

Memo

To: Trustee Cecola
From: Robert Kosin
cc: Board of Trustees, Village President
Date: September 22, 2017
Re: VBH Engineering Services

Since receipt of the original RFQ and the presentation by Baxter Woodman, Gewalt Hamilton and Trotter to the Roads & Bridges Committee and effort was made for comparison purposes to summarize certain characteristic of each firm.

Also after tabulating the engineering services used by the Village in 2016 by task, position and hours expended, each firm was given the opportunity to return such showing their expected cost or alternatively to fulfill that service differently even to the extent of charging the Village less for that service.

The result of their responses is presented as part of the Roads & Bridges Report to the Board of Trustees.

(Q) Number of years in the business as presently organized:

Baxter Woodman 71

Gewalt Hamilton 36

Trotter 18

(Q) Number of payroll employees:

Baxter Woodman 235 full-time

Gewalt Hamilton 96 full-time, 1 part-time

Trotter 31 full-time

(Q) Number of municipal clients with years of service, limit to five;

Baxter Woodman 160 full-time clients

Years of service for our five longest-term clients

Village of Fox River Grove 57 Years
Village of Cary 57 Years
City of McHenry 56 Years
Village of South Elgin 54 Years
City of Woodstock 50 Years

Gewalt Hamilton 10 full-time municipal clients

Years of service for our five longest-term clients:

Village of Bannockburn 36 Years
Village of Kildeer 31 Years
Village of Barrington Hills 24 Years
Village of Golf 23 Years
Village of Riverwoods 20 Years
Village of Lake Barrington 10 Years

Trotter 60 units of local government

City of St. Charles 18 Years
City of Batavia 18 Years
Village of East Dundee 18 Years
Village of Algonquin 13 Years
Village of Fox Lake 9 Years

(Q) How many hours of engineering services do you believe is required in any one year?

Baxter Woodman: Based on communities we serve that are similar to Barrington Hills, we believe 150-250 hours per year is appropriate for general municipal engineering services. Our experience has been that a contract based on an agreed upon scope of services and monthly retainer fee is favored by our clients because it eliminates budget uncertainty. Work outside the general engineering services would be negotiated on a work order system for each project.

Gewalt Hamilton: We examined other municipal clients, with populations ranging from 4,000 to 5,500. The number of hours of service provided during the 2016 calendar year ranged from 902 to 1,761, with total fees ranging from \$93,000 to \$193,000. If the annual road program was removed from these totals, the hours ranged from 661 to 1,524, with non-road program fees ranging from \$69,000 to \$168,000.

Trotter: It appears the Village would average between 200-300 hours per year in “general” engineering services. TAI will not invoice for attending the Road and Bridge Committee Meetings and the Village Board Meetings. Utility permitting can also be reduced by delegating that work to a staff engineer or technician. Costs can be further reduced by utilizing Village staff in preparing Road and Bridge Committee packets and ZBA packets.

(Q) What do you believe are the notable engineering accomplishments or recognition to the firm.

Baxter Woodman [Attached]

Gewalt Hamilton [Attached]

Trotter [Attached]

September 15, 2017

Village of Barrington Hills
Robert Kosin
Director of Administration
112 Algonquin Road
Barrington Hills, IL 60010

Subject: Barrington Hills Engineering Services Follow-Up

Dear Kosin:

Baxter & Woodman is eager to provide design and construction engineering services to the Village of Barrington Hills on an ongoing, contractual basis through the office of the Village Engineer. Please find our response to the follow-up questions of the following pages.

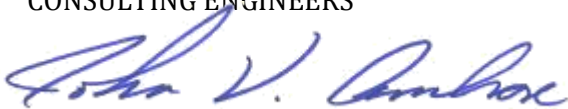
We would also like to remind the Village of Baxter & Woodman's strengths serving the public sector:

- **Collaboration** - From reviewing plans and specifications to constructing projects designed by others, our staff has a proven history of working effectively with other municipal staff, agencies, and consultants.
- **Responsiveness** - The Village will have direct access to comprehensive engineering and technology expertise from our nearby Crystal Lake office. A short drive to the Village, Baxter & Woodman staff members from multiple areas of discipline are ready and available to assist you.
- **Service** - Knowledge of Village management and operations enhances our ability to serve you. Providing one of the most comprehensive ranges of municipal engineering and technology services found in Chicagoland, we continue to refine our practices and expand our services to best meet the changing requirements of municipalities like Barrington Hills.

If you have any questions or need additional information, please contact me at 815-444-3274. Let's discuss how we can work together towards Barrington Hill's continued success!

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



John V. Ambrose, PE
President/CEO
JVA:jmp

Number of years in the business as presently organized:

71 Years - Baxter & Woodman, Inc. has specialized in municipal engineering since 1946. As one of the first firms in northern Illinois to provide municipal services, we've developed the staff, resources, and training to provide a full range of engineering and technology services required by today's municipalities and public agencies. Clients receive planning, design, construction, and operation/maintenance services for a variety of projects including transportation, wastewater, water, stormwater, GIS, operations, IT consulting and SCADA technology, and general municipal public works.

Our combined work force totals 235 talented individuals made up of sanitary, civil, transportation, mechanical, structural, electrical, computer, and environmental engineers. The engineering staff is supported by trained technicians, licensed water and wastewater operators, licensed electricians, registered surveyors, GIS/GPS analysts, CAD operators, construction inspectors, and administrative assistants.

Number of payroll employees:

Current staff members on Baxter & Woodman's payroll stands at 235 and growing. Of our 235 employees, 96 work out of our Crystal Lake office located less than 20 miles from Barrington Hills' Village Hall. Client Manager Jason Fluhr also works out of our Crystal Lake office and is one of our 50 Client Managers responsible for client satisfaction. At Baxter & Woodman, Client Managers are assigned based on their experience working with the community and their knowledge of the client's preferences and standards to ensure the necessary resources are available for the project team. Our client managers each manage a small number of clients to ensure each client's needs are met.

We have a comprehensive team of technical and administrative staff to provide engineering services in-house from design to construction. We do not outsource our services to other firms, with the exception of geotechnical engineering.

Number of municipal clients with years of service, limit to five:

Baxter & Woodman has developed trusted relationships with numerous communities throughout our 71 years of business. We currently serve 160 municipal clients. Some of our longest standing clients includes:

1. Village of Fox River Grove, since 1960;
2. Village of Cary, since 1960;
3. City of McHenry, since 1961;
4. Village of South Elgin, since 1963
5. City of Woodstock, since 1967;

Our Qualifications reference communities we've provided village engineering services to, including Bull Valley, Prairie Grove, Lakewood, and Glenview.

Notable engineering accomplished of recognition to the firm, please refrain from using superlatives as “professional’ or accolades from a professional association:



Baxter & Woodman is proud to be recognized as a Milestone Contributor by United Way of Greater McHenry County for being one of six organizations who contributed over \$50,000 in 2016.

Baxter & Woodman projects have been presented with scores of state and regional design awards from industry associations such as Metropolitan Water Reclamation District of Greater Chicago (MWRD), American Public Works Association (APWA), American Council of Engineering Companies (ACEC), American Water Works Association (AWWA), and Midwestern Institute of Transportation Engineers (MWITE) for making a positive difference through innovative engineering solutions.

In the past 10 years, Baxter & Woodman projects have been the recipient of the following awards:

- 19 APWA Branch awards
- 6 APWA Chapter awards
- 4 ACEC Merit awards
- 3 ACEC Special Achievement awards
- 3 ACEC Honor awards
- 2 MWRD Sustainability Awards
- 1 ACEC National Grand award
- 1 MWTIE Transportation Achievement Award

A comprehensive list of our award winning projects within the last 10 years is included below:

Year	Award	Client	Project
2007	APWA Public Works Project of the Year	Plainfield	Drauden Road Extension
2007	ACEC Engineering Excellence, Merit Award	Downers Grove Sanitary District	Sodium Hypochlorite Generation
2008	APWA Public Works Project of the Year	Itasca	2007 Street Program
2008	APWA Public Works Project of the Year	Plainfield	Lake Michigan Water Supply Conversion
2008	APWA Public Works Project of the Year	Shorewood	US Route 52 Improvements
2008	APWA Public Works Project of the Year	Wheeling	Cornell Avenue Dam Rehabilitation
2008	ACEC Engineering Excellence, Special Achievement	Park Forest	Water Treatment Plant
2009	APWA Public Works Project of the Year	Hoffman Estates	Sanitary Sewer Rehabilitation Program
2009	APWA Public Works Project of the Year	Plainfield	127th and VanDyke

2009	APWA Public Works Project of the Year	Olympia Fields	Kedzie/Olympian Way
2009	ACEC Engineering Excellence, Special Achievement	Downers Grove Sanitary District	Aeration System Improvements
2010	ACEC Engineering Excellence, Merit	City of Marseilles	North Wastewater Treatment Plant Improvements
2010	APWA Public Works Project of the Year	West Dundee	Randall Road Water Treatment Plant
2011	APWA Public Works Project of the Year	Oak Park	East Ave./I-290 Water Main Slip Lining
2011	ACEC Engineering Excellence, Honor Award	Oak Park	East Ave./I-290 Water Main Slip Lining
2011	APWA Public Works Project of the Year	Plainfield	Phase II Wastewater Treatment Facility Improvements
2012	APWA Public Works Project of the Year	Belvidere	Wastewater Treatment Plant Aeration System Improvements
2013	APWA Public Works Project of the Year	Itasca	Wastewater Treatment Plant Relocation
2013	ACEC Engineering Excellence, Merit Award	Itasca	Wastewater Treatment Plant Relocation
2014	APWA Public Works Project of the Year	Plainfield	Lockport Pedestrian Bridge
2015	APWA Public Works Project of the Year	Plainfield	Lockport Van Dyke Wallin Traffic Signals
2015	APWA Public Works Project of the Year	Round Lake	Hart Road and Sunset Drive Improvements
2015	APWA Public Works Project of the Year	Gilberts	Barium/Radium Pretreatment
2015	IL ACEC Engineering Excellence, Honor Award	Gilberts	Barium/Radium Pretreatment
2015	ACEC National Engineering Excellence, Grand Award	Gilberts	Barium/Radium Pretreatment
2015	WI ACEC Engineering Excellence, State Finalist	Paddock Lake	WWTP Improvements
2016	IL ACEC IL Engineering Excellence, Merit Award	Glenview	Harms Road Stormwater Improvements
2016	APWA Public Works Project of the Year	Glenview	Dewes Henley Harlem
2016	APWA Public Works Project of the Year	Joliet	West Park Front Pump Station
2016	MWITE Transportation Achievement Awards	Skokie	Green Alley Pilot Project
2016	MWRD Sustainable Landscaping, Honorable Mention	La Grange	Metra Lot
2016	MWRD Sustainable Landscaping, Honorable Mention	Skokie	Green Alley Pilot Project
2017	IL ACEC Engineering Excellence, Honor Award	Glenbard Wastewater Authority	CHP Project
2017	IL ACEC Engineering Excellence, Special Achievement	Northbrook	Wescott Park
2017	APWA Public Works Project of the Year	Plainfield	135th Street Pedestrian Crossing Safety Improvements

2017	APWA Public Works Project of the Year	Crest Hill	Well House #1
2017	APWA Public Works Project of the Year	Glenbard Wastewater Authority	CHP Project
2017	APWA Public Works Project of the Year	Waukegan	Mathon Bridge
2017	ACEC National Engineering Excellence, National Recognition Award	Glenbard Wastewater Authority	CHP Project
2017	Friends of the Chicago River, Chicago River Blue Awards	Northbrook	Wescott Park
2017	ASCE IL Outstanding Civil Engineering Achievement	Northbrook	Wescott Park

Baxter & Woodman’s staff has distinguished credentials and certifications that are highly regarded in the engineering industry including:

- LEED Accredited Professionals;
- Envision Sustainability Professional, Institute for Sustainable Infrastructure;
- Professional Traffic Operations Engineers;
- Professional Transportation Planner;
- National Bridge Inspection Standards (NBIS) Certified Program Manager;
- Certified Lake and McHenry County Watershed Development Enforcement Officer;
- Certified Floodplain Managers;
- Professional Geologist;
- Certified Professionals in Erosion & Sediment Control;
- Qualified Engineer Review Specialists, Kane County Stormwater Management Commission;
- Geographic Information Systems Professional;
- Board Certified Environmental Engineer, American Academy of Environmental Engineers;
- Federal Aviation Administration Remote Pilot Certification (Drone);
- Professional Land Surveyor;
- Certified Hazardous Materials Manager;
- Asbestos Building Inspector;

Additional accomplishments:

- Baxter & Woodman received special recognition by the Illinois/County Management Association for being a founding “Friend of ILMA” Corporate Partner since 2005.
- Baxter & Woodman is prequalified by the Illinois Department of Transportation (IDOT) in several categories, we’ve included a copy of our prequalification letter in the Appendix. Baxter & Woodman has served IDOT Bureau of Local Roads as Program Manager since 2009 and IDOT Bureau of Design, Project Support since 2015.
- Baxter & Woodman has been providing Engineering Services for Stormwater Management and Subdivision Review to the County of McHenry since 2014.

Also from the worksheet and such familiarity you may have of the Village of Barrington Hills, **how many hours of engineering services do believe is required in any one year?**

Based on communities we serve that are similar to Barrington Hills, we believe 150-250 hours per year is appropriate for general municipal engineering services. Our experience has been that a contract based on an agreed upon scope of services and monthly retainer fee is favored by our clients because it eliminates budget uncertainty. Work outside the general engineering services would be negotiated on a work order system for each project. We would be happy to discuss this model with you in more detail.

Attachments: IDOT Prequalification Letter and Engineering Services Spreadsheet

I:\Crystal Lake\BARHI\161037-10 Village Eng\10-Proposal\Correspondence\As Sent\Request for Highlights Response.docx



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

November 21, 2016

Subject: PRELIMINARY ENGINEERING
Consultant Unit
Prequalification File

John Ambrose
BAXTER & WOODMAN, INC.
8678 Ridgefield Road
Crystal Lake, IL 60012

Dear John Ambrose,

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2015. Your firm's total annual transportation fee capacity will be \$44,800,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 144.80% are approved on a provisional basis. The rate used in agreement negotiations may be verified 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, 2016. 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,
Maureen M. Addis
Acting Bureau Chief
Bureau of Design & Environment

SEFC PREQUALIFICATIONS FOR BAXTER & WOODMAN, INC.

