City Council

COMMITTEE OF THE WHOLE

City of Belvidere, Illinois

Alderperson Clayton Stevens	Chairman Building
Alderperson John Albertini	Vice-Chairman Building
Alderperson Wendy Frank	Chairman Finance and Personnel
Alderperson Ric Brereton	Vice-Chairman Finance and Personnel
Alderperson Mike McGee	Chairman Planning & Zoning
Alderperson Matthew Fleury	Vice-Chairman Planning & Zoning
Alderperson Rory Peterson	Chairman Public Safety
Alderperson Jerry Hoiness	Vice-Chairman Public Safety
Alderperson Sandra Gramkowski	Chairman Public Works
Alderperson Chris Montalbano	Vice-Chairman Public Works

AGENDA

October 12, 2026
6:00 p.m.
City Council Chambers
401 Whitney Blvd., Belvidere, Illinois

Call to Order:

Roll Call:

Public Forum:

A. Presentation of the Belvidere Police Pension Board Actuarial Valuation and Tax Levy Request.
B. Presentation of the Belvidere Fire Pension Board Actuarial Valuation and Tax Levy Request.

Public Comment:

Reports of Officers, Boards, and Special Committees:

1. Building, Planning & Zoning, Unfinished Business: None.

2. Building, Planning & Zoning, New Business:

   A. Building Department – Update.
   B. Planning Department – Update.

3. Public Works, Unfinished Business: None.

4. Public Works, New Business:

   A. Public Works Department – Update.
   B. Allen Street Pond Outlet to River Project – Construction Services.
   C. Resolution for Improvement Under Illinois Highway Code – Main Street Bridge Expansion Joint Replacement.
   D. Main Street Bridge Expansion Joint Replacement – Bid Tabulation.
   E. Main Street Bridge Expansion Joint Repair – Construction Services.

5. Other, Unfinished Business: None.

6. Other, New Business:

   A. Motion to Accept Donation from Townhomes of Cedar Village for Belvidere Police Department K9 Unit.
   B. Executive Session Pursuant to Section 2(c)(2) of the Open Meetings Act to Discuss Collective Bargaining Matters.

7. Adjournment:

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Belvidere Firefighters' & Police Pension Fund Actuarial Reporting

For the Contribution Year Ending April 30, 2027 for Funding Purposes

For the Fiscal Year Ending April 30, 2026 for Financial Statement Reporting

Presented by:
Kevin Cavanaugh, Principal, Enrolled Actuary

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Recommended Contribution & Funded Status

Page 8 in Report

	Prior Valuation	Current Valuation	Difference
Fire Pension Recommended Contribution	$1,655,053	$1,705,540	$50,487 (3.05% Increase)
Police Pension Recommended Contribution	$2,219,261	$2,208,498	($10,763) (0.48% Decrease)
Total Pension Recommended Contribution	$3,874,314	$3,914,038	$39,724 (1.03% Increase)
Fire Pension EAN Unfunded Liability	$14,055,747	$13,893,706	($162,041)
Police Pension EAN Unfunded Liability	$18,947,978	$17,068,818	($1,879,160)
Fire Pension Percent Funded (AVA)	61.92%	63.87%	1.95%
Police Pension Percent Funded (AVA)	63.72%	68.00%	4.28%

For Fire & Police the Current Funding Policy is level % pay contributions to a 100% funding target over a layered amortization period of 20 years.

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Recommended Contribution Reconciliation

Page 16 in Fire Report, Page 15 in Police Report

	Fire Recommended Contribution	Police Recommended Contribution	Total
Prior Valuation	**$1,655,053**	**$2,219,261**	**$3,874,314**
Expected Changes	$53,785	$72,120	$125,905
Salary Increases Less than Expected	($17,047)	($29,372)	($46,419)
Actuarial Experience	$29,476	($20,295)	$9,181
Investment Return Greater than Expected	($25,519)	($41,645)	($67,164)
Contributions Less than Expected	$9,792	$8,429	$18,221
Net Increase/(Decrease)	**$50,487**	**($10,763)**	**$39,724**
Current Valuation	**$1,705,540**	**$2,208,498**	**$3,914,038**

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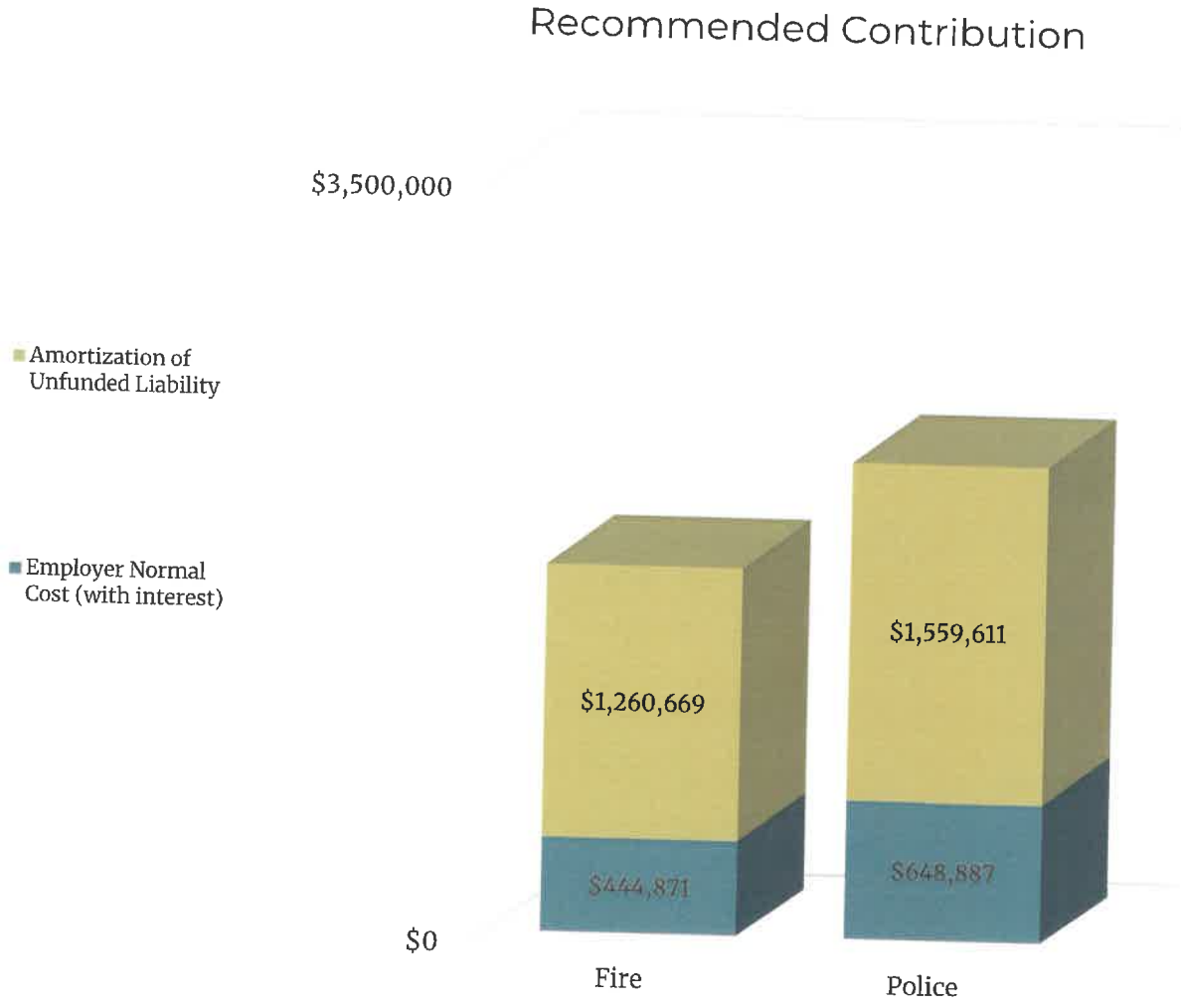
Recommended Contribution Breakdown

Page 27 in Fire Report, Page 26 in Police Report



Long-term Annual Cost of the Plan is 26.08% for Fire and 29.38% for Police, of the Respective Total Contribution.

