <sup>5</sup>                                 | <u>5,220.03</u>             |                       |
| 5. <u>Outside Services</u>                                           | <u>120.00</u>               |                       |
| Cost Plus Fixed Payment                                              |                             |                       |
| <b>Total Amount Not to Exceed</b>                                    | <u><b>43,100.00</b></u>     | <b>(Rounded Down)</b> |

Estimated Number of Calendar Days: 35

Estimated Days of On-Site Resident Engineer Services: 25

**NOTES:**

- 1/ 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.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ CADD incorporated into approved overhead and burden rate.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].



**ATTACHMENT C-1**

**CONSTRUCTION PHASE SERVICES**

**ESTIMATE OF SALARY EXPENSES**

| Classification*               | Hours                 | \$Rate/Hour               | Cost (\$)                                                         |
|-------------------------------|-----------------------|---------------------------|-------------------------------------------------------------------|
| Principal                     |                       |                           |                                                                   |
| Vice Principal                |                       |                           |                                                                   |
| Project Manager               | 10                    | 64.12                     | 641.20                                                            |
| Senior Project Engineer**     |                       | 50.21                     |                                                                   |
| Senior Project Architect      |                       |                           |                                                                   |
| Project Engineer              | 46                    | 47.26                     | 2,173.96                                                          |
| Resident Engineer             |                       |                           |                                                                   |
| Senior Electrical Engineer**  | 24                    | 58.00                     | 1,392.00                                                          |
| Senior Architect              |                       |                           |                                                                   |
| Engineer                      |                       | 35.11                     |                                                                   |
| Planner                       |                       |                           |                                                                   |
| Registered Land Surveyor      |                       |                           |                                                                   |
| Land Surveyor                 |                       |                           |                                                                   |
| Senior Engineering Technician | 247                   | 37.14                     | 9,173.58                                                          |
| Engineering Technician        |                       |                           |                                                                   |
| Engineering Assistant         |                       |                           |                                                                   |
| CADD/Draftsman/Technician     |                       |                           |                                                                   |
| Clerical                      | 6                     | 26.29                     | 157.74                                                            |
| <b>Total</b>                  | <b>333</b><br>(hours) | <b>40.66</b><br>(average) | <b>13,538.48</b><br>(total direct salary costs)<br>(ATTACHMENT C) |

\* Classifications may be adjusted as per Consultant's work force. Rates dated January 16, 2016, unless otherwise noted.

\*\* Actual rate shown.

**ATTACHMENT D**  
**PLANNING AND SPECIAL SERVICES**  
**ESTIMATE OF COSTS**

| <u>Category</u>                                                      | <u>Amount (\$)</u>     |                       |
|----------------------------------------------------------------------|------------------------|-----------------------|
| 1. <u>Direct Salary Costs</u>                                        | <u>784.41</u>          | (ATTACHMENT D-1)      |
| 2. <u>Labor and General and Administrative Overhead</u> <sup>1</sup> | <u>1,253.17</u>        |                       |
| 3. <u>Direct Nonsalary Expenses</u>                                  |                        |                       |
| Lodging <sup>2,3</sup>                                               |                        |                       |
| Meals/Per Diem <sup>2,3</sup>                                        |                        |                       |
| Transportation <sup>2</sup>                                          | <u>120.96</u>          |                       |
| Materials & Supplies                                                 |                        |                       |
| Printing                                                             | <u>25.00</u>           |                       |
| CADD time <sup>4</sup>                                               |                        |                       |
| Other Costs (excluding outside services)                             |                        |                       |
| 4. <u>Fixed Payment</u> <sup>5</sup>                                 | <u>316.61</u>          |                       |
| 5. <u>Outside Services</u>                                           |                        |                       |
| OR                                                                   |                        |                       |
| Cost Plus Fixed Payment                                              |                        |                       |
| <b>Total Amount Not to Exceed</b>                                    | <u><b>2,500.00</b></u> | <b>(Rounded Down)</b> |
| Lump Sum                                                             |                        |                       |
| <b>Total Amount Not to Exceed</b>                                    | <u><b>N/A</b></u>      |                       |

**NOTES:**

- 1/ 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.
- 2/ Current approved rates established by State of Illinois - Governors Travel Control Board.
- 3/ Shall not be used in calculation of fixed payment amount.
- 4/ CADD incorporated into approved overhead and burden rate.
- 5/ Fixed Payment (Profit) = (14.5%)x[Direct Salary Costs + (OH&B)x(Direct Salary Costs) + Transportation + Materials & Supplies + Printing + CADD time + Other Costs (excluding outside services)].

**ATTACHMENT D-1**

**PLANNING AND SPECIAL SERVICES**

**ESTIMATE OF SALARY EXPENSES**

| <b>Classification*</b>        | <b>Hours</b>         | <b>\$Rate/Hour</b>        | <b>Cost (\$)</b>                                               |
|-------------------------------|----------------------|---------------------------|----------------------------------------------------------------|
| Principal                     |                      |                           |                                                                |
| Vice Principal                |                      |                           |                                                                |
| Project Manager               | <b>3</b>             | <b>64.12</b>              | <b>192.36</b>                                                  |
| Senior Project Engineer**     |                      | <b>50.21</b>              |                                                                |
| Senior Project Architect      |                      |                           |                                                                |
| Project Engineer              | <b>3</b>             | <b>47.26</b>              | <b>141.78</b>                                                  |
| Project Architect             |                      |                           |                                                                |
| Senior Electrical Engineer**  |                      | <b>58.00</b>              |                                                                |
| Senior Architect              |                      |                           |                                                                |
| Engineer                      |                      | <b>35.11</b>              |                                                                |
| Planner                       |                      |                           |                                                                |
| Registered Land Surveyor      |                      |                           |                                                                |
| Land Surveyor                 |                      |                           |                                                                |
| Senior Engineering Technician | <b>10</b>            | <b>37.14</b>              | <b>371.40</b>                                                  |
| Engineering Technician        |                      |                           |                                                                |
| Engineering Assistant         |                      |                           |                                                                |
| CADD/Draftsman/Technician     |                      |                           |                                                                |
| Clerical                      | <b>3</b>             | <b>26.29</b>              | <b>78.87</b>                                                   |
| <b>Total</b>                  | <b>19</b><br>(hours) | <b>41.28</b><br>(average) | <b>784.41</b><br>(total direct salary costs)<br>(ATTACHMENT D) |

\* Classifications may be adjusted as per Consultant's work force. Rates dated January 16, 2016, unless otherwise noted.

\*\* Actual rate shown.

## **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.: \_\_\_\_\_ SBG Project \_\_\_\_\_  
Temperature \_\_\_\_\_ 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



Hanson Invoice # \_\_\_\_\_ Partial \_\_\_\_\_ Final \_\_\_\_\_  
 Date \_\_\_\_\_  
 Period Ending \_\_\_\_\_  
 Consultant \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_

Airport \_\_\_\_\_ Municipality \_\_\_\_\_ County \_\_\_\_\_  
 IL Proj. No. \_\_\_\_\_ SBG No. \_\_\_\_\_ Contract # \_\_\_\_\_  
 Per Engineering Agreement(s), dated: \_\_\_\_\_  
 Preliminary \_\_\_\_\_  
 Design \_\_\_\_\_  
 Construction \_\_\_\_\_  
 Special Services \_\_\_\_\_  
 Other (MPin&EnvAsmt) \_\_\_\_\_  
 Amendment(s) \_\_\_\_\_

Consultant Job. No(s): \_\_\_\_\_  
 Services from: \_\_\_\_\_ thru \_\_\_\_\_  
 Project Title: \_\_\_\_\_

## COST PLUS FIXED FEE FOR PROFIT

|      |                                                                  |          |
|------|------------------------------------------------------------------|----------|
| (1)  | Direct Salaries to Date per Attached DE 47A, subject to line (3) | _____    |
| (2)  | Payroll Burden and Overhead Adjustment                           |          |
|      | (a)FY (0.00% X ) =                                               |          |
|      | (b)FY (0.00% X ) =                                               |          |
|      | (c)FY (0.00% X ) =                                               |          |
|      | (d)FY (0.00% X ) =                                               |          |
|      | (d)FY Pre- (0.00% X ) =                                          |          |
|      | (e) TOTAL - Lines 2(a-d)                                         | _____    |
| (3)  | Other Direct Salaries                                            | _____    |
| (4)  | Profit (Fixed Fee X #N/A Complete)                               | _____    |
| (5)  | SUBTOTAL                                                         | _____    |
| (6)  | Direct Costs of Services by Others                               | _____    |
| (7)  | Direct Costs, Travel, In-plant and Unit Pricing                  | _____    |
| (8)  | Total Amount Earned to Date                                      | _____    |
| (9)  | Maximum Payable (per Engineering Agreement)                      | \$ _____ |
| (10) | Less Total Amounts Previously Invoiced                           | _____    |
| (11) | 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 \_\_\_\_\_ Title \_\_\_\_\_

### For IDA Use Only

|                |                   |            |                   |           |
|----------------|-------------------|------------|-------------------|-----------|
| Approved _____ | Engineering       | Date _____ | Amount Paid _____ | Contracts |
| Approved _____ | Construction      | Date _____ | Fund Code _____   |           |
| Approved _____ | Design            | Date _____ | Payment No. _____ |           |
| Approved _____ | Contracts Manager | Date _____ |                   |           |

## ATTACHMENT H



**Illinois Department  
of Transportation**

Division of Aeronautics

Hanson Invoice # \_\_\_\_\_ Partial \_\_\_\_\_ Final \_\_\_\_\_  
 Date \_\_\_\_\_  
 Period Ending \_\_\_\_\_  
 Consultant \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_

Hanson Professional Services Inc.  
 1525 South Sixth Street  
 Springfield, IL 62703  
 (217) 788-2450

Airport \_\_\_\_\_ Municipality \_\_\_\_\_ County \_\_\_\_\_  
 IL Proj. No. \_\_\_\_\_ SBG No. \_\_\_\_\_ Contract # \_\_\_\_\_  
Per Engineering Agreement(s) dated: \_\_\_\_\_  
 Preliminary \_\_\_\_\_  
 Design \_\_\_\_\_  
 Construction \_\_\_\_\_  
 Special Services \_\_\_\_\_  
 Other (MPIn&EnvAsmt) \_\_\_\_\_  
 Amendment(s) \_\_\_\_\_

Consultant Job. No(s): \_\_\_\_\_  
 Services from: \_\_\_\_\_ thru \_\_\_\_\_  
 Project Title: \_\_\_\_\_

### LUMP SUM

|     |                                                             |       |
|-----|-------------------------------------------------------------|-------|
| (1) | Lump Sum Fee (or Maximum Payable per Engineering Agreement) | _____ |
| (2) | Percent of Work Complete                                    | _____ |
| (3) | Fee Earned to Date: Lump Sum x #N/A Complete                | _____ |
| (4) | Less Total Amounts 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 \_\_\_\_\_ Title \_\_\_\_\_

#### For IDA Use Only

|                |                   |            |                   |           |
|----------------|-------------------|------------|-------------------|-----------|
| Approved _____ | Engineering       | Date _____ | Amount Paid _____ | Contracts |
| Approved _____ | Construction      | Date _____ | Fund Code _____   |           |
| Approved _____ | Design            | Date _____ | Payment No. _____ |           |
| Approved _____ | Contracts Manager | Date _____ |                   |           |

**ATTACHMENT I**

**EFFORT DETAIL BREAKDOWN (Standard Format)**

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

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

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

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

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

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

**ENGINEERING COSTS BREAKDOWN**

| Agreement<br>Paragraph<br>Governing<br>Services | Service<br>Performed | Date<br>Performed | Employee's<br>Name and<br>Classification | Hours | Rate | Amount |
|-------------------------------------------------|----------------------|-------------------|------------------------------------------|-------|------|--------|
|                                                 |                      |                   |                                          |       |      |        |
|                                                 |                      |                   |                                          |       |      |        |
|                                                 |                      |                   |                                          |       |      |        |
|                                                 |                      |                   |                                          |       |      |        |
|                                                 |                      |                   |                                          |       |      |        |
|                                                 |                      |                   |                                          |       |      |        |
|                                                 |                      |                   |                                          |       |      |        |
|                                                 |                      |                   |                                          |       |      |        |
|                                                 |                      |                   |                                          |       |      |        |
|                                                 |                      |                   |                                          |       |      |        |
|                                                 |                      |                   |                                          |       |      |        |
|                                                 |                      |                   |                                          |       |      |        |
|                                                 |                      |                   |                                          |       |      |        |
|                                                 |                      |                   |                                          |       |      |        |
|                                                 |                      |                   |                                          |       |      |        |

Total \_\_\_\_\_

**ENGINEERING FIRM**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Date \_\_\_\_\_

**NOTE:**

This format is for general information; however the consultant's format containing the essential data may be acceptable.

## **ATTACHMENT J**

### **TESTING SCHEDULE**

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

| <b>Description</b>                                                          | <b>Approximate Number</b> |
|-----------------------------------------------------------------------------|---------------------------|
| 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 and Specific Gravity                                 |                           |
| ASTM C 128                                                                  |                           |
| ASTM C 566, Moisture Content                                                |                           |
| ASTM C 31, PCC Test Cylinders                                               |                           |
| ASTM C 141, Slump                                                           |                           |
| ASTM C 231, Air Content                                                     |                           |
| ASTM C 78, Flexural Strength                                                |                           |
| ASTM C 138, Yield, Cement Content                                           |                           |
| ASTM D 412, Rubber in Tension                                               |                           |
| ASTM D 1664, Striping Test                                                  |                           |

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

**ATTACHMENT K**

## TESTING RATES & COST SUMMARY

[illegible]



**ATTACHMENT L (Optional)**

**SUMMARY OF PAYROLL BURDEN AND FRINGE COSTS**

|                                                      | <b>% of Direct<br/>Productive<br/>Payroll</b> |
|------------------------------------------------------|-----------------------------------------------|
| Federal Insurance Contributions Act (FICA)           | 12.06                                         |
| State and Federal Unemployment Compensation          | 1.26                                          |
| Worker's Compensation Insurance                      | 0.62                                          |
| Paid Holidays, Vacation, Sick Leave, and Jury Duty   | 19.18                                         |
| Severance Pay                                        | 0.24                                          |
| Incentive Compensation                               | 6.12                                          |
| Stock Purchase Discount                              | 0.39                                          |
| Pension and Retirement Benefits                      | 11.49                                         |
| Employee Group Insurance                             | 22.83                                         |
| <b>Total Payroll Burden and Fringe Benefit Costs</b> | <b>74.19</b>                                  |

**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**

|                                                                         | <b>% of Direct<br/>Productive<br/>Payroll</b> |
|-------------------------------------------------------------------------|-----------------------------------------------|
| Indirect salaries                                                       | 46.69                                         |
| Occupancy expenses – rent, utilities, and maintenance                   | 10.88                                         |
| Business insurance                                                      | 2.50                                          |
| Depreciation – furniture, fixtures, and building                        | 2.98                                          |
| Reproduction and printing costs                                         | 0.03                                          |
| Office supplies and postage                                             | 1.54                                          |
| Telephone                                                               | 1.01                                          |
| Computer Expenses                                                       | 9.91                                          |
| Legal and Accounting Services                                           | 0.66                                          |
| Employees travel expenses                                               | 1.09                                          |
| Services and consultant fees                                            | 1.22                                          |
| Training and educational non-salary expenses (professional development) | 1.94                                          |
| Fees, licenses, dues, publications (technical and professional)         | 1.37                                          |
| Equipment rental                                                        | 0.42                                          |
| Taxes except Federal Income Tax                                         | 1.18                                          |
| Facilities capital cost of money                                        | 0.48                                          |
| Recruiting and relocating expense                                       | 0.70                                          |
| Other Indirect Expenses                                                 | 0.97                                          |
| <b>General and Administrative Overhead Expenses</b>                     | <b>85.57</b>                                  |
| <b>TOTAL OVERHEAD (Sum of Attachment L + Attachment M Values)</b>       | <b>159.76</b>                                 |

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

## ATTACHMENT N

AIRPORT: \_\_\_\_\_  
IL. PROJ. NO.: \_\_\_\_\_  
IL. BLOCK GRANT PROJ. 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 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). Copy of Retainer attached (ATTACHMENT U).  
Selection Date: \_\_\_\_\_
2. Project is clearly delineated on the approved Airport Layout Plan.  
Approval Date: \_\_\_\_\_
3. The project is environmentally cleared.  
☐ YES ☐ NO      DOCUMENT TYPE: ☐ CATEX ☐ EA ☐ EIS ☐ FONSI  
Approval Date: \_\_\_\_\_
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 to Standards (MOS) which has been addressed and justified in the engineering report and submitted to and approved by the 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 150/5300-13 (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**