CATEGORY	STATUS
Special Services - Mechanical	X
Special Studies - Traffic Signals	X
Highways - Roads and Streets	X
Special Services - Sanitary	X
Structures - Highway: Typical	X
Special Services - Surveying	X
Hydraulic Reports - Pump Stations	X
Special Services - Construction Inspection	X
Hydraulic Reports - Waterways: Typical	X
Special Studies - Pump Stations	X
Location Design Studies - Reconstruction/Major Rehabilitation	X
Special Services - Electrical Engineering	X
Special Studies - Location Drainage	X
Location Design Studies - Rehabilitation	X
Special Studies - Traffic Studies	X
Special Studies - Safety	X
Location Design Studies - New Construction/Major Reconstruction	X
Hydraulic Reports - Waterways: Complex	X
Highways - Freeways	X
Special Studies - Feasibility	X
Structures - Highway: Simple	X

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

Date	Engineer	Rate/HR		TotalHr		Total\$	Purpose
January							
1/6	Senior Engineer	\$125.00		1.00		\$125.00	Admin - Hart Rd & Cuba Twnshp info to Bob K; return voicemails
1/7	Senior Engineer	\$125.00		1.50		\$187.50	Admin - Review various projects with Bob K. & Wendi; pick up plan sets
1/11	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
1/11	GIS Professional	\$90.00		2.50		\$225.00	Admin - Website updates
1/11	Senior Engineer	\$125.00		0.50		\$62.50	KDOT Longmeadow PH 2 Coordination - Review project correspond.
1/12	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Review lighting ordinance requirements
1/14	Senior Engineer	\$125.00		1.00		\$125.00	Admin - ZBA notice coord.; Paganica PUD variance email
1/14	Senior Engineer	\$125.00		1.00		\$125.00	Public Utility Permits - Comcast permit coord. & review
1/15	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Paganica PUD variance coord.
1/18	GIS Professional	\$90.00		1.50		\$135.00	Admin - Clear space on Atlas Server
1/19	GIS Professional	\$90.00		0.50		\$45.00	Admin - Asset inventory inquiry/weather station inquiry
1/20	Senior Engineer	\$125.00		2.00		\$250.00	Admin - 11 Braeburn flood info to resident; 39 Brinker info to Bob K.
1/21	Senior Engineer	\$125.00		0.50		\$62.50	Admin - 11 Braeburn flood info follow up
1/21	Senior Engineer	\$125.00		1.00		\$125.00	Admin - 223 Westfield lighting review site visit
1/22	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails; Wamberg exhibit to Bob K.
February							
2/22	Senior Engineer	\$125.00		3.50		\$437.50	Mtgs & Hearings - Village board meeting & prep
2/23	GIS Professional	\$90.00		0.50		\$45.00	Admin - VBH Weather Report
2/25	Senior Engineer	\$125.00		1.00		\$125.00	Admin - Review various items w/ Bob K.; return calls & emails
March							
3/2	Senior Engineer	\$125.00		1.00		\$125.00	Admin - OMA training renewal
3/4	Staff Engineer	\$95.00		7.00		\$665.00	Admin - MFT closeout finance docs
3/4	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
3/9	GIS Professional	\$90.00		0.50		\$45.00	Admin - Image editing for website
3/9	Senior Engineer	\$125.00		1.00		\$125.00	Mtgs & Hearings - Review Feb. ZBA meeting recording
3/10	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
3/10	Senior Engineer	\$125.00		0.50		\$62.50	Mtgs & Hearings - Review Feb. ZBA meeting recording
3/11	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
3/12	Senior Engineer	\$125.00		0.50		\$62.50	Admin - R&B Committee draft agenda & coordination
3/14	Senior Engineer	\$125.00		2.50		\$312.50	Admin - R&B Committee mtg minutes & packet
3/14	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
3/15	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
3/16	Senior Engineer	\$125.00		5.00		\$625.00	Mtgs & Hearings - ZBA meeting; exhibit prep
3/17	Senior Engineer	\$125.00		1.00		\$125.00	Admin - 337 Ridge Rd - Meeting w/ Gina Irdman
3/17	Senior Engineer	\$125.00		3.00		\$375.00	Admin - Review roadway cond. For OW permits; R&B mtg
3/18	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
3/18	Senior Engineer	\$125.00		1.50		\$187.50	Admin- Respond to OW permit requests
3/21	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Overweight permit coord
3/21	GIS Professional	\$90.00		4.00		\$360.00	IT Support - Weather Station - Spring Cleanup
3/22	Senior Engineer	\$125.00		0.50		\$62.50	Public Utility Permits - ComEd permit review

Date	Engineer	Rate/HR		TotalHr		Total\$	Purpose
3/28	Senior Engineer	\$125.00		1.50		\$187.50	Admin - 2015 Septic installation slats to IDPH; Countryside School
3/28	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Finalize Schedule I; UCT invoice; Finance
3/29	Senior Engineer	\$125.00		1.00		\$125.00	Admin -337 Ridge Rd coord
3/29	Senior Engineer	\$125.00		0.50		\$62.50	Public Utility Permits - ComEd permit review
3/30	Senior Engineer	\$125.00		1.00		\$125.00	Admin - Return calls & emails
3/30	Senior Engineer	\$125.00		3.50		\$437.50	Mtgs & Hearings - Village board mtg & prep
April							
4/7	Senior Engineer	\$125.00		1.50		\$187.50	Admin - 375 County Line summary memo; return calls & emails
4/7	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Coord. w/ village auditor
4/8	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
4/12	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
4/13	Senior Engineer	\$125.00		2.00		\$250.00	Admin - Resp. to Barrington Bourne drainage ques.; 777 Plum Tree coor; 300 Ridge
4/15	Senior Engineer	\$125.00		2.00		\$250.00	Admin - Helm Rd drainage site visit; coord w/ Ken Garrett
4/15	Senior Engineer	\$125.00		1.50		\$187.50	Mtgs & Hearings - Memo to ZBA
4/18	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Coord w/ LCDOT re US Rte 14 @ Hart Rd Plans
4/18	Senior Engineer	\$125.00		4.50		\$562.50	Admin - R&B mtg packet; Lakeview Ln exhibit coord
4/18	Senior Engineer	\$125.00		4.00		\$500.00	Mtgs & Hearings - ZBA mtg & prep
4/19	Senior Engineer	\$125.00		3.00		\$375.00	Mtgs & Hearings - Lakeview Ln drainage mtg
4/21	Senior Engineer	\$125.00		3.50		\$437.50	Admin - R&B comm mtg & prep
4/21	Staff Engineer	\$95.00		2.50		\$237.50	Admin - R&B comm mtg to discuss 2016 Road program
4/22	Senior Engineer	\$125.00		2.00		\$250.00	Admin - Sched I; pay request letter; OW permit coord
4/25	Senior Engineer	\$125.00		3.00		\$375.00	Mtgs & Hearings - Village board meeting & prep
4/27	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
4/29	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
May							
5/5	Senior Engineer	\$125.00		1.00		\$125.00	Admin - Project review w/ Bob K.
5/11	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
5/12	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
5/13	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
5/16	GIS Professional	\$90.00		1.00		\$90.00	Admin - Rainfall Graph
5/16	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
5/17	Senior Engineer	\$125.00		1.00		\$125.00	Admin - Project management/coord. w/ Bob K.
5/18	Staff Engineer	\$95.00		2.50		\$237.50	Admin - Church Rd visit for exist. Conditions & proposed driveway
5/18	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
5/18	Staff Engineer	\$95.00		1.00		\$95.00	Admin - Site visit & observation of Dundee Rd property lot
5/20	Senior Engineer	\$125.00		0.50		\$62.50	Public Utility Permits - Review Comcast permit
5/23	Senior Engineer	\$125.00		3.50		\$437.50	Mtgs & Hearings - Village board meeting & prep

Date	Engineer	Rate/HR		TotalHr		Total\$	Purpose
5/24	Senior Engineer	\$125.00		0.50		\$62.50	Old Hart Rd Drainage - Survey work order
5/26	Senior Engineer	\$125.00		0.50		\$62.50	FOIA Response - Merri Oaks Rd review & response
5/27	Senior Engineer	\$125.00		1.50		\$187.50	Admin - Return calls & emails; 105 Otis info to surveyor
5/31	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
June							
6/2	Senior Technician	\$115.00		4.00		\$460.00	2015 Drainage Program - as-built storm
6/2	Engineering Technician I	\$85.00		4.00		\$340.00	2015 Drainage Program - as-built storm
6/2	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
6/3	Professional Land Surveyor	\$140.00		0.50		\$70.00	Old Hart Rd Drainage - Topo
6/3	Senior Technician	\$115.00		7.00		\$805.00	Old Hart Rd Drainage - Topo
6/6	Senior Technician	\$115.00		0.50		\$57.50	2015 Drainage Program - Project Download - as-built
6/6	Senior Engineer	\$125.00		0.50		\$62.50	Admin - BH Farm access plan review - Church Rd
6/6	Senior Technician	\$115.00		0.50		\$57.50	Old Hart Rd Drainage - Project download
6/6	Staff Engineer	\$95.00		1.50		\$142.50	Old Hart Rd Drainage - Topographical reduction
6/7	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
6/7	Professional Land Surveyor	\$140.00		0.50		\$70.00	Old Hart Rd Drainage - Final review topo
6/7	Staff Engineer	\$95.00		1.00		\$95.00	Old Hart Rd Drainage - Topographical reduc - update per surveyor
6/8	Staff Engineer	\$95.00		0.50		\$47.50	2015 Drainage Program - Topo reduction - as-built
6/9	Senior Engineer	\$125.00		3.50		\$437.50	Admin - Precast bridge unit installation & coordination
6/10	Staff Engineer	\$95.00		2.00		\$190.00	2015 Drainage Program - Topo reduction - as-built
6/13	Staff Engineer	\$95.00		0.50		\$47.50	Old Hart Rd Drainage - PR drawing sheet set up
6/14	Senior Engineer	\$125.00		1.50		\$187.50	Admin - Return calls & emails
6/14	Staff Engineer	\$95.00		1.00		\$95.00	Old Hart Rd Drainage - JULIE locate request
6/14	Staff Engineer	\$95.00		3.00		\$285.00	Old Hart Rd Drainage - Plan set drafting & existing conditions update
6/15	Senior Engineer	\$125.00		1.50		\$187.50	Admin - Road closure coordination
6/15	Staff Engineer	\$95.00		1.50		\$142.50	Old Hart Rd Drainage - Plan set drafting
6/15	Staff Engineer	\$95.00		2.00		\$190.00	Old Hart Rd Drainage - Tributary area & topo exhibit for proposed culvert sizing.
6/16	GIS Professional	\$90.00		2.00		\$180.00	IT Support - Weather Station - Maintenance
6/16	Staff Engineer	\$95.00		0.50		\$47.50	Old Hart Rd Drainage - Existing condition & utility update
6/17	GIS Professional	\$90.00		3.50		\$315.00	IT Support - Weather Station - Maintenance
6/17	Staff Engineer	\$95.00		4.00		\$380.00	Old Hart Rd Drainage - Hydraulic drainage analysis & proposed culvert sizing
6/17	Staff Engineer	\$95.00		1.00		\$95.00	Old Hart Rd Drainage - Watershed & tributary revisions
6/21	GIS Professional	\$90.00		1.00		\$90.00	IT Support - Weather Station - Maintenance
6/22	Senior Engineer	\$125.00		2.00		\$250.00	Admin - Rebecca Ln mtg w/ Scott Sinnett
6/23	GIS Professional	\$90.00		3.00		\$270.00	Admin - E Packet prep
6/23	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
6/23	Senior Engineer	\$125.00		0.50		\$62.50	Mtgs & Hearings - IDOT shutdown memo
6/24	GIS Professional	\$90.00		5.00		\$450.00	Admin - E Packet prep
6/27	Senior Engineer	\$125.00		1.50		\$187.50	Mtgs & Hearings - BOT meeting coordination
6/27	Senior Engineer	\$125.00		2.50		\$312.50	Mtgs & Hearings - Prepare for and attend village board meeting

Date	Engineer	Rate/HR		TotalHr		Total\$	Purpose
July							
7/6	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
7/7	Professional Engineer	\$95.00		1.00		\$95.00	Admin - MSI computer for new treasurer
7/8	Senior Engineer	\$125.00		1.00		\$125.00	Admin - R&B Committee meeting draft agenda & coordination
7/8	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
7/8	Senior Engineer	\$125.00		0.50		\$62.50	Public Utility Permits - Comcast permit review
7/11	Senior Engineer	\$125.00		3.50		\$437.50	Admin - R&B Committee agenda & packet
7/12	GIS Professional	\$90.00		1.00		\$90.00	Admin - Cuba Rd notifications
7/12	Senior Engineer	\$125.00		0.50		\$62.50	Admin - R&B meeting packet updates
7/20	Senior Engineer	\$125.00		0.50		\$62.50	Admin - 105 Otis meeting coordination
7/21	Senior Engineer	\$125.00		0.50		\$62.50	Admin - 789 Plum Tree permit coordination
7/21	GIS Professional	\$90.00		1.00		\$90.00	Admin - Asset inventory
7/21	Senior Engineer	\$125.00		4.00		\$500.00	Mtgs & Hearings - Village board meeting & prep
August							
8/4	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
8/5	Senior Engineer	\$125.00		1.00		\$125.00	KDOT Longmeadow PH 2 coord - Review EA Re-evaluation report
8/15	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
8/15	Senior Engineer	\$125.00		0.50		\$62.50	KDOT Longmeadow PH 2 coord - Response to village email
8/16	Senior Engineer	\$125.00		1.00		\$125.00	Admin - 6 Middlebury BFE review; 12 Creekside coord
8/22	Senior Engineer	\$125.00		4.50		\$562.50	Admin- R&B committee meeting packet materials
8/24	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
8/25	Senior Engineer	\$125.00		6.00		\$750.00	Admin - R&B committee mtg & prep; draft sched I; contract. invoices
8/25	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
8/26	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Finalize Schedule I Finance
8/29	Senior Engineer	\$125.00		3.50		\$437.50	Mtgs & Hearings - Village board meeting & prep
8/30	Senior Engineer	\$125.00		2.00		\$250.00	Old Hart Road Drainage - Easement coord w/ Riding Club; residents
8/30	Senior Engineer	\$125.00		0.50		\$62.50	Public Utility Permits - Coordination w/ Enbridge
8/31	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
September							
9/1	Senior Engineer	\$125.00		0.50		\$62.50	Old Hart Road Drainage - Project management/coordination
9/2	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
9/2	Senior Engineer	\$125.00		3.50		\$437.50	Old Hart Road Drainage - On site mtgs w/ Riding Club, Matt Pablecas; bid advert.
9/2	Administrative	\$75.00		1.00		\$75.00	Old Hart Road Drainage - Ran plans & specs for plan holders
9/7	Senior Engineer	\$125.00		1.00		\$125.00	Admin - Return calls & emails
9/8	Senior Engineer	\$125.00		1.00		\$125.00	Old Hart Road Drainage - Easement coord
9/14	Administrative	\$75.00		0.50		\$37.50	Old Hart Road Drainage - Copy/Bind Plans/Specs
9/14	Administrative	\$75.00		1.00		\$75.00	Old Hart Road Drainage - Ran plans & spec books for plan holder pick up
9/15	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
9/15	Senior Engineer	\$125.00		0.50		\$62.50	Old Hart Road Drainage - Addendum #1
9/16	Senior Engineer	\$125.00		1.50		\$187.50	Admin - Sept R&B mtg agenda; review 2017 Road Program Sched
9/19	Staff Engineer	\$95.00		4.00		\$380.00	Admin - 2016 Road Program - August roads & bridges comm. mtg & min