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Key Demographic Changes - Fire

Page 13-14 in Report

Key Demographic Changes	Recommended Contribution Impact
1 New Hire	$8,777
1 New Retirement	($6,492)
34 Continuing Inactives	$20,757
Net Increase/(Decrease)	**$23,042**

A 1-2% increase in the Actuarial Accrued Liability can translate into a Recommended Contribution increase of $28,000 - $56,000.

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Key Demographic Changes - Police

Page 13-14 in Report

Key Demographic Changes	Recommended Contribution Impact
5 New Hires	$35,206
4 New Terminations	($16,794)
4 Deaths & 33 Continuing Inactives	($38,432)
Net Increase/(Decrease)	**($20,020)**

A 1-2% increase in the Actuarial Accrued Liability can translate into a Recommended Contribution increase of $39,000 - $77,000.

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Age and Service Distribution - Fire

Page 37 in Report

1/1/2025 Age and Service Distribution - Tier 1|Tier 2 Active Members

Age	Service	Under 1	1 to 4	5 to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 & up	Total
Under 25												
25 to 29		0|1		0|1								0|2
30 to 34				0|4								0|4
35 to 39			0|2		0|2							0|4
40 to 44				0|3	0|4							0|7
45 to 49					0|2	3|0	3|0	1|0				7|2
50 to 54						1|0	1|0					2|0
55 to 59												
60 to 64												
65 to 69												
70 & up												
Total		0|1	0|2	0|8	0|8	4|0	4|0	1|0				9|19

Tier 1 Retirement Eligibility

Tier 2 Retirement Eligibility

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Age and Service Distribution - Police

Page 36 in Report

1/1/2025 Age and Service Distribution - Tier 1|Tier 2 Active Members

Age	Service	Under 1	1 to 4	5 to 9	10 to 14	15 to 19	20 to 24	25 to 29	30 to 34	35 to 39	40 & up	Total
Under 25		0|3										0|3
25 to 29		0|1	0|2									0|3
30 to 34		0|1	0|3	0|2								0|6
35 to 39			0|2	0|4	0|1							0|7
40 to 44			0|1		0|2	1|0						1|3
45 to 49					0|1	4|0	4|0					8|1
50 to 54						1|0	4|0	2|0				7|0
55 to 59			1|0						1|0			2|0
60 to 64												
65 to 69												
70 & up												
Total		0|5	1|8	0|6	0|4	6|0	8|0	2|0	1|0			18|23

Tier 1 Retirement Eligibility

Tier 2 Retirement Eligibility

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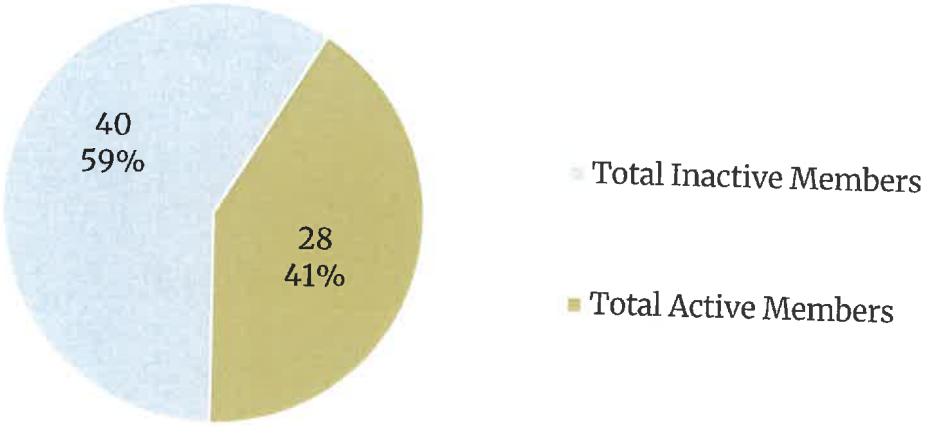
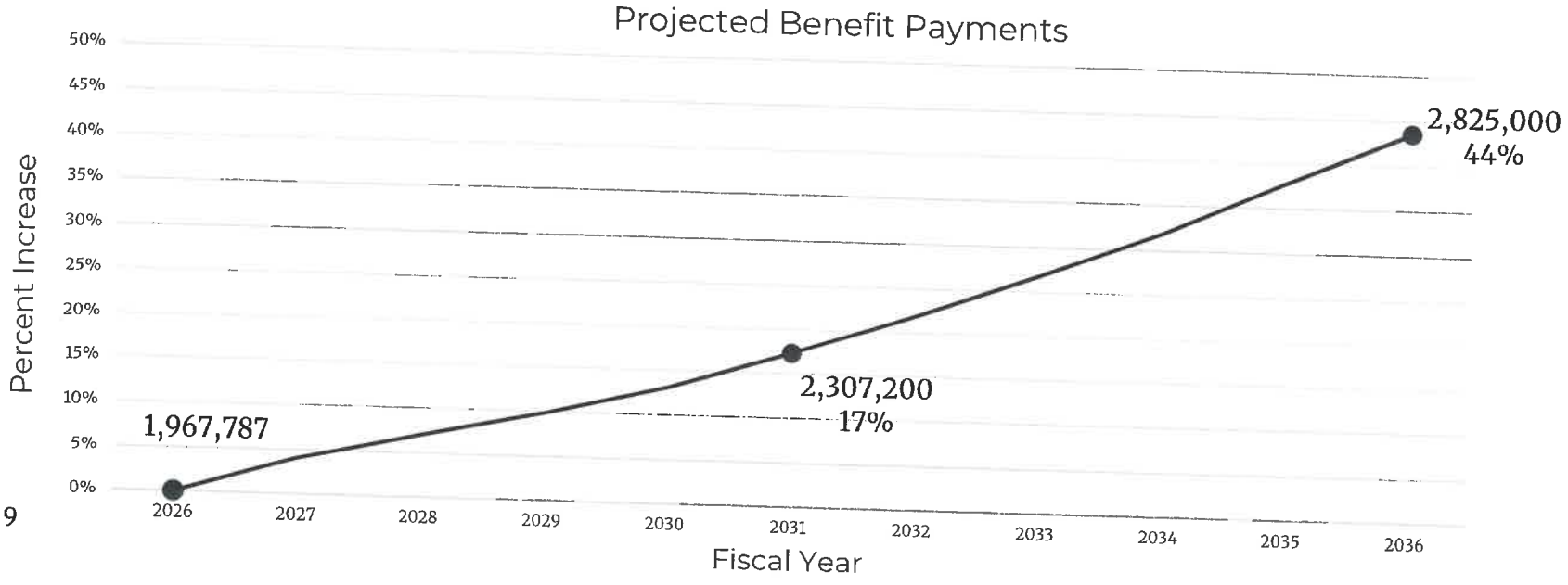
Expected Benefit Payments - Fire

