Village Board of Trustees Agenda

Sandra "Sandy" Frum Board Room
1225 Cedar Lane Northbrook, IL 60062
Tuesday, August 26, 2025

7:30 PM

1. **ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **SWEARING IN OF DEPUTY CHIEF BRYAN MEENTS, COMMANDER JOHN SEILER, COMMANDER JONATHAN SALMI, SERGEANT MATTHEW PLACEK, AND OFFICER JAMES HOPPERS**
4. **MINUTES APPROVAL**
   A. August 12, 2025 Regular Board Meeting Minutes for Approval
5. **PUBLIC COMMENT TIME**

   This agenda item is reserved for members of the public who desire to address the Village Board on a topic that is within purview and jurisdiction of the Village Board, but that is not listed in another location on the agenda. If you would like to speak about a matter that is listed on the agenda, we ask that you wait until that agenda item is called, and we will give you an opportunity to speak then. If your matter is on the “Consent Agenda”, please let us know if you would like us to remove that matter so that you can speak about it.
   Anyone desiring to speak should fill out a written speaker form (located in the back of the Board Room) and submit it to the Village Clerk. “Public Comment Time” is not a forum for open dialogue or engagement with members of the Village Board. Rather, it is intended as an opportunity for you to make comments to the Village Board. While the Village Board will not immediately respond to public comments at this meeting, or engage in a back and forth discussion during the meeting, please be assured that the Board is actively listening to all comments, thoughts, and suggestions.
   All speakers will be limited to a total of three minutes. We request that everyone be respectful, civil, and non-repetitive; and we ask that members of the audience refrain from applauding or making any other comments during or after any speaker. Thank you for your understanding and taking the time to contribute to the success of our community.
6. **MANAGER'S REPORT**
7. **WARRANT LIST**
   A. Review and Approval of Escrow Deposits/Performance Bond Refunds Processed Between August 1, 2025 - August 15, 2025
   B. Review and Approval of Payments Processed Between August 1, 2025 - August 15, 2025
8. **PRESIDENT'S REPORT**

   Community Moment

   A. A Proclamation Recognizing Chamber of Commerce Week
   B. A Proclamation Recognizing September as National Suicide Prevention Awareness Month
9. **CONSENT AGENDA**

   The matters listed for consideration on the Consent Agenda are matters that appear to have the unanimous support of the Board of Trustees. The Village President will review, designate the resolution or ordinance number for passage and then inquire if any

member of the Board or member of the public objects to any item on the Consent Agenda. If any objections are raised, the matter will be removed from the Consent Agenda and relocated to a location on this agenda for consideration during the appropriate Board Committee report. If no objection is voiced, the Village President will request a motion and second for passage of all items listed. The resultant roll call vote on the Consent Agenda will be applicable to each individual agenda item.

A. A Resolution Approving the Renewal of an Annual Subscription for Cybersecurity Services from the Center for Internet Security
This Resolution approves the renewal of an annual subscription for cybersecurity monitoring and mitigation services from the Center for Internet Security (CIS).

B. A Resolution Approving a Retroactive First Amendment and Renewal of a Contract for Cross Connection Control Program Oversight Services with Backflow Solutions, Inc. of Alsip, Illinois
In September 2019, the Village entered into a contractual agreement with Backflow Solutions, Inc. for the management of the Village's Cross Connection Control Program. Since September 2023, upon expiration of the Agreement, Backflow Solutions, Inc. has provided services at the original contract terms and price. This item will retroactively renew the Contract to allow for the payment of the Services provided during the expired time period.

C. A Resolution Waiving Competitive Bidding and Authorizing an Agreement for Cross Connection Control Program Oversight Services with Backflow Solutions, Inc. of Alsip, Illinois
A Contract for Cross Connection Control Program Oversight Services for a maximum period of one year to succeed a First Amendment and Renewal of a contract with Backflow Solutions, Inc. of Alsip, Illinois to manage an active cross connection program has been prepared.

D. An Ordinance Authorizing the Disposal of Surplus Property and Approving an Agreement with Seagrave Fire Apparatus, LLC of Clintonville, WI for the Purchase of a Replacement Fire Engine
A Village owned fire engine is scheduled to be decommissioned and disposed of following its 20-year service life. A new fire engine is being purchased to replace it.

E. A Resolution Authorizing an Agreement for Roof Maintenance Services and Emergency Repairs with Weatherguard Roofing Co. of Elgin, Illinois
The Public Works Department is responsible for the maintenance of all Village-owned buildings. Occasionally, the roofs of these buildings require maintenance to repair leaks, minor deficiencies, and emergency services. The Public Works Department seeks contractual assistance to resolve these issues and prevent damage to Village-owned buildings on an as needed basis.

F. A Resolution Approving a Service Order for an Internet Service Upgrade with Comcast Business
This Resolution approves a service order to upgrade the Village's existing Internet service with Comcast Business.

G. An Ordinance Amending the Fiscal Year 2026 Annual Budget for the Village of Northbrook, Illinois
On a continual basis, staff evaluates expenditures to ascertain that there are no significant budget overages which may be due to various factors, including but not limited to, supply chain issues, unexpected capital costs, etc. Staff then brings forward an Ordinance for amending the adopted budget to appropriate necessary funds that consist of carryforward appropriations from the prior year, reallocations between or among accounts, and new money requests.

H. Motion to Approve the July 22, 2025 Closed Session Minutes held during the Committee of the Whole of the Village Board

10. ADMINISTRATION AND FINANCE

A. An Ordinance Amending Chapter 23 of the Northbrook Municipal Code, as Amended, Imposing a Municipal Grocery Retailers' Occupation Tax and Municipal Grocery Service Occupation Tax
This ordinance will provide a continuation of a 1% grocery tax in calendar year 2026, consistent with the current tax enacted by the State of Illinois through the end of calendar year 2025. Pursuant to Public Act 103-0781, the Village Board is required to adopted a local ordinance in order to continue to receive its 1% grocery tax.

11. PLANNING AND ECONOMIC DEVELOPMENT

12. COMMUNITY AND SUSTAINABILITY

13. HOUSING

14. LABOR RELATIONS

15. PUBLIC WORKS AND FACILITIES

A. A Resolution Accepting Design Development Phase for a new Fire Station #11 to be located at 820 Dundee Road and an adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage and Directing the Development of Construction Drawings
As reviewed at the August 12, 2025, Committee of the Whole Meeting, final design for the new Fire Station #11 and new Fleet Maintenance Garage is complete and both projects are ready to move to development of Construction Documents.

B. A Resolution Amending the Master Construction Manager Agreement for the First Partial Guaranteed Maximum Price for Bid Package 1 Items Associated with the Fleet Maintenance Garage with Leopardo Companies, Inc. of Hoffman Estates, Illinois.
As reviewed at the August 12, 2025, Committee of the Whole Meeting, this action approves initial site work and early ordering of items for the new Fleet Maintenance Garage and will allow specified work to proceed once applicable permits have been issued to the Village.

C. A Resolution Amending the Master Construction Manager Agreements for the First Partial Guaranteed Maximum Price for Bid Package 1 Items Associated with Fire Station #11 with Leopardo Companies, Inc. of Hoffman Estates, Illinois.

As reviewed at the August 12, 2025, Committee of the Whole Meeting, this action approves initial site work and early ordering of items for the new Fire Station 11 and will allow specified work to proceed once applicable permits have been issued to the Village.

16. PUBLIC SAFETY

A. An Ordinance Amending Chapter 16 of the Northbrook Municipal Code, as Amended, Regarding Electric Scooters, Electric Bicycles, and Other Motor-Driven Vehicles

With the increasing popularity of electric bicycles (e-bikes) and electric scooters (e-scooters), the Police Department has seen a measured increase in the number of complaints regarding this popular new mode of transportation. The adoption of an ordinance to provide increased enforcement tools will improve community welfare and safety.

17. COMMUNICATIONS AND OUTREACH

18. REMARKS FOR THE GOOD OF THE ORDER

19. CLOSED SESSION

20. ADJOURN

The Village of Northbrook is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are requested to promptly contact the Village of Northbrook at (847) 272-5050, or the Illinois Relay Center at (800) 526-0844, to allow the Village of Northbrook to make reasonable accommodations for those persons.

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

ESCROW DEPOSIT/PERFORMANCE BOND REFUNDS
INVOICES PROCESSED BETWEEN AUGUST 1, 2025 - AUGUST 15, 2025
FOR 8/26/25 MEETING

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
310410	GLENBROOK HIGH SCHOOL DISTRICT 225	PASS-THROUGH IMPACT FEE	4,056.25
310411	NORTHBROOK SCHOOL DIST. #27	PASS-THROUGH IMPACT FEE	11,355.55
310412	RONALD & ROSE MARY BETZ	ESCROW DEPOSIT/PERFORMANCE BOND REF	6,300.00
310413	RCWH GOLF	ESCROW DEPOSIT/PERFORMANCE BOND REF	4,600.00
310414	VICTOR'S S & S PLUMBING	ESCROW DEPOSIT/PERFORMANCE BOND REF	500.00
310415	BECMAR SPRINKLER SYSTEMS, INC.	ESCROW DEPOSIT/PERFORMANCE BOND REF	500.00
310416	NORTHBROOK PUBLIC LIBRARY	PASS-THROUGH IMPACT FEE	1,199.95
310417	POOL BUSTERS LLC	ESCROW DEPOSIT/PERFORMANCE BOND REF	500.00
310418	SCOTT BROENE	ESCROW DEPOSIT/PERFORMANCE BOND REF	1,000.00
310419	EATACO	ESCROW DEPOSIT/PERFORMANCE BOND REF	2,000.00
310420	CINDY LEE	ESCROW DEPOSIT/PERFORMANCE BOND REF	1,800.00
310421	SANTUCCI PLUMBING	ESCROW DEPOSIT/PERFORMANCE BOND REF	500.00
310422	J BLANTON PLUMBING	ESCROW DEPOSIT/PERFORMANCE BOND REF	500.00
310423	AQUA DOCTOR	ESCROW DEPOSIT/PERFORMANCE BOND REF	500.00
310424	ADR CUSTOM BUILDERS, INC	ESCROW DEPOSIT/PERFORMANCE BOND REF	1,000.00
310425	PRO ROOTER LLC	ESCROW DEPOSIT/PERFORMANCE BOND REF	500.00
310426	A PIZANO IRRIGATION SYSTEMS, INC	ESCROW DEPOSIT/PERFORMANCE BOND REF	500.00
310427	NORTHBROOK PARK DISTRICT	PASS-THROUGH IMPACT FEE	29,900.00
310428	DRE REALTY INVESTMENTS LLC	ESCROW DEPOSIT/PERFORMANCE BOND REF	1,000.00
310429	ULB-DRY WATERPROOFING, INC	ESCROW DEPOSIT/PERFORMANCE BOND REF	1,000.00
310430	AMERICAN NATIONAL	ESCROW DEPOSIT/PERFORMANCE BOND REF	500.00
310431	AMERICAN NATIONAL	ESCROW DEPOSIT/PERFORMANCE BOND REF	500.00
310432	DRAIN AND PLUMBING SERVICES INC	ESCROW DEPOSIT/PERFORMANCE BOND REF	500.00
		CLASS 'A' TOTAL	**70,711.75**

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CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
310511	A5 GROUP INC	PROFESSIONAL SERVICES - GG	2,500.00
310433	ABT ELECTRONICS, INC	APPLIANCE - FD	206.00
310474	ACE NORTHBROOK HARDWARE & RENTAL	SUPPLIES - PW/PD	581.72
310538	ADAM WORTHINGTON	REIMBURSEMENT - PD	124.48
7748(A)	ADDIS LAW GROUP	LEGAL SERVICES - GG	17,000.00
7713(A)	AIR ONE EQUIPMENT INC	EQUIPMENT - FD	700.00
310539	ALAN SMITH	REIMBURSEMENT - PD	83.49
7714(A)	ALEXANDER CHEMICAL CORPORATION	CHEMICALS - PW (*)	5,947.20
310523	ALLIANCE LAUNDRY SYSTEMS DIST. LLC	SERVICES - FD	387.44
7715(A)	ALPHA PRIME COMMUNICATIONS	EQUIPMENT - PW	9,957.74
310435	ALTEC INDUSTRIES INC.	SERVICES - PW	1,720.18
310434	AMALGAMATED BANK OF CHICAGO	BOND ADMINISTRATIVE FEES - FIN	950.00
310536	AMANDA WRANN	REIMBURSEMENT - PD	54.39
7742(A)	AMAZON.COM SERVICES, INC.	SUPPLIES/PARTS - PW/IT/PD/GG/FIN/DPS	1,868.68
7745(A)	AMERICAN PRINTING TECHNOLOGIES INC	PRINTING - FIN/GG	6,577.10
310535	ANGELA BAIOCCHI	REIMBURSEMENT - PD	124.69
310506	APEX LANDSCAPING INC.	SERVICES - PW	2,394.44
7716(A)	APPLIED CONCEPTS INC	PARTS - PD	147.00
7717(A)	ARLINGTON POWER EQUIPMENT	PARTS - PW	714.97
310502	ARTISTIC ENGRAVING	UNIFORMS - PD	445.63
310499	ATLAS BOBCAT, LLC	PARTS - PW	2,123.46
7740(A)	ATLAS ENGINEERING GROUP, LTD	PROFESSIONAL SERVICES - PW (*)	98,383.64
310528	ATLASTICITY LLC	PROFESSIONAL SERVICES - IT (*)	375.80
310501	BADE SUPPLY	SUPPLIES - FD	338.90
7718(A)	BATTERY SERVICE CORPORATION	SUPPLIES - PW	797.70
310533	BCBS OF ILLINOIS REFUND & RECOVERY	OVERPAYMENT REFUND - FD	963.20
310437	BERLAND'S HOUSE OF TOOLS	SUPPLIES - PW	646.92
310521	BIG BELLY SOLAR LLC	TRASH/RECYCLING RECEPTACLES - PW (*)	4,343.96
310438	BOUND TREE MEDICAL, LLC	SUPPLIES - FD	292.53
310540	BRENDAN CAIN	REIMBURSEMENT - PD	264.59
310548	BRYAN MATA	REIMBURSEMENT - FD	232.40
7719(A)	BS&A SOFTWARE	PAYMENT PROCESSING SERVICES - FIN (*)	14,795.06
310504	BUILDERS ASPHALT, LLC	MATERIALS - PW (*)	3,232.72
310439	CARAHSOFT TECHNOLOGY CORP.	MEMBERSHIP - IT	1,935.15
310516	CHARIZMA ENTERTAINMENT	COMMUNITY RELATIONS - PD	350.00
7720(A)	CHICAGO COMMUNICATIONS LLC	PROFESSIONAL SERVICES - PD	1,110.45
310440	CHICAGO TRIBUNE	PUBLICATIONS - DPS	172.36
310493	CINTAS CORPORATION #2	SUPPLIES - PD	655.59
310494	CINTAS CORPORATION #2	UNIFORMS - PW	151.04
310443	COMCAST CABLE	TELECOMMUNICATIONS - IT	914.10
310442	COMCAST CABLE	CABLE/INTERNET - PD	128.80
310444	COMMONWEALTH EDISON COMPANY	UTILITIES - PW	9,024.20
310527	CONSENSUS CLOUD SOLUTIONS, LLC	SUBSCRIPTION - IT	99.95
310518	CONSTELLATION ENERGY CORPORATION	UTILITIES - PW	53,547.36
310446	COOK COUNTY HIGHWAY DEPT.	TRAFFIC SIGNALS COST SHARING - PW	10,558.44
310445	COOK COUNTY RECORDER OF DEEDS	RECORDING FEES - GG/DPS	902.00
310497	CUMMINS SALES AND SERVICE	PARTS - FD	1,761.86
310531	CUSTOM CONNECTION INC	EQUIPMENT - FD	8,017.00
310447	CUTLER WORKWEAR	UNIFORMS - PW	486.22
310524	DACRA TECH LLC	SUBSCRIPTION - IT (*)	2,500.00
310555	DIANA LEE	RESIDENT REIMBURSEMENT - PW	20,140.00
310549	DYLAN VALKENAAR	REIMBURSEMENT - FD	651.28
310509	ELEVATED SAFETY LLC	TRAINING - FD	1,000.00
7744(A)	ELROD FRIEDMAN LLP	LEGAL SERVICES - GG/DPS	49,473.02
310449	EMPLOYEE ASSISTANCE PROFESSIONALS	MEMBERSHIP - PD	455.00

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310477	ENDEAVOR HEALTH MEDICAL GROUP	PROFESSIONAL SERVICES - FD/PD (*)	570.00
310451	FIELDS JEEP INC/FIELDS CHRYSLER	PARTS - PD	692.50
7739(A)	FIRE SAFETY CONSULTANTS, INC	PROFESSIONAL SERVICES - FD (*)	5,180.00
7741(A)	FIRST CHOICE COFFEE SERVICES	CANTEEN - PW/GG	723.47
310522	FLECK'S LANDSCAPING	SERVICES - PW (*)	1,846.00
310452	FOOT STONE, INC.	PROFESSIONAL SERVICES - PW (*)	6,794.50
310453	FOSTER COACH SALES INC.	PARTS - FD	946.96
310541	GABRIELA MENDOZA	REIMBURSEMENT - PD	113.18
7721(A)	GALLS, LLC	UNIFORMS - PD	492.52
310558	GARY A. ROSECRANS	VEHICLE STICKER REFUND - FIN	13.50
7751(A)	GENUINE PARTS COMPANY INC.	PARTS - PW/PD/FD	1,482.45
310526	GORDON FLESCH COMPANY INC.	PRINTING - IT (*)	1,705.27
7722(A)	GRAINGER	SUPPLIES - FD	1,252.30
7746(A)	GRANITE TELECOMMUNICATIONS, LLC	TELECOMMUNICATIONS - IT	3,634.51
310454	GRAYBAR ELECTRIC COMPANY INC.	LED STREETLIGHT FIXTURES - PW (*)	128,916.19
310456	HASTINGS AIR ENERGY CONTROL	PARTS - FD	431.14
7723(A)	HAVEY COMMUNICATIONS, INC.	EQUIPMENT - PD	3,098.90
310500	HEALTH INSPECTION PROFESSIONALS INC	SERVICES - DPS	5,500.00
7725(A)	HIGHLAND PARK FORD LINCOLN	PARTS - PW/PD	1,299.66
7726(A)	HUFF & HUFF, INC.	PROFESSIONAL SERVICES - PW	1,095.00
310457	IDLEWOOD ELECTRIC SUPPLY, INC.	SUPPLIES - PW	351.77
310508	IL DEPT. OF INNOVATION & TECHNOLOGY	TELECOMMUNICATIONS - IT (*)	3,022.89
310458	ILLINOIS DEPARTMENT OF AGRICULTURE	ANNUAL INSPECTION - PD	300.00
310459	ILLINOIS TACTICAL OFFICERS ASSOC.	TRAINING - PD	1,950.00
310460	IMAGE SPECIALTIES OF GLENVIEW	SERVICE RECOGNITION - PD	170.00
310503	INSIGHT PUBLIC SECTOR, INC	EQUIPMENT - IT (*)	21,425.00
310461	INTERNATIONAL CONFERENCE OF POLICE	MEMBERSHIP - PD	150.00
310462	INTERSTATE POWER SYSTEMS, INC.	PARTS - FD	1,033.39
310507	J & B SOLUTIONS TO HEALTHY TREES	SERVICES - PW	650.00
310463	J.G. UNIFORMS, INC.	UNIFORMS - PD	1,739.10
310557	JAMES ELIPAS	RESIDENT REIMBURSEMENT - PW	5,330.00
310464	KIMLEY-HORN AND ASSOCIATES INC	PROFESSIONAL SERVICES - PW (*)	51,270.70
310505	KORDICK ELECTRIC CO	SERVICES - PW	1,054.50
310465	LAKE COUNTY HOSE AND EQUIPMENT INC	PARTS - FD	123.33
310441	LAKE SHORE HARLEY DAVIDSON	SERVICES - PD	1,279.45
310466	LEACH ENTERPRISES, INC	PARTS - FD	1,809.99
7747(A)	LEOPARDO COMPANIES INC.	DOWNTOWN STREETSCAPE IMPR. - PW (*)	167,527.00
310519	LINDE GAS & EQUIPMENT INC.	SUPPLIES - FD	162.95
7727(A)	LOGSDON OFFICE SUPPLY	SUPPLIES - PD/PW	946.93
7743(A)	MACQUEEN EMERGENCY GROUP	PARTS - FD	1,972.66
310547	MANOLO TORRES	REIMBURSEMENT - PW	30.00
310529	MARK 1 LANDSCAPE INC.	SERVICES - PW (*)	4,040.88
310550	MAUREEN MORRISSEY	REIMBURSEMENT - FD	27.96
7729(A)	MC MASTER-CARR SUPPLY COMPANY	SUPPLIES - PW	30.69
310467	MENONI & MOCOGNI, INC.	MATERIALS - PW (*)	8,191.00
7749(A)	MES SERVICE COMPANY LLC	SCBA MAINTENANCE - FD	605.20
7730(A)	MGP, INC.	PROFESSIONAL SERVICES - PW (*)	20,033.03
310542	MICHAEL TADLEY	REIMBURSEMENT - PD	94.97
7736(A)	MICHAEL WAGNER & SONS, INC	PARTS - PW	636.15
310517	MIDWEST POWER INDUSTRY, INC	SERVICES - PW (*)	7,904.64
310543	MILLIE GOMEZ	REIMBURSEMENT - PD	79.20
7731(A)	MOTION INDUSTRIES, INC.	PARTS - PW	81.14
7732(A)	MOTOROLA SOLUTIONS, INC.	MONTHLY RADIO NETWORK - PD	8,227.00
310468	MULTIPLE CONCRETE ACCESSORIES CORP	SUPPLIES - PW	1,881.86
310551	NICHOLAS PAWLICKI	REIMBURSEMENT - FD	700.49

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310544	NICHOLAS WHITE	REIMBURSEMENT - PD	17.27
310545	NICHOLE OCHAB	REIMBURSEMENT - PD	86.59
310475	NICOR	UTILITIES - PW	2,730.07
310470	NIPSTA	TRAINING - FD (*)	600.00
310471	NIPSTA	TRAINING - FD (*)	600.00
310472	NIPSTA	TRAINING - FD (*)	600.00
310473	NIPSTA	TRAINING - FD (*)	600.00
310469	NIPSTA	TRAINING - PW (*)	565.00
310476	NORTH SHORE GAS COMPANY	UTILITIES - PW	244.62
310478	NORTHWEST FREIGHTLINER	PARTS - FD/PW	726.92
310534	OMAR SHEIKH	REIMBURSEMENT - DPS/GG	163.36
7750(A)	PERFECT CLEANING SYSTEM, INC	SERVICES - PW (*)	11,090.50
310436	PETER BAKER AND SON	MATERIALS - PW (*)	3,445.20
310530	PHILLIPS AIR COMPRESSOR, INC.	EQUIPMENT - PW	2,276.29
310556	PHYLLIS HECKER	RESIDENT REIMBURSEMENT - PW	185.00
310525	PLUNKETT'S PEST CONTROL, INC	SERVICES - PW	151.41
310510	PROFESSIONAL CEMETERY SERVICES	SERVICES - PW	1,009.00
310532	RAMON JIMENEZ	OVERPAYMENT REFUND - FD	654.40
7733(A)	REALTY & MORTGAGE CO.	SHF EXPENSE REIMB - FIN	45,714.65
310479	RED'S GARDEN CENTER, INC.	PARTS - PW	28.40
310480	REGIONAL EMERGENCY DISPATCH CENTER	DISPATCH - FD	59,809.00
310481	SAF-T-GARD INTERNATIONAL, INC.	SUPPLIES - PW	533.10
7752(A)	SCREEN MEDIX LLC	SERVICES - PW	1,270.35
310537	SEAN BARRY	REIMBURSEMENT - PD	72.37
310482	SENTINEL TECHNOLOGIES, INC.	PROFESSIONAL SERVICES - IT	145.87
7753(A)	SHAW INTEGRATED & TURF SOLUTIONS, INC	VH RENOVATION - PW	3,062.98
7734(A)	SPOK, INC.	SERVICES - PW	65.32
310483	STANDARD EQUIPMENT COMPANY	PARTS - PW	2,324.92
310484	SUNSET FOOD MART, INC.	CANTEEN - GG/FD	832.37
310485	SWANSONS BLOSSOM SHOP	SERVICE RECOGNITION - FD	304.95
310513	SYMMETRY ENERGY SOLUTIONS, LLC	UTILITIES - PW	1,009.28
310554	TARA MELLUL	PARKING TICKET REFUND - FIN	75.00
7728(A)	TERRI LUECHT	SUPPLEMENT PAYMENT - FIN	1,659.00
310486	THOMPSON ELEVATOR INSPECTION	SERVICES - DPS (*)	100.00
7737(A)	THOMSON REUTERS	SUBSCRIPTION - PD	372.59
310552	TIM HENDRICKS	REIMBURSEMENT - FD	565.75
310515	TODAY'S UNIFORMS INC.	UNIFORMS - FD	591.40
310546	TODD FEINGOLD	REIMBURSEMENT - PD	140.58
310487	TREASURER, STATE OF ILLINOIS	SHELTERED BICYCLE PARKING FACILITY - PW (*)	31,660.08
310520	TWIN SUPPLIES, LTD	WATER PLANT LIGHTING UPGRADE - PW (*)	8,715.57
310553	TYLER HEINZ	REIMBURSEMENT - FD	563.45
310488	UEMSI/HTV INC.	SERVICES - PW	465.73
310489	ULINE, INC.	SUPPLIES - PW	275.33
310514	UNITED DISPATCH	SENIOR TRANSPORTATION - FIN	55.00
7724(A)	USABLUEBOOK	SUPPLIES - PW	186.16
310512	VERIZON CONNECT NWF INC.	SERVICES - PW	1,171.09
310490	VERIZON WIRELESS	TELECOMMUNICATIONS - IT	1,174.43
310491	VOLLMAR CLAY PRODUCTS CO.	PARTS - PW	460.00
310448	W S DARLEY & COMPANY	BUNKER GEAR - FD (*)	3,796.90
310496	WATERWAY GAS AND WASH COMPANY	SERVICES - PD/PW	367.50
7735(A)	WEIDNER FARMS MATERIAL INC.	MATERIALS DISPOSAL - PW (*)	9,918.10
310450	WESCO RECEIVABLES CORP.	SUBSCRIPTION - PW	2,530.00
310492	WEST SIDE TRACTOR SALES	PARTS - PW	137.68
310455	WILLIAM R. HARPER COLLEGE	TRAINING - FD	395.00
7738(A)	WILMETTE TRUCK AND BUS SERVICE, INC	SERVICES - PW	877.00

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310495	WILSON LAWN & LANDSCAPE, LLC	SERVICES - PW	794.00
310498	ZOLL MEDICAL CORP	SUPPLIES - FD	490.74
		CLASS 'A' TOTAL	**1,032,389.04**
	CLASS 'B' WARRANTS		
310409	GINA MANSKI	REIMBURSEMENT - PD	30.00
39(E)	IPBC	HEALTH INSURANCE - GG	598,332.42
470(E)	MIDWEST OPERATING ENGINEERS WELFARE	HEALTH INSURANCE - GG	79,879.00
8/15/25	PAYROLL	8/15/2025 PAYROLL	947,895.70
310408	ROBERT RUBEL	REIMBURSEMENT - PD	480.00
		CLASS 'B' TOTAL	**1,626,617.12**
		REPORT TOTAL	***2,659,006.16***

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GENERAL LEDGER SYSTEM
WARRANT LIST

INVOICES PROCESSED BETWEEN AUGUST 1, 2025 - AUGUST 15, 2025
FOR 8/26/25 MEETING

Sorted by Invoice Amount

CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
7747(A)	LEOPARDO COMPANIES INC.	DOWNTOWN STREETSCAPE IMPR. - PW (*)	167,527.00
310454	GRAYBAR ELECTRIC COMPANY INC.	LED STREETLIGHT FIXTURES - PW (*)	128,916.19
7740(A)	ATLAS ENGINEERING GROUP, LTD	PROFESSIONAL SERVICES - PW (*)	98,383.64
310480	REGIONAL EMERGENCY DISPATCH CENTER	DISPATCH - FD	59,809.00
310518	CONSTELLATION ENERGY CORPORATION	UTILITIES - PW	53,547.36
310464	KIMLEY-HORN AND ASSOCIATES INC	PROFESSIONAL SERVICES - PW (*)	51,270.70
7744(A)	ELROD FRIEDMAN LLP	LEGAL SERVICES - GG/DPS	49,473.02
7733(A)	REALTY & MORTGAGE CO.	SHF EXPENSE REIMB - FIN	45,714.65
310487	TREASURER, STATE OF ILLINOIS	SHELTERED BICYCLE PARKING FACILITY - PW (*)	31,660.08
310503	INSIGHT PUBLIC SECTOR, INC	EQUIPMENT - IT (*)	21,425.00
310555	DIANA LEE	RESIDENT REIMBURSEMENT - PW	20,140.00
7730(A)	MGP, INC.	PROFESSIONAL SERVICES - PW (*)	20,033.03
7748(A)	ADDIS LAW GROUP	LEGAL SERVICES - GG	17,000.00
7719(A)	BS&A SOFTWARE	PAYMENT PROCESSING SERVICES - FIN (*)	14,795.06
7750(A)	PERFECT CLEANING SYSTEM, INC	SERVICES - PW (*)	11,090.50
310446	COOK COUNTY HIGHWAY DEPT.	TRAFFIC SIGNALS COST SHARING - PW	10,558.44
7715(A)	ALPHA PRIME COMMUNICATIONS	EQUIPMENT - PW	9,957.74
7735(A)	WEIDNER FARMS MATERIAL INC.	MATERIALS DISPOSAL - PW (*)	9,918.10
310444	COMMONWEALTH EDISON COMPANY	UTILITIES - PW	9,024.20
310520	TWIN SUPPLIES, LTD	WATER PLANT LIGHTING UPGRADE - PW (*)	8,715.57
7732(A)	MOTOROLA SOLUTIONS, INC.	MONTHLY RADIO NETWORK - PD	8,227.00
310467	MENONI & MOCOGNI, INC.	MATERIALS - PW (*)	8,191.00
310531	CUSTOM CONNECTION INC	EQUIPMENT - FD	8,017.00
310517	MIDWEST POWER INDUSTRY, INC	SERVICES - PW (*)	7,904.64
310452	FOOT STONE, INC.	PROFESSIONAL SERVICES - PW (*)	6,794.50
7745(A)	AMERICAN PRINTING TECHNOLOGIES INC	PRINTING - FIN/GG	6,577.10
7714(A)	ALEXANDER CHEMICAL CORPORATION	CHEMICALS - PW (*)	5,947.20
310500	HEALTH INSPECTION PROFESSIONALS INC	SERVICES - DPS	5,500.00
310557	JAMES ELIPAS	RESIDENT REIMBURSEMENT - PW	5,330.00
7739(A)	FIRE SAFETY CONSULTANTS, INC	PROFESSIONAL SERVICES - FD (*)	5,180.00
310521	BIG BELLY SOLAR LLC	TRASH/RECYCLING RECEPTACLES - PW (*)	4,343.96
310529	MARK 1 LANDSCAPE INC.	SERVICES - PW (*)	4,040.88
310448	W S DARLEY & COMPANY	BUNKER GEAR - FD (*)	3,796.90
7746(A)	GRANITE TELECOMMUNICATIONS, LLC	TELECOMMUNICATIONS - IT	3,634.51
310436	PETER BAKER AND SON	MATERIALS - PW (*)	3,445.20
310504	BUILDERS ASPHALT, LLC	MATERIALS - PW (*)	3,232.72
7723(A)	HAVEY COMMUNICATIONS, INC.	EQUIPMENT - PD	3,098.90
7753(A)	SHAW INTEGRATED & TURF SOLUTIONS, INC	VH RENOVATION - PW	3,062.98
310508	IL DEPT. OF INNOVATION & TECHNOLOGY	TELECOMMUNICATIONS - IT (*)	3,022.89
310475	NICOR	UTILITIES - PW	2,730.07
310450	WESCO RECEIVABLES CORP.	SUBSCRIPTION - PW	2,530.00
310511	A5 GROUP INC	PROFESSIONAL SERVICES - GG	2,500.00
310524	DACRA TECH LLC	SUBSCRIPTION - IT (*)	2,500.00
310506	APEX LANDSCAPING INC.	SERVICES - PW	2,394.44
310483	STANDARD EQUIPMENT COMPANY	PARTS - PW	2,324.92
310530	PHILLIPS AIR COMPRESSOR, INC.	EQUIPMENT - PW	2,276.29
310499	ATLAS BOBCAT, LLC	PARTS - PW	2,123.46
7743(A)	MACQUEEN EMERGENCY GROUP	PARTS - FD	1,972.66
310459	ILLINOIS TACTICAL OFFICERS ASSOC.	TRAINING - PD	1,950.00
310439	CARAHSOFT TECHNOLOGY CORP.	MEMBERSHIP - IT	1,935.15
310468	MULTIPLE CONCRETE ACCESSORIES CORP	SUPPLIES - PW	1,881.86
7742(A)	AMAZON.COM SERVICES, INC.	SUPPLIES/PARTS - PW/IT/PD/GG/FIN/DPS	1,868.68
310522	FLECK'S LANDSCAPING	SERVICES - PW (*)	1,846.00
310466	LEACH ENTERPRISES, INC	PARTS - FD	1,809.99
310497	CUMMINS SALES AND SERVICE	PARTS - FD	1,761.86

VILLAGE OF NORTHBROOK

GENERAL LEDGER SYSTEM
WARRANT LIST

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CHECK NUMBER	VENDOR NAME	PURPOSE	AMOUNT
310463	J.G. UNIFORMS, INC.	UNIFORMS - PD	1,739.10
310435	ALTEC INDUSTRIES INC.	SERVICES - PW	1,720.18
310526	GORDON FLESCH COMPANY INC.	PRINTING - IT (*)	1,705.27
7728(A)	TERRI LUECHT	SUPPLEMENT PAYMENT - FIN	1,659.00
7751(A)	GENUINE PARTS COMPANY INC.	PARTS - PW/PD/FD	1,482.45
7725(A)	HIGHLAND PARK FORD LINCOLN	PARTS - PW/PD	1,299.66
310441	LAKE SHORE HARLEY DAVIDSON	SERVICES - PD	1,279.45
7752(A)	SCREEN MEDIX LLC	SERVICES - PW	1,270.35
7722(A)	GRAINGER	SUPPLIES - FD	1,252.30
310490	VERIZON WIRELESS	TELECOMMUNICATIONS - IT	1,174.43
310512	VERIZON CONNECT NWF INC.	SERVICES - PW	1,171.09
7720(A)	CHICAGO COMMUNICATIONS LLC	PROFESSIONAL SERVICES - PD	1,110.45
7726(A)	HUFF & HUFF, INC.	PROFESSIONAL SERVICES - PW	1,095.00
310505	KORDICK ELECTRIC CO	SERVICES - PW	1,054.50
310462	INTERSTATE POWER SYSTEMS, INC.	PARTS - FD	1,033.39
310513	SYMMETRY ENERGY SOLUTIONS, LLC	UTILITIES - PW	1,009.28
310510	PROFESSIONAL CEMETERY SERVICES	SERVICES - PW	1,009.00
310509	ELEVATED SAFETY LLC	TRAINING - FD	1,000.00
310533	BCBS OF ILLINOIS REFUND & RECOVERY	OVERPAYMENT REFUND - FD	963.20
310434	AMALGAMATED BANK OF CHICAGO	BOND ADMINISTRATIVE FEES - FIN	950.00
310453	FOSTER COACH SALES INC.	PARTS - FD	946.96
7727(A)	LOGSDON OFFICE SUPPLY	SUPPLIES - PD/PW	946.93
310443	COMCAST CABLE	TELECOMMUNICATIONS - IT	914.10
310445	COOK COUNTY RECORDER OF DEEDS	RECORDING FEES - GG/DPS	902.00
7738(A)	WILMETTE TRUCK AND BUS SERVICE, INC	SERVICES - PW	877.00
310484	SUNSET FOOD MART, INC.	CANTEEN - GG/FD	832.37
7718(A)	BATTERY SERVICE CORPORATION	SUPPLIES - PW	797.70
310495	WILSON LAWN & LANDSCAPE, LLC	SERVICES - PW	794.00
310478	NORTHWEST FREIGHTLINER	PARTS - FD/PW	726.92
7741(A)	FIRST CHOICE COFFEE SERVICES	CANTEEN - PW/GG	723.47
7717(A)	ARLINGTON POWER EQUIPMENT	PARTS - PW	714.97
310551	NICHOLAS PAWLICKI	REIMBURSEMENT - FD	700.49
7713(A)	AIR ONE EQUIPMENT INC	EQUIPMENT - FD	700.00
310451	FIELDS JEEP INC/FIELDS CHRYSLER	PARTS - PD	692.50
310493	CINTAS CORPORATION #2	SUPPLIES - PD	655.59
310532	RAMON JIMENEZ	OVERPAYMENT REFUND - FD	654.40
310549	DYLAN VALKENAAR	REIMBURSEMENT - FD	651.28
310507	J & B SOLUTIONS TO HEALTHY TREES	SERVICES - PW	650.00
310437	BERLAND'S HOUSE OF TOOLS	SUPPLIES - PW	646.92
7736(A)	MICHAEL WAGNER & SONS, INC	PARTS - PW	636.15
7749(A)	MES SERVICE COMPANY LLC	SCBA MAINTENANCE - FD	605.20
310470	NIPSTA	TRAINING - FD (*)	600.00
310471	NIPSTA	TRAINING - FD (*)	600.00
310472	NIPSTA	TRAINING - FD (*)	600.00
310473	NIPSTA	TRAINING - FD (*)	600.00
310515	TODAY'S UNIFORMS INC.	UNIFORMS - FD	591.40
310474	ACE NORTHBROOK HARDWARE & RENTAL	SUPPLIES - PW/PD	581.72
310477	ENDEAVOR HEALTH MEDICAL GROUP	PROFESSIONAL SERVICES - FD/PD (*)	570.00
310552	TIM HENDRICKS	REIMBURSEMENT - FD	565.75
310469	NIPSTA	TRAINING - PW (*)	565.00
310553	TYLER HEINZ	REIMBURSEMENT - FD	563.45
310481	SAF-T-GARD INTERNATIONAL, INC.	SUPPLIES - PW	533.10
7721(A)	GALLS, LLC	UNIFORMS - PD	492.52
310498	ZOLL MEDICAL CORP	SUPPLIES - FD	490.74
310447	CUTLER WORKWEAR	UNIFORMS - PW	486.22

VILLAGE OF NORTHBROOK

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310488	UEMSI/HTV INC.	SERVICES - PW	465.73
310491	VOLLMAR CLAY PRODUCTS CO.	PARTS - PW	460.00
310449	EMPLOYEE ASSISTANCE PROFESSIONALS	MEMBERSHIP - PD	455.00
310502	ARTISTIC ENGRAVING	UNIFORMS - PD	445.63
310456	HASTINGS AIR ENERGY CONTROL	PARTS - FD	431.14
310455	WILLIAM R. HARPER COLLEGE	TRAINING - FD	395.00
310523	ALLIANCE LAUNDRY SYSTEMS DIST. LLC	SERVICES - FD	387.44
310528	ATLASTICITY LLC	PROFESSIONAL SERVICES - IT (*)	375.80
7737(A)	THOMSON REUTERS	SUBSCRIPTION - PD	372.59
310496	WATERWAY GAS AND WASH COMPANY	SERVICES - PD/PW	367.50
310457	IDLEWOOD ELECTRIC SUPPLY, INC.	SUPPLIES - PW	351.77
310516	CHARIZMA ENTERTAINMENT	COMMUNITY RELATIONS - PD	350.00
310501	BADE SUPPLY	SUPPLIES - FD	338.90
310485	SWANSONS BLOSSOM SHOP	SERVICE RECOGNITION - FD	304.95
310458	ILLINOIS DEPARTMENT OF AGRICULTURE	ANNUAL INSPECTION - PD	300.00
310438	BOUND TREE MEDICAL, LLC	SUPPLIES - FD	292.53
310489	ULINE, INC.	SUPPLIES - PW	275.33
310540	BRENDAN CAIN	REIMBURSEMENT - PD	264.59
310476	NORTH SHORE GAS COMPANY	UTILITIES - PW	244.62
310548	BRYAN MATA	REIMBURSEMENT - FD	232.40
310433	ABT ELECTRONICS, INC	APPLIANCE - FD	206.00
7724(A)	USABLUEBOOK	SUPPLIES - PW	186.16
310556	PHYLLIS HECKER	RESIDENT REIMBURSEMENT - PW	185.00
310440	CHICAGO TRIBUNE	PUBLICATIONS - DPS	172.36
310460	IMAGE SPECIALTIES OF GLENVIEW	SERVICE RECOGNITION - PD	170.00
310534	OMAR SHEIKH	REIMBURSEMENT - DPS/GG	163.36
310519	LINDE GAS & EQUIPMENT INC.	SUPPLIES - FD	162.95
310525	PLUNKETT'S PEST CONTROL, INC	SERVICES - PW	151.41
310494	CINTAS CORPORATION #2	UNIFORMS - PW	151.04
310461	INTERNATIONAL CONFERENCE OF POLICE	MEMBERSHIP - PD	150.00
7716(A)	APPLIED CONCEPTS INC	PARTS - PD	147.00
310482	SENTINEL TECHNOLOGIES, INC.	PROFESSIONAL SERVICES - IT	145.87
310546	TODD FEINGOLD	REIMBURSEMENT - PD	140.58
310492	WEST SIDE TRACTOR SALES	PARTS - PW	137.68
310442	COMCAST CABLE	CABLE/INTERNET - PD	128.80
310535	ANGELA BAIOCCHI	REIMBURSEMENT - PD	124.69
310538	ADAM WORTHINGTON	REIMBURSEMENT - PD	124.48
310465	LAKE COUNTY HOSE AND EQUIPMENT INC	PARTS - FD	123.33
310541	GABRIELA MENDOZA	REIMBURSEMENT - PD	113.18
310486	THOMPSON ELEVATOR INSPECTION	SERVICES - DPS (*)	100.00
310527	CONSENSUS CLOUD SOLUTIONS, LLC	SUBSCRIPTION - IT	99.95
310542	MICHAEL TADLEY	REIMBURSEMENT - PD	94.97
310545	NICHOLE OCHAB	REIMBURSEMENT - PD	86.59
310539	ALAN SMITH	REIMBURSEMENT - PD	83.49
7731(A)	MOTION INDUSTRIES, INC.	PARTS - PW	81.14
310543	MILLIE GOMEZ	REIMBURSEMENT - PD	79.20
310554	TARA MELLUL	PARKING TICKET REFUND - FIN	75.00
310537	SEAN BARRY	REIMBURSEMENT - PD	72.37
7734(A)	SPOK, INC.	SERVICES - PW	65.32
310514	UNITED DISPATCH	SENIOR TRANSPORTATION - FIN	55.00
310536	AMANDA WRANN	REIMBURSEMENT - PD	54.39
7729(A)	MC MASTER-CARR SUPPLY COMPANY	SUPPLIES - PW	30.69
310547	MANOLO TORRES	REIMBURSEMENT - PW	30.00
310479	RED'S GARDEN CENTER, INC.	PARTS - PW	28.40
310550	MAUREEN MORRISSEY	REIMBURSEMENT - FD	27.96

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310544	NICHOLAS WHITE	REIMBURSEMENT - PD	17.27
310558	GARY A. ROSECRANS	VEHICLE STICKER REFUND - FIN	13.50
		CLASS 'A' TOTAL	**1,032,389.04**
	CLASS 'B' WARRANTS		
8/15/25	PAYROLL	8/15/2025 PAYROLL	947,895.70
39(E)	IPBC	HEALTH INSURANCE - GG	598,332.42
470(E)	MIDWEST OPERATING ENGINEERS WELFARE	HEALTH INSURANCE - GG	79,879.00
310408	ROBERT RUBEL	REIMBURSEMENT - PD	480.00
310409	GINA MANSKI	REIMBURSEMENT - PD	30.00
		CLASS 'B' TOTAL	**1,626,617.12**
		REPORT TOTAL	***2,659,006.16***

PROCLAMATION

RECOGNIZING SEPTEMBER 7 – 13
AS CHAMBER OF COMMERCE WEEK

WHEREAS, Governor J.B. Pritzker has proclaimed September 7 through September 13, 2025 as Chamber of Commerce Week in Illinois; and

WHEREAS, Illinois is home to the International Chambers of Commerce, the Great Lakes Region Office of the U.S. Chamber of Commerce, the Illinois Chamber of Commerce, and more than 400 local Chambers of Commerce. Each year, the State of Illinois recognizes Chamber of Commerce Week in honor of the contributions that Chambers make to the civic and economic life of our state; and

WHEREAS, for over 65 years, the Northbrook Chamber of Commerce and Industry has worked with local businesses and organizations of all types to advance the civic, economic, industrial, professional, and cultural life of the Village of Northbrook; and

WHEREAS, the Northbrook Chamber and its members provide a vibrant business environment that increases employment, retail trade that supports our strong sales tax base, and diverse development to make our community an excellent place to live, work, and visit. The Chamber provides marketing, networking, and educational services that nurture the growth of existing businesses and encourages new firms and individuals to locate in Northbrook.