Date	Engineer	Rate/HR		TotalHr		Total\$	Purpose
9/19	Senior Engineer	\$125.00		4.00		\$500.00	Admin - Road Program - R&B mtg packet; research salt prices
9/20	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
9/21	Senior Engineer	\$125.00		1.00		\$125.00	Admin - Schedule I; pay request letters; Finance
9/22	Senior Engineer	\$125.00		3.50		\$437.50	Admin - Roads & Bridges comm mtg & prep
9/23	Senior Engineer	\$125.00		1.00		\$125.00	Public Utility Permits - Comcast permit reviews - Braeburn & River
9/26	Senior Engineer	\$125.00		3.50		\$437.50	Mtgs & Hearings - Village board meeting prep
9/27	Senior Engineer	\$125.00		1.00		\$125.00	Admin - Veteran's crossing presentation prep
9/28	Senior Engineer	\$125.00		1.50		\$187.50	Admin - Veteran's crossing presentation prep
9/29	Administrative	\$75.00		0.50		\$37.50	Admin - Document research
9/29	Senior Engineer	\$125.00		3.00		\$375.00	Admin - Veteran's crossing presentation at FCWP mtg
October							
10/4	Senior Engineer	\$125.00		3.00		\$375.00	Admin - 5 Rebecca Ln mtg at Village Hall; 19 Creekside BFE info
10/4	Administrative	\$75.00		0.50		\$37.50	Admin - Document research
10/5	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
10/10	Senior Engineer	\$125.00		1.50		\$187.50	Admin - 71 Hawthorne BFE review; coord w/ Bond Dickson & Bldg Dept
10/10	GIS Professional	\$90.00		0.50		\$45.00	Admin - Archived file request
10/11	Senior Engineer	\$125.00		3.00		\$375.00	Admin - Return calls & emails; 93/95 Bateman Rd mtg at Village Hall
10/14	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Draft R&B mtg agenda
10/14	GIS Professional	\$90.00		4.00		\$360.00	IT Support - Weather Station - Maintenance
10/14	Senior Engineer	\$125.00		1.00		\$125.00	KDOT Longmeadow PH 2 coord - Conf. call w/ KDOT & village
10/17	Senior Engineer	\$125.00		1.00		\$125.00	Admin - IEPA Leaking UST doc research
10/17	Senior Engineer	\$125.00		5.50		\$687.50	Admin - Roads & Bridges packets; 2017 budget; Sept mtg min.
10/17	Senior Engineer	\$125.00		0.50		\$62.50	KDOT Longmeadow PH 2 coord - KDOT conf. call
10/18	Senior Engineer	\$125.00		0.50		\$62.50	KDOT Longmeadow PH 2 coord - project manage/coord
10/20	Senior Engineer	\$125.00		5.00		\$625.00	Admin - R&B mtg & prep
10/21	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Schedule 1; Finance
10/24	GIS Professional	\$90.00		1.50		\$135.00	Admin - Asset Inventory
10/24	Senior Engineer	\$125.00		0.50		\$62.50	Admin -Return calls & emails
10/24	Senior Engineer	\$125.00		3.00		\$375.00	Mtgs & Hearings - BOT Meeting & prep
10/25	GIS Professional	\$90.00		0.50		\$45.00	Admin - Asset Inventory
10/26	GIS Professional	\$90.00		2.50		\$225.00	GIS Base Mapping 2 - School District Mapping
10/27	Senior Engineer	\$125.00		1.00		\$125.00	Admin - Return calls & emails
10/28	GIS Professional	\$90.00		2.00		\$180.00	Admin - Asset Inventory
10/31	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
10/31	Senior Engineer	\$125.00		1.00		\$125.00	Public Utility Permits - Enbridge permit review
November							
11/1	Senior Engineer	\$125.00		1.00		\$125.00	Admin - 465 Oak Knoll - BFE correspondence
11/3	Senior Engineer	\$125.00		2.50		\$312.50	Admin - Mtg w/ Gene & Bob K. - Paganica pond & village storm sewer
11/3	Senior Engineer	\$125.00		0.50		\$62.50	GIS Base Mapping 2 - Deed research

Date	Engineer	Rate/HR		TotalHr		Total\$	Purpose
11/3	GIS Professional	\$90.00		0.50		\$45.00	GIS Base Mapping 2 - Drainage area exhibits
11/4	Senior Engineer	\$125.00		0.50		\$62.50	GIS Base Mapping 2 - Deed research
11/4	GIS Professional	\$90.00		3.00		\$270.00	IT Support - Weather Station - Maintenance
11/7	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
11/9	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
11/11	Senior Engineer	\$125.00		0.50		\$62.50	Public Utility Permits - Enbridge permit review
11/15	GIS Professional	\$90.00		4.00		\$360.00	Admin - Asset Inventory
11/15	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Schedule I; Finance
11/15	Senior Engineer	\$125.00		0.50		\$62.50	Public Utility Permits - Enbridge permit review
11/16	GIS Professional	\$90.00		0.50		\$45.00	Admin - Asset Inventory
11/16	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
11/16	Senior Engineer	\$125.00		0.50		\$62.50	Mtgs & Hearings - Board meeting prep
11/16	Senior Engineer	\$125.00		1.00		\$125.00	Public Utility Permits - Enbridge coord; ComEd permit review
11/17	Senior Engineer	\$125.00		2.50		\$312.50	Mtgs & Hearings - Village board meeting prep
11/18	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Church Rd ROW review w/ Bob K.
11/18	Senior Engineer	\$125.00		1.00		\$125.00	KDOT Longmeadow PH 2 coord - Autumn Trail Subdiv. file research
11/21	GIS Professional	\$90.00		1.00		\$90.00	Admin - Property Info Lookup/Doc retrieval
11/22	GIS Professional	\$90.00		1.00		\$90.00	Admin - Asset Inventory
11/22	Senior Engineer	\$125.00		0.50		\$62.50	Public Utility Permits - ComEd permit review
11/28	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
11/29	GIS Professional	\$90.00		2.00		\$180.00	Admin - Asset Inquiry/Report
11/30	Senior Engineer	\$125.00		1.50		\$187.50	Admin - Motorwerks plan review & coord w/Bob K.
11/30	GIS Professional	\$90.00		2.50		\$225.00	Admin - Asset Inventory
December							
12/1	Senior Engineer	\$125.00		2.50		\$312.50	Admin - Motorwerks/Southgate file research
12/2	Senior Engineer	\$125.00		2.50		\$312.50	Admin - Motorwerks/Southgate file research
12/5	Senior Engineer	\$125.00		1.50		\$187.50	Admin - Motorwerks plan review & coord w/Bob K.
12/5	GIS Professional	\$90.00		0.50		\$45.00	Admin - Calendar posting
12/5	Professional Land Surveyor	\$140.00		2.00		\$280.00	Admin - Draw out legal descriptions on exhibit
12/7	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Return calls & emails
12/7	GIS Professional	\$90.00		6.00		\$540.00	Admin - Board of Trustees meeting audio setup & attendance
12/8	Senior Engineer	\$125.00		1.00		\$125.00	Admin - Coordination meeting w/ Bob K.
12/9	Senior Engineer	\$125.00		0.50		\$62.50	Admin - Response to benchmark request
12/12	GIS Professional	\$90.00		0.50		\$45.00	Admin - Asset Inventory submittal
12/15	Senior Engineer	\$125.00		1.00		\$125.00	Admin - 8 Little Bend site visit
12/15	Senior Engineer	\$125.00		2.50		\$312.50	Admin - Dec. R&B report; Paganica Storage
12/16	Senior Engineer	\$125.00		1.00		\$125.00	Admin - Sched I & KDOT follow-up; Finance
12/16	Senior Engineer	\$125.00		1.00		\$125.00	Public Utility Permits - Enbridge Conf Call/Prep
					Total	\$38,600.00	
				337.50	Hours		

September 15, 2017

625 Forest Edge Drive, Vernon Hills, IL 60061

TEL 847.478.9700 ■ FAX 847.478.9701

www.gha-engineers.com

Mr. Robert Kosin
Director of Administration
Village of Barrington Hills
112 Algonquin Road
Barrington Hills, IL 60010

Re: Design & Construction Engineering Services
Village of Barrington Hills
Request for Information

Dear Mr. Kosin:

The attached documents have been prepared in response to email correspondence received from you on September 13, 2017.

GHA is a Professional Engineering and Land Surveying firm licensed and registered in the State of Illinois, License No. 184.000922.

Item #1- Number of years in the business as presently organized:

36

Item #2- Number of payroll employees:

96 full-time, 1 part-time

Item #3- Number of municipal clients with years of service: ¹

10 full-time municipal clients

Years of service for our five longest-term clients:

Village of Bannockburn 36 Years

Village of Kildeer 31 Years

Village of Golf..... 23 Years

Village of Riverwoods..... 20 Years

Village of Lake Barrington 10 Years

¹ Not including our 24 years of service to the Village of Barrington Hills.

Item #4- Notable engineering awards/ recognition to the firm:²

Many of the projects we've completed on behalf of our public-sector clients have received awards from organizations such as:

- American Public Works Association
- Chicago Wilderness Consortium
- Great Lakes Park Training Institute
- Illinois Association of Park Districts
- Illinois Park & Recreation Association
- Lake County Stormwater Management Commission
- National Arbor Day Foundation

While we value the numerous project-specific awards indicated above, we place just as high a value in making a difference in the lives of the people we serve. At Gewalt Hamilton we take pride in the dozens of letters and emails from municipal clients and their residents expressing gratitude for our attentive and responsive service, which reflects this personal approach to civil engineering. Please see the attached documents as representative samples of such statements.

Item #5- Required Hours of Engineering Services:

The hours required for engineering services for a Village will naturally vary from year to year depending upon the scope and number of capital projects undertaken by the Village, levels of development and building permit activity, Administrative and Engineering staffing levels, and a variety of other factors.

To provide a reference point, we examined other municipal clients, with populations ranging from 4,000 to 5,500. The number of hours of service provided during the 2016 calendar year ranged from 902 to 1,761, with total fees ranging from \$93,000 to \$193,000. If the annual road program was removed from these totals, the hours ranged from 661 to 1,524, with non-road program fees ranging from \$69,000 to \$168,000.

We trust our reply is responsive to your questions and provides the Roads & Bridges Committee with adequate context for their review. We look forward to further discussions with you.

Sincerely,
Gewalt Hamilton Associates, Inc.



Daniel J. Strahan, P.E., CFM
Associate/Senior Engineer
dstrahan@gha-engineers.com
847-821-6233



Patrick J. Glenn, P.E., CFM
Director of Municipal Services
pglenn@gha-engineers.com
847-821-6223

² Based on your email, we did not include specific award documentation at this time, but this can be provided if needed.



Todd Gordon <tgordon@gha-engineers.com>

Dan Strahan

Todd Gordon <tgordon@gha-engineers.com>

Thu, Jul 13, 2017 at 10:17 AM

To: Bruce Shrake <bshrake@gha-engineers.com>, David Gewalt <dgewalt@gha-engineers.com>, Don Matthews <dmatthews@gha-engineers.com>, Michael Shrake <mshrake@gha-engineers.com>, Art Penn <apenn@gha-engineers.com>, Pat Glenn <pglenn@gha-engineers.com>

All,

I just got off the phone with Marty Neal, the Libertyville Township Highway Commissioner. Marty called to thank Gewalt Hamilton for assigning Dan Strahan to his Township. Marty indicated that Dan has been extremely responsive from day one and continues to be on top of things at all times. Marty said that he appreciates GHA providing him one of our top engineers to help him serve his Township. Marty was expressing his satisfaction and appreciation of Dan, especially in this time of need for help throughout his Township.

For Marty to stop during a time of flooding emergencies and call to express his appreciation for Dan and his services is significant.

Thanks Dan for your dedication and passion on how you service your's and GHA's clients.

Todd P. Gordon, P.E.
Director of Transportation Services



625 Forest Edge Drive | Vernon Hills, Illinois 60061
Office: (847) 478-9700 | Fax: (847) 478-9701
Direct: (847) 821-6218 | Email: tgordon@gha-engineers.com
www.gha-engineers.com

157F Helm Road
Barrington, IL, 60010

October 11, 2016

Robert Kosin
Village Administrator,
Village of Barrington Hills
112 Algonquin Road,
Barrington, IL, 60010.

Dear Mr. Kosin,

Statement regarding the Services of Gewalt, Hamilton & Associates.

It has come to my attention that the Village of Barrington Hills is currently reviewing all major contractual relationships, as is appropriate to ensure the supply of efficient and cost-effective services to the Village. In this regard, I would like to offer several personal comments regarding the engineering services provided by Gewalt, Hamilton and Associates to the Village.

As a member and Chairman of the Village Health Committee (BOH), I have worked directly and indirectly with Gewalt, Hamilton & Associates, primarily in contact with Dan Strahan, over at least the last 12 years. During this period, the company has consistently demonstrated prompt and accurate responses to BOH requests. They have demonstrated and interpreted a vast working knowledge of State and County ordinances as applicable to Health and water management issues. The Company has provided comprehensive counsel, supported by well-drafted text amendments to Village Code on numerous occasions and have properly represented the Village and the Board of Health in contacts made with Illinois EPA and other health related government agencies. We have also observed consistent and thoughtful interaction of the Company and its representatives with residents of the Village and professional engineering companies, particularly in regard to septic system applications to the Village.

As a resident of the Village, I have observed Gewalt, Hamilton & Associates in the administration of numerous contracts on behalf of the Village, most notably the recent repaving and upgrade to Helm Road. I have been impressed with their prompt response to enquiries and to the efficiency of project management that has ensued. While I cannot speak to costs incurred, I do know that the final results of projects involving the Company have (1) always met or exceeded expectations, and (2) Village budgets for contracted services have not been exceeded (to my knowledge).

While change can often be a good thing, and there are always potentials for improvement, I have no hesitation in supporting the continued engagement of the services of Gewalt, Hamilton & Associates to the Village of Barrington Hills. Should you have any questions, I may be contacted by email at gjohnston@tempel.com or by cell phone at 773-617-0223.

Sincerely,



Gwynne Johnston

Cc Dan Strahan, S. Conibear, A. Majewski, F. Konicek, G. Gabriel.



August 8, 2015

Dear Mike,

I just wanted to write and personally thank you and your associates at GHA for hosting our Village of Long Grove meetings at your office for the month of July. It was a real treat to preside over meetings in your beautiful new office space, and I am still getting requests that we purchase your chairs as replacements for the uncomfortable ones in our meeting hall!

I have really enjoyed working with you over this past year, and very much appreciate your generosity.

Sincerely,
Anjie Underwood
Long Grove Village President



Dan Strahan <dstrahan@gha-engineers.com>

Three Lakes Rd.

Mike Guarise <mikeg@ameritech.net>

Fri, Nov 12, 2010 at 7:45 PM

To: Dan Strahan <dstrahan@gha-engineers.com>, Elaine Ramesh <eramesh@barringtonhills-il.gov>

Cc: Chuck Bodden <cbodden@gha-engineers.com>

Hi Elaine & Dan, I just wanted to express appreciation for the professional way the latest project was handled on Three Lakes Rd. Thank you for the excellent communication, and concern for the homeowners' needs. Mike



April 27, 2009

GEWALT HAMILTON ASSOCIATES, INC.

APR 28 2009

Mike Shrake
Gewalt-Hamilton
820 Lakeside Dr. Suite 5
Gurnee, IL 60031

Dear Mike,

As I prepare to leave office, I look over my past thirty years with mixed emotions. It has been my privilege to have been part of Kildeer's amazing evolution.

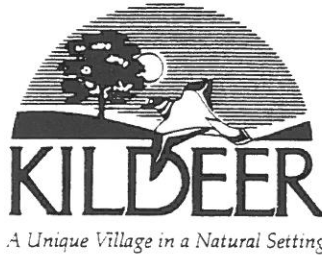
Thank you for your many years of unheralded service to the Village of Kildeer as Village Engineer. Your professional expertise and guidance have been invaluable to both the Plan Commission and Village Board. You have graciously mentored me, not only in so many technical areas, but also related various issues in a fair and equitable manner, cognizant of when to apply the "letter of the law" and when a reasonable approach is best. Most of all, you have set a strong ethical, kind, fair, professional and faithful example. Our various residential and commercial developments all reflect your capable guidance.