Page 9 & 36 in Report

Breakdown of Total Members: 68





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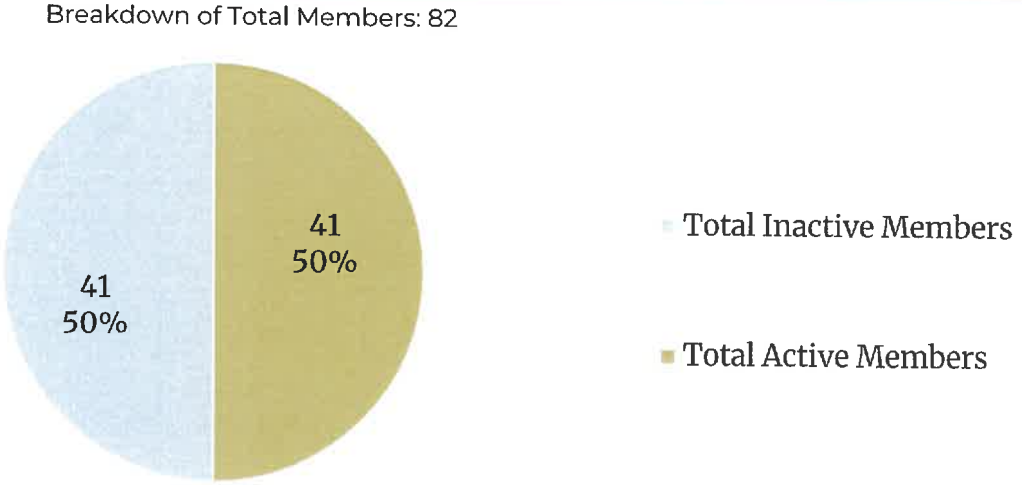
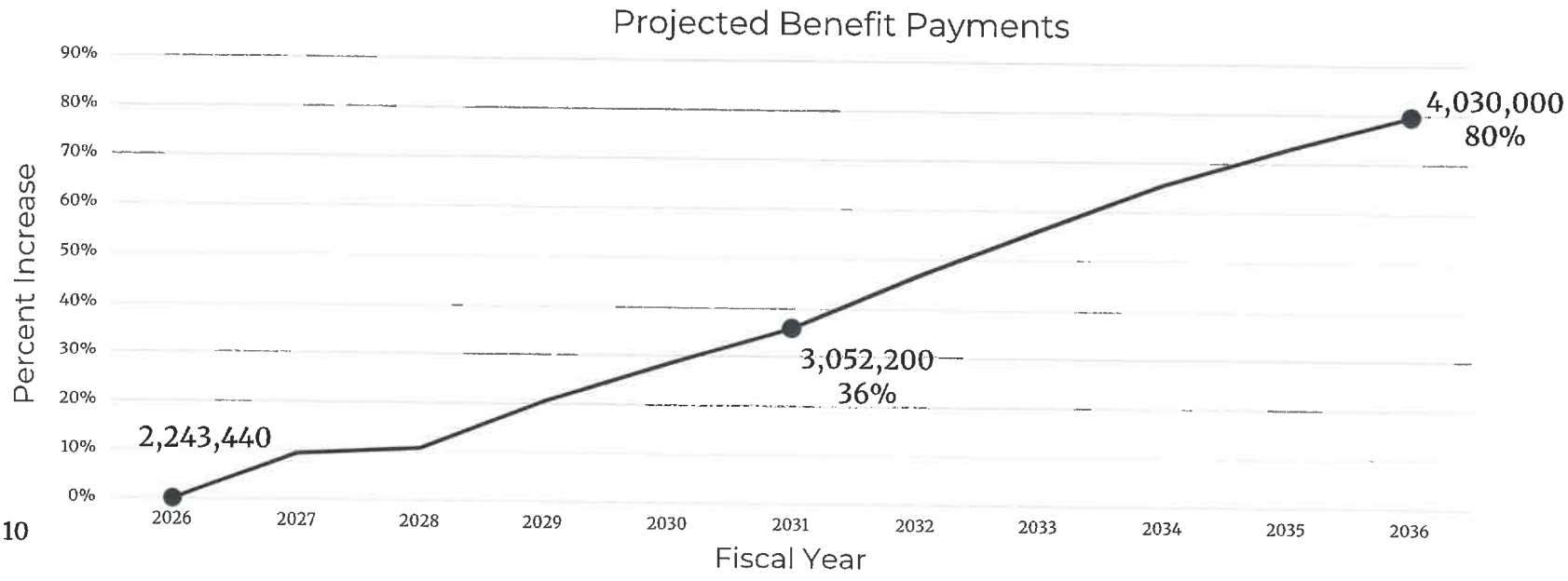
Expected Benefit Payments - Police

Page 9 & 35 in Report





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Change in Fair Value of Assets

Page 18 in Fire Report, Page 17 in Police Report

	Fire	Police	Total
Beginning Fair Value of Assets	**$22,798,964**	**$32,773,268**	**$55,572,232**
Employer Contributions	$1,507,234	$2,074,623	$3,581,857
Member Contributions	$250,486	$374,352	$624,838
Return on Investments	$4,742,750	$7,457,714	$12,200,464
Benefit Payments	($1,967,787)	($2,243,440)	($4,211,227)
Refunds & Transfers	$0	($58,423)	($58,423)
Other Expenses	($45,923)	($78,327)	($124,250)
Change in Fair Value	**$4,486,760**	**$7,526,499**	**$12,013,259**
Ending Fair Value of Assets	**$27,285,724**	**$40,299,767**	**$67,585,491**

The Rate of Return on Investments on a Fair Value of Assets Basis for the Fund was approximately 20.70% for Fire and 22.47% for Police Net of Administrative Expenses.

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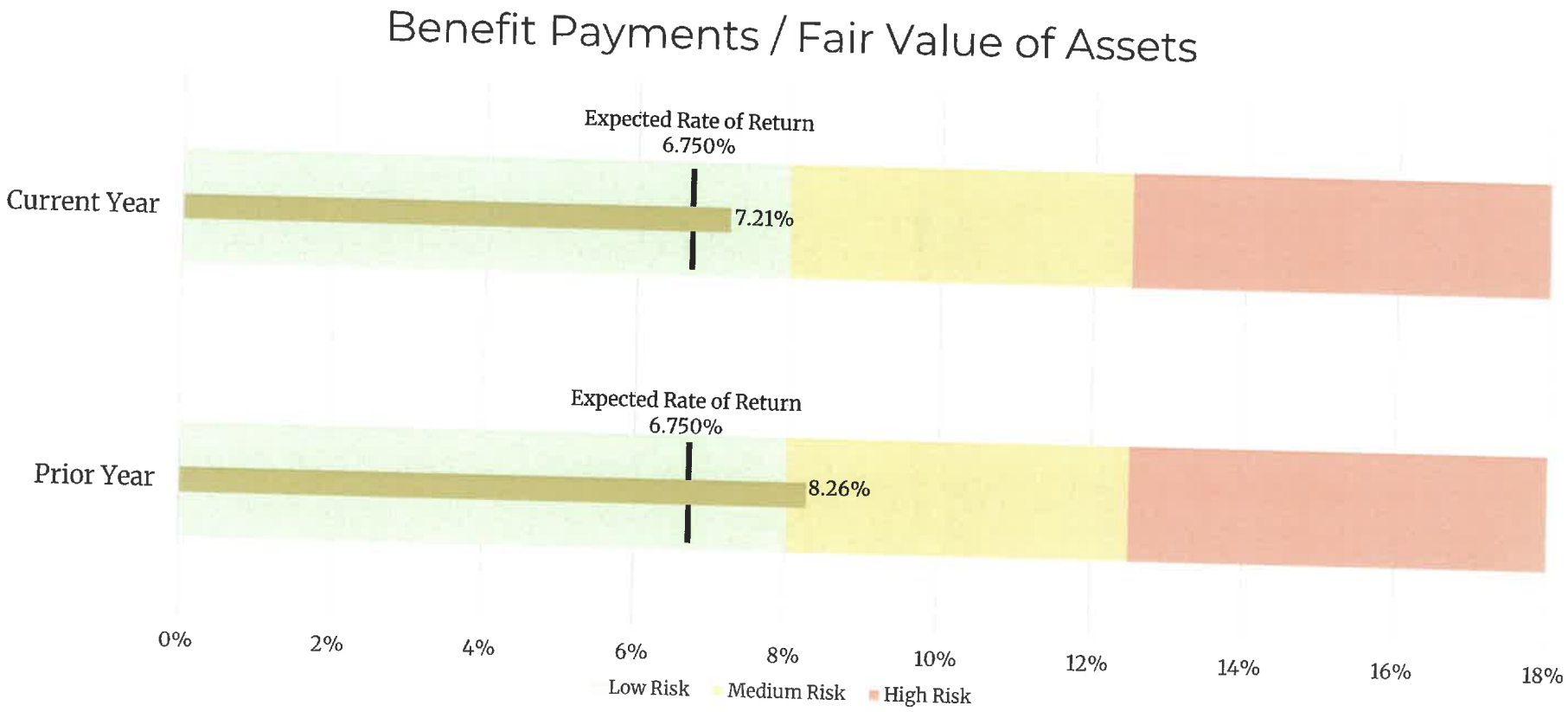
Risk Management - Fire

Page 11 in Report

The Fair Value of Assets ($27.3M) is less than the Actuarial Accrued Liability for inactive Members ($27.6M).



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Risk Management - Police

Page 11 in Report

The Fair Value of Assets ($40.3M) is greater than the Actuarial Accrued Liability for inactive Members ($34.1M).