NOW, THEREFORE, I, Kathryn L. Ciesla, President of the Village of Northbrook, County of Cook and State of Illinois, do hereby proclaim September 7 through September 13, 2025, as

CHAMBER OF COMMERCE WEEK

in the Village of Northbrook and urge all community stakeholders to recognize the efforts of our local Northbrook Chamber of Commerce and Industry.

GIVEN, under my hand and seal of the Village of Northbrook, this 26th day of August 2025.

_____
Kathryn L. Ciesla, Village President

ATTEST:

_____
Derek Gau, Village Clerk

PROCLAMATION

RECOGNIZING THE MONTH OF SEPTEMBER AS NATIONAL SUICIDE PREVENTION MONTH

WHEREAS, September is National Suicide Prevention Awareness Month and a time to raise awareness of this stigmatized, and often taboo, topic and is an opportunity to shift public perception, spread hope, and share vital information with people affected by suicide; and

WHEREAS, suicidal thoughts, like mental health conditions, can affect anyone regardless of age, gender, race, national origin, orientation, income level, religious beliefs, faith, or background; and

WHEREAS, this month reminds us of our obligation to reach out to those affected by suicide and connect individuals with suicidal ideation to treatment services; and

WHEREAS, this month is an opportunity to promote mental health awareness and speak openly about the topic of suicide to help erase any stigma. In too many cases, friends and families affected by a suicide loss (often called "suicide loss survivors") are left with feelings of shame and the stigma that prevents them from talking openly; and

WHEREAS, local, regional, and national organizations are working every day to openly discuss suicide and mental illness in our communities and bring forward resources in a coordinated and thoughtful manner; and

WHEREAS, our community is working to ensure that individuals, friends, and families have access to the resources they need to discuss suicide prevention and to seek help; and

WHEREAS, in Northbrook, we choose to publicly state and place our full support behind local mental health professionals, the faith-based community, educators, not-for-profit organizations, parents, athletic coaches, Veterans, and emergency responders as partners in supporting our community as we pledge to change the way the world sees mental health and affirm there is hope and understanding.

NOW, THEREFORE, I, Kathryn L. Ciesla, President of the Village of Northbrook, County of Cook and State of Illinois, do hereby proclaim the month of September 2025, as

NATIONAL SUICIDE PREVENTION MONTH

in the Village of Northbrook and remind each community member that it is important to come together with collective hope, passion, and strength around this difficult topic so every person can benefit from honest conversations about mental health conditions and suicide, because just one conversation can change a life.

GIVEN, under my hand and seal of the Village of Northbrook, this 26th day of August 2025.

_____
Kathryn L. Ciesla, Village President

ATTEST:

_____
Derek Gau, Village Clerk

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Chief Information Officer Lori Baker
Date: 2025-08-26
Subject: A Resolution Approving the Renewal of an Annual Subscription for Cybersecurity Services from the Center for Internet Security

Overview

This Resolution approves the renewal of an annual subscription for cybersecurity monitoring and mitigation services from the Center for Internet Security (CIS).

Fiscal Impact

The adopted Fiscal Year 2025/2026 budget provides funding in Account Number 11-1400-554-00 (Other Professional Services) for the renewal of the annual subscription services from the Center for Internet Security in the amount of $28,200.

Recommendation

Approval.

Background

In 2022, the Village Information Technology (IT) Department worked with the Center for Internet Security (CIS) to deploy a monitored cybersecurity service for the Village's Internet services. CIS is a community-driven nonprofit organization focused on enhancing the cybersecurity readiness and responses of public and private sector entities. Through its state-of-the-art 24x7x365 cybersecurity operations center, CIS serves as a central resource for situational awareness and incident response for State, Local, Tribal, and Territorial (SLTT) government organizations, and offers a number of strategic cybersecurity services to assist in detecting, protecting, responding to, and recovering from cyber threats.

This cybersecurity monitoring service has a government-specific focus and is tailored to SLTT government's cyber security needs. Additionally, the data from multiple SLTT customers is correlated, allowing CIS to review contextual logs whenever a new threat is identified. Lastly,

the 24x7x365 monitoring service is a benefit to the Village as the IT Department is staffed only during normal business hours.

Since implementing the monitored cybersecurity service on the Village's Internet services, the service has detected and notified IT staff of suspicious traffic and potential incidents allowing for quick remediation or mitigation of the issues. This service is one of many in the Village's overall cybersecurity posture, following a defense-in-depth strategy and design. Village IT staff reviewed the service and agreed it continues to meet the needs of the Village. The subscription service is procured on an annual basis with a current expiration date of October 1, 2025.

CIS provided a quote to renew the subscription services for a 12-month term at a cost of $24,720. The Village's Annual Budget for FY 2024/2026 provides sufficient funds for the renewal of the monitoring subscription service in Account No. 11-1400-554-00 (Other Professional Services).

Based on these factors, Village IT Staff recommends renewing the monitoring service for a one-year period from the Center for Internet Security (CIS) in a total amount not to exceed $24,720. Sufficient funds are available in Account No. 11-1400-554-00 to complete this purchase.

Staff will be available at the meeting of the Board of Trustees on August 26, 2025, to address any questions that may arise.

A Resolution Approving the Renewal of an Annual Subscription for Cybersecurity Services from the Center for Internet Security
Exhibit - CIS Quote: SO-250528-0065257

Resolution 2025-

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving the Renewal of an Annual Subscription for Cybersecurity Services from the Center for Internet Security

is hereby adopted, as follows:

Section 1. Recitals.

The Fiscal Year 2025/2026 annual budget provides funding for the renewal of an annual subscription ("***Subscription***") for the Center for Internet Security cybersecurity monitoring services. Village Information Technology (IT) staff have determined that it would be in the Village's best interest to continue to procure the annual subscription for this critical service.

Village staff requested and received a quote from the Center for Internet Security, Inc. ("***Vendor***"), headquartered in East Greenbush, New York.

Based on these factors, Village staff recommends renewing the Subscription from the Vendor in a not-to-exceed amount of $24,720.00. Sufficient funds exist in Account No. 11-1400-554-00 for this expenditure.

The President and the Board of Trustees have considered the Subscription and determined that it is in the best interests of the Village and the public to purchase the Subscription from the Vendor.

Section 2. Authorization for Purchase.

The Village Manager shall be, is hereby, authorized and directed to execute all such documents and make such payments as are necessary to complete the procurement of the Subscription from the Vendor in a not-to-exceed amount of $24,720.00.

Section 3. Effective Date.

This resolution shall become effective immediately upon its passage and approval in the manner provided by law.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:
AWAY:

ATTEST:

/s/
Village President

/s/
Village Clerk

Center for Internet Security, Inc.
31 Tech Valley Drive
East Greenbush, New York 12061
United States

ORDER for Village of Northbrook
Order: SO-250528-0065257
Created Date: 5/28/2025
Valid Through: 9/25/2025
Prepared by: Jenn Moten
Phone: (518) 516-3066

Order

Address Information

Bill To:
Village of Northbrook
1225 Cedar Lane
Northbrook, Illinois 60062-4582
United States

Buying Contact: Lori Baker
Buying Email: lori.baker@northbrook.il.us

Ship To:
Village of Northbrook
1225 Cedar Lane
Northbrook, Illinois 60062-4582
United States

Shipping Contact: Jerick Cabral
Shipping Email: jerick.cabral@northbrook.il.us

Related Information

Currency: USD

Billing Frequency: One-Time

Service Lines

Service	Product Code	Date	Qty	Term	List Price	Sales Price	NET
[redacted]	[redacted]	10/2/2025 - 10/1/2026	1	12 Mon	$930.00	$930.00	$11,160.00
[redacted]	[redacted]	10/2/2025 - 10/1/2026	1	12 Mon	$1,130.00	$1,130.00	$13,560.00

List Price Total:	$24,720.00
Sales Price Total:	$24,720.00
Net Amount:	$24,720.00
Balance Due Amount:	**$24,720.00**

Standard Terms

Please note that if the purchase(s) listed above are related to a new product/service, the Date(s) are determined based upon both the order being approved and all pre service requirements met. If the purchase(s) listed above are for a renewing product/service, the Date(s) reflect the actual term.

The fees are listed in USD and do not include any taxes (including but not limited to VAT or withholding taxes) or fees to be collected by a taxing jurisdiction, financial institution or payment processor incidental to the payment of the Balance Due Amount. If Customer is located in a country with applicable VAT/Withholding taxes, Customer is required to declare and make the VAT/Withholding payment. Once Customer makes the required VAT/Withholding payment, a copy of the receipt will be provided to CIS for our records.

Your acceptance of this Order shall constitute your intent to proceed with the purchase of the product or service listed above.

Customer: Village of Northbrook

Signature

Name

Title

Date

All rights reserved. Copyright Center for Internet Security, Inc.

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Public Works Director Kelly Hamill
Date: 2025-08-26
Subject: A Resolution Approving a Retroactive First Amendment and Renewal of a Contract for Cross Connection Control Program Oversight Services with Backflow Solutions, Inc. of Alsip, Illinois

Overview

In September 2019, the Village entered into a contractual agreement with Backflow Solutions, Inc. for the management of the Village's Cross Connection Control Program. Since September 2023, upon expiration of the Agreement, Backflow Solutions, Inc. has provided services at the original contract terms and price. This item will retroactively renew the Contract to allow for the payment of the Services provided during the expired time period.

Fiscal Impact

The Village budgets funds for the Cross Connection Control Program on an annual basis in the Other Professional Services (RPZ or reduced pressure zone) Records/Survey Management account (21-4180-554-00) of the Water Distribution Fund. The Village will pay the Contractor for the services rendered in the previous fiscal year from the adopted FY26 Budget in an amount not to exceed $78,140.29 which will require an amendment that will be presented subject to approval of this item.

Recommendation

Approval.

Background

The Village of Northbrook, as the water utility for the community, is required by the Illinois Environmental Protection Agency (IEPA) and Illinois Plumbing Code to manage an active cross connection program.

A cross connection control program involves surveying properties for potential cross connections (i.e. a pool or spa that are connected to properties water system) that in the case of a low pressure situation such as during a water main break could create a siphon and

introduce contaminants into the water distribution system. To prevent a backflow from occurring, a cross connection control device such as a reduced pressure zone (RPZ) valve must be installed and testing annually. The Village is required to track these devices and conduct code enforcement actions to ensure annual testing of these devices or the installation of new devices when new cross connections are identified. The Village has used the professional services of Backflow Solutions, Inc. to manage its Cross Connection Control Program.

Staff released an RFP in June 2019 for Project Management for the Village's Cross Connection Control Program and after a review of the two submissions, selected Backflow Solutions, Inc. (***"BSI"***) as the most responsive proposer. On September 24, 2019, the Village Board awarded a four-year contract to BSI for Project Management for the Village's Cross Connection Control Program" ("Contract") adopted by Resolution 2019-128.

The Contract expired on September 30, 2023, due to an administrative oversight. BSI continued to provide the Village with the same level of service, under the same terms and conditions of the original 2019 Contract, ensuring the Village's compliance with IEPA's regulations. This situation is a violation of Village policies and considered a serious matter. The Village Manager is working with the Public Works Director on corrective actions including staff training. There were no fees paid for these services which totaled $78,140.29.

The Contract did not provide for an extension of the initial 4-year term. However, Public Works staff has worked with the Village Attorney and BSI to draft a retroactive First Amendment and Renewal of the Contract, attached as Exhibit A. The First Amendment and Renewal will cover the period from October 1, 2023, through August 31, 2025, with all other terms, conditions and pricing of the 2019 Contract remaining in full force and effect. By entering into this First Amendment and retroactively renewing the Contract, the Village will be able to authorize the payment for the Services that were provided by the Contractor between October 1, 2023 and August 31, 2025.

Under the Contract Renewal period, the monthly fee continued to be $12.95 per RPZ device tracked in the within the Cross Connection Program, for monthly average cost of $6,053 which included the following services:

- A secure online database to ensure a functional backflow assembly tracking system.
- Notifications annually sent to the Water Purveyor's identified customers who have a backflow assembly due for testing.
- Assisted with backflow-related customer support to the Water Purveyor, their customers, and the local backflow testing community.
- Provided the Village with reports, access to data, and an unlimited number of users.

The Village will pay the Contractor for the services rendered in accordance with the Backflow Management Fee Invoice, which is part of the First Amendment and Renewal of Contract (Exhibit A).

Also on this agenda for the Village Board's consideration, is a proposed new one-year Agreement for Cross Connection Control Program Oversight Services. Prior to the expiration of this contract, staff will issue a Request for Proposals for future management of the Village's Cross Connection Control Program

Staff recommends Village Board approval of the retroactive First Amendment and Renewal of

the September 24, 2019 Contract for a term to commence on October 1, 2023, and end on August 31, 2025 with Backflow Solutions, Inc. for continuing management of the Village's Cross Connection Control Program under the same term, conditions and pricing of the original 2019 Contract.

Staff will be available at the meeting to answer any questions that may arise.

First Amendment and Renewal of a Contract for Cross ConnectionControl
Exhibit A - First Amendment and Renewal of a Contract for Cross Connection Control

Resolution 2025-_____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving a Retroactive First Amendment and Renewal of a Contract for Cross Connection Control Program Oversight Services with Backflow Solutions, Inc. of Alsip, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

On September 24, 2019, the Village Board adopted Resolution 2019-128 which awarded a four-year contract to Backflow Solutions, Inc. ("***Contractor***") for Project Management of the Village's Cross Connection Control Program ("***Contract***") under which the Contractor agreed to provide project management services for the Village's Cross Connection Control Program ("***Services***").

The Contract, attached as **Exhibit A,** did not provide for an extension of the initial 4-year term (***"Initial Term"***), with the Initial Term expiring on September 30, 2023.

Section 7.16 of the Contract provides that the Contract may only be modified or amended by written amendment executed by both Parties.

Although the Contract was not formally extended, the Contractor has continued to provide the Services, and the Village has been satisfied with the Contractor's performance of the Services.

The Village and the Contractor desire to amend the Contract to allow for a retroactive renewal of the Contract in order to confirm and formalize the renewal and extension of the Contract to commence on October 1, 2023, and end on August 31, 2025 ("***First Amendment***").

By entering into this First Amendment and retroactively renewing the Contract, the Village will be able to authorize the payment for the Services that were provided by the Contractor between October 1, 2023 and August 31, 2025.

The President and the Board of Trustees have considered the recitals and mutual covenants and agreements set forth in the First Amendment and determined that it is in the best interest of the Village and the public to enter into the First Amendment.

Section 2. Approval of First Amendment.

The First Amendment with the Contractor for the Services outlined in **Exhibit A** is hereby approved in a form acceptable to the Village Manager and Village Attorney.

Section 3. Authorization to Execute First Amendment.

The Village Manager is hereby authorized and directed to execute the First Amendment, attached to this Resolution as **Exhibit A**.

Section 4. Authorization of Expenditure.

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to allow for the payment of the Services provided by the Contractor during the period of October 1, 2023 and August 31, 2025 as outlined in **Exhibit A**.

Section 5. Effective Date.

This Resolution shall become effective immediately upon its passage and approval in the manner provided by law.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:

ATTEST:

_____
Village President

_____
Village Clerk

VILLAGE OF NORTHBROOK

FIRST AMENDMENT AND RENEWAL OF CONTRACT

THIS FIRST AMENDMENT AND RENEWAL ("***Renewal***") is made and entered into by the **VILLAGE OF NORTHBROOK** ("***Village***"), an Illinois home rule municipality and the party named below as of the date of the last signature affixed hereto.

CONTACTOR/VENDOR: **Backflow Solutions, Inc.**
12609 S. Laramie Avenue
Alsip, IL 60803

In consideration of the recitals and mutual covenants and agreements set forth in this Renewal, the receipt and sufficiency of which are hereby acknowledged and agreed, the parties agree as follows:

Section 1. Recitals.

A. The Village and Contractor/Vendor entered into that certain contractual agreement titled "Contract between the Village of Northbrook and Backflow Solutions, Inc. for Project Management for the Village's Cross Connection Control Program" adopted by Resolution 2019-128 on September 24, 2019 (***"Contract"***), under which Contract the Contractor/Vendor agreed to provide Cross Connection Control Program Oversight services, all as more fully described in the Contract and the attachments thereto (collectively, ***"Services"***).

B. The Contract, attached as **Exhibit A,** did not provide for an extension of the initial 4-year term (***"Initial Term"***), which the Initial Term expired on September 30, 2023.

C. Section 7.16 of the Contract provides that the Contract may only be modified or amended by written amendment executed by both Parties.

D. Although the Contract was not formally extended, the Contractor/Vendor has continued to provide the Services and the Village has been satisfied with the Contractor/Vendor's performance of the Services.

E. The Village and the Contractor/Vendor desire to enter into this Renewal in order to confirm and formalize the renewal and extension of the Contract through August 31, 2025.

Section 2. Definitions and Interpretation.

All capitalized words and phrases used throughout this Renewal have the means set forth in the various provisions of this Renewal. If a word or phrase is not specifically defined in this Renewal, it shall have the same meaning as in the Contract.

Section 3. Amendment to Section 1.2.

Section 1.2 of the Contract is hereby amended to read in its entirety as follows, **additions are bold and double-underlined**; ~~deletions are struck through~~:

"**1.2 Commencement and Completion Dates**

Consultant shall commence the Services not later than the "Commencement Date" set forth on Attachment A and shall diligently and continuously prosecute the Services at such a rate as will allow the Services to be fully provided, performed, and completed in full compliance with this Contract not later than the "Completion Date" or, if the Services are to be performed in separate phases with separate completion dates, the "Completion Dates" set forth in Attachment A. The time of commencement, rate of progress, and time of completion are referred to in this Contract as the

"Contract Time." **The parties may extend the term of this Contract, for a period not to exceed three-years, if mutually agreed, in writing, by both parties.**"

Section 4. Renewal of the Contract.

The Village and the Contractor/Vendor hereby amend the Contract to renew and extend the Contract for a renewal term to commence on October 1, 2023, and end on August 31, 2025 ("***Renewal Term***). During the Renewal Term, the Village will pay the Contractor/Vendor for the Services in accordance with the Backflow Management Fee Invoice attached to, and by this reference made a part of, this Renewal as ***Exhibit B.***

Section 5. Legal Effect of Renewal.

All terms, conditions and provisions of the Contract that are not specifically amended, modified, or supplemented by this Renewal shall remain unchanged and in full force and effect as if fully set forth herein. In the event of a conflict between the Contract and the provisions of this Renewal, the text of this Renewal shall control.

[**SIGNATURE PAGE FOLLOWS**]

IN WITNESS WHEREOF, the Parties have caused this Renewal to be executed by their duly authorized representatives.

ATTEST:

By:_____
Derek Gau, Village Clerk

Date:_____

VILLAGE OF NORTHBROOK

By:_____
Cara L. Pavlicek, Village Manager

Date_____

WITNESS:

By: Michelle Bever
By: Michelle Bever, Vice President Account Management

Date: August 7, 2025

CONTRACTOR/VENDOR

By: Katie Rager
By: Katie Rager, BSI Account Manager

By:_____

EXHIBIT A

CONTRACT BETWEEN

THE VILLAGE OF NORTHBROOK

AND

BACKFLOW SOLUTIONS, INC.

FOR

PROJECT MANAGEMENT FOR THE VILLAGE'S CROSS CONNECTION CONTROL PROGRAM

CONTRACT BETWEEN

THE VILLAGE OF NORTHBROOK

AND

BACKFLOW SOLUTIONS, INC.

FOR

PROJECT MANAGEMENT FOR THE VILLAGE'S CROSS CONNECTION CONTROL PROGRAM

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ATTACHMENT A - Supplemental Schedule of Contract Terms

ATTACHMENT B - Scope of Services

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ATTACHMENT D - Special Project Requirements

CONTRACT BETWEEN

THE VILLAGE OF NORTHBROOK

AND

BACKFLOW SOLUTIONS, INC.

FOR

PROJECT MANAGEMENT FOR THE VILLAGE'S CROSS CONNECTION CONTROL PROGRAM

In consideration of the mutual promises set forth below, the Village of Northbrook, 1225 Cedar Lane, Northbrook, Illinois 60062, a unit of local government created and existing under the laws of the State of Illinois ("Owner"), and Backflow Solutions, Inc an Illinois corporation ("Consultant"), make this Contract as of the 4 day of October, 2019, and hereby agree as follows:

ARTICLE I
THE SERVICES

1.1 Performance of the Services

Consultant shall, at its sole cost and expense, provide, perform, and complete all of the following, all of which is herein referred to as the "Services":

1. Labor, Equipment, Materials, and Supplies. Provide, perform, and complete, in the manner described and specified in this Contract, all necessary work, labor, services, transportation, equipment, materials, apparatus, information, data, and other items necessary to accomplish the Project, as defined in Attachment A, in accordance with the Scope of Services attached hereto as Attachment B, the Submittal Requirements attached hereto as Attachment C, and the Special Project Requirements attached hereto as Attachment D.

2. Approvals. Procure and furnish all approvals and authorizations specified in Attachment A.

3. Insurance. Procure and furnish all certificates and policies of insurance specified in this Contract.

4. Quality. Provide, perform, and complete all of the foregoing in a proper and workmanlike manner, consistent with the highest standards of professional practice and in full compliance with, and as required by or pursuant to, this Contract.

1.2 Commencement and Completion Dates

Consultant shall commence the Services not later than the "Commencement Date" set forth on Attachment A and shall diligently and continuously prosecute the Services at such a rate as will allow the Services to be fully provided, performed, and completed in full compliance with this Contract not later than the "Completion Date" or, if the Services are to be performed in separate phases with separate

completion dates, the "Completion Dates" set forth in Attachment A. The time of commencement, rate of progress, and time of completion are referred to in this Contract as the "Contract Time."

1.3 Required Submittals

A. Submittals Required. Consultant shall submit to Owner all reports, documents, data, and information specifically set forth in Attachment C or otherwise required to be submitted by Consultant under this Contract and shall, in addition, submit to Owner all such reports, documents, data, and information as may be requested by Owner to fully document the Services ("Required Submittals").

B. Time of Submission and Owner's Review. All Required Submittals shall be provided to Owner no later than the time, if any, specified in Attachment C or otherwise in this Contract. If no time for submission is specified for any Required Submittal, such Submittal shall be submitted within a reasonable time in light of its purpose and, in all events, in sufficient time, in Owner's sole opinion, to permit Owner to review the same prior to the commencement of any part of the Services to which such Required Submittal may relate. Owner shall have the right to require such corrections as may be necessary to make any Required Submittal conform to this Contract. No Services related to any Required Submittal shall be performed by Consultant until Owner has completed review of such Required Submittal with no exception noted. Owner's review and stamping of any Required Submittal shall not relieve Consultant of the entire responsibility for the performance of the Services in full compliance with, and as required by or pursuant to this Contract, and shall not be regarded as any assumption of risk or liability by Owner.

C. Responsibility for Delay. Consultant shall be responsible for any delay in the Services due to delay in providing Required Submittals conforming to this Contract.

1.4 Review and Incorporation of Contract Provisions

Consultant represents and warrants that it has carefully reviewed, and fully understood, this Contract, including all of its Attachments, all of which are by this reference incorporated into and made a part of this Contract.

1.5 Financial and Technical Ability to Perform

Consultant represents and warrants that it is financially solvent, and has the financial resources necessary, and that it is sufficiently experienced and competent, and has the necessary capital, facilities, plant, organization, and staff necessary, to provide, perform, and complete the Services in full compliance with, and as required by or pursuant to, this Contract.

1.6 Time

Consultant represents and warrants that it is ready, willing, able, and prepared to begin the Services on the Commencement Date and that the Contract Time is sufficient time to permit completion of the Services in full compliance with, and as required by or pursuant to, this Contract for the Contract Price.

1.7 Consultant's Personnel and Subcontractors

A. Consultant's Personnel. Consultant shall provide all personnel necessary to complete the Services, including without limitation the "Key Project Personnel" identified in Attachment D. Consultant shall provide to Owner telephone numbers at which the Key Project Personnel can be reached on a 24 hour basis. Consultant and Owner may by mutual written agreement make changes and additions

to the designations of Key Project Personnel. Prior to terminating the employment of any Key Project Personnel, or reassigning any of the Key Project Personnel to other positions, or upon receiving notification of the resignation of any of the Key Project Personnel, Consultant shall notify Owner as soon as practicable in advance of such proposed termination, reassignment, or resignation. Consultant shall submit justification, including a description of proposed substitute personnel, in sufficient detail to permit evaluation by Owner of the impact of the proposed action on the Services. No such termination or reassignment shall be made by Consultant without prior written approval of Owner. Consultant shall have no claim for damages, for compensation in excess of the Contract Price, or for a delay or extension of the Contract Time as a result of any such termination, reassignment, resignation, or substitution.

B. Approval and Use of Subcontractors. Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved by Owner in writing. All subcontractors and subcontracts used by Consultant shall be acceptable to, and approved in advance by, Owner. Owner's approval of any subcontractor or subcontract shall not relieve Consultant of full responsibility and liability for the provision, performance, and completion of the Services in full compliance with, and as required by or pursuant to, this Contract. All Services performed under any subcontract shall be subject to all of the provisions of this Contract in the same manner as if performed by employees of Consultant. Every reference in this Contract to "Consultant" shall be deemed also to refer to all subcontractors of Consultant. Every subcontract shall include a provision binding the subcontractor to all provisions of this Contract.

C. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the part of the Services undertaken by it in a manner satisfactory to Owner, Consultant shall immediately upon notice from Owner remove and replace such personnel or subcontractor. Consultant shall have no claim for damages, for compensation in excess of the Contract Price, or for a delay or extension of the Contract Time as a result of any such removal or replacement.

1.8 Owner's Responsibilities

Owner shall, at its sole cost and expense and except as otherwise provided in Attachment D: (a) designate in writing a person with authority to act as Owner's representative and on Owner's behalf with respect to the Services except those matters that may require Board approval of Owner; (b) provide to Consultant all criteria and full information as to Owner's requirements for the Project or work to which the Services relate, including Owner's objectives and constraints, schedule, space, capacity and performance requirements, and budgetary limitations relevant to the Project; (c) provide to Consultant all existing studies, reports, and other available data relevant to the Project; (d) arrange for access to and make all provisions for Consultant to enter upon public and private property as reasonably required for Consultant to perform the Services; (e) provide surveys describing physical characteristics, legal limitations, and utility locations for the Project and the services of geotechnical engineers or other consultants when such services are reasonably requested by the Consultant, are necessary for the performance of the Services, and are not already provided for in Attachments B and D; (f) provide structural, mechanical, chemical, air and water pollution tests, test for hazardous materials, and other laboratory and environmental tests, inspections, and reports required by law to be provided by Owner in connection with the Project; (g) review and comment on all Required Submittals and other reports, documents, data, and information presented by Consultant; (h) except as otherwise provided in Attachment A, provide approvals from all governmental authorities having jurisdiction over the Project when such services are reasonably requested by the Consultant, are necessary for the performance of the Services, and are not already provided for in Attachments B and D; (i) except as provided in Article IV of this Contract provide, all accounting, insurance, and legal counseling services as may be necessary from time to time in the sole judgment of Owner to protect Owner's interests with respect to the Project; (j) attend Project related meetings; and (k) give prompt written notice to Consultant whenever Owner observes or otherwise becomes aware of any development that affects the scope or timing of the Services,

provided, however, that failure to give such notice shall not relieve Consultant of any of its responsibilities under this Contract.

1.9 Owner's Right to Terminate or Suspend Services for Convenience

A. Termination or Suspension for Convenience. Owner shall have the right, for its convenience, to terminate or suspend the Services in whole or in part at any time by written notice to Consultant. Every such notice shall state the extent and effective date of such termination or suspension. On such effective date, Consultant shall, as and to the extent directed, stop Services under this Contract, cease all placement of further orders or subcontracts, terminate or suspend Services under existing orders and subcontracts, and cancel any outstanding orders or subcontracts that may be canceled.

B. Payment for Completed Services. In the event of any termination pursuant to Subsection 1.9A above, Owner shall pay Consultant (1) such direct costs, including overhead, as Consultant shall have paid or incurred for all Services done in compliance with, and as required by or pursuant to, this Contract up to the effective date of termination; and (2) such other costs pertaining to the Services, exclusive of overhead and profit, as Consultant may have reasonably and necessarily incurred as the result of such termination. Any such payment shall be offset by any prior payment or payments and shall be subject to Owner's rights to withhold and deduct as provided in this Contract.

ARTICLE II
CHANGES AND DELAYS

2.1 Changes

Owner shall have the right, by written order executed by Owner, to make changes in the Contract, the Project, the Services and the Contract Time ("Change Order"). If any Change Order causes an increase or decrease in the amount of the Services, an equitable adjustment in the Contract Price or Contract Time may be made. No decrease in the amount of the Services caused by any Change Order shall entitle Consultant to make any claim for damages, anticipated profits, or other compensation.

2.2 Delays

For any delay that may result from causes that could not be avoided or controlled by Consultant, Consultant shall, upon timely written application, be entitled to issuance of a Change Order providing for an extension of the Contract Time for a period of time equal to the delay resulting from such unavoidable cause. No extension of the Contract Time shall be allowed for any other delay in completion of the Services.

2.3 No Constructive Change Orders

No claims for equitable adjustments in the Contract Price or Contract Time shall be made or allowed unless embodied in a Change Order. If Owner fails to issue a Change Order including, or fully including, an equitable adjustment in the Contract Price or Contract Time to which Consultant claims it is entitled, or, if Consultant believes that any requirement, direction, instruction, interpretation, determination, or decision of Owner entitles Consultant to an equitable adjustment in the Contract Price or Contract Time that has not been included, or fully included, in a Change Order, then Consultant shall submit to Owner a written request for the issuance of, or revision of, a Change Order, including the equitable adjustment, or the additional equitable adjustment, in the Contract Price or Contract Time that Consultant claims has not been included, or fully included, in a Change Order. Such request shall be submitted before Consultant proceeds with any Services for which Consultant claims an equitable adjustment is due and shall, in all events, be submitted no later than two business days after receipt of

such Change Order or receipt of notice of such requirement, direction, instruction, interpretation, determination, or decision. Notwithstanding the submission of any such request, Consultant shall, unless otherwise directed by Owner within two business days after receipt by Owner of such request, proceed without delay to perform the Services in compliance with the Change Order or as required, directed, instructed, interpreted, or decided by Owner and shall, pending a final resolution of the issue, keep a daily record of such Services. Unless Consultant submits such a request within two business days after receipt of such Change Order or receipt of notice of such requirement, direction, instruction, interpretation, determination, or decision, Consultant shall be conclusively deemed (1) to have agreed that such Change Order, requirement, direction, instruction, interpretation, determination, or decision does not entitle Consultant to an equitable adjustment in the Contract Price or Contract Time and (2) to have waived all claims based on such Change Order, requirement, direction, instruction, interpretation, determination, or decision.

ARTICLE III

CONSULTANT'S RESPONSIBILITY FOR DEFECTIVE SERVICES

3.1 Consultant's Responsibilities.

A. Standard of Care. Consultant agrees that the Services and all components thereof shall conform to the requirements of this Contract; shall be fit, sufficient and suitable for the purposes expressed in, or reasonably inferred from, this Contract; shall be performed in accordance with the standards of professional practice, care and diligence practiced by recognized consulting firms performing services of a similar nature in existence at the time of performance of the Services; and the Services shall free from defects and flaws in design consistent with such standards of professional practice, care and diligence. The standards and obligations contained herein shall be in addition to any other requirements expressed in this Contract, or expressed or implied by law, which are hereby reserved unto Owner.

B. Opinions of Cost. It is recognized that neither Consultant nor Owner has control over the costs of labor, material, equipment or services furnished by others or over competitive bidding, market or negotiating conditions, or construction contractors' methods of determining their prices. Accordingly, any opinions of probable Project costs or construction costs provided for herein are estimates only, made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as an experienced and qualified professional, familiar with the industry. Consultant does not guaranty that proposals, bids or actual Project costs or construction costs will not vary from opinions of probable cost prepared by Consultant.

3.2 Corrections

Consultant shall be responsible for the quality, technical accuracy, completeness and coordination of all reports, documents, data, information and other items and services under this Contract. Consultant shall, promptly and without charge, provide, to the satisfaction of Owner, all corrective Services necessary as a result of Consultant's errors, omissions, negligent acts, or failure to meet the standard of care.

3.3 Risk of Loss

The Services and everything pertaining thereto shall be provided, performed, and completed at the sole risk and cost of Consultant. Consultant shall be responsible for any and all damages to property or persons as a result of Consultant's errors, omissions, negligent acts, or failure to meet the standard of care and for any losses or costs to repair or remedy any work undertaken by Owner based upon the Services as a result of any such errors, omissions, negligent acts or failure to meet the standard of care.

Notwithstanding any other provision of this Contract, Consultant's obligations under this Section 3.3 shall exist without regard to, and shall not be construed to be waived by, the availability or unavailability of any insurance, either of Owner or Consultant, to indemnify, hold harmless or reimburse Consultant for such damages, losses or costs.

ARTICLE IV
FINANCIAL ASSURANCES

4.1 Insurance

Contemporaneous with Consultant's execution of this Contract, Consultant shall provide certificates and policies of insurance evidencing at least the minimum insurance coverages and limits set forth in Attachment A. For good cause shown, Owner may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as Owner may impose in the exercise of its sole discretion. **Such policies shall be in a form acceptable to Owner and from companies with a general rating of A minus and a financial size category of Class X or better in Best's Insurance Guide and otherwise acceptable to Owner. Such insurance shall provide that no change, modification in, or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to Owner.** Consultant shall, at all times while providing, performing, or completing the Services, including, without limitation, at all times while correcting any failure to meet the standard of care pursuant to Section 3.2 of this Contract, maintain and keep in force, at Consultant's expense, at least the minimum insurance coverages and limits set forth in Attachment A.

4.2 Indemnification

Consultant shall, without regard to the availability or unavailability of any insurance, either of Owner or Consultant, indemnify, save harmless, and defend Owner against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorneys' fees and administrative expenses, that may arise, or be alleged to have arisen, out of or in connection with Consultant's performance of, or failure to perform, the Services or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of Consultant, except to the extent caused by the sole negligence of Owner.

ARTICLE V
PAYMENT

5.1 Contract Price

Owner shall pay to Consultant, in accordance with and subject to the terms and conditions set forth in this Article V and Attachment A, and Consultant shall accept in full satisfaction for providing, performing, and completing the Services, the amount or amounts set forth in Attachment A (the "Contract Price"), subject to any additions, deductions, or withholdings provided for in this Contract.

5.2 Taxes, Benefits and Royalties

The Contract Price includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or other similar benefits and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented equipment, materials,

supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

5.3 Progress Payments

A. Payment in Installments. The Contract Price shall be paid in the manner set forth in Attachment A ("Progress Payments").

B. Pay Requests. Consultant shall, as a condition precedent to its right to receive each Progress Payment, submit to Owner an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to establish Consultant's prior payment for all labor, material, and other things covered by the invoice and the absence of any interest, whether in the nature of a lien or otherwise, of any party in any property, work, or fund with respect to the Services performed under this Contract. In addition to the foregoing, such invoice shall include (a) employee classifications, rates per hour, and hours worked by each classification, and, if the Services are to be performed in separate phases, for each phase; (b) total amount billed in the current period and total amount billed to date, and, if the Services are to be performed in separate phases, for each phase; (c) the estimated percent completion, and, if the Services are to be performed in separate phases, for each phase; and (d) Consultant's certification that all prior Progress Payments have been properly applied to the Services with respect to which they were paid. Owner may, by written notice to Consultant, designate a specific day of each month on or before which pay requests must be submitted.

5.4 Final Acceptance and Final Payment

The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by Owner of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed. The Services or each phase of the Services, as the case may be, shall be deemed accepted by Owner if not objected to in writing within 60 days after submission by Consultant of the Services or such phase of Services for final acceptance and payment plus, if applicable, such additional time as may be considered reasonable for obtaining approval of governmental authorities having jurisdiction to approve the Services, or phase of Services, as the case may be. As soon as practicable after final acceptance, Owner shall pay to Consultant the balance of the Contract Price or, if the Services are to be performed in separate phases, the balance of that portion of the Contract Price with respect to such phase of the Services, after deducting therefrom all charges against Consultant as provided for in this Contract ("Final Payment"). The acceptance by Consultant of Final Payment with respect to the Services or a particular phase of Services, as the case may be, shall operate as a full and complete release of Owner of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by, or to Consultant for anything done, furnished for, arising out of, relating to, or in connection with the Services or a particular phase of Services, as the case may be, or for or on account of any act or neglect of Owner arising out of, relating to, or in connection with the Services or a particular phase of Services, as the case may be.

5.5 Deductions

A. Owner's Right to Withhold. Notwithstanding any other provision of this Contract and without prejudice to any of Owner's other rights or remedies, Owner shall have the right at any time or times, whether before or after approval of any pay request, to deduct and withhold from any Progress or Final Payment that may be or become due under this Contract such amount as may reasonably appear necessary to compensate Owner for any actual or prospective loss due to: (1) Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which Consultant is liable

under this Contract; (3) liens or claims of lien regardless of merit; (4) claims of subcontractors, suppliers, or other persons regardless of merit; (5) delay in the progress or completion of the Services; (6) inability of Consultant to complete the Services; (7) failure of Consultant to properly complete or document any pay request; (8) any other failure of Consultant to perform any of its obligations under this Contract; or (9) the cost to Owner, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of Owner's remedies set forth in Section 6.1 of this Contract.