**Illinois Department  
of Transportation**

**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**

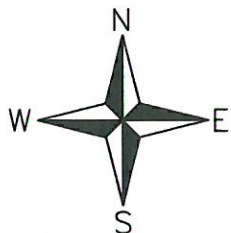
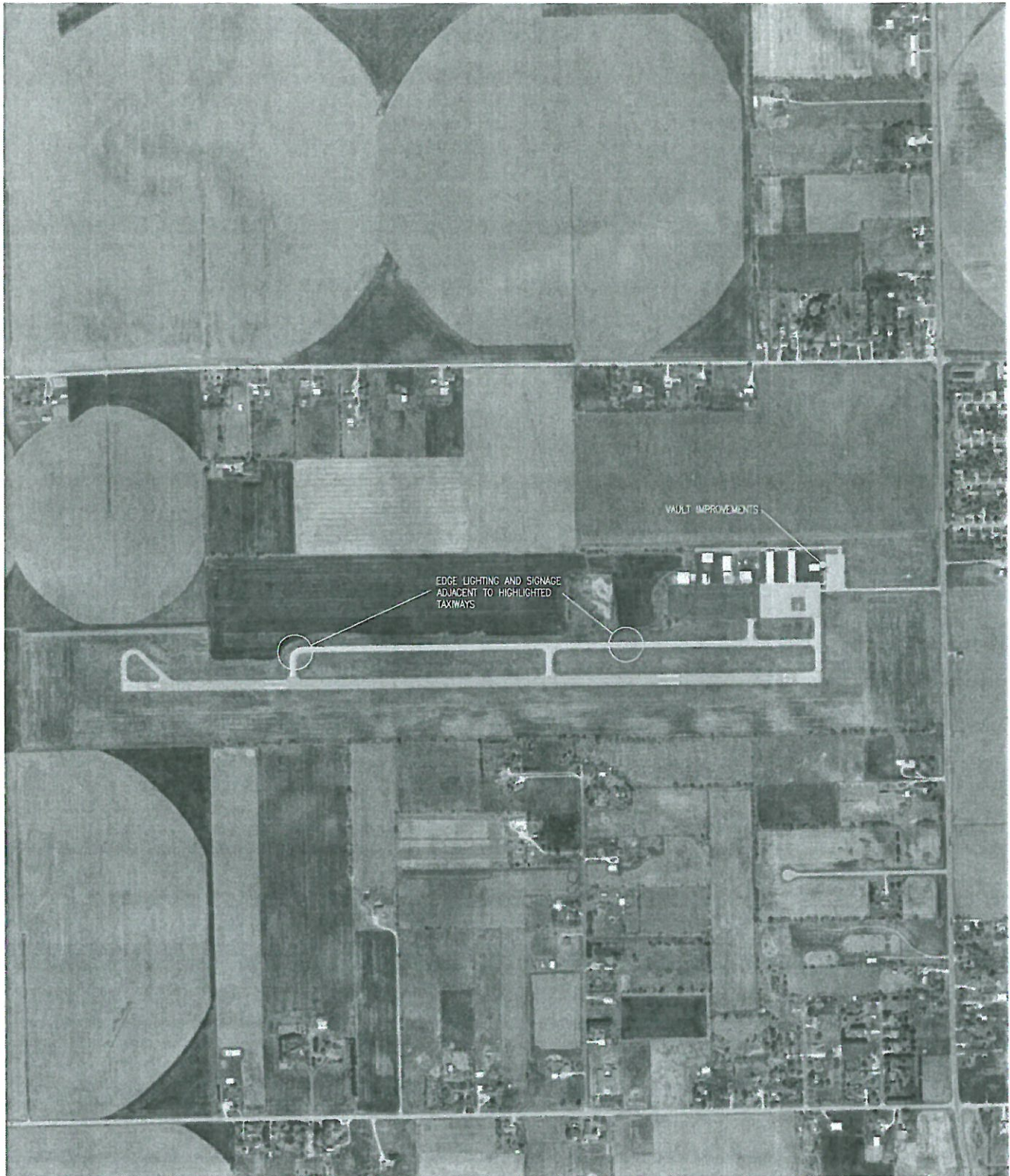
**DBE Subconsultant**

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

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

**ATTACHMENT P**  
**PROJECT SKETCH**





PEKIN MUNICIPAL AIRPORT

ATTACHMENT "P"

STATE PROJECT NO. C15-4446

# ATTACHMENT Q

## PROJECT LETTING SCHEDULE

### ILLINOIS DEPARTMENT OF TRANSPORTATION DIVISION OF AERONAUTICS 2016 LETTING SCHEDULE WITH ASSOCIATED DATES

| 22 week design timeline (154 calendar days) |                                                 |                                                              |                                                        |                             |                                                |                          |               |                        |  |
|---------------------------------------------|-------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------|-----------------------------|------------------------------------------------|--------------------------|---------------|------------------------|--|
| CONSULTANT EFFORT LEVEL                     |                                                 |                                                              |                                                        |                             |                                                |                          |               |                        |  |
| START (0%)                                  | 35%                                             | 80%                                                          | 100%                                                   | Internal IDOT Deadlines     |                                                |                          |               |                        |  |
| PreDesign Meeting Target Date 30 weeks      | Engineering Report to IDA for Comments 22 weeks | Sealed Plans and Specifications to IDA for Comments 12 weeks | Approved Final Plans and Specifications to IDA 8 weeks | Recommendation Memo 7 weeks | Transfer Bid Documents for Publication 6 weeks | Service Bulletin 5 weeks | Award 8 weeks | Start to Work 10 weeks |  |
| 14-Nov-2014                                 | 09-Jan-2015                                     | 20-Mar-2015                                                  | 17-Apr-2015                                            | 24-Apr-2015                 | 01-May-2015                                    | 08-May-2015              | 07-Aug-2015   | 21-Aug-2015            |  |
| 02-Jan-2015                                 | 27-Feb-2015                                     | 08-May-2015                                                  | 05-Jun-2015                                            | 12-Jun-2015                 | 19-Jun-2015                                    | 26-Jun-2015              | 25-Sep-2015   | 09-Oct-2015            |  |
| 20-Feb-2015                                 | 17-Apr-2015                                     | 26-Jun-2015                                                  | 24-Jul-2015                                            | 31-Jul-2015                 | 07-Aug-2015                                    | 14-Aug-2015              | 13-Nov-2015   | 01-May-2016            |  |
| 10-Apr-2015                                 | 05-Jun-2015                                     | 14-Aug-2015                                                  | 11-Sep-2015                                            | 18-Sep-2015                 | 25-Sep-2015                                    | 02-Oct-2015              | 01-Jan-2016   | 01-May-2016            |  |
| 12-Jun-2015                                 | 07-Aug-2015                                     | 16-Oct-2015                                                  | 13-Nov-2015                                            | 20-Nov-2015                 | 27-Nov-2015                                    | 04-Dec-2015              | 11-Mar-2016   | 01-May-2016            |  |
| 07-Aug-2015                                 | 02-Oct-2015                                     | 11-Dec-2015                                                  | 08-Jan-2016                                            | 15-Jan-2016                 | 22-Jan-2016                                    | 29-Jan-2016              | 29-Apr-2016   | 13-May-2016            |  |
| 25-Sep-2015                                 | 20-Nov-2015                                     | 29-Jan-2016                                                  | 26-Feb-2016                                            | 04-Mar-2016                 | 11-Mar-2016                                    | 18-Mar-2016              | 17-Jun-2016   | 01-Jul-2016            |  |
| 13-Nov-2015                                 | 08-Jan-2016                                     | 18-Mar-2016                                                  | 15-Apr-2016                                            | 22-Apr-2016                 | 29-Apr-2016                                    | 06-May-2016              | 05-Aug-2016   | 19-Aug-2016            |  |
| 01-Jan-2016                                 | 26-Feb-2016                                     | 06-May-2016                                                  | 03-Jun-2016                                            | 10-Jun-2016                 | 17-Jun-2016                                    | 24-Jun-2016              | 23-Sep-2016   | 07-Oct-2016            |  |
| 19-Feb-2016                                 | 15-Apr-2016                                     | 24-Jun-2016                                                  | 22-Jul-2016                                            | 29-Jul-2016                 | 05-Aug-2016                                    | 12-Aug-2016              | 11-Nov-2016   | 01-May-2017            |  |

2016 Letting Schedule.xlsx

Printed 1/9/2015

**ATTACHMENT R**

**OP&P PROGRAM LETTER**



# Illinois Department of Transportation

Office of Planning and Programming  
2300 South Dirksen Parkway / Springfield, Illinois / 62764

March 10, 2016

Mr. Clayton Stambaugh  
Airport Manager  
Pekin Municipal Airport  
111 South Capital Street  
Pekin, Illinois 61554

Mr. Stambaugh,

**As requested by the Pekin Municipal Airport, the Illinois Department of Transportation's Office of Planning and Programming is making the following change to the FFY-2016 Proposed Airport Improvement Program for the Pekin Municipal Airport. A project titled "Replace Taxiway Lighting and associated Electrical Regulator" is being added. See the table below for the anticipated project funding levels.**

---

For Fiscal Year 2016, the Illinois Department of Transportation's Proposed Airport Improvement Program includes projects at airports throughout the state to ensure continued safe and efficient operations at these facilities as well as maximizing opportunities for economic development in Illinois.

The following federally funded project(s) for your airport have been selected based on requests made to this office and are included in the Federal Fiscal Year (FFY) 2016 Proposed Airport Improvement Program. This program is based on federal funding levels established in federal legislation which provide for a minimum of \$1 million in entitlement funds for primary airports as well as maximum of \$150,000 entitlement funds for non-primary airports. The federal legislation calls for a maximum 90% federal match. As such, the state and local match will be 5% each for all projects which are eligible for state funding. All other federal projects will require a minimum 10% local match.

This program is dependent on receipt of FFY 2016 federal grant funds and legislative authorization of state funding appropriations and release of funds by the Governor's office.

The Illinois Department of Transportation and the Airport Sponsor agree to participate in the below defined amounts in accordance with the percentages shown. In addition, the Airport Sponsor shall pay such additional project costs, which exceed the sum of the Department's funds and the Federal funds.



Mr. Clayton Stambaugh  
March 10, 2016  
Page Two

In the event the Illinois General Assembly fails to appropriate funds or sufficient funds are otherwise not made available for these Projects, the Airport Sponsor will be required to pay the State and local costs as itemized below, including any amounts which exceed the totals listed.

The FFY 2016 Proposed Airport Improvement Program contains the additional following federal project for your airport:

The project "**Replace taxiway lighting and associated electrical regulator**" will be funded as follows:

|                                        |                 |
|----------------------------------------|-----------------|
| FFY-2015 Non-Primary Entitlement Funds | \$148,500       |
| FFY-2016 Non-Primary Entitlement Funds | \$148,500       |
| State Match                            | \$16,500        |
| <u>Local Match</u>                     | <u>\$16,500</u> |
| Total Cost                             | \$330,000       |

The Illinois Department of Transportation maintains a letting schedule for construction projects that needs to be strictly followed to ensure that projects are advertised and brought to letting in an organized manner within the fiscal year in which they are programmed. The letting schedule allows for 30 weeks to develop a project from the date of the pre-design meeting to the letting.

To ensure that professional services effort is eligible for state and federal funding participation, you are required to enter into a professional services agreement with the consultant of record selected for the programmed project(s) prior to any professional services costs being incurred. This should take place as soon as possible, but definitely prior to the project initiation/pre-design meeting. The Division of Aeronautics will assist in guiding you through that process and the initial development and review of fees.

The projects contained in this letter are officially programmed for development. This letter herewith constitutes the official "**Notice to Proceed**" for these projects. It is now the airport sponsor's responsibility to initiate the professional services phase of the project for your specific project type (planning development, equipment procurement, T-Hangar development, land acquisition or design plans and specifications development). This is accomplished by contacting the Division of Aeronautics, either directly or through your consultant, to schedule a project initiation meeting. The reimbursement programmed will be paid once all billings have been received and full control or complete easement rights of the property in question is held by the airport sponsor.

Your Aeronautics Design Engineer is Hank Priester, P.E. and he may be reached at 217-557-9113 to initiate this project. Please initiate your project within one year of the date on this letter.



Mr. Clayton Stambaugh  
March 10, 2016  
Page Three

If you have any questions concerning this letter, please contact BJ Murray at 217-782-4118.

Sincerely,

A handwritten signature in black ink, appearing to read "Roger Driskell", with a stylized flourish at the end.

Roger L. Driskell, P. E.  
Director,  
Office of Planning and Programming

**ATTACHMENT S**

**CURRENT IDOT PROVISIONAL PAYROLL BURDEN / FRINGE EXPENSE AND GENERAL /  
ADMINISTRATIVE EXPENSE RATE LETTER**



**Illinois Department of Transportation**

2300 South Dirksen Parkway / Springfield, Illinois / 62764

November 25, 2015

Subject: PRELIMINARY ENGINEERING  
Consultant Unit  
Prequalification File

Jeffery Ball  
HANSON PROFESSIONAL SERVICES INC.  
1525 S. Sixth St.  
Springfield, IL 62703

Dear Jeffery Ball,

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2014. Your firm's total annual transportation fee capacity will be \$91,200,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 159.76% are approved on a provisional basis. The actual rate used in agreement negotiations may be determined by our Office of Quality Compliance and Review in a pre-award audit.

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, 2015. 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,  
John Baranzelli  
Acting Bureau Chief  
Bureau of Design & Environment

**ATTACHMENT T**

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

# 2015 TRANSPORTATION IMPROVEMENT PROGRAM ESTIMATE OF WORK

|                         |                         |                          |   |
|-------------------------|-------------------------|--------------------------|---|
| <b>Airport Name:</b>    | Pekin Municipal Airport |                          |   |
| <b>Associated City:</b> |                         |                          |   |
| <b>Year Requested:</b>  | 2015                    | <b>Sponsor Priority:</b> | 1 |

|                                    |
|------------------------------------|
| <b>PROJECT TITLE:</b>              |
| Replace Twy Lighting and Regulator |

| Estimate of Work               |          |         |            |               |          |               |       |
|--------------------------------|----------|---------|------------|---------------|----------|---------------|-------|
| ITEM                           | QUANTITY |         | UNIT PRICE |               | PRICE    | Potential DBE |       |
|                                | #        | Unit(s) | \$         | / Unit        |          | \$            | %     |
| <b>PAVEMENT</b>                |          |         |            |               |          |               |       |
| Bituminous Pavement Milling    |          | SY      |            | / SY          | \$0      | \$0.00        | 0.00% |
| HMA                            |          | TN      |            | / TN          | \$0      | \$0.00        | 0.00% |
| Crack Repair                   |          | LF      |            | / LF          | \$0      | \$0.00        | 0.00% |
| Remove and Replace HMA         |          | SY      |            | / SY          | \$0      | \$0.00        | 0.00% |
| Clean and Seal                 |          | EA      |            | / EA          | \$0      | \$0.00        | 0.00% |
| Pavement Marking               |          | SF      |            | / SF          | \$0      | \$0.00        | 0.00% |
| Shoulder Adjustment/Seed/Mulch |          | LS      |            | / LS          | \$0      | \$0.00        | 0.00% |
|                                |          |         |            | / 0           | \$0      | \$0.00        | 0.00% |
|                                |          |         |            | / 0           | \$0      | \$0.00        | 0.00% |
| <b>ELECTRICAL/NAVAIDS</b>      |          |         |            |               |          |               |       |
| Install Electrical Equipment   | 1        | LS      |            | \$33,000 / LS | \$33,000 | \$0.00        | 0.00% |
| 1/C #8 5KV                     | 12,000   | LF      |            | \$5.50 / LF   | \$66,000 | \$0.00        | 0.00% |
| 1/C Ground                     | 10,500   | LF      |            | \$1.50 / LF   | \$15,750 | \$0.00        | 0.00% |
| MITL-Base                      | 23       | EA      |            | \$1,100 / EA  | \$25,300 | \$0.00        | 0.00% |
| MITL-Stake                     | 104      | EA      |            | \$700 / EA    | \$72,800 | \$0.00        | 0.00% |
| Directional Bore               | 310      | LF      |            | \$25 / LF     | \$7,750  | \$0.00        | 0.00% |
| Remove Lights and Signs        | 1        | LS      |            | \$15,000 / LS | \$15,000 | \$0.00        | 0.00% |
| .                              |          | EA      |            | / EA          | \$0      | \$0.00        | 0.00% |
| .                              |          | EA      |            | / EA          | \$0      | \$0.00        | 0.00% |
| .                              |          | EA      |            | / EA          | \$0      | \$0.00        | 0.00% |
|                                |          |         |            | / 0           | \$0      | \$0.00        | 0.00% |
| <b>DRAINAGE</b>                |          |         |            |               |          |               |       |
| Structures                     |          |         |            | / 0           | \$0      | \$0.00        | 0.00% |
| Special (Wetlands)             |          |         |            | / 0           | \$0      | \$0.00        | 0.00% |
| <b>FENCING</b>                 |          |         |            |               |          |               |       |
| Remove Class E Fence           |          |         |            | / 0           | \$0      | \$0.00        | 0.00% |
| Class E, 10' with 3/strands    |          |         |            | / 0           | \$0      | \$0.00        | 0.00% |
| Gates (Manual)                 |          |         |            | / 0           | \$0      | \$0.00        | 0.00% |
| <b>OTHER / MISC.</b>           |          |         |            |               |          |               |       |
| Field Office                   | 1        | EA      |            | \$5,000 / EA  | \$5,000  | \$0.00        | 0.00% |
| Erosion Control                | 1        | LS      |            | \$0 / LS      | \$0      | \$0.00        | 0.00% |
| Mobilization                   | 1        | LS      |            | \$10,000 / LS | \$10,000 | \$0.00        | 0.00% |
| Contingency                    | 1        | LS      |            | \$3,052 / LS  | \$3,052  | \$0.00        | 0.00% |
| Engineering-SS                 | 1        | LS      |            | \$2,500 / LS  | \$2,500  | \$0.00        | 0.00% |
| Engineering-PASD               | 1        | LS      |            | \$10,736 / LS | \$10,736 | \$0.00        | 0.00% |
| Engineering-Design             | 1        | LS      |            | \$20,012 / LS | \$20,012 | \$0.00        | 0.00% |
| Engineering-Construction       | 1        | LS      |            | \$43,100 / LS | \$43,100 | \$0.00        | 0.00% |

| TOTAL COST: | Potential DBE |       |
|-------------|---------------|-------|
|             | \$            | %     |
| \$330,000   | \$0.00        | 0.00% |

**ATTACHMENT U**  
**RETAINER AGREEMENT**



FILE

**AGREEMENT FOR CONSULTANT SERVICES  
(RETAINER AGREEMENT)**

THIS AGREEMENT, made at Pekin, Illinois, this 27<sup>th</sup> day of August, 2012, by and between the City of Pekin (hereinafter referred to as the "Owner"), as Party of the First Part, and Hanson Professional Services Inc. (hereinafter referred to as the "Consultant"), as Party of the Second Part.