Benefit Payments / Fair Value of Assets

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Expected Rate of Return Sensitivity

Page 24 in Fire Report, Page 23 in Police Report

	0.25% Decrease (6.50%)	Current Expected Rate of Return on Investments (6.75%)	0.25% Increase (7.00%)
Fire Recommended Contribution	$1,812,570	$1,705,540	$1,602,051
Fire Dollar Impact	$107,030		($103,489)
Fire Percentage Impact	6.28%		(6.07%)

	0.25% Decrease (6.50%)	Current Expected Rate of Return on Investments (6.75%)	0.25% Increase (7.00%)
Police Recommended Contribution	$2,372,820	$2,208,498	$2,049,829
Police Dollar Impact	$164,322		($158,669)
Police Percentage Impact	7.44%		(7.18%)

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Alternative Contribution

Page 32 in Fire Report, Page 31 in Police Report

	Prior Valuation	Current Valuation	Difference
Fire Alternative Contribution	$1,348,023	$1,384,946	$36,923 (2.74% increase)
Police Alternative Contribution	$1,836,631	$1,734,896	($101,735) (5.54% decrease)
Fire PUC Unfunded Liability	$14,895,822	$14,763,978	($131,844)
Police PUC Unfunded Liability	$19,699,471	$18,127,675	($1,571,796)
Fire Alternative Contribution Percent Funded (AVA)	60.54%	62.45%	1.91%
Police Alternative Contribution Percent Funded (AVA)	62.81%	66.68%	3.87%

For Fire & Police the Alternative Funding Policy is level % pay contributions to a 90% funding target over the remaining 14 years.

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Five-Year Employer Contribution History - Fire

Page 33 in GASB 67/68 Report

Fiscal Year End	Employer Contribution	Actuarially Determined Contribution (ADC)	% of ADC
FYE 4/30/2026	$1,507,234	$1,507,234	100.00%
FYE 4/30/2025	$1,414,121	$1,414,121	100.00%
FYE 4/30/2024	$1,313,890	$1,313,890	100.00%
FYE 4/30/2023	$1,303,571	$1,303,571	100.00%
FYE 4/30/2022	$1,238,702	$1,238,702	100.00%
		5 - Year Average	**100.00%**

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Five-Year Employer Contribution History - Police

Page 34 in GASB 67/68 Report

Fiscal Year End	Employer Contribution	Actuarially Determined Contribution (ADC)	% of ADC
FYE 4/30/2026	$2,074,623	$2,074,623	100.00%
FYE 4/30/2025	$1,901,669	$1,901,669	100.00%
FYE 4/30/2024	$1,639,633	$1,639,633	100.00%
FYE 4/30/2023	$1,513,794	$1,513,794	100.00%
FYE 4/30/2022	$1,545,285	$1,545,285	100.00%
		5 - Year Average	**100.00%**

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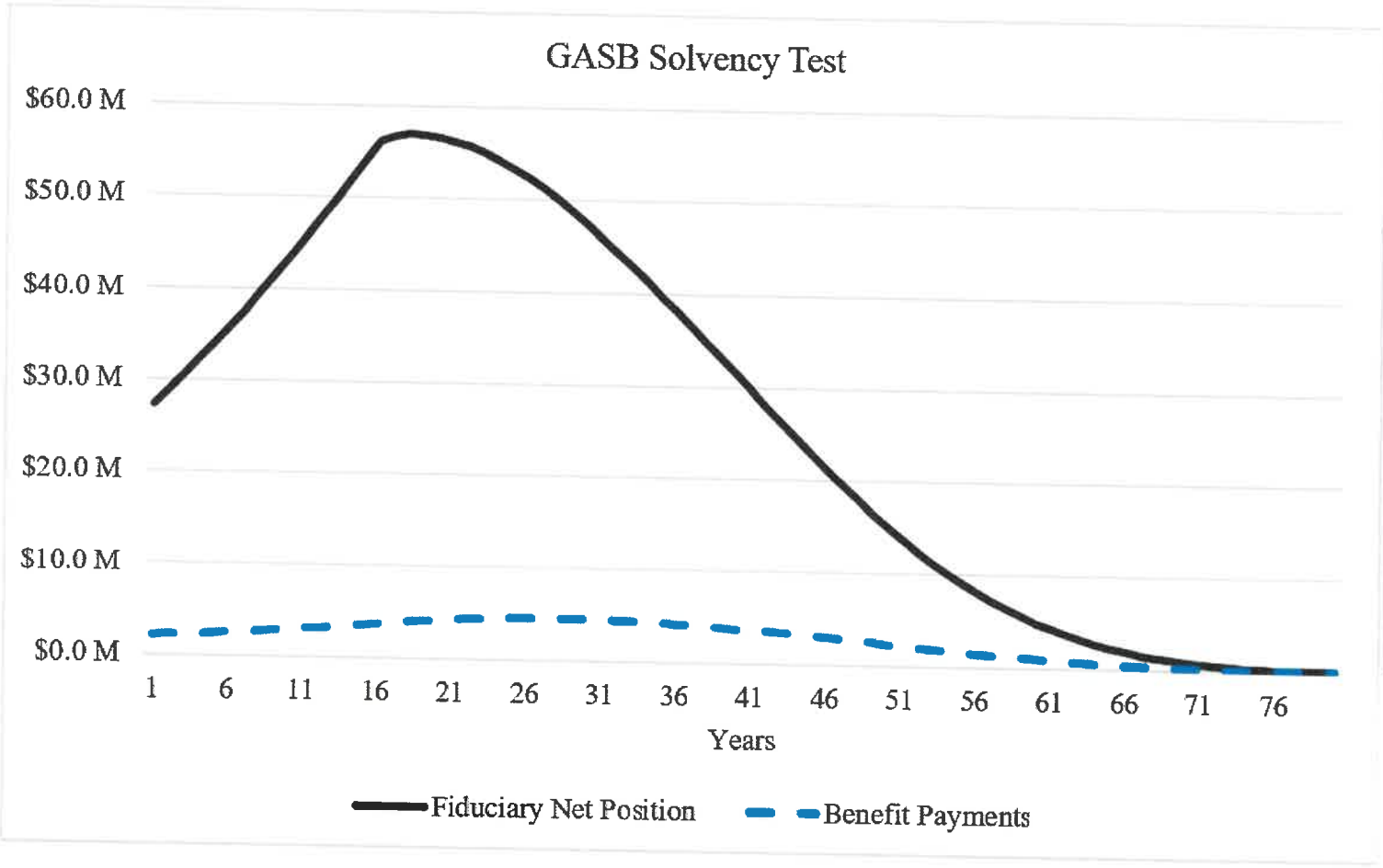
GASB Solvency Test - Fire

Page 42 in GASB 67/68 Report



The Plan's Projected Fiduciary Net Position is Anticipated to Cover Projected Benefit Payments in Full for the Current Employees.