B. Use of Withheld Funds. Owner shall be entitled to retain any and all amounts withheld pursuant to Subsection 5.5A above until Consultant shall have either performed the obligations in question or furnished security for such performance satisfactory to Owner. Owner shall be entitled to apply any money withheld or any other money due Consultant under this Contract to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys' fees, and administrative expenses incurred, suffered, or sustained by Owner and chargeable to Consultant under this Contract.

5.6 Accounting

Consultant shall keep accounts, books, and other records of all its billable charges and costs incurred in performing the Services in accordance with generally accepted accounting practices, consistently applied, and in such manner as to permit verification of all entries. Consultant shall make all such material available for inspection by Owner, at all reasonable times during this Contract and for a period of three years following termination of this Contract. Copies of such material shall be furnished, at Owner's expense, upon request.

ARTICLE VI
REMEDIES

6.1 Owner's Remedies

If it should appear at any time prior to Final Payment for all work that Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Contract, or has attempted to assign this Contract or Consultant's rights under this Contract, either in whole or in part, or has falsely made any representation or warranty in this Contract, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Contract or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure any such Event of Default within five business days after Consultant's receipt of written notice of such Event of Default, then Owner shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Owner may require Consultant, within such reasonable time as may be fixed by Owner, to complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; to accelerate all or any part of the Services; and to take any or all other action necessary to bring Consultant and the Services into strict compliance with this Contract.

2. Owner may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Services or part thereof and make an equitable reduction in the Contract Price.

3. Owner may terminate this Contract without liability for further payment of amounts due or to become due under this Contract.

4. Owner may withhold from any Progress Payment or Final Payment, whether or not previously approved, or may recover from Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by Owner as the result of any Event of Default or as a result of actions taken by Owner in response to any Event of Default.

5. Owner may recover any damages suffered by Owner.

6.2 Terminations and Suspensions Deemed for Convenience

Any termination or suspension of Consultant's rights under this Contract for an alleged default that is ultimately held unjustified shall automatically be deemed to be a termination or suspension for the convenience of Owner under Section 1.9 of this Contract.

ARTICLE VII
LEGAL RELATIONSHIPS AND REQUIREMENTS

7.1 Binding Effect

This Contract shall be binding upon Owner and Consultant and upon their respective heirs, executors, administrators, personal representatives, and permitted successors and assigns. Every reference in this Contract to a party shall also be deemed to be a reference to the authorized officers, employees, agents, and representatives of such party.

7.2 Relationship of the Parties

Consultant shall act as an independent contractor in providing and performing the Services. Nothing in or done pursuant to, this Contract shall be construed (1) to create the relationship of principal and agent, partners, or joint venturers between Owner and Consultant or (2) to create any relationship between Owner and any subcontractor of Consultant.

7.3 No Collusion

Consultant hereby represents and certifies that Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Consultant is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq. Consultant hereby represents that the only persons, firms, or corporations interested in this Contract as principals are those disclosed to Owner prior to the execution of this Contract, and that this Contract is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Consultant has, in procuring this Contract, colluded with any other person, firm, or corporation, then Consultant shall be liable to Owner for all loss or damage that Owner may suffer thereby, and this Contract shall, at Owner's option, be null and void.

7.4 Assignment

Consultant shall not (1) assign this Contract in whole or in part, (2) assign any of Consultant's rights or obligations under this Contract, or (3) assign any payment due or to become due under this

Contract without the prior express written approval of Owner, which approval may be withheld in the sole and unfettered discretion of Owner; provided, however, that Owner's prior written approval shall not be required for assignments of accounts, as defined in the Illinois Commercial Code, if to do so would violate Section 9-318 of the Illinois Commercial Code, 810 ILCS 5/9-318. Owner may assign this Contract, in whole or in part, or any or all of its rights or obligations under this Contract, without the consent of Consultant.

7.5 Confidential Information

All information supplied by Owner to Consultant for or in connection with this Contract or the Services shall be held confidential by Consultant and shall not, without the prior express written consent of Owner, be used for any purpose other than performance of the Services.

7.6 No Waiver

No examination, inspection, investigation, test, measurement, review, determination, decision, certificate, or approval by Owner, nor any order by Owner for the payment of money, nor any payment for, or use, occupancy, possession, or acceptance of, the whole or any part of the Services by Owner, nor any extension of time granted by Owner, nor any delay by Owner in exercising any right under this Contract, nor any other act or omission of Owner shall constitute or be deemed to be an acceptance of any defective, damaged, flawed, unsuitable, nonconforming, or incomplete Services, nor operate to waive or otherwise diminish the effect of any warranty or representation made by Consultant; or of any requirement or provision of this Contract; or of any remedy, power, or right of Owner.

7.7 No Third Party Beneficiaries

No claim as a third party beneficiary under this Contract by any person, firm, or corporation other than Consultant shall be made or be valid against Owner.

7.8 Notices

All notices required or permitted to be given under this Contract shall be in writing and shall be deemed received by the addressee thereof when delivered in person on a business day at the address set forth below or on the third business day after being deposited in any main or branch United States post office, for delivery at the address set forth below by properly addressed, postage prepaid, certified or registered mail, return receipt requested.

Notices and communications to Owner shall be addressed to, and delivered at, the following address:

Village of Northbrook
Public Works Center
655 Huehl Road
Northbrook, Illinois 60062
Attention: Erik Jensen, Assistant to the Village Manager

Notices and communications to Consultant shall be addressed to, and delivered at, the following address:

Backflow Solutions, Inc.
ATTN: Melissa Joyce
12609 S Laramie Avenue

Alsip, Illinois 60803

The foregoing shall not be deemed to preclude the use of other non-oral means of notification or to invalidate any notice properly given by any such other non-oral means.

By notice complying with the requirements of this Section 7.8, Owner and Consultant each shall have the right to change the address or addressee or both for all future notices to it, but no notice of a change of address or addressee shall be effective until actually received.

7.9 Governing Laws

This Contract and the rights of Owner and Consultant under this Contract shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

7.10 Changes in Laws

Unless otherwise explicitly provided in this Contract, any reference to laws shall include such laws as they may be amended or modified from time to time.

7.11 Compliance with Laws and Grants

Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. Consultant shall also comply with all conditions of any federal, state, or local grant received by Owner or Consultant with respect to this Contract or the Services.

Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part thereof.

Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

7.12 Documents

Drawings, plans, specifications, photos, reports, information, observations, calculations, notes and any other reports, documents, data or information, in any form, prepared, collected, or received by Consultant in connection with any or all of the Services (the "Documents") shall be and remain the property of Owner. At Owner's request, or upon termination of this Contract, the Documents shall be delivered promptly to Owner. Consultant shall have the right to retain copies of the Documents for its files. Consultant shall maintain files of all Documents unless Owner shall consent in writing to the destruction of the Documents. Consultant shall make, and shall cause all of its subcontractors to make, the Documents available for Owner's review, inspection and audit during the entire term of this Contract and for three years after termination of this Contract; provided, however, that prior to the disposal or

destruction of the Documents by Consultant or any of its subcontractors following said three year period, Consultant shall give notice to Owner of any Documents to be disposed of or destroyed and the intended date, which shall be at least 90 days after the effective date of such notice of disposal or destruction. Owner shall have 90 days after receipt of any such notice to give notice to Consultant or any of its subcontractors not to dispose of or destroy said Documents and to require Consultant or any of its subcontractors to deliver same to Owner, at Owner's expense.

7.13 Time

The Contract Time is of the essence of this Contract. Except where otherwise stated, references in this Contract to days shall be construed to refer to calendar days.

7.14 Severability

The provisions of this Contract shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Contract shall be in any way affected thereby.

7.15 Entire Agreement

This Contract sets forth the entire agreement of Owner and Consultant with respect to the accomplishment of the Services and the payment of the Contract Price therefor, and there are no other understandings or agreements, oral or written, between Owner and Consultant with respect to the Services and the compensation therefor.

7.16 Amendments

No modification, addition, deletion, revision, alteration, or other change to this Contract shall be effective unless and until such change is reduced to writing and executed and delivered by Owner and Consultant.

IN WITNESS WHEREOF, Owner and Consultant have caused this Contract to be executed in two original counterparts as of the day and year first written above.

(SEAL)

Attest/Witness:

VILLAGE OF NORTHBROOK: CORPORATE SEAL COOK COUNTY, ILL.

By: _____

Title: Village Clerk

VILLAGE OF NORTHBROOK:

By: _____

Title: Village Manager

Attest/Witness:

By: _____

Its:

SELECTED CONSULTANT:

By: _____

Its: Sales Manager

ATTACHMENT A

SUPPLEMENTAL SCHEDULE OF CONTRACT TERMS

1. **Project Description**:

The Consultant shall provide professional services which include, but are not limited to, the implementation and management of a cross connection control program including the formulation of the cross connection control program, revisions to the Village's existing cross control connection standard operating procedure and educational materials that may be distributed to the public and implementation of the cross connection control program including project management (*"Project"*).

2. **Approvals and Authorizations**:

Consultant shall obtain any required approvals and authorizations listed in the Scope of Services in Attachment B.

3. **Commencement Date**:

The date of execution of the Contract by Owner.

4. **Completion Date**:

Completion of Final Plans by Tuesday January 31, 2023. The actual start date and completion dates for construction will depend upon available funding and may be further extended, if authorized by a Change Order issued pursuant to Section 2.1 of the Contract.

5. **Insurance Coverages**:

A. Worker's Compensation and Employer's Liability with limits not less than:

(1) Worker's Compensation: Statutory;

(2) Employer's Liability:

$1,000,000 injury-per occurrence

$500,000 disease-per employee

$1,000,000 disease-policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than $1,000,000 for vehicles owned, non-owned, or rented.

All employees shall be included as insureds.

C. Comprehensive General Liability with coverage written on an "occurrence" basis and with limits no less than:

General Aggregate: $2,000,000 Bodily Injury and Property Damage Combined Single Limit for this Project.

Coverages shall include:

- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)

D. Professional Liability Insurance. With a limit of liability of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate and covering Consultant against all sums that Consultant may be obligated to pay on account of any liability arising out of the Contract.

E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

F. Owner as Additional Insured. Owner shall be named as an Additional Insured and a Cancellation Notice recipient on all policies except for:

Worker's Compensation
Professional Liability

Each such additional Insured endorsement shall identify Owner as follows: The Village of Northbrook, including its Board members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives.

G. Other Parties as Additional Insureds. In addition to Owner, the following parties shall be named as additional insured on the following policies:

Additional Insured	Policy or Policies

All additional public or private property owners as needed on all policies with the exception of Worker's Compensation and Professional Liability.

6. **Contract Price**:

SCHEDULE OF PRICES:

For providing, performing, and completing each phase of Services, an amount equal to Consultant's Direct Labor Costs, plus an amount equal to the actual costs of all Reimbursable Expenses, but not to exceed, in each phase of Services, the following not to exceed amount set forth opposite each such phase except as adjusted by Change Order issued pursuant to Section 2.1 of the Contract: **$341,035.** Owner shall pay Consultant only for the actual number of units completed under the unit pricing attached in Attachment E.

7. **Payments**:

For purposes of payments to Consultant, the value of the Services shall be determined as follows:

Direct Labor Costs shall mean salaries and wages paid to all Consultant personnel as set forth on the list supplied by Consultant attached hereto and referenced as Attachment A-1, including all professionals whether owners or employees, engaged directly on the Project, but shall not include indirect payroll related costs or fringe benefits.

Reimbursable Expenses shall mean the actual expenses incurred by Consultant directly or indirectly in connection with the Project, including expenses for transportation, telephone, postage, computer time and other highly specialized equipment, reproduction and similar Project related items.

ATTACHMENT B

SCOPE OF SERVICES

The following services/tasks including, but not limited to, the following will need to be performed/provided for each Component Project, unless otherwise designated.

Note: Authorization from Owner in the form of a written notice to proceed will be required before proceeding with each phase or distributing any notifications.

Phase 1: Cross Connection Program Development Phase (to begin immediately after contract execution)

1. **Educational Materials:**
    a. Draft and submit for approval all educational materials related to the State of Illinois' and Village of Northbrook's cross connection control regulations, the Village's specific cross connection control program, backflow prevention devices and potential cross connections. Separate materials shall be drafted for residential and non-residential customers.
    b. Using approved drafted language, create, print or otherwise deliver materials for Village use. Materials shall be developed in multiple digital formats including but not limited to Word files, Powerpoint Presentations, text for website use and Portable Document Files (.PDFs) and in various print formats including but not limited to informational letters, pamphlets and posters at the Village's request.
2. **Program Implementation Materials:**
    a. **Standard Operating Procedure Review:** In partnership with Village staff, review Owner's existing cross connection program standard operating procedure and recommend updates as applicable.
    b. **Program Documents:** Develop and submit for approval all program documents including but not limited to survey forms, on-site inspection records, annual certification notices, confirmation of certification receipt notices, notices of non-compliance and any other miscellaneous documents required for the implementation of the program.

Note: Phase 1 must be completed prior to the beginning of Phase 2 unless otherwise expressly permitted by the Director of Public Works or his/her designee.

Phase 2: Cross Connection Program Implementation Phase

Owner's goal is to achieve 100% regulatory compliance (i.e. 100% of customer accounts have reached full compliance with the program requirements for both surveys and annual certifications) on or before January 31, 2023. However, in recognition of the fact that is may require additional resources above and beyond the Consultant's ability to reach that goal, Owner's goal for the successful Consultant shall be 95% regulatory compliance. In order to facilitate a smooth transition of the management and responsibility of Owner's cross connection control program to the successful Consultant, a multi-phased approach will be used for implementation as outlined below. Each of the items or tasks identified shall be the sole responsibility of the Consultant.

1. **Identification of Contract Manager and Inspection Personnel**: The Consultant shall identify the primary project manager for this project who will serve as the Owner's point of contact and

provide oversight of the Consultant's team. The following minimum requirements shall apply to staff assigned to this project:

a. Manager: The Project Manager shall be certified as an Illinois Cross Connection Control Device Inspector and be also certified as a Cross Connection Control Manager and Survey Inspector by the University of Florida's Training, Research and Education for Environmental Occupations (TREEO) Center or the University of Southern California. The Project Manager shall have at least 10 years of experience in program management.
b. Inspection Staff: All inspection staff shall be certified in Surveys and Inspections by the University of Florida's Training, Research and Education for Environmental Occupations (TREEO) Center or the University of Southern California.

2. **Residential Survey Implementation:**
   a. Introductory Letter: Prior to beginning the residential survey, the Consultant shall provide written notifications via U.S. Mail to all residential water customers. These letters shall include at a minimum information on the individual customer's responsibilities under the Illinois Plumbing Code and IEPA Regulations, the Village's cross connection program and the survey process.
   b. Survey: The Consultant shall prepare, distribute, respond to questions regarding and collect any and all responses to the residential survey. Owner shall provide any and all account information necessary to facilitate the survey. The following requirements shall be imposed on the survey process:
      i. The survey form shall be approved by the Director of Public Works or his/her designee prior to distribution.
      ii. Surveys shall be distributed via U.S. Mail or other approved method. The Consultant shall be solely responsible for the costs for printing and distributing the survey. The survey document shall contain a telephone number to call with questions and a deadline for submittal. The Consultant shall send at least one notice following the deadline to all residential accounts who have not submitted a survey.
      iii. The Consultant shall provide for multiple methods of returning the survey including but not limited to return mailing, e-mail submission and via an electronic form on the Consultant's website.
      iv. The survey shall achieve at least a 40% response rate to be deemed acceptable. If, for whatever reason, a 40% response rate cannot be achieved within 90 days of the initial mailing of the survey, the Consultant shall notify Owner and request permission to proceed with the Visual Survey.
      v. The Consultant shall serve as the primary point of contact regarding this survey and shall be responsible for taking and responding to customer questions regarding the survey.
   c. Visual Surveys: Following completion of the mailed survey or with Owner's written permission, the Consultant shall perform visual surveys of any residential account which either did not respond to the survey or indicated that they do not need a backflow prevention device. These surveys shall be done by the Consultant's Inspection Staff and be focused on identifying where additional devices are required. The following requirements shall be imposed on the site survey process:
      i. Visual surveys shall be done using a staggered system where the Village is divided into seven inspection areas corresponding to Owner's existing plow routes. The Consultant shall complete the visual survey of at least one inspection area per month, weather permitting. The Visual Survey shall be completed within one year following the completion of the mailed survey or no later than December 31, 2020.

ii. Visual surveys may be completed on foot or by vehicle. If on foot, the survey must be conducted from the sidewalk, parkway or street with each Inspector having identification indicating that they work for the Consultant. Under no circumstances shall Inspection Staff go onto private property.
iii. Each visual survey shall collect the location and number of any previously unknown cross connections.
iv. Within 14 days of each inspection, the Consultant shall provide the property owner with proper written notification of any deficiencies noted and the steps required for the property owner or water customers to correct the deficiency. This notice must include a telephone number to call with questions and a deadline for compliance. The Consultant shall send up to two additional notices: one prior to the compliance deadline and one immediately after the deadline has passed providing a final deadline. If, after the second deadline has passed, the account is either non-compliant or has not established contact, the Consultant shall remit the information to the Village for further enforcement steps.

d. Reporting: The Consultant shall prepare and deliver the following reports:
i. Monthly Mailed Survey Results: During the mailed survey, the Consultant shall provide a report on the first of each month following the beginning of the mailed survey detailing current findings and response rates. This report shall be delivered until the close of the mailed survey.
ii. Monthly Visual Survey Results: During the visual survey, the Consultant shall provide a report on the first of each month following the beginning of the visual survey detailing current findings and any discovered cross connections or devices. This report shall be delivered until the close of the visual survey.
iii. Final Mailed Survey Results: The Consultant shall provide a final report regarding the mailed survey detailing the final response rate and findings. This report shall be delivered no more than 14 days following closure of the survey.
iv. Final Summary Results: The Consultant shall provide a final report regarding and summarizing the results of the total residential survey including the compliance rate and findings. This report shall be delivered no more than 14 days following closure of the Visual survey.

3. **Non-Residential Survey Implementation**:
a. Introductory Letter: Prior to beginning the non-residential survey, the Consultant shall provide written notifications via U.S. Mail to all non-residential water customers. These letters shall include at a minimum information on the individual customer's responsibilities under the Illinois Plumbing Code and IEPA Regulations, the Village's cross connection program and the survey process. Prior to distribution, the Consultant shall submit the letter for approval to the Director of Public Works or his designee.
b. Survey: The Consultant shall prepare, distribute, respond to questions regarding and collect any and all responses to the non-residential survey. The Village shall provide any and all account information necessary to facilitate the survey. The following requirements shall be imposed on the survey process:
i. The survey form shall be approved by the Director of Public Works or his/her designee prior to distribution.
ii. Surveys shall be distributed via U.S. Mail. The Consultant shall be solely responsible for the costs for printing and distributing the survey. The survey document shall contain a telephone number to call with questions and a deadline for submittal. The Consultant shall send at least one notice following the deadline to all non-residential accounts who have not submitted a survey.

iii. The Consultant shall provide for multiple methods of returning the survey including but not limited to return mailing, e-mail submission and via an electronic form on the Consultant's website.
iv. The survey shall achieve at least a 40% response rate to be deemed acceptable. If, for whatever reason, a 40% response rate cannot be achieved within 90 days of the initial mailing of the survey, the Consultant shall notify Owner and request permission to proceed with the Site Surveys.
v. The Consultant shall serve as the primary point of contact regarding this survey and shall be responsible for taking and responding to customer questions regarding the survey.

c. Site Surveys: Following completion of the mailed survey or with Owner's written permission, the Consultant shall perform site surveys of each individual non-residential account that has not responded to the survey. These surveys shall be done by the Consultant's Inspection Staff and be focused on verifying any and all existing information on the backflow devices utilized by each account, documenting any unknown devices and identifying where additional devices are required. For the purposes of this survey, Owner's intent is only to identify and document the cross connection devices utilized on the customer's service lines (i.e. only the direct connections to Owner's distribution system) and not each internal backflow device that may be otherwise required in an individual plumbing system by State regulations. The following requirements shall be imposed on the site survey process:
   i. The Consultant shall be responsible for all notifications and scheduling of inspections.
   ii. The initial site survey shall be completed within two years of the completion of the initial mailed survey but in no case later than January 31, 2023.
   iii. Each site survey shall collect the following information:
      1. The manufacturer, serial number, model number, size, service type (lawn irrigation, fire suppression, etc), installation location and last test date (if available) for each existing backflow device.
      2. The location and type of all known and potential cross connections. Digital photographs will be required as "back-up" for each cross connection. The Inspector shall clearly identify each cross connection where, in his or her professional opinion, a backflow device is warranted but does not currently exist. An individual report shall be filed for each connection that requires a backflow device.
      3. A listing of any irregularities noted in each account's plumbing systems (i.e. illegal connections prior to the water meter, etc.).
   iv. Within 14 days of each inspection, the Consultant shall provide the account's contact with proper written notification of any deficiencies noted and the steps required for the property owner or water customer to correct the deficiency. This notice must include a telephone number to call with questions and a deadline for compliance. The Consultant shall send up to two additional notices: one prior to the compliance deadline and one immediately after the deadline has passed providing a final deadline. If, after the second deadline has passed, the account is either non-compliant or has not established contact, the Consultant shall remit the information to the Village for further enforcement steps.

d. Reporting: The Consultant shall prepare and deliver the following reports:
   i. Monthly Mailed Survey Results: The Consultant shall provide a report on the first of each month following the beginning of the mailed survey detailing current

findings and response rates. This report shall be delivered monthly until the close of the mailed survey.

ii. Final Mailed Survey Results: The Consultant shall provide a final report regarding the mailed survey detailing the final response rate and findings. This report shall be delivered no more than 14 days following closure of the survey.

iii. Monthly Site Survey Results: The Consultant shall provide a report on the first of each month listing the surveys completed during the preceding month with findings and those scheduled for the coming month as of the time the report is generated. This will be done to ensure that inspections are being evenly distributed throughout the site survey period.

iv. Final Summary Results: The Consultant shall provide a final report regarding and summarizing the results of the total non-residential survey including the compliance rate and findings. This report shall be delivered no more than 14 days following closure of the On-Site survey.

4. **Backflow Device Annual Certification Management**: Beginning on or around December 1, 2019, the Consultant shall be responsible for managing and maintaining all records associated with the annual submission of backflow device testing certifications. Upon assumption of these duties, the Consultant shall be responsible for the collection and processing of certifications and the all program notifications as outlined below:

   a. Annual Notification Schedule: The following annual schedule of notifications shall be utilized for the purposes of this program component:

      i. On or before April 1 (or as determined by the Village's existing Standard Operating Procedure): The Consultant shall mail a notice and informational mailing regarding the annual certification requirements to all residential and non-residential properties for which a backflow prevention device is on file but no annual certification has yet been received. This mailing shall cover topics such as what cross connections are, where backflow devices are required and what the responsibilities of the property owner are under state and local regulations. The notice shall also state that all submissions are due no later than August 31 or another date as determined by the Village's existing Standard Operating Procedure.

      ii. On or before June 15 (or as determined by the Village's existing Standard Operating Procedure): The Consultant shall mail a notice and information mailing to all residential and non-residential properties for which a backflow prevention device on file but no annual certification has been received reminding them that all submissions are due no later than August 31 or another date as determined by the Village's existing Standard Operating Procedure.

      iii. On or Immediately After August 31 (or as determined by the Village's existing Standard Operating Procedure): The Consultant shall mail all residential and non-residential properties for which a backflow prevention device is on file but no annual certification has been received a notice that their annual certification has not been received. The notice shall explain the steps the property owner or water customer must take to have the device certified; provide a telephone number to call and a deadline to comply. If compliance is not reached by the specified deadline, the Consultant shall refer the case to Owner for enforcement.

   b. Notification of Rejection of Annual Certification: If the Consultant must reject an annual certification for any reason, the Consultant shall notify the tester either in writing or verbally (a written record of the conversation must be maintained). The Consultant shall

also notify the individual customer in writing in the event an invalid report is not addressed promptly by the tester.

5. **Cross Connection Control Program Records Management Implementation:** The Consultant shall be responsible for managing and maintaining all records associated with the cross connection control program. Specifically, the Consultant shall be responsible for receiving and tracking all certifications of backflow prevention devices as well as all survey results. All of these documents shall be deemed to be the property of Owner and shall be furnished to the Owner upon request. Documents shall be maintained in an electronic format approved by Owner for the duration of the contract and shall be immediately returned to Owner following conclusion of contract. The list of records to be maintained shall include but not be limited to the following:
    a. The results of any and all surveys, including survey responses or on-site/visual inspections.
    b. The name and location of each pre-existing or discovered cross connection and the recommended corrective actions for such as a result of the surveys.
    c. The compliance results for each pre-existing or discovered cross connection device as well as the following information for each device:
        i. Owner name, address, contact information (including telephone number, e-mail, etc.) and location within owner's property
        ii. Type of assembly
        iii. Serial Number
        iv. Purpose of cross connection device protects (irrigation, fire suppression, etc.)
    d. The actual test results for each backflow prevention device following formal assumption of the responsibilities for collecting certifications as well as the following information regarding testing:
        i. Any and all repairs made and the date completed for each backflow prevention device.
        ii. The name and address of the person and/or firm that performed the repair/certification services.
        iii. The repairer's or tester's license credentials
        iv. The repairer's or tester's state registration
        v. The test gauge serial number and calibration dates (to ensure equipment has been calibrated within prior 12 months)
        vi. An electronic copy of the repairer's or tester's submittal

Miscellaneous Provisions:

1. **Annual and Monthly Reporting**: In addition to the reporting required as part of the surveys, the Consultant shall furnish the following reports to Owner:
    a. Annual Report: On or about January 5 of each year of the program, the Consultant shall provide the Public Works Director with a detailed report of the actions taken by the Consultant over the prior calendar year and status of the program. The topics to be included in the report include the following:
        i. Total compliance rate
        ii. Number of certification reports received
        iii. Total number of known cross connections
        iv. Number of inspections/site surveys completed
        v. Notice of notices of certifications sent out
        vi. Number of accounts past due
        vii. Number of recommendations made to the Water Division for action

b. Monthly Reports: On or about the 5th of each month, the Consultant shall provide the Public Works Director with the previous month's performance indicators. The indicators shall include but not be limited to:
    i. Number of certification reports received
    ii. Number of inspections/site surveys completed
    iii. Number of accounts past due
    iv. Number of recommendations made to the Water Division for action

2. **Inspection Staff Identification**: Any and all Inspection Staff tasked with completing on-site or visual surveys shall be properly identified with proper photo identification and have an introductory letter on Village letterhead explaining their presence.
3. **Responsibility for Damage**: The Consultant shall solely be responsible for any damage to plumbing or appurtenances resulting from inspection if it determined that said damage was a result of the Consultant's workmanship or negligence.
4. **Software, Database and Record Management**: Owner will provide the Consultant with any relevant data in its possession to accomplish the tasks set forth in this Scope of Services. At the point of transfer, the Consultant shall be responsible for any and all maintenance of the data. The Consultant shall ensure that the applicable software or database is updated in a timely manner and shall furnish and all reports or data requested by Owner, the Illinois Environmental Protection Agency or Illinois Department of Natural Resources.
5. **Enforcement Authority**: Owner explicitly does not delegate the authority to enforce State of Illinois Statutes or Owner Ordinances. All enforcement authority shall remain with Owner unless specifically delegated by the Director of Public Works in written form.
6. **Freedom of Information Act Requests**: As a Consultant to the Village, the Consultant may be required to supply the Village with records it is maintaining on the Village's half. These records shall be provided in a timely fashion such that the Village can meet the statutory timelines of the Freedom of Information Act.
7. **Independence**: The Consultant shall be required to disclose any and all subsidiaries or other business entities that the Consultant has a relationship with that does work associated with the scope of work outlined in this RFP and the subsequent Consultant Services Contract.
8. **Transfer of Responsibility for Cost of Annual Certification Submittals**: The Village may at any time and at its sole discretion elect to transfer the responsibility for the cost of the annual certification fee charged by the Consultant for an individual backflow device from the Village to the third-party contractor(s) submitting the annual certification on behalf of an individual utility customer. In such case, the Consultant shall initiate and complete such transfer no less than 30 days after receipt. Following completion of such transfer, the Consultant hereby releases the Village of any and all claims for the cost of such submittal certifications for the remainder of this Agreement. The Village may likewise elect to reassume this responsibility at any time and at its sole discretion. In such case, the Consultant shall initiate and complete such transfer no less than 30 days after receipt. Following completion of such transfer, the Village shall resume paying the agreed upon fee for each annual certification submittal.

ATTACHMENT C

SCHEDULE

Program Tasks		
	Task	**Date**
1	Program Implementation Meeting	October 2019
2	Complete draft cross connection control educational/ information materials	October 31, 2019
3	Complete SOP revisions	October 31, 2019
4	Residential Survey Introductory Letter Mailed	November 1, 2019
5	Mailed Survey – draft letter approved by Public Works Director	November 15, 2019
6	Assumption of Annual Certification Management Responsibilities	December 1, 2019
7	Mailed Survey - Residential Survey Begins	December 6, 2019
8	Residential Survey Concludes; Visual Survey Begins	February 1, 2020 (tentative)
9	Mailed Residential Survey Final Report Due	February 14, 2020 (or earlier)
10	Residential Visual Survey Concludes	December 2020
11	Non-Residential Survey Introductory Letter Mailed	December 1, 2020
12	Mailed Survey – draft letter approved by Public Works	January 8, 2020
13	Mailed Survey - Non-Residential Survey Begins	January 31, 2020
14	Non-Residential Survey Concludes; On-Site Survey Begins	April 1, 2021
15	Non-Residential On-Site Survey Concludes	January 2023
On-Going Tasks		
1	First Certification Informational Mailing/Notice	On or before April 1 or as determined by Village's SOP
2	Second Notice	On or before June 15 or as determined by Village's SOP
3	Final Notice	On or immediately after August 31 or as determined by the Village's SOP
4	Annual Report	January 5
5	Monthly Report	5th day of each month
6	Owner provides updated number of connections	December 1

ATTACHMENT D

SPECIAL PROJECT REQUIREMENTS

1. Key Project Personnel Contact Information:

Name/Project Function:	Telephone:	E-Mail:

ATTACHMENT E

SCHEDULE OF PRICES

For providing, performing, and completing all Work, the sum of the products resulting from multiplying the number of acceptable units of Unit Price Items listed below incorporated in the Work by the Unit Price set forth below for such Unit Price Item:

	Item	Estimated Quantity	Unit of Measurement	Unit Price	Extended Price
Total Program Costs					
1.	Program Development	1	Lump Sump	$0	$0
2.	Program Implementation – Residential	12,183	Service Connections	$7.45	$90,763.35
3.	Program Implementation – Non-Residential	814	Service Connections	$92.40	$75,213.60
4.	Total (Program Development and Implementation)				$165,976.95
Annual Costs					
5.	Annual Certification Submittal Costs (Cost Per Backflow Device to be paid by either Owner or Tester)	4,506	Per Device	$12.95	$58,352.70
6.	Total (Cost for Annual Certification Submittal Management for 3 Years)				$175,058.10

Note: Owner and Consultant recognize and agree that unit counts may fluctuate over the duration of this Agreement. Owner reserves the right to increase or decrease such quantities, and Consultant understands and agrees that payment for each Unit Price Item shall be made only on the actual number of acceptable units of Unit Price Item. The Consultant hereby waives and releases all claims or rights to dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be provided or performed.

EXHIBIT B

Backflow Solutions, Inc.
12609 South Laramie Ave
Alsip, IL 60803
bsionline@backflow.com

INVOICE

BILL TO
Deanna Hardt
Village of Northbrook
Attn: Deanna Hardt
655 Huehl Rd
Northbrook, IL 60062

SHIP TO
Deanna Hardt
Village of Northbrook
Attn: Deanna Hardt
655 Huehl Rd
Northbrook, IL 60062

INVOICE # 9928
DATE 01/30/2025
DUE DATE 03/01/2025
TERMS Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Backflow Management Fee For April 2024	459	12.95	5,944.05
Backflow Management Fee For May 2024	459	12.95	5,944.05
Backflow Management Fee For June 2024	459	12.95	5,944.05
Backflow Management Fee For July 2024	459	12.95	5,944.05
Backflow Management Fee For August 2024	459	12.95	5,944.05
Backflow Management Fee For September 2024	459	12.95	5,944.05
Backflow Management Fee For October 2024	459	12.95	5,944.05
Backflow Management Fee For November 2024	459	12.95	5,944.05
Backflow Management Fee For December 2024	459	12.95	5,944.05
Backflow Management Fee For January 2025	475.75	12.95	6,160.96
Backflow Management Fee For February 2025	475.75	12.95	6,160.96
Backflow Management Fee For March 2025	475.75	12.95	6,160.96
Backflow Management Fee For April 2025	475.75	12.95	6,160.96

Contact Backflow Solutions, Inc. to pay.

BALANCE DUE **$78,140.29**

Accounts Payable Department:
630-389-6817
accounting@backflow.com
Remit Address:
PO Box 246 Worth, IL 60482

WE ACCEPT ALL MAJOR CREDIT CARDS

THANK YOU FOR YOUR BUSINESS!

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2025-08-26
Subject: A Resolution Waiving Competitive Bidding and Authorizing an Agreement for Cross Connection Control Program Oversight Services with Backflow Solutions, Inc. of Alsip, Illinois

Overview

A Contract for Cross Connection Control Program Oversight Services for a maximum period of one year to succeed a First Amendment and Renewal of a contract with Backflow Solutions, Inc. of Alsip, Illinois to manage an active cross connection program has been prepared.

Fiscal Impact

Under this one-year agreement (Exhibit A), the monthly fee will continue to be $12.95 per each of the roughly 5,709 devices tracked within the Cross Connection Program. The annual cost for this program is $73,931.55 which can be paid in monthly installments or in a lump sum for the year. If the Village elects to pay the total cost for the 12-month contract within thirty days of approving the Agreement, BSI is offering a ten-percent discount of $7,393.16 leaving a total amount due of $66,538.40.

The FY26 adopted Budget contains sufficient funds in Other Professional services under RPZ (reduced pressure zone) Records/Survey Management in account 21-4180-554-00 (Water Distribution Fund).

Recommendation

Approval.

Background

As the water utility for the community, the Village of Northbrook, is required by the Illinois Environmental Protection Agency (IEPA) and Illinois Plumbing Code to manage an active cross connection program to prevent contaminants entering the Village's water distribution system.

A cross connection control program involves surveying properties for potential cross

connections (i.e. irrigation systems or a pool/spa that are connected to properties water system) that in the case of a low pressure situation such as during a water main break could create a siphon and introduce contaminants into the water distribution system. To prevent a backflow from occurring, a cross connection control device such as a reduced pressure zone (RPZ) valve must be installed and testing annually. The Village is required to track these devices and conduct code enforcement actions to ensure annual testing of these devices or the installation of new devices when new cross connections are identified. The Village has used the professional services of Backflow Solutions, Inc. to manage its Cross Connection Control Program.

Under a separate agenda item on August 26, 2025, the Village Board is asked to consider a retroactive First Amendment and Renewal to the September 2019 Contract with BSI which covered the period from October 1, 2023, through August 31, 2025, with all other terms, conditions and pricing of the 2019 Contract remaining in full force and effect.

The action authorizes a new Agreement with Backflow Solutions, Inc. to continue the professional services relationship for the management of the Village's cross connection program. The new Agreement would succeed the First Amendment and Renewal Contract from September 1, 2025 through April 30, 2026 ("***Agreement***"). Waiver of competitive bidding is requested based on the Village's current relationship with the Contractor and satisfaction with the services previously provided. Prior to the expiration of this contract, staff will issue a Request for Proposals for future management of the Village's Cross Connection Control Program

Staff will be available at the meeting to answer any questions that may arise.

A Resolution Waiving Competitive Bidding for Cross Connection
Exhibit A - Northbrook 2025-2026 One Yr Agreement

Resolution 2025-_____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Waiving Competitive Bidding and Authorizing an Agreement for Cross Connection Control Program Oversight Services with Backflow Solutions, Inc. of Alsip, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Village of Northbrook, as the water utility for the community, is required by the Illinois Environmental Protection Agency (IEPA) and Illinois Plumbing Code to manage an active cross connection program.

On September 24, 2019, the Village Board adopted Resolution 2019-128 and awarded a four-year contract to Backflow Solutions, Inc. ("***BSI***") for professional services managing the Village's Cross Connection Control Program ("***Contract***"). The Contract did not provide for an extension of the initial 4-year term and expired on September 30, 2023.

Although the Contract is expired, BSI has continued to provide the Village with the same level of service, under the same terms and conditions of the original 2019 Contract, ensuring the Village's compliance with IEPA's regulations.

At the August 26, 2025 Board meeting, the Village Board considered a retroactive First Amendment and Renewal to the September 2019 Contract with BSI, which covered the period from October 1, 2023, through August 31, 2025, with all other terms, conditions and pricing of the 2019 Contract remaining in full force and effect.

Staff is recommending entering into a new agreement with Backflow Solutions, Inc. to continue the management of the Village's cross connection program. The new agreement would succeed the First Amendment and Renewal Contract with a one-year term from September 1, 2025 through April 30, 2026 and includes a not-to exceed cost of $73,931.55 ("***Agreement***"). Village staff is requesting that competitive bidding be waived based on the Village's current relationship with BSI and satisfaction with the Services previously provided, as well as the fact that the Village plans to release a RFP and competitively bid the Services prior to the expiration of the one-year term of the Agreement.

The Village's Fiscal Year 2025-26 adopted Budget provides sufficient funds for the Services in Other Professional services under RPZ (reduced pressure zone) Records/Survey Management in account 21-4180-554-00 (Water Distribution Fund).

Based on these factors, Village staff recommends approval of the Agreement for Project Management Services for the Village's Cross Connection Control Program between the Village and BSI in accordance with the terms set forth in ***Exhibit A***.

The President and the Board of Trustees have considered the Agreement and determined that it is in the best interests of the Village and the public to enter into the Agreement.

Section 2. Waiver of Competitive Proposals.

The requirement that competitive, sealed proposals be solicited for this Agreement is hereby waived based on BSI providing professional services for the management of the Village's Cross Connection Control Program which require a high degree of professional skills where the ability of BSI plays an important role in conformance with the requirements for competitive sealed proposals.

Section 3. Approval of Agreement.

The Agreement shall be, and is hereby, approved in a form acceptable to the Village Attorney and the Village Manager.

Section 4. Authorization to Execute Agreement.

The Village Manager and Village Clerk shall be, and are hereby, authorized and directed to execute and seal, on behalf of the Village, the Agreement only after receipt by the Village Clerk of at least three original copies of the Agreement executed by BSI; provided, however, that if such executed copies of the Agreement are not received by the Village Clerk within 30 days after the date of adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and the Board of Trustees, be null and void.

Section 5. Authorization of Expenditure.

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Project Management Services for the Village's Cross Connection Control Program from BSI, in accordance with the terms set forth in ***Exhibit A***, for a not-to exceed cost of $73,931.55.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:

ATTEST:

_____
Village President

_____
Village Clerk

SUBSCRIPTION AGREEMENT

This SUBSCRIPTION AGREEMENT (the "Agreement") is made and entered into as of **September 1, 2025** (the "Effective Date") by and between **Backflow Solutions, Inc. (BSI Online),** an Illinois corporation ("BSI") and **Village of Northbrook**, (the "Water Purveyor"). BSI and the Water Purveyor hereby enter into an online agreement whereby BSI will perform certain notification and data management functions on behalf of the Water Purveyor. The Water Purveyor will provide BSI with the information described hereafter and require all companies performing backflow assembly tests within the Water Purveyor's jurisdiction to submit test results online to BSI Online.

1. **BSI RESPONSIBILITIES**.
    a. Maintain the secure online database to ensure a functional backflow assembly tracking system that is easy to understand and use by licensed testers. BSI shall also maintain an internet website where testers shall input all data related to the backflow tests performed in the Water Purveyor's jurisdiction.
    b. BSI to send notifications annually to the Water Purveyor's identified customers who have a backflow assembly due for testing. The number of notifications sent will align with the Program Package chosen by the Water Purveyor.
    c. BSI to assist with backflow-related customer support to the Water Purveyor, their customers, and the local backflow testing community. All support is provided virtually via phone or email.
    d. BSI to provide the Water Purveyor with reports, access to data, and an unlimited number of users.
2. **WATER PURVEYOR RESPONSIBILITIES**. – As outlined in the contract dated October 4, 2019 and attached as Exhibit A
    a. Provide BSI with the most current backflow assembly test records in CSV, XLS, or XLXS format.
    b. Provide BSI with a point of contact for program questions, comments, and/or concerns while contracted with BSI.
    c. Should enforcement efforts be necessary, this is the sole responsibility of the Water Purveyor.
    d. To facilitate the payment process, please provide BSI with a point of contact for future invoices.