On a personal note, I thank you for your friendship, guidance and support in good times and bad. This has been an unbelievable experience, and one that I will always cherish and remember. Together we have made a difference. I wish you the very best.

Yours in community service,

Lauri Schreiber
Village Administrator

FEB 04 2002



February 1, 2002

Dave Gewalt
Gewalt-Hamilton
850 Forest Edge
Vernon Hills, IL 60061

Re: ATTABOY's

Dear Dave,

I am sorry that this note is late in coming, but we've been rather busy/preoccupied with the Village facility. Note: we should take occupancy the end of this month, and plan to move March 15-17.

Anyway, the purpose of this memo is to commend your staff.

Sharon, I'm sure you know, is a gem. When all else fails, I can rely on her to make sure someone gets a message, to find me an answer, or just to facilitate something mundane. As we prepare to have a formal front desk/reception area, I more fully appreciate the value of a cheerful, positive, can do person.

Bill Klewin and Pat Walsh have been extremely responsive, both in attending to an issue and on reporting back to me on the results. Both (along with Mike) are action oriented and not above doing whatever is necessary to resolve a problem. They can be counted on at all times.

Mike, of course, is Mike: conscientious, dedicated, takes on too much/can't say no, kind, generous, ethical, supportive, sensitive, gentle man (with a warped loyalty to certain sports teams). His manner appropriately represents the situation; he can be calm yet authoritative, objective and convincing. He is an excellent representative of your firm in all situations from golf to public hearing presentations.

Last, but not least, thank you for your persistence and dedication to our sewer and access needs. You may be quiet, but often I have seen you out on Quentin making it happen. There is obviously a reason why you head a great team. (I have not forgotten the promised dinner; I promise before fall, 2002.)

Enough, but just wanted to let you know how much I value the association with GHA.

Lauri

September 18, 2017

Mr. Robert Kosin
Director of Administration
Village of Barrington Hills
112 Algonquin Road
Barrington Hills, IL 60010

Re: Design & Construction Engineering Services
Village of Barrington Hills
Request for Information

Dear Mr. Kosin:

The attached documents have been prepared in response to email correspondence received from you on September 12, 2017.

We have reviewed the spreadsheet of tasks and hours provided and have attached the completed spreadsheet filled with our 2018 hourly rates as proposed in the original Statement of Qualifications.

We have always made efforts throughout our tenure as Village Engineer to provide services to the Village using appropriate personnel to minimize costs, using senior staff for inquiries that are technical in nature to minimize the hours spent responding, while utilizing lower cost personnel when appropriate for less technical questions that may require more hours. We believe that the experience gained through 24 years of service to Village of Barrington Hills allows us to provide services more efficiently than other firms could, while our discounted rates help minimize the cost to the Village for this level of service. However, the Village could reduce engineering expenses further if the day-to-day engineering responsibilities were shifted to a GHA staff engineer.

Ken Meek has been extensively involved in the road program each of the last two years, and is ready to take on a larger role as the day-to-day point of contact if desired by the Village. We have included a modified spreadsheet (the final 6 pages of this transmittal) that demonstrate a savings to the Village of \$4,787 for the tasks listed if Mr. Meek assumed a more active role and became the day-to-day contact for Village staff. Dan Strahan would, of course, continue to be available as needed.

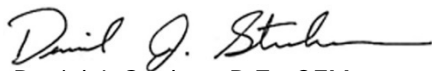
We also believe there are areas of saving that the Village could explore further, as summarized below:

- Within the task list provided, approximately 41 of the 337.5 hours apply to tasks that are not directly related to municipal engineering, such as assistance with the Village's asset inventory, maintenance of the Village weather station, and various website updates. While we are willing to assist Village staff with these tasks as needed, there may be an opportunity to complete this work with existing Village staff or in other ways that reduce costs to the Village.

- Approximately 9 hours are indicated in the spreadsheet for review of public utility permits. Occasionally these require a more technical review, but typically public utility permit applications are approved with a standard approval letter noting the various requirements for working within the Village roadway. In other cases, our time is spent responding to a utility agency to inform them that the application is for work on a private road, county highway, or state highway, and therefore must be sent to that respective agency. As a result, many of these reviews could be handled by Village staff once equipped to do so.
- Much of the time spent in our role as Village Engineer has been in response to service requests from residents, Village contractors, and Village staff (within the Building Department, Police Department, and Administrative staff). The hours spent responding to these service requests can vary based on a wide variety of factors outside of our control, such as when new building department employees are becoming familiar with the Village Code or when extreme storm events result in a large volume of resident questions regarding storm water drainage. During the time period noted in the spreadsheet, we calculate approximately 56 of the 337.5 hours were spent responding to such requests. Assuming sufficient Village staff time is available, some of these tasks could be assumed internally, with only the more technical inquiries being forwarded to the Village Engineer.

We trust the attached information is responsive to your questions and provides the Roads & Bridges Committee with adequate context for their review. Please feel free to contact either of us as necessary.

Sincerely,
Gewalt Hamilton Associates, Inc.



Daniel J. Strahan, P.E., CFM
Associate/Senior Engineer
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847-821-6233



Patrick J. Glenn, P.E., CFM
Director of Municipal Services
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Date	Engineer	Rate/HR		TotalHr		Total\$	Purpose
January							
1/6	Senior Engineer	\$126.00		1.00		\$126.00	Admin - Hart Rd & Cuba Twnshp info to Bob K; return voicemails
1/7	Senior Engineer	\$126.00		1.50		\$189.00	Admin - Review various projects with Bob K. & Wendi; pick up plan sets
1/11	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
1/11	GIS Professional	\$104.00		2.50		\$260.00	Admin - Website updates
1/11	Senior Engineer	\$126.00		0.50		\$63.00	KDOT Longmeadow PH 2 Coordination - Review project correspond.
1/12	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Review lighting ordinance requirements
1/14	Senior Engineer	\$126.00		1.00		\$126.00	Admin - ZBA notice coord.; Paganica PUD variance email
1/14	Senior Engineer	\$126.00		1.00		\$126.00	Public Utility Permits - Comcast permit coord. & review
1/15	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Paganica PUD variance coord.
1/18	GIS Professional	\$104.00		1.50		\$156.00	Admin - Clear space on Atlas Server
1/19	GIS Professional	\$104.00		0.50		\$52.00	Admin - Asset inventory inquiry/weather station inquiry
1/20	Senior Engineer	\$126.00		2.00		\$252.00	Admin - 11 Braeburn flood info to resident; 39 Brinker info to Bob K.
1/21	Senior Engineer	\$126.00		0.50		\$63.00	Admin - 11 Braeburn flood info follow up
1/21	Senior Engineer	\$126.00		1.00		\$126.00	Admin - 223 Westfield lighting review site visit
1/22	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails; Wamberg exhibit to Bob K.
February							
2/22	Senior Engineer	\$126.00		3.50		\$441.00	Mtgs & Hearings - Village board meeting & prep
2/23	GIS Professional	\$104.00		0.50		\$52.00	Admin - VBH Weather Report
2/25	Senior Engineer	\$126.00		1.00		\$126.00	Admin - Review various items w/ Bob K.; return calls & emails
March							
3/2	Senior Engineer	\$126.00		1.00		\$126.00	Admin - OMA training renewal
3/4	Staff Engineer	\$104.00		7.00		\$728.00	Admin - MFT closeout finance docs
3/4	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
3/9	GIS Professional	\$104.00		0.50		\$52.00	Admin - Image editing for website
3/9	Senior Engineer	\$126.00		1.00		\$126.00	Mtgs & Hearings - Review Feb. ZBA meeting recording
3/10	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
3/10	Senior Engineer	\$126.00		0.50		\$63.00	Mtgs & Hearings - Review Feb. ZBA meeting recording
3/11	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
3/12	Senior Engineer	\$126.00		0.50		\$63.00	Admin - R&B Committee draft agenda & coordination
3/14	Senior Engineer	\$126.00		2.50		\$315.00	Admin - R&B Committee mtg minutes & packet
3/14	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
3/15	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
3/16	Senior Engineer	\$126.00		5.00		\$630.00	Mtgs & Hearings - ZBA meeting; exhibit prep
3/17	Senior Engineer	\$126.00		1.00		\$126.00	Admin - 337 Ridge Rd - Meeting w/ Gina Irdman
3/17	Senior Engineer	\$126.00		3.00		\$378.00	Admin - Review roadway cond. For OW permits; R&B mtg
3/18	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
3/18	Senior Engineer	\$126.00		1.50		\$189.00	Admin- Respond to OW permit requests
3/21	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Overweight permit coord
3/21	GIS Professional	\$104.00		4.00		\$416.00	IT Support - Weather Station - Spring Cleanup
3/22	Senior Engineer	\$126.00		0.50		\$63.00	Public Utility Permits - ComEd permit review

Date	Engineer	Rate/HR		TotalHr		Total\$	Purpose
3/28	Senior Engineer	\$126.00		1.50		\$189.00	Admin - 2015 Septic installation slats to IDPH; Countryside School
3/28	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Finalize Schedule I; UCT invoice; Finance
3/29	Senior Engineer	\$126.00		1.00		\$126.00	Admin -337 Ridge Rd coord
3/29	Senior Engineer	\$126.00		0.50		\$63.00	Public Utility Permits - ComEd permit review
3/30	Senior Engineer	\$126.00		1.00		\$126.00	Admin - Return calls & emails
3/30	Senior Engineer	\$126.00		3.50		\$378.00	Mtgs & Hearings - Village board mtg & prep
April							
4/7	Senior Engineer	\$126.00		1.50		\$189.00	Admin - 375 County Line summary memo; return calls & emails
4/7	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Coord. w/ village auditor
4/8	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
4/12	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
4/13	Senior Engineer	\$126.00		2.00		\$252.00	Admin - Resp. to Barrington Bourne drainage ques.; 777 Plum Tree coor; 300 Ridge
4/15	Senior Engineer	\$126.00		2.00		\$252.00	Admin - Helm Rd drainage site visit; coord w/ Ken Garrett
4/15	Senior Engineer	\$126.00		1.50		\$189.00	Mtgs & Hearings - Memo to ZBA
4/18	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Coord w/ LCDOT re US Rte 14 @ Hart Rd Plans
4/18	Senior Engineer	\$126.00		4.50		\$567.00	Admin - R&B mtg packet; Lakeview Ln exhibit coord
4/18	Senior Engineer	\$126.00		4.00		\$504.00	Mtgs & Hearings - ZBA mtg & prep
4/19	Senior Engineer	\$126.00		3.00		\$378.00	Mtgs & Hearings - Lakeview Ln drainage mtg
4/21	Senior Engineer	\$126.00		3.50		\$441.00	Admin - R&B comm mtg & prep
4/21	Staff Engineer	\$126.00		2.50		\$315.00	Admin - R&B comm mtg to discuss 2016 Road program
4/22	Senior Engineer	\$126.00		2.00		\$252.00	Admin - Sched I; pay request letter; OW permit coord
4/25	Senior Engineer	\$126.00		3.00		\$378.00	Mtgs & Hearings - Village board meeting & prep
4/27	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
4/29	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
May							
5/5	Senior Engineer	\$126.00		1.00		\$126.00	Admin - Project review w/ Bob K.
5/11	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
5/12	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
5/13	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
5/16	GIS Professional	\$104.00		1.00		\$104.00	Admin - Rainfall Graph
5/16	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
5/17	Senior Engineer	\$126.00		1.00		\$126.00	Admin - Project management/coord. w/ Bob K.
5/18	Staff Engineer	\$104.00		2.50		\$260.00	Admin - Church Rd visit for exist. Conditions & proposed driveway
5/18	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
5/18	Staff Engineer	\$104.00		1.00		\$104.00	Admin - Site visit & observation of Dundee Rd property lot
5/20	Senior Engineer	\$126.00		0.50		\$63.00	Public Utility Permits - Review Comcast permit
5/23	Senior Engineer	\$126.00		3.50		\$441.00	Mtgs & Hearings - Village board meeting & prep

Date	Engineer	Rate/HR		TotalHr		Total\$	Purpose
5/24	Senior Engineer	\$126.00		0.50		\$63.00	Old Hart Rd Drainage - Survey work order
5/26	Senior Engineer	\$126.00		0.50		\$63.00	FOIA Response - Merri Oaks Rd review & response
5/27	Senior Engineer	\$126.00		1.50		\$189.00	Admin - Return calls & emails; 105 Otis info to surveyor
5/31	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
June							
6/2	Senior Technician	\$98.00		4.00		\$392.00	2015 Drainage Program - as-built storm
6/2	Engineering Technician I	\$70.00		4.00		\$280.00	2015 Drainage Program - as-built storm
6/2	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
6/3	Professional Land Surveyor	\$104.00		0.50		\$52.00	Old Hart Rd Drainage - Topo
6/3	Senior Technician	\$98.00		7.00		\$686.00	Old Hart Rd Drainage - Topo
6/6	Senior Technician	\$98.00		0.50		\$49.00	2015 Drainage Program - Project Download - as-built
6/6	Senior Engineer	\$126.00		0.50		\$63.00	Admin - BH Farm access plan review - Church Rd
6/6	Senior Technician	\$98.00		0.50		\$49.00	Old Hart Rd Drainage - Project download
6/6	Staff Engineer	\$104.00		1.50		\$156.00	Old Hart Rd Drainage - Topographical reduction
6/7	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
6/7	Professional Land Surveyor	\$104.00		0.50		\$52.00	Old Hart Rd Drainage - Final review topo
6/7	Staff Engineer	\$104.00		1.00		\$104.00	Old Hart Rd Drainage - Topographical reduc - update per surveyor
6/8	Staff Engineer	\$104.00		0.50		\$52.00	2015 Drainage Program - Topo reduction - as-built
6/9	Senior Engineer	\$126.00		3.50		\$441.00	Admin - Precast bridge unit installation & coordination
6/10	Staff Engineer	\$104.00		2.00		\$208.00	2015 Drainage Program - Topo reduction - as-built
6/13	Staff Engineer	\$104.00		0.50		\$52.00	Old Hart Rd Drainage - PR drawing sheet set up
6/14	Senior Engineer	\$126.00		1.50		\$189.00	Admin - Return calls & emails
6/14	Staff Engineer	\$104.00		1.00		\$104.00	Old Hart Rd Drainage - JULIE locate request
6/14	Staff Engineer	\$104.00		3.00		\$312.00	Old Hart Rd Drainage - Plan set drafting & existing conditions update
6/15	Senior Engineer	\$126.00		1.50		\$189.00	Admin - Road closure coordination
6/15	Staff Engineer	\$104.00		1.50		\$156.00	Old Hart Rd Drainage - Plan set drafting
6/15	Staff Engineer	\$104.00		2.00		\$208.00	Old Hart Rd Drainage - Tributary area & topo exhibit for proposed culvert sizing.
6/16	GIS Professional	\$104.00		2.00		\$208.00	IT Support - Weather Station - Maintenance
6/16	Staff Engineer	\$104.00		0.50		\$52.00	Old Hart Rd Drainage - Existing condition & utility update
6/17	GIS Professional	\$104.00		3.50		\$364.00	IT Support - Weather Station - Maintenance
6/17	Staff Engineer	\$104.00		4.00		\$416.00	Old Hart Rd Drainage - Hydraulic drainage analysis & proposed culvert sizing
6/17	Staff Engineer	\$104.00		1.00		\$104.00	Old Hart Rd Drainage - Watershed & tributary revisions
6/21	GIS Professional	\$104.00		1.00		\$104.00	IT Support - Weather Station - Maintenance
6/22	Senior Engineer	\$126.00		2.00		\$252.00	Admin - Rebecca Ln mtg w/ Scott Sinnett
6/23	GIS Professional	\$104.00		3.00		\$312.00	Admin - E Packet prep
6/23	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
6/23	Senior Engineer	\$126.00		0.50		\$63.00	Mtgs & Hearings - IDOT shutdown memo
6/24	GIS Professional	\$104.00		5.00		\$520.00	Admin - E Packet prep
6/27	Senior Engineer	\$126.00		1.50		\$189.00	Mtgs & Hearings - BOT meeting coordination
6/27	Senior Engineer	\$126.00		2.50		\$315.00	Mtgs & Hearings - Prepare for and attend village board meeting