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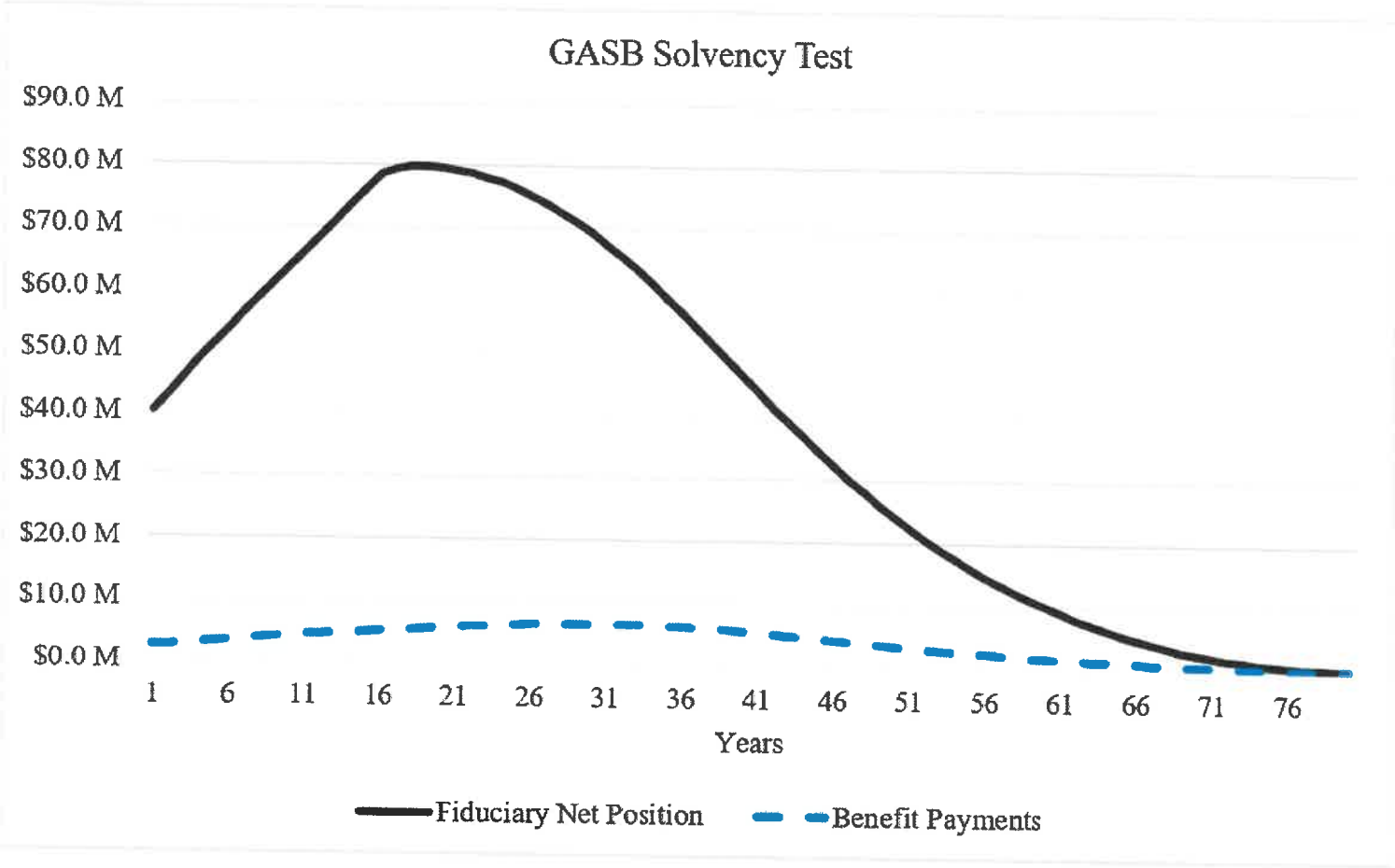
GASB Solvency Test - Police

Page 43 in GASB 67/68 Report



The Plan's Projected Fiduciary Net Position is Anticipated to Cover Projected Benefit Payments in Full for the Current Employees.

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Actuarial Certification

- The Actuarial findings summarized in this presentation were prepared by qualified Actuaries in accordance with the applicable actuarial standards of practice. This presentation is intended to provide a high level summary of the Actuarial results and key findings. Results may be rounded in this presentation for ease of communication.

- The full Actuarial Funding Reports as of May 1, 2026 & GASB 67/68 Report for the April 30, 2026 Financial Statement Reporting should be relied upon for complete information and detail regarding the Actuarial findings. This includes a detailed listing of all data, provisions, assumptions and methods used in the analysis.

BELVIDERE POLICE PENSION FUND
BOARD OF TRUSTEES

August 18, 2026

Mayor Clinton Morris and Members of the City Council
City of Belvidere
401 Whitney Blvd
Belvidere, Illinois 61008

RE: **Tax Levy Request from the Belvidere Police Pension Fund**

Dear Mayor Morris and Members of the City Council:

Section 3-125 of the Illinois Pension Code provides that the City of Belvidere must annually levy a tax to meet the annual actuarial requirements of the police pension fund (40 ILCS 5/3-125). The Board of Trustees of the Belvidere Police Pension Fund recently reviewed the actuarial valuation prepared by Lauterbach & Amen for purposes of the next City tax levy. The Illinois Police Officers' Pension Investment Fund (IPOPIF) has not issued its actuarial valuation for the Fund, and thus it has not been reviewed.

The Board voted to request that the City Council levy in December 2026 and contribute in the next fiscal year the recommended amount of **$2,208,498** on behalf of the Belvidere Police Pension Fund. Note the following highlights from the actuarial valuation:

- The recommended contribution has decreased $10,763 – or .48% – from the prior year. The primary cause of the decrease is due to salary increases being less than expected and actuarial experience.
- In the fourth year with the Illinois Police Officers' Pension Investment Fund (IPOPIF), the return on investments was 22.47%, net of all administrative expenses. When smoothing is considered over five years, the return on investments on the actuarial value of assets improved to 8.36% (last year, 6.42%) net of administrative expenses. You can learn more about IPOPIF and review its asset allocation and investment returns at its website, www.ipopif.org.
- Last year, the Fund paid over $2.3 million in benefits and ended the year with over $40 million. Furthermore, the City met its annual recommended contribution to the Fund, contributing $2,074,623. The ratio of benefits to market value of assets improved to 5.57% (last year, 6.98%).

IPOPIF will be issuing an actuarial valuation for the Fund, using a 6.8% investment return and a statutory minimum approach in preparing the calculations. Coupled with IPOPIF's inability to provide GASB reporting for its participating pension funds, the Board urges the City to continue our collaboration to secure a private actuarial valuation based on sound funding principles. The Board appreciates the City's continued commitment to proper funding and meeting the full recommended contribution to the Fund. Attached is the preliminary Municipal Compliance Report; once the IPOPIF actuarial valuation is received, the Board will forward it to you for your review. If you have any questions regarding the Board's request, please let us know.

Sincerely,

BELVIDERE POLICE PENSION FUND

Thomas S. Jones, President

Enclosures Lauterbach & Amen's Actuarial Valuation; Preliminary Municipal Compliance Report (MCR)
cc: Sarah Turnipseed, City Budget/Finance Officer, City of Belvidere (w/ enclosures)
Mary Volkey, City Treasurer, City of Belvidere (w/ enclosures)

CITY OF BELVIDERE FIREFIGHTERS' PENSION FUND

P.O. Box 977
Belvidere, IL 61008

President: Shawn Schadle — **sschadle@belviderefire.com**

Secretary: Chris Letourneau — **cletourneau@belviderefire.com**

August 14, 2026

Mayor Clinton Morris and Members of the City Council
City of Belvidere
401 Whitney Blvd
Belvidere, Illinois 61008

RE: **Tax Levy Request from the Belvidere Firefighters' Pension Fund**

Dear Mayor Morris and Members of the City Council:

Section 4-118 of the Illinois Pension Code requires that the City of Belvidere levy a tax to meet the annual actuarial requirements of the firefighters' pension fund (40 ILCS 5/4-118). The Board of Trustees of the Belvidere Firefighters' Pension Fund reviewed the actuarial valuation prepared by Lauterbach & Amen. The statutory minimum actuarial valuation from the Illinois Firefighters' Pension Investment Fund (FPIF) has not yet been issued.

The Board voted to request that the City Council levy in December 2026 and contribute in the next fiscal year the recommended amount of **$1,705,540** on behalf of the Belvidere Firefighters' Pension Fund. Note the following highlights from the actuarial valuation:

- The recommended contribution has increased $50,487 – or 3.05% – from the prior year. The primary causes of the increase in the recommended contribution are demographic changes.
- In the fourth year with the Firefighters' Pension Investment Fund (FPIF), the Fund's market value return on investments was 20.70%, net of investment expenses. When smoothing is considered over five years, the Fund's investment return improved to 8.41% (last year, 7.19%) on an actuarial asset basis. You can learn more about FPIF and review its asset allocation and investment returns at its website, https://ifpif.org.
- The Fund paid more than $1.9 million in benefits last year and ended the year with over $27 million in assets. Furthermore, the City contributed $1,507,234, which met the recommended contribution amount. The ratio of benefits to market value of assets improved to 7.21% (previously, 8.26% last year and 8.72% in 2024).

FPIF will be issuing an actuarial valuation for the Fund, using an aggressive 7.125% investment return assumption and a statutory minimum approach in preparing the calculations. Coupled with FPIF's inability to provide GASB reporting for its participating pension funds, the Board urges the City to continue our collaboration to secure a private actuarial valuation based on sound funding principles. The Board appreciates the City's commitment to proper funding. Attached is the preliminary Municipal Compliance Report; once the FPIF actuarial valuation is received, the Board will forward it to you for your review. If you have any questions regarding the Board's request, please let us know.