WITNESSETH:

WHEREAS, the Owner intends to sponsor the accomplishment of a development program in stages of a public air navigation facility known as the Pekin Municipal Airport (hereafter referred to as "Airport"), located in Latitude 40°29'17", Longitude 89°40'33", in Tazewell County, State of Illinois; and

WHEREAS, the development program shall be described as:

The Owner has selected the Consultant for the purposes of providing professional consulting services associated with the following items. It is the intent of the Owner to enter into a Retainer Contract with the Consultant during the period of time that these projects are to be undertaken.

1. Rehabilitate West Apron – Phase II;
2. Construct Terminal Building Improvements;
3. Rehabilitate Airfield Electrical System;
4. Install Perimeter Fence;
5. Environmental Assessment for Parallel Taxiway to Runway 9-27;
6. Construct Parallel Taxiway to Runway 9-27;
7. Construct New T-Hangar Taxiway and Site Development;

WHEREAS, the Department of Transportation, Division of Aeronautics, State of Illinois is the authorized Agent of the Owner under the proposed development program (it shall be hereinafter referred to as the "Department");

WHEREAS, The Consultant agrees to furnish executed "Certification of Consultant" and certain professional consulting services enumerated hereinafter, in connection with the aforesaid development program.

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

#### **D. Special Services**

1. For work efforts not applicable to a Design or Construction project, and upon completion of the programming and budgeting of all or any part of the Scope of Work covered by this Agreement, the parties hereto agree to negotiate and execute an Agreement for Consultant Services covering the specifically defined parts of the Scope of Work which are to be funded under a specific project. The Agreement(s) will cover the Special Services of the specific project.

### **II. CHARGES FOR CONSULTANT SERVICES**

- A. The Owner agrees to pay the Consultant as compensation for rendering the professional consulting services herein above described in Section I, Paragraphs A and B, based on an approved Agreement for Consultant Services.
- B. The Owner, by a written thirty (30) 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 Owner all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have accumulated by the Consultant in performing this Agreement whether completed or in process.

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 Owner.

### **III. SPECIAL CONDITIONS**

- A. It is further mutually agreed by the parties hereto that all reproducible and copies of the drawings, tracings, cost estimates, plans, and maps prepared or obtained under the terms of the contract shall be delivered to and become the property of the Owner and basic survey notes and sketches, computations and other data shall be made available upon request to the Owner without restriction or limitation on their use.

B. During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest agrees as follows:

1. The Consultant agrees to conduct the services in compliance with all the requirements of Advisory Circular 150/5100-14D, or the most current version of the guidance at the time the work is completed, 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. 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 subcontractors, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by the Regulations, including employment practices.
3. 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 subcontractor 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. 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 Owner or the FAA to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of the Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Owner or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the Owner shall impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:



IN WITNESS WHEREOF, the parties hereto have affixed their hand and seals at Pekin, Illinois,  
this 27<sup>th</sup> day of August, 2012.

ATTEST:  
(SEAL)

CITY OF PEKIN

BY: Sue E. McMillan

PRINTED NAME: Sue E. McMillan

TITLE: City Clerk

BY: Laurie L. Barva

PRINTED NAME: Laurie L. Barva

TITLE: Mayor

ATTEST:  
(SEAL)

HANSON PROFESSIONAL SERVICES INC.

BY: [Signature]

PRINTED NAME: John P. Coombe

TITLE: Secretary/Executive Vice President

91932-000  
Illinois Human Rights Number

BY: [Signature]

PRINTED NAME: Jeffrey T. Ball

TITLE: Senior Vice President

37-0844717  
Federal Employer's Identification Number  
(F.E.I.N.)





## **REQUEST FOR COUNCIL ACTION**

**To:** Mayor McCabe and Council Members

**CC:** Sue McMillan & City Attorney

**From:** Sarah Newcomb, Interim City Manager/Human Resources Director

**AGENDA ITEM:** Proposed Contract for Revise Website Re-design

**AGENDA DATE REQUESTED:** May 9, 2016

**ACTION REQUESTED:** Approve the acceptance of the request for proposal and quote from Revize

**BACKGROUND:** Memo from the Technology Committee:

To: Pekin City Council

From: Technology Committee

Date: April 28, 2016

Re: Website RFP

**Purpose:**

The Technology Committee met on April 19, 2016 to discuss the six Proposals we received in response to our Website RFP. We picked Revize's Proposal above the other five. This memo outlines the reasoning we used to recommend that the council approve the contract award to Revize.

**Issue:**

The current website was developed several years ago. It is an aging design with content that is largely outdated. The current Site Map also does not adequately serve our current services. Makeshift locations have had to be added to offer Financial Transparency, E-pay, and Springbrook integrated portions of the website. Springbrook itself can offer better integration than what we currently see, as can potential new software such as Accella. Further, our GIS department Map webpages and Tourism webpages are, or already have, moved to completely different websites due to functionality issues with our current website. Several key features either do not work consistently or do not work at all. These include the feedback forms (ie "Contact Us") and search functionality. There is little that could have been done to prevent this. It is simply a function of the changing services the city offers, the ever changing nature of what the internet is capable of delivering service wise, as well as the age of the website itself.

**Resolution:**

We received six total proposals. Below is a table outlining all six and the cost associated with each one.

| <b>Company</b> | <b>Design Cost</b> | <b>Maintenance (Annual)</b> |
|----------------|--------------------|-----------------------------|
| CivicPlus      | \$28,962.00        | \$5,213.00                  |
| FreshDS        | \$19,920.00        | \$1,500.00                  |
| Grata          | \$34,840.00        | No Option Given             |
| KimmWiens      | \$24,750.00        | No Option Given             |
| WeUsThem       | \$19,250.00        | \$2,300.00                  |
| Revize         | \$28,700.00        | \$5,900.00                  |

Note: CivicPlus and Revize both include maintenance for the first year in their design cost. Maintenance would only be paid to them beginning year 2.

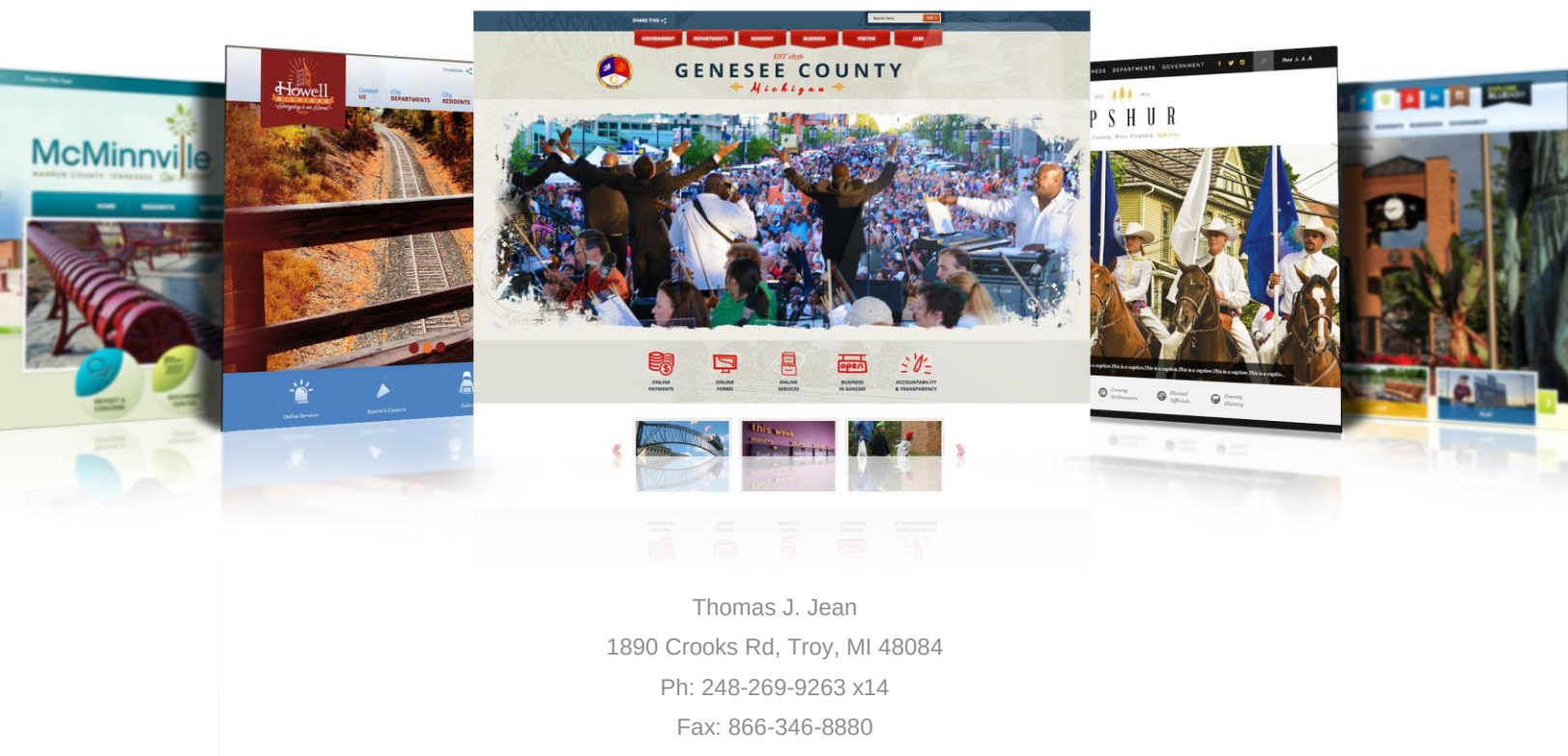
We have chosen to recommend Revize due to several factors. First they are a website development firm specializing in Government and Municipality websites. Their Content Management System, website modules, and services are tailored specifically for the wants and needs of local government. The website they design can integrate with social media, Accella, UStream, and other services and products the City of Pekin currently utilizes, or will be utilizing in the foreseeable future. They will be able to build forms, have a notification system and email blasts, and allow for online bill pay and permit handling.



*A Proposal for*

# The City of Pekin, Illinois

Completely new. Completely amazing.



Thomas J. Jean

1890 Crooks Rd, Troy, MI 48084

Ph: 248-269-9263 x14

Fax: 866-346-8880

[www.revize.com](http://www.revize.com)

4-14-16

Dear Bob Schaich and Pekin Website Committee,

Thank you for considering Revize as your web development partner.

For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work. Some of our great clients in Illinois include the Village of Hinsdale, City of Olney, Madison County, Jacksonville (In-Development), and Streator (In-Development) just to name a few!

**Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.**

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

**Our innovative solutions are custom-tailored to meet the needs of each individual client.**

We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

**Government clients select Revize because we can help them:**

- Effectively engage residents.
- Enhance their web presence and build an online communications center at a substantially lower cost than our competition.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

**Revize Websites build engagement with your constituents.**

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community's website can serve your residents better, inspire them more, and get them actively involved in your government.

Please contact me if you have any questions at all.

Sincerely,



Thomas J. Jean  
Government Relations Specialist/Account Manager  
248-269-9263 x14  
thomas.jean@revize.com

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# Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high quality online services that your constituents will want to use regularly.

In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the ***right balance between the total cost of the solution and the quality of the design, online apps and user functionality***. In simpler terms, you need a solution that works for you and serves your constituents.

## About Us:

With more than 1,200 municipal clients nationwide, Revize Software Systems is one of the industry's eminent providers. We credit our rapid growth to our 20-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

## Our Innovative Responsive Web Design (RWD) and Web Apps:

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors. Here you will find the communication tools you need such as:

- ✓ Public Service Request App
- ✓ Calendar of Events
- ✓ E-Notification Modules
- ✓ On-Line Payment Portal

- ✓ Facilities Reservations
- ✓ News Center with Facebook/Twitter Integration
- ✓ Emergency Alerts
- ✓ Online Forms / Survey Tools
- ✓ E-Newsletter Applications
- ✓ Job Posting and Tracking Module
- ✓ Public Records Request Tracker

## Our Award-Winning Government CMS:

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. **With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions and more,** Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

## Quick Deployment, Personalized Training and Support:

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients ***in less than half the time it takes our competitors.*** Our training program is customized based on each client's needs, and **we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful.** Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.

# Company Profile



REVIZE, LLC  
FOUNDED: 1995  
HEADQUARTERS: 1890 Crooks Road,  
Troy, MI 48084  
PHONE: 248-269-9263  
WEB SITE: [www.revize.com](http://www.revize.com)

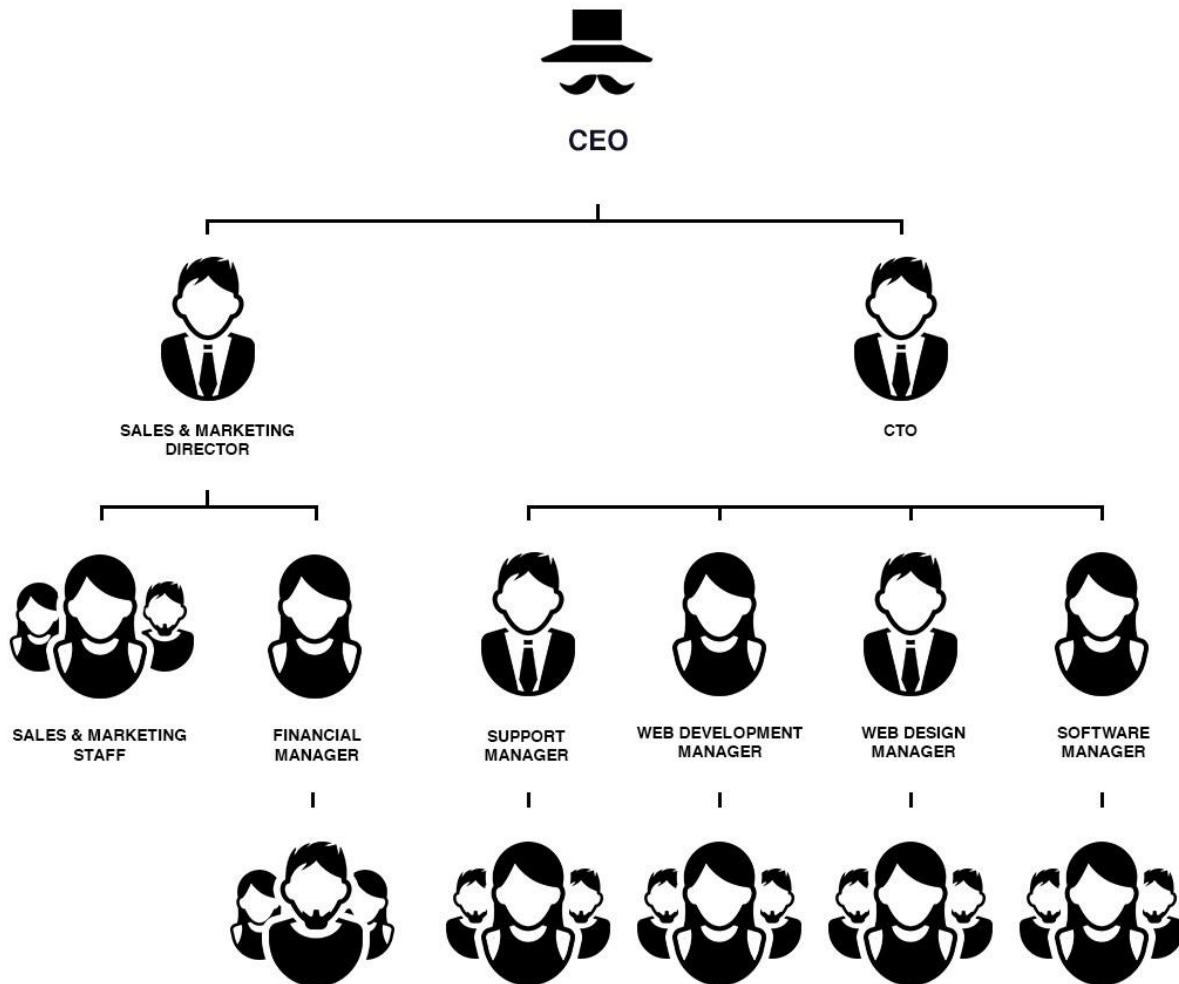
Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 1200 clients in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art **Revize Government CMS**. **Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads: The empowerment of people through simplified information management technologies.**

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision.