Date	Engineer	Rate/HR		TotalHr		Total\$	Purpose
July							
7/6	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
7/7	Professional Engineer	\$113.00		1.00		\$113.00	Admin - MSI computer for new treasurer
7/8	Senior Engineer	\$126.00		1.00		\$126.00	Admin - R&B Committee meeting draft agenda & coordination
7/8	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
7/8	Senior Engineer	\$126.00		0.50		\$63.00	Public Utility Permits - Comcast permit review
7/11	Senior Engineer	\$126.00		3.50		\$441.00	Admin - R&B Committee agenda & packet
7/12	GIS Professional	\$104.00		1.00		\$104.00	Admin - Cuba Rd notifications
7/12	Senior Engineer	\$126.00		0.50		\$63.00	Admin - R&B meeting packet updates
7/20	Senior Engineer	\$126.00		0.50		\$63.00	Admin - 105 Otis meeting coordination
7/21	Senior Engineer	\$126.00		0.50		\$63.00	Admin - 789 Plum Tree permit coordination
7/21	GIS Professional	\$104.00		1.00		\$104.00	Admin - Asset inventory
7/21	Senior Engineer	\$126.00		4.00		\$504.00	Mtgs & Hearings - Village board meeting & prep
August							
8/4	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
8/5	Senior Engineer	\$126.00		1.00		\$126.00	KDOT Longmeadow PH 2 coord - Review EA Re-evaluation report
8/15	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
8/15	Senior Engineer	\$126.00		0.50		\$63.00	KDOT Longmeadow PH 2 coord - Response to village email
8/16	Senior Engineer	\$126.00		1.00		\$126.00	Admin - 6 Middlebury BFE review; 12 Creekside coord
8/22	Senior Engineer	\$126.00		4.50		\$567.00	Admin- R&B committee meeting packet materials
8/24	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
8/25	Senior Engineer	\$126.00		6.00		\$756.00	Admin - R&B committee mtg & prep; draft sched I; contract. invoices
8/25	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
8/26	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Finalize Schedule I Finance
8/29	Senior Engineer	\$126.00		3.50		\$441.00	Mtgs & Hearings - Village board meeting & prep
8/30	Senior Engineer	\$126.00		2.00		\$252.00	Old Hart Road Drainage - Easement coord w/ Riding Club; residents
8/30	Senior Engineer	\$126.00		0.50		\$63.00	Public Utility Permits - Coordination w/ Enbridge
8/31	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
September							
9/1	Senior Engineer	\$126.00		0.50		\$63.00	Old Hart Road Drainage - Project management/coordination
9/2	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
9/2	Senior Engineer	\$126.00		3.50		\$441.00	Old Hart Road Drainage - On site mtgs w/ Riding Club, Matt Pablecas; bid advert.
9/2	Administrative	\$56.00		1.00		\$56.00	Old Hart Road Drainage - Ran plans & specs for plan holders
9/7	Senior Engineer	\$126.00		1.00		\$126.00	Admin - Return calls & emails
9/8	Senior Engineer	\$126.00		1.00		\$126.00	Old Hart Road Drainage - Easement coord
9/14	Administrative	\$56.00		0.50		\$28.00	Old Hart Road Drainage - Copy/Bind Plans/Specs
9/14	Administrative	\$56.00		1.00		\$56.00	Old Hart Road Drainage - Ran plans & spec books for plan holder pick up
9/15	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
9/15	Senior Engineer	\$126.00		0.50		\$63.00	Old Hart Road Drainage - Addendum #1
9/16	Senior Engineer	\$126.00		1.50		\$189.00	Admin - Sept R&B mtg agenda; review 2017 Road Program Sched
9/19	Staff Engineer	\$104.00		4.00		\$416.00	Admin - 2016 Road Program - August roads & bridges comm. mtg & min

Date	Engineer	Rate/HR		TotalHr		Total\$	Purpose
9/19	Senior Engineer	\$126.00		4.00		\$504.00	Admin - Road Program - R&B mtg packet; research salt prices
9/20	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
9/21	Senior Engineer	\$126.00		1.00		\$126.00	Admin - Schedule I; pay request letters; Finance
9/22	Senior Engineer	\$126.00		3.50		\$441.00	Admin - Roads & Bridges comm mtg & prep
9/23	Senior Engineer	\$126.00		1.00		\$126.00	Public Utility Permits - Comcast permit reviews - Braeburn & River
9/26	Senior Engineer	\$126.00		3.50		\$441.00	Mtgs & Hearings - Village board meeting prep
9/27	Senior Engineer	\$126.00		1.00		\$126.00	Admin - Veteran's crossing presentation prep
9/28	Senior Engineer	\$126.00		1.50		\$189.00	Admin - Veteran's crossing presentation prep
9/29	Administrative	\$56.00		0.50		\$28.00	Admin - Document research
9/29	Senior Engineer	\$126.00		3.00		\$378.00	Admin - Veteran's crossing presentation at FCWP mtg
October							
10/4	Senior Engineer	\$126.00		3.00		\$378.00	Admin - 5 Rebecca Ln mtg at Village Hall; 19 Creekside BFE info
10/4	Administrative	\$56.00		0.50		\$28.00	Admin - Document research
10/5	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
10/10	Senior Engineer	\$126.00		1.50		\$189.00	Admin - 71 Hawthorne BFE review; coord w/ Bond Dickson & Bldg Dept
10/10	GIS Professional	\$104.00		0.50		\$52.00	Admin - Archived file request
10/11	Senior Engineer	\$126.00		3.00		\$378.00	Admin - Return calls & emails; 93/95 Bateman Rd mtg at Village Hall
10/14	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Draft R&B mtg agenda
10/14	GIS Professional	\$104.00		4.00		\$416.00	IT Support - Weather Station - Maintenance
10/14	Senior Engineer	\$126.00		1.00		\$126.00	KDOT Longmeadow PH 2 coord - Conf. call w/ KDOT & village
10/17	Senior Engineer	\$126.00		1.00		\$126.00	Admin - IEPA Leaking UST doc research
10/17	Senior Engineer	\$126.00		5.50		\$693.00	Admin - Roads & Bridges packets; 2017 budget; Sept mtg min.
10/17	Senior Engineer	\$126.00		0.50		\$63.00	KDOT Longmeadow PH 2 coord - KDOT conf. call
10/18	Senior Engineer	\$126.00		0.50		\$63.00	KDOT Longmeadow PH 2 coord - project manage/coord
10/20	Senior Engineer	\$126.00		5.00		\$630.00	Admin - R&B mtg & prep
10/21	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Schedule 1; Finance
10/24	GIS Professional	\$104.00		1.50		\$156.00	Admin - Asset Inventory
10/24	Senior Engineer	\$126.00		0.50		\$63.00	Admin -Return calls & emails
10/24	Senior Engineer	\$126.00		3.00		\$378.00	Mtgs & Hearings - BOT Meeting & prep
10/25	GIS Professional	\$104.00		0.50		\$52.00	Admin - Asset Inventory
10/26	GIS Professional	\$104.00		2.50		\$260.00	GIS Base Mapping 2 - School District Mapping
10/27	Senior Engineer	\$126.00		1.00		\$126.00	Admin - Return calls & emails
10/28	GIS Professional	\$104.00		2.00		\$208.00	Admin - Asset Inventory
10/31	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
10/31	Senior Engineer	\$126.00		1.00		\$126.00	Public Utility Permits - Enbridge permit review
November							
11/1	Senior Engineer	\$126.00		1.00		\$126.00	Admin - 465 Oak Knoll - BFE correspondence
11/3	Senior Engineer	\$126.00		2.50		\$315.00	Admin - Mtg w/ Gene & Bob K. - Paganica pond & village storm sewer
11/3	Senior Engineer	\$126.00		0.50		\$63.00	GIS Base Mapping 2 - Deed research

Date	Engineer	Rate/HR		TotalHr		Total\$	Purpose
11/3	GIS Professional	\$104.00		0.50		\$52.00	GIS Base Mapping 2 - Drainage area exhibits
11/4	Senior Engineer	\$126.00		0.50		\$63.00	GIS Base Mapping 2 - Deed research
11/4	GIS Professional	\$104.00		3.00		\$312.00	IT Support - Weather Station - Maintenance
11/7	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
11/9	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
11/11	Senior Engineer	\$126.00		0.50		\$63.00	Public Utility Permits - Enbridge permit review
11/15	GIS Professional	\$104.00		4.00		\$416.00	Admin - Asset Inventory
11/15	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Schedule I; Finance
11/15	Senior Engineer	\$126.00		0.50		\$63.00	Public Utility Permits - Enbridge permit review
11/16	GIS Professional	\$104.00		0.50		\$52.00	Admin - Asset Inventory
11/16	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
11/16	Senior Engineer	\$126.00		0.50		\$63.00	Mtgs & Hearings - Board meeting prep
11/16	Senior Engineer	\$126.00		1.00		\$126.00	Public Utility Permits - Enbridge coord; ComEd permit review
11/17	Senior Engineer	\$126.00		2.50		\$315.00	Mtgs & Hearings - Village board meeting prep
11/18	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Church Rd ROW review w/ Bob K.
11/18	Senior Engineer	\$126.00		1.00		\$126.00	KDOT Longmeadow PH 2 coord - Autumn Trail Subdiv. file research
11/21	GIS Professional	\$104.00		1.00		\$104.00	Admin - Property Info Lookup/Doc retrieval
11/22	GIS Professional	\$104.00		1.00		\$104.00	Admin - Asset Inventory
11/22	Senior Engineer	\$126.00		0.50		\$63.00	Public Utility Permits - ComEd permit review
11/28	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
11/29	GIS Professional	\$104.00		2.00		\$208.00	Admin - Asset Inquiry/Report
11/30	Senior Engineer	\$126.00		1.50		\$189.00	Admin - Motorwerks plan review & coord w/Bob K.
11/30	GIS Professional	\$104.00		2.50		\$260.00	Admin - Asset Inventory
December							
12/1	Senior Engineer	\$126.00		2.50		\$315.00	Admin - Motorwerks/Southgate file research
12/2	Senior Engineer	\$126.00		2.50		\$315.00	Admin - Motorwerks/Southgate file research
12/5	Senior Engineer	\$126.00		1.50		\$189.00	Admin - Motorwerks plan review & coord w/Bob K.
12/5	GIS Professional	\$104.00		0.50		\$52.00	Admin - Calendar posting
12/5	Professional Land Surveyor	\$104.00		2.00		\$208.00	Admin - Draw out legal descriptions on exhibit
12/7	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Return calls & emails
12/7	GIS Professional	\$104.00		6.00		\$624.00	Admin - Board of Trustees meeting audio setup & attendance
12/8	Senior Engineer	\$126.00		1.00		\$126.00	Admin - Coordination meeting w/ Bob K.
12/9	Senior Engineer	\$126.00		0.50		\$63.00	Admin - Response to benchmark request
12/12	GIS Professional	\$104.00		0.50		\$52.00	Admin - Asset Inventory submittal
12/15	Senior Engineer	\$126.00		1.00		\$126.00	Admin - 8 Little Bend site visit
12/15	Senior Engineer	\$126.00		2.50		\$315.00	Admin - Dec. R&B report; Paganica Storage
12/16	Senior Engineer	\$126.00		1.00		\$126.00	Admin - Sched I & KDOT follow-up; Finance
12/16	Senior Engineer	\$126.00		1.00		\$126.00	Public Utility Permits - Enbridge Conf Call/Prep
						\$39,543.00	
					Total		
				337.50	Hours		

Revised Totals with Staff Engineer

Ken Meek

Date	Engineer	Rate/HR	TotalHr	Total\$	Purpose
January					
1/6	Staff Engineer	\$104.00	1.00	\$104.00	Admin - Hart Rd & Cuba Twnshp info to Bob K; return voicemails
1/7	Staff Engineer	\$104.00	1.50	\$156.00	Admin - Review various projects with Bob K. & Wendi; pick up plan sets
1/11	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
1/11	GIS Professional	\$104.00	2.50	\$260.00	Admin - Website updates
1/11	Staff Engineer	\$104.00	0.50	\$52.00	KDOT Longmeadow PH 2 Coordination - Review project correspond.
1/12	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Review lighting ordinance requirements
1/14	Staff Engineer	\$104.00	1.00	\$104.00	Admin - ZBA notice coord.; Paganica PUD variance email
1/14	Staff Engineer	\$104.00	1.00	\$104.00	Public Utility Permits - Comcast permit coord. & review
1/15	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Paganica PUD variance coord.
1/18	GIS Professional	\$104.00	1.50	\$156.00	Admin - Clear space on Atlas Server
1/19	GIS Professional	\$104.00	0.50	\$52.00	Admin - Asset inventory inquiry/weather station inquiry
1/20	Staff Engineer	\$104.00	2.00	\$208.00	Admin - 11 Braeburn flood info to resident; 39 Brinker info to Bob K.
1/21	Staff Engineer	\$104.00	0.50	\$52.00	Admin - 11 Braeburn flood info follow up
1/21	Staff Engineer	\$104.00	1.00	\$104.00	Admin - 223 Westfield lighting review site visit
1/22	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails; Wamberg exhibit to Bob K.
February					
2/22	Staff Engineer	\$104.00	3.50	\$364.00	Mtgs & Hearings - Village board meeting & prep
2/23	GIS Professional	\$104.00	0.50	\$52.00	Admin - VBH Weather Report
2/25	Staff Engineer	\$104.00	1.00	\$104.00	Admin - Review various items w/ Bob K.; return calls & emails
March					
3/2	Staff Engineer	\$104.00	1.00	\$104.00	Admin - OMA training renewal
3/4	Staff Engineer	\$104.00	7.00	\$728.00	Admin - MFT closeout finance docs
3/4	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
3/9	GIS Professional	\$104.00	0.50	\$52.00	Admin - Image editing for website
3/9	Staff Engineer	\$104.00	1.00	\$104.00	Mtgs & Hearings - Review Feb. ZBA meeting recording
3/10	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
3/10	Staff Engineer	\$104.00	0.50	\$52.00	Mtgs & Hearings - Review Feb. ZBA meeting recording
3/11	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
3/12	Staff Engineer	\$104.00	0.50	\$52.00	Admin - R&B Committee draft agenda & coordination
3/14	Staff Engineer	\$104.00	2.50	\$260.00	Admin - R&B Committee mtg minutes & packet
3/14	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
3/15	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
3/16	Staff Engineer	\$104.00	5.00	\$520.00	Mtgs & Hearings - ZBA meeting; exhibit prep
3/17	Staff Engineer	\$104.00	1.00	\$104.00	Admin - 337 Ridge Rd - Meeting w/ Gina Irdman
3/17	Staff Engineer	\$104.00	3.00	\$312.00	Admin - Review roadway cond. For OW permits; R&B mtg
3/18	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
3/18	Staff Engineer	\$104.00	1.50	\$156.00	Admin- Respond to OW permit requests
3/21	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Overweight permit coord
3/21	GIS Professional	\$104.00	4.00	\$416.00	IT Support - Weather Station - Spring Cleanup
3/22	Staff Engineer	\$104.00	0.50	\$52.00	Public Utility Permits - ComEd permit review
3/28	Staff Engineer	\$104.00	1.50	\$156.00	Admin - 2015 Septic installation slats to IDPH; Countryside School