    Contact Name: _____ Email: _____

    Billing Address: _____
3. **PACKAGE FOR ANNUAL BACKFLOW TRACKING**.
    a. The cost of mailing materials, postage, and labor are built into the pricing below, unless otherwise noted in the Cost clause of this Agreement.
    b. **TIER 1: STANDARD PACKAGE**
        i. BSI to send up to two (2) notifications, Test Due Notice and Overdue Notice, to water customers that have testable assemblies, advising them their assembly is due for testing. The Test Due Notice shall be sent approximately thirty-two (32) days prior to the scheduled due date. The Overdue Notice shall be sent one (1) day after the scheduled due date has passed if backflow test results have not been entered to the online database.
        ii. BSI to charge the Water Purveyor **$12.95 per assembly tracked.**
4. **COST AND ADDITIONAL SERVICES (IF APPLICABLE)**.
    a. **ANNUAL BACKFLOW TRACKING.** BSI to charge Water Purveyor **$73,931.55 annually billed monthly at $6,160.96 through April 30, 2026 or a 10% discount will be applied for a total of $66,538.40 if paid in full within 30 days from date of agreement approval.**
        i. **INDUCEMENT.** Water Purveyor acknowledges and agrees that to induce BSI to provide the service contemplated by this Agreement, for each assembly tracked in the online database, the **data entry charge of $12.95 per assembly** shall be **paid by the Water Purveyor monthly.** On the contract anniversary date, annually, the device count will be adjusted based on the current inventory.
        ii. **IMPLEMENTATION.** BSI to charge Water Purveyor a one-time implementation fee of **- Already Established $0.00.**
5. **PRIVACY**.
    a. BSI gathers data from the Water Purveyor to assist in the management of the backflow program. BSI will make no use of any personal information provided for any purpose other than the carrying out of its duties. This restriction shall include the sale, assignment, transfer, or release of such information to any third party.

6. **PERIOD OF SERVICE**.

   a. **TERM.** The Term of this Agreement shall be for one (1) year from the Effective Date.

   b. **TERMINATION.** If the Water Purveyor wishes to discontinue the services provided in this Agreement, BSI requires at least thirty (30) days written notice. No refund of amounts will be given for early termination.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth above.

BACKFLOW SOLUTIONS, INC.,
An Illinois corporation ("BSI")

By: Katie Rager

Name: Katie Rager
Title: Account Manager
Date:
Address:
12609 South Laramie Avenue
Alsip, Illinois 60803

Witness: Michelle Bever

Date: August 7, 2025

_____
A body politic and corporate (the "Water Purveyor")

By: _____

Name: _____
Title: _____
Date: _____
Address:
_____
_____

EXHIBIT A

CONTRACT BETWEEN

THE VILLAGE OF NORTHBROOK

AND

BACKFLOW SOLUTIONS, INC.

FOR

PROJECT MANAGEMENT FOR THE VILLAGE'S CROSS CONNECTION CONTROL PROGRAM

CONTRACT BETWEEN

THE VILLAGE OF NORTHBROOK

AND

BACKFLOW SOLUTIONS, INC.

FOR

PROJECT MANAGEMENT FOR THE VILLAGE'S CROSS CONNECTION CONTROL PROGRAM

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ATTACHMENT A - Supplemental Schedule of Contract Terms

ATTACHMENT B - Scope of Services

ATTACHMENT C - Schedule

ATTACHMENT D - Special Project Requirements

CONTRACT BETWEEN

THE VILLAGE OF NORTHBROOK

AND

BACKFLOW SOLUTIONS, INC.

FOR

PROJECT MANAGEMENT FOR THE VILLAGE'S CROSS CONNECTION CONTROL PROGRAM

In consideration of the mutual promises set forth below, the Village of Northbrook, 1225 Cedar Lane, Northbrook, Illinois 60062, a unit of local government created and existing under the laws of the State of Illinois ("Owner"), and Backflow Solutions, Inc an Illinois corporation ("Consultant"), make this Contract as of the 4 day of October, 2019, and hereby agree as follows:

ARTICLE I
THE SERVICES

1.1 Performance of the Services

Consultant shall, at its sole cost and expense, provide, perform, and complete all of the following, all of which is herein referred to as the "Services":

1. Labor, Equipment, Materials, and Supplies. Provide, perform, and complete, in the manner described and specified in this Contract, all necessary work, labor, services, transportation, equipment, materials, apparatus, information, data, and other items necessary to accomplish the Project, as defined in Attachment A, in accordance with the Scope of Services attached hereto as Attachment B, the Submittal Requirements attached hereto as Attachment C, and the Special Project Requirements attached hereto as Attachment D.

2. Approvals. Procure and furnish all approvals and authorizations specified in Attachment A.

3. Insurance. Procure and furnish all certificates and policies of insurance specified in this Contract.

4. Quality. Provide, perform, and complete all of the foregoing in a proper and workmanlike manner, consistent with the highest standards of professional practice and in full compliance with, and as required by or pursuant to, this Contract.

1.2 Commencement and Completion Dates

Consultant shall commence the Services not later than the "Commencement Date" set forth on Attachment A and shall diligently and continuously prosecute the Services at such a rate as will allow the Services to be fully provided, performed, and completed in full compliance with this Contract not later than the "Completion Date" or, if the Services are to be performed in separate phases with separate

completion dates, the "Completion Dates" set forth in Attachment A. The time of commencement, rate of progress, and time of completion are referred to in this Contract as the "Contract Time."

1.3 Required Submittals

A. Submittals Required. Consultant shall submit to Owner all reports, documents, data, and information specifically set forth in Attachment C or otherwise required to be submitted by Consultant under this Contract and shall, in addition, submit to Owner all such reports, documents, data, and information as may be requested by Owner to fully document the Services ("Required Submittals").

B. Time of Submission and Owner's Review. All Required Submittals shall be provided to Owner no later than the time, if any, specified in Attachment C or otherwise in this Contract. If no time for submission is specified for any Required Submittal, such Submittal shall be submitted within a reasonable time in light of its purpose and, in all events, in sufficient time, in Owner's sole opinion, to permit Owner to review the same prior to the commencement of any part of the Services to which such Required Submittal may relate. Owner shall have the right to require such corrections as may be necessary to make any Required Submittal conform to this Contract. No Services related to any Required Submittal shall be performed by Consultant until Owner has completed review of such Required Submittal with no exception noted. Owner's review and stamping of any Required Submittal shall not relieve Consultant of the entire responsibility for the performance of the Services in full compliance with, and as required by or pursuant to this Contract, and shall not be regarded as any assumption of risk or liability by Owner.

C. Responsibility for Delay. Consultant shall be responsible for any delay in the Services due to delay in providing Required Submittals conforming to this Contract.

1.4 Review and Incorporation of Contract Provisions

Consultant represents and warrants that it has carefully reviewed, and fully understood, this Contract, including all of its Attachments, all of which are by this reference incorporated into and made a part of this Contract.

1.5 Financial and Technical Ability to Perform

Consultant represents and warrants that it is financially solvent, and has the financial resources necessary, and that it is sufficiently experienced and competent, and has the necessary capital, facilities, plant, organization, and staff necessary, to provide, perform, and complete the Services in full compliance with, and as required by or pursuant to, this Contract.

1.6 Time

Consultant represents and warrants that it is ready, willing, able, and prepared to begin the Services on the Commencement Date and that the Contract Time is sufficient time to permit completion of the Services in full compliance with, and as required by or pursuant to, this Contract for the Contract Price.

1.7 Consultant's Personnel and Subcontractors

A. Consultant's Personnel. Consultant shall provide all personnel necessary to complete the Services, including without limitation the "Key Project Personnel" identified in Attachment D. Consultant shall provide to Owner telephone numbers at which the Key Project Personnel can be reached on a 24 hour basis. Consultant and Owner may by mutual written agreement make changes and additions

to the designations of Key Project Personnel. Prior to terminating the employment of any Key Project Personnel, or reassigning any of the Key Project Personnel to other positions, or upon receiving notification of the resignation of any of the Key Project Personnel, Consultant shall notify Owner as soon as practicable in advance of such proposed termination, reassignment, or resignation. Consultant shall submit justification, including a description of proposed substitute personnel, in sufficient detail to permit evaluation by Owner of the impact of the proposed action on the Services. No such termination or reassignment shall be made by Consultant without prior written approval of Owner. Consultant shall have no claim for damages, for compensation in excess of the Contract Price, or for a delay or extension of the Contract Time as a result of any such termination, reassignment, resignation, or substitution.

B. Approval and Use of Subcontractors. Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved by Owner in writing. All subcontractors and subcontracts used by Consultant shall be acceptable to, and approved in advance by, Owner. Owner's approval of any subcontractor or subcontract shall not relieve Consultant of full responsibility and liability for the provision, performance, and completion of the Services in full compliance with, and as required by or pursuant to, this Contract. All Services performed under any subcontract shall be subject to all of the provisions of this Contract in the same manner as if performed by employees of Consultant. Every reference in this Contract to "Consultant" shall be deemed also to refer to all subcontractors of Consultant. Every subcontract shall include a provision binding the subcontractor to all provisions of this Contract.

C. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the part of the Services undertaken by it in a manner satisfactory to Owner, Consultant shall immediately upon notice from Owner remove and replace such personnel or subcontractor. Consultant shall have no claim for damages, for compensation in excess of the Contract Price, or for a delay or extension of the Contract Time as a result of any such removal or replacement.

1.8 Owner's Responsibilities

Owner shall, at its sole cost and expense and except as otherwise provided in Attachment D: (a) designate in writing a person with authority to act as Owner's representative and on Owner's behalf with respect to the Services except those matters that may require Board approval of Owner; (b) provide to Consultant all criteria and full information as to Owner's requirements for the Project or work to which the Services relate, including Owner's objectives and constraints, schedule, space, capacity and performance requirements, and budgetary limitations relevant to the Project; (c) provide to Consultant all existing studies, reports, and other available data relevant to the Project; (d) arrange for access to and make all provisions for Consultant to enter upon public and private property as reasonably required for Consultant to perform the Services; (e) provide surveys describing physical characteristics, legal limitations, and utility locations for the Project and the services of geotechnical engineers or other consultants when such services are reasonably requested by the Consultant, are necessary for the performance of the Services, and are not already provided for in Attachments B and D; (f) provide structural, mechanical, chemical, air and water pollution tests, test for hazardous materials, and other laboratory and environmental tests, inspections, and reports required by law to be provided by Owner in connection with the Project; (g) review and comment on all Required Submittals and other reports, documents, data, and information presented by Consultant; (h) except as otherwise provided in Attachment A, provide approvals from all governmental authorities having jurisdiction over the Project when such services are reasonably requested by the Consultant, are necessary for the performance of the Services, and are not already provided for in Attachments B and D; (i) except as provided in Article IV of this Contract provide, all accounting, insurance, and legal counseling services as may be necessary from time to time in the sole judgment of Owner to protect Owner's interests with respect to the Project; (j) attend Project related meetings; and (k) give prompt written notice to Consultant whenever Owner observes or otherwise becomes aware of any development that affects the scope or timing of the Services,

provided, however, that failure to give such notice shall not relieve Consultant of any of its responsibilities under this Contract.

1.9 Owner's Right to Terminate or Suspend Services for Convenience

A. Termination or Suspension for Convenience. Owner shall have the right, for its convenience, to terminate or suspend the Services in whole or in part at any time by written notice to Consultant. Every such notice shall state the extent and effective date of such termination or suspension. On such effective date, Consultant shall, as and to the extent directed, stop Services under this Contract, cease all placement of further orders or subcontracts, terminate or suspend Services under existing orders and subcontracts, and cancel any outstanding orders or subcontracts that may be canceled.

B. Payment for Completed Services. In the event of any termination pursuant to Subsection 1.9A above, Owner shall pay Consultant (1) such direct costs, including overhead, as Consultant shall have paid or incurred for all Services done in compliance with, and as required by or pursuant to, this Contract up to the effective date of termination; and (2) such other costs pertaining to the Services, exclusive of overhead and profit, as Consultant may have reasonably and necessarily incurred as the result of such termination. Any such payment shall be offset by any prior payment or payments and shall be subject to Owner's rights to withhold and deduct as provided in this Contract.

ARTICLE II
CHANGES AND DELAYS

2.1 Changes

Owner shall have the right, by written order executed by Owner, to make changes in the Contract, the Project, the Services and the Contract Time ("Change Order"). If any Change Order causes an increase or decrease in the amount of the Services, an equitable adjustment in the Contract Price or Contract Time may be made. No decrease in the amount of the Services caused by any Change Order shall entitle Consultant to make any claim for damages, anticipated profits, or other compensation.

2.2 Delays

For any delay that may result from causes that could not be avoided or controlled by Consultant, Consultant shall, upon timely written application, be entitled to issuance of a Change Order providing for an extension of the Contract Time for a period of time equal to the delay resulting from such unavoidable cause. No extension of the Contract Time shall be allowed for any other delay in completion of the Services.

2.3 No Constructive Change Orders

No claims for equitable adjustments in the Contract Price or Contract Time shall be made or allowed unless embodied in a Change Order. If Owner fails to issue a Change Order including, or fully including, an equitable adjustment in the Contract Price or Contract Time to which Consultant claims it is entitled, or, if Consultant believes that any requirement, direction, instruction, interpretation, determination, or decision of Owner entitles Consultant to an equitable adjustment in the Contract Price or Contract Time that has not been included, or fully included, in a Change Order, then Consultant shall submit to Owner a written request for the issuance of, or revision of, a Change Order, including the equitable adjustment, or the additional equitable adjustment, in the Contract Price or Contract Time that Consultant claims has not been included, or fully included, in a Change Order. Such request shall be submitted before Consultant proceeds with any Services for which Consultant claims an equitable adjustment is due and shall, in all events, be submitted no later than two business days after receipt of

such Change Order or receipt of notice of such requirement, direction, instruction, interpretation, determination, or decision. Notwithstanding the submission of any such request, Consultant shall, unless otherwise directed by Owner within two business days after receipt by Owner of such request, proceed without delay to perform the Services in compliance with the Change Order or as required, directed, instructed, interpreted, or decided by Owner and shall, pending a final resolution of the issue, keep a daily record of such Services. Unless Consultant submits such a request within two business days after receipt of such Change Order or receipt of notice of such requirement, direction, instruction, interpretation, determination, or decision, Consultant shall be conclusively deemed (1) to have agreed that such Change Order, requirement, direction, instruction, interpretation, determination, or decision does not entitle Consultant to an equitable adjustment in the Contract Price or Contract Time and (2) to have waived all claims based on such Change Order, requirement, direction, instruction, interpretation, determination, or decision.

ARTICLE III

CONSULTANT'S RESPONSIBILITY FOR DEFECTIVE SERVICES

3.1 Consultant's Responsibilities.

A. Standard of Care. Consultant agrees that the Services and all components thereof shall conform to the requirements of this Contract; shall be fit, sufficient and suitable for the purposes expressed in, or reasonably inferred from, this Contract; shall be performed in accordance with the standards of professional practice, care and diligence practiced by recognized consulting firms performing services of a similar nature in existence at the time of performance of the Services; and the Services shall free from defects and flaws in design consistent with such standards of professional practice, care and diligence. The standards and obligations contained herein shall be in addition to any other requirements expressed in this Contract, or expressed or implied by law, which are hereby reserved unto Owner.

B. Opinions of Cost. It is recognized that neither Consultant nor Owner has control over the costs of labor, material, equipment or services furnished by others or over competitive bidding, market or negotiating conditions, or construction contractors' methods of determining their prices. Accordingly, any opinions of probable Project costs or construction costs provided for herein are estimates only, made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as an experienced and qualified professional, familiar with the industry. Consultant does not guaranty that proposals, bids or actual Project costs or construction costs will not vary from opinions of probable cost prepared by Consultant.

3.2 Corrections

Consultant shall be responsible for the quality, technical accuracy, completeness and coordination of all reports, documents, data, information and other items and services under this Contract. Consultant shall, promptly and without charge, provide, to the satisfaction of Owner, all corrective Services necessary as a result of Consultant's errors, omissions, negligent acts, or failure to meet the standard of care.

3.3 Risk of Loss

The Services and everything pertaining thereto shall be provided, performed, and completed at the sole risk and cost of Consultant. Consultant shall be responsible for any and all damages to property or persons as a result of Consultant's errors, omissions, negligent acts, or failure to meet the standard of care and for any losses or costs to repair or remedy any work undertaken by Owner based upon the Services as a result of any such errors, omissions, negligent acts or failure to meet the standard of care.

Notwithstanding any other provision of this Contract, Consultant's obligations under this Section 3.3 shall exist without regard to, and shall not be construed to be waived by, the availability or unavailability of any insurance, either of Owner or Consultant, to indemnify, hold harmless or reimburse Consultant for such damages, losses or costs.

ARTICLE IV
FINANCIAL ASSURANCES

4.1 Insurance

Contemporaneous with Consultant's execution of this Contract, Consultant shall provide certificates and policies of insurance evidencing at least the minimum insurance coverages and limits set forth in Attachment A. For good cause shown, Owner may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as Owner may impose in the exercise of its sole discretion. **Such policies shall be in a form acceptable to Owner and from companies with a general rating of A minus and a financial size category of Class X or better in Best's Insurance Guide and otherwise acceptable to Owner. Such insurance shall provide that no change, modification in, or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to Owner.** Consultant shall, at all times while providing, performing, or completing the Services, including, without limitation, at all times while correcting any failure to meet the standard of care pursuant to Section 3.2 of this Contract, maintain and keep in force, at Consultant's expense, at least the minimum insurance coverages and limits set forth in Attachment A.

4.2 Indemnification

Consultant shall, without regard to the availability or unavailability of any insurance, either of Owner or Consultant, indemnify, save harmless, and defend Owner against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorneys' fees and administrative expenses, that may arise, or be alleged to have arisen, out of or in connection with Consultant's performance of, or failure to perform, the Services or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of Consultant, except to the extent caused by the sole negligence of Owner.

ARTICLE V
PAYMENT

5.1 Contract Price

Owner shall pay to Consultant, in accordance with and subject to the terms and conditions set forth in this Article V and Attachment A, and Consultant shall accept in full satisfaction for providing, performing, and completing the Services, the amount or amounts set forth in Attachment A (the "Contract Price"), subject to any additions, deductions, or withholdings provided for in this Contract.

5.2 Taxes, Benefits and Royalties

The Contract Price includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or other similar benefits and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented equipment, materials,

supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

5.3 Progress Payments

A. Payment in Installments. The Contract Price shall be paid in the manner set forth in Attachment A ("Progress Payments").

B. Pay Requests. Consultant shall, as a condition precedent to its right to receive each Progress Payment, submit to Owner an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to establish Consultant's prior payment for all labor, material, and other things covered by the invoice and the absence of any interest, whether in the nature of a lien or otherwise, of any party in any property, work, or fund with respect to the Services performed under this Contract. In addition to the foregoing, such invoice shall include (a) employee classifications, rates per hour, and hours worked by each classification, and, if the Services are to be performed in separate phases, for each phase; (b) total amount billed in the current period and total amount billed to date, and, if the Services are to be performed in separate phases, for each phase; (c) the estimated percent completion, and, if the Services are to be performed in separate phases, for each phase; and (d) Consultant's certification that all prior Progress Payments have been properly applied to the Services with respect to which they were paid. Owner may, by written notice to Consultant, designate a specific day of each month on or before which pay requests must be submitted.

5.4 Final Acceptance and Final Payment

The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by Owner of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed. The Services or each phase of the Services, as the case may be, shall be deemed accepted by Owner if not objected to in writing within 60 days after submission by Consultant of the Services or such phase of Services for final acceptance and payment plus, if applicable, such additional time as may be considered reasonable for obtaining approval of governmental authorities having jurisdiction to approve the Services, or phase of Services, as the case may be. As soon as practicable after final acceptance, Owner shall pay to Consultant the balance of the Contract Price or, if the Services are to be performed in separate phases, the balance of that portion of the Contract Price with respect to such phase of the Services, after deducting therefrom all charges against Consultant as provided for in this Contract ("Final Payment"). The acceptance by Consultant of Final Payment with respect to the Services or a particular phase of Services, as the case may be, shall operate as a full and complete release of Owner of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by, or to Consultant for anything done, furnished for, arising out of, relating to, or in connection with the Services or a particular phase of Services, as the case may be, or for or on account of any act or neglect of Owner arising out of, relating to, or in connection with the Services or a particular phase of Services, as the case may be.

5.5 Deductions

A. Owner's Right to Withhold. Notwithstanding any other provision of this Contract and without prejudice to any of Owner's other rights or remedies, Owner shall have the right at any time or times, whether before or after approval of any pay request, to deduct and withhold from any Progress or Final Payment that may be or become due under this Contract such amount as may reasonably appear necessary to compensate Owner for any actual or prospective loss due to: (1) Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which Consultant is liable

under this Contract; (3) liens or claims of lien regardless of merit; (4) claims of subcontractors, suppliers, or other persons regardless of merit; (5) delay in the progress or completion of the Services; (6) inability of Consultant to complete the Services; (7) failure of Consultant to properly complete or document any pay request; (8) any other failure of Consultant to perform any of its obligations under this Contract; or (9) the cost to Owner, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of Owner's remedies set forth in Section 6.1 of this Contract.

B. Use of Withheld Funds. Owner shall be entitled to retain any and all amounts withheld pursuant to Subsection 5.5A above until Consultant shall have either performed the obligations in question or furnished security for such performance satisfactory to Owner. Owner shall be entitled to apply any money withheld or any other money due Consultant under this Contract to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys' fees, and administrative expenses incurred, suffered, or sustained by Owner and chargeable to Consultant under this Contract.

5.6 Accounting

Consultant shall keep accounts, books, and other records of all its billable charges and costs incurred in performing the Services in accordance with generally accepted accounting practices, consistently applied, and in such manner as to permit verification of all entries. Consultant shall make all such material available for inspection by Owner, at all reasonable times during this Contract and for a period of three years following termination of this Contract. Copies of such material shall be furnished, at Owner's expense, upon request.

ARTICLE VI
REMEDIES

6.1 Owner's Remedies

If it should appear at any time prior to Final Payment for all work that Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Contract, or has attempted to assign this Contract or Consultant's rights under this Contract, either in whole or in part, or has falsely made any representation or warranty in this Contract, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Contract or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure any such Event of Default within five business days after Consultant's receipt of written notice of such Event of Default, then Owner shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Owner may require Consultant, within such reasonable time as may be fixed by Owner, to complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; to accelerate all or any part of the Services; and to take any or all other action necessary to bring Consultant and the Services into strict compliance with this Contract.

2. Owner may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Services or part thereof and make an equitable reduction in the Contract Price.

3. Owner may terminate this Contract without liability for further payment of amounts due or to become due under this Contract.

4. Owner may withhold from any Progress Payment or Final Payment, whether or not previously approved, or may recover from Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by Owner as the result of any Event of Default or as a result of actions taken by Owner in response to any Event of Default.

5. Owner may recover any damages suffered by Owner.

6.2 Terminations and Suspensions Deemed for Convenience

Any termination or suspension of Consultant's rights under this Contract for an alleged default that is ultimately held unjustified shall automatically be deemed to be a termination or suspension for the convenience of Owner under Section 1.9 of this Contract.

ARTICLE VII
LEGAL RELATIONSHIPS AND REQUIREMENTS

7.1 Binding Effect

This Contract shall be binding upon Owner and Consultant and upon their respective heirs, executors, administrators, personal representatives, and permitted successors and assigns. Every reference in this Contract to a party shall also be deemed to be a reference to the authorized officers, employees, agents, and representatives of such party.

7.2 Relationship of the Parties

Consultant shall act as an independent contractor in providing and performing the Services. Nothing in or done pursuant to, this Contract shall be construed (1) to create the relationship of principal and agent, partners, or joint venturers between Owner and Consultant or (2) to create any relationship between Owner and any subcontractor of Consultant.

7.3 No Collusion

Consultant hereby represents and certifies that Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Consultant is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq. Consultant hereby represents that the only persons, firms, or corporations interested in this Contract as principals are those disclosed to Owner prior to the execution of this Contract, and that this Contract is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Consultant has, in procuring this Contract, colluded with any other person, firm, or corporation, then Consultant shall be liable to Owner for all loss or damage that Owner may suffer thereby, and this Contract shall, at Owner's option, be null and void.

7.4 Assignment

Consultant shall not (1) assign this Contract in whole or in part, (2) assign any of Consultant's rights or obligations under this Contract, or (3) assign any payment due or to become due under this

Contract without the prior express written approval of Owner, which approval may be withheld in the sole and unfettered discretion of Owner; provided, however, that Owner's prior written approval shall not be required for assignments of accounts, as defined in the Illinois Commercial Code, if to do so would violate Section 9-318 of the Illinois Commercial Code, 810 ILCS 5/9-318. Owner may assign this Contract, in whole or in part, or any or all of its rights or obligations under this Contract, without the consent of Consultant.

7.5 Confidential Information

All information supplied by Owner to Consultant for or in connection with this Contract or the Services shall be held confidential by Consultant and shall not, without the prior express written consent of Owner, be used for any purpose other than performance of the Services.

7.6 No Waiver

No examination, inspection, investigation, test, measurement, review, determination, decision, certificate, or approval by Owner, nor any order by Owner for the payment of money, nor any payment for, or use, occupancy, possession, or acceptance of, the whole or any part of the Services by Owner, nor any extension of time granted by Owner, nor any delay by Owner in exercising any right under this Contract, nor any other act or omission of Owner shall constitute or be deemed to be an acceptance of any defective, damaged, flawed, unsuitable, nonconforming, or incomplete Services, nor operate to waive or otherwise diminish the effect of any warranty or representation made by Consultant; or of any requirement or provision of this Contract; or of any remedy, power, or right of Owner.

7.7 No Third Party Beneficiaries

No claim as a third party beneficiary under this Contract by any person, firm, or corporation other than Consultant shall be made or be valid against Owner.

7.8 Notices

All notices required or permitted to be given under this Contract shall be in writing and shall be deemed received by the addressee thereof when delivered in person on a business day at the address set forth below or on the third business day after being deposited in any main or branch United States post office, for delivery at the address set forth below by properly addressed, postage prepaid, certified or registered mail, return receipt requested.

Notices and communications to Owner shall be addressed to, and delivered at, the following address:

Village of Northbrook
Public Works Center
655 Huehl Road
Northbrook, Illinois 60062
Attention: Erik Jensen, Assistant to the Village Manager

Notices and communications to Consultant shall be addressed to, and delivered at, the following address:

Backflow Solutions, Inc.
ATTN: Melissa Joyce
12609 S Laramie Avenue

Alsip, Illinois 60803

The foregoing shall not be deemed to preclude the use of other non-oral means of notification or to invalidate any notice properly given by any such other non-oral means.

By notice complying with the requirements of this Section 7.8, Owner and Consultant each shall have the right to change the address or addressee or both for all future notices to it, but no notice of a change of address or addressee shall be effective until actually received.

7.9 Governing Laws

This Contract and the rights of Owner and Consultant under this Contract shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

7.10 Changes in Laws

Unless otherwise explicitly provided in this Contract, any reference to laws shall include such laws as they may be amended or modified from time to time.

7.11 Compliance with Laws and Grants

Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. Consultant shall also comply with all conditions of any federal, state, or local grant received by Owner or Consultant with respect to this Contract or the Services.

Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Consultant's, or its subcontractors', performance of, or failure to perform, the Services or any part thereof.

Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

7.12 Documents

Drawings, plans, specifications, photos, reports, information, observations, calculations, notes and any other reports, documents, data or information, in any form, prepared, collected, or received by Consultant in connection with any or all of the Services (the "Documents") shall be and remain the property of Owner. At Owner's request, or upon termination of this Contract, the Documents shall be delivered promptly to Owner. Consultant shall have the right to retain copies of the Documents for its files. Consultant shall maintain files of all Documents unless Owner shall consent in writing to the destruction of the Documents. Consultant shall make, and shall cause all of its subcontractors to make, the Documents available for Owner's review, inspection and audit during the entire term of this Contract and for three years after termination of this Contract; provided, however, that prior to the disposal or

destruction of the Documents by Consultant or any of its subcontractors following said three year period, Consultant shall give notice to Owner of any Documents to be disposed of or destroyed and the intended date, which shall be at least 90 days after the effective date of such notice of disposal or destruction. Owner shall have 90 days after receipt of any such notice to give notice to Consultant or any of its subcontractors not to dispose of or destroy said Documents and to require Consultant or any of its subcontractors to deliver same to Owner, at Owner's expense.

7.13 Time

The Contract Time is of the essence of this Contract. Except where otherwise stated, references in this Contract to days shall be construed to refer to calendar days.

7.14 Severability

The provisions of this Contract shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Contract shall be in any way affected thereby.

7.15 Entire Agreement

This Contract sets forth the entire agreement of Owner and Consultant with respect to the accomplishment of the Services and the payment of the Contract Price therefor, and there are no other understandings or agreements, oral or written, between Owner and Consultant with respect to the Services and the compensation therefor.

7.16 Amendments

No modification, addition, deletion, revision, alteration, or other change to this Contract shall be effective unless and until such change is reduced to writing and executed and delivered by Owner and Consultant.

IN WITNESS WHEREOF, Owner and Consultant have caused this Contract to be executed in two original counterparts as of the day and year first written above.

(SEAL)

Attest/Witness:

VILLAGE OF NORTHBROOK: VILLAGE OF NORTHBROOK CORPORATE SEAL COOK COUNTY, ILL.

By: _____

Title: Village Clerk

VILLAGE OF NORTHBROOK:

By: _____

Title: Village Manager

Attest/Witness:

SELECTED CONSULTANT:

By: _____

Its:

By: _____

Its: Sales Manager

ATTACHMENT A

SUPPLEMENTAL SCHEDULE OF CONTRACT TERMS

1. **Project Description**:

The Consultant shall provide professional services which include, but are not limited to, the implementation and management of a cross connection control program including the formulation of the cross connection control program, revisions to the Village's existing cross control connection standard operating procedure and educational materials that may be distributed to the public and implementation of the cross connection control program including project management (*"Project"*).

2. **Approvals and Authorizations**:

Consultant shall obtain any required approvals and authorizations listed in the Scope of Services in Attachment B.

3. **Commencement Date**:

The date of execution of the Contract by Owner.

4. **Completion Date**:

Completion of Final Plans by Tuesday January 31, 2023. The actual start date and completion dates for construction will depend upon available funding and may be further extended, if authorized by a Change Order issued pursuant to Section 2.1 of the Contract.

5. **Insurance Coverages**:

A. Worker's Compensation and Employer's Liability with limits not less than:

(1) Worker's Compensation: Statutory;

(2) Employer's Liability:

$1,000,000 injury-per occurrence

$500,000 disease-per employee

$1,000,000 disease-policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than $1,000,000 for vehicles owned, non-owned, or rented.

All employees shall be included as insureds.

C. Comprehensive General Liability with coverage written on an "occurrence" basis and with limits no less than:

General Aggregate: $2,000,000 Bodily Injury and Property Damage Combined Single Limit for this Project.

Coverages shall include:

- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)

D. Professional Liability Insurance. With a limit of liability of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate and covering Consultant against all sums that Consultant may be obligated to pay on account of any liability arising out of the Contract.

E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

F. Owner as Additional Insured. Owner shall be named as an Additional Insured and a Cancellation Notice recipient on all policies except for:

Worker's Compensation
Professional Liability

Each such additional Insured endorsement shall identify Owner as follows: The Village of Northbrook, including its Board members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives.

G. Other Parties as Additional Insureds. In addition to Owner, the following parties shall be named as additional insured on the following policies:

Additional Insured	Policy or Policies

All additional public or private property owners as needed on all policies with the exception of Worker's Compensation and Professional Liability.

6. **Contract Price**:

SCHEDULE OF PRICES:

For providing, performing, and completing each phase of Services, an amount equal to Consultant's Direct Labor Costs, plus an amount equal to the actual costs of all Reimbursable Expenses, but not to exceed, in each phase of Services, the following not to exceed amount set forth opposite each such phase except as adjusted by Change Order issued pursuant to Section 2.1 of the Contract: **$341,035.** Owner shall pay Consultant only for the actual number of units completed under the unit pricing attached in Attachment E.

7. **Payments**:

For purposes of payments to Consultant, the value of the Services shall be determined as follows:

Direct Labor Costs shall mean salaries and wages paid to all Consultant personnel as set forth on the list supplied by Consultant attached hereto and referenced as Attachment A-1, including all professionals whether owners or employees, engaged directly on the Project, but shall not include indirect payroll related costs or fringe benefits.

Reimbursable Expenses shall mean the actual expenses incurred by Consultant directly or indirectly in connection with the Project, including expenses for transportation, telephone, postage, computer time and other highly specialized equipment, reproduction and similar Project related items.

ATTACHMENT B

SCOPE OF SERVICES

The following services/tasks including, but not limited to, the following will need to be performed/provided for each Component Project, unless otherwise designated.

Note: Authorization from Owner in the form of a written notice to proceed will be required before proceeding with each phase or distributing any notifications.

Phase 1: Cross Connection Program Development Phase (to begin immediately after contract execution)

1. **Educational Materials:**
    a. Draft and submit for approval all educational materials related to the State of Illinois' and Village of Northbrook's cross connection control regulations, the Village's specific cross connection control program, backflow prevention devices and potential cross connections. Separate materials shall be drafted for residential and non-residential customers.
    b. Using approved drafted language, create, print or otherwise deliver materials for Village use. Materials shall be developed in multiple digital formats including but not limited to Word files, Powerpoint Presentations, text for website use and Portable Document Files (.PDFs) and in various print formats including but not limited to informational letters, pamphlets and posters at the Village's request.
2. **Program Implementation Materials:**
    a. **Standard Operating Procedure Review:** In partnership with Village staff, review Owner's existing cross connection program standard operating procedure and recommend updates as applicable.
    b. **Program Documents:** Develop and submit for approval all program documents including but not limited to survey forms, on-site inspection records, annual certification notices, confirmation of certification receipt notices, notices of non-compliance and any other miscellaneous documents required for the implementation of the program.

Note: Phase 1 must be completed prior to the beginning of Phase 2 unless otherwise expressly permitted by the Director of Public Works or his/her designee.

Phase 2: Cross Connection Program Implementation Phase

Owner's goal is to achieve 100% regulatory compliance (i.e. 100% of customer accounts have reached full compliance with the program requirements for both surveys and annual certifications) on or before January 31, 2023. However, in recognition of the fact that is may require additional resources above and beyond the Consultant's ability to reach that goal, Owner's goal for the successful Consultant shall be 95% regulatory compliance. In order to facilitate a smooth transition of the management and responsibility of Owner's cross connection control program to the successful Consultant, a multi-phased approach will be used for implementation as outlined below. Each of the items or tasks identified shall be the sole responsibility of the Consultant.

1. **Identification of Contract Manager and Inspection Personnel**: The Consultant shall identify the primary project manager for this project who will serve as the Owner's point of contact and

provide oversight of the Consultant's team. The following minimum requirements shall apply to staff assigned to this project:

a. Manager: The Project Manager shall be certified as an Illinois Cross Connection Control Device Inspector and be also certified as a Cross Connection Control Manager and Survey Inspector by the University of Florida's Training, Research and Education for Environmental Occupations (TREEO) Center or the University of Southern California. The Project Manager shall have at least 10 years of experience in program management.
b. Inspection Staff: All inspection staff shall be certified in Surveys and Inspections by the University of Florida's Training, Research and Education for Environmental Occupations (TREEO) Center or the University of Southern California.

2. **Residential Survey Implementation:**
   a. Introductory Letter: Prior to beginning the residential survey, the Consultant shall provide written notifications via U.S. Mail to all residential water customers. These letters shall include at a minimum information on the individual customer's responsibilities under the Illinois Plumbing Code and IEPA Regulations, the Village's cross connection program and the survey process.
   b. Survey: The Consultant shall prepare, distribute, respond to questions regarding and collect any and all responses to the residential survey. Owner shall provide any and all account information necessary to facilitate the survey. The following requirements shall be imposed on the survey process:
      i. The survey form shall be approved by the Director of Public Works or his/her designee prior to distribution.
      ii. Surveys shall be distributed via U.S. Mail or other approved method. The Consultant shall be solely responsible for the costs for printing and distributing the survey. The survey document shall contain a telephone number to call with questions and a deadline for submittal. The Consultant shall send at least one notice following the deadline to all residential accounts who have not submitted a survey.
      iii. The Consultant shall provide for multiple methods of returning the survey including but not limited to return mailing, e-mail submission and via an electronic form on the Consultant's website.
      iv. The survey shall achieve at least a 40% response rate to be deemed acceptable. If, for whatever reason, a 40% response rate cannot be achieved within 90 days of the initial mailing of the survey, the Consultant shall notify Owner and request permission to proceed with the Visual Survey.
      v. The Consultant shall serve as the primary point of contact regarding this survey and shall be responsible for taking and responding to customer questions regarding the survey.
   c. Visual Surveys: Following completion of the mailed survey or with Owner's written permission, the Consultant shall perform visual surveys of any residential account which either did not respond to the survey or indicated that they do not need a backflow prevention device. These surveys shall be done by the Consultant's Inspection Staff and be focused on identifying where additional devices are required. The following requirements shall be imposed on the site survey process:
      i. Visual surveys shall be done using a staggered system where the Village is divided into seven inspection areas corresponding to Owner's existing plow routes. The Consultant shall complete the visual survey of at least one inspection area per month, weather permitting. The Visual Survey shall be completed within one year following the completion of the mailed survey or no later than December 31, 2020.

ii. Visual surveys may be completed on foot or by vehicle. If on foot, the survey must be conducted from the sidewalk, parkway or street with each Inspector having identification indicating that they work for the Consultant. Under no circumstances shall Inspection Staff go onto private property.
iii. Each visual survey shall collect the location and number of any previously unknown cross connections.
iv. Within 14 days of each inspection, the Consultant shall provide the property owner with proper written notification of any deficiencies noted and the steps required for the property owner or water customers to correct the deficiency. This notice must include a telephone number to call with questions and a deadline for compliance. The Consultant shall send up to two additional notices: one prior to the compliance deadline and one immediately after the deadline has passed providing a final deadline. If, after the second deadline has passed, the account is either non-compliant or has not established contact, the Consultant shall remit the information to the Village for further enforcement steps.

d. Reporting: The Consultant shall prepare and deliver the following reports:
i. Monthly Mailed Survey Results: During the mailed survey, the Consultant shall provide a report on the first of each month following the beginning of the mailed survey detailing current findings and response rates. This report shall be delivered until the close of the mailed survey.
ii. Monthly Visual Survey Results: During the visual survey, the Consultant shall provide a report on the first of each month following the beginning of the visual survey detailing current findings and any discovered cross connections or devices. This report shall be delivered until the close of the visual survey.
iii. Final Mailed Survey Results: The Consultant shall provide a final report regarding the mailed survey detailing the final response rate and findings. This report shall be delivered no more than 14 days following closure of the survey.
iv. Final Summary Results: The Consultant shall provide a final report regarding and summarizing the results of the total residential survey including the compliance rate and findings. This report shall be delivered no more than 14 days following closure of the Visual survey.

3. **Non-Residential Survey Implementation**:
a. Introductory Letter: Prior to beginning the non-residential survey, the Consultant shall provide written notifications via U.S. Mail to all non-residential water customers. These letters shall include at a minimum information on the individual customer's responsibilities under the Illinois Plumbing Code and IEPA Regulations, the Village's cross connection program and the survey process. Prior to distribution, the Consultant shall submit the letter for approval to the Director of Public Works or his designee.
b. Survey: The Consultant shall prepare, distribute, respond to questions regarding and collect any and all responses to the non-residential survey. The Village shall provide any and all account information necessary to facilitate the survey. The following requirements shall be imposed on the survey process:
i. The survey form shall be approved by the Director of Public Works or his/her designee prior to distribution.
ii. Surveys shall be distributed via U.S. Mail. The Consultant shall be solely responsible for the costs for printing and distributing the survey. The survey document shall contain a telephone number to call with questions and a deadline for submittal. The Consultant shall send at least one notice following the deadline to all non-residential accounts who have not submitted a survey.

iii. The Consultant shall provide for multiple methods of returning the survey including but not limited to return mailing, e-mail submission and via an electronic form on the Consultant's website.
iv. The survey shall achieve at least a 40% response rate to be deemed acceptable. If, for whatever reason, a 40% response rate cannot be achieved within 90 days of the initial mailing of the survey, the Consultant shall notify Owner and request permission to proceed with the Site Surveys.
v. The Consultant shall serve as the primary point of contact regarding this survey and shall be responsible for taking and responding to customer questions regarding the survey.

c. Site Surveys: Following completion of the mailed survey or with Owner's written permission, the Consultant shall perform site surveys of each individual non-residential account that has not responded to the survey. These surveys shall be done by the Consultant's Inspection Staff and be focused on verifying any and all existing information on the backflow devices utilized by each account, documenting any unknown devices and identifying where additional devices are required. For the purposes of this survey, Owner's intent is only to identify and document the cross connection devices utilized on the customer's service lines (i.e. only the direct connections to Owner's distribution system) and not each internal backflow device that may be otherwise required in an individual plumbing system by State regulations. The following requirements shall be imposed on the site survey process:
   i. The Consultant shall be responsible for all notifications and scheduling of inspections.
   ii. The initial site survey shall be completed within two years of the completion of the initial mailed survey but in no case later than January 31, 2023.
   iii. Each site survey shall collect the following information:
      1. The manufacturer, serial number, model number, size, service type (lawn irrigation, fire suppression, etc), installation location and last test date (if available) for each existing backflow device.
      2. The location and type of all known and potential cross connections. Digital photographs will be required as "back-up" for each cross connection. The Inspector shall clearly identify each cross connection where, in his or her professional opinion, a backflow device is warranted but does not currently exist. An individual report shall be filed for each connection that requires a backflow device.
      3. A listing of any irregularities noted in each account's plumbing systems (i.e. illegal connections prior to the water meter, etc.).
   iv. Within 14 days of each inspection, the Consultant shall provide the account's contact with proper written notification of any deficiencies noted and the steps required for the property owner or water customer to correct the deficiency. This notice must include a telephone number to call with questions and a deadline for compliance. The Consultant shall send up to two additional notices: one prior to the compliance deadline and one immediately after the deadline has passed providing a final deadline. If, after the second deadline has passed, the account is either non-compliant or has not established contact, the Consultant shall remit the information to the Village for further enforcement steps.

d. Reporting: The Consultant shall prepare and deliver the following reports:
   i. Monthly Mailed Survey Results: The Consultant shall provide a report on the first of each month following the beginning of the mailed survey detailing current

findings and response rates. This report shall be delivered monthly until the close of the mailed survey.

ii. Final Mailed Survey Results: The Consultant shall provide a final report regarding the mailed survey detailing the final response rate and findings. This report shall be delivered no more than 14 days following closure of the survey.

iii. Monthly Site Survey Results: The Consultant shall provide a report on the first of each month listing the surveys completed during the preceding month with findings and those scheduled for the coming month as of the time the report is generated. This will be done to ensure that inspections are being evenly distributed throughout the site survey period.

iv. Final Summary Results: The Consultant shall provide a final report regarding and summarizing the results of the total non-residential survey including the compliance rate and findings. This report shall be delivered no more than 14 days following closure of the On-Site survey.