While many municipalities choose Revize to develop and cost-effectively manage their website content, clients also use Revize as an information-sharing platform. Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

**We are proud of our award winning web designs, technologies, continued innovations to build government centric modules and apps, web content management, training and support capabilities. We are especially proud of being recognized as one of the industry's top government website experts and innovators. We are committed to pursuing the continued evolution of all our services to provide increased value to our government clients.**

# Revize Organization Chart



# Why Choose Revize?

## **We Have Government Specific Experience and Outstanding Client Testimonials**

You can rely on Revize and our 20 years of experience building and maintaining websites for municipal, county and government agencies of all sizes throughout North America, to deliver a customized site design that improves layout, navigation, usability and content. Using Revize ensures that your website will be reliable, W3C and ADA compliant, and allow for easy integration with existing or future web applications and third-party software. But there's no need to take our word for it -- we encourage you to peruse our massive file of testimonials from our many satisfied clients.

## **We Will Build a Government Communication Center that Works for Your Community!**

The Revize website design, Government CMS and interactive tool sets have been developed exclusively for our government clients to help them effectively communicate with their key target audiences such as residents, businesses and visitors. Some of our most popular website and Government applications and modules include: a new and improved Online Calendar, the comprehensive Forms Center, our News Center with real-time social media connectivity, Emergency Alerts, E-Notifications, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

## **We Build Superior Technology into Every Website with CMS Performance & Reliability That's Second to None.**

What sets Revize apart from other companies? **Revize's superior technical architecture, unsurpassed staff expertise and highly effective publishing engine provide our government clients with the most reliable website solutions in the industry today.** By ensuring our client's data security and providing redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate. Plus, our clients never have to worry about data loss or data corruption because of our instantaneous back-up process and our data center's tape back-up processes. Revize believes that investing a higher percentage of our profits into our technology and security makes us the best choice for the short and long term for governments seeking the best value for their community's website.

## **We Always Provide Knowledgeable, Friendly and Responsive Service!**

All this, and a reliable IT partner too! Our website development is superior, and our Government CMS and suite of online apps is easy to learn and administer, but our 24/7 technical support will also be there for you to help you get over the hurdles! Our technical support team is widely considered to be among the industry's best. We also provide a sophisticated backup



infrastructure which allows us to guarantee 99.99 percent uptime. Plus regular updates and improvements to ensure that your site will remain current with industry standards and keep running smoothly for years to come

### **The Client Owns the CMS License and the Code!**

We often hear the question: "What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?" The answer is 100% NO! As our client, you own the template source code and any data that you put onto the website. We understand that clients may come and they go, but we always make sure they know they are just as important to us at the end of our tenure as they were at the beginning. If you decide to run the CMS in your own server, we can transfer the CMS license and software to your server as you own the license and you can run it from your server as long as you want.

### **Top Ten Reasons Why Revize gives you the Greatest Value!**

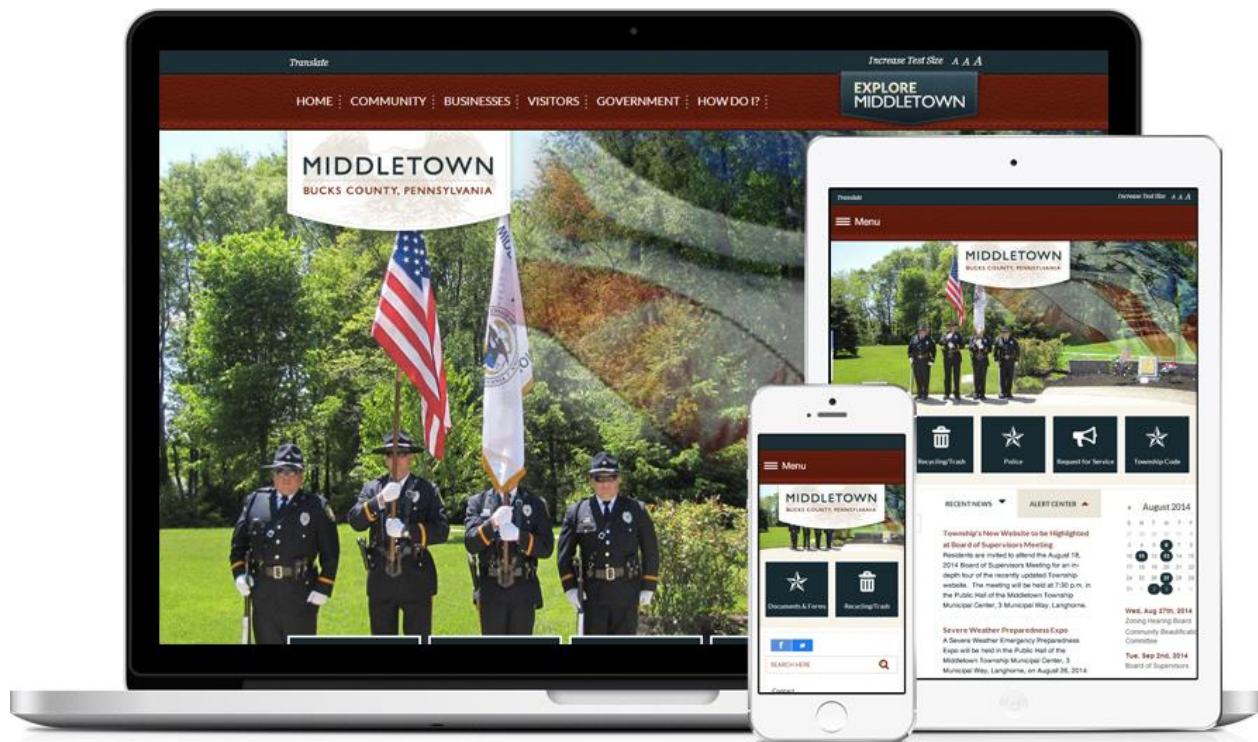
- ✓ Modern, timeless and unique website design integrated with online Government apps
  - ✓ On-time delivery
  - ✓ Competitive pricing
  - ✓ Responsible stewardship of the organization's stakeholders
  - ✓ Full functionality to update and manage your website
  - ✓ All the tools/apps needed to increase communications with citizens
  - ✓ An easy CMS to train employees quickly
  - ✓ Extended phone and email support
  - ✓ Unlimited Upgrades: Revize provides unlimited FREE upgrades to new and existing modules at no additional cost to you.
  - ✓ 1,200+ satisfied government clients
- Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.

*"The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website's progressive look captures the vibrant culture of our community."*—**Craig Kelly, Public Information Officer, City of Wylie, TX**

# Awards & Accolades

## Middletown, Pennsylvania

*Digital Cities Survey*



# Genesee County, Michigan

*Horizon Interactive Award Winner*



# The Revize Solution

## Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences. We don't utilize a "one size fits all" approach because it doesn't make sense. However we do use a standard, proven effective process methodology. Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

**Dedicated Accounts Manager:** Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

**Dedicated Project Manager:** Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

**24/7/365 Project Portal Access:** From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

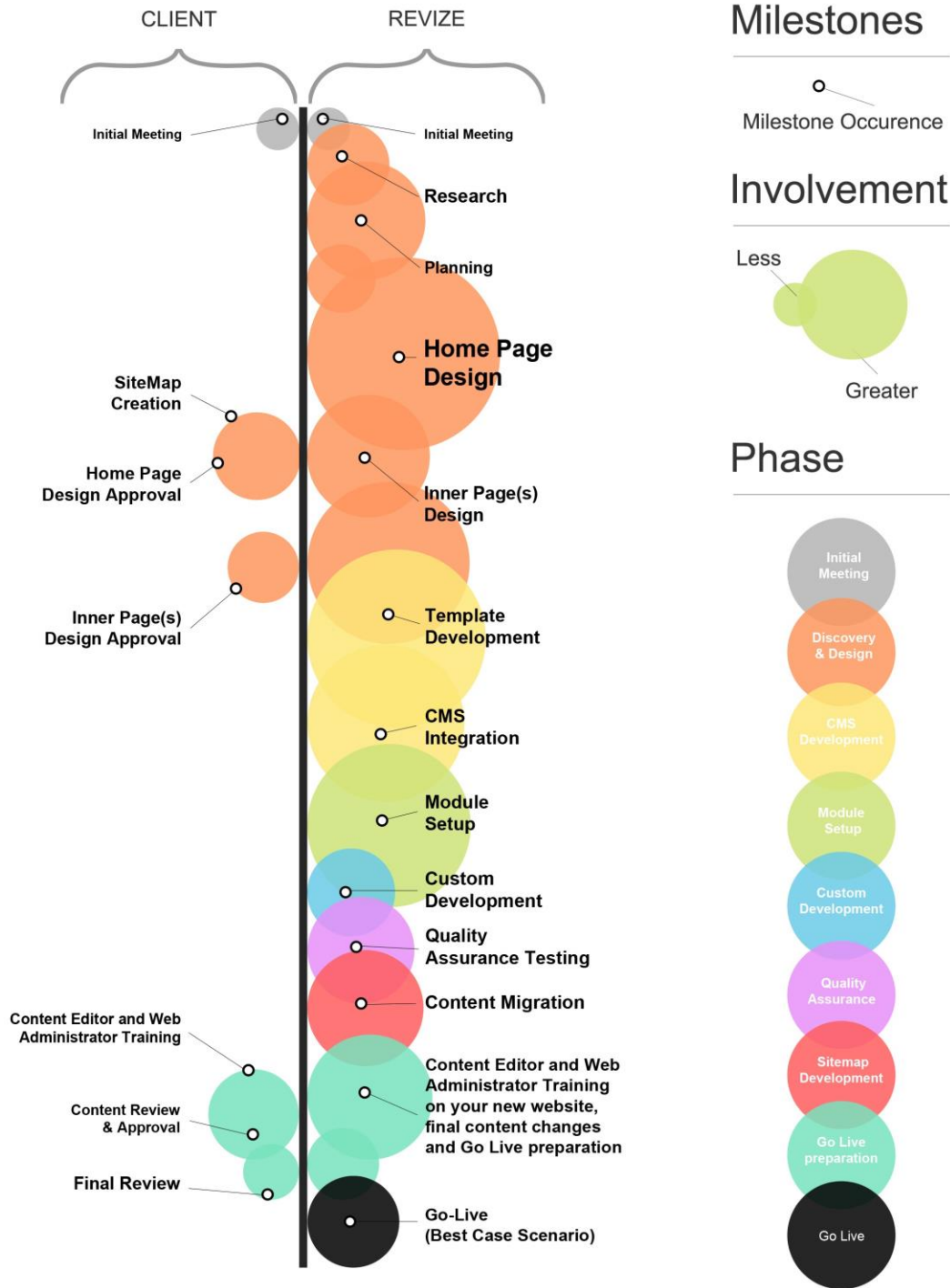
# The Revize Eight-Steps and Go Live!

## Project Timeline

| Phases                                                                                                                    | When             | Duration                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------|
| Phase 1: Initial Meeting, Communication Strategy, SOW                                                                     | Weeks 1 thru 3   | 3 Weeks                                                                                  |
| Phase 2: Discovery & Design                                                                                               | Weeks 4 thru 8   | 5 Weeks                                                                                  |
| Phase 3: Template Development, CMS Integration                                                                            | Weeks 9 thru 11  | 3 Weeks                                                                                  |
| Phase 4: Module Setup                                                                                                     | Weeks 12 thru 14 | 3 Weeks                                                                                  |
| Phase 5: Custom Development                                                                                               | Weeks 15 thru 16 | 2 Weeks                                                                                  |
| Phase 6: Quality Assurance Testing                                                                                        | Week 17          | 1 Week                                                                                   |
| Phase 7: Sitemap Development / Content Migration                                                                          | Weeks 18 thru 20 | 3 Weeks                                                                                  |
| Phase 8: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation | Week 21          | 1 Week                                                                                   |
| Go-Live (Average)                                                                                                         |                  | 14-21 Weeks                                                                              |
| August 1 <sup>st</sup> , 2016<br>Guaranteed Go- Live                                                                      |                  | Achievable with expedited schedule assuming start date before May 1 <sup>st</sup> , 2016 |



# REVIZE PROJECT LIFE CYCLE



## Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Account Manager will set up the initial internal project planning meeting where we will talk about the overall management of your project, establish a timeline, and devise a Revize-Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of the new site, any new content that needs to be written and how to fit the existing content into the new site. Additionally, as an optional item, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval.

Prior to the design kick-off meeting, you will receive our questionnaire to complete with various answers that will help our designers gather information regarding your needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting. The questionnaire addresses various issues such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key points and areas you may want featured on the Home Page?
- Do you need help with logo design? Image? Marketing & branding?
- What key modules do you want featured in your web site, like Document Center, Report a Request, News & Events, Events Calendar etc.
- Do you need social media features need to be highlighted in the new site?  
etc..

## Phase 2: Discovery & Design

If there is client approval, we will collect feedback from the residents on the new design layout by setting up an online survey with a set of standard questions. The survey questions need to be approved by the client prior to our adding a link from your current website. This link can also be distributed through other channels like email, newsletter or any other form of communications you might be using to stay in touch with your residents. Usually there is a 1- to 2-week survey period. Once survey results have been tabulated and your needs have been determined, you and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed, and applying our 20+ years of web design and

development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award winning design!

### **Revize Design Principles**

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website. They are also responsible for the security of the web content and web-based applications they create. They ensure that the code supports secure authentication and authorization, and provides access control mechanisms as required.

Good design principles are always based on readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper (or maybe softer depending on the amount of shadow used).

Of course color cannot be overlooked. Our designers first take the client's preferences, official logo colors, and pictures into consideration to create a color scheme consisting of no more than three colors. We then use variants and hues to create visual appeal, contrast, eye-catching allure and invoke the overall feeling that the client desires.

Last but not least is effective use of page elements such as call to action buttons, social sharing icons, email newsletter sign-up, and promotion areas. The ultimate goal is to provide an easy to navigate webpage that is informative without being overwhelming. Therefore, it is the designer's job to guide the client in making appropriate placement choices for needed items.

### **Revize Design Trends**

There are some exciting new design trends, and Revize is always on the cutting edge, implementing the best of these innovations in our websites. We are especially pleased at how effectively they are proving to be in increasing engagement in government websites.

**#1 Responsive Web Design** – The most important development in website design in years, Responsive Web Design (RWD) automatically conforms and optimizes websites for any screen size. With the substantial increase in smartphone and tablet users today, people are going online using a vast number of devices with wildly different screen sizes. Our websites offer this very important feature of easily and cleanly conforming to computer, tablet and mobile device screens.

**#2 Liquified Content** – This is another important trend that address the fact that information is no longer static or concrete. Instead, content is specifically customized for each unique user. Liquidity of content enhances the immediacy and flexibility of content. The more liquid your

community's content, the easier it is for residents and businesses to access this information in ways and via the channels of their choice: fixed or mobile, interactive and live. Revize is able to effectively make your content liquid. This will make it adaptable to various situations and, therefore, easy to reuse in different contexts distributed for a variety of display formats and communication channels.

**#3 Image Tiles** – This is a trend that enables developers to display content in a pin board style of display. Revize now offers this feature, which creates a very visually appealing display of content, such as pictures or social streams. Image tiles also help promote engagement by encouraging site visitors to comment or reply to items from directly within the image tile. This is an especially useful option for web pages promoting tourism.

**#4 Parallax Scrolling** – This is a highly advanced, innovative design technique for sophisticated websites. Parallax Scrolling allows Revize to build websites in multiple layers, with content that moves across the screen at different speeds as visitors scroll. This unique design technique is very visually engaging and can help improve time-on-site metrics.

**#5 Innovative Typography** – This plays a very important role in website design, image and branding, and is especially important for maximizing the look and feel of the website when accessing it from mobile devices. Our designers are experts in effective typography and take many factors into consideration when selecting the type of fonts, font sizes, and colors to be used for a website.

**#6 Social Feeds** – With the proven ability to strengthen and deepen interpersonal connections, social networks present a wonderful opportunity for government organizations to increase community engagement and make governments more accessible to the people they serve. One method already mentioned for improving social activity is using pin boards; another is creating a social area or social wall that combines activity from multiple social networks, like Facebook, LinkedIn, YouTube and Pinterest. Revize offers a comprehensive line of popular social media applications and networking.

### **Key Phase Objectives & Deliverables:**

**Over the past 20 years, Revize has mastered the art of designing government websites. The following steps are followed while designing new sites**

- ▶ **Establish Needs and Creative Direction:** Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and "feel" of your area, which will inspire ideas for the overall design direction of the website.

- ▶ **Main Menu Navigation & Home Page Wireframes:** Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe\*) for the home page.
- ▶ **Page Layout and module placement:** We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. Also the news and announcements module and events calendar would be integrated into the website, along with the Social Media Center.