Revised Totals with Staff Engineer

Ken Meek

Date	Engineer	Rate/HR	TotalHr	Total\$	Purpose
3/28	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Finalize Schedule I; UCT invoice; Finance
3/29	Staff Engineer	\$104.00	1.00	\$104.00	Admin -337 Ridge Rd coord
3/29	Staff Engineer	\$104.00	0.50	\$52.00	Public Utility Permits - ComEd permit review
3/30	Staff Engineer	\$104.00	1.00	\$104.00	Admin - Return calls & emails
3/30	Senior Engineer	\$126.00	3.50	\$441.00	Mtgs & Hearings - Village board mtg & prep
April					
4/7	Staff Engineer	\$104.00	1.50	\$156.00	Admin - 375 County Line summary memo; return calls & emails
4/7	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Coord. w/ village auditor
4/8	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
4/12	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
4/13	Staff Engineer	\$104.00	2.00	\$208.00	Admin - Resp. to Barrington Bourne drainage ques.; 777 Plum Tree coor; 300 Ridge
4/15	Staff Engineer	\$104.00	2.00	\$208.00	Admin - Helm Rd drainage site visit; coord w/ Ken Garrett
4/15	Staff Engineer	\$104.00	1.50	\$156.00	Mtgs & Hearings - Memo to ZBA
4/18	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Coord w/ LCDOT re US Rte 14 @ Hart Rd Plans
4/18	Staff Engineer	\$104.00	4.50	\$468.00	Admin - R&B mtg packet; Lakeview Ln exhibit coord
4/18	Staff Engineer	\$104.00	4.00	\$416.00	Mtgs & Hearings - ZBA mtg & prep
4/19	Staff Engineer	\$104.00	3.00	\$312.00	Mtgs & Hearings - Lakeview Ln drainage mtg
4/21	Staff Engineer	\$104.00	3.50	\$364.00	Admin - R&B comm mtg & prep
4/21	Staff Engineer	\$104.00	2.50	\$260.00	Admin - R&B comm mtg to discuss 2016 Road program
4/22	Staff Engineer	\$104.00	2.00	\$208.00	Admin - Sched I; pay request letter; OW permit coord
4/25	Senior Engineer	\$126.00	3.00	\$378.00	Mtgs & Hearings - Village board meeting & prep
4/27	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
4/29	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
May					
5/5	Staff Engineer	\$104.00	1.00	\$104.00	Admin - Project review w/ Bob K.
5/11	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
5/12	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
5/13	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
5/16	GIS Professional	\$104.00	1.00	\$104.00	Admin - Rainfall Graph
5/16	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
5/17	Staff Engineer	\$104.00	1.00	\$104.00	Admin - Project management/coord. w/ Bob K.
5/18	Staff Engineer	\$104.00	2.50	\$260.00	Admin - Church Rd visit for exist. Conditions & proposed driveway
5/18	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
5/18	Staff Engineer	\$104.00	1.00	\$104.00	Admin - Site visit & observation of Dundee Rd property lot
5/20	Staff Engineer	\$104.00	0.50	\$52.00	Public Utility Permits - Review Comcast permit
5/23	Staff Engineer	\$104.00	3.50	\$364.00	Mtgs & Hearings - Village board meeting & prep

Revised Totals with Staff Engineer

Ken Meek

Date	Engineer	Rate/HR	TotalHr	Total\$	Purpose
5/24	Staff Engineer	\$104.00	0.50	\$52.00	Old Hart Rd Drainage - Survey work order
5/26	Staff Engineer	\$104.00	0.50	\$52.00	FOIA Response - Merri Oaks Rd review & response
5/27	Staff Engineer	\$104.00	1.50	\$156.00	Admin - Return calls & emails; 105 Otis info to surveyor
5/31	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
June					
6/2	Senior Technician	\$98.00	4.00	\$392.00	2015 Drainage Program - as-built storm
6/2	Engineering Technician I	\$70.00	4.00	\$280.00	2015 Drainage Program - as-built storm
6/2	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
6/3	Professional Land Surveyor	\$104.00	0.50	\$52.00	Old Hart Rd Drainage - Topo
6/3	Senior Technician	\$98.00	7.00	\$686.00	Old Hart Rd Drainage - Topo
6/6	Senior Technician	\$98.00	0.50	\$49.00	2015 Drainage Program - Project Download - as-built
6/6	Staff Engineer	\$104.00	0.50	\$52.00	Admin - BH Farm access plan review - Church Rd
6/6	Senior Technician	\$98.00	0.50	\$49.00	Old Hart Rd Drainage - Project download
6/6	Staff Engineer	\$104.00	1.50	\$156.00	Old Hart Rd Drainage - Topographical reduction
6/7	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
6/7	Professional Land Surveyor	\$104.00	0.50	\$52.00	Old Hart Rd Drainage - Final review topo
6/7	Staff Engineer	\$104.00	1.00	\$104.00	Old Hart Rd Drainage - Topographical reduc - update per surveyor
6/8	Staff Engineer	\$104.00	0.50	\$52.00	2015 Drainage Program - Topo reduction - as-built
6/9	Staff Engineer	\$104.00	3.50	\$364.00	Admin - Precast bridge unit installation & coordination
6/10	Staff Engineer	\$104.00	2.00	\$208.00	2015 Drainage Program - Topo reduction - as-built
6/13	Staff Engineer	\$104.00	0.50	\$52.00	Old Hart Rd Drainage - PR drawing sheet set up
6/14	Staff Engineer	\$104.00	1.50	\$156.00	Admin - Return calls & emails
6/14	Staff Engineer	\$104.00	1.00	\$104.00	Old Hart Rd Drainage - JULIE locate request
6/14	Staff Engineer	\$104.00	3.00	\$312.00	Old Hart Rd Drainage - Plan set drafting & existing conditions update
6/15	Staff Engineer	\$104.00	1.50	\$156.00	Admin - Road closure coordination
6/15	Staff Engineer	\$104.00	1.50	\$156.00	Old Hart Rd Drainage - Plan set drafting
6/15	Staff Engineer	\$104.00	2.00	\$208.00	Old Hart Rd Drainage - Tributary area & topo exhibit for proposed culvert sizing.
6/16	GIS Professional	\$104.00	2.00	\$208.00	IT Support - Weather Station - Maintenance
6/16	Staff Engineer	\$104.00	0.50	\$52.00	Old Hart Rd Drainage - Existing condition & utility update
6/17	GIS Professional	\$104.00	3.50	\$364.00	IT Support - Weather Station - Maintenance
6/17	Staff Engineer	\$104.00	4.00	\$416.00	Old Hart Rd Drainage - Hydraulic drainage analysis & proposed culvert sizing
6/17	Staff Engineer	\$104.00	1.00	\$104.00	Old Hart Rd Drainage - Watershed & tributary revisions
6/21	GIS Professional	\$104.00	1.00	\$104.00	IT Support - Weather Station - Maintenance
6/22	Staff Engineer	\$104.00	2.00	\$208.00	Admin - Rebecca Ln mtg w/ Scott Sinnett
6/23	GIS Professional	\$104.00	3.00	\$312.00	Admin - E Packet prep
6/23	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
6/23	Staff Engineer	\$104.00	0.50	\$52.00	Mtgs & Hearings - IDOT shutdown memo
6/24	GIS Professional	\$104.00	5.00	\$520.00	Admin - E Packet prep
6/27	Staff Engineer	\$104.00	1.50	\$156.00	Mtgs & Hearings - BOT meeting coordination
6/27	Staff Engineer	\$104.00	2.50	\$260.00	Mtgs & Hearings - Prepare for and attend village board meeting

Revised Totals with Staff Engineer

Ken Meek

Date	Engineer	Rate/HR	TotalHr	Total\$	Purpose
July					
7/6	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
7/7	Professional Engineer	\$113.00	1.00	\$113.00	Admin - MSI computer for new treasurer
7/8	Staff Engineer	\$104.00	1.00	\$104.00	Admin - R&B Committee meeting draft agenda & coordination
7/8	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
7/8	Staff Engineer	\$104.00	0.50	\$52.00	Public Utility Permits - Comcast permit review
7/11	Staff Engineer	\$104.00	3.50	\$364.00	Admin - R&B Committee agenda & packet
7/12	GIS Professional	\$104.00	1.00	\$104.00	Admin - Cuba Rd notifications
7/12	Staff Engineer	\$104.00	0.50	\$52.00	Admin - R&B meeting packet updates
7/20	Staff Engineer	\$104.00	0.50	\$52.00	Admin - 105 Otis meeting coordination
7/21	Staff Engineer	\$104.00	0.50	\$52.00	Admin - 789 Plum Tree permit coordination
7/21	GIS Professional	\$104.00	1.00	\$104.00	Admin - Asset inventory
7/21	Senior Engineer	\$126.00	4.00	\$504.00	Mtgs & Hearings - Village board meeting & prep
August					
8/4	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
8/5	Staff Engineer	\$104.00	1.00	\$104.00	KDOT Longmeadow PH 2 coord - Review EA Re-evaluation report
8/15	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
8/15	Staff Engineer	\$104.00	0.50	\$52.00	KDOT Longmeadow PH 2 coord - Response to village email
8/16	Staff Engineer	\$104.00	1.00	\$104.00	Admin - 6 Middlebury BFE review; 12 Creekside coord
8/22	Staff Engineer	\$104.00	4.50	\$468.00	Admin- R&B committee meeting packet materials
8/24	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
8/25	Staff Engineer	\$104.00	6.00	\$624.00	Admin - R&B committee mtg & prep; draft sched I; contract. invoices
8/25	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
8/26	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Finalize Schedule I Finance
8/29	Staff Engineer	\$104.00	3.50	\$364.00	Mtgs & Hearings - Village board meeting & prep
8/30	Staff Engineer	\$104.00	2.00	\$208.00	Old Hart Road Drainage - Easement coord w/ Riding Club; residents
8/30	Staff Engineer	\$104.00	0.50	\$52.00	Public Utility Permits - Coordination w/ Enbridge
8/31	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
September					
9/1	Staff Engineer	\$104.00	0.50	\$52.00	Old Hart Road Drainage - Project management/coordination
9/2	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
9/2	Staff Engineer	\$104.00	3.50	\$364.00	Old Hart Road Drainage - On site mtgs w/ Riding Club, Matt Pablecas; bid advert.
9/2	Administrative	\$56.00	1.00	\$56.00	Old Hart Road Drainage - Ran plans & specs for plan holders
9/7	Staff Engineer	\$104.00	1.00	\$104.00	Admin - Return calls & emails
9/8	Staff Engineer	\$104.00	1.00	\$104.00	Old Hart Road Drainage - Easement coord
9/14	Administrative	\$56.00	0.50	\$28.00	Old Hart Road Drainage - Copy/Bind Plans/Specs
9/14	Administrative	\$56.00	1.00	\$56.00	Old Hart Road Drainage - Ran plans & spec books for plan holder pick up
9/15	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
9/15	Staff Engineer	\$104.00	0.50	\$52.00	Old Hart Road Drainage - Addendum #1
9/16	Staff Engineer	\$104.00	1.50	\$156.00	Admin - Sept R&B mtg agenda; review 2017 Road Program Sched
9/19	Staff Engineer	\$104.00	4.00	\$416.00	Admin - 2016 Road Program - August roads & bridges comm. mtg & min
9/19	Staff Engineer	\$104.00	4.00	\$416.00	Admin - Road Program - R&B mtg packet; research salt prices

Revised Totals with Staff Engineer

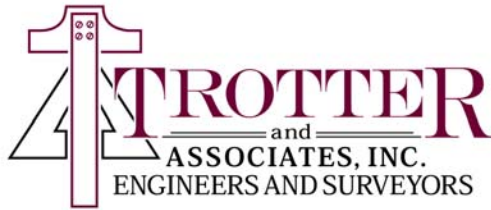
Ken Meek

Date	Engineer	Rate/HR	TotalHr	Total\$	Purpose
9/20	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
9/21	Staff Engineer	\$104.00	1.00	\$104.00	Admin - Schedule I; pay request letters; Finance
9/22	Staff Engineer	\$104.00	3.50	\$364.00	Admin - Roads & Bridges comm mtg & prep
9/23	Staff Engineer	\$104.00	1.00	\$104.00	Public Utility Permits - Comcast permit reviews - Braeburn & River
9/26	Staff Engineer	\$104.00	3.50	\$364.00	Mtgs & Hearings - Village board meeting prep
9/27	Staff Engineer	\$104.00	1.00	\$104.00	Admin - Veteran's crossing presentation prep
9/28	Staff Engineer	\$104.00	1.50	\$156.00	Admin - Veteran's crossing presentation prep
9/29	Administrative	\$56.00	0.50	\$28.00	Admin - Document research
9/29	Staff Engineer	\$104.00	3.00	\$312.00	Admin - Veteran's crossing presentation at FCWP mtg
October					
10/4	Staff Engineer	\$104.00	3.00	\$312.00	Admin - 5 Rebecca Ln mtg at Village Hall; 19 Creekside BFE info
10/4	Administrative	\$56.00	0.50	\$28.00	Admin - Document research
10/5	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
10/10	Staff Engineer	\$104.00	1.50	\$156.00	Admin - 71 Hawthorne BFE review; coord w/ Bond Dickson & Bldg Dept
10/10	GIS Professional	\$104.00	0.50	\$52.00	Admin - Archived file request
10/11	Staff Engineer	\$104.00	3.00	\$312.00	Admin - Return calls & emails; 93/95 Bateman Rd mtg at Village Hall
10/14	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Draft R&B mtg agenda
10/14	GIS Professional	\$104.00	4.00	\$416.00	IT Support - Weather Station - Maintenance
10/14	Staff Engineer	\$104.00	1.00	\$104.00	KDOT Longmeadow PH 2 coord - Conf. call w/ KDOT & village
10/17	Staff Engineer	\$104.00	1.00	\$104.00	Admin - IEPA Leaking UST doc research
10/17	Staff Engineer	\$104.00	5.50	\$572.00	Admin - Roads & Bridges packets; 2017 budget; Sept mtg min.
10/17	Staff Engineer	\$104.00	0.50	\$52.00	KDOT Longmeadow PH 2 coord - KDOT conf. call
10/18	Staff Engineer	\$104.00	0.50	\$52.00	KDOT Longmeadow PH 2 coord - project manage/coord
10/20	Staff Engineer	\$104.00	5.00	\$520.00	Admin - R&B mtg & prep
10/21	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Schedule 1; Finance
10/24	GIS Professional	\$104.00	1.50	\$156.00	Admin - Asset Inventory
10/24	Staff Engineer	\$104.00	0.50	\$52.00	Admin -Return calls & emails
10/24	Staff Engineer	\$104.00	3.00	\$312.00	Mtgs & Hearings - BOT Meeting & prep
10/25	GIS Professional	\$104.00	0.50	\$52.00	Admin - Asset Inventory
10/26	GIS Professional	\$104.00	2.50	\$260.00	GIS Base Mapping 2 - School District Mapping
10/27	Staff Engineer	\$104.00	1.00	\$104.00	Admin - Return calls & emails
10/28	GIS Professional	\$104.00	2.00	\$208.00	Admin - Asset Inventory
10/31	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
10/31	Staff Engineer	\$104.00	1.00	\$104.00	Public Utility Permits - Enbridge permit review
November					
11/1	Staff Engineer	\$104.00	1.00	\$104.00	Admin - 465 Oak Knoll - BFE correspondence
11/3	Staff Engineer	\$104.00	2.50	\$260.00	Admin - Mtg w/ Gene & Bob K. - Paganica pond & village storm sewer
11/3	Staff Engineer	\$104.00	0.50	\$52.00	GIS Base Mapping 2 - Deed research