4. **Backflow Device Annual Certification Management**: Beginning on or around December 1, 2019, the Consultant shall be responsible for managing and maintaining all records associated with the annual submission of backflow device testing certifications. Upon assumption of these duties, the Consultant shall be responsible for the collection and processing of certifications and the all program notifications as outlined below:

   a. Annual Notification Schedule: The following annual schedule of notifications shall be utilized for the purposes of this program component:

      i. On or before April 1 (or as determined by the Village's existing Standard Operating Procedure): The Consultant shall mail a notice and informational mailing regarding the annual certification requirements to all residential and non-residential properties for which a backflow prevention device is on file but no annual certification has yet been received. This mailing shall cover topics such as what cross connections are, where backflow devices are required and what the responsibilities of the property owner are under state and local regulations. The notice shall also state that all submissions are due no later than August 31 or another date as determined by the Village's existing Standard Operating Procedure.

      ii. On or before June 15 (or as determined by the Village's existing Standard Operating Procedure): The Consultant shall mail a notice and information mailing to all residential and non-residential properties for which a backflow prevention device on file but no annual certification has been received reminding them that all submissions are due no later than August 31 or another date as determined by the Village's existing Standard Operating Procedure.

      iii. On or Immediately After August 31 (or as determined by the Village's existing Standard Operating Procedure): The Consultant shall mail all residential and non-residential properties for which a backflow prevention device is on file but no annual certification has been received a notice that their annual certification has not been received. The notice shall explain the steps the property owner or water customer must take to have the device certified; provide a telephone number to call and a deadline to comply. If compliance is not reached by the specified deadline, the Consultant shall refer the case to Owner for enforcement.

   b. Notification of Rejection of Annual Certification: If the Consultant must reject an annual certification for any reason, the Consultant shall notify the tester either in writing or verbally (a written record of the conversation must be maintained). The Consultant shall

also notify the individual customer in writing in the event an invalid report is not addressed promptly by the tester.

5. **Cross Connection Control Program Records Management Implementation:** The Consultant shall be responsible for managing and maintaining all records associated with the cross connection control program. Specifically, the Consultant shall be responsible for receiving and tracking all certifications of backflow prevention devices as well as all survey results. All of these documents shall be deemed to be the property of Owner and shall be furnished to the Owner upon request. Documents shall be maintained in an electronic format approved by Owner for the duration of the contract and shall be immediately returned to Owner following conclusion of contract. The list of records to be maintained shall include but not be limited to the following:
    a. The results of any and all surveys, including survey responses or on-site/visual inspections.
    b. The name and location of each pre-existing or discovered cross connection and the recommended corrective actions for such as a result of the surveys.
    c. The compliance results for each pre-existing or discovered cross connection device as well as the following information for each device:
        i. Owner name, address, contact information (including telephone number, e-mail, etc.) and location within owner's property
        ii. Type of assembly
        iii. Serial Number
        iv. Purpose of cross connection device protects (irrigation, fire suppression, etc.)
    d. The actual test results for each backflow prevention device following formal assumption of the responsibilities for collecting certifications as well as the following information regarding testing:
        i. Any and all repairs made and the date completed for each backflow prevention device.
        ii. The name and address of the person and/or firm that performed the repair/certification services.
        iii. The repairer's or tester's license credentials
        iv. The repairer's or tester's state registration
        v. The test gauge serial number and calibration dates (to ensure equipment has been calibrated within prior 12 months)
        vi. An electronic copy of the repairer's or tester's submittal

Miscellaneous Provisions:

1. **Annual and Monthly Reporting**: In addition to the reporting required as part of the surveys, the Consultant shall furnish the following reports to Owner:
    a. Annual Report: On or about January 5 of each year of the program, the Consultant shall provide the Public Works Director with a detailed report of the actions taken by the Consultant over the prior calendar year and status of the program. The topics to be included in the report include the following:
        i. Total compliance rate
        ii. Number of certification reports received
        iii. Total number of known cross connections
        iv. Number of inspections/site surveys completed
        v. Notice of notices of certifications sent out
        vi. Number of accounts past due
        vii. Number of recommendations made to the Water Division for action

b. Monthly Reports: On or about the 5th of each month, the Consultant shall provide the Public Works Director with the previous month's performance indicators. The indicators shall include but not be limited to:
    i. Number of certification reports received
    ii. Number of inspections/site surveys completed
    iii. Number of accounts past due
    iv. Number of recommendations made to the Water Division for action

2. **Inspection Staff Identification**: Any and all Inspection Staff tasked with completing on-site or visual surveys shall be properly identified with proper photo identification and have an introductory letter on Village letterhead explaining their presence.
3. **Responsibility for Damage**: The Consultant shall solely be responsible for any damage to plumbing or appurtenances resulting from inspection if it determined that said damage was a result of the Consultant's workmanship or negligence.
4. **Software, Database and Record Management**: Owner will provide the Consultant with any relevant data in its possession to accomplish the tasks set forth in this Scope of Services. At the point of transfer, the Consultant shall be responsible for any and all maintenance of the data. The Consultant shall ensure that the applicable software or database is updated in a timely manner and shall furnish and all reports or data requested by Owner, the Illinois Environmental Protection Agency or Illinois Department of Natural Resources.
5. **Enforcement Authority**: Owner explicitly does not delegate the authority to enforce State of Illinois Statutes or Owner Ordinances. All enforcement authority shall remain with Owner unless specifically delegated by the Director of Public Works in written form.
6. **Freedom of Information Act Requests**: As a Consultant to the Village, the Consultant may be required to supply the Village with records it is maintaining on the Village's half. These records shall be provided in a timely fashion such that the Village can meet the statutory timelines of the Freedom of Information Act.
7. **Independence**: The Consultant shall be required to disclose any and all subsidiaries or other business entities that the Consultant has a relationship with that does work associated with the scope of work outlined in this RFP and the subsequent Consultant Services Contract.
8. **Transfer of Responsibility for Cost of Annual Certification Submittals**: The Village may at any time and at its sole discretion elect to transfer the responsibility for the cost of the annual certification fee charged by the Consultant for an individual backflow device from the Village to the third-party contractor(s) submitting the annual certification on behalf of an individual utility customer. In such case, the Consultant shall initiate and complete such transfer no less than 30 days after receipt. Following completion of such transfer, the Consultant hereby releases the Village of any and all claims for the cost of such submittal certifications for the remainder of this Agreement. The Village may likewise elect to reassume this responsibility at any time and at its sole discretion. In such case, the Consultant shall initiate and complete such transfer no less than 30 days after receipt. Following completion of such transfer, the Village shall resume paying the agreed upon fee for each annual certification submittal.

ATTACHMENT C

SCHEDULE

Program Tasks		
	Task	**Date**
1	Program Implementation Meeting	October 2019
2	Complete draft cross connection control educational/ information materials	October 31, 2019
3	Complete SOP revisions	October 31, 2019
4	Residential Survey Introductory Letter Mailed	November 1, 2019
5	Mailed Survey – draft letter approved by Public Works Director	November 15, 2019
6	Assumption of Annual Certification Management Responsibilities	December 1, 2019
7	Mailed Survey - Residential Survey Begins	December 6, 2019
8	Residential Survey Concludes; Visual Survey Begins	February 1, 2020 (tentative)
9	Mailed Residential Survey Final Report Due	February 14, 2020 (or earlier)
10	Residential Visual Survey Concludes	December 2020
11	Non-Residential Survey Introductory Letter Mailed	December 1, 2020
12	Mailed Survey – draft letter approved by Public Works	January 8, 2020
13	Mailed Survey - Non-Residential Survey Begins	January 31, 2020
14	Non-Residential Survey Concludes; On-Site Survey Begins	April 1, 2021
15	Non-Residential On-Site Survey Concludes	January 2023
On-Going Tasks		
1	First Certification Informational Mailing/Notice	On or before April 1 or as determined by Village's SOP
2	Second Notice	On or before June 15 or as determined by Village's SOP
3	Final Notice	On or immediately after August 31 or as determined by the Village's SOP
4	Annual Report	January 5
5	Monthly Report	5th day of each month
6	Owner provides updated number of connections	December 1

ATTACHMENT D

SPECIAL PROJECT REQUIREMENTS

1. Key Project Personnel Contact Information:

Name/Project Function:	Telephone:	E-Mail:

ATTACHMENT E

SCHEDULE OF PRICES

For providing, performing, and completing all Work, the sum of the products resulting from multiplying the number of acceptable units of Unit Price Items listed below incorporated in the Work by the Unit Price set forth below for such Unit Price Item:

	Item	Estimated Quantity	Unit of Measurement	Unit Price	Extended Price
Total Program Costs					
1.	Program Development	1	Lump Sump	$0	$0
2.	Program Implementation – Residential	12,183	Service Connections	$7.45	$90,763.35
3.	Program Implementation – Non-Residential	814	Service Connections	$92.40	$75,213.60
4.	Total (Program Development and Implementation)				$165,976.95
Annual Costs					
5.	Annual Certification Submittal Costs (Cost Per Backflow Device to be paid by either Owner or Tester)	4,506	Per Device	$12.95	$58,352.70
6.	Total (Cost for Annual Certification Submittal Management for 3 Years)				$175,058.10

Note: Owner and Consultant recognize and agree that unit counts may fluctuate over the duration of this Agreement. Owner reserves the right to increase or decrease such quantities, and Consultant understands and agrees that payment for each Unit Price Item shall be made only on the actual number of acceptable units of Unit Price Item. The Consultant hereby waives and releases all claims or rights to dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be provided or performed.

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Fire Chief David Schweihs
Date: 2025-08-26
Subject: An Ordinance Authorizing the Disposal of Surplus Property and Approving an Agreement with Seagrave Fire Apparatus, LLC of Clintonville, WI for the Purchase of a Replacement Fire Engine

Overview
A Village owned fire engine is scheduled to be decommissioned and disposed of following its 20-year service life. A new fire engine is being purchased to replace it.

Fiscal Impact
The Village's Capital Improvement Plan (CIP) identifies the need for funding in FY29 in Account Number 11-3100-708-00 for the purchase of a replacement fire engine. The amount currently listed in the CIP is less than the current purchase price due to manufacturing cost increases. The FY27-31 CIP is in development and scheduled to be presented to the Village Board on November 11, 2025, will identify $1,330,000 for a replacement fire engine in FY29.

It is recommended the Village advance order a new fire engine with an estimated delivery date in FY29 as a result of current lead times for acquisition of this equipment. It is noted that the budget appropriation would be presented for approval in April 2028, and only the sitting Village Board at that time may legal commit funding for FY29.

Recommendation
Approval.

Background

An ordinance has been prepared to approve advance ordering of one replacement fire engine from Seagrave Fire Apparatus, LLC, of Clintonville, WI (“Vendor”). The current FY26-30 CIP identifies the need for funding in FY29 for the purchase of a replacement fire engine. The current FY2026-FY30 CIP identifies replacement of the oldest fire engine in the Department’s fleet, Unit 58, purchase in 2008. The current mileage on this vehicle is 114,299. Fire Department fire engines are on an approximately twenty-year, 100,000-mile replacement schedule. The Fire Department generally employs a fire engine for ten years in front-line service and ten years in reserve service. The Fire Chief recommends this apparatus be removed from service in FY29, declared surplus property, and disposed of appropriately when

the replacement apparatus is procured and placed in-service.

The FY27-31 CIP is in development and scheduled to be presented to the Village Board on November 11, 2025, and will identify $1,330,000 for a replacement fire engine in FY29.

The Village of Northbrook is a member of the Houston-Galveston Area Council (HGAC). The HGAC is a national consortium that administers contracts that have been awarded by a public competitive procurement process. Under HGAC Contract No. FS12-23, Fire Department staff selected the Seagrave Marauder II fire engine offered by Seagrave Fire Apparatus, LLC, of Clintonville, WI ("*Vendor*"). The Seagrave Marauder II fire engine meets the Department's specifications and operational needs. Further, this fire engine will be the second Seagrave Marauder II purchased by the Village. Fire Department staff have determined that HGAC's purchasing policies satisfy the Village's competitive bidding requirements. The Village has been consistently satisfied with the price of fire apparatus purchased through the HGAC. The Vendor submitted a bid of $1,309,326.

Based upon these factors, it is recommended the Village advance ordering one (1) Seagrave Marauder II fire engine from the Vendor in the not-to-exceed amount of $1,309,326. The remaining $20,674 will be used to outfit the new apparatus with upgraded industry standard equipment and tools.

Staff will be present at the August 26, 2025 Village Board meeting to answer any questions if necessary.

An Ordinance Authorizing the Disposal of Surplus Property and Approving an Agreement with Seagrave Fire Apparatus
Exhibit A - Contract - Seagrave Fire Engine Purchase

Ordinance 2025-

BE IT ORDAINED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois THAT:

An Ordinance Authorizing the Disposal of Surplus Property and Approving an Agreement with Seagrave Fire Apparatus, LLC of Clintonville, WI for the Advance Ordering and Purchase of a Replacement Fire Engine

shall be, and is hereby, adopted as follows:

Section 1. RECITALS.

The Village Board intends to appropriate sufficient funds in the FY2029 Budget in General Fund Account No. 11-3100-708-00 for the purchase of a replacement fire engine. The Village's FY2026-2030 Capital Improvement Plan (CIP) identifies the needed for funding in FY2029 for this purchase. The amount currently listed in the CIP is less than the current purchase price due to cost increases. The FY2027-2031 CIP is in development and scheduled to be presented to the Village Board on November 11, 2025, and will identify $1,330,000 for a replacement fire engine in FY29. The apparatus scheduled for replacement is the oldest fire engine in the Department's fleet, a Pierce Sabre fire engine purchased in 2008 (Unit #58 - VIN# 4P1CJ01A78A009468). The current mileage on this vehicle is 114,299. Fire Department staff recommends this apparatus be removed from service in FY29, declared surplus property, and disposed of appropriately when the replacement apparatus is procured and placed in-service.

The Village of Northbrook ("***Village***") is a member of the Houston-Galveston Area Council (HGAC). The HGAC is a national consortium that administers contracts that have been awarded by a competitive public procurement process. Under HGAC Contract No. FS12-23, Fire Department staff selected the Seagrave Marauder II fire engine ("***Replacement Fire Apparatus***") offered by Seagrave Fire Apparatus, LLC, of Clintonville, WI ("***Vendor***"). The Replacement Fire Apparatus meets the Department's specifications and operational needs. Further, this fire engine will be the second Seagrave Marauder II purchased by the Village. Fire Department staff have determined that HGAC's purchasing policies satisfy the Village's competitive bidding requirements. The Village has been consistently satisfied with the price of fire apparatus purchased through the HGAC.

Based on these factors, Fire Department staff recommends that the Village enter into an agreement with the Vendor for the procurement of the Replacement Fire Apparatus in the not-to-exceed amount of $1,309,326 ("***Agreement***"). The remaining $20,674 will be used to outfit the Replacement Fire Apparatus with upgraded industry standard equipment and tools.

The President and the Board of Trustees have considered the disposal of Unit #58 and the purchase of the Replacement Fire Apparatus and have determined that it is in the best interests of the Village and the public.

Section 2. DISPOSAL OF SURPLUS EQUIPMENT.

Pursuant to the Home Rule powers of the Village and the Illinois Municipal Code, 65 ILCS 5/11-76-4, the President and Board of Trustees have determined that Unit #58 (VIN# 4P1CJ01A78A009468), a 2008 Pierce Sabre fire engine, is no longer necessary or useful to the Village and the best interests of the Village would be served by disposal of the same.

Section 3. MANNER OF DISPOSAL.

The Village Manager is hereby authorized and directed to appropriately dispose of Unit #58 (VIN # 4P1CJ01A78A009468) in a manner most beneficial to the Village once the Replacement Fire Apparatus is placed in-service.

Section 4. APPROVAL OF AGREEMENT.

The Agreement with the Vendor shall be, and is hereby, approved in a form acceptable to the Village Attorney and Village Manager.

Section 5. AUTHORIZATION TO EXECUTE AGREEMENT.

The Village Manager and the Village Clerk shall be, and are hereby, authorized and directed to execute and seal, on behalf of the Village, the Agreement only after receipt by the Village Clerk of at least one original copy of the Agreement executed by the Vendor; provided, however, that if such executed copy of the Agreement is not received by the Village Clerk within 60 days after the date of adoption of this Ordinance, then this authority to execute and seal shall, at the option of the President and Board of Trustees, be null and void.

Section 6. APPROVAL OF EXPENDITURES.

The Village Manager is hereby authorized and directed to execute all such documents and make such payments as are necessary to complete the procurement of the Replacement Fire Apparatus from the Vendor and to outfit the Replacement Fire Apparatus with upgraded industry standard equipment and tools, subject to budget appropriation in FY29.

Section 7. AUTHORIZATION TO EXECUTE CHANGE ORDERS.

The Village Manager and Village Clerk are authorized and directed to execute one or more change orders for additional work consisting of unforeseen items of work related to, or arising from other work contemplated by, the scope of work in the Vendor's proposal in an amount not to exceed $20,000.00, subject to budget appropriation in FY29 and the Village Manager making the necessary determination that the work contemplated by the change order complies with Section 33E-9 of Article 33E of the Criminal Code of 1961 and placing a copy of such determinations in the project file.

Section 8. EFFECTIVE DATE

This Ordinance shall be in full force and effect upon passage by Board of Trustees and publication in pamphlet form in accordance with State Statutes.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:

_____
Village President

ATTEST:

_____
Village Clerk

CONTRACT

THIS AGREEMENT; made by and between **Seagrave Fire Apparatus**, **LLC** of Clintonville, Wisconsin, hereinafter referred to as the "Seller", and **Village of Northbrook, 1225 Cedar Lane, Northbrook, IL 60062,** by its authorized representative, hereinafter referred to as the "Purchaser".

1. The Seller hereby agrees to furnish **one (1) unit of Seagrave model Marauder Pumper**, hereinafter referred to as "Apparatus and Equipment", according to the mutually agreed specifications and change order documents hereto attached and made a part of this contract, and to deliver the same as hereinafter provided.

2. The Seller guarantees that all material and workmanship in and about the Apparatus and Equipment shall comply with the mutually agreed specifications and change orders. In the event there is any conflict between the City Bid Specifications and the Seagrave Bid Proposal, the mutually agreed specifications and change orders will prevail. The standard Seagrave Limited Warranty will apply as provided for in the mutually agreed specifications and change orders. Minor details of materials and construction, not otherwise specified, shall be left to the decision of the Seller who shall be solely responsible for the design, engineering and construction of all features of the apparatus. Any changes to the contract or purchase order must be approved in advance through the issuance of a written change order by the Seller. The Seller will not assume responsibility for performing any change requested but not approved by the Purchaser within five (5) days of the change order submission for approval.

3. The Apparatus and Equipment shall be ready for delivery from Clintonville, Wisconsin, within **1,500** calendar days after the receipt of the (i) mutually agreed specifications, (ii) change order documents and (iii) approval drawing signed by the authorized representative of the Purchaser. The mutually agreed specifications and change order documents and approval drawing shall be delivered to the Purchaser for their signature in not more than 31 days from contract receipt at Seagrave or not more than five days from pre-construction meeting, if so provided. Delays due to change orders, strikes, failures to obtain materials, or other causes beyond Seagrave's control will be just cause for delay in delivery. The completed Apparatus and Equipment shall be delivered to the Purchaser at:

Village of Northbrook
Northbrook Fire Station # 10
650 Huehl Rd
Northbrook, IL 60062

4. A competent representative shall, upon request, be furnished by the Seller to demonstrate said Apparatus and Equipment for the Purchaser and to familiarize the Purchaser's employees in the operation and handling of the Apparatus and Equipment.

5. The Purchaser purchases and agrees to pay for said Apparatus and Equipment, the sum of **One Million, Three Hundred Nine Thousand, Three Hundred Twenty-Six Dollars ($1,309,326.00),** state, federal, FET, or local taxes not included. Payment of any such taxes are the responsibility of the Purchaser. **Terms are net, payment in full upon delivery of the apparatus to the customer. If the contract includes Dealer Furnished Equipment and services, the apparatus will be delivered to the customer and payment made, less five (5) percent of the Contract Price that is held by the fire department until all items and services are provided by the Dealer. The 5% Final Payment and Acceptance will be made once the terms of the contract are satisfied by the Dealer.**

   5.1 This bid price does not include the impact of tariffs on imported goods implemented since January 01, 2025, as the application or impact of such tariffs is not currently clear. Seagrave reserves the right to change the price in accordance with contract terms in reference to tariffs implemented by the Federal

Government.

5.2 All payments shall be made payable to Seagrave Fire Apparatus, LLC and shall be mailed directly to:

Seagrave Fire Apparatus, LLC
7285 Solutions Center
Chicago, IL 60677-7002

5.3 The Apparatus and Equipment must be paid in full prior to being placed in fire service.

5.4 If more than one piece of Apparatus and Equipment is covered by this Contract, the above terms of payment shall apply to each piece, and an invoice covering each piece shall be rendered in the proper amount.

6. In the case that no final inspection is made by the Purchaser at the factory prior to shipment and the Purchaser desires to test the Apparatus and Equipment upon receipt, such test shall be made within three (3) days after arrival at the delivery destination specified above. A written report of such test shall be delivered forthwith to the Seller at its principal office at Clintonville, Wisconsin. If no such test be made, or if no such report be made by the Purchaser within three (3) days after arrival, then the Apparatus and Equipment shall be considered as fully complying with the contract specifications.

7. It is agreed that the Apparatus and Equipment covered by this contract shall remain the property of the Seller until the Apparatus and Equipment is delivered and accepted by the Purchaser, such acceptance shall not be unreasonably withheld or delayed. In case of any default in payment the Seller may take full possession of the Apparatus and Equipment, or of the piece or pieces upon which default has been made, and any payments that have been made shall be applied as rent in full for the use of the Apparatus and Equipment up to date of taking possession.

8. In the event that any applicable Federal or State Regulations (DOT, FMVSS, EPA, etc.), National Fire Protection Association Standards or import tariffs which are enacted during the course of this contract, and which requires a change in the contract specifications and purchase price in order for the Apparatus and Equipment to comply with such regulation, the parties will execute a change order describing the change in the specifications and increasing the purchase price by an amount equal to the increase in the costs of producing the Apparatus and Equipment.

9. Any dispute or claim relating to this contract shall be determined exclusively in the state courts located in New Castle County, Delaware. Each party hereby consents to and waives any objection to the exclusive jurisdiction of such courts.

10. Except for damages, claims or losses due to Seagrave's acts of gross negligence, Purchaser or user, to the extent permitted by law, will indemnify and hold Seagrave and Seagrave's property, free and harmless from any liability for losses, claims, injury to or death of any person, including Purchaser or user, or for damage to property arising from Purchaser or user using and possessing the Apparatus and Equipment or from the acts or omissions of any person or persons, including Purchaser or user, using or possessing the Apparatus and Equipment with Purchaser or user's express or implied consent. The provisions hereof shall survive expiration or termination of this Agreement.

11. Risk of loss shall pass to the Purchaser upon delivery and acceptance of the Apparatus and Equipment.

12. To be binding the contract must be signed and approved by an Officer of Seagrave Fire Apparatus, LLC. This contract and mutually agreed specifications and change order documents take precedence over all previous

negotiations, and no representations are considered as entering into this contract except as are contained herein or in the mutually agreed specifications and change order documents included herein.

IN WITNESS WHEREOF, the said parties have caused these presents to be executed and the Purchaser has caused its corporate seal to be hereunto affixed, and attested by its authorized representatives, on this _____day of _____ 20___.

VILLAGE OF NORTHBROOK, IL ("Purchaser")

By _____
Please print name here

By _____
Please sign name here

Title _____
Purchaser

By _____
Please print name here

By _____
Please sign name here

Title _____
Purchaser

SEAGRAVE FIRE APPARATUS, LLC ("Seller")



By _____
Ulisses D. Parmeziani

Title: **President and Chief Executive Officer**
Seller

Date of Acceptance: _____8/22/25_____

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2025-08-26
Subject: A Resolution Authorizing an Agreement for Roof Maintenance Services and Emergency Repairs with Weatherguard Roofing Co. of Elgin, Illinois

Overview

The Public Works Department is responsible for the maintenance of all Village-owned buildings. Occasionally, the roofs of these buildings require maintenance to repair leaks, minor deficiencies, and emergency services. The Public Works Department seeks contractual assistance to resolve these issues and prevent damage to Village-owned buildings on an as needed basis.

Fiscal Impact

Staff from the Public Works Department prepared a Request for Bids (RFB) for Roofing Services and Emergency Repairs. The RFB sought pricing for an initial term of August 26, 2025 through April 30, 2026 with an option for renewal of up to four (4) additional one-year terms. Weatherguard Roofing Co. of Elgin, Illinois provided the lowest, most responsive bid based on staff's evaluation of rates and positive professional references.

Staff recommends entering into an initial term contract from August 26, 2025 through April 30, 2026 for roofing services and emergency repairs with Weatherguard Roofing Co. The Adopted Fiscal Year 2025/26 Budget contains sufficient funds in General Fund Account Nos. 11-4100-524-71 (Fleet Garage), 11-4100-524-73 (Public Works Center), 11-4100-524-75 (Police Station), 11-4100-524-76 (Fire Station), 11-4100-524-77 (Village Hall); Water Fund Account No. 21-4170-524-82 (Water Filtration Plant); and Senior Housing Fund Account No. 15-7100-524-01 (Building Repairs and Maintenance). Funds will be drawn from these accounts on an as-needed basis for the roofing services and emergency repairs at the rates included in the contract attached as Exhibit A.

Recommendation

Approval.

Background

On June 26, 2025, staff issued a Request for Bids (RFB) with detailed specifications for periodic repair of various roof maintenance and emergency repair services ("Services"), which was published to the Village website and sent to nine (9) contractors specializing in this type of work. On July 10, 2025, staff received eight (8) bids, six (6) of which were determined to be complete. Upon staff review, Weatherguard Roofing Co. of Elgin, Illinois (“Contractor”) was

identified as the lowest, most responsive bidder, having submitted the lowest regular and emergency hourly rates based on a two (2) hour minimum call out, and also submitted a required copy of its Unlimited Roofing License. Based on staff's evaluation of rates and positive professional references, staff is confident that the Contractor can successfully complete the work as specified. A summary of the bids is included in Table 1.

Table 1. Summary of Bids for Roof Maintenance Services and Emergency Repairs

Firm	Regular Hourly Rate	Emergency Hourly Rate	Minimum Call-Out (Regular - Hourly)	Minimum Call-Out (Emergency - Hourly)	Trip Charge	Mark-Up on Materials	License Submitted
Weather Guard Roofing Company	$110	$165	2	2	$125	10%	Yes
Lakeland Contracting Inc. DBA Lakeland Exteriors & Roofing	$115	$230	2	3	$200	20%	Yes
Six Fifty One Services, LLC DBA C3 Construction; Todco Roofing	$124	$186	n/a	n/a	n/a	8%	Yes
Korellis Roofing, Inc.	$131	$156	2	2	n/a	20%	Yes
L. Marshall, Inc.	$145	$205	4	4	$175	20%	Yes
Tori Construction, LLC.	$147.50	$220	2	2	$50	8%	Yes

Staff recommends entering into a one-year initial term agreement. The initial term of the agreement will be from August 26, 2025 through April 30, 2026. The Village has the option to renew the contract for up to four (4) additional one-year renewals. The Contractor may request an escalation in the price for services to be performed under the extended agreement by giving written notice to the Village. The allowable escalation of the agreement shall be limited to the lesser of (i) the annual average percentage increase in the Chicago Consumer Price Index (CPI) for All Urban Consumers over the previous 12-month period, or (ii) three percent (3%).

Staff will be present at the Village Board of Trustees meeting to answer any questions that may arise.

A Resolution Authorizing an Agreement for Roof Maintenance Services and Emergency

Repairs with Weatherguard Roofing Co. of Elgin, Illinois
Exhibit A - Roof Services and Emergency Repairs Contract & Pricing

Resolution 2025-_____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Authorizing an Agreement for Roof Maintenance Services and Emergency Repairs with Weatherguard Roofing Co. of Elgin, Illinois

is hereby adopted, as follows:

Section 1. Recitals.

The Public Works Department is responsible for the maintenance of all Village-owned buildings. Occasionally, the roofs of these buildings require maintenance to repair leaks, minor deficiencies, and emergency services ("***Services***"). The Public Works Department seeks contractual assistance for the Services to resolve these issues and prevent damage to Village-owned buildings on an as needed basis.

On June 26, 2025, staff issued a Request for Bids (RFB) with detailed specifications for the Services, which was published to the Village website and sent to nine (9) contractors specializing in this type of work. On July 10, 2025, the Village received eight (8) bids, six (6) of which were determined to be complete. Upon review, it was determined that Weatherguard Roofing Co. of Elgin, Illinois ("***Contractor***") submitted the lowest, most responsive bid. Based on staff's evaluation of rates and positive professional references, staff is confident that the Contractor can successfully complete the Services as specified.

Staff recommends entering into an agreement with the Contractor for the Services ("***Agreement***"). The initial term of the Agreement will be from August 26, 2025 through April 30, 2026. The Village has the option to renew the Agreement for up to four (4) additional one-year terms, if approved and accepted by both the Village and the Contractor. The Contractor may request an escalation in the price for Services to be performed under the extended Agreement by giving written notice to the Village. The allowable escalation of the Agreement shall be limited to the lesser of: (i) the annual average percentage increase in the Chicago Consumer Price Index (CPI) for All Urban Consumers, the previous 12-month period, or (ii) three percent (3%).

The Villag's adopted Fiscal Year 2025/26 Budget contains sufficient funds for the Services in General Fund Account Nos. 11-4100-524-71 (Fleet Garage), 11-4100-524-73 (Public Works Center), 11-4100-524-75 (Police Station), 11-4100-524-76 (Fire Station), 11-4100-524-77 (Village Hall); Water Fund Account No. 21-4170-524-82 (Water Filtration Plant); and Senior Housing Fund Account No. 15-7100-524-01 (Building Repairs and Maintenance).

Based on these factors, Village staff recommends approval of the Agreement for the Services between the Village and the Contractor in accordance with the rates set forth in ***Exhibit A***.

The President and the Board of Trustees have considered the Agreement and determined that it is in the best interests of the Village and the public to enter into the Agreement.

Section 2. Approval of Agreement.

The Agreement shall be, and is hereby, approved in a form acceptable to the Village

Attorney and the Village Manager.

Section 3. Authorization to Execute Agreement.

The Village Manager and Village Clerk shall be, and are hereby, authorized and directed to execute and seal, on behalf of the Village, the Agreement only after receipt by the Village Clerk of at least three original copies of the Agreement executed by the Contractor; provided, however, that if such executed copies of the Agreement are not received by the Village Clerk within 30 days after the date of adoption of this Resolution, then this authority to execute and seal shall, at the option of the President and the Board of Trustees, be null and void.

Section 4. Authorization of Expenditure.

The Village Manager is hereby authorized and directed to execute such documents and make such payments as are necessary to complete the procurement of the Services from the Contractor at the pricing set forth in ***Exhibit A***.

Approved:

RESULT:
MOVER:
SECONDER:
AYES:
NAYES:
ABSTAIN:
ABSENT:

ATTEST:

_____
Village President

_____
Village Clerk

VILLAGE OF NORTHBROOK

REQUEST FOR BIDS

ROOFING SERVICES AND EMERGENCY REPAIRS

OWNER:
Village of Northbrook
655 Huehl Road
Northbrook, Illinois 60062

BID SUBMISSION INFORMATION:

Date of RFB Issuance:
Thursday, June 26, 2025 – 10:00 a.m

Bid Submittal Deadline:
Thursday, July 10, 2025 – 10:00 a.m

Owner will receive sealed bids for the Work generally described as follows:

Periodic repair of various roof maintenance and emergency repair services.

TO BE SUBMITTED TO: **Northbrook Public Works, 655 Huehl Road, Northbrook, Illinois 60062, attention Jean Paul Soens, Management Analyst, BEFORE 10:00 A.M., July 10, 2025.**

INSTRUCTIONS TO BIDDERS

Preparation of Bids

All bids for the Work shall be made only on the blank Contract/Proposal form attached to this Request for Bids and shall be complete with a price for each and every item named in the Schedule of Prices section of the Contract/Proposal form. All bids must be signed by an authorized official. Bids that contain omissions, erasures, alterations, or additions not called for, conditional or alternate bids unless called for, or that contain irregularities of any kind may be rejected. Bids must include the attached reference form with their submittal. Each bidder is encouraged to visit the worksites prior to submitting a bid.

Clarifications

Owner reserves the right to make clarifications, corrections, or changes in this Request for Bids at any time prior to the time bids are opened. All bidders or prospective bidders will be informed of said clarifications, corrections, or changes. Any questions regarding the Owner's intent can be directed to Jean Paul Soens, Management Analyst at jeanpaul.soens@northbrook.il.us or at (847) 664-4128.

Pre-Submission Questions

Questions and inquiries regarding this RFB are **due Wednesday, July 2 at 10 a.m.** An addendum addressing all questions and inquiries will be issued and posted to the Village of Northbrook's website (https://www.northbrook.il.us/1019/Bids-and-Proposals).

Delivery of Bids

Each bid shall be submitted in a sealed envelope plainly marked with the title of the contract and bidder's full legal name and shall be addressed and delivered to the place and before the time set forth above. Proposals may be delivered by mail or in person. Proposals received after the time specified above will be returned unopened.

Opening of Bids

Bids will be publicly opened and read at the time and place specified above. Bidders, their authorized agents, and interested parties are invited to be present.

Withdrawal of Bids

No bids shall be withdrawn for a period of 45 days after the opening of any bid.

Rejection of Bids

Bids that are not submitted on the Contract/Proposal form or that are not prepared in accordance with these Instructions to Bidders may be rejected. If not rejected, Owners may demand correction of any deficiency and accept the deficiently prepared bid upon compliance with these Instructions to Bidders.

Bidder Qualifications and Evaluation Criteria

The Bidders must be qualified contractors and demonstrate the capability to provide services required in accordance with the bid specifications. This would include:

- Bid Rates
- Emergency Response Rates
- Compliance with Specifications
- Previous Municipality Experience
- References
- Submittal Compliance

Acceptance of Bids

Bids submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the bidders.

Owner reserves the right to accept the bid that is, in its judgment, the best and most favorable to the interests of Owner and to the public; to reject the low price bid; to accept any item of any bid; to reject any and all bids; and to waive irregularities and informalities in any proposal submitted or in the request for bids process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Bidders should not rely upon, or anticipate, such waivers in submitting their bid.

Upon acceptance of the successful Bidder's proposal by Owner, the successful Bidder's proposal, together with Owner's notification of acceptance in the form attached to this Request for Bids, shall become the contract for the Services.

DATED this 26th day of June, 2025.

VILLAGE OF NORTHBROOK

By: Jean Paul Soens
Management Analyst

VILLAGE OF NORTHBROOK

CONTRACT/PROPOSAL FOR THE
ROOFING SERVICES AND EMERGENCY REPAIRS

Full Name of Bidder Weatherguard Roofing Co. ("Bidder")

Principal Office Address 345 Renner Drive, Elgin, IL. 60123

Local Office Address Same as above

Contact Person Dan Wahl Phone 847-888-3008 E-Mail dan@weatherguardroofing.net

TO: Northbrook Public Works
655 Huehl Road
Northbrook, Illinois 60062
Attention: Daniel Jaurez, Facilities Manager

Bidder warrants and represents that Bidder has carefully examined the Work Sites described below and its environs and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda Nos. None *[if none, write "NONE"], which are securely stapled to the end of this Contract/Proposal.*

1. Work Proposal

A. Contract and Work: If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall, at its sole cost and expense, provide, perform, and complete, in the manner specified and described, and upon the terms and conditions set forth, in this Contract/Proposal and Owner's written notification of acceptance in the form included in this bound set of documents, all of the following, all of which is herein referred to as the "Services":

1. Labor, Equipment, Materials and Supplies: Provide, perform, and complete, in the manner specified and described in this Contract/Proposal and Specifications (Attachment A), all necessary work, labor, services, transportation, equipment, materials, supplies, information, data, and other means and items necessary for the roof maintenance services and emergency repairs owned by Owner at various locations in the Village of Northbrook (the "Work Site").

2. Permits: Procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary in connection therewith;

3. Bonds and Insurance: Procure and furnish all bonds and all insurance certificates specified in this Contract/Proposal;

4. Taxes: Pay all applicable federal, state, and local taxes;

5. Miscellaneous: Do all other things required of Bidder by this Contract/Proposal; and

6. Quality: Provide, perform, and complete all of the foregoing in a proper and workmanlike manner, consistent with highest standards of professional and construction practices, in full compliance with, and as required by or pursuant, to this Contract/Proposal, and with the greatest economy, efficiency, and expedition consistent therewith, with only new, undamaged, and first quality equipment, materials, and supplies.

B. Prevailing Wages: In accordance with the Prevailing Wage Act, 820 ILCS 130/0.01 et seq., not less than the prevailing rate of wages for similar work in the locality in which the Work is to be performed shall be paid to all laborers performing work under this contract. The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Illinois Department of Labor publishes the prevailing wage rates on its website at http://labor.illinois.gov/. The Department revises the prevailing wage rates and the Contractor/Subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, Contractor shall refer to the Illinois Department of Labor's website. Contractor and any subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties.

C. Performance Standards: If this Contract/Proposal is accepted, Bidder proposes, and agrees, that all Services shall be fully provided, performed, and completed in accordance with the specifications attached hereto and by this reference made a part of this Contract/Proposal.

D. Responsibility for Damage or Loss: If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall be responsible and liable for, and shall promptly and without charge to Owner repair or replace, damage done to, and any loss or injury suffered by, Owner, the Services, the Work Site, or other property or persons as a result of the Services.

E. Inspection/Testing/Rejection: Owner shall have the right to inspect all or any part of the Services and to reject all or any part of the Services that is, in Owner's judgment, defective or damaged or that in any way fails to conform strictly to the requirements of this Contract/Proposal and Owner, without limiting its other rights or remedies, may require correction or replacement at Bidder's cost, perform or have performed all Services necessary to complete or correct all or any part of the Services that is defective, damaged, or nonconforming and charge Bidder with any excess cost incurred thereby, or cancel all or any part of any order or this Contract/Proposal. Services so rejected may be returned or held at Bidder's expense and risk.

F. Compliance with Village of Northbrook: No Weapons SOP: Bidders and their employees, agents, and subcontractors will be required to comply with the Owner's Standard Operating Procedure ("SOP") No. 11-057 "No Weapons" effective May 13, 2014 at all times during the performance of the Work. Copies of the SOP will be made available upon request.

2. Contract Price Proposal

If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall take in full payment for all Work and other matters set forth under Section 1 above, including overhead and profit; taxes, contributions, and premiums; and compensation to all subcontractors and suppliers, the compensation set forth below.

Village regular hours are Monday through Friday from 7:00 AM to 4:30 PM.

A. Schedule of Prices: For providing, performing, and completing the Services by the Unit Price set forth below:

Item No.	Description	Unit	Rate
1	Regular Hours	Hourly	$110.00
2	Emergency (After Hours)	Hourly	$165.00
3	Minimum Callout (Regular Hours) [if applicable]:	(YES) or NO	2 Hour(s)
4	Minimum Callout (Emergency - After Hours) [if applicable]:	(YES) or NO	2 Hour(s)

5	Trip Charge (if applicable)	Per Trip	$125.00
6	Mark-Up for Materials	Percentage (%)	10%

The total cost of materials shall be determined and agreed upon on a case-by-case basis.