Sincerely,

BELVIDERE FIREFIGHTERS' PENSION FUND

Shawn Schadle, President

Enclosures Lauterbach & Amen actuarial valuation; Preliminary Municipal Compliance Report (MCR)
cc: Sarah Turnipseed, Budget and Finance Officer, City of Belvidere (w/ enclosures)
Mary Volkey, Treasurer, City of Belvidere (w/ enclosures)

Public Works Department

Memo

To: Mayor and City Council

From: Jordan Keck, Director of Public Works

Date: 10/6/2026

Re: Allen Street Pond Outlet to River Project – Construction Services

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Attached to this memo is a proposal from CES, Inc for construction services for the Allen Street Pond Outlet to River Project in the amount of $121,226.00. The construction services cost is 6.1% of the awarded construction contract for this project of $1,987,322.50.

I would recommend approval of the proposal from CES, Inc, in an amount not-to-exceed $121,226.00, to complete the construction services for the Allen Street Pond Outlet to River Project. This work will be paid for from capital funds.

C.E.S. Inc. – Main Office
700 West Locust Street
Belvidere, Illinois 61008
Phone: (815) 547-8435
Fax: (815) 544-0421

C.E.S. dba Survey-Tech
104 A Maple Court
Rochelle, IL 61068
Phone: (815) 562-8771
Fax: (815) 562-6555

Kevin.Bunge@Civilideas.com

WORK AUTHORIZATION

Date: September 23, 2026

Subject: GIGO/Allen Street Detention POND OUTLET **Construction Engineering**

Requested by: Jordan Keck – Director of Public Works

General scope of work to be completed:
C.E.S. Inc. will provide construction engineering services for the above-referenced project including the following tasks:

- PROJECT SETUP AND SHOP DRAWING REVIEWS
- PROJECT STAKING/LAYOUT
- DAILY FULL TIME FIELD OBSERVATION & DOCUMENTATION
- PAY ESTIMATE REVIEW AND REPORTING
- WEEKLY QUANTITY REPORTS/CHECKS
- PROJECT MANAGEMENT
- RECORD DRAWINGS
- PROJECT CLOSEOUT

Not included in the quoted fees:
Revisions due to changes in the scope or limits of project after our work has commenced.

See attached fee schedule for T&M rates and reimbursables.

Estimated Fee: $ 121,226 ($1,987,322 X 6.10%)

_____ _____
Approval of Quote and Authorization to proceed (Owner/Client) Date

_____ _____
Printed Name (Owner/Client) Title

_____
Organization (Owner/Client)

Please deliver, mail, e-mail, or fax completed Work Authorization to C.E.S. Inc. at
Kevin.Bunge@civilideas.com

Illinois Department of Transportation

Resolution for Improvement Under the Illinois Highway Code

Is this project a bondable capital improvement?
☐ Yes ☒ No

Resolution Type	Resolution Number	Section Number
Original		22-00114-00-BR

BE IT RESOLVED, by the Council (Governing Body Type) of the City (Local Public Agency Type)

of Belvidere (Name of Local Public Agency) Illinois that the following described street(s)/road(s)/structure be improved under the Illinois Highway Code. Work shall be done by Contract (Contract or Day Labor).

For Roadway/Street Improvements:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed
Main Street	004-7002	5020	City of Belvidere	Kishwaukee River

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of
replacement of the bridge expansion joints and deck concrete superstructures at SN004-7002.

2. That there is hereby appropriated the sum of two-hundred and forty-four thousand and five hundred Dollars ($244,500.00) for the improvement of said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

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

I, Erica Bluege (Name of Clerk) City (Local Public Agency Type) Clerk in and for said City (Local Public Agency Type)

of Belvidere (Name of Local Public Agency) in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

Council (Governing Body Type) of Belvidere (Name of Local Public Agency) at a meeting held on _____ (Date).

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ (Day) day of _____ (Month, Year).

(SEAL, if required by the LPA)

Clerk Signature & Date

Approved

Regional Engineer Signature & Date
Department of Transportation

Public Works Department

Memo

To: Mayor and City Council

From: Jordan Keck, Director of Public Works

Date: 10/12/2026

Re: Main Street Bridge Expansion Joint Replacement - Bid Tabulation

---

The following bids were opened on October 1, 2026, for the Main Street Bridge Expansion Joint Replacement Project:

1. Path Construction Company, Inc. — $244,500.00
   125 E Algonquin Road
   Arlington Heights, IL 60005

2. Civil Constructors, Inc. (DBA Helm Civil) — $263,324.00
   2283 Business Route 20 East
   Freeport, IL 61032

3. DPI Construction, Inc. — $292,680.00
   630 Main Street
   Pecatonica, IL 61063

4. Martin & Company Excavating — $294,340.00
   2456 E Pleasant Grove Road
   Oregon, IL 61061

5. Alliance Contractors, Inc. — $770,684.00
   1166 Lake Avenue
   Woodstock, IL 60098

I would recommend approval of the low bid from Path Construction Company, Inc., in the amount of $244,500.00 for the Main Street Bridge Expansion Joint Replacement Project. This work will be paid for from MFT Funds.

Public Works Department

Memo

To: Mayor and City Council

From: Jordan Keck, Director of Public Works

Date: 10/12/2026

Re: Main Street Bridge Expansion Joint Repair – Construction Engineering

---

Attached to this memo is a proposal from Hampton, Lenzini & Renwick, Inc. in an amount not-to-exceed $22,560.00, for the construction engineering for the Main Street Bridge Expansion Joint Repair Project. The contract for construction of this project is $244,500.00.

I would recommend approval of the construction engineering services agreement with Hampton, Lenzini & Renwick, Inc., in an amount not-to-exceed $22,560.00, for construction engineering for the Main Street Bridge Expansion Joint Repair Project. This work will be paid for from MFT Funds.

Illinois Department of Transportation

Local Public Agency Engineering Services Agreement

Using Federal Funds? ☐ Yes ☒ No

Using State Funds (Non-MFT/TBP)? ☐ Yes ☒ No

Agreement For: MFT/TBP - CE

Agreement Type: Original

LOCAL PUBLIC AGENCY

Local Public Agency	County	Section Number	Job Number
Belvidere	Boone	22-00114-00-BR	

Project Number	Contact Name	Phone Number	Email
	Jordan Keck	(815) 544-9256	jkeck@belvidereil.gov

SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
Main Street		0.1 mi.	004-7002

Location Termini: Over Kishwaukee River

Add Location / Remove Location

Project Description: The proposed construction consists of replacement of the bridge expansion joints and deck concrete superstructures at SN 004-7002.

Engineering Funding ☒ MFT/TBP ☐ State ☐ Other

Anticipated Construction Funding ☐ Federal ☒ MFT/TBP ☐ State ☐ Other

AGREEMENT FOR

☒ Phase III - Construction Engineering

CONSULTANT

Prime Consultant (Firm) Name	Contact Name	Phone Number	Email
Hampton, Lenzini and Renwick, Inc.	Al Lapinskas	(847) 697-6700	alapinskas@hlreng.com

Address	City	State	Zip Code
1707 N. Randall Road, Suite 100	Elgin	IL	60123

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer	Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
Resident Construction Supervisor	Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT.
In Responsible Charge Contractor	A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awards.

AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

☒ EXHIBIT 1: Scope of Services

☒ EXHIBIT 2: Project Schedule

☒ EXHIBIT 3: Qualification Based Selection (QBS) Checklist

☐ EXHIBIT 4: Cost Estimate of Consultant (CECS) Services Worksheet (BLR 05513 or BLR 05514)

☐ EXHIBIT ___ : Direct Costs Summary Sheet

☒ Exhibit 4: Detailed Cost Breakdown

☐ _____

☐ _____

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT 1 for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA, The ENGINEER shall submit all invoices, based on the ENGINEER's progress reports, to the LPA employee In Responsible Charge, no more than once a month for partial payment on account for the ENGINEER's work to date. Such invoices shall represent the value, to the LPA of the partially completed work, based on the sum of the actual costs incurred, plus a percentage (equal to the percentage of the construction engineering completed) of the fixed fee for the fully completed work.
7. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
8. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
9. For Construction Engineering Contracts:
   (a) For Quality Assurance services, provide personnel who have completed the appropriate STATE Bureau of Materials QC/QA trained technical classes.
   (b) For all projects where testing is required, the ENGINEER shall obtain samples according to the STATE Bureau of Materials "Manual of Test Procedures for Materials," submit STATE Bureau of Materials inspection reports; and verify compliance with contract specifications.
10. That engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Professional Services Selection Act (50 ILCS 510) (Exhibit 3).
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. For Construction Engineering Contracts:
   (a) To furnish a full time LPA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
   (b) To submit approved forms BC 775 and BC 776 to the DEPARTMENT when federal funds are utilized.
4. To pay the ENGINEER:
   (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
   (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as

determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

(c) For Non-Federal County Projects - (605 ILCS 5/5-409)

(1) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER. Such payments to be equal to the value of the partially completed work in all previous partial payments made to the ENGINEER.