Revised Totals with Staff Engineer

Ken Meek

Date	Engineer	Rate/HR	TotalHr	Total\$	Purpose
11/3	GIS Professional	\$104.00	0.50	\$52.00	GIS Base Mapping 2 - Drainage area exhibits
11/4	Staff Engineer	\$104.00	0.50	\$52.00	GIS Base Mapping 2 - Deed research
11/4	GIS Professional	\$104.00	3.00	\$312.00	IT Support - Weather Station - Maintenance
11/7	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
11/9	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
11/11	Staff Engineer	\$104.00	0.50	\$52.00	Public Utility Permits - Enbridge permit review
11/15	GIS Professional	\$104.00	4.00	\$416.00	Admin - Asset Inventory
11/15	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Schedule I; Finance
11/15	Staff Engineer	\$104.00	0.50	\$52.00	Public Utility Permits - Enbridge permit review
11/16	GIS Professional	\$104.00	0.50	\$52.00	Admin - Asset Inventory
11/16	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
11/16	Staff Engineer	\$104.00	0.50	\$52.00	Mtgs & Hearings - Board meeting prep
11/16	Staff Engineer	\$104.00	1.00	\$104.00	Public Utility Permits - Enbridge coord; ComEd permit review
11/17	Staff Engineer	\$104.00	2.50	\$260.00	Mtgs & Hearings - Village board meeting prep
11/18	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Church Rd ROW review w/ Bob K.
11/18	Staff Engineer	\$104.00	1.00	\$104.00	KDOT Longmeadow PH 2 coord - Autumn Trail Subdiv. file research
11/21	GIS Professional	\$104.00	1.00	\$104.00	Admin - Property Info Lookup/Doc retrieval
11/22	GIS Professional	\$104.00	1.00	\$104.00	Admin - Asset Inventory
11/22	Staff Engineer	\$104.00	0.50	\$52.00	Public Utility Permits - ComEd permit review
11/28	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
11/29	GIS Professional	\$104.00	2.00	\$208.00	Admin - Asset Inquiry/Report
11/30	Staff Engineer	\$104.00	1.50	\$156.00	Admin - Motorwerks plan review & coord w/Bob K.
11/30	GIS Professional	\$104.00	2.50	\$260.00	Admin - Asset Inventory
December					
12/1	Staff Engineer	\$104.00	2.50	\$260.00	Admin - Motorwerks/Southgate file research
12/2	Staff Engineer	\$104.00	2.50	\$260.00	Admin - Motorwerks/Southgate file research
12/5	Staff Engineer	\$104.00	1.50	\$156.00	Admin - Motorwerks plan review & coord w/Bob K.
12/5	GIS Professional	\$104.00	0.50	\$52.00	Admin - Calendar posting
12/5	Professional Land Surveyor	\$104.00	2.00	\$208.00	Admin - Draw out legal descriptions on exhibit
12/7	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Return calls & emails
12/7	GIS Professional	\$104.00	6.00	\$624.00	Admin - Board of Trustees meeting audio setup & attendance
12/8	Staff Engineer	\$104.00	1.00	\$104.00	Admin - Coordination meeting w/ Bob K.
12/9	Staff Engineer	\$104.00	0.50	\$52.00	Admin - Response to benchmark request
12/12	GIS Professional	\$104.00	0.50	\$52.00	Admin - Asset Inventory submittal
12/15	Staff Engineer	\$104.00	1.00	\$104.00	Admin - 8 Little Bend site visit
12/15	Staff Engineer	\$104.00	2.50	\$260.00	Admin - Dec. R&B report; Paganica Storage
12/16	Staff Engineer	\$104.00	1.00	\$104.00	Admin - Sched I & KDOT follow-up; Finance
12/16	Staff Engineer	\$104.00	1.00	\$104.00	Public Utility Permits - Enbridge Conf Call/Prep
				\$34,756.00	
			Total		
			337.50	Hours	



September 21, 2017

Mr. Robert Kosin
Village of Barrington Hills
112 Algonquin Road
Barrington Hills, IL 60010

Dear Mr. Kosin,

Pursuant to your request for information, attached is the spreadsheet you requested and below are the answers to your questions.

Number of years in the business as presently organized; 18 years, started in 1999

Number of payroll employees; 31 employees

- 12 Professional Engineers
- 2 Professional Land Surveyors
- 5 Engineers-in-Training
- 10 Engineering Technicians
- 2 Administrative Personnel

Number of municipal clients with years of service, limit to five;

TAI has worked for over 60 units of local government in Northern Illinois since 1999. Listed below is a short list.

- City of St. Charles -18 years and 108 jobs/projects
- City of Batavia – 18 years and 25 jobs
- Village of East Dundee – 18 years and 14 projects
- Village of Algonquin – 13 years and 30 projects
- City of North Chicago – 3 years and 70 projects
- Village of Campton Hills – 8 years
- Village of Union – 8 years
- Village of Fox Lake – 9 years
- Village of Ringwood – 6 years
- Northern Moraine WRD – 13 years

Notable engineering accomplished of recognition to the firm, please refrain from using superlatives as “professional’ or accolades from a professional association;

- *In the last 8 years TAI has assisted clients with **obtaining over \$7 million in grant funding, IEPA principal forgiveness and interest rate reductions.***

- *TAI has never been sued by a client and we stand behind our work.*
- *Our clients have received 6 APWA Project of the Year Awards for projects designed/constructed with our staff.*
- *IEPA WWTP Plant of the Year Awards: 5 clients received these awards with WWTP designed/constructed by TAI.*
- *USEPA-Recognized for Water Quality and Nutrient Reduction (Algonquin's 5 stage Bardenpho process).*
- *Staff has served nationally on the Water Environment Federation (WEF) committees.*
- *TAI staff is actively involved in leadership positions in the following professional organizations: APWA, AWWA, CSWEA (Central States), Fox Valley Operators Association, IWEA, WEF, Kane County Water Operators Association, Illinois Professional Land Surveyors Association, IAFSM and IAEP.*
- *TAI staff is actively involved in the following governmental organizations: McHenry County Council of Governments, Lake County Municipal League, Metrowest Council of Governments, and Illinois Municipal League.*
- *TAI staff is active in their communities and participate in the following events and organizations: Feed My Starving Children; Northern Illinois Food Bank, Kiwanis, Global Water Stewardship (GWS) and their various churches.*

Also from the worksheet and such familiarity you may have of the Village of Barrington Hills, **how many hours of engineering services do believe is required in any one year?**

Based upon the information provided by the Village, it appears the Village would average between 200-300 hours per year in "general" engineering services.

As stated in our SOQ, TAI will not invoice for attending the Road and Bridge Committee Meetings and the Village Board Meetings.

Costs can be further reduced by utilizing Village staff in preparing Road and Bridge Committee packets and ZBA packets. Utility permitting can also be reduced by delegating that work to a staff engineer or technician.

If you have any further questions, or would like additional clarification, please contact me at s.cieslica@trotter-inc.com or on my cell phone at 630-364-9464. I am happy to meet and visit with the Road and Bridge Committee again and I look forward to your response.

Sincerely,

TROTTER AND ASSOCIATES, INC



Steve Cieslica
Vice President

Date	Engineer	Rate/HR		TotalHr		Total\$	Purpose
January							
1/6	Senior Engineer	\$189.00		1.00		\$189.00	Admin - Hart Rd & Cuba Twnshp info to Bob K; return voicemails
1/7	Senior Engineer	\$189.00		1.50		\$283.50	Admin - Review various projects with Bob K. & Wendi; pick up plan sets
1/11	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Return calls & emails
1/11	GIS Professional	\$134.00		2.50		\$335.00	Admin - Website updates
1/11	Senior Engineer	\$189.00		0.50		\$94.50	KDOT Longmeadow PH 2 Coordination - Review project correspond.
1/12	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Review lighting ordinance requirements
1/14	Senior Engineer	\$189.00		1.00		\$189.00	Admin - ZBA notice coord.; Paganica PUD variance email
1/14	Senior Engineer	\$189.00		1.00		\$189.00	Public Utility Permits - Comcast permit coord. & review
1/15	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Paganica PUD variance coord.
1/18	GIS Professional	\$134.00		1.50		\$201.00	Admin - Clear space on Atlas Server
1/19	GIS Professional	\$134.00		0.50		\$67.00	Admin - Asset inventory inquiry/weather station inquiry
1/20	Senior Engineer	\$189.00		2.00		\$378.00	Admin - 11 Braeburn flood info to resident; 39 Brinker info to Bob K.
1/21	Senior Engineer	\$189.00		0.50		\$94.50	Admin - 11 Braeburn flood info follow up
1/21	Senior Engineer	\$189.00		1.00		\$189.00	Admin - 223 Westfield lighting review site visit
1/22	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Return calls & emails; Wamberg exhibit to Bob K.
February							
2/22	Senior Engineer	\$189.00		0.00		\$0.00	Mtgs & Hearings - Village board meeting & prep
2/23	GIS Professional	\$134.00		0.50		\$67.00	Admin - VBH Weather Report
2/25	Senior Engineer	\$189.00		1.00		\$189.00	Admin - Review various items w/ Bob K.; return calls & emails
March							
3/2	Senior Engineer	\$189.00		1.00		\$189.00	Admin - OMA training renewal
3/4	Staff Engineer	\$149.00		7.00		\$1,043.00	Admin - MFT closeout finance docs
3/4	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Return calls & emails
3/9	GIS Professional	\$134.00		0.50		\$67.00	Admin - Image editing for website
3/9	Senior Engineer	\$189.00		1.00		\$189.00	Mtgs & Hearings - Review Feb. ZBA meeting recording
3/10	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Return calls & emails
3/10	Senior Engineer	\$189.00		0.50		\$94.50	Mtgs & Hearings - Review Feb. ZBA meeting recording
3/11	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Return calls & emails
3/12	Senior Engineer	\$189.00		0.50		\$94.50	Admin - R&B Committee draft agenda & coordination
3/14	Senior Engineer	\$189.00		2.50		\$472.50	Admin - R&B Committee mtg minutes & packet
3/14	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Return calls & emails
3/15	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Return calls & emails
3/16	Senior Engineer	\$189.00		5.00		\$945.00	Mtgs & Hearings - ZBA meeting; exhibit prep
3/17	Senior Engineer	\$189.00		1.00		\$189.00	Admin - 337 Ridge Rd - Meeting w/ Gina Irdman
3/17	Senior Engineer	\$189.00		0.00		\$0.00	Admin - Review roadway cond. For OW permits; R&B mtg
3/18	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Return calls & emails
3/18	Senior Engineer	\$189.00		1.50		\$283.50	Admin- Respond to OW permit requests
3/21	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Overweight permit coord
3/21	GIS Professional	\$134.00		4.00		\$536.00	IT Support - Weather Station - Spring Cleanup
3/22	Senior Engineer	\$189.00		0.50		\$94.50	Public Utility Permits - ComEd permit review
3/28	Senior Engineer	\$189.00		1.50		\$283.50	Admin - 2015 Septic installation slats to IDPH; Countryside School

Date	Engineer	Rate/HR	TotalHr	Total\$	Purpose
3/28	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Finalize Schedule I; UCT invoice; Finance
3/29	Senior Engineer	\$189.00	1.00	\$189.00	Admin -337 Ridge Rd coord
3/29	Senior Engineer	\$189.00	0.50	\$94.50	Public Utility Permits - ComEd permit review
3/30	Senior Engineer	\$189.00	1.00	\$189.00	Admin - Return calls & emails
3/30	Senior Engineer	\$189.00	0.00	\$0.00	Mtgs & Hearings - Village board mtg & prep
April					
4/7	Senior Engineer	\$189.00	1.50	\$283.50	Admin - 375 County Line summary memo; return calls & emails
4/7	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Coord. w/ village auditor
4/8	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
4/12	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
4/13	Senior Engineer	\$189.00	2.00	\$378.00	Admin - Resp. to Barrington Bourne drainage ques.; 777 Plum Tree coor; 300 Ridge
4/15	Senior Engineer	\$189.00	2.00	\$378.00	Admin - Helm Rd drainage site visit; coord w/ Ken Garrett
4/15	Senior Engineer	\$189.00	1.50	\$283.50	Mtgs & Hearings - Memo to ZBA
4/18	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Coord w/ LCDOT re US Rte 14 @ Hart Rd Plans
4/18	Senior Engineer	\$189.00	4.50	\$850.50	Admin - R&B mtg packet; Lakeview Ln exhibit coord
4/18	Senior Engineer	\$189.00	4.00	\$756.00	Mtgs & Hearings - ZBA mtg & prep
4/19	Senior Engineer	\$189.00	3.00	\$567.00	Mtgs & Hearings - Lakeview Ln drainage mtg
4/21	Senior Engineer	\$189.00	3.50	\$661.50	Admin - R&B comm mtg & prep
4/21	Staff Engineer	\$149.00	2.50	\$372.50	Admin - R&B comm mtg to discuss 2016 Road program
4/22	Senior Engineer	\$189.00	2.00	\$378.00	Admin - Sched I; pay request letter; OW permit coord
4/25	Senior Engineer	\$189.00	0.00	\$0.00	Mtgs & Hearings - Village board meeting & prep
4/27	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
4/29	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
May					
5/5	Senior Engineer	\$189.00	1.00	\$189.00	Admin - Project review w/ Bob K.
5/11	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
5/12	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
5/13	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
5/16	GIS Professional	\$134.00	1.00	\$134.00	Admin - Rainfall Graph
5/16	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
5/17	Senior Engineer	\$189.00	1.00	\$189.00	Admin - Project management/coord. w/ Bob K.
5/18	Staff Engineer	\$149.00	2.50	\$372.50	Admin - Church Rd visit for exist. Conditions & proposed driveway
5/18	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
5/18	Staff Engineer	\$149.00	1.00	\$149.00	Admin - Site visit & observation of Dundee Rd property lot
5/20	Senior Engineer	\$189.00	0.50	\$94.50	Public Utility Permits - Review Comcast permit
5/23	Senior Engineer	\$189.00	0.00	\$0.00	Mtgs & Hearings - Village board meeting & prep