B. Basis for Determining Prices: It is expressly understood and agreed that:

1. All prices stated in the Schedule of Prices are firm and shall not be subject to escalation or change during the Initial Term of this agreement. In the event this agreement is extended in accordance with Attachment A Part 1.16, the Contractor may raise the price for the Services to be performed under the extended agreement by giving written notice to the Owner by providing a Schedule of Prices.

2. Owner is not subject to state or local sales, use, and excise taxes, that no such taxes are included in the Schedule of Prices, and that all claim or right to claim any additional compensation by reason of the payment of any such tax is hereby waived and released; and

3. All other applicable federal, state, and local taxes of every kind and nature applicable to the Services are included in the Schedule of Prices; and

4. The approximate quantities set forth in the Schedule of Prices for each Unit Price Item are Owner's estimate only, that Owner reserves the right to increase or decrease such quantities, that payment for each Unit Price Item shall be made only on the actual number of acceptable units of such Unit Price Item in full compliance with this Contract/Proposal, and that all claim or right to dispute or complain of any such estimated quantity, or to assert that there was any misunderstanding in regard to the nature or amount of any Unit Price Item to be provided or performed, is hereby waived and released.

C. Time of Payment: It is expressly understood and agreed that all payments shall be made in accordance with the following schedule:

i. All payments may be subject to deduction or set off by reason of any failure of Contractor to perform under this Contract/Proposal. Each payment shall include Contractor's certification of the value of, and partial or final waivers of lien covering, all Work for which payment is then requested and Contractor's certification that all prior payments have been properly applied to the payment or reimbursement of the costs with respect to which they were paid.

ii. All payments shall be made in accordance with the following schedule: Payment to be made within 30 days of submission of acceptable written and/or digital reports and geodatabase. Owner shall let the Contractor know if reports and geodatabase are acceptable within seven working days of submission. All payments may be subject to deduction or setoff by reason of any failure of Contractor to perform under this Contract/Proposal. Each payment shall include Contractor's certification of the value of, and partial or final waivers of lien covering, all Work for which payment is then requested and Contractor's certification that all prior payments have been properly applied to the payment or reimbursement of the costs with respect to which they were paid.

3. Contract Time Proposal

A. If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall commence the Services within 10 days following Owner's acceptance of this Contract/Proposal provided Bidder shall have furnished to Owner all bonds and all insurance certificates and policies of insurance specified in this Contract/Proposal (the "Commencement Date"). If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall

perform the Work diligently and continuously and shall complete the Work in accordance with the schedule approved pursuant to the Specifications. The initial term of this Contract/Proposal shall begin on or about August 26, 2025 and be in effect through April 30, 2026.

4. Financial Assurance

A. Bonds: No bonds required.

B. Insurance: If this Contract/Proposal is accepted and for each year in which this Contract/Proposal is renewed, Bidder proposes, and agrees, that Bidder shall provide certificates of insurance evidencing the minimum insurance coverage and limits set forth below within 10 days following Owner's acceptance, or the execution of any renewal, of this Contract/Proposal. Such policies shall be in form, and from companies, acceptable to Owner. The insurance coverage and limits set forth below shall be deemed to be minimum coverage and limits and shall not be construed in any way as a limitation on Bidder's duty to carry adequate insurance or on Bidder's liability for losses or damages under this Contract/Proposal. The minimum insurance coverage and limits that shall be maintained at all times while providing, performing, or completing the Work are as follows:

1. Workers' Compensation and Employer's Liability

Limits shall not be less than:
Worker's Compensation: Statutory
Employer's Liability: $500,000 ea. Accident injury
$500,000 ea. Employee disease
$500,000 disease-policy
Such insurance shall evidence that coverage applies to the State of Illinois.

2. Comprehensive Motor Vehicle Liability

Limits for vehicles owned, non-owned or rented shall not be less than:
$2,000,000 Bodily Injury and Property Damage Combined Single Limit

3. Comprehensive General Liability

Limits shall not be less than:
$2,000,000 Bodily Injury and Property Damage Combined Single Limit.
Coverage is to be written on an "occurrence" basis.
Coverage to include:
- Premises Operations
- Products/Completed Operations
- Independent Contractors
- Personal Injury (with Employment Exclusion deleted)
- Broad Form Property Damage

Endorsement
- "X," "C," and "U"
- Contractual Liability

Contractual Liability coverage shall specifically include the indemnification set forth below.

4. Umbrella Liability

Limits shall not be less than:
$2,000,000 Bodily Injury and Property Damage Combined Single Limit.

This Policy shall apply in excess of the limits stated in 1, 2, and 3 above.

5. Owner as Additional Insured. Owner shall be named as an Additional Insured and a cancellation notice recipient on all policies except for Worker's Compensation, and Employer's Liability.

Each such additional Insured endorsement shall identify Owner as follows: Village of Northbrook, including its Board Members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives. Additional insured coverage shall be provided on endorsements at least as broad as ISO form CG2010 or CG2026 (pre 2004 editions).

C. Indemnification: If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall indemnify, save harmless, and defend Owner against all damages, liability, claims, losses, and expenses (including attorneys' fee) that may arise, or be alleged to have arisen, out of or in connection with Bidder's performance of, or failure to perform, the Work or any part thereof, or any failure to meet the representations and warranties set forth in Section 6 of this Contract/Proposal.

D. Penalties: If this Contract/Proposal is accepted, Bidder proposes, and agrees, that Bidder shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Bidder's performance of, or failure to perform, the Work or any part thereof.

5. Firm Proposal

All prices and other terms stated in this Contract/Proposal are firm and shall not be subject to withdrawal, escalation, or change provided Owner accepts this Contract/Proposal within 45 days after the date this sealed Contract/Proposal is opened.

6. Bidder's Representations and Warranties

In order to induce Owner to accept this Contract/Proposal, Bidder hereby represents and warrants as follows:

A. The Services: The Services, and all of its components, shall be of merchantable quality; shall be free from any latent or patent defects and flaws in workmanship, materials, and design; shall strictly conform to the requirements of this Contract/Proposal, including, without limitation, the performance standards set forth in Subsection 1C of this Contract/Proposal; and shall be fit, sufficient, and suitable for the purposes expressed in, or reasonably inferred from, this Contract/Proposal and the warranties expressed herein shall be in addition to any other warranties expressed or implied by law, which are hereby reserved unto Owner.

B. Conflict of Interest: To the best of Bidder's knowledge, (1) no employee or agent of the Owner is interested in the business of Contractor or this Contract/Proposal; (2) as of the date of this Contract/Proposal neither Contractor nor any person employed or associated with Contractor has any interest that would conflict in any manner or degree with the performance of the obligations under this Contract/Proposal; and (3) neither Bidder nor any person employed by or associated with Contractor shall at any time during the term of this Contract/Proposal obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Contract/Proposal.

C. Not Barred: Bidder is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Contractor is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 et seq. of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.*

E. Patriot Act Compliance. Neither Bidder nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. Bidder and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract/Proposal on behalf of any person or entity named as a Specially Designated National and Blocked Person. Bidder hereby agrees to defend, indemnify and hold harmless the Owner, its corporate authorities, and all Owner elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the representations and warranties in this subsection.

F. Compliance with Laws and Grants. Bidder shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Work, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq*. Contractor shall also comply with all conditions of any federal, state, or local grant received by Owner or Contractor with respect to this Contract/Proposal or the Work.

Bidder shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Contractor's, or its subcontractors', performance of, or failure to perform, the Work or any part thereof.

Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

G. Qualified: Contractor has the requisite experience, ability, capital, facilities, plant, organization, and staff to enable Contractor to perform the Work successfully and promptly and to commence and complete the Work within the Contract Price and Contract Time Proposals set forth above.

7. Acknowledgments

In submitting this Contract/Proposal, Bidder acknowledges and agrees that:

A. Reliance: Owner is relying on all warranties, representations, and statements made by Bidder in this Contract/Proposal.

B. Reservation of Rights: Owner reserves the right to reject any and all bids, reserves the right to reject the low price bid, and reserves such other rights as are set forth in the Instructions to Bidders.

C. Acceptance: If this Contract/Proposal is accepted, Bidder shall be bound by each and every term, condition, or provision contained in this Contract/Proposal and in Owner's written notification of acceptance in the form included in this bound set of documents.

D. Remedies: Each of the rights and remedies reserved to Owner in this Contract/Proposal shall be cumulative and additional to any other or further remedies provided in law or equity or in this Contract/Proposal.

E. Time: Time is of the essence of this Contract/Proposal and, except where stated otherwise, references in this Contract/Proposal to days shall be construed to refer to calendar days.

F. No Waiver: No examination, inspection, investigation, test, measurement, review, determination, decision, certificate, or approval by Owner, whether before or after Owner's acceptance of this Contract/Proposal; nor any information or data supplied by Owner, whether before or after Owner's acceptance of this Contract/Proposal; nor any order by Owner for the payment of money; nor any payment for, or use, possession, or acceptance of, the whole or any part of the Services by Owner; nor any extension of time granted by Owner; nor any delay by Owner in exercising any right under this Contract/Proposal; nor any other act or omission of Owner shall constitute or be deemed to be an acceptance of any defective, damaged, or nonconforming Work, nor operate to waive or otherwise diminish the effect of any representation or warranty made by Bidder; or of any requirement or provision of this Contract/Proposal; or of any remedy, power, or right of Owner.

G. Severability: The provisions of this Contract/ Proposal shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract/Proposal shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Contract/Proposal shall be in any way affected thereby.

H. Amendments: No modification, addition, deletion, revision, alteration, or other change to this Contract/Proposal shall be effective unless and until such change is reduced to writing and executed and delivered by Owner and Bidder.

I. Assignment: Neither this Contract/Proposal, nor any interest herein, shall be assigned or subcontracted, in whole or in part, by Bidder except upon the prior written consent of Owner.

J. Governing Law: This Contract/Proposal, and the rights of the parties under this Contract/Proposal shall be interpreted according to the internal laws, but not the conflict of law rules, of the State of Illinois.

8. **Related Experience**

Bids must include a minimum of three (3) references for clients with whom your company currently maintains a contract or recently maintained a contract for services comparable to those specified in this Request for Bids. References and experience for municipal entities are preferred.

Name of Organization: Village of Hoffman Estates

Address: Multiple locations

Contract/Project(s) & Description(s): Roof maintenances, leak calls, & roof repairs

Length of Contract/Project(s): 10+ years

Contact Name & Phone Number: Paul Pentranco - 847-781-2718

Name of Organization: North Palos School District #117

Address: Multiple locations

Contract/Project(s) & Description(s): Roof maintenances, leak calls, & roof repairs

Length of Contract/Project(s): 8+ years

Contact Name & Phone Number: Dan Ford - 708-670-1773

Name of Organization: Community Unit School Dist #300

Address: Multiple locations

Contract/Project(s) & Description(s): Roof maintenances, leak calls, & roof repairs

Length of Contract/Project(s): 10+ years

Contact Name & Phone Number: Dan Opels - 224-760-2696

Name of Organization: _____

Address: _____

Contract/Project(s) & Description(s): _____

_____

Length of Contract/Project(s): _____

_____

Contact Name & Phone Number: _____

Name of Organization: _____

Address: _____

Contract/Project(s) & Description(s): _____

_____

Length of Contract/Project(s): _____

_____

Contact Name & Phone Number: _____

DATED this day of July 10th, 2025.

Bidder's Status: ( ) _____ (State) Corporation ; (X) IL. (State) Partnership; ( ) Individual Proprietor

Bidder's Name: Weatherguard Roofing Co.

Doing Business As (if different): N/A

Signature of Bidder or Authorized Agent: Roger Wahl

(corporate seal if corporation)

Printed Name: Roger Wahl

Title/Position: President

Bidder's Business Address: 345 Renner Drive, Elgin, IL. 60123

Bidder's Business Telephone: 847-888-3008

Contact Person: Dan Wahl - Michael Passarelli Phone: 847-888-3008

Contact Person E-Mail: dan@weatherguardroofing.net - mikep@weatherguardroofing.net

If a Corporation or Partnership, list all Officers or Partners:

NAME	TITLE	ADDRESS
Roger Wahl	President	345 Renner Dr., Elgin, IL. 60123
Sharon Wahl	Secretary	345 Renner Dr., Elgin, IL. 60123

If it is the Bidder's intention to utilize a subcontractor(s) to fulfill the requirements of this contract, the Village must be advised of the subcontractor's company name, address, telephone and fax numbers, and a contact person's name at the time of bid submittal.

Will you be utilizing a subcontractor? ☐ YES ☒ NO

If yes, have you included all required information with your bid submittal? ☐ YES ☒ NO

ACCEPTANCE

The Contract/Proposal attached hereto and by this reference incorporated herein and made a part hereof is hereby accepted by the order of Village of Northbrook ("Owner") this ____day of _____, 2025.

This Acceptance, together with the Contract/Proposal attached hereto, constitutes the entire and only agreement between the parties relating to the accomplishment of the Work and the compensation therefore and supersedes and merges any other prior or contemporaneous discussions, agreements, or understandings, whether written or oral, and shall prevail over any contradictory or inconsistent terms or conditions contained in any purchase order, acceptance, acknowledgment, invoice, or other standard form used by the parties in the performance of the Contract/Proposal. Any such contradictory or inconsistent terms or conditions shall be deemed objected to by Owner without further notice of objection and shall be of no effect nor in any circumstances binding upon Owner unless accepted by Owner in a written document plainly labeled "Amendment to Contract/Proposal." Acceptance or rejection by Owner of any such contradictory or inconsistent terms or conditions shall not constitute acceptance of any other contradictory or inconsistent terms or conditions.

(SEAL)

Attest/Witness:

By: _____
Derek Gau
Title: Village Clerk

VILLAGE OF NORTHBROOK

By: _____
Cara L. Pavlicek
Title: Village Manager

ATTACHMENT A

SPECIFICATIONS FOR THE
ROOF MAINTENANCE SERVICES AND EMERGENCY REPAIRS

General Objective. The primary objective of these specifications is to define the conditions under which roofs at one of the Owner's facilities are to be repaired upon the discovery of leaks and/or other deficiencies.

Scope of Services. The successful Contractor shall furnish all supervision, labor, tools, equipment, and materials necessary to periodically repair various leaks, roof deficiencies, and emergency repairs in buildings operated by the Owner.

PART 1. - GENERAL PROVISIONS

1.1 Administration and Additional Work. The Contractor will be under the direct administration of the Director Of Public Works (Director) or his designee. Any alterations or modifications of the Services performed under this contract shall be made only by written agreement between the Contractor and the Director and shall be made prior to commencement of the altered or modified Services. No claims for any extra work or materials shall be allowed unless pre-authorized by written agreement prior to commencement of said Services.

1.2 Work Crew Supervision and Certification. The Contractor shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor must be able to converse in the English language and shall be authorized by the Contractor to accept and act upon all directives issued by the Director or his designee. Failure of the Supervisor to act on said directives shall be sufficient cause to give written notice that the Contractor is in default of the contract unless such directives would create potential personal injury, property damage or safety hazards.

1.3 Protection of Public and Private Property. The Contractor shall exercise all necessary caution to protect all public and private property from injury or damage caused by the operations of the Contractor. Any practice obviously hazardous in the opinion of the Director or his designee shall be immediately discontinued by the Contractor upon receipt of either written or oral notice to discontinue such practice. The Contractor shall comply with all applicable OSHA, IDOL, and other Federal and State safety standards.

1.4 Observance of Laws, Ordinances and Regulations. The Contractor at all times during the term of this contract, shall observe and abide by all Federal, State, and local laws which in any way affect the conduct of the work and shall comply with all decrees and orders of courts of competent jurisdiction.

The Contractor shall comply fully and completely with any and all applicable State and Federal statutes, rules and regulations as they relate to hiring, wages, and any other applicable conditions of employment.

1.5 Scope of Work.
Services shall include minor roof repairs to prevent or resolve leaks and other minor deficiencies. Examples of the type of deficiencies to be corrected throughout the course of this agreement include, but are not limited to: minor roof repairs or projects, corroded flue stacks, separated laps, deteriorated sealant in sealant pans, missing storm collars, loose sheet metal, loose or missing shingles, gutter or downspout repairs, flashing leaks etc. Specific deficiencies and the required corrective actions will be determined on a case-by-case basis during an assessment by the Contractor and Owner.

1.6 Location and Schedule of Work. Location and schedule of work shall be on an as-needed basis. The Contractor shall repair any non-emergency deficiencies within ten (10) business days of a request for service by the OWNER and any emergency repairs/deficiencies within 8 hours of notification from Owner. Upon the completion of an assessment of the repair/deficiency, the Contractor shall provide the owner with a cost estimate for labor and materials. The Owner shall consent to this estimate prior to the start of Services.

Location of the Services shall occur at any of the following facilities operated by the OWNER:

Facility	Address	Roof Pitch	Type of Roof
Fire Station 10	650 Huehl Road	Steep Slope	Shingle
Fire Station 11	740 Dundee Road	Low Slope	Mineral Surfaced Modified Bitumen
Fire Station 12	1840 Shermer Road	Steep Slope	Shingle
Fleet Maintenance Garage	1227 Cedar Lane	Low Slope	Mineral Surfaced Modified Bitumen
Lake Front Pump Station	1195 Sheridan Road, Glencoe	Low Slope	Gravel Surfaced Built Up Roof Fully Adhered EPDM
Police Station	1401 Landwehr Road	Low Slope	Modified Bitumen
Public Works Center*	655 Huehl Road	Combination	Mineral Surfaced Modified Bitumen Single Ply Membrane (TPO)
RED Center	1842 Shermer Road	Steep Slope	Shingle
Water Filtration Plant	750 Dundee Road	Low Slope	Modified Bituman Built Up Roof Concrete - Holding Tanks
West Side Reservoir	3339 Walters Avenue	Low Slope	Modified Bituman Built Up Roof
Village Hall	1225 Cedar Lane	Combination	Slate IRMA Roof System

**New roof installed in 2024*
***The Village owns and maintains various other buildings not listed.*

The OWNER may, at its sole option, elect to add, remove or otherwise modify the locations with 10-day notice to the CONTRACTOR.

1.7 Concurrent Operations. The contract is a non-exclusive contract with the Owner. The Owner reserves the right to use other contractors or its own employees to perform Services similar to that being performed under the terms of this contract.

1.8 Working Hours. The Contractor will be allowed to schedule its normal work hours between 7:00 AM and 3:00 PM Monday through Friday. Work during other hours will be allowed only as authorized by the Director or his designee. No extra compensation will be allowed for Saturday work. Emergency work hours shall be approved by the Director or his designee prior to commencing work.

1.9 Licenses and Permits. Pursuant to Attachment A Section 1.13 (Special Contractor Certifications/Roofing License REQUIRED)of the Contract/Proposal, the Contractor shall, at its expense, procure all necessary licenses and permits needed to conduct the Services required under the terms of this contract.

1.10 Subcontracts. The Contractor will not be allowed to subcontract work under this contract unless prior written approval is granted by the Director. The Subcontractor, if approved, shall be bound by the conditions of the contract between the Owner and the Contractor.

1.11 Legal Responsibility and Insurance.

A. Notice to Proceed. The Contractor shall not commence work under this contract until a notice to proceed has been provided by the Owner.

B. Additional Insured. All insurance provided by the Contractor as required by Section 4 (Financial Assurance) Subsection B (Insurance) of the Contract/Proposal, shall be by an insurance carrier having at least an "A-" rating as defined by the Bests Key Rating Guide for coverage required, with the Owners named as an additional insured for all coverage, other than Worker's Compensation and Employer's Liability coverage. The Certificate of Insurance shall reflect the actual amount of insurance in force, not just the minimum requirement of the Contract.

B. Accident Notification. In the event of accidents, or incidents of any kind that may lead to claims for damage or injury, which involve the general public and/or private or public property, the Contractor shall immediately notify the Director or his designee and shall provide a full accounting of all details of the accident.

1.12 Acceptance of Bid.
The Owner reserves the right to accept or reject all bids and to waive informalities. Those submitting bids are encouraged to contact us to discuss any specific subject or problem, situation that may have been overlooked in the specification or concern that needs further clarification prior to the bid opening. One successful bidder will receive notification of successful bid upon acceptance of the bid by the Owner.

1.13 Special Contractor Certifications/Roofing License REQUIRED.
The Contractor shall maintain a valid "Unlimited Roofing License" for the entire duration of the contract. **Proof of a current license must be submitted with the initial bid**. If the Contractor's license expires or becomes invalid at any time during the contract term, the Owner reserves the right to terminate the agreement.

1.14 Term of Agreement. The initial term of this agreement shall on or about August 26, 2025 through April 30, 2026.

1.15 Renewal of Agreement. Owner reserves the right, but shall be under no obligation, to offer to renew the term of the agreement by one (1) year periods for a maximum of four (4) additional one year periods. If approved and accepted in writing by both the Contractor and the Owner. Funding for all subsequent renewals after the initial year is subject to annual budget review and approval by the Village of Northbrook Board of Trustees.

1.16 Payment Escalation.
In the event this agreement is extended in accordance with Section 1.15, the Contractor may request an escalation in the price for services to be performed under the extended agreement by giving written notice to the Village. The allowable escalation of the agreement shall be limited to the lesser of (i) the annual average percentage increase in the Chicago Consumer Price Index (CPI) for All Urban Consumers, as published by the Bureau of Labor Statistics (available at 312-353-1880 or www.bls.gov) for the previous 12-month period, or (ii) three percent (3%). Only one increase shall be allowed in any agreement extension period. The Village may elect to rebid the service in the event of such notice, but shall be obligated to rebid if a notice of price increase exceeds the CPI for the Chicago Metropolitan area.

PART 2. - FORFEITURE

Notwithstanding any other rights of cancellation contained herein, the Owner reserves the sole right to cancel this agreement, with or without cause, by serving notice to the Contractor, by certified mail, return receipt requested, of such intent to cancel this entire agreement no less than thirty (30) days prior to any such proposed cancellation date. Such cancellation to be without recourse, except for any sums owed to either party at the time of cancellation. The Contractor acknowledges that all work performed under this agreement is contingent upon the Village Board's approval of the funding for the work. The Contractor shall continue to perform all agreed upon work until the date of cancellation of the agreement.

Issuance of the cancellation notice by the Owner shall be indication of the intentions of the Owner to take the work out of the control of the Contractor and to re-let the work to other contractors. The cost of completing all the work and all expenses incurred by the Owner in completing the agreement shall be charged to the Contractor and shall be deducted and paid by the Owner out of such monies as may be due or may become due to said Contractor. Any deficiencies of monies required to complete the agreement by others shall be paid to the Owner by the Contractor forthwith and the bondsman will be held liable for any such deficiency. Should it become necessary for the Owner to declare the agreement in default, such default shall in no case relieve the Contractor or its bondsman of any of the conditions of the contract.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/22/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Hub International Midwest Ltd
1411 Opus Place, Suite 450
Downers Grove IL 60515

CONTACT NAME: CSUConstruction
PHONE (A/C, No, Ext): 630-468-5600 FAX (A/C, No): 630-468-5696
E-MAIL ADDRESS: CSUConstruction@hubinternational.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : National Fire Insurance Company of Hartford	20478
INSURER B : The Continental Insurance Company	35289
INSURER C : Accident Fund General Insurance Company	12304
INSURER D : Travelers Property Casualty Company of America	25674
INSURER E :	
INSURER F :	

INSURED
Weatherguard Roofing Co.
345 Renner Drive
Elgin IL 60123

WEATROO-01

COVERAGES **CERTIFICATE NUMBER:** 1939232588 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	X COMMERCIAL GENERAL LIABILITY			6075686553	11/13/2024	11/13/2025	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
	X XCU Cov Included						MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY X PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			6075686567	11/13/2024	11/13/2025	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB [X] OCCUR			6075686584	11/13/2024	11/13/2025	EACH OCCURRENCE	$ 10,000,000
	EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$ 10,000,000
	DED X RETENTION $ $10,000							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			3C WCP100065503	11/13/2024	11/13/2025	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] N/A						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
D	LEASED/RENTED EQUIPMENT SCHEDULED EQUIPMENT			QT-660-4X247510	11/13/2024	11/13/2025	$1,000 Ded	$150,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Proof of Insurance.

CERTIFICATE HOLDER

Proof of Insurance

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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State of Illinois

Department of Financial and Professional Regulation

Division of Professional Regulation

LICENSE NO.
104.012387
105.000549

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below:

EXPIRES:
12/31/2025

LICENSED ROOFING CONTRACTOR
UNLIMITED

WEATHERGUARD ROOFING CO
ROGER WAHL
345 RENNER DR
ELGIN, IL 60123-6901

MARIO TRETO, JR.
SECRETARY

SARAH SNOW
ACTING DIRECTOR

The official status of this license can be verified at IDFPR.illinois.gov

18352592

Cut on Dotted Line

WEATHERGUARD *Roofing Co.*

REFERENCE LIST

Company Name	Type of Company	Contact Name	Phone Number
Shales McNutt Construction	General Contractor	Josh Camponelli	847-622-1214
Lamp Incorporated	General Contractor	Rachael Lamp or Greg Bohlin	847-741-7220
Frederick Quinn	General Contractor	Fred Marino	630-628-2500
Efraim Carlson	General Contractor	Dave or Matt Hilstrom	847-573-1888
Village of Hoffman Estates	Local Government	Paul Pentranco	847-781-2718
Grayslake School District	Local Government	Keith Grinnell	847-878-8527
Hawthorn School District #73	Local Government	Mike Christensen	847-990-4475
Huntley School District #158	Local Government	Doug Renkosik	847-997-6655
Community Unit School Dist #300	Local Government	Dan Opels	224-760-2696
North Palos School District #117	Local Government	Dan Ford	708-670-1773
Antioch School District #34	Local Government	Bill Schenk	847-838-8386
Huntley Park District	Local Government	Bob Tures	224-325-6076
Elgin Community College	Local Government	Ed Cook	847-214-7357
Interstate Roof System Consutants	Roof Consultant	Thomas J. Varga	847-542-1460
Matanky Realty Group	Property Management	David E. Flores	312-593-5830

Mustang Construction	Property Owner/Management	Linda Helmold	630-355-8094
First American Bank	Property Owner	Mark Licht	847-586-2004
Custom Aluminum	Property Owner	Sal Castoro	847-741-6333

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Chief Information Officer Lori Baker
Date: 2025-08-26
Subject: A Resolution Approving a Service Order for an Internet Service Upgrade with Comcast Business

Overview

This Resolution approves a service order to upgrade the Village's existing Internet service with Comcast Business.

Fiscal Impact

The adopted FY26 budget provides funding in Account Number 11-1400-537-07 (Telephone Service / Internet) for the Village's various Internet services in the amount of $63,345.

Recommendation

Approval.

Background

For several years, the Village has used redundant Internet services from different Internet service providers. Given the increased reliance and utilization of cloud-hosted applications and data, Internet services need to be upgraded to keep up with the bandwidth demand. These Internet services are used by all Departments at the Village.

One of the Internet service providers for the Village is Comcast Business. The Village's Comcast Internet service is currently on a month-to-month contract, as the previous 36-month contract expired in January 2025. After evaluating the current and future planned usage of this service, the Village's Information Technology (IT) Department agrees that an upgrade is appropriate. Since the Village has been using the Comcast Internet service for the past several years, service has been exceptional with minimal outages or disruptions. Because of this, IT Staff recommends continuing to utilize the same Comcast Internet service but with an upgrade.

Village IT Staff requested and received a proposal from Comcast Business in an amount of $1,244.95 a month with a 36-month term for the required Internet service upgrade. This upgrade does require Comcast to replace their existing equipment at the Village, which is

common for this type of upgrade, but does not require the installation of a new circuit.

The Village's Annual Budget for FY26 includes funding to cover the cost of the Internet upgrade. Future budget requests will include sufficient funding to cover year 2 and 3 of the 36-month term.

Based on these factors, Village IT Staff recommends executing the Service Order Agreement with Comcast Business in an amount not to exceed $1,244.95 a month for the next 36 months.

Staff will be available at the meeting of the Board of Trustees on August 26, 2025, to address any questions that may arise.

A Resolution Approving a Service Order for an Internet Service Upgrade with Comcast Business
Exhibit - Comcast Business Sales Order Form

Resolution 2025-

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Approving a Service Order for an Internet Service Upgrade with Comcast Business

is hereby adopted, as follows:

Section 1. Recitals.

The Fiscal Year 2025/2026 annual budget provides funding for the upgrade of Internet services ("***Service***") for use by all Departments of the Village. Village Information Technology (IT) staff has determined that an upgrade of the Village's existing Internet Service is required to continue to support the needs of the Village.

Village staff received a quote ("***Service Order***) from Comcast Business ("***Vendor***") for an upgrade to the existing Service in the amount of $1,244.95 per month, with a 36-month term.

Based on these factors, Village staff recommends procuring the Service from the Vendor in a not-to-exceed amount of $1,244.95 per month. Sufficient funds exist in Account No. 11-1400-537-07 for this expenditure.

The President and the Board of Trustees have considered the Service Order and determined that it is in the best interests of the Village and the public to enter into the Service Order with the Vendor.

Section 2. Approval of Service Order.

The Village Manager shall be, is hereby, authorized and directed to execute all such documents and make such payments as are necessary to complete the procurement of the Service from the Vendor in a not-to-exceed amount of $1,244.95 per month for the 36-month term.

ATTEST:

_____
Village President

_____
Village Clerk

Docusign Envelope ID: B19DBFAB-8C63-40C4-B74C-C3B9564E74F9

BUSINESS

COMCAST ENTERPRISE SERVICES SALES ORDER FORM

MSA ID#: IL-393759-mazad | SO ID#: IL-393759-mazad-28928737 | Account Name: Village of Northbrook

CUSTOMER INFORMATION (for notices)

Primary Contact:	Lori Baker	Billing Account Name	Village of Northbrook
Title:	Chief Information Officer	Billing Name (3rd Party Accounts)	
Address 1:	1225 Cedar Lane	Billing Contact:	Lori Baker
Address 2:		Title:	Chief Information Officer
City:	Northbrook	Phone:	847.664.4080
State:	IL	Cell:	
Zip:	60062	Fax:	
Phone:	847.664.4080	Email:	Lori.Baker@northbrook.il.us
Cell:			
Fax:			
Email:	Lori.Baker@northbrook.il.us		

INVOICE ADDRESS

Address 1:	1225 Cedar Lane
Address 2:	
City:	Northbrook
State:	IL
Zip Code:	60062
Tax Exempt:	Yes

* If Yes, please provide and attach all applicable tax exemption certificates

SUMMARY OF CHARGES (Details on following pages)

Service Term (Months): 36

SUMMARY OF SERVICE CHARGES*

Current Monthly Recurring Charges:	$855.00
Current Trunk Services Monthly Recurring Charges:	$0.00
Total Current Monthly Recurring Charges (all Services):	**$855.00**
Change Monthly Recurring Charges:	$350.00
Change Trunk Services Monthly Recurring Charges:	$0.00
Change Monthly Recurring Charges (all Services):	**$350.00**
Total Monthly Recurring Charges:	$1,205.00
Total Trunk Services Monthly Recurring Charges:	$0.00
Total Monthly Recurring Charges (all Services):	**$1,205.00**

SUMMARY OF STANDARD INSTALLATION FEES*

Total Standard Installation Fees:	$0.00
Total Trunk Services Standard Installation Fees:	$0.00
Total Standard Installation Fees (all Services):	**$0.00**

SUMMARY OF CUSTOM INSTALLATION FEES*

Total Custom Installation Fee:	**$0.00**

SUMMARY OF MONTHLY EQUIPMENT FEES*

Current Services Equipment Fee Monthly Recurring Charges:	$39.95
Current Trunk Services Equipment Fee Monthly Recurring Charges:	$0.00
Current Equipment Fee Monthly Recurring Charges (All Services):	**$39.95**
Change Services Equipment Fee Monthly Recurring Charges:	$0.00
Change Trunk Services Equipment Fee Monthly Recurring Charges:	$0.00
Change Equipment Fee Monthly Recurring Charges (All Services):	**$0.00**
Total Service Equipment Fee Monthly Recurring Charges	**$39.95**
Total Trunk Service Equipment Fee Monthly Recurring Charges	**$0.00**
Total Equipment Fee Monthly Recurring Charges (All Services)	**$39.95**

*Note: Charges identified in the Sales Order are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees, surcharges and recoupments (however designated). Please refer to your Comcast Enterprise Services Master Services Agreement (MSA) for specific detail regarding such charges. Customer shall pay Comcast one hundred percent (100%) of the non-amortized Custom Installation Fees prior to the installation of Service. The existence of Hazardous Materials at the Service Location or a change in installation due to an Engineering Review may result in changes to the Custom and/or Standard Installation Fees payable by Customer.

GENERAL COMMENTS

AGREEMENT

This Comcast Enterprise Services Sales Order Form ("Sales Order") shall be effective upon acceptance by Comcast. This Sales Order is made a part of the Comcast Enterprise Services Master Services Agreement, entered between Comcast and the undersigned and is subject to the Product Specific Attachment for the Service(s) ordered herein, located at http://business.comcast.com/terms-conditions-ent, (the "Agreement") . Unless otherwise indicated herein, capitalized words shall have the same meaning as in the Agreement.

By purchasing Comcast voice services, you are giving Comcast Business permission to request a copy of the Customer Service Record(s) from your existing carrier(s). Customer Service Records include the telephone numbers listed on the account(s) and may also include information related to services provided by such carrier(s).

COMPANY ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THIS 911 NOTICE:

Your Comcast Business Voice Services set forth in this Sales Order (the "Voice Services") have the following 911 limitations:

- In order for 911 calls to be properly directed to emergency services using the Voice Services, Customer must provide and maintain the correct service address information ("Registered Service Location") for each telephone number and extension used by Customer. The Registered Service Location should also include information such as floor and office number as appropriate.
- If the Voice Services are moved to, or used in, a different location without Customer providing an updated Registered Service Location, 911 calls may be directed to the wrong emergency authority, may transmit the wrong address, and/or the Voice Services (including 911) may fail altogether. Customer's use of a telephone number not associated with its geographic location, or a failure to allot sufficient time for a Registered Service Location change to be processed, may increase these risks.
- Customer is solely responsible for programming its telephone system to map each telephone number and extension to the correct location, and for updating the telephone system as necessary to reflect moves or additions of stations.
- Customer 911 calls may be sent to an emergency call center where an agent will ask for the caller's name, telephone number, and location, and then will contact the local emergency authority.
- The Voice Services use electrical power in the Customer's premises. If there is an electrical power outage, 911 calling may be interrupted if back-up power is not installed, fails, or is exhausted. Voice Services that rely on a broadband connection may also be interrupted if the broadband service fails.
- Calls using the Voice Services, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network equipment and/or power failure, a broadband connection failure, or another technical problem.
- Failure by Customer to make updates to the Registered Service Location, including updates to restore service address to the original Registered Service Location, or failure to allot sufficient time for the Service Location update provisioning to complete may result in emergency services being dispatched to the incorrect Service Location.
- Customers should call Comcast at 800-741-4141 if they have any questions or need to update the Registered Service Location in the E911 system.

BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES THAT IT HAS READ AND UNDERSTANDS THE FOREGOING 911 NOTICE AND THE 911 LIMITATIONS OF THE VOICE SERVICES.