(2) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

5. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

☐ Percent

☐ Lump Sum

☒ Specific Rate $22,560.00 (Maximum Fee $150,000)

☐ Cost plus Fixed Fee:

Total Compensation = DL + DC + OH + FF

Where:
DL is the total Direct Labor,
DC is the total Direct Cost,
OH is the firm's overhead rate applied to their DL and
FF is the Fixed Fee.

Where FF = (0.33 + R) DL + %SubDL, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

Field Office Overhead Rates: Field rates must be used for construction engineering projects expected to exceed one year in duration or if the construction engineering contract exceeds $1,000,000 for any project duration.

6. The recipient shall not discriminate on the basis of race, color, national original or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

III. IT IS MUTUALLY AGREED,

1. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, 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 DEPARTMENT; the Federal Highways Administration (FHWA) or any authorized representative of the federal government, 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 DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
2. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents and employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
3. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data

if any from soil survey and subsurface investigation with the understanding that all such materials becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.

4. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred prior to receipt of notice of suspension. In addition, upon the resumption of services the LPA shall compensate the ENGINEER, for expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.

5. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.

6. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.

7. The ENGINEER and LPA certify that their respective firm or agency:
   (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
   (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
   (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
   (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
   (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
   (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (e) and
   (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State, local) terminated for cause or default.

   Where the ENGINEER or LPA is unable to certify to any of the above statements in this clarification, an explanation shall be attached to this AGREEMENT.

8. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes included but are not limited to: acts of God or a public enemy; acts of the LPA, DEPARTMENT < or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

   If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

9. By execution of this AGREEMENT the LPA and ENGINEER certify compliance with the Drug Free Workplace Ace (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract or grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

   For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of $5,000 or more from the DEPARTMENT, as defined the Act.
   The contractor/grantee certifies and agrees that it will provide a drug free workplace by:
   (a) Publishing a statement:
      (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
      (2) Specifying the actions that will be taken against employees for violations of such prohibition.
      (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
         (a) abide by the terms of the statement; and
         (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

(b) Establishing a drug free awareness program to inform employees about:
    (1) The dangers of drug abuse in the workplace;
    (2) The grantee's or contractor's policy to maintain a drug free workplace;
    (3) Any available drug counseling, rehabilitation and employee assistance program; and
    (4) The penalties that may be imposed upon an employee for drug violations.
(c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
(d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (b) paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
(e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
(f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER and LPA agree to meet the PROJECT SCHEDULE outlined in EXHIBIT 2. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future projects. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

10. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq).
11. For Construction Engineering Contracts:
    (a) That all services are to be furnished as required by construction progress and as determined by the LPA employee In Responsible Charge. The ENGINEER shall complete all services herein within a time considered reasonable to the LPA, after the CONTRACTOR has completed the construction contract.
    (b) That all field notes, test records and reports shall be turned over to and become the property of the LPA and that during the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
    (c) That any difference between the ENGINEER and the LPA concerning the interpretation of the provisions of this AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LPA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
    (d) That in the event that engineering and inspection services to be furnished and performed by the LPA (including personnel furnished by the ENGINEER) shall, in the opinion of the STATE be incompetent employed on such work at the expense of the LPA.
    (e) Inspection of all materials when inspection is not provided a the sources by the STATE Central Bureau of Materials, and submit inspection reports to the LPA and STATE in accordance with the STATE Central Bureau of Materials "Project Procedures Guide" and the policies of the STATE.

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Hampton, Lenzini and Renwick, Inc.	36-2555986	$18,560.00

Subconsultants	TIN/FEIN/SS Number	Agreement Amount
Rubino Engineering, Inc.	80-0450719	$4,000.00
	Subconsultant Total	$4,000.00
	Prime Consultant Total	$18,560.00
	Total for all work	$22,560.00

AGREEMENT SIGNATURES

Executed by the LPA:

Attest:

The Local Public Agency Type: City of Local Public Agency: Belvidere

By (Signature & Date)

By (Signature & Date)

Local Public Agency: Belvidere

Local Public Agency Type: City Clerk

Title

(SEAL)

Executed by the ENGINEER:

Attest:

Prime Consultant (Firm) Name: Hampton, Lenzini and Renwick, Inc.

By (Signature & Date): Amy McSwane Digitally signed by Amy McSwane Date: 2026.09.29 14:36:14 -05'00'

Title: Implementation Engineer

By (Signature & Date): Ryan Livingston Digitally signed by Ryan Livingston Date: 2026.09.29 14:41:40 -05'00'

Title: Chief Operating Officer

APPROVED:

Regional Engineer, Department of Transportation (Signature & Date)

For information about IDOTs collection and use of confidential information review the department's Identity Protection Policy.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Belvidere	Hampton, Lenzini and Renwick,	Boone	22-00114-00-BR

EXHIBIT 1
SCOPE OF SERVICES

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

See attached

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Belvidere	Hampton, Lenzini and Renwick,	Boone	22-00114-00-BR

EXHIBIT 2
PROJECT SCHEDULE

Bid Opening (Local)	10/01/2026
Board Approval – Construction	10/19/2026
Start of Construction	10/26/2026
End of Construction	11/20/2026

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Belvidere	Hampton, Lenzini and Renwick,	Boone	22-00114-00-BR

Exhibit 3
Qualification Based Selection (QBS) Checklist

The LPA must complete Exhibit 3. If the value meets or will exceed the small dollar threshold in 50 ILCS 510, QBS requirements must be followed.Under the threshold, QBS requirements do not apply. The small dollar threshold is adjusted annually and can be found in IDOT Circular Letters.If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

☒ Form Not Applicable (engineering services less than the threshold)

EXHIBIT 1
SCOPE OF SERVICE
Main Street Bridge Joint Repair
City of Belvidere

The City of Belvidere (hereinafter the "Client") has requested professional engineering services for Main Street Bridge Joint Repair – Section 22-00114-00-BR (hereinafter the "Project"). The following outlines the proposed Project scope of services.

PROJECT UNDERSTANDING

Hampton, Lenzini and Renwick, Inc. (HLR) has prepared this Scope of Work for engineering services based on our knowledge of the Project from the following items:

- Review of the Phase II Plans and existing plans

Bulleted below is a list of basic project understandings and summarized project services and tasks. Detailed explanations of project tasks are provided by field of service following this list.

- Basic Project Understandings
  - *Two stages of construction per IDOT Traffic Control Standard 701316*
  - *No work outside of the joint replacement in two locations and immediate concrete adjacent to the joint replacement locations.*
  - *Concrete QA is included.*
- Project Service and Task Summary
  - Construction Engineering Services
    - Construction Services
    - Post-Construction Services
  - Quality Assurance and Project Administration

The project limits are understood to be Existing Structure No. 004-7002 for expansion joint replacement at Sta. 104+84.50 and Sta. 107+12.50.

Schedule – Based on our project understanding, the following are project milestones desired by Client.

Bid Opening (Local)	10/01/2026
Board Approval – Construction	10/19/2026
Start of Construction	10/26/2026
End of Construction	11/20/2026

DETAILED SCOPE OF SERVICES

Based on our understanding of the project and the needs of the client the following services are included in the scope of service. The total fee of **$22,560** for Construction Services is not to be exceeded without prior written authorization from the City, and that any material changes to the task hours or assumptions in Exhibit A.2 will be communicated in advance.

TASK 1: CONSTRUCTION ENGINEERING

HLR will provide Construction Engineering services for the project to ensure that items in the contract are being constructed in accordance with the plans and bid documents. Since the construction schedule is solely outside of HLR's control, timeframe represented in this agreement are based on the best available information. At this time, HLR estimates that from the beginning of construction to completion will be **4 weeks**. For purposes in this agreement Full Time considered to be no more than 40 hours per week. Based on the level of on-site construction engineering desired by the Client, increases to the duration of construction will constitute additional work. HLR will notify the Client when the contractor is behind schedule since this could cause the need for additional work, not anticipated by the agreement. Final project close-out including punchlists, documentation, agreement to final quantities and final acceptance of the improvements is assumed to require no more than **4 hours**. If the contractor is still not in agreement after this effort has been made HLR will close-out the project and provide final documentation to the Client. Additional efforts requested by the Client to come to an agreement with the contractor may constitute additional work. Prior authorization from the City is required for any contractor extra work, change orders, or increases to the construction contract of any kind.