*Please Note: The home page “wireframe” will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase. Please see a sample wireframe to concept development snapshot in the next page.*



# WIRE FRAME TO CONCEPT



- ▶ **Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.
- ▶ **Final Home Page Sign Off:** When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.
- ▶ **Final Inner Page Sign Off:** When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written.

## Phase 3: Template Development, CMS Integration

First, the Revize development team will transform the approved designs from mere pictures into fully-functioning HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow customers to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided to clients with our Advanced Training Program.

## Phase 4: CMS Modules Setup

In this phase, all of the features and modules the client has requested will be set up, e.g. calendar, document center, picture galleries, alert center, e-Notify, etc. are all brought to life and made functional while also being tested in the Revize CMS. Revize enhances current modules and adds new modules continuously, and you will receive all future updates to modules at no additional cost.

## Phase 5: Custom Functionality Development

In this phase and according to your specifications, custom functionality of existing CMS modules, database scripting and programming, as well as any custom application development will be executed. The Revize development team will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality. This phase may overlap phases 2 – 4.

## Phase 6: Quality Assurance Testing

In our testing phase, we ensure that your website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, along with any custom developed applications or modules. Additionally, through a series of tests, we perform input validation to ensure that security mechanisms cannot be bypassed if anybody tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce or eliminate exposure of sensitive implementation information.

## Phase 7: Content Development / Content Migration

Revize will develop all of the pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.. **There are no limits to the number of pages you can create after you have gone through training.**

Revize will implement an effective website architecture with the latest technology and usability trends so your website visitors can find information in an instant. We will also assess your current website content and incorporate what you currently have with additional content to maximize interest and excitement for your readers. Our content experts are educated in proper writing and terminology, and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

## Phase 8: Training Your Staff (in-person or web based training)

Once your website is ready for you to begin editing, you will be able to easily revise your content as often as needed. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-site; however we can also provide on-line training for your staff if you prefer. For your convenience, training materials can be downloaded from the Revize website. After training, our friendly and responsive support staff is always here to answer questions and provide training refreshers as needed.

## **Standard Training Agendas**

### **Basic Administrator Training (How to)**

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

### **Advanced Administrator Training (How to)**

- Run back-end reports
- Run Google Analytics reports

### **Content Editor Training (How to)**

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

### **Training on use of specific Modules included, such as:**

- Emergency Notification Center
- Public Service Request App
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center

- Frequently Asked Questions
- Request Center
- Bid Posting Center
- Job Posting Application
- RSS
- And more....

## Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

## Marketing & Ongoing Consultation:

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally, and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

## Search Engine Registration and Marketing:

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.



# Training, Technical Support & Hosting

## Free Training Refresher

Should members of your staff resign or retire, Revize will provide a second refresher training for your new staff members at no cost. The training would be followed by online video tutorials and links to downloadable training manual, so you will never lack the knowledge required to manage your website effectively. Our training team continuously improves our training materials to make sure that we teach all the tricks and essentials necessary to edit the content of the site and build new pages. The Revize support portal is accessible 24/7 to report any post-training issues so that we can take care of it right away.

## Service Level Assurance

Our clients expect their websites to be up and running 24/7. Revize is proud to boast an impressive 99.99 percent uptime – the best in the industry. We constantly invest in the newest technology and innovations to ensure the smooth running of your website. However, in the highly unlikely event that your website is down for two hours or more, Revize will provide monthly prorated credit equal to one day of your annual service contract (example: Annual Service Contract divided by 365 days = daily credit). Each two hour increment will entitle you to one day of credit.

## Unlimited Technical Support

The Revize technical support staff is available to assist you with content management and technical issues, 'round-the-clock, via either phone or email. You can contact Revize's friendly and knowledgeable support and customer service representatives 24/7 for assistance with our website solutions including our content management technology, online interactive tools, training and hosting services. Telephone support is available between 8 a.m. – 8 p.m. EST Monday through Friday (excluding federal holidays); email support and our customer online portal is available 24 hours a day 365 days a year.

### Maximum Response Times:

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

### **Revize Support:**

- ▶ **8 a.m. – 8 p.m. EST Phone Support (Monday thru Friday)**
- ▶ **24X7X365 Portal & Email Support**
- ▶ **Dedicated support staff to provide assistance and answer all questions**
- ▶ **New and existing user training**
- ▶ **Training refreshers**
- ▶ **Video tutorials and online training manual**
- ▶ **Automatic integration of enhancements**
- ▶ **E-Newsletter module support**
- ▶ **Automatic upgrades of CMS Modules such as Calendar, Document Center, etc...**

### **Software Maintenance:**

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. **As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge.** When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

### **Revize Maintenance Covers:**

- ▶ **4 CMS upgrades per year**
- ▶ **Software and modules upgrades (Automatic Install)**
- ▶ **Server Hardware & OS upgrades**
- ▶ **Immediate bug fixes/patches**
- ▶ **'Round the clock server monitoring**
- ▶ **Data Center network upgrades**
- ▶ **Security and antivirus software upgrades**
- ▶ **Firewall and router upgrades**
- ▶ **Bandwidth and network infrastructure upgrades**
- ▶ **Remote backup of all website assets**
- ▶ **Tape backup of all website assets**
- ▶ **Quarterly newsletters on major feature updates**
- ▶ **Regular Webinars on CMS features and usage**

# Hosting Service

Revize has four state-of-the-art physical data centers located in Chicago, Detroit, San Diego and Houston with around-the-clock (24/7/365) monitoring of all server activities. Remote data backups are scheduled nightly with Carbonite data backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web services on redundant (1TB Hard Drive, 3.2 GHz CPU and 32 GB RAM) servers in order to provide enhanced performance, as well as accurate security and data restoration for your website. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to the several hours or days timeframe our competitors offer).

Revize provides our clients with **unlimited** data storage server space for each website. Revize will host both your Extranet and Intranet; your Intranet is secure and only accessible by authorized users through a login system.

There are no special software requirements to run a Revize hosted website and CMS solution. We make it all very simple. All you need is an internet connection and a browser. We also provide complete maintenance of your website, which includes but is not limited to: OS patches, intrusion prevention, antivirus, and software upgrades.

## Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

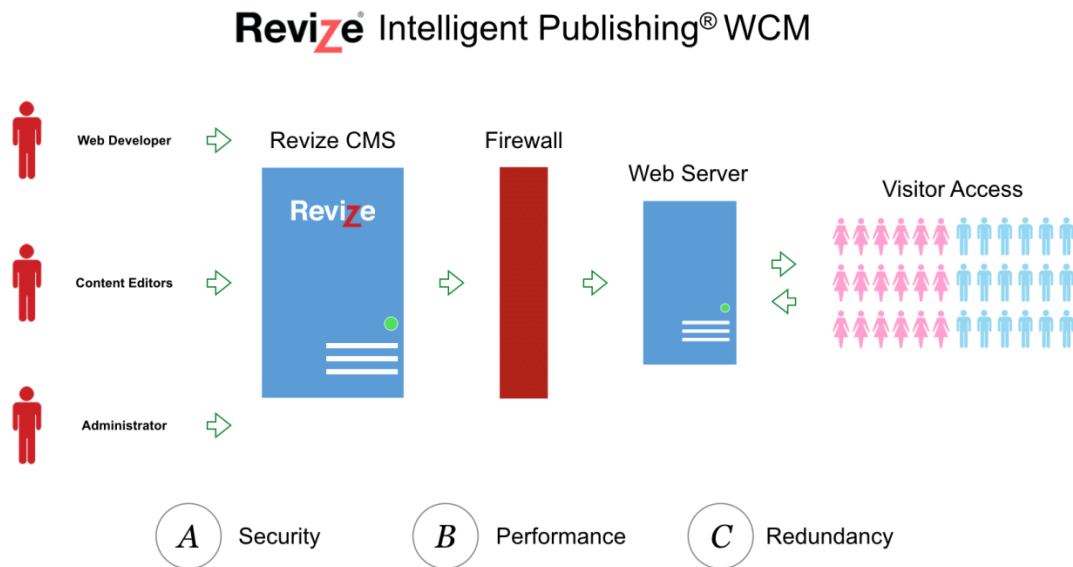
## Security Controls and Protocols

- › Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- › Shield Plus Security Bundle to prevent DDoS attacks
- › Intrusion detection and prevention software (such as file integrity checking software)
- › Host-based firewalls to protect CMS servers from unauthorized access
- › Patch management software
- › Security and Authentication Gateways
- › Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- › HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- › SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS

## Application Security Authentication

- › **Role-Based Security:** Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- › **Permission-Based Security:** Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
- › **Global & Department Workflow Management:** Create workflow management and approval processes where authorized department personnel become approvers for department level content changes. Or create global workflow where all content changes are routed through one central approver.

# Revize Technology Architecture



The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.



# Revize Project Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top notch experts in the field of government website design, development, analysis, content management, training and support. From the first creative concepts through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

## THOMAS JEAN

### *Government Subject Matter Expert/Proposal Manager*

As a Government Subject Matter Expert, business development and account executive, Thomas has brought to Revize a very special skill set. Not only does he sell Revize products and services, he is also a genuine subject matter expert when it comes to the inner workings of government. As an elected Township Trustee in Genesee Township Michigan, he knows the advantages that come with modernizing the way government does business. Additionally, he serves as President of a registered 501c3 non-profit organization, Genesee Forward, that promotes community development. With his unique background as an elected official, president of a non-profit organization, and education from one of the nation's top universities, Thomas is uniquely experienced to give an honest and accurate assessment of your community's website needs.

- ▶ **Philosophy:** As a township trustee, I know the challenges that elected officials face and what is important to them. I very much enjoy helping them by showing them all of the advantages of modernizing a community's technology.
- ▶ **Education:** BS degree in Political Science from University of Michigan; studied under top government academics.
- ▶ **Expertise:** Business development, business management, government procedure, public affairs, community development.
- ▶ **Role on your website project:** Account and client management

## JOSEPH J NAGRANT

### *Business Development Director*

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 400 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government

discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

- ▶ **Philosophy:** "Always put yourself in the client's shoes and do what is best for them."
- ▶ **Education:** BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- ▶ **Expertise:** 29+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.
- ▶ **Role on your website project:** Supervisor of account management between client and project team.

### **RAY AKSHAYA**

#### *Technical Director*

Ray has 20+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- ▶ **Philosophy:** "Work Hard, Help People and Live Honest."
- ▶ **Education:** MS in Engineering Science, Louisiana State University, Baton Rouge
- ▶ **Expertise:** Client Management, Project Management, Technology Development for CMS & Web Apps
- ▶ **Role on your website project:** Technical Director

### **SAMIR ALLEY**

#### *Creative Arts Director/Lead Designer*

Samir has more than a decade of experience in managing web site design projects. He has deployed 260+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- ▶ **Philosophy:** "Empathy, Focus, and... Impute"
- ▶ **Education:** BS in Computer Science, Wayne State University

- ▶ **Expertise:** Web Project Management - Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- ▶ **Role on your website project:** Graphic design of website and backup support.

## **TOM GOODEN**

### *Website Developer/ Graphic Designer, Illustrator*

Tom is a senior front-end developer and designer with Revize with more than 10 years of experience in website development. He is highly skilled in his ability to leverage the latest technologies to create fast and innovative web solutions. He commands an intense, yet light-hearted creative presence at Revize, producing excellent design work.

- ▶ **Philosophy:** Design and development are constantly evolving, and learning new methods and practices gives me a “geeky” excitement. What I truly enjoy most is that I can create what is considered to be art, but at the same time serves a very functional purpose.
- ▶ **Education:** Associate Degree in Computer Science, Oakland Community College
- ▶ **Expertise:** Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5
- ▶ **Role on your website project:** Graphic design of website and backup support.

## **DENISE BRAZIER**

### *Project Manager/Trainer*

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state’s quality committee evaluating organizational policies and procedures for recognition.

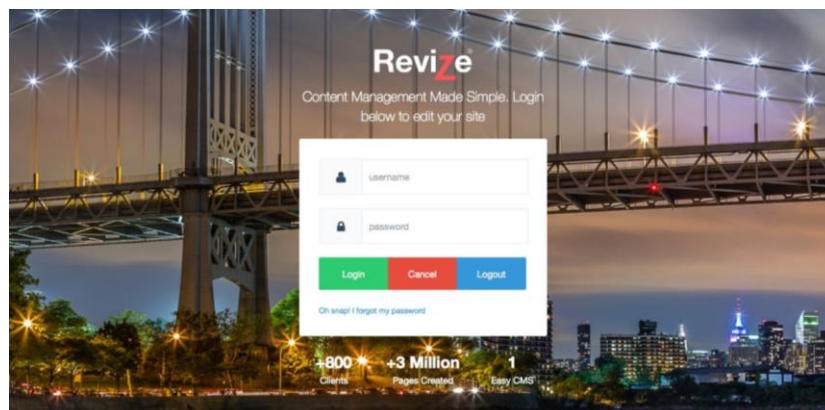
- ▶ **Philosophy:** “Always explain things in the terms of your audience to ensure their understanding”
- ▶ **Education & Training:** MS in the Art of Education from Marygrove College. Certification in Secondary Education
- ▶ **Expertise:** Training, education, teaching, public affairs and project management.
- ▶ **Role on your website project:** Trainer for the Content Management toolset and project manager

# Revize Government CMS User Interface

## 1. Revize CMS User Interface Home Page



2. Users simply browse to a page that they want to edit, select the Login button, and then insert their Login Name and Password into a login screen as shown below.

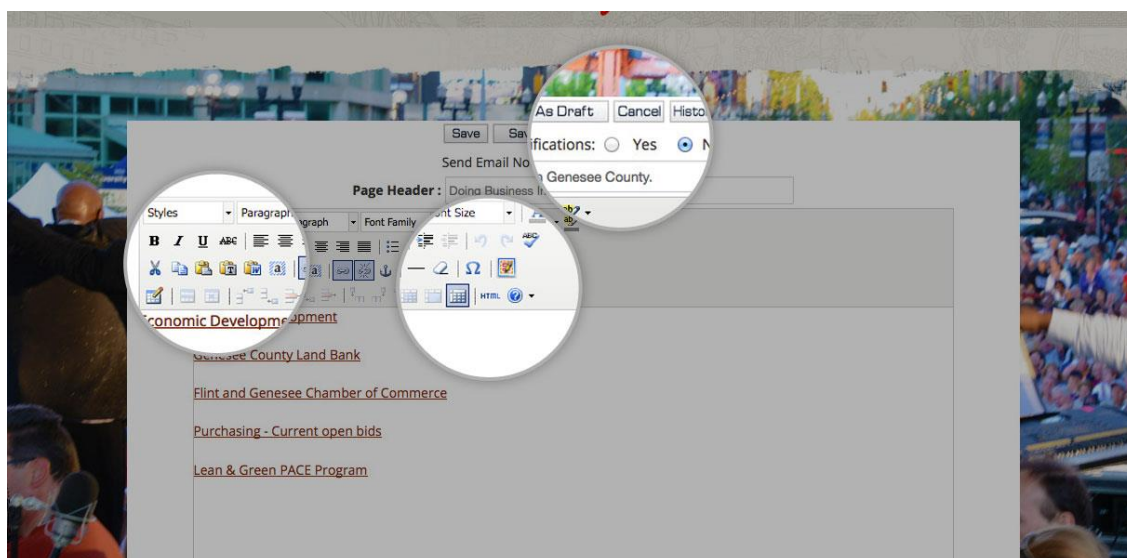




3. Edit buttons appear on the page after the Login executes. Based on user roles/permissions, the appropriate buttons are displayed.



The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a "Word Like" editor.



After the page is "saved", the page can be sent to an approver for review or immediately published to the web site.



## Government Account References

### **CLIENT: VILLAGE OF HINSDALE, IL**

*Suzanne Ostrovsky, Management Analyst*

Office: (630) 789-7010

Email: [sostrovsky@villageofhinsdale.org](mailto:sostrovsky@villageofhinsdale.org)

Website: [www.villageofhinsdale.org](http://www.villageofhinsdale.org)

### **CLIENT: CITY OF OLNEY, IL**

*Kelsie Sterchi, City Clerk*

Phone: 618-395-7302 x3

Email: [olneycityclerk@ci.olney.il.us](mailto:olneycityclerk@ci.olney.il.us)

Website: [www.ci.olney.il.us](http://www.ci.olney.il.us)

### **CLIENT: CITY OF MORRISTOWN, TN**

*Pavel Plasencia, IT Director*

Office: (423) 585-1832

Email: [pavel@mymorristown.com](mailto:pavel@mymorristown.com)

Website: [www.mymorristown.com](http://www.mymorristown.com)

### **CLIENT: CITY OF ST. PETERSBURG, FL**

*Nicholas Stees, Marketing and Communications Director*

Phone: (727) 893-7468

Email: [nicholas.stees@stpete.org](mailto:nicholas.stees@stpete.org)

Website: [www.stpete.org](http://www.stpete.org)

### **CLIENT: CITY OF WYLIE, TX**

*Craig Kelly, Public Information Officer*

Office: (972) 516-6016

Email: [craig.kelly@wylietexas.gov](mailto:craig.kelly@wylietexas.gov)

Website: [www.ci.wylie.tx.us](http://www.ci.wylie.tx.us)

### **CLIENT: BRISTOL BAY, AK**

*Geoff Doland, IT Director*

Phone: (907) 246-4224

Email: [geoffdoland@bristolbayboroughak.us](mailto:geoffdoland@bristolbayboroughak.us)

Website: [www.bristolbayboroughak.us](http://www.bristolbayboroughak.us)

### **CLIENT: CITY OF ST MARYS, GA**

*Eugene Rudy, IT Manager*

Office: (912) 510-4029

Email: [Eugene.Rudy@ci.st-marys.ga.us](mailto:Eugene.Rudy@ci.st-marys.ga.us)

Website: [www.ci.st-marys.ga.us](http://www.ci.st-marys.ga.us)

# Government Project Experience



## **VILLAGE OF HINSDALE, ILLINOIS** **WWW.VILLAGEOFHINSDALE.ORG**

### **Open Branding, Responsive Web Design**

Details: Hinsdale is a highly desirable and well-planned community that wanted a website to show off its cosmopolitan character and increase resident communications. It has an intuitive layout that guides the web visitor to important information while delivering ease of use among the community.