Date	Engineer	Rate/HR	TotalHr	Total\$	Purpose
5/24	Senior Engineer	\$189.00	0.50	\$94.50	Old Hart Rd Drainage - Survey work order
5/26	Senior Engineer	\$189.00	0.50	\$94.50	FOIA Response - Merri Oaks Rd review & response
5/27	Senior Engineer	\$189.00	1.50	\$283.50	Admin - Return calls & emails; 105 Otis info to surveyor
5/31	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
June					
6/2	Senior Technician	\$134.00	4.00	\$536.00	2015 Drainage Program - as-built storm
6/2	Engineering Technician I	\$96.00	4.00	\$384.00	2015 Drainage Program - as-built storm
6/2	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
6/3	Professional Land Surveyor	\$179.00	0.50	\$89.50	Old Hart Rd Drainage - Topo
6/3	Senior Technician	\$134.00	7.00	\$938.00	Old Hart Rd Drainage - Topo
6/6	Senior Technician	\$134.00	0.50	\$67.00	2015 Drainage Program - Project Download - as-built
6/6	Senior Engineer	\$189.00	0.50	\$94.50	Admin - BH Farm access plan review - Church Rd
6/6	Senior Technician	\$134.00	0.50	\$67.00	Old Hart Rd Drainage - Project download
6/6	Staff Engineer	\$149.00	1.50	\$223.50	Old Hart Rd Drainage - Topographical reduction
6/7	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
6/7	Professional Land Surveyor	\$179.00	0.50	\$89.50	Old Hart Rd Drainage - Final review topo
6/7	Staff Engineer	\$149.00	1.00	\$149.00	Old Hart Rd Drainage - Topographical reduc - update per surveyor
6/8	Staff Engineer	\$149.00	0.50	\$74.50	2015 Drainage Program - Topo reduction - as-built
6/9	Senior Engineer	\$189.00	3.50	\$661.50	Admin - Precast bridge unit installation & coordination
6/10	Staff Engineer	\$149.00	2.00	\$298.00	2015 Drainage Program - Topo reduction - as-built
6/13	Staff Engineer	\$149.00	0.50	\$74.50	Old Hart Rd Drainage - PR drawing sheet set up
6/14	Senior Engineer	\$189.00	1.50	\$283.50	Admin - Return calls & emails
6/14	Staff Engineer	\$149.00	1.00	\$149.00	Old Hart Rd Drainage - JULIE locate request
6/14	Staff Engineer	\$149.00	3.00	\$447.00	Old Hart Rd Drainage - Plan set drafting & existing conditions update
6/15	Senior Engineer	\$189.00	1.50	\$283.50	Admin - Road closure coordination
6/15	Staff Engineer	\$149.00	1.50	\$223.50	Old Hart Rd Drainage - Plan set drafting
6/15	Staff Engineer	\$149.00	2.00	\$298.00	Old Hart Rd Drainage - Tributary area & topo exhibit for proposed culvert sizing.
6/16	GIS Professional	\$134.00	2.00	\$268.00	IT Support - Weather Station - Maintenance
6/16	Staff Engineer	\$149.00	0.50	\$74.50	Old Hart Rd Drainage - Existing condition & utility update
6/17	GIS Professional	\$134.00	3.50	\$469.00	IT Support - Weather Station - Maintenance
6/17	Staff Engineer	\$149.00	4.00	\$596.00	Old Hart Rd Drainage - Hydraulic drainage analysis & proposed culvert sizing
6/17	Staff Engineer	\$149.00	1.00	\$149.00	Old Hart Rd Drainage - Watershed & tributary revisions
6/21	GIS Professional	\$134.00	1.00	\$134.00	IT Support - Weather Station - Maintenance
6/22	Senior Engineer	\$189.00	2.00	\$378.00	Admin - Rebecca Ln mtg w/ Scott Sinnett
6/23	GIS Professional	\$134.00	3.00	\$402.00	Admin - E Packet prep
6/23	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
6/23	Senior Engineer	\$189.00	0.50	\$94.50	Mtgs & Hearings - IDOT shutdown memo
6/24	GIS Professional	\$134.00	5.00	\$670.00	Admin - E Packet prep
6/27	Senior Engineer	\$189.00	0.00	\$0.00	Mtgs & Hearings - BOT meeting coordination
6/27	Senior Engineer	\$189.00	0.00	\$0.00	Mtgs & Hearings - Prepare for and attend village board meeting

Date	Engineer	Rate/HR		TotalHr		Total\$	Purpose
July							
7/6	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Return calls & emails
7/7	Professional Engineer	\$130.00		1.00		\$130.00	Admin - MSI computer for new treasurer
7/8	Senior Engineer	\$189.00		1.00		\$189.00	Admin - R&B Committee meeting draft agenda & coordination
7/8	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Return calls & emails
7/8	Senior Engineer	\$189.00		0.50		\$94.50	Public Utility Permits - Comcast permit review
7/11	Senior Engineer	\$189.00		3.50		\$661.50	Admin - R&B Committee agenda & packet
7/12	GIS Professional	\$134.00		1.00		\$134.00	Admin - Cuba Rd notifications
7/12	Senior Engineer	\$189.00		0.50		\$94.50	Admin - R&B meeting packet updates
7/20	Senior Engineer	\$189.00		0.50		\$94.50	Admin - 105 Otis meeting coordination
7/21	Senior Engineer	\$189.00		0.50		\$94.50	Admin - 789 Plum Tree permit coordination
7/21	GIS Professional	\$134.00		1.00		\$134.00	Admin - Asset inventory
7/21	Senior Engineer	\$189.00		0.00		\$0.00	Mtgs & Hearings - Village board meeting & prep
August							
8/4	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Return calls & emails
8/5	Senior Engineer	\$189.00		1.00		\$189.00	KDOT Longmeadow PH 2 coord - Review EA Re-evaluation report
8/15	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Return calls & emails
8/15	Senior Engineer	\$189.00		0.50		\$94.50	KDOT Longmeadow PH 2 coord - Response to village email
8/16	Senior Engineer	\$189.00		1.00		\$189.00	Admin - 6 Middlebury BFE review; 12 Creekside coord
8/22	Senior Engineer	\$189.00		4.50		\$850.50	Admin- R&B committee meeting packet materials
8/24	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Return calls & emails
8/25	Senior Engineer	\$189.00		6.00		\$1,134.00	Admin - R&B committee mtg & prep; draft sched I; contract. invoices
8/25	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Return calls & emails
8/26	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Finalize Schedule I Finance
8/29	Senior Engineer	\$189.00		0.00		\$0.00	Mtgs & Hearings - Village board meeting & prep
8/30	Senior Engineer	\$189.00		2.00		\$378.00	Old Hart Road Drainage - Easement coord w/ Riding Club; residents
8/30	Senior Engineer	\$189.00		0.50		\$94.50	Public Utility Permits - Coordination w/ Enbridge
8/31	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Return calls & emails
September							
9/1	Senior Engineer	\$189.00		0.50		\$94.50	Old Hart Road Drainage - Project management/coordination
9/2	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Return calls & emails
9/2	Senior Engineer	\$189.00		3.50		\$661.50	Old Hart Road Drainage - On site mtgs w/ Riding Club, Matt Pablecas; bid advert.
9/2	Administrative	\$63.00		1.00		\$63.00	Old Hart Road Drainage - Ran plans & specs for plan holders
9/7	Senior Engineer	\$189.00		1.00		\$189.00	Admin - Return calls & emails
9/8	Senior Engineer	\$189.00		1.00		\$189.00	Old Hart Road Drainage - Easement coord
9/14	Administrative	\$63.00		0.50		\$31.50	Old Hart Road Drainage - Copy/Bind Plans/Specs
9/14	Administrative	\$63.00		1.00		\$63.00	Old Hart Road Drainage - Ran plans & spec books for plan holder pick up
9/15	Senior Engineer	\$189.00		0.50		\$94.50	Admin - Return calls & emails
9/15	Senior Engineer	\$189.00		0.50		\$94.50	Old Hart Road Drainage - Addendum #1
9/16	Senior Engineer	\$189.00		1.50		\$283.50	Admin - Sept R&B mtg agenda; review 2017 Road Program Sched
9/19	Staff Engineer	\$149.00		4.00		\$596.00	Admin - 2016 Road Program - August roads & bridges comm. mtg & min
9/19	Senior Engineer	\$189.00		4.00		\$756.00	Admin - Road Program - R&B mtg packet; research salt prices

Date	Engineer	Rate/HR	TotalHr	Total\$	Purpose
9/20	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
9/21	Senior Engineer	\$189.00	1.00	\$189.00	Admin - Schedule I; pay request letters; Finance
9/22	Senior Engineer	\$189.00	3.50	\$661.50	Admin - Roads & Bridges comm mtg & prep
9/23	Senior Engineer	\$189.00	1.00	\$189.00	Public Utility Permits - Comcast permit reviews - Braeburn & River
9/26	Senior Engineer	\$189.00	0.00	\$0.00	Mtgs & Hearings - Village board meeting prep
9/27	Senior Engineer	\$189.00	1.00	\$189.00	Admin - Veteran's crossing presentation prep
9/28	Senior Engineer	\$189.00	1.50	\$283.50	Admin - Veteran's crossing presentation prep
9/29	Administrative	\$63.00	0.50	\$31.50	Admin - Document research
9/29	Senior Engineer	\$189.00	3.00	\$567.00	Admin - Veteran's crossing presentation at FCWP mtg
October					
10/4	Senior Engineer	\$189.00	3.00	\$567.00	Admin - 5 Rebecca Ln mtg at Village Hall; 19 Creekside BFE info
10/4	Administrative	\$63.00	0.50	\$31.50	Admin - Document research
10/5	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
10/10	Senior Engineer	\$189.00	1.50	\$283.50	Admin - 71 Hawthorne BFE review; coord w/ Bond Dickson & Bldg Dept
10/10	GIS Professional	\$134.00	0.50	\$67.00	Admin - Archived file request
10/11	Senior Engineer	\$189.00	3.00	\$567.00	Admin - Return calls & emails; 93/95 Bateman Rd mtg at Village Hall
10/14	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Draft R&B mtg agenda
10/14	GIS Professional	\$134.00	4.00	\$536.00	IT Support - Weather Station - Maintenance
10/14	Senior Engineer	\$189.00	1.00	\$189.00	KDOT Longmeadow PH 2 coord - Conf. call w/ KDOT & village
10/17	Senior Engineer	\$189.00	1.00	\$189.00	Admin - IEPA Leaking UST doc research
10/17	Senior Engineer	\$189.00	5.50	\$1,039.50	Admin - Roads & Bridges packets; 2017 budget; Sept mtg min.
10/17	Senior Engineer	\$189.00	0.50	\$94.50	KDOT Longmeadow PH 2 coord - KDOT conf. call
10/18	Senior Engineer	\$189.00	0.50	\$94.50	KDOT Longmeadow PH 2 coord - project manage/coord
10/20	Senior Engineer	\$189.00	5.00	\$945.00	Admin - R&B mtg & prep
10/21	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Schedule 1; Finance
10/24	GIS Professional	\$134.00	1.50	\$201.00	Admin - Asset Inventory
10/24	Senior Engineer	\$189.00	0.50	\$94.50	Admin -Return calls & emails
10/24	Senior Engineer	\$189.00	0.00	\$0.00	Mtgs & Hearings - BOT Meeting & prep
10/25	GIS Professional	\$134.00	0.50	\$67.00	Admin - Asset Inventory
10/26	GIS Professional	\$134.00	2.50	\$335.00	GIS Base Mapping 2 - School District Mapping
10/27	Senior Engineer	\$189.00	1.00	\$189.00	Admin - Return calls & emails
10/28	GIS Professional	\$134.00	2.00	\$268.00	Admin - Asset Inventory
10/31	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
10/31	Senior Engineer	\$189.00	1.00	\$189.00	Public Utility Permits - Enbridge permit review
November					
11/1	Senior Engineer	\$189.00	1.00	\$189.00	Admin - 465 Oak Knoll - BFE correspondence
11/3	Senior Engineer	\$189.00	2.50	\$472.50	Admin - Mtg w/ Gene & Bob K. - Paganica pond & village storm sewer
11/3	Senior Engineer	\$189.00	0.50	\$94.50	GIS Base Mapping 2 - Deed research

Date	Engineer	Rate/HR	TotalHr	Total\$	Purpose
11/3	GIS Professional	\$134.00	0.50	\$67.00	GIS Base Mapping 2 - Drainage area exhibits
11/4	Senior Engineer	\$189.00	0.50	\$94.50	GIS Base Mapping 2 - Deed research
11/4	GIS Professional	\$134.00	3.00	\$402.00	IT Support - Weather Station - Maintenance
11/7	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
11/9	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
11/11	Senior Engineer	\$189.00	0.50	\$94.50	Public Utility Permits - Enbridge permit review
11/15	GIS Professional	\$134.00	4.00	\$536.00	Admin - Asset Inventory
11/15	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Schedule I; Finance
11/15	Senior Engineer	\$189.00	0.50	\$94.50	Public Utility Permits - Enbridge permit review
11/16	GIS Professional	\$134.00	0.50	\$67.00	Admin - Asset Inventory
11/16	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
11/16	Senior Engineer	\$189.00	0.50	\$94.50	Mtgs & Hearings - Board meeting prep
11/16	Senior Engineer	\$189.00	1.00	\$189.00	Public Utility Permits - Enbridge coord; ComEd permit review
11/17	Senior Engineer	\$189.00	0.00	\$0.00	Mtgs & Hearings - Village board meeting prep
11/18	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Church Rd ROW review w/ Bob K.
11/18	Senior Engineer	\$189.00	1.00	\$189.00	KDOT Longmeadow PH 2 coord - Autumn Trail Subdiv. file research
11/21	GIS Professional	\$134.00	1.00	\$134.00	Admin - Property Info Lookup/Doc retrieval
11/22	GIS Professional	\$134.00	1.00	\$134.00	Admin - Asset Inventory
11/22	Senior Engineer	\$189.00	0.50	\$94.50	Public Utility Permits - ComEd permit review
11/28	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
11/29	GIS Professional	\$134.00	2.00	\$268.00	Admin - Asset Inquiry/Report
11/30	Senior Engineer	\$189.00	1.50	\$283.50	Admin - Motorwerks plan review & coord w/Bob K.
11/30	GIS Professional	\$134.00	2.50	\$335.00	Admin - Asset Inventory
December					
12/1	Senior Engineer	\$189.00	2.50	\$472.50	Admin - Motorwerks/Southgate file research
12/2	Senior Engineer	\$189.00	2.50	\$472.50	Admin - Motorwerks/Southgate file research
12/5	Senior Engineer	\$189.00	1.50	\$283.50	Admin - Motorwerks plan review & coord w/Bob K.
12/5	GIS Professional	\$134.00	0.50	\$67.00	Admin - Calendar posting
12/5	Professional Land Surveyor	\$179.00	2.00	\$358.00	Admin - Draw out legal descriptions on exhibit
12/7	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Return calls & emails
12/7	GIS Professional	\$134.00	6.00	\$0.00	Admin - Board of Trustees meeting audio setup & attendance
12/8	Senior Engineer	\$189.00	1.00	\$189.00	Admin - Coordination meeting w/ Bob K.
12/9	Senior Engineer	\$189.00	0.50	\$94.50	Admin - Response to benchmark request
12/12	GIS Professional	\$134.00	0.50	\$67.00	Admin - Asset Inventory submittal
12/15	Senior Engineer	\$189.00	1.00	\$189.00	Admin - 8 Little Bend site visit
12/15	Senior Engineer	\$189.00	2.50	\$472.50	Admin - Dec. R&B report; Paganica Storage
12/16	Senior Engineer	\$189.00	1.00	\$189.00	Admin - Sched I & KDOT follow-up; Finance
12/16	Senior Engineer	\$189.00	1.00	\$189.00	Public Utility Permits - Enbridge Conf Call/Prep
				\$49,736.00	
			300.50	Total	
			Hours		