The following is a list of basic project understandings

- Daily Observation of Construction Activities for compliance with the intent of the Plans and Specifications
- Documentation in accordance with IDOT requirements for Federal Aid Improvements for recommendations for payment of the improvements in the scope of the project documents
- Review of contractor layout for work identified in the project documents
- Review and routing of contractor submittals to the appropriate agencies
- Coordination with Project Stakeholders including the Client and related agencies (School Districts, First Responders, Park Districts, County, Adjacent Communities), Contractor, residents and businesses within the project limits and Illinois Department of Transportation for items relating to the scope of this project
- Regular communication with project stakeholders at the required intervals relating to the scope of this project
- Coordination with Sub-consultant for material testing services
- Coordination with public utilities for relocation as identified in the project documents is not included.
- Locating of Private or Public Utilities is not included
- Evaluation of excavated materials for presence of contaminants is not included
- Training or mentoring of City Staff is not included
- It is assumed that the contract plans provide an accurate representation of existing conditions and are accurate representation of the standard of care of Engineering in Illinois
- It is assumed that the awarded contractor will have experience with IDOT policies and procedures and our staff will not be required to train, mentor or assist with required contractor submittals.

Based on anticipated construction activities and the anticipated contractor schedule, HLR will provide the following personnel:

- Resident Engineer/Technician – Part Time, not to exceed 20 hours per week for 4 weeks. On site for critical construction activities. Will not be onsite when ancillary work or no work is occurring.

The following items are included in the construction engineering scope of services:

A. Pre-Construction Services

HLR will provide the following pre-construction services in order to be ready for the start of construction activities:

I. Kick-off Meeting: HLR will not conduct a kick-off meeting with the Client to discuss desired outcomes, potential issues, and schedule.

II. Stakeholder Meetings: HLR will not coordinate a meeting with stakeholders prior to the start of construction.

III. HLR will be present on-site or at a coordinated location prior construction and will coordinate with local residents, businesses and other affected stakeholders.

IV. Plan and Quantity Review: Our team will perform a site visit with Client to identify any inconsistencies in the plans or modifications that may be needed based on bid documents provided, contractor requests, or changes to existing conditions.

V. Project Setup: We will organize all project files and perform submittal, and catalog cut/shop drawing review. Our materials sub-consultant will review and comment on the contractor-submitted Quality Control Plans for Concrete production.

B. Construction Services

I. Construction Observation

a. Resident Engineer/Technician: HLR will provide part-time, on-site resident engineering and inspection services to verify that the improvements are constructed, recorded, and quantified in accordance with the IDOT Project Procedures Guide, IDOT Construction Manual, project standards, Client requirements, engineering plans, and construction documents. This will include rejection and non-payment of any work that is deficient, liaison functions, and coordination with all stakeholders. Resident engineering will be provided as detailed in public relations section above.

b. Documentation: Daily records of contractor activities in the desired Municipal format, Inspector Daily Reports, Weekly Reports, and Pay Estimates will be maintained throughout the duration of construction. Prior Authorization forms will be submitted to the Client for any/all work that is encountered that requires budget changes. In addition, BC-635 Extra Work Daily Report forms will be utilized to track any work that does not have an Agreed Unit Price. All documentation will be prepared by staff that is trained in IDOT's Documentation of Contract Quantities (Class S-14).

II. Verify Construction Layout: HLR will not provide line/grade assistance to the Contractor but will confirm layout for the work.

III. Material Tracking / Yield Checks: HLR will schedule and coordinate with our materials sub-consultant to provide concrete testing in accordance with IDOT policies. We will perform yield checks on all materials. HLR will not recommend payment for material that has not been properly inspected and/or does not meet yield check requirements.

IV. Erosion and Sediment Control Inspections: Not included.

V. Traffic Control and Site Cleanliness Monitoring: HLR will provide monitoring for all traffic control and signage for roadway and sidewalk closures when on site as part of

routine construction inspection work when on site. We will monitor area routes to ensure traffic control is effectively maintained through and around all active work zones without conflict. In addition, we will perform daily checks that include inspection of site cleanliness to ensure that construction dust is kept in check, all debris is removed from driving surfaces, and removed sidewalks and roadways are ramped with temporary aggregate or asphalt depending on the estimated time until they can be replaced.

VI. Progress Meetings/Status Updates: Not included.

VII. Public Relations: Not included.

C. Post-Construction Services

I. Final Inspection: HLR will present regular punch lists to the contractor with items requiring correction, in addition to a final punch list at the end of the improvements. After correction, we will perform the final inspection with the contractor and Client. Recommendation of final acceptance will occur only after all deficient items have been fixed.

II. Final Quantities: HLR will provide measured quantities with the contractor on a regular basis and at the conclusion of the project.

III. As-Built Drawings: HLR will not prepare hand drawn/drafted final as-built drawings that have changed. The as-built plans will not include survey of critical elevations and pipe inverts. These will also not be provided in Microstation format.

IV. Permit Closing: HLR will not prepare and submit final permit closing documents per the requirements of the receiving agency for the permits listed in the Permitting section of this agreement.

V. Project Closeout: Our team will submit final pay estimates and change orders. In addition, we will assemble, organize, and turn in all project files, records, quantities, etc. per Clients requirements. Final closeout of all deliverables will be completed within 4 weeks of Project Completion.

TASK 2: QUALITY ASSURANCE AND PROJECT ADMINISTRATION

A. Quality Assurance – Not included for Phase III scope.

B. Project management and administration will last throughout the expected duration of the project.

Management and administration are necessary to ensure the successful completion of the project. The expected activities within this task include:

I. Project schedule/progress monitoring
II. Staffing, monitoring, including allocating staff as needed
III. Budget monitoring
IV. Document management
V. Staff coordination
VI. Invoicing

EXHIBIT 4
DETAILED COST BREAKDOWN
PROFESSIONAL SERVICES
Main Street Bridge Joint Repair
City of Belvidere

Project Phase/Task	Employee Classification				Direct Costs	Hours	Fee
	E6		T3				
	LC	Hrs	LC	Hrs			
1 CONSTRUCTION ENGINEERING SERVICES							
Pre-Construction Services						0	$ -
Pre-Construction Meeting			CO	2		2	$ 360.00
Plan and Quantity Review			CO	2		2	$ 360.00
Construction Services						0	$ -
Construction Observation			CO	80		80	$ 14,400.00
Verify Construction Layout			CO	2		2	$ 360.00
Material Tracking/Yield Checks			CO	2		2	$ 360.00
Traffic Control / Site Cleanliness Monitoring			CO	4		4	$ 720.00
Post-Construction Services						0	$ -
Punchlist and Final Inspection			CO	2		2	$ 360.00
Final Agreement to Quantities			CO	2		2	$ 360.00
						0	$ -
2 QUALITY ASSURANCE AND PROJECT ADMINISTRATION							
Quality Assurance and Quality Control						0	$ -
Construction Engineering QAQC			OR	2	$ 4,000.00	2	$ 4,360.00
Project Administration						0	$ -
Construction Engineering Project Administration	PM	4				4	$ 920.00
						0	$ -
TOTALS		**4**		**98**		**102**	**$ 22,560.00**

BELVIDERE POLICE

Daniel Smaha
Deputy Chief–Investigations

Shane Woody
Chief of Police

David Bird
Deputy Chief–Patrol

615 N. Main Street - Belvidere, IL 61008 - Phone: 815-544-9626 - Fax: 815-544-9603 - www.ci.belvidere.il.us

TO: **MAYOR MORRIS AND CITY COUNCIL**

FROM: **CHIEF SHANE WOODY**

DATE: **SEPTEMBER 24, 2026**

RE: **MOTION TO ACCEPT DONATION**

Please be advised that the Belvidere Police Department has received a $750.00 donation from the Townhomes of Cedar Village for the Belvidere Police Department's K9 Unit.

Motion: **To accept the donation of $750.00 from Townhomes of Cedar Village for the purchase of supplies/equipment for our K9 Unit.**

SW/sd