Features: Events Calendar, Document Center, Social Media Fly Out, Alert Center, Sliding Feature Bar, Changeable Rotating Photo Gallery, FAQ, eNotify, Translate This Page, Business Directory, Print This Page, Email This Page, etc.

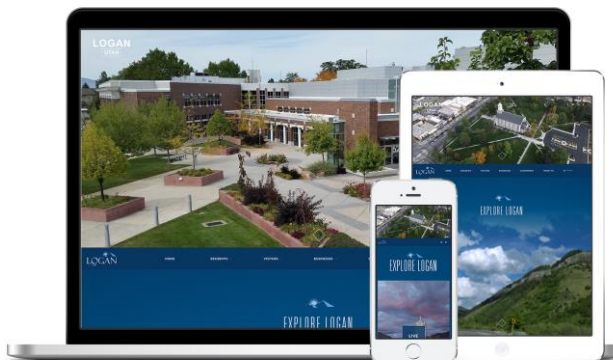


## **ST. PETERSBURG, FLORIDA** **WWW.STPETE.ORG**

### **Responsive Web Design**

Details: Oceanside city website design to make you feel like you want to go there! As well as feel like you are part of the community right from the home page. Social media feeds from Instagram, Flickr, Facebook, Twitter, and YouTube all on the homepage!

Feature Spotlight: Members Center, Event Calendar, Document Center, Quick Links, Citizen Request Center, Advanced Photo Gallery, Language Translator, Community Alerts and Social Media



## **LOGAN, UTAH** **WWW.LOGANUTAH.ORG**

### **Responsive Web Design**

Details: The Logan design masters bringing together the beauty of the city with a straight forward connection to everyday resident information. The website not only functions as a community engagement center but has special SEO attraction for tourism interests with easy navigation!

Feature Spotlight: Event Calendar, Latest News, Document Center, Community Alerts, Staff Directory, Bid Posting, Job Posting and Quick Links.



**WYLIE, TEXAS—  
[WWW.WYLIENTEXAS.GOV](http://WWW.WYLIENTEXAS.GOV)**

**OBJECTIVE:**

Responsive Web Design Details: City website designed to make you feel like you are in this charming community. The website not only functions as a community engagement center but has special SEO attraction for tourism interests with easy navigation!

Feature Spotlight: Members Center, Event Calendar, Document Center, Quick Links and Online Bill Payment



**BRISTOL BAY, ALASKA –  
[WWW.BRISTOLBAYBOROUGHAK.US](http://WWW.BRISTOLBAYBOROUGHAK.US)**

**OBJECTIVE:**

Open Branding Responsive Web Design Details: Municipal website design to reflect the beauty of the area within seconds. Features a panoramic photo slider along with a next generation side navigation. Also features beautifully incorporated mega menus. This is not your average government website!

Feature Spotlight: Members Center, Event Calendar, Document Center, Quick Links and Online Bill Payment



**MORRISTOWN, TENNESSEE  
[WWW.MYMORRISTOWN.COM](http://WWW.MYMORRISTOWN.COM)**

**Responsive Web Design**

Details: The Morristown website is not just a government website but provides an innovative image of the City that draws web visitors in. The home page features a clean entryway to resident and visitor information and multiple touch points to get to everyday topics of interest in one click.

Feature Spotlight: News Center, Upcoming Events, Document Center, Quick Links Fly out Menu and Social Media Sharing Bar

# Revize Support Includes:

- ✓ 8 AM – 8PM EST Phone Support (Monday thru Friday)
- ✓ 24X7X365 Portal and Email Support
- ✓ Staff provides assistance and answers all questions
- ✓ Dedicated support staff
- ✓ New/existing user training
- ✓ Free Training Refreshers
- ✓ Video tutorials and online training manual
- ✓ Automatic integration of enhancements
- ✓ E-Newsletter Module support
- ✓ Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- ✓ Four major CMS upgrades per year
- ✓ Software and modules upgrades (automatic install)
- ✓ Server hardware and OS upgrades
- ✓ Immediate bug fixes/patches
- ✓ Round the clock server monitoring
- ✓ Data Center Network upgrades
- ✓ Security and antivirus software upgrades
- ✓ Firewall and router upgrades
- ✓ Bandwidth and network infrastructure upgrades
- ✓ Remote backup of all website assets
- ✓ Tape backup of all website assets
- ✓ Quarterly Newsletters on major feature updates
- ✓ Regular webinars on CMS features and usage
- ✓ Free website design upgrade every 5<sup>th</sup> year

# Citizen's Communication Center Apps



## NOTIFICATION CENTER

*Simple Yet Powerful*

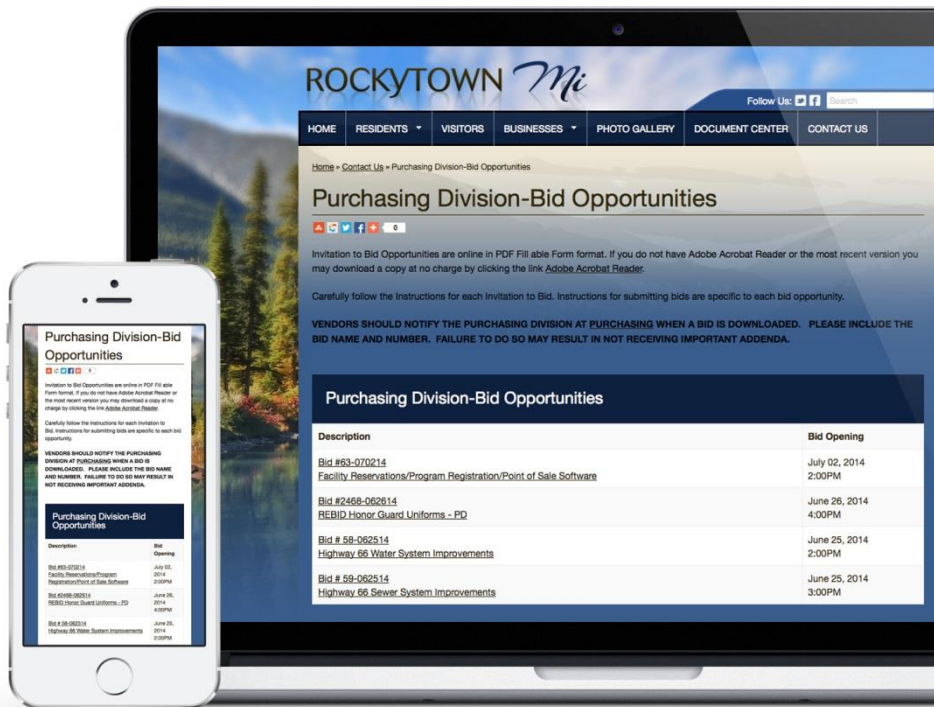
You can't fool or control Mother Nature. But you can protect members of your community from her wrath. Posting emergency notifications on your home page, any other page, or throughout your site, this module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.



## BID POSTING

*Quick and Easy*

The Bid Postings App provides a simple and easy-to-use method for organizing and presenting bids, RFPs and RFQs online for vendors or local contractors interested in providing products and services to your community.



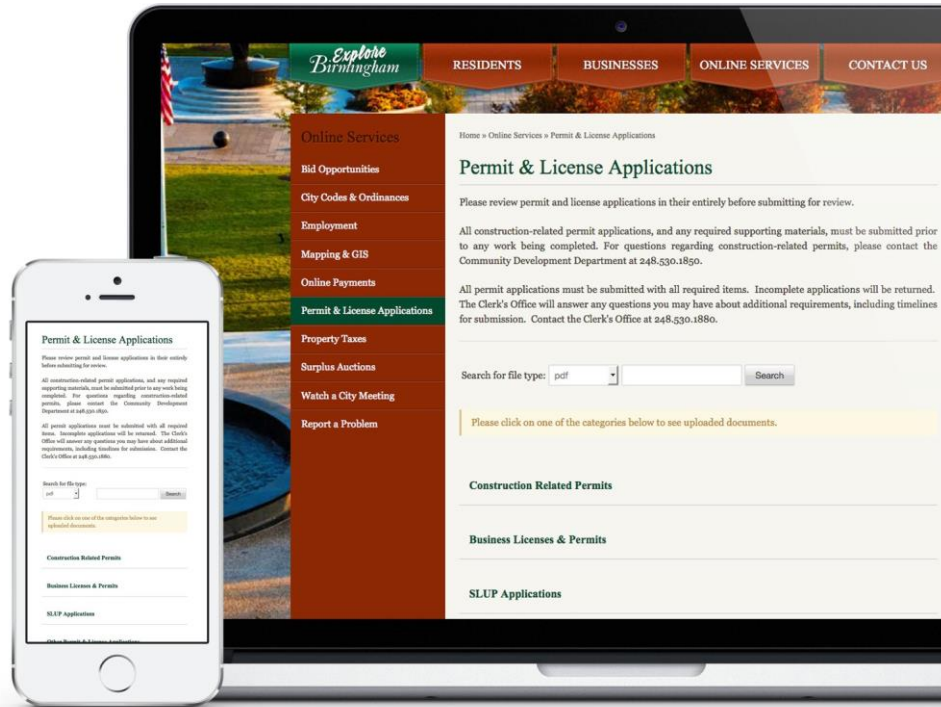




## DOCUMENT CENTER APP

*Documents Done Right*

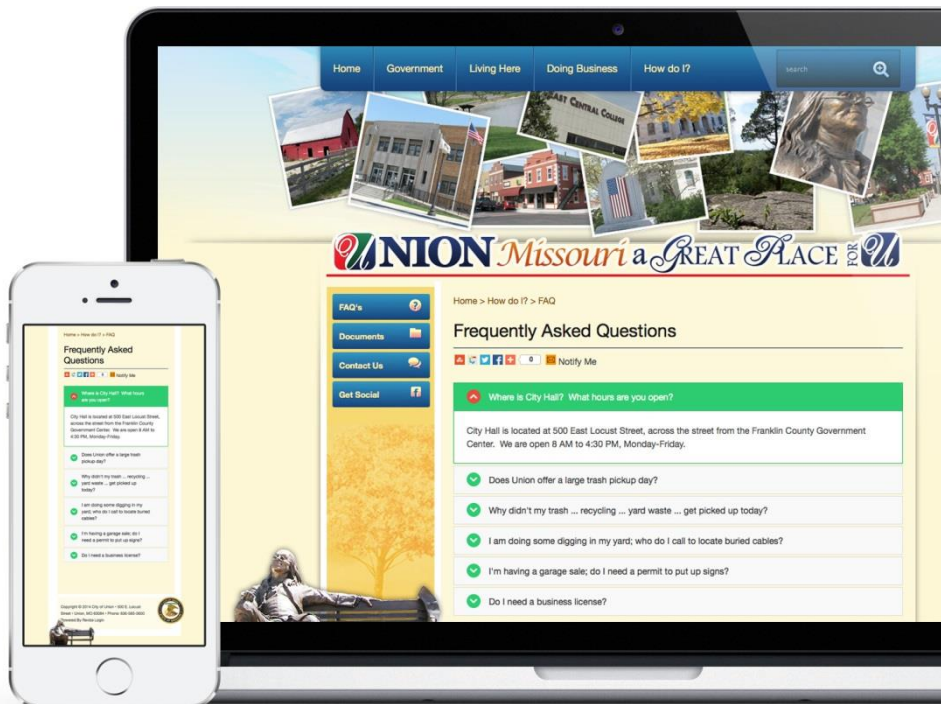
Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- and you won't incur any printing or postage costs.



## FAQ

*Handy and Convenient*

FAQ's make it easy for site visitors to find answers to common questions and will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!





## JOB POSTING

*Find The Best*

Revize's job postings app allows your site visitors to view and apply for open positions online. Postings are removed automatically based on the job expiration date input by your HR personnel. You can provide as much detail as you like and link to or upload any number of files that fully describe the job position. Best of all, with the form fill interface, new openings can be posted in minutes by non-technical staff.

**CITY OF WEBSTER CITY  
EMPLOYMENT APPLICATION**

To Applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading.

**PERSONAL INFORMATION**

\* Date

\* Name  
Last  First  Middle

\* Address  
No.  Street  City  State  Zip

\* Social Security No.  Telephone No.

\* Are you eligible for employment in the USA?  
Are you eligible for employment in the USA?  State age if under 18

\* Have you ever been convicted of a felony?  
Have you ever been convicted of a felony?

**EMPLOYMENT DESIRED**

\* Position applying for  Rate of expected pay

Were you previously employed by us?  If yes, when?

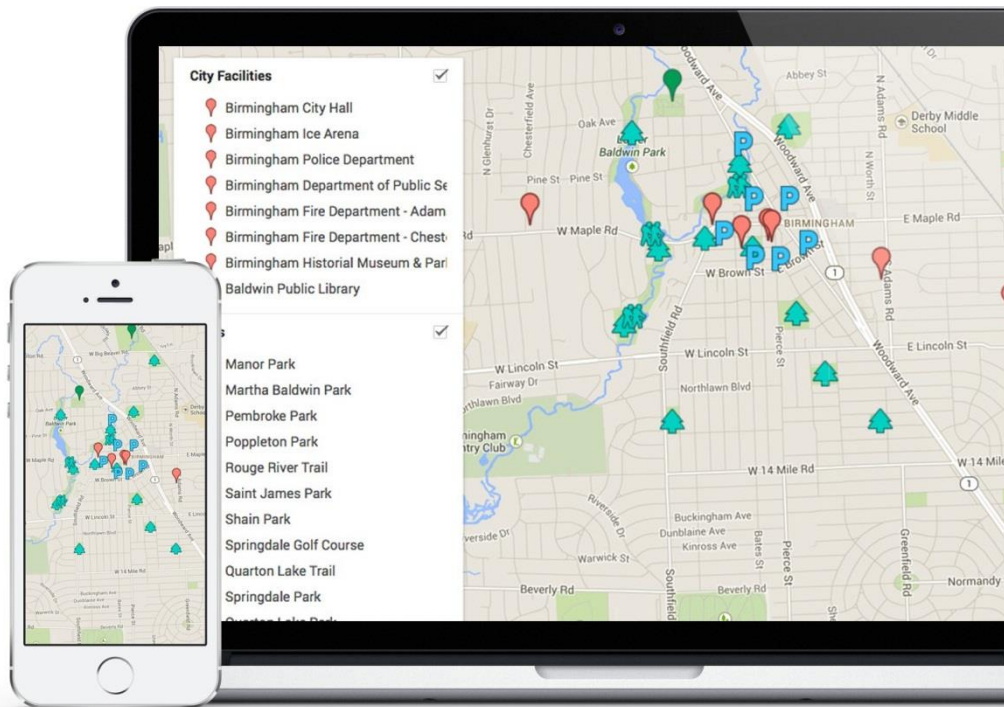
If your application is considered favorably, on what date will you be available for work?