By signing below, Customer acknowledges, agrees to and accepts the terms and conditions of this Sa[illegible]

CUSTOMER USE ONLY (by authorized representative)		(authorized representative)	
Signature:	Signature: Signed by: Michael J. Mazza 172084D2B1BA448...	Sales Rep:	Taylor Doyle
Name:	Name: Michael J. Mazza	Sales Rep E-Mail:	Taylor_Doyle@comcast.com
Title:	Title: Vice President	Region:	Chicago
Date:	Date: 8/11/2025	Division:	Central

COMCAST BUSINESS

COMCAST ENTERPRISE SERVICES SALES ORDER FORM

SERVICES AND PRICING

Account Name: Village of Northbrook **Date:** 8/6/2025

MSA ID#: IL-393759-mazad **SO ID#:** IL-393759-mazad-28928737

Short Description of Service:

Service Term: 36 MONTHS

Solution Charges

Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Tax Jurisdiction	Qty	Monthly	One-Time
001	Renew	Remove	EDI - Network Interface - Gig E	Port	[redacted]	-	Interstate	1	$0.00	$0.00
002	Renew	Remove	EDI - Bandwidth	200 Mbps		-	Interstate	1	($800.00)	$0.00
003	Renew	Remove	IPv4 Static Address Block /27 (30)	Static IP		-	Interstate	1	($55.00)	$0.00
004	-	-	-		-	-			$0.00	$0.00
005	Renew	Add	EDI - Network Interface - Gig E	Port	[redacted]	-	Interstate	1	$0.00	$0.00
006	Renew	Add	EDI - Bandwidth	1000 Mbps		-	Interstate	1	$1,150.00	$0.00
007	Renew	Add	IPv4 Static Address Block /27 (30)	Static IP		-	Interstate	1	$55.00	$0.00
008	-	-	-		-	-			$0.00	$0.00
009	-	-	-		-	-			$0.00	$0.00
010	-	-	-		-	-			$0.00	$0.00
011	-	-	-		-	-			$0.00	$0.00
012	-	-	-		-	-			$0.00	$0.00
013	-	-	-		-	-			$0.00	$0.00
014	-	-	-		-	-			$0.00	$0.00
015	-	-	-		-	-			$0.00	$0.00
016	-	-	-		-	-			$0.00	$0.00
017	-	-	-		-	-			$0.00	$0.00
018	-	-	-		-	-			$0.00	$0.00
019	-	-	-		-	-			$0.00	$0.00
020	-	-	-		-	-			$0.00	$0.00
021	-	-	-		-	-			$0.00	$0.00
022	-	-	-		-	-			$0.00	$0.00
023	-	-	-		-	-			$0.00	$0.00
024	-	-	-		-	-			$0.00	$0.00
025	-	-	-		-	-			$0.00	$0.00
026	-	-	-		-	-			$0.00	$0.00
027	-	-	-		-	-			$0.00	$0.00
028	-	-	-		-	-			$0.00	$0.00
029	-	-	-		-	-			$0.00	$0.00
030	-	-	-		-	-			$0.00	$0.00
031	-	-	-		-	-			$0.00	$0.00
032	-	-	-		-	-			$0.00	$0.00
033	-	-	-		-	-			$0.00	$0.00
034	-	-	-		-	-			$0.00	$0.00
035	-	-	-		-	-			$0.00	$0.00
036	-	-	-		-	-			$0.00	$0.00
037	-	-	-		-	-			$0.00	$0.00
038	-	-	-		-	-			$0.00	$0.00
039	-	-	-		-	-			$0.00	$0.00
040	-	-	-		-	-			$0.00	$0.00
041	-	-	-		-	-			$0.00	$0.00
042	-	-	-		-	-			$0.00	$0.00
043	-	-	-		-	-			$0.00	$0.00
044	-	-	-		-	-			$0.00	$0.00
045	-	-	-		-	-			$0.00	$0.00
046	-	-	-		-	-			$0.00	$0.00
047	-	-	-		-	-			$0.00	$0.00
048	-	-	-		-	-			$0.00	$0.00
049	-	-	-		-	-			$0.00	$0.00
050	-	-	-		-	-			$0.00	$0.00

* Services Location Details attached Charges are Exclusive of Equipment Fees

PAGE 2 SUBTOTAL: $350.00 $0.00

COMCAST BUSINESS

COMCAST ENTERPRISE SERVICES SALES ORDER FORM

SERVICES AND PRICING

Account Name: Village of Northbrook **Date:** 8/6/2025

MSA ID#: IL-393759-mazad **SO ID#:** IL-393759-mazad-28928737

Solution Charges

Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Tax Jurisdiction	Qty	Monthly	One-Time
051	-	-	-		-	-			$0.00	$0.00
052	-	-	-		-	-			$0.00	$0.00
053	-	-	-		-	-			$0.00	$0.00
054	-	-	-		-	-			$0.00	$0.00
055	-	-	-		-	-			$0.00	$0.00
056	-	-	-		-	-			$0.00	$0.00
057	-	-	-		-	-			$0.00	$0.00
058	-	-	-		-	-			$0.00	$0.00
059	-	-	-		-	-			$0.00	$0.00
060	-	-	-		-	-			$0.00	$0.00
061	-	-	-		-	-			$0.00	$0.00
062	-	-	-		-	-			$0.00	$0.00
063	-	-	-		-	-			$0.00	$0.00
064	-	-	-		-	-			$0.00	$0.00
065	-	-	-		-	-			$0.00	$0.00
066	-	-	-		-	-			$0.00	$0.00
067	-	-	-		-	-			$0.00	$0.00
068	-	-	-		-	-			$0.00	$0.00
069	-	-	-		-	-			$0.00	$0.00
070	-	-	-		-	-			$0.00	$0.00
071	-	-	-		-	-			$0.00	$0.00
072	-	-	-		-	-			$0.00	$0.00
073	-	-	-		-	-			$0.00	$0.00
074	-	-	-		-	-			$0.00	$0.00
075	-	-	-		-	-			$0.00	$0.00
076	-	-	-		-	-			$0.00	$0.00
077	-	-	-		-	-			$0.00	$0.00
078	-	-	-		-	-			$0.00	$0.00
079	-	-	-		-	-			$0.00	$0.00
080	-	-	-		-	-			$0.00	$0.00
081	-	-	-		-	-			$0.00	$0.00
082	-	-	-		-	-			$0.00	$0.00
083	-	-	-		-	-			$0.00	$0.00
084	-	-	-		-	-			$0.00	$0.00
085	-	-	-		-	-			$0.00	$0.00
086	-	-	-		-	-			$0.00	$0.00
087	-	-	-		-	-			$0.00	$0.00
088	-	-	-		-	-			$0.00	$0.00
089	-	-	-		-	-			$0.00	$0.00
090	-	-	-		-	-			$0.00	$0.00
091	-	-	-		-	-			$0.00	$0.00
092	-	-	-		-	-			$0.00	$0.00
093	-	-	-		-	-			$0.00	$0.00
094	-	-	-		-	-			$0.00	$0.00
095	-	-	-		-	-			$0.00	$0.00
096	-	-	-		-	-			$0.00	$0.00
097	-	-	-		-	-			$0.00	$0.00
098	-	-	-		-	-			$0.00	$0.00
099	-	-	-		-	-			$0.00	$0.00
100	-	-	-		-	-			$0.00	$0.00
101	-	-	-		-	-			$0.00	$0.00
102	-	-	-		-	-			$0.00	$0.00

* Services Location Details attached Charges are Exclusive of Equipment Fees

PAGE 3 SUBTOTAL: $0.00 $0.00

COMCAST BUSINESS

COMCAST ENTERPRISE SERVICES SALES ORDER FORM

SERVICES AND PRICING

Account Name: Village of Northbrook **Date:** 8/6/2025

MSA ID#: IL-393759-mazad **SO ID#:** IL-393759-mazad-28928737

Solution Charges

Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Tax Jurisdiction	Qty	Monthly	One-Time
103	-	-	-		-	-			$0.00	$0.00
104	-	-	-		-	-			$0.00	$0.00
105	-	-	-		-	-			$0.00	$0.00
106	-	-	-		-	-			$0.00	$0.00
107	-	-	-		-	-			$0.00	$0.00
108	-	-	-		-	-			$0.00	$0.00
109	-	-	-		-	-			$0.00	$0.00
110	-	-	-		-	-			$0.00	$0.00
111	-	-	-		-	-			$0.00	$0.00
112	-	-	-		-	-			$0.00	$0.00
113	-	-	-		-	-			$0.00	$0.00
114	-	-	-		-	-			$0.00	$0.00
115	-	-	-		-	-			$0.00	$0.00
116	-	-	-		-	-			$0.00	$0.00
117	-	-	-		-	-			$0.00	$0.00
118	-	-	-		-	-			$0.00	$0.00
119	-	-	-		-	-			$0.00	$0.00
120	-	-	-		-	-			$0.00	$0.00
121	-	-	-		-	-			$0.00	$0.00
122	-	-	-		-	-			$0.00	$0.00
123	-	-	-		-	-			$0.00	$0.00
124	-	-	-		-	-			$0.00	$0.00
125	-	-	-		-	-			$0.00	$0.00
126	-	-	-		-	-			$0.00	$0.00
127	-	-	-		-	-			$0.00	$0.00
128	-	-	-		-	-			$0.00	$0.00
129	-	-	-		-	-			$0.00	$0.00
130	-	-	-		-	-			$0.00	$0.00
131	-	-	-		-	-			$0.00	$0.00
132	-	-	-		-	-			$0.00	$0.00
133	-	-	-		-	-			$0.00	$0.00
134	-	-	-		-	-			$0.00	$0.00
135	-	-	-		-	-			$0.00	$0.00
136	-	-	-		-	-			$0.00	$0.00
137	-	-	-		-	-			$0.00	$0.00
138	-	-	-		-	-			$0.00	$0.00
139	-	-	-		-	-			$0.00	$0.00
140	-	-	-		-	-			$0.00	$0.00
141	-	-	-		-	-			$0.00	$0.00
142	-	-	-		-	-			$0.00	$0.00
143	-	-	-		-	-			$0.00	$0.00
144	-	-	-		-	-			$0.00	$0.00
145	-	-	-		-	-			$0.00	$0.00
146	-	-	-		-	-			$0.00	$0.00
147	-	-	-		-	-			$0.00	$0.00
148	-	-	-		-	-			$0.00	$0.00
149	-	-	-		-	-			$0.00	$0.00
150	-	-	-		-	-			$0.00	$0.00
151	-	-	-		-	-			$0.00	$0.00
152	-	-	-		-	-			$0.00	$0.00
153	-	-	-		-	-			$0.00	$0.00

* Services Location Details attached Charges are Exclusive of Equipment Fees

PAGE 4 SUBTOTAL: $0.00 $0.00

COMCAST BUSINESS

COMCAST ENTERPRISE SERVICES SALES ORDER FORM

SERVICE LOCATION DETAIL INFORMATION

Date: 8/6/2025 **MSA ID#:** IL-393759-mazad **SO ID#:** IL-393759-mazad-28928737 **Account Name:** Village of Northbrook

Line	Location Name/Site ID	Address 1	Address 2	City	State	Zip Code	Incremental Equipment Fee	Technical/Local Contact Name	Technical/Local Contact Phone #	Technical/Local Contact Email Address	Technical Contact On Site (Yes/No)
1	[redacted]	[redacted]		Northbrook	IL	60062	$0.00	Bobby Miller	847-664-4091	bobby.miller@northbrook.il.us	[redacted]
2	-										
3	-										
4	-										
5	-										
6	-										
7	-										
8	-										
9	-										
10	-										
11	-										
12	-										
13	-										
14	-										
15	-										
16	-										
17	-										
18	-										
19	-										
20	-										
21	-										
22	-										
23	-										
24	-										
25	-										
26	-										
27	-										
28	-										
29	-										
30	-										
31	-										
32	-										
33	-										
34	-										
35	-										
36	-										
37	-										

COMCAST BUSINESS

COMCAST ENTERPRISE SERVICES SALES ORDER FORM

SERVICE LOCATION DETAIL INFORMATION

Date: 8/6/2025 MSA ID#: IL-393759-mazad SO ID#: IL-393759-mazad-28928737 Account Name: Village of Northbrook

Line	Location Name/Site ID	Address 1	Address 2	City	State	Zip Code	Incremental Equipment Fee	Technical/Local Contact Name	Technical/Local Contact Phone #	Technical/Local Contact Email Address	Technical Contact On Site (Yes/No)
38	-										
39	-										
40	-										
41	-										
42	-										
43	-										
44	-										
45	-										
46	-										
47	-										
48	-										
49	-										
50	-										
51	-										
52	-										
53	-										
54	-										
55	-										
56	-										
57	-										
58	-										
59	-										
60	-										
61	-										
62	-										
63	-										
64	-										
65	-										
66	-										
67	-										
68	-										
69	-										
70	-										
71	-										
72	-										
73	-										
74	-										
75	-										
76	-										
77	-										
78	-										
79	-										
80	-										

COMCAST BUSINESS

COMCAST TRUNK SERVICES SALES ORDER FORM

SUMMARY OF TRUNK SERVICES AND PRICING

Date: 8/6/2025 MSA ID#: IL-393759-mazad SO ID#: IL-393759-mazad-28928737 Account Name: Village of Northbrook

Service Term: 36 MONTHS

																									Solution Charges		
Site	Location Name/Site ID	# Full PRI	# Fractional PRI	# Additional Channels PORT 1	# Additional Channels PORT 2	# Additional Channels PORT 3	# Additional Channels PORT 4	# Additional Channels PORT 5	# Additional Channels PORT 6	# Additional Channels PORT 7	# Additional Channels PORT 8	SIP Trunk CCS	# of 1 TN Blocks	# of 20 TN Blocks	# of 100 TN Blocks	# of 200 TN Blocks	# of 500 TN Blocks	# of 1000 TN Blocks	# of RCF TNs	# of Toll Free #'s	# of Trunk Groups	# of Trunk Groups with DNIS	Monthly Call Detail Record	Existing Customer	Existing Customer MRC	Existing Customer Equip Fee MRC	Total Customer MRC	Incremental Monthly Equipment Fee	Incremental Monthly Recurring Charges	Standard Installation Fees
1																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
3																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
4																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
5																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
9																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
10																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
12																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
13																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
14																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
15																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
16																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
17																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
18																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
19																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
20																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
21																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
22																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
23																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
24																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
25																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
26																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
27																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
28																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
29																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
30																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
31																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
32																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
33																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
34																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
35																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
36																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
37																									$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
																						Page 7 Total:			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Chief Financial Officer Steve Drazner
Date: 2025-08-26
Subject: An Ordinance Amending the Fiscal Year 2026 Annual Budget for the Village of Northbrook, Illinois

Overview
On a continual basis, staff evaluates expenditures to ascertain that there are no significant budget overages which may be due to various factors, including but not limited to, supply chain issues, unexpected capital costs, etc. Staff then brings forward an Ordinance for amending the adopted budget to appropriate necessary funds that consist of carryforward appropriations from the prior year, reallocations between or among accounts, and new money requests.

Fiscal Impact
The Ordinance includes the following:

- "New funding" amendments totaling $857,392 which will either reduce a budgeted surplus or increase a budgeted deficit.
- "Carryover" amendments which shifts some or all of an unspent appropriation from the prior fiscal year to the current fiscal year budget. This type of amendment shifts an unspent appropriation from the prior year to the current fiscal year. The carryover amount is included in the current fiscal years beginning fund balance since it was never spent last year. The requested carryover amount in this batch of amendments totals $503,913.
- "Reallocation" amendments which are merely moving funds between or among accounts. These have no net impact on the Village's finances or fund balance, as staff is merely requesting to shift unused appropriations from one account to another account.

Recommendation
Approval.

Background
An Ordinance has been prepared to modify specific appropriations in the Fiscal Year 2026 Adopted Budget. On a continual basis, staff evaluates expenditures to ascertain that there are no significant overages. When an actual expenditure in any particular general ledger account exceeds the amount appropriated, a budget amendment is usually required.

From a legal perspective, as long as the sum of all aggregated expenditures in each Fund are

at or below that Fund's aggregated appropriations, budget amendments are not required. However, the Village reviews its actual budget variances at the general ledger account level as well as the Fund level, and therefore, staff takes a somewhat stricter approach for budget amendments than the State statutory legal requirement.

There are three types of budget amendments as outlined below:

1) A "reallocation" amendment is merely moving a portion of an unspent appropriation from one general ledger account to another general ledger account. Such reallocations may be within the same operating department, different operating departments, or even different Funds. The Q4 amendment contains twelve reallocation amendments which will have no impact on overall fund balance.

2) A "carryover" amendment is often used when a prior fiscal year appropriation is not completely expended. The unexpended amount from the prior fiscal year may then be "carried over" into the current fiscal year. Such carryover amendments should not be viewed negatively from a financial standpoint, as the payment or expense is often only a timing issue between two consecutive fiscal years. Examples of when a carryover amendment may be required can be delays between ordering and receiving goods/services (overlapping two fiscal years), installment billing for larger capital projects spanning over more than one year, and when merchandise is unavailable and a purchase or delivery is deferred by the vendor or village. The carryover amendments for consideration in this request total $503,913.

3) "New funding" amendments are for adding an additional appropriation above and beyond what was previously adopted by the Village Board. Such new funding requests are often needed when unexpected costs are incurred or the costs included in the original appropriations were underestimated. New money funding appropriations will either reduce a year-end surplus or add to a year-end deficit. The total new funding budget amendments for Board consideration as included herein total $857,392. Of this amount, $537,900 is needed to pay for the annual debt service on the recently issued Series 2025 GO Bonds which were issued after the FY26 Budget was adopted.

The Ordinance also reflects a mid-year update to the Position Classification System and Pay Plan Schedule incorporated in the Budget as an Appendix and establishes hiring ranges and other compensation for designated employees. Amendments include an adjustment to several pay ranges to maintain market competitiveness and associated costs are provided for in the adopted FY26 Budget. In addition, a wellness incentive for full-time, non-union employees who voluntarily participate in an annual wellness screening (union employees eligible for Village health insurance have established incentives under the collective bargaining agreements) is established. The cost of the incentive is offset by a rebate received by the Village from the Intergovernmental Personnel Benefit Cooperative (IPBC), an intergovernmental agency created under Illinois statutes. The Village participates in IPBC for insurance for eligible Village employees for qualifying wellness activities.

Ordinance Amending FY26 Budget
FY26 Q1 Budget Amendment Summary and Detail
Appendix A Pay Plan 8.26.2025

Ordinance 2025-__

BE IT ORDAINED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois THAT:

An Ordinance Amending the Fiscal Year 2026 Annual Budget for the Village of Northbrook, Illinois

is hereby adopted, as follows:

Section 1. Fiscal Year 2026 Annual Budget Amendment.

The following expenditures as contained in the Fiscal Year 2026 Annual Budget are hereby amended as set forth in the "Requested Budget Amendments by Line Item," attached hereto and incorporated herein by reference. Further the Position Classification System and Pay Plan Schedule as contained in the Fiscal Year 2026 Annual Budget Appendix is hereby amended as attached hereto as Appendix A.

Section 2. Severability and Repeal of Inconsistent Ordinances.

If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. Effective Date.

This Ordinance shall be in full force and effect after its approval, passage and publication as provided by law.

ADOPTED:

AYES: ( )

NAYS: ( )

ABSENT: ( )

ABSTAIN: ( )

_____
Village President

ATTEST:

_____
Village

Requested Budget Amendments by Line Item

Fiscal Year 2026, Q1 (8/26/25)

Managing

GL#	Account Description	Fund	Department/Division	Budget Amount Tracker	Current	Amended	Net Change	Key Code
11-1110-554-00	Other Professional Services	General	Legislative (VMO)	A	60,000	340,000	280,000	CF
11-1110-554-00	Other Professional Services	General	Legislative (VMO)	A	340,000	420,000	80,000	CF
11-1120-554-00	Other Professional Services	General	Administrative (VMO)		35,000	122,776	87,776	CF
11-3100-649-00	Tools	General	Fire		150,230	154,880	4,650	CF
11-3100-708-00	Vehicles	General	Fire		1,425,928	1,434,598	8,670	CF
11-6300-554-00	Other Professional Services	General	DPS	B	163,600	206,417	42,817	CF
							503,913	

GL#	Account Description	Fund	Department/Division	Budget Amount Tracker	Current	Amended	Net Change	Key Code
11-6300-501-01	Regular Salaries	General	DPS		1,392,830	1,292,830	(100,000)	RA
11-6300-554-00	Other Professional Services	General	DPS	B	206,417	306,417	100,000	RA
11-6300-511-00	IMRF Employer Contributions	General	DPS		121,680	112,880	(8,800)	RA
11-6300-554-00	Other Professional Services	General	DPS	B	306,417	315,217	8,800	RA
11-6300-512-00	FICA Employer Contributions	General	DPS		112,860	105,660	(7,200)	RA
11-6300-554-00	Other Professional Services	General	DPS	B	315,217	322,417	7,200	RA
11-6300-514-00	Employee Health Insurance	General	DPS		345,060	326,060	(19,000)	RA
11-6300-554-00	Other Professional Services	General	DPS	B	322,417	341,417	19,000	RA
							-	

GL#	Account Description	Fund	Department/Division	Budget Amount Tracker	Current	Amended	Net Change	Key Code
11-1120-554-05	Communications	General	Administrative (VMO)		25,750	80,750	55,000	N
11-2100-554-00	Other Professional Services	General	Police		45,000	114,600	69,600	N
11-2100-708-00	Vehicles	General	Police		131,240	185,598	54,358	N
13-8100-852-46	Debt Service - Interest	Debt Service	Finance		-	177,942	177,942	N
21-8100-852-46	Debt Service - Interest	Water	Finance		-	359,958	359,958	N
33-6500-554-00	Other Professional Services	Affordable Housing	DPS		525,000	665,534	140,534	N
							857,392	

TOTAL **$ 1,361,305**

Key: CF=Prior Year Carryforward N=New Funding RA= Reallocation

FISCAL YEAR 2026 BUDGET AMENDMENT REQUEST

PRIOR YEAR CARRYOVER REQUEST

Submitted by: Sam Reiss
Title: Assistant to the Village Manager

	Prior Yr Budget From **GL #**	Current Yr Budget To **GL #**	Prior Yr. **Budget**	Prior Yr. **Unspent**	Current Yr Budget	Requested C/O Amount	Recommended Current Yr Amended	
	11-1110-554-00	11-1110-554-00	739,000	496,425	60,000	280,000	340,000	Amendment #1
	11-1110-554-00	11-1110-554-00			340,000	80,000	420,000	Amendment #2
Account Descriptions →	Other Professional Services	Other Professional Services						
Budget Page # →	78	83			TOTAL	360,000		

Explanation Below

Amendment #1

At the May 28, 2024 Village Board meeting the Board approved a contract with LRS for the collection of solid waste in Northbrook. Due to the increase in the base rate of service and for the successor agreement, at the June 18, 2024 meeting the Board of Trustees approved a rate smoothing mechanism in an amount not-to exceed $690,000 for residents with a 35-gal or 64-gal cart with once-a-week pickup. $219,702 in funds have been used in FY25.

A 'Carryover' of $280,000 will continue the rate smoothing mechanism for residents with a 35-gal or 64-gal cart with once-a-week pickup and 35-gal composting cart ("All In Composting") through August 31, 2025. This will leave a remaining unspent prior year budget of $216,425, some of which will be used for Amendment #2.

Amendment #2

1. At the June 10, 2025 Village Board meeting the Village Board approved Resolution 2025-R-95 Authorizing the Village Manager to Prepare the Necessary Actions to Engage BerryDunn for Strategic Planning Services.

Overview: The Village desires to develop its first Strategic Plan via a planning process that will identify key community priorities and direct future budgeting initiatives in order to help maintain the Village's strong sense of community.

2. At the July 22, 2025 Village Board Meeting the Village Board approved Resolution 2025-R-118 Confirming the Execution of an Agreement with Berry, Dunn, McNeil & Parker, LLC for Strategic Planning Services.

Overview: As directed by the Village Board on June 10, 2025, Berry Dunn has been engaged to support the development of a first Strategic Plan to identify key community priorities and direct future budgeting initiatives in order to help maintain the Village's strong sense of community.

3. BerryDunn provided a proposal to provide the Strategic Planning Services for a total cost of $86,200, plus reimbursable out of pocket travel expenses estimated at $8,700 a year.

4. Staff recommends carrying over $80,000 for Berry Dunn as part of the prior year unspent budget of $496,425 shown above.

FISCAL YEAR 2026 BUDGET AMENDMENT REQUEST

PRIOR YEAR CARRYOVER REQUEST

Submitted by: Lori Baker

Title: Chief Information Officer

	Prior Yr Budget From **GL #**	Current Yr Budget To **GL #**	Prior Yr. **Budget**	Prior Yr. **Unspent**	Current Yr Budget	Requested C/O Amount	Recommended Current Yr Amended
	11-1120-554-00	11-1120-554-00	190,600	87,776	35,000	87,776	122,776
Account Descriptions →	Other Professional Services	Other Professional Services					
Budget Page # →	90	95					

Explanation Below

Baecore was contracted in FY25 to assist the Villge in preparing the data and internal processes in preparation for the BS&A Cloud ERP Migration project. This project was approved by the Board and executed in January 2025. The projects started in April 2025 once Baecore staffing was available. As per the contract, the initial 75% was paid upon contract execution and plan. The remaining 25% will be due when other project milestones are met in FY26 ; there is the possibility for additional projects, the entire amount of the unspent funds are needed.

FISCAL YEAR 2026 BUDGET AMENDMENT REQUEST

PRIOR YEAR CARRYOVER REQUEST

Submitted by: Joel Eaton
Title: Deputy Fire Chief

	Prior Yr Budget From **GL #**	Current Yr Budget To **GL #**	Prior Yr. **Budget**	Prior Yr. **Unspent**	Current Yr Budget	Requested C/O Amount	Recommended Current Yr Amended
	11-3100-649-00	11-3100-649-00	160,625	9,117	150,230	4,650	154,880
Account Descriptions →	Tools	Tools					
Budget Page # →	158	180					

Explanation Below

The FY25 Fire Department budget included $4,650 in account 11-3100-649-00 for the replacement of expired Chemical, Biological, Radiological, Nuclear (CBRN) canister filters for breathing air masks. An order was placed with funds allocated, but due to backorders, was not delivered or paid during the fiscal year. The Fire Department is requesting transfer of these unused funds to the FY26 budget so that the invoice can be paid when the CBRN canisters are recieved.

FISCAL YEAR 2026 BUDGET AMENDMENT REQUEST

PRIOR YEAR CARRYOVER REQUEST

Submitted by: Joel Eaton
Title: Deputy Fire Chief

	Prior Yr Budget From **GL #**	Current Yr Budget To **GL #**	Prior Yr. **Budget**	Prior Yr. **Unspent**	Current Yr Budget	Requested C/O Amount	Recommended Current Yr Amended
	11-3100-708-00	11-3100-708-00	522,525	373,192	1,425,928	8,670	1,434,598
Account Descriptions →	Vehicles	Vehicles					
Budget Page # →	159	180					

Explanation Below

The FY25 Fire Department budget included $66,250 in account 11-3100-708-00 for the purchase and outfitting of a replacement command vehicle. Village ordinance #2024-63 provided $54,235 for the purchase of the vehicle, with the remaining $12,015 to be used for outfitting the vehicle with emergency lighting and equipment. The vehicle was delivered late in the budget year, and $3,345 of the $12,015 was used in FY25. The Fire Department is requesting to carryover the remaining $8,670 to cover costs for the continued outfitting of the vehicle by PW garage staff in FY26.

FISCAL YEAR 2026 BUDGET AMENDMENT REQUEST

PRIOR YEAR CARRYOVER REQUEST

Submitted by: Amy McEwan

Title: Director of DPS

	Prior Yr Budget From **GL #**	Current Yr Budget To **GL #**	Prior Yr. **Budget**	Prior Yr. **Unspent**	Current Yr Budget	Requested C/O Amount	Recommended Current Yr Amended
	11-6300-554-00	11-6300-554-00	237,000	91,694	163,600	42,817	206,417
Account Descriptions →	Other Professional Services	Other Professional Services					
Budget Page # →	198	220					

Explanation Below

The drafting and adoption of the new Zoning Code was carried over into FY26 with more work remaining than originally accounted for when the budget was drafted in early 2025. The funds being asked to transfer are the unspent funds from FY25 which were part of the approved contract for the consultant fees and attorney expenses when reviewing the draft code. DPS is requesting to have the funds moved into the current FY26.

FISCAL YEAR 2026 BUDGET AMENDMENT REQUEST

SAME YEAR BUDGET REALLOCATION

Submitted by: Amy McEwan
Title: DPS Director

	Current Yr Budget	Current Yr Budget	MOVING FROM			MOVING TO		
	From	To	Current Yr	Requested	Current Yr	Current Yr	Requested	Recommended Current Yr
	GL #	**GL #**	Budget**	Amount	Amended	Budget**	Amount	Amended
	11-6300-501-01	11-6300-554-00	1,392,830	100,000	1,292,830	206,417	100,000	306,417
Account Descriptions →	REGULAR SALARIES	OTHER PROFESSIONAL SERVICES						
Budget Page # →	219	220						

** Includes any prior approved amendments

Explanation Below

Due to a prolonged vacancy in the Development and Planning Department, Village Staff has contracted with a vendor to assist with the responsibilities associated with this position through a contracted professional service. To fund this arrangement, $100,000 is being requested to be reallocated from Regular Salaries to Other Professional Services to cover for this service.

FISCAL YEAR 2026 BUDGET AMENDMENT REQUEST

SAME YEAR BUDGET REALLOCATION

Submitted by: Amy McEwan
Title: DPS Director

	Current Yr Budget	Current Yr Budget	MOVING FROM			MOVING TO		
	From	To	Current Yr	Requested	Current Yr	Current Yr	Requested	Recommended Current Yr
	GL #	**GL #**	Budget**	Amount	Amended	Budget**	Amount	Amended
	11-6300-511-00	11-6300-554-00	121,680	8,800	112,880	306,417	8,800	315,217
Account Descriptions →	IMRF EMPLOYER CONTRIBUTIONS	OTHER PROFESSIONAL SERVICES						
Budget Page # →	219	220						
	11-6300-512-00	11-6300-554-00	112,860	7,200	105,660	315,217	7,200	322,417
	FICA EMPLOYER CONTRIBUTIONS	OTHER PROFESSIONAL SERVICES						
	219	220						
	11-6300-514-00	11-6300-554-00	345,060	19,000	326,060	322,417	19,000	341,417
	EMPLOYEE HEALTH INSURANCE	OTHER PROFESSIONAL SERVICES						
	219	220						
						TOTAL	35,000	

** Includes any prior approved amendments

Explanation Below

Due to a prolonged vacancy in the Development and Planning Department, Village Staff has contracted with a vendor to complete the responsibilities associated with this position through a contracted professional service. To fund this arrangement, $35,000 is being requested to be reallocated from various budgeted unspent benefit accounts to Other Professional Services to cover for this service.

FISCAL YEAR 2026 BUDGET AMENDMENT REQUEST

NEW FUNDING BUDGET REQUEST

Submitted by: Jim Hawkins

Title: Deputy Village Manager

	GL #	Current Yr Budget**	Requested Amendment	Recommended Current Yr Amended
	11-1120-554-05	25,750	55,000	80,750
Account Description →	Other Professional Services			
Budget Page # →	83			

** Includes any prior approved amendments

Explanation Below

1. At the June 10, 2025 Village Board meeting the Village Board approved Resolution a Resolution Authorizing the Village Manager to Engage a5 Communication Services.

Overview: The Village has received a proposal from a5 for communications services broken down into a one time fee of $20,000 for Strategy and Structure which is in addition to a monthly retainer of $6,000 for on-call services for which the Village began using in May 2025 under the Village Manager's spending authority.

2. a5 provided a proposal to provide the Strategic Communictions Services for a total cost of approximately $65,000 (one time $20,000 plus a monthly retainer of $6,000 for appoximately 7 months).

3. There will be some savings in GL# 11-1120-554-05 (Community Survey & Miscellaneous) which currently includes $10,000 for the Community Survey but delayed until FY27. However, since this delayed spending is not enough to cover the full requested $55,000 amendment, the entire amendment is being classified as a "new money" request.

FISCAL YEAR 2026 BUDGET AMENDMENT REQUEST

NEW FUNDING BUDGET REQUEST

Submitted by: Jason Batalden

Title: Internal Services Administrator

	GL #	Current Yr Budget**	Requested Amendment	Recommended Current Yr Amended
	11-2100-554-00	45,000	69,600	114,600
Account Description →	Other Professional Services			
Budget Page # →	157			

** Includes any prior approved amendments

Explanation Below

Funds in the amount of $30,000 were included in the FY 26 Annual Budget for a Police Department staffing study, based on conversations with potential vendors. After receiving formal responses to the Village's Request for Proposals, the budgeted amount was insufficent for this project. This budget amendment reflects the cost difference between the expected cost and the final cost, after the formal bidding process. This expenditure was approved at the August 12, 2025 Board of Trustees meeting.

There are no funds available from another account to reclassify and, therefore, this is a new money request. Board approval of this request will result in a year-end reduction in General Fund surplus.

FISCAL YEAR 2026 BUDGET AMENDMENT REQUEST

NEW FUNDING BUDGET REQUEST

Submitted by: Jason Batalden

Title: Internal Services Administrator

	GL #	Current Yr Budget**	Requested Amendment	Recommended Current Yr Amended
	11-2100-708-00	131,240	54,358	185,598
Account Description →	Vehicles			
Budget Page # →	159			

** Includes any prior approved amendments

Explanation Below

This budget amendment reflects the cost to replace a Police Department vehicle (Unit #21), including accessories, that was damaged in a traffic accident and deemed a total loss by our insurance provider. Funds in the amount of $9,266 were received as insurance proceeds to offset the expense of replacing this vehicle. This purchase was approved at the May 27, 2025 Board of Trustees meeting.

There are no funds available from another account to reclassify and, therefore, this is a new money request. Board approval of this request will result in a year-end reduction in General Fund surplus.

FISCAL YEAR 2026 BUDGET AMENDMENT REQUEST

NEW FUNDING BUDGET REQUEST

Submitted by: S. Drazner

Title: CFO

	GL #	Current Yr Budget**	Requested Amendment	Recommended Current Yr Amended
	13-8100-852-46	-	177,942	177,942
	21-8100-852-46	-	359,958	359,958
Account Description →	Debt Service- Interest			
Budget Page # →	Pages 238 and 250			

** Includes any prior approved amendments

Explanation Below

Interest expense for FY26 was not budgeted for the recently issued GO Series 2025. This amendment appropriates a sufficient amount in both the Debt Service and Water Funds to cover interest expense on this new issue for the current fiscal year. Note: there are no principal payments on the 2025 issue this year.

FISCAL YEAR 2026 BUDGET AMENDMENT REQUEST

NEW FUNDING BUDGET REQUEST

Submitted by: Amy McEwan

Title: DPS Director

	GL #	Current Yr Budget**	Requested Amendment	Recommended Current Yr Amended
	33-6500-554-00	525,000	140,534	665,534
Account Description →	OTHER PROFESSIONAL SERVICES			
Budget Page # →	323			

** Includes any prior approved amendments

Explanation Below

Due to additional unbudgeted revenues realized in the Affordable Housing fund, additional professional services thus will be required. This amendment increases the anticipated expenditures.

Appendix A **Village of Northbrook**

Position Classification System and Pay Plan Schedule **8.26.2025**

Applicable to regular part- and full-time employees who are not covered by a Collective Bargaining Agreement

Pay Grade	Position Classification	Overtime Exemption Status	Hourly Rate		
100s	Part Time or Seasonal	Nonexempt	Minimum	Midpoint	Maximum
125	Intern (various departments) Account Clerk Administrative Clerk Office Intern Minutes Takers Paid On-Call Firefighter Seasonal Clerk		$ 15.00	$ 23.40	$ 31.80
145	Community Service Officer Crossing Guard Records Retention Specialist Engineering Intern Payroll Clerk		$ 23.32	$ 32.86	$ 42.40
175	Inspector (DPS) Inspector (Fire) Special Projects Manager		$ 28.62	$ 59.36	$ 90.10

Pay Grade	Position Classification	Overtime Exemption Status	Hourly and Annualized Salary Range		
200s	Administrative and Technical	Nonexempt	Minimum	Midpoint	Maximum
225	Account Clerk Administrative Clerk Customer Service Representative Permit Clerk II Senior Clerk		$ 53,000	$ 67,575	$ 82,150
245	Administrative Assistant Animal Control Officer Crime Analyst Management Analyst Community Engagement Specialist Office Manager Payroll Specialist Planning and Zoning Technician Police Property Clerk Police Records Clerk Project Manager I Support Technician Sustainabilty Coordinator Technology Office Specialist Utility Billing Specialist		$ 63,600	$ 81,355	$ 99,110
265	Assistant to the Village Manager Building Inspector		$ 74,200	$ 93,015	$ 111,830

	Engineering Technician				
	Fire Prevention Inspector				
	Permit Coordinator				
	Project Manager II				
	Public Improvements Inspector (Public Works)				
	Senior Planner				
	Zoning Administrator				
295	Accounting Manager	$ 84,800	$ 102,835	$ 120,870	
	Building Official				
	Clinical Social Worker				
	Systems Engineer				
	Senior Human Resources Generalist				
	Employee Support Coordinator				
	Tree Preservation Officer				
	End User Computing Engineer				

Pay Grade	Position Classification	Overtime Exemption Status	Annualized Salary Range		
300s	Management and Professional	Exempt	Minimum	Midpoint	Maximum
320	Asst. Water Production Supervisor		$ 95,400	$ 110,685	$ 125,970
	Asst. Drector of Counseling Services				
	Civil Engineering Permit Coordinator				
	Internal Services Administrator				
	Records Supervisor				
	Village Forester				
	Community Relations Supervisor				
340	Assistant Director DPS		$ 106,000	$ 131,285	$ 156,570
	Assistant Director PW				
	Assistant Village Engineer				
	Communications Manager				
	Director of Counseling Services				
	Fleet Operations Manager				
	Facilities Manager				
	Fire Captain				
	Fire Marshal				
	Maintenance Supervisor (Public Works)				
	Senior Systems Engineer				
360	Communications Supervisor (9-1-1)		$ 127,200	$ 146,985	$ 166,770
	Deputy Chief Financial Officer				
	Deputy Director DPS				
	Fire Battalion Chief				
	Superintendent (Public Works)				
	Police Watch Commander				
	Water Production Supervisor				
380	Division Fire Chief		$ 143,100	$ 162,585.00	$ 189,000
	Deputy Fire Chief				
	Deputy Police Chief				
	Village Engineer				
	Deputy Director Public Works				

Pay Grade	Position Classification	Overtime Exemption Status	Annualized Salary Range		
400	Executive Leadership	Exempt	Minimum	Midpoint	Maximum
	Deputy Village Manager		As Determined by Village Manager Not to Exceed $209,350		
	Chief Financial Officer				
	Chief Information Officer				
	Director of Human Resources				
	Director of Development and Planning Services				
	Director of Public Works				
	Fire Chief				
	Police Chief				

Other Compensation For Designated Employees*	Overtime Exemption Status			
Longevity Pay (all full- and part-time, non-union positions)				
		Per Pay Period	Per Month	Annualized
	Years 5-6	$ 24.6131		$ 591
	Years 7 - 9	$ 49.2454		$ 1,182
	Years 10 -14	$ 73.8460		$ 1,772
	Years 15 - 19	$ 98.4651		$ 2,363
	Years 20 +	$ 123.0724		$ 2,954
Phone Stipend				
		$ 32.50		$ 780
Vehicle Allowance				
		$ 250		$6,000
Uniform Stipend				
	Public Works			$400
	Police			$652.03 -$1,155.18
	Fire			$300-$736.07
Health Insurance Opt-Out				
		$ 125	$ 250	$ 3,000
Wellness Incentive (all full-time, non-union positions)				
				$50
IT On-Call Pay				
	$50 per day or $350 per week			

** For designated personnel whose hourly and annualized wages are not established pursuant to a collective bargaining agreement or employment agreement.*

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Chief Financial Officer Steve Drazner
Date: 2025-08-26
Subject: An Ordinance Amending Chapter 23 of the Northbrook Municipal Code, as Amended, Imposing a Municipal Grocery Retailers' Occupation Tax and Municipal Grocery Service Occupation Tax

Overview
This ordinance will provide a continuation of a 1% grocery tax in calendar year 2026, consistent with the current tax enacted by the State of Illinois through the end of calendar year 2025. Pursuant to Public Act 103-0781, the Village Board is required to adopted a local ordinance in order to continue to receive its 1% grocery tax.

Fiscal Impact
In FY25, the 1% local grocery tax generated approximately $1.6 million and is trending towards $1.8 million annual revenue in FY26, primarily attributed to the addition of a new grocery offering within Northbrook.

The regular 1% sales tax revenue (excluding home rule sales tax) collected in the Village's General Fund represents the largest revenue stream for the Fund at approximately $12.3 million, of which, the sales tax from grocery items is about $1.6 million, or 13% of the regular sales tax collected.

Recommendation
Approval

Background
In 1990, the State of Illinois introduced a standardized 1% tax on groceries as part of a statewide tax reform effort. Although the revenue was collected by the State, it was distributed to local governments, establishing a consistent and reliable funding source to support municipal operations and provide essential services. The grocery tax is collected from customers who shop in Northbrook, including non-residents. Unlike most local taxes paid into the General Fund to support day to day services such as fire, police and public works, the grocery tax has a broader reach and helps share the cost of funding local services, which are also provided to non-residents such as fire, police and public works. The result is reduced pressure on revenues such as the property tax paid by Northbrook residents and commercial/industrial property owners.

The grocery tax is a 1% tax on all sales of food for human consumption intended for off-

premises use. However, certain items are exempt from the tax, including alcoholic beverages, adult-use cannabis products, soft drinks, candy, and food prepared for immediate consumption, which are instead subject to the full 10% retail sales tax.

The State 1% grocery tax will cease on December 31, 2025. With the adoption by the State of Illinois Public Act 103-0781, the grocery tax revenue stream will only continue by adoption of a local ordinance which must be submitted to the State of Illinois on or before October 1, 2025 for a municipality to begin collecting the local grocery tax effective January 1, 2026.

Without implementing a 1% local grocery tax to replace the statewide tax, the Village's sales tax revenue will experience a significant reduction currently estimated at $1.8 million per calendar year. This reduction in revenue will add additional burden to Northbrook property owners, as an increase in the property tax levy would be one of the few practical options to potentially offset this loss in grocery tax revenue.

As noted above, grocery tax revenue is collected from shoppers who come to Northbrook grocery stores from other communities. As such, shifting this revenue source to a property tax is not recommended. Reduction in general fund services would be required if the tax were not continued nor a replacement tax identified.

An Ordinance Amending Chapter 23 of the Northbrook Municipal Code, as Amended, Imposing a Municipal Grocery Retailers' Occupation Tax and Municipal Grocery Service Occupation Tax
Supplemental - Municipal Adopters of 1% Grocery Tax 082025

ORDINANCE NO. 2025-

BE IT ORDAINED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois THAT:

AN ORDINANCE AMENDING CHAPTER 23 OF THE NORTHBROOK MUNICIPAL CODE, AS AMENDED, IMPOSING A MUNICIPAL GROCERY RETAILERS' OCCUPATION TAX AND MUNICIPAL GROCERY SERVICE OCCUPATION TAX

shall be, and is hereby, adopted as follows:

Section 1. BACKGROUND.

The Village is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970.

The Illinois Municipal Code, 65 ILCS 5/1-2-1, provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary to carry into effect the powers granted to municipalities, with such fines or penalties as may be deemed proper.

Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24) ("***Act***") provides that, beginning on January 1, 2026 Illinois municipalities may impose a municipal grocery retailers' occupation tax upon all persons engaged in the business of selling groceries at retail in the municipality at a rate not to exceed one percent of the gross sales receipts ("***Municipal Grocery Retailer Tax***").

The Act requires municipalities imposing a Municipal Grocery Retailer Tax to also impose a service occupation tax, at the same rate upon all persons engaged, in the municipality, in the business of making sales of service, who, as an incident to making those sales of service, transfer groceries as an incident to a sale of service ("***Municipal Grocery Service Tax***").

Any Municipal Grocery Retailer Tax and any Municipal Grocery Service Tax shall be administered, collected, and enforced by the Illinois Department of Revenue ("***IDOR***").

The Village President and Board of Trustees have determined that it will serve and be in the best interests of the Village to amend Chapter 23 of the Village Code to impose a Municipal Grocery Retailer Tax and a Municipal Grocery Service Tax, pursuant to this Ordinance.

Section 2. AMENDMENTS TO CHAPTER 23 OF THE VILLAGE CODE.

Chapter 23 of the Village Code is hereby amended to add a new Article XI, titled "Municipal Grocery Tax," to read as follows:

"**Article XI. - Municipal Grocery Tax**

Sec. 23-200. - Municipal Grocery Retailer Tax Imposed.

A tax is hereby imposed upon all persons engaged in the business of selling groceries at retail in the Village at the rate of one percent of the gross receipts from such sales made in the course of such business while this Article XI is in effect. The imposition of this tax is in accordance with and subject to the provisions of Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24).

Sec. 23-201. - Municipal Grocery Service Occupation Tax Imposed.

A tax is hereby imposed upon all persons engaged in the Village in the business of making sales of service, who, as an incident to making those sales of service, transfer groceries as an incident to a sale of service, at the rate of one percent of the gross receipts from such sales made in the course of such business while this Article XI is in effect. The imposition of this tax is in accordance with and subject to the provisions of Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24).

Sec. 23-202. - Collection and Enforcement of Taxes.

The taxes hereby imposed by this Article, and all civil penalties that may be assessed as an incident of the taxes, will be collected and enforced by the State of Illinois Department of Revenue. The Illinois Department of Revenue has the full power to administer and enforce the provisions of this Article.

Sec. 23-203. - Effective Date.

The taxes imposed by this Article XI are and will be effective as of and after January 1, 2026."

Section 3. FILING OF ORDINANCE.

As required by Section 8-11-24 of the Illinois Municipal Code (65 ILCS 5/8-11-24), the Village Clerk is hereby directed to file a certified copy of this Ordinance with the IDOR on or before October 1, 2025.

Section 4. PUBLICATION.

The Village Clerk is hereby directed to publish this Ordinance in pamphlet form pursuant to the Statutes of the State of Illinois.

Section 5: EFFECTIVE DATE.

This Ordinance will be in full force and effect from and after its passage and approval in the manner provided by law. The taxes imposed pursuant to this Ordinance will take effect on January 1, 2026.

PASSED: This ____ day of _____, 2025.