## INTERACTIVE MAP

*Navigate With Ease*

Not only does the Revize CMS ensure that your site is easy for visitors to navigate, we've made it even easier for them to navigate the real world surrounding your location. Specific buildings, parks, bike paths, mass transit stations, nearby businesses, tourist attractions, parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps highlighted with Pins





## PHOTO GALLERY

*Eye-Catching*

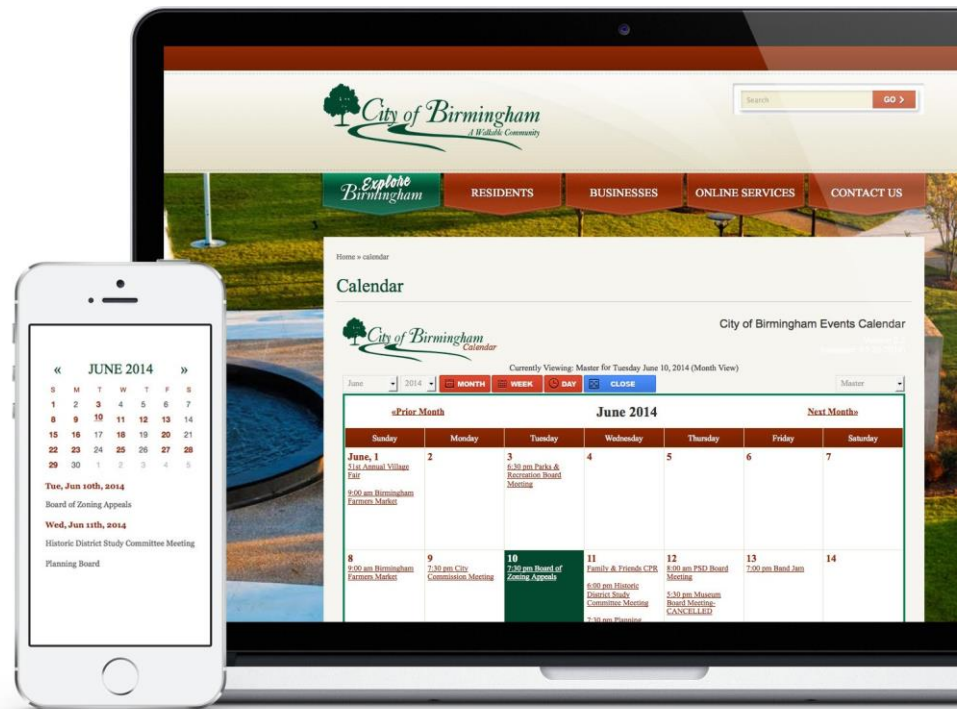
A picture is worth a thousand words and photos are a proven way to increase the amount of time people spend on any given website. Great for showcasing photos or videos of events in and around your community, the Photo gallery has a slider to scroll through photos and also has thumbnails for each picture with On/Off features.



## Calendar App

*Intuitive and Robust*

The Master/Sub Calendar provides an easy-to-use tool to enhance usability and encourage the communication of events both internally and externally. It provides visibility and transparency into activities, meetings, and events with a visually appealing display and easy to find event contact information. The ability to insert recurring events saves time by allowing you to create the event once then repeat automatically; great for Board and City Council meetings







## BUSINESS DIRECTORY

Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and categorized by non-technical staff in a simple table interface.



## E-NOTIFY

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.



## NEWS CENTER WITH FACEBOOK INTEGRATION

Website visitors can see all the news stories in a given time frame on one full page of the website, they can click on subjects and get the full details of any specific news event. Users can also subscribe to news and press releases through email, RSS Feeds, Facebook and Twitter.



## ONLINE FORMS

Using this module, you can create -- from scratch - an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.



## QUICK LINKS

The Quick Links module allows site visitors to navigate to their areas of interest, much like FAQs.

Examples for users:

Where do I...Get Registered for Summer Camp

Where do I...Get a Marriage License



## SHARING APP

Provides a one click drop down to multi-social media and utility buttons. A common widget used on the web, it is intuitive and easy to use.



## SLIDING FEATURE BAR

This feature is a mainly for visual appeal. It helps to break up pages with an interesting slide bar that can be populated with any subjects or areas that you want to draw attention to. For example, you may want to feature Parks & Rec, Landmarks and Tourist Attractions



## TRANSLATOR

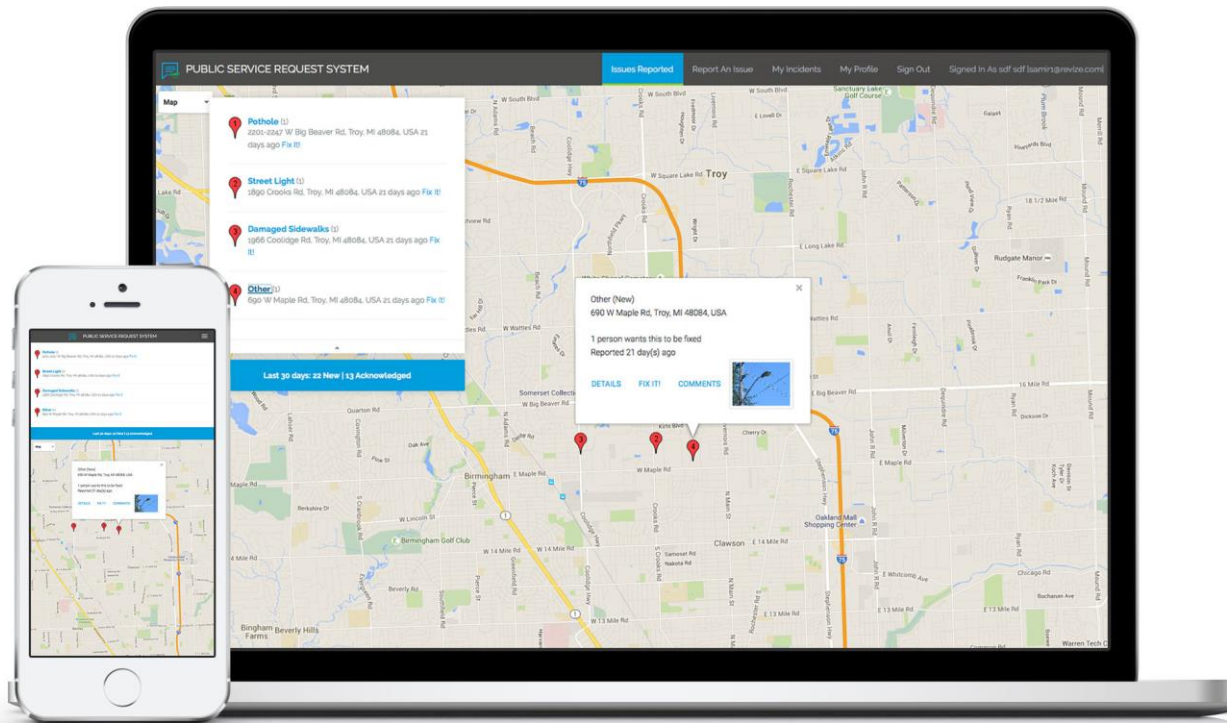
Revize integrates the Google Translator into your website templates and translates from English to over 40 other international languages. Provides users a large visual display at the top of the web page to choose any language to convert the text into.



# Citizen's Engagement Center Apps:

## PUBLIC SERVICE REQUEST APP

*Make a Difference*



1

Allows governments to easily track issues reported by citizens and provide resolution information and updates.

2

Integrates easily into government websites and works well on mobile devices as well as desktop and laptop computers.

3

Department managers will have the ability to route service requests within the department and automatic escalation can be set.



## **CITIZEN REQUEST CENTER**

This app allows customers, residents, participants, students, or any website visitor to post requests online. By the use of a drop down menu, individuals can forward the request, idea, or comment to the party of interest. That item is then forwarded via email to the proper recipient. You can add or delete department names as well as individuals in the drop down menu at any time. Captcha is integrated to ensure each request is genuine and not a spam.



## **PUBLIC RECORDS REQUEST TRACKER**

This app allows public to order copies of the public records maintained by a municipality. The request is routed to the record custodian within a department and automated response is generated with a unique tracking number. The system allows the full tracking, correspondence and online handling of all types of public record request. The record request form is very flexible and customizable for every municipality.



## **CITIZEN CONNECT**

This app helps open up the lines of communication between administrators and their constituents, increasing transparency and constituent interaction. It is a blog that features the option to allow constituent comments for feedback (comments can be moderated before being published to the website).



## **PARKS RESERVATION**

This app allows the display of parks shelters and their amenities and to manage their availability to the public. A website visitor can search for facilities by type available, review the amenities for each facility and easily reserve the facility including the option to pay for its use.



## ONLINE BILL PAY

Allows clients to set-up secure on-line payment processing for credit card transactions. Can be used for utility and tax payments; Purchasing items on-line; or making donations to non-profit organizations.



## RSS FEED

Site visitors will be eating out of the palm of your hand with our RSS feeds module. Revize's CMS allows customers to generate RSS (Real Simple Syndication) feeds for any genre of news or events. RSS feeds are a trusted way to communicate important information to site visitors while ensuring that they remain engaged with your organization and regularly return to your site.

## Staff Productivity Apps



### AGENDA POSTING CENTER

Using this app, you can upload agendas, meeting packets, meeting minutes, proposals for review, and more, all into one area on your website for easy access and review before, during, or after each meeting. Old meeting agendas and information are archived per meeting for quick access at any time.



### JOB POSTING APP

This app allows you to post a job and receive resume submissions online. Candidates can fill in all the fields and submit the job application online. Once the job application is submitted, a link to the filled in application form will be emailed to the responsible HR person which they can view, print and file for their records.



### IMAGE MANAGER

Allows approved staff to upload images from their computer or network folders. This very simple interface allows you to upload new pictures and stores uploaded pictures for reuse. Each department can create their own image folders and organize image libraries by department. Also, obsolete images can be deleted from the image library.



### INTRANET

Provides a Dynamic CMS-enabled area with secure login to build out an entire Intranet for employee specific information only. It benefits your employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.



### LINK CHECKER

When a new link is created, the Revize system checks if the URL (link) is valid or not. If not, an error message will be displayed. This benefits the Content Editor by double checking bad links before they are saved on your website.



### MENU MANAGER

Allows approved content editors to add or edit site-wide top navigation, department or section specific links (e.g. left or right navigation). This feature gives you control to change and update the Navigation menus of your website for continuous improvement.



## NEWS LETTER APP

The system allows non-technical staff to build attractive, informative newsletters and disseminate them with one click to everyone on your distribution list. Activity metrics include emails sent successfully to help you validate email addresses. The application provides the ability to import contact lists, upload images, add groups, assign contact lists to groups, as well as export lists.



## ONLINE FORM BUILDER

Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.



## WEB CONTENT ARCHIVING

Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.



## WEB CONTENT SCHEDULE

This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.



## Site Admin & Security Apps



### AUDIT TRAIL

This is a powerful administrative tracking tool that provides reports on the content change activities of any webpage within the system. The administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.



### AUTO SITEMAP TOOL

Revize CMS provides this tool to automatically generate a sitemap. Anytime a new page is added or deleted from the system, the sitemap will republish to show the change. An up-to-date sitemap is very critical to boost the ranking of your website in different search engines.



### HISTORY LOG

Administrators can view all the archived versions of any web page and restore any old/archived page. It is a very useful feature for referring to any archived legal documents or press releases.



### ROLES/PERMISSION SETUP

Our CMS uses a role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers etc., or you can add roles for each department and assign department-specific roles to each user.



## SECURE SITE GATEWAY

Provides a secure login area for either users of an intranet or users to access information not available to the general public. Once users are set-up with a secure login ID, they can manage their own password changes as necessary.



## WEBSITE STATISTICS

Revize integrates Google's Web Analytics tool to track number of site visits, website traffic sources, etc. Your website administrator can run various reports to collect important data on the usage of your website.



## WORKFLOWS BY DEPARTMENT

Provides a method for Supervisory Oversight of content updates. The process allows an authorized "approver" to compare the current page with the proposed new page content (side-by-side) for easy review and comparison.

## Mobile Device and Accessibility Apps



### ALT-TAGS

Use of alt tags for images, a required part of the Revize CMS image manager feature, allows vision impaired individuals to understand the content of the image.



### FONT SIZE ADJUSTMENT

Provides the ability for users to change font size by clicking button to reach their desired size. Helps those with low vision to easily read information on your website.



### RESPONSIVE WEB DESIGN

Revize uses pixel rendering Responsive Web Design to accommodate better viewing of text and graphics for any size screen, i.e., smart phones, tablets, iPads and iPhones.

4/14/16

## Revize Quote: Pekin, IL

|                                                                                                                                                                                                                                                                                                    |                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Phase 1: Project Planning and Analysis, SOW                                                                                                                                                                                                                                                        | \$2,500                         |
| Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page template and inner page design and layout, includes Responsive Web Design for great viewing on any size handheld internet viewing device complete with pictures and no need to zoom in on the text!     | \$5,500                         |
| Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content! | \$7,100                         |
| Phase 5: QA Testing                                                                                                                                                                                                                                                                                | \$1,800                         |
| Phase 6: Site map development/content development for all the top tier department home pages and content migration from old website into new website including spell checking and style corrections – up to 250 webpages and 1,450 documents (approximate number on your website today)            | \$2,700                         |
| Phase 7: Content editing and site administration training (two day session)                                                                                                                                                                                                                        | \$2,900                         |
| Phase 8: Go live!                                                                                                                                                                                                                                                                                  | \$300                           |
| Annual tech support, CMS software updates (unlimited users), and website health checks. website hosting Included free of charge (Unlimited storage space):                                                                                                                                         | \$5,900                         |
| <b>Grand Total (1st year)</b><br>Second year and onward investment                                                                                                                                                                                                                                 | <b>\$28,700</b><br>\$5,900/year |

## Payment Options:

***Revize provides a free website redesign after four years of service, if the client chooses to sign a locked-in rate contract for five years. This includes a lifetime warranty.***

### **Optional Payment Plan – The Revize Client First Plan**

The Revize Client First Plan offers local governments an alternative payment plan that makes it easier to purchase a new website on your budget and spreads the one-time project design and development costs over a longer period of time.

Through a minimum three-year contract, The Revize Client First Plan dramatically lowers the one-time project development and start-up costs of launching a new website. What Revize does is combine the one-time and recurring fees and spreading them over the life of the contract. And because we value our continuing relationships with our customers, those who extend their contract beyond the three-year minimum will receive a redesign at the end of their fourth year with Revize Free of Charge.

### **The Revize Client First Plan Annual Recurring Fees – Interest Free:**

First Year:      \$ 13,500  
Second Year:    \$ 13,500  
Third Year:      \$ 13,500  
Four Year:       \$ 5,900

### **ADDITIONAL SERVICES (OPTIONAL – NOT REQUIRED):**

|                                                                                                                                               |                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>On-Site Training Program:</b><br>Two day on-site training, classroom style. Content editor and administrator training, all travel expenses | \$2,900                   |
| <b>Content Migration:</b><br>If needed, additional content migration “as is” available at \$3 per web page or document                        |                           |
| <b>On-Site Consulting:</b><br>On-site consulting and thought gathering sessions, requirements gathering, survey creation, all travel          | \$4,200                   |
| <b>Content Copywriting:</b>                                                                                                                   | \$98 per hour             |
| <b>Design Services:</b>                                                                                                                       | \$75 per hour             |
| <b>Content Editing by Revize:</b>                                                                                                             | \$50 per hour, 30 minimum |



## The Following Applications & Features will be integrated into Your Website Project

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

- ▶ **Citizen's Communication Center Apps**
- ▶ **Citizen's Engagement Center Apps**
- ▶ **Staff Productivity Apps**
- ▶ **Site Administration and Security Features**
- ▶ **Mobile Device and Accessibility Features**

### **CITIZEN'S COMMUNICATION CENTER APPS:**

- ✓ Notification Center with Text/Email Alerts
- ✓ Bid Posting
- ✓ Document Center
- ✓ Email Notify
- ✓ FAQs
- ✓ Job Posting
- ✓ Multi use Business Directory
- ✓ News Center with Facebook/Twitter Integration
- ✓ Online Forms
- ✓ Photo Gallery
- ✓ Quick Link Buttons
- ✓ Revize Web Calendar
- ✓ "Share This" Social Media Flyout App
- ✓ Sliding Feature Bar
- ✓ Language Translator

### **CITIZEN'S ENGAGEMENT CENTER APPS:**

- ✓ Citizen Request Center with Captcha
- ✓ Public Service Request
- ✓ Public Records Request App

- ✓ Citizen Connect (Community Blog)
- ✓ Parks Reservation App
- ✓ Online Bill Pay
- ✓ RSS Feed

#### **STAFF PRODUCTIVITY APPS:**

- ✓ Agenda Posting Center
- ✓ Job Posting App
- ✓ Image Manager
- ✓ iCal Integration
- ✓ Intranet
- ✓ Link Checker
- ✓ Menu Manager
- ✓ Online Form Builder
- ✓ Staff Directory
- ✓ Website Content Archiving
- ✓ Website Content Scheduling
- ✓ Newsletter App

#### **SITE ADMINISTRATION AND SECURITY FEATURES:**

- ✓ Audit Trail
- ✓ Auto Site Map Generator
- ✓ Dreamweaver Extension (Revize API)
- ✓ History Log
- ✓ Intranet (Secure Area)
- ✓ URL Redirect Setup
- ✓ Roles and Permission-based Security Mode
- ✓ Secure Site Gateway
- ✓ Unique Login/Password for each Content Editor
- ✓ Web Statistics and Analytics
- ✓ Workflows by Department

#### **MOBILE DEVICE AND ACCESSIBILITY FEATURES**

- ✓ Font Size Adjustment
- ✓ Alt-Tags
- ✓ Responsive Website Design (RWD) –Latest Government Design Trend to accommodate better viewing of text and graphics for any size screen, i.e smart phones, tablets, iPads, iPhones, Windows and Android devices



## REQUEST FOR COUNCIL ACTION

**To: Mayor and Council**

**CC: City Clerk, Finance Dept., City Attorney, City Manager, Assistant City Manager**

**From: Pamela Anderson, Community Development Director**

**AGENDA ITEM: Renewal of contract with the Pekin Housing Authority for the Rehab Coordinator position.**

**AGENDA DATE REQUESTED: May 9, 2016**

**ACTION REQUESTED: Council approval of the Housing Rehabilitation consulting contract with the Pekin Housing Authority.**

**DESCRIPTION:** This is a one (1) year renewal contract for the CDBG Rehab Coordinator position with the Pekin Housing Authority. The City of Pekin has participated with the Pekin Housing Authority for the last ten years. This contract is from May 1, 2016 to April 30, 2017.

**FINANCIAL IMPACT: The expense of the contract is \$2,791.67 a month, which is budgeted within the current fiscal year CDBG allocation (\$33,500 annually).**

**NEIGHBORHOOD CONCERNS: n/a**

**IMPACT IF APPROVED: The City of Pekin will enter into a contract with the Pekin Housing Authority.**

**IMPACT IF DENIED: The City of Pekin will renegotiate with the Pekin Housing Authority concerning the Rehab Coordinator position.**

**ALTERNATIVES: The City could hire a part-time employee for the rehab program duties.**

**RELATIONSHIP TO THE CONCEPTUAL PLANNING PROCESS: [check no more than 2 boxes. Copy this check mark ✓ and paste it to the left of the relevant theme.]**

|   |                                                                                                                                     |
|---|-------------------------------------------------------------------------------------------------------------------------------------|
|   | <b>A Prosperous Community.</b> To promote and sustain a balanced economy that supports expansion and retention of family-wage jobs. |
|   | <b>A Safe Community.</b> To protect community life and property by providing effective, principled police and fire services.        |
|   | <b>A Strong Foundation.</b> To improve and maintain existing infrastructure and leverage opportunities for new infrastructure.      |
|   | <b>A High Quality of Life.</b> To support or provide services that improves the quality of life for Pekin's residents.              |
| ✓ | <b>An Effective Government.</b> To deliver effectively the services that Pekin's residents want, need, and are willing to support.  |

### REQUIRED SIGNATURES

**Department Director:** *Pamela Anderson*

**Finance Department (Certification of Availability of Funds)**

**Corporation Counsel:**

**City Manager:**

**Date:**

## **HOUSING REHABILITATION CONSULTING CONTRACT**

This contract is made and entered as of the first day of May, 2016, by and between the CITY OF PEKIN, an Illinois municipal corporation ("Pekin"), having an office at 111 S. Capitol Street, Pekin, Illinois 61554, and the Housing Authority of the City of Pekin ("Consultant") having an office at 1901 Broadway Road in Pekin, Illinois.

### **Article 1 Statement of Work**

Consultant shall render to Pekin the services described in Exhibit A, attached hereto and made a part hereof.

Consultant shall perform such services with all due diligence and within time frames established by HUD guidelines. The services shall be performed in a professional and businesslike manner in accordance with recognized professional standards and shall be in accordance with such requirements or restrictions as may be lawfully imposed by any governmental authority. The services shall be completed to Pekin's satisfaction. Pekin and Consultant agree to all of the terms and provisions of the Exhibit attached hereto, which is considered part of this Contract.

### **Article 2 Contract Price**

Upon submission of invoices by Consultant as required herein, Pekin shall pay Consultant for the performance of this Contract at a rate of \$ 2,791.67 per month (\$ 33,500 annually).

The scheduled payments include the cost of all labor, equipment, and materials required to complete the services described in Exhibit A, and all federal, state and local taxes, charges and excises applicable to the services. There is no minimum that Pekin is required to pay under this Contract.

### **Article 3 Billing and Payment**

Consultant shall submit invoices for all services performed under this Contract. Invoices against this Contract shall indicate the services performed for which billing is rendered, shall separately identify any taxes

included in the contract price, shall include Consultant's tax identification number, shall specifically identify this Contract, and shall be submitted in duplicate to Pekin at its address listed above, attention Pamela Anderson, Community Development Director. Payment shall be rendered within thirty (30) days of invoicing and/or acceptance or approval by Pekin of reports, drawings, change orders, and inspections. Final payment shall be made upon completion to Pekin's satisfaction of the services.

#### **Article 4 Duration**

This Contract applies to all work performed by Consultant which is described in Exhibit A, and shall terminate on whichever is earlier of April 30, 2017, or the date as of which Pekin notifies Consultant in writing that its services under this contract have been completed.

This Contract may be terminated by Pekin for its convenience at any time in whole or in part. In the event of any such termination, Consultant shall be entitled to payment for services rendered prior to the effective date of termination, and in the event payments made by Pekin to Consultant exceed reasonable compensation for services rendered prior to the effective date of termination, Consultant shall refund to Pekin the difference between the amount paid and the amount of reasonable compensation.

#### **Article 5 Representatives**

The Contract Representatives of the parties are identified below. The parties may designate another representative in writing from time to time.

Consultant's Representative is:

Dennis D. Green  
Executive Director  
1901 Broadway Road  
Pekin, IL 61554  
Telephone (309) 346-7996  
Fax (309) 346-7457

Pekin's Representative is:

Sarah Newcomb  
Interim City Manager  
111 S. Capitol  
Pekin, IL 61554  
Telephone (309) 477-2300  
Fax (309) 346-2095



## **Article 6**

### **Title to Material**

All right, title and interest in and to all work and work products developed or produced under this Contract whether in the form of reports, charts, outlines, specifications, drawings, sketches, models, samples, data, computer programs, documentation or other technical or business information, and all right, title and interest in patents, copyrights, trade secrets, trademarks and other intellectual property derived from such work and work products are hereby assigned by Consultant to Pekin. All work and work products prepared for Pekin under this Contract shall be delivered to Pekin as required herein or on termination or completion of this Contract, whichever is earlier, unless Consultant is requested in writing to do otherwise. Consultant agrees, upon request of Pekin, to require any of its personnel developing or producing work or work products under this Contract to execute an assignment of same to Pekin in a form provided by Pekin. All such work and work products prepared for Pekin under this Contract shall be considered "work made for hire" to the extent allowed by law.

## **Article 7**

### **Confidential Information**

Any plans, reports, outlines, specifications, drawing, sketches, models, samples, data, computer programs, work, work product, documentation, or other technical or business information ("Information") furnished or disclosed by Pekin to Consultant hereunder or that Consultant becomes aware of in connection with rendering services hereunder is the property of and shall be deemed confidential to Pekin and shall be returned to Pekin at the conclusion of this Contract, or shall be destroyed if Pekin shall so direct in writing. Unless such information was previously known to Consultant free of any obligation to keep it confidential or is subsequently or was previously made public by Pekin or by a third party having legal right to make such disclosure, it shall be held in confidence by Consultant and shall be used by Consultant for the purposes hereunder. Consultant shall obligate each of its employees, agents and subcontractors to keep such Information confidential in accordance with the foregoing requirements.

## **Article 8**

### **Consultant's Information**

No information furnished or disclosed by Consultant to Pekin under this Contract or in contemplation thereof shall be considered by Consultant to be confidential or proprietary information of any person other than Pekin.

## **Article 9**

### **Relationship**

Consultant shall exercise full control and direction over the employees of Consultant performing the services covered by this Contract. Any changes in personnel that may be reasonably requested by Pekin through its Representative, whether relating to the number of employees assigned to the work or the acceptability of particular employees, shall be made as soon as possible.

Neither Consultant nor its employees or agents shall be deemed to be Pekin's employees or agents. Consultant is an independent contractor for all purposes and at all times and is wholly responsible for the withholding and payment of all federal, state and local income and payroll taxes with respect to its employees, including contributions from them as required by law.

## **Article 10**

### **Indemnity**

TO THE EXTENT NOT PROHIBITED BY LAW, CONSULTANT SHALL INDEMNIFY, DEFEND, AND SAVE PEKIN AND ITS OFFICERS, EMPLOYEES, AND AGENTS HARMLESS FROM ALL LOSSES, DAMAGES, CLAIMS, DEMANDS, SUITS, LIABILITIES AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, THAT ARISE OUT OF OR RESULT FROM INJURIES TO OR DEATH OF ANY PERSON OR DAMAGE TO PROPERTY WHICH MAY, OR BE ALLEGED TO, IN ANY WAY ARISE OUT OF OR BE OCCASIONED BY CONSULTANT'S PERFORMANCE OR NON-PERFORMANCE OF THIS CONTRACT. CONSULTANT'S OBLIGATION TO INDEMNIFY, DEFEND AND SAVE HARMLESS INCLUDES FROM ALL LOSSES, DAMAGES, CLAIMS, DEMANDS, SUITS, LIABILITIES AND EXPENSES ARISING OR RESULTING, OR ALLEGED TO ARISE OR RESULT, FROM ANY MANNER OR COMPARATIVE, JOINT OR CONCURRENT NEGLIGENCE OF PEKIN, BUT DOES NOT INCLUDE

THOSE RESULTING FROM PEKIN'S WILLFUL MISCONDUCT OR  
SOLE NEGLIGENCE.

### **Article 11**

#### **Insurance**

Prior to the commencement of work under this Contract, Consultant shall have, and shall maintain during the terms of this Contract (1) Comprehensive General Liability (CGL) insurance including Personal Injury, Blanket Contractual, and Broad Form Property Damage with limit of at least \$1,000,000 combined single limit for bodily injury and property damage for each occurrence, (2) Professional Liability Insurance with a limit of at least \$250,000 for each occurrence, (3) Worker's Compensation insurance as prescribed by the law of the state in which the work is being performed including employers' liability coverage with limits of at least \$500,000 each accident, and (4) Comprehensive Automobile Liability coverage if use of vehicles is required in the performance of the work with a limit of \$1,000,000 combined single limit for bodily injury and property damage each occurrence. The above insurance will designate Pekin as an additional insured and shall contain a standard cross-liability clause setting forth that Pekin, as an additional insured, will be treated as though a completely separate policy of insurance had been issued to Pekin. Consultant agrees that Consultant's insurer(s) and anyone claiming by, through, under or in Consultant's behalf shall have no claim, right of action or right of subrogation against Pekin based on any loss or liability insured against under the foregoing insurance. Consultant shall furnish, prior to the start of work, certificates of the foregoing insurance satisfactory to Pekin's Representative which shall contain a clause stating that Pekin is to be notified in writing at least thirty (30) days prior to cancellation of or any material change in the policy. The coverage provided by Consultant shall be primary and any other insurance of Pekin is excess and non-contributory. Certificates of CGL insurance shall also set forth in full the cross-liability clause. Pekin shall not be required to make any payments under this Contract prior to receipt of such certificates of insurance.

### **Article 12**

#### **Records**

Records supporting all of Consultant's invoices, including charges for labor, equipment, materials, and other disbursements, shall be kept on a

generally accepted accounting basis, and shall be available to Pekin or its Representative during normal business hours for a period of five years after final payment has been made by Pekin or for a period of five years after final adjustment of payments following termination as otherwise provided herein, whichever is later.

### **Article 13**

#### **Assignment and Subcontracting**

This Contract is for personal services and may not be delegated or assigned by Consultant. Any purported delegation of duties or assignment of rights by Consultant under this Contract is void. Consultant shall not subcontract any part of the work without the prior written consent of Pekin. Any such approved subcontracts shall provide that subcontractors are subject to all terms and conditions set forth in this Contract. All work performed by a subcontractor shall be deemed work performed by Consultant.

### **Article 14**

#### **Compliance with Law**

Consultant shall comply, at its own expense, with the provisions of all applicable local, state and federal laws and regulations applicable to the services provided hereunder and to Consultant as an employer of labor or otherwise. Consultant shall further comply with all rules and regulations and licensing requirements pertaining to its professional status and that of its employees, partners, associates, subcontractors and others employed to render the services hereunder.

### **Article 15**

#### **Safety and Health**

Consultant shall be responsible for the safety of the services performed under this Contract. In discharging that responsibility, it shall comply with the requirements of the Occupational Safety and Health Act of 1970, as amended, and any other federal, state, or local act or other requirement of the law affecting safety and health. Consultant shall insure that any of its personnel that enter the premises of Pekin comply with all applicable rules and regulations, security regulations and procedures, and governmental security laws and regulations.

## **Article 16**

### **Written Notice**

Unless otherwise provided herein, whenever notice or consent is required to be given by the terms of this Contract, it shall be in writing and shall be given to the Representatives designated under this Contract.

## **Article 17**

### **Waiver**

The failure of either party at any time to enforce any option, right, privilege or remedy under the terms of this Contract with respect to any breach or failure by the other party shall not be construed as a waiver of the same or any other option, right, privilege or remedy with respect to any other breach or failure by the other party.

## **Article 18**

### **Severability**

If one or more of the provisions of this Contract shall be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of this Contract, but this Contract shall then be construed as if not containing the particular invalid or unenforceable provision or provisions and the rights and obligations of the parties shall be construed and enforced accordingly. However, to the extent Article 10 would be invalid, unenforceable, void or voidable insofar as it obliges Consultant to indemnify and save harmless Pekin from its own negligence, then that Article shall be read as requiring the maximum level or type of indemnification and saving harmless (particularly with respect to Consultant's own negligence) that is permitted by applicable law.

## **Article 19**

### **Survival of Obligation**

The obligations of the parties under this Contract that by their nature continue beyond the expiration of this Contract shall survive any termination or cancellation of this Contract.



**Article 20**  
**Choice of Law and Venue**

The construction, interpretation and performance of this Contract shall be governed by the laws of the State of Illinois. As a substantial portion of the duties and obligations of the parties created hereunder are performable in Tazewell County, Illinois, and Tazewell County, Illinois shall be the sole and exclusive venue for any litigation or other proceedings as between the parties that may be brought, or arise out of, or in connection with or by reason of this Agreement.

**Article 21**  
**Captions**

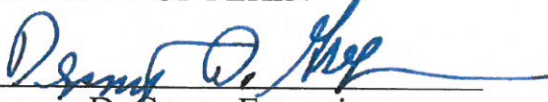
The captions in this Contract are included only as a matter of convenience and shall not be construed to define, limit, enlarge or described any of the provisions contained in this Contract.

**Article 22**  
**Entire Agreement**

The Contract constitutes the entire agreement between the parties with respect to the subject matter of this Contract and shall not be modified or rescinded except by a writing signed by both parties. This Contract supersedes all contemporaneous oral agreements and all prior oral and written quotations, proposals, representations, communications, agreements and understandings of the parties with respect to the subject matter of this Contract.

**IN WITNESS WHEREOF**, Consultant and Pekin have executed this Contract as of the date first above written.

HOUSING AUTHORITY OF  
THE CITY OF PEKIN

  
Dennis D. Green, Executive  
Director

CITY OF PEKIN, an Illinois  
municipal corporation

\_\_\_\_\_  
Signature

Sara Newcomb, InterimCity  
Manager

**Position Title: Modernization/Housing Rehabilitation Coordinator**  
**EXHIBIT A**

- program for a work write up. Before and after pictures needed. Compiles all work write-ups following first inspection.
2. Verifies that permits for work are acquired and schedules final walk-through with appropriate Inspectors and Contractor.
  3. Attends & leads pre-construction conferences.
  4. Monitors work during rehabilitation for compliance with rehabilitation program. Completes progress reports.
  5. Ability to moderate conflicts with contractors and homeowners.
  6. Supervises contractor work for compliance with construction contract. Request appropriate forms from Intake Specialist to have homeowner and contractor sign. Requests invoices from contractors and then submits invoices/completed files to Intake Specialist.
  7. Ability to maintain confidentiality.
  8. Assures compliance with general safety standards.
  9. Plans work projects. Develops/drafts blueprints/floor plans.
  10. Receives and responds to complaints and questions by telephone and in-person.
  11. Perform other related duties as required.

Qualifications and Experience:

1. HUD/CDBG background and understanding.
2. Lead inspection and testing experience.
3. High school diploma or equivalent, vocation/technical training in construction techniques and management; five years construction/contractor experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
4. Must have a valid Illinois drivers' license and proof of insurance.
5. Interpersonal skills for working with low-income/disadvantaged persons and contractors.
6. Certification/Illinois State License for Lead Assessor to perform required lead testing on rehabilitation projects (initial and clearance).
7. Read Sid wells, maps and plats.
8. Familiar with the 2006/International Building Codes, computerized specification writing program, and computer programs (Microsoft Word, Excel and Outlook).

Physical & Mental Abilities Required to Perform Essential Job Functions:

1. Language Ability and Interpersonal Communication.

**Position Title: Modernization/Housing Rehabilitation Coordinator**  
**EXHIBIT A**

- a. Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
  - b. Ability to utilize a variety of advisory and design data and information such as architectural drawings, plats, contract documents, specifications, code complaints, billing invoices, billing statements, meeting minutes/agenda, codes, maps and non-routine correspondence.
  - c. Ability to communicate orally and in writing with customers, attorneys, contractors, architects, engineers, and builders.
2. Mathematical Ability
    - a. Ability to calculate percentages, fractions, decimals, volumes, area, ratios, and spatial relationships. Ability to interpret basic descriptive statistical reports.
  3. Judgment and Situational Reasoning Ability
    - a. Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
    - b. Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and / or judgmental criteria.

Physical Requirements:

1. Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicle, typewriter, computer terminal, telephone, calculator and tape measure.
2. Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling and lifting.
3. Ability to recognize and identify degrees of similarities or differences between characteristics of shapes associated with job-related objects, materials and tasks.

Environmental Requirements:

1. Ability to work under moderately safe and comfortable conditions.