AYES: ( )

NAYS: ( )

ABSENT: ( )

ABSTAIN: ( )

_____
Village President

ATTEST:

_____
Village Clerk

LOCAL GOVERNMENT
Albany
Albers
Aledo
Algonquin
Alsip
Altamont
Alton
Amboy
Andalusia
Anna
Annawan
Arcola
Argenta
Arlington Heights
Arthur
Athens
Atkinson
Auburn
Avon
Bannockburn
Barrington
Barry
Batavia
Beardstown
Beckemeyer
Bedford Park
Beecher
Belleville
Belleviue
Berwyn
Bethany
Bloomingdale
Blue Island
Bluffs
Bourbonnais
Breese
Bridgeview
Brighton
Broadview
Brookfield
Brookport
Brownstown
Buffalo Grove

Bull Valley
Bunker Hill
Burbank
Burlington
Bushnell
Cairo
Calumet Park
Campbell Hill
Canton
Carbon Hill
Carbondale
Carlinville
Carlyle
Carmi
Carol Stream
Carpentersville
Carrollton
Carterville
Caseyville
Centralia
Cerro Gordo
Charleston
Chatham
Chatsworth
Chebanse
Chester
Chicago Heights
Chillicothe
Cicero
Cissna Park
Clarendon Hills
Clay City
Clifton
Clinton
Coal Valley
Cobden
Coffeen
Colfax
Collinsville
Colona
Cooksville
Coulterville
Country Club Hills
Countryside

Crestwood
Crete
Creve Coeur
Cuba
Cutler
Dalzell
Danvers
Danville
Davis Junction
Decatur
Deer Creek
Deer Park
Deerfield
DeKalb
Depue
Des Plaines
Desoto
Diamond
Dixon
Downers Grove
Dunlap
Durand
Dwight
Earlville
East Alton
East Dundee
East Moline
East Peoria
Edwardsville
El Paso
Elburn
Eldorado
Elizabeth
Elk Grove Village
Elkville
Erie
Evergreen Park
Fairbury
Fairfield
Farmer City
Fisher
Flora
Flossmoor
Forest Park

Forest View
Forrest
Forsyth
Fox River Grove
Frankfort
Freeburg
Galva
Geneseo
Geneva
Genoa
Georgetown
Gibson City
Gilberts
Gilman
Girard
Glen Carbon
Glen Ellyn
Glencoe
Glenwood
Golconda
Goodfield
Grafton
Grand Ridge
Grandview
Grayslake
Greenup
Greenview
Greenville
Griggsville
Hainesville
Hamel
Hampshire
Hanover Park
Harrisburg
Harvard
Harwood Heights
Havana
Hawthorn Woods
Hecker
Herrin
Herscher
Heyworth
Hickory Hills
Highland

Highland Park
Highwood
Hillsboro
Hinsdale
Hodgkins
Hoffman Estates
Homewood
Hoopeston
Hopkins Park
Huntley
Illiopolis
Ina
Indian Head Park
Island Lake
Itasca
Jerome
Jerseyville
Johnsburg
Johnston City
Justice
Kankakee
Kewanee
Kildeer
La Salle
Ladd
Lagrange Park
Lake Barrington
Lake Zurich
Lakemoor
Lemont
Leroy
Lewistown
Lexington
Liberty
Lincoln
Lincolnshire
Lincolnwood
Lombard
Long Grove
Loves Park
Lyons
Machesney Park
Mackinaw
Macomb

Macon
Mahomet
Manhattan
Mapleton
Marengo
Marion
Markham
Maryville
Mascoutah
Mason City
Matteson
Mattoon
Mazon
McCullom Lake
McHenry
McLeansboro
Mechanicsburg
Melrose Park
Mendota
Meredosia
Merrionette Park
Metamora
Metropolis
Milan
Milledgeville
Millstadt
Minooka
Mokena
Moline
Montgomery
Morris
Morrison
Morrisonville
Morton
Morton Grove
Mount Carroll
Mount Prospect
Mount Sterling
Mount Zion
Moweaqua
Murphysboro
Nauvoo
New Athens
New Baden

Newton
Niles
Noble
Nokomis
Normal
Norridge
North Aurora
North Chicago
Northlake
Oak Forest
Oak Lawn
Oakbrook Terrace
Odell
Odin
O'Fallon
Ogden
Okawville
Olney
Oneida
Oregon
Orland Hills
Palatine
Palmyra
Palos Hills
Palos Park
Park City
Park Ridge
Pawnee
Pecatonica
Pekin
Peoria
Peotine
Peru
Petersburg
Pinckneyville
Pingree Grove
Pittsburg
Pittsfield
Plainfield
Pleasant Plains
Polo
Pontiac
Posen
Prairie Grove

Princeton
Princeville
Prospect Heights
Ramsey
Rantoul
Rapids City
Raymond
Red Bud
Richton Park
Ridge Farm
Ringwood
River Forest
River Grove
Riverton
Roanoke
Roberts
Rock Falls
Rock Island
Rockford
Rockton
Rolling Meadows
Romeoville
Roselle
Royalton
Salem
San Jose
Sandoval
Sandwich
Savoy
Schaumburg
Schram City
Seneca
Sesser
Shabbona
Shawneetown
Shelbyville
Sheridan
Sherman
Shiloh
Shorewood
Silvis
Smithton
South Barrington
South Chicago Heights

South Elgin
South Holland
Southern View
Sparta
Spring Grove
Spring Valley
St Charles
St Joseph
Staunton
Steeleville
Sterling
Stickney
Stillman Valley
Stockton
Stone Park
Streator
Sugar Grove
Summit
Swansea
Sycamore
Tamaroa
Tampico
Taylorville
Third Lake
Thomasboro
Tilden
Tilton
Tiskilwa
Toluca
Toulon
Tremont
Trenton
Tuscola
Urbana
Valmeyer
Vandalia
Varna
Vernon Hills
Vienna
Villa Grove
Villa Park
Virginia
Volo
Wabash County

Warren
Washington
Waterloo
Waverly
Wenona
West City
West Dundee
West Frankfort
West Peoria
West Salem
Westchester
Westmont
Westville
Wheaton
Wheeling
Williamsfield
Williamsville
Wilmington
Winfield
Witt
Wonder Lake
Wood River
Woodridge
Woodson
Woodstock
Worth
Yates City
Yorkville

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2025-08-26
Subject: A Resolution Accepting Design Development Phase for a new Fire Station #11 to be located at 820 Dundee Road and an adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage and Directing the Development of Construction Drawings

Overview
As reviewed at the August 12, 2025, Committee of the Whole Meeting, final design for the new Fire Station #11 and new Fleet Maintenance Garage is complete and both projects are ready to move to development of Construction Documents.

Fiscal Impact
On November 12, 2024, by Resolution 2024-172 and 2024-173 the Village Board approved amendments to Agreements for preconstruction services, inclusive of costs associated Construction Document Phase with Leopardo Companies (Construction Manager) and FGM Architects (Architects) as follows:

A133	Fire Station 11	Leopardo Companies	$144,048
B133	Fire Station 11	FGM Architects	$1,518,800
A133	Fleet Maintenance Garage	Leopardo Companies	$59,962
B133	Fleet Maintenance Garage	FGM Architects	$1,1416,200

Funds are available in the Facility Capital Projects Fund 38-7800-703.

Recommendation
Approval.

Background
A resolution has been prepared to accepting the Design Development Phase building design, floor plan, finishings and related for a new Fire Station #11 to be located at 820 Dundee Road and an adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage and Directing the Development of Construction Drawings as presented during the August 12, 2025 Committee of the Whole Meeting.

A cross departmental staff team has been working with the Village's consultants, FGM Architects and Leopardo Companies, to move forward with final design recommendations for consideration by the Village Board of Trustees, prior to seeking approval on August 26, 2025, for design of both the new Fire Station 11 at 820 Dundee Road and the adaptive reuse of a facility for the Fleet Maintenance Garage at 3504 Commercial Avenue, as well as authorization for FGM Architects to develop construction drawings. While there will be other future actions to approve construction, this phase of Village Board approvals is a significant step that signifies it is the intent of the Village to move forward with construction at both properties as designed.

As the Board may recall, the Goals for the new facilities are stated as follows:

- Welcoming workplace for all employees and visitors
- Incorporate sustainable practices in the use of materials and long-term operations as part of planned facility improvements
- Plan for a facility (where applicable) that is considered a community space and a space for outside agency cooperation
- Technology must be flexible to accommodate present and future needs
- A workspace and community place that is forward thinking and supports a culture of innovation in the delivery of services
- Space must be flexible to accommodate present and future needs as municipal operations can pivot and change (sometimes quickly as the pandemic has shown us)
- Each facility is a 24/7/365 operation and employee wellness, especially for shift workers is necessary. Each facility is core to Northbrook’s public safety responsibilities and therefore, there will be Critical Facility Structural and Operational Requirements.

Major milestones that have been accomplished to reach this point include:

- The Village Board adopted the FY22/23 Budget inclusive of a new Facility Capital Project Fund as recommended by the Village Manager and CFO to include appropriations to move forward with work to undertake the necessary actions to consider renovation and/or replacement of facilities being evaluated. This has been critical to directing excess surplus funds each year into the Fund to pay as you go for costs associated with engagement of professional architect services, planning for new facilities and acquiring property. Subsequently, contracts for professional services with Leopardo Companies, Inc. for Owner’s Representative/Construction Management Services and FGM Architects were approved for initial stages of these facilities and further engagements as the projects progressed.
- On April 25, 2023, the Village Board accepted the Space Needs report to identify size and service needs at each facility.
- On August 13, 2024, the Village Board approved the land purchases for both facilities.
- On June 10, 2025, the Village Board approved the Schematic Design and granted authority to proceed with the Design Development phase. The approved Schematic Design established basic Site Plan, Floor Plan, Sustainability Goals, Schematic Design cost, elevations and related architectural elements for each facility. The Schematic Design was developed in accordance with the Space Needs Study as well as direction given to the Village Manager at the April 8 and 22, 2025 Village Board meetings.

Detailed Background

The Village has undertaken extensive evaluation of three key public safety facilities with public discussion beginning in 2016/2017, when an Ad Hoc Facilities Committee of the Board of Trustees directed staff to have facility assessments done for Fire Station 11, the Police Station, and the Public Works Fleet Maintenance Garage.

In March of 2019, the Village received a Facilities Conditions Assessment and Report Card, and a Facility Needs Assessment was completed by Healy Bender for Fire Station 11/Administration Office, Fleet Maintenance Garage and the Police Station. With the Covid-19 pandemic, further discussion was deferred until November 9, 2021, when the Village Board was provided a report/review of prior work in order to outline the steps required to move forward with policy considerations related to Fire Station 11/Administration Office, Fleet Maintenance Garage and the Police Station. As a result of the November review, several actions were taken:

- On December 21, 2021, staff issued a Request for Qualifications seeking Owner's Representative/Construction Management Services for the three facilities.
- The Village Board adopted the FY22/23 Budget inclusive of a new Facility Capital Project Fund to include appropriations to move forward with work to undertake the necessary actions to consider renovation and/or replacement of facilities being evaluated.
- Following the start of the new fiscal year on May 1, 2022, and after staff review and evaluation of respondents, the Village Manager engaged Leopard Companies, Inc. for Owner's Representative/Construction Management Services for the three facilities.

On August 9, 2022, as part of the Regular Meeting of the Village Board, a presentation and status update on the Facilities Project was held to review the future options related to renovation/replacement of three Village Facilities: Fire Station 11/Headquarters, Police Station, and Public Works Fleet Maintenance Garage.

Following a presentation on August 17, 2022, a Request for Qualifications (RFQ) was issued seeking a qualified firm for professional architectural services to assist in the planning process for future construction or modifications to three Village facilities. The RFQ was developed to select an architect to perform facility planning services including, but not limited to, validate and update as necessary the Facilities Conditions Assessment and Facilities Needs Assessment including space and programming needs, development of preliminary plans, preliminary site parameters, and collaborate with the Construction Manager (Leopardo) to develop initial cost estimates for options which may include a comparison of renovation versus new construction of the selected facilities. The Village received 11 responses to the RFQ, and a cross-departmental staff team comprised of representative departments and the Village Manager's Office and Leopardo conducted interviews with four firms. The cross-departmental team selected FGM Architects (FGMA).

At the October 25, 2022, Committee of the Whole Meeting, staff was introduced to the Consultant teams of Leopardo Companies that would be providing Construction Manager Services and FGM Architects (FGMA) who would be providing facility plan services to the Village Board. On November 8, 2022, the Village Board approved staff recommended professional services agreement with Leopardo Companies and FGM Architects.

At the February 28, 2023 Public Works and Facilities Committee Meeting of the Village Board, Leopardo Companies and FGM Architects presented a comprehensive update on the Space

Needs and Facilities Conditions, work on Solutions Design and the development of the Facilities Plan Master Schedule for Fire Station 11/Headquarters, Fleet Maintenance Garage and the Police Station.

On April 25, 2023, the Village Board accepted the Space Needs report which is the foundation for moving to the next step in the process of determining how to renovate/replace Fire Station 11/Fire Headquarters, Fleet Maintenance Garage, and the Police Station.

On April 29, 2023, the Village hosted public tours of Fire Station 11/Headquarters, Fleet Maintenance Garage and the Police Station for residents to view the facilities to help better understand the space needs and conditions of the buildings. Subsequently, information videos about each facility were posted for community review.

At the August 13, 2024 Board Meeting, the Village Board approved Ordinance 24-43 and Ordinance 24-44 approving the land purchases for both properties. After the approval of these Ordinances, the Village had a due diligence period, during which staff worked with the Village's architect and construction manager, FMGA and Leopardo respectively, to review the cost to demolish the vacant home on the site and complete site fit tests for the 820 Dundee property for a new Fire Station #11. With this decision, the Village acknowledged additional land or an alternative site for the Fire Headquarters is still required and is required to be attached to a fire station. That site selection decision is in process.

At the September 24, 2024 Village Board Meeting, after a due diligence period and consensus from Committee of the Whole to continue, the Board made formal recommendations to purchase both properties for Village facilities.

- 3504 Commercial for $2.3 MM for a future Fleet Maintenance Garage
- 820 Dundee for $997,963 for a future Fire Station 11

At the November 12, 2024 Village Board Meeting, the Board approved amendments to the existing agreements for Construction Management and Architectural Services for the new Fire Station #11 and the Fleet Maintenance Garage. With Resolution 24-172 and 24-173 staff received direction to start the Schematic Design. At the November 12, 2024 Village Board Meeting, the Board directed the Village to proceed with facility design to reduce energy consumption and related measures to ensure a reduction in the long term operating costs of both facilities through High Performance Design and energy use per square foot reductions to minimize the environmental footprint of each building in conformance with the Climate Action Plan along with a focus on health, well-being, and quality of life for the employees working in these facilities was also directed. The Community and Sustainability Committee of the Village Board met on November 6, 2024, to consider policy matters related to sustainability with guidance and input from FGM Architects and Leopardo Companies.

On April 8, 2025, staff, in conjunction with the Village's construction manager (Leopardo Companies) and architect (FGM Architects), presented the schematic designs for a new Fire Station #11 at 820 Dundee Road and the adaptive reuse of 3504 Commercial Avenue for the Fleet Maintenance Garage to the Committee of the Whole. At that meeting the elevations of proposed facilities, schematic design and various architectural elements, as well as the current estimated cost of the facilities were presented. Included with this agenda item as supplementation information are the materials from the April 8, 2025 Committee of the Whole Meeting.

At the conclusion of the April 8, 2025, Committee of the Whole meeting, the Village Board directed the following matters be presented at the April 22, 2025 Regular Meeting of the Village Board when they were approved by Resolution 25-R-66:

- Fire Station #11 at 820 Dundee Road:
  - Move forward to the design development phase for this facility with the elevations, schematic design, and architectural elements in a form substantially similar to those presented.
  - Move forward with the inclusion of geothermal heating and cooling for the site.
  - Include the make-ready work for solar at this facility, with the right-sizing of the solar panel array to be reviewed for installation at a later date.
  - On this date, the estimated cost for the facility as discussed and directed was $22,007,348 inclusive of construction and land purchase.
- Fleet Maintenance Garage at 3504 Commercial Avenue:
  - Move forward to the design development phase for this facility with the elevations, schematic design, and architectural elements in a form substantially similar to those presented.
  - Move forward with the inclusion of geothermal heating and cooling for the site.
  - Do not include make-ready work for solar or solar panels at this facility due to the lack of sufficient roof area to support the solar array and the low electric generation rate of the remaining portion of the roof.
  - On this date, the estimated cost for the facility as discussed and directed was $22,657,842 inclusive of construction and land purchase.

At the May 27, 2025 Committee of the Whole Meeting, emergency backup power alternatives were reviewed in terms of reliability, maintenance, sustainability, cost and building code relative to the new Fire Station #11 to be located at 820 Dundee Road and an adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage. It was highlighted that generators are part of an early submittal bid package in order to manage the schedule to open of these new facilities.

Staff will be in attendance at the August 26, 2025 meeting to answer any questions.

A Resolution Accepting Design Development Phase for a new Fire Station #11 and Fleet Maintenance Garage and Directing Development of Construction Drawings
Exhibit A - Fire Station 11 and Fleet Maintenance Garage Site and Floor Plans
Supplemental Information - August 12, 2025 Committee of the Whole Information
Supplemental Information - COW Presentation Fire Station 11 and Fleet Maintenance Garage Design Development

Resolution 2025 - ____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Accepting Design Development Phase for a new Fire Station #11 to be located at 820 Dundee Road and an adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage and Directing the Development of Construction Drawings

is hereby adopted, as follows:

Section 1. BACKGROUND.

The Village of Northbrook has identified the replacement of Fire Station #11 and the Fleet Maintenance Garage as among the key priorities for the Village. The Village purchased property at 820 Dundee Road with Ordinance 2024-43 and 3504 Commercial Avenue with Ordinance 2024-44 for these respective facilities and determined that these properties are of a sufficient size for these operations. Following this review, the Village amended the A133 and B133 Contracts with Leopardo Companies and FGM Architects and, with Resolutions 2025-66, the Village Board affirmed the decision to move to Design Development for Fire Station #11 and the Fleet Maintenance Garage.

At the August 12, 2025 Committee of the Whole meeting, Village staff, as well as representatives from FGM Architects, presented final floor plan, interior design, and 3D renderings of the new and re-used facilities as well as the estimated costs of those facilities. At the conclusion of August 12, 2025 Committee of the Whole meeting, the Village Board provided the following directions for each of the facilities:

- Fire Station #11 at 820 Dundee Road:
  - Directed the Village Manager to proceed with Construction Documents (CD) development as presented for approval at the August 26, 2025 Village Board Meeting.
  - Directed Village Manager to proceed with Bid Package 1 for consideration and approval at the August 26, 2025 Village Board Meeting.

- Fleet Maintenance Garage at 3504 Commercial Avenue:
  - Directed Village Manager to proceed with Construction Document (CD) development as presented for approval at the August 26, 2025 Village Board Meeting.
  - Directed Village Manager to proceed with Bid Package 1 for consideration and approval at the August 26, 2025 Village Board Meeting.

Section 2. DIRECTION TO VILLAGE STAFF.

The Village Board accepts the Design Development Phase and directs the construction document development, architectural elements and materials, bid package 1, and estimated costs for a new Fire Station #11 at 820 Dundee Road and the adaptive re-use of 3504 Commercial Avenue for the Fleet Maintenance Garage in accordance with Exhibit A as reviewed at the August 12, 2025 Committee of the Whole meeting.

Section 3. EFFECTIVE DATE.

This Resolution shall be in full force and effect from and after its passage and in the manner provided by law.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:

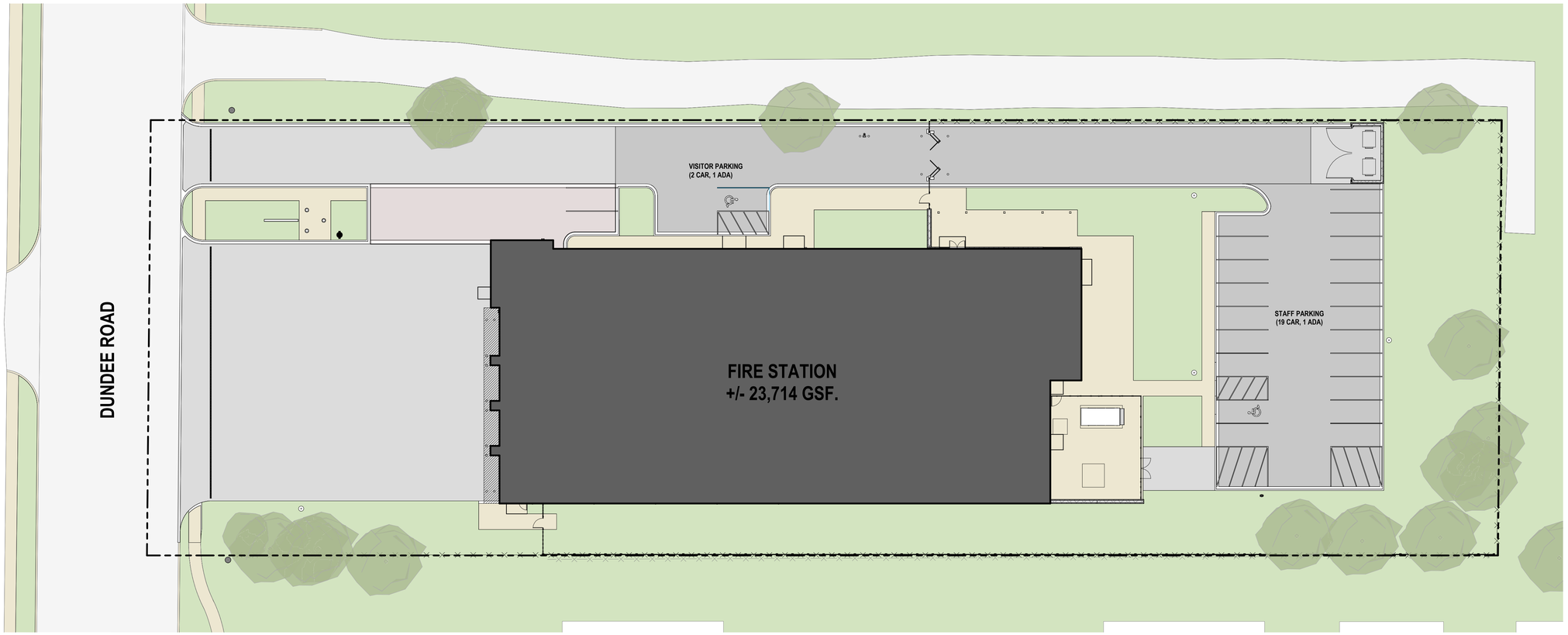
ATTEST:

Village President

Village Clerk

NORTHBROOK FIRE STATION 11

820 DUNDEE ROAD, NORTHBROOK, IL



SITE PLAN LEGEND

- PROPERTY LINE
- EASEMENT
- SETBACK LINE
- RIGHT OF WAY LINE
- FENCE LINE
- CONCRETE WALK PATH
- HEAVY DUTY CONCRETE
- ASPHALT
- INDICATES BUILDING FOOTPRINT
- GRASS
- INDICATES SNOW MELT SYSTEM, REFER TO CIVIL AND MECHANICAL SERIES
- EXISTING UTILITY POLE
- FIRE HYDRANT

OVERALL SITE PLAN

3/64"=1'-0"
0' 8' 16' 32' 64'

N

VILLAGE OF NORTHBROOK
Job No. 25-4186.01

Published 08/22/25
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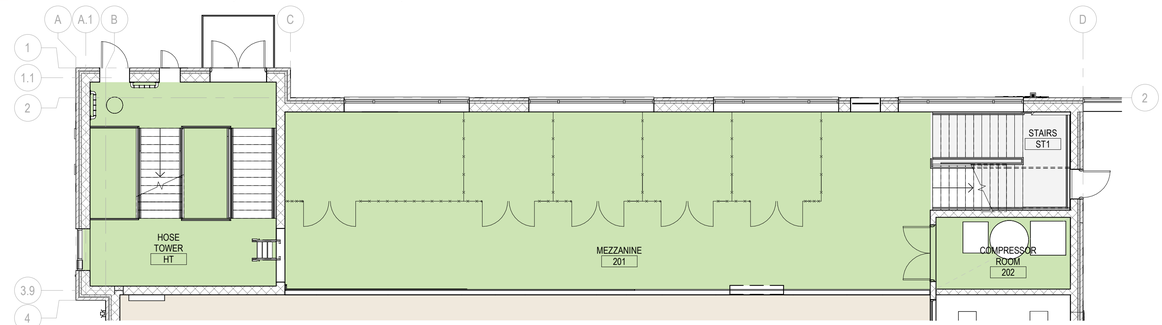
fgma
FGMARCHITECTS

NORTHBROOK FIRE STATION 11

820 DUNDEE ROAD, NORTHBROOK, IL

ROOM DEPARTMENT LEGEND

- Administration
- Apparatus Bay
- Apparatus Bay Support
- Circulation
- Mechanical
- Residence



APPARATUS BAY MEZZANINE LEVEL



OVERALL FLOOR PLAN

1/8"=1'-0"

0' 4' 8' 16' 32'

N

VILLAGE OF NORTHBROOK
Job No. 25-4186.01

Published 08/21/25
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FLEET MAINTENANCE FACILITY

3504 COMMERCIAL AVENUE, NORTHBROOK, IL



SITE PLAN LEGEND

- PROPERTY LINE
- EASEMENT
- SETBACK LINE
- FENCE LINE
- OVERHEAD DOOR
- CONCRETE SIDEWALK / MECHANICAL SLABS
- STREET
- HEAVY-DUTY ASPHALT PAVEMENT (TYPICAL) WITH AREAS OF HEAVY-DUTY CONCRETE PAVEMENT. CONCRETE APRONS/STOOPS TYPICAL AT OVERHEAD DOORS AND MAN-DOORS. SEE PLANS FOR ADD'L NOTES.
- LIGHT-DUTY ASPHALT PAVEMENT
- ZONE OF PAVEMENT / SIDEWALK TO BE INSTALLED WITH AN UNDER-SLAB HEATING SYSTEM (SNOW MELT)
- GRASS
- PLANTING AREA

SITE PLAN

1"=20'
0' 10' 20' 40' 80'
N

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FLEET MAINTENANCE FACILITY

3504 COMMERCIAL AVENUE, NORTHBROOK, IL



Presentation Room Legend

- CIRCULATION
- LIVING SPACE
- MECHANICAL / STORAGE
- OFFICES
- SHOP
- SHOP SUPPORT
- TOILET ROOM

OVERALL FLOOR PLAN

1/8"=1'-0"

0' 4' 8' 16' 32'

N

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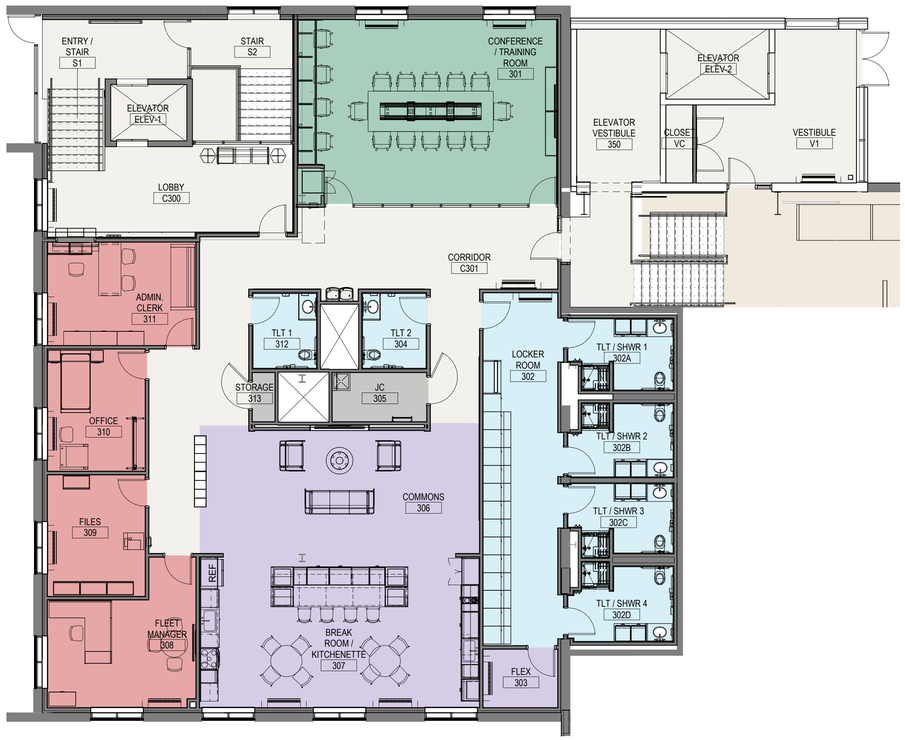
FLEET MAINTENANCE FACILITY

3504 COMMERCIAL AVENUE, NORTHBROOK, IL



LOWER LEVEL



UPPER LEVEL

Presentation Room Legend

- CIRCULATION
- LIVING SPACE
- MECHANICAL / STORAGE
- OFFICE SUPPORT
- OFFICES
- SHOP
- STORAGE
- TOILET ROOM

ENLARGED OFFICE

1/8"=1'-0"
0' 4' 8' 16' 32'

N

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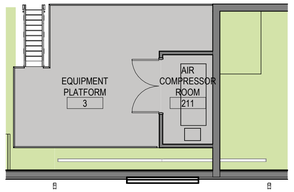
FLEET MAINTENANCE FACILITY

3504 COMMERCIAL AVENUE, NORTHBROOK, IL



EQUIPMENT PLATFORM



EQUIPMENT PLATFORM

Presentation Room Legend

- CIRCULATION
- MECHANICAL / STORAGE
- OFFICES
- SHOP
- SHOP SUPPORT
- TOILET ROOM

ENLARGED GARAGE

1/8"=1'-0"

0' 4' 8' 16' 32'

N

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MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2025-08-12
Subject: Presentation on the Proposed Design Development of a new Fire Station 11 at 820 Dundee Road and an adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage

Overview

FGMA will present the recommended facility design for Fire Station 11 and the Fleet Maintenance Garage along with cost estimates.

Fiscal Impact

N/A.

Recommendation

The Village Board is asked to direct the Village Manager to prepare the necessary actions for consideration of the following approvals at the August 26, 2025 Regular Meeting of the Village Board:

- Design Development for Fire Station 11
- Design Development for Fleet Maintenance Garage
- Authorization for construction documents to be prepared for Fire Station 11 by FGMA
- Authorization for construction documents to be prepared for Fleet Maintenance Garage by FGMA

It is noted that Bid Package No. 1 is also expected to be presented for consideration and approval at the August 26, 2025 Regular Meeting of the Village Board for both Fire Station 11 and the Fleet Maintenance Garage for long lead time equipment associated with the construction of these facilities.

Background

A cross departmental staff team has been working with the Village's consultants, FGM Architects and Leopardo Companies, to move forward with final design recommendations for consideration by the Village Board of Trustees, prior to seeking approval on August 26, 2025, for design of both the new Fire Station 11 at 820 Dundee Road and the adaptive reuse of a facility for the Fleet Maintenance Garage at 3504 Commercial Avenue as well as authorization for FGM Architects to develop construction drawings. While there will be other future actions to approve construction, this phase of Village Board approvals is a significant step that signifies it is the intent of the Village to move forward with construction at both properties as designed.

As the Board may recall, the Goals for the new facilities are stated as follows:

- Welcoming workplace for all employees and visitors
- Incorporate sustainable practices in use of materials and long term operations as part of planned facility improvements
- Plan for a facility (where applicable) that is considered a community space and a space for outside agency cooperation
- Technology must be flexible to accommodate present and future needs
- A workspace and community place that is forward thinking and supports a culture of innovation in the delivery of services
- Space must be flexible to accommodate present and future needs as municipal operations can pivot and change (sometimes quickly as the pandemic has shown us)
- Each facility is a 24/7/365 operation and employee wellness, especially for shift workers is necessary
- Each facility is core to Northbrook's public safety responsibilities and therefore, there will be Critical Facility Structural and Operational Requirements.

Major milestones that have been accomplished to reach this point include:

- The Village Board adopted the FY22/23 Budget inclusive of a new Facility Capital Project Fund as recommended by the Village Manager and CFO to include appropriations to move forward with work to undertake the necessary actions to consider renovation and/or replacement of facilities being evaluated. This has been critical to directing excess surplus funds each year into the Fund to pay as you go for costs associate with engagement of professional architects services, planning for new facilities and acquiring property. Subsequently, contracts for professional services with Leopardo Companies, Inc. for Owner's Representative/Construction Management Services and FGM Architects were approved for initial stages of these facilities and further engagements as the projects progressed.
- On April 25, 2023, the Village Board accepted the Space Needs report to identify size and service needs at each facility.
- On August 13, 2024, the Village Board approved the land purchases for both facilities.
- On June 10, 2025, the Village Board approved the Schematic Design and granted authority to proceed with the Design Development phase. The approved Schematic Design established basic Site Plan, Floor Plan, Sustainability Goals, Schematic Design cost, elevations and related architectural elements for each facility.) The Schematic Design was developed in accordance with the Space Needs Study as well as direction given to the Village Manager at the April 8 and 22, 2025 Village Board meetings.

Detailed Background

The Village has undertaken extensive evaluation of three key public safety facilities with public discussion beginning in 2016/2017, when an Ad Hoc Facilities Committee of the Board of Trustees directed staff to have facility assessments done for Fire Station 11, the Police Station, and the Public Works Fleet Maintenance Garage.

In March of 2019, the Village received a Facilities Conditions Assessment and Report Card, and a Facility Needs Assessment was completed by Healy Bender for Fire Station 11/Administration Office, Fleet Maintenance Garage and the Police Station. With the Covid-19 pandemic, further discussion was deferred until November 9, 2021, when the Village Board was provided a report/review of prior work in order to outline the steps required to move

forward with policy considerations related to Fire Station 11/Administration Office, Fleet Maintenance Garage and the Police Station. As a result of the November review, several actions were taken:

- On December 21, 2021, staff issued a Request for Qualifications seeking Owner's Representative/Construction Management Services for the three facilities.
- The Village Board adopted the FY22/23 Budget inclusive of a new Facility Capital Project Fund to include appropriations to move forward with work to undertake the necessary actions to consider renovation and/or replacement of facilities being evaluated.
- Following the start of the new fiscal year on May 1, 2022, and after staff review and evaluation of respondents, the Village Manager engaged Leopard Companies, Inc. for Owner's Representative/Construction Management Services for the three facilities.

On August 9, 2022, as part of the Regular Meeting of the Village Board, a presentation and status update on the Facilities Project was held to review the future options related to renovation/replacement of three Village Facilities: Fire Station 11/Headquarters, Police Station, and Public Works Fleet Maintenance Garage.

Following a presentation on August 17, 2022, a Request for Qualifications (RFQ) was issued seeking a qualified firm for professional architectural services to assist in the planning process for future construction or modifications to three Village facilities. The RFQ was developed to select an architect to perform facility planning services including, but not limited to, validate and update as necessary the Facilities Conditions Assessment and Facilities Needs Assessment including space and programming needs, development of preliminary plans, preliminary site parameters, and collaborate with the Construction Manager (Leopardo) to develop initial cost estimates for options which may include a comparison of renovation versus new construction of the selected facilities. The Village received 11 responses to the RFQ, and a cross-departmental staff team comprised of representative departments and the Village Manager's Office and Leopardo conducted interviews with four firms. The cross-departmental team selected FGM Architects (FGMA).

At the October 25, 2022 Committee of the Whole Meeting, staff introduced to the Consultant teams of Leopardo Companies that would be providing Construction Manager Services and FGM Architects (FGMA) who would be providing facility plan services to the Village Board. On November 8, 2022, the Village Board approved staff recommended professional services agreement with Leopardo Companies and FGM Architects.

At the February 28, 2023 Public Works and Facilities Committee Meeting of the Village Board, Leopardo Companies and FGM Architects presented a comprehensive update on the Space Needs and Facilities Conditions, work on Solutions Design and the development of the Facilities Plan Master Schedule for Fire Station 11/Headquarters, Fleet Maintenance Garage and the Police Station.

On April 25, 2023, the Village Board accepted the Space Needs report which is the foundation for moving to the next step in the process of determining how to renovate/replace Fire Station 11/Fire Headquarters, Fleet Maintenance Garage, and the Police Station.

On April 29, 2023, the Village hosted public tours of Fire Station 11/Headquarters, Fleet Maintenance Garage and the Police Station for residents to view the facilities to help better

understand the space needs and conditions of the buildings. Subsequently, information videos about each facility were posted for community review.

At the August 13, 2024 Board Meeting, the Village Board approved Ordinance 24-43 and Ordinance 24-44 approving the land purchases for both properties. After the approval of these Ordinances, the Village had a due diligence period, during which staff worked with the Village's architect and construction manager, FMGA and Leopardo respectively, to review the cost to demolish the vacant home on the site and complete site fit tests for the 820 Dundee property for a new Fire Station #11. With this decision, the Village acknowledged additional land or an alternative site for the Fire Headquarters is still required and is required to be attached to a fire station. That site selection decision is in process.

At the September 24, 2024 Village Board Meeting, after a due diligence period and consensus from Committee of the Whole to continue, the Board made formal recommendations to purchase both properties for Village facilities.

- 3504 Commercial for $2.3 MM for a future Fleet Maintenance Garage
- 820 Dundee for $997,963 for a future Fire Station 11

At the November 12, 2024 Village Board Meeting, the Board approved amendments to the existing agreements for Construction Management and Architectural Services for the new Fire Station #11 and the Fleet Maintenance Garage. With Resolution 24-172 and 24-173 staff received direction to start the Schematic Design. At the November 12, 2024 Village Board Meeting, the Board directed the Village to proceed with facility design to reduce energy consumption and related measures to ensure a reduction in the long term operating costs of both facilities through High Performance Design and energy use per square foot reductions to minimize the environmental footprint of each building in conformance with the Climate Action Plan along with a focus on health, well-being, and quality of life for the employees working in these facilities was also directed. The Community and Sustainability Committee of the Village Board met on November 6, 2024, to consider policy matters related to sustainability with guidance and input from FGM Architects and Leopardo Companies.

On April 8, 2025, staff, in conjunction with the Village's construction manager (Leopardo Companies) and architect (FGM Architects), presented the schematic designs for a new Fire Station #11 at 820 Dundee Road and the adaptive reuse of 3504 Commercial Avenue for the Fleet Maintenance Garage to the Committee of the Whole. At that meeting the elevations of proposed facilities, schematic design and various architectural elements, as well as the current estimated cost of the facilities were presented. Included with this agenda item as supplementation information are the materials from the April 8, 2025 Committee of the Whole Meeting.

At the conclusion of the April 8, 2025, Committee of the Whole meeting, the Village Board provided the following direction for each of the facilities:

- Fire Station #11 at 820 Dundee Road:
    - Move forward to the design development phase for this facility with the elevations, schematic design, and architectural elements in a form substantially similar to those presented.
    - Move forward with the inclusion of geothermal heating and cooling for the site.
    - Include the make-ready work for solar at this facility, with the right-sizing of the

solar panel array to be reviewed for installation at a later date.
    - The current estimated cost for the facility as discussed and directed is $22,007,348 inclusive of construction and land purchase.
- Fleet Maintenance Garage at 3504 Commercial Avenue:
    - Move forward to the design development phase for this facility with the elevations, schematic design, and architectural elements in a form substantially similar to those presented.
    - Move forward with the inclusion of geothermal heating and cooling for the site.
    - Do not include make-ready work for solar or solar panels at this facility due to the lack of sufficient roof area to support the solar array and the low electric generation rate of the remaining portion of the roof.
    - The current estimated cost for the facility as discussed and directed is $22,657,842 inclusive of construction and land purchase.

On April 22, 2025, the Village Board approved a Resolution affirming the schematic design elements for the new Fire Station #11 to be located at 820 Dundee Road and an adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage. Resolution 25-R-66 affirmed the direction on the building elevations, schematic design, architectural elements, sustainability elements, and estimated costs for a new Fire Station #11 at 820 Dundee Road and the adaptive re-use of 3504 Commercial Avenue for the Fleet Maintenance Garage.

At the May 27, 2025 Committee of the Whole Meeting, emergency backup power alternatives were reviewed in terms of reliability, maintenance, sustainability, cost and building code relative to the new Fire Station #11 to be located at 820 Dundee Road and an adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage. It was highlighted that generators are part of an early submittal bid package in order to manage the schedule to open of these new facilities.

Supplemental Information - Fire Station 11 DD Cost Recap
Supplemental Information - Fire Station 11 SD Cost Recap
Supplemental Information Northbrook Fire Program
Supplemental Information - Fleet Garage DD Cost Recap
Supplemental Information - Fleet Garage SD Cost Recap
Supplemental Information Northbrook Fleet Program

Owner Bid Summary Report

LCI Project #:	**25-3647**
Project Name:	**Northbrook Fire Station #11**
Floor Area-SF:	24,191
Bid Due Date:	7/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
DIVISION 1 - General Conditions		**$1,073,837**	**$44.39**
Preconstruction Services	$61,331		
General Conditions	$1,012,506		
DIVISION 2 - Site Construction		**$3,155,026**	**$130.42**
02060 Surveying	$25,000		
02210 Earthwork	$2,086,500		
02600 Site Utilities	Inc. in 02210		
02511 Asphalt Paving	$127,200		
02527 Site Concrete	$402,522		
02831 Fences & Gates	$201,088		
02900 Landscaping	$76,216		
02870 Site Furnishings	$25,000		
02050 Material Testing	$45,000		
02073 Site and Materials Management	$166,500		
DIVISION 3 - Concrete		**$741,769**	**$30.66**
03300 Concrete	$650,000		
03400 Elevated Concrete Slab	In 03300		
03309 Barrier One moisture Mitigation	$28,156		
03400 Hollow Core Precast Concrete	$63,613		
DIVISION 4 - Masonry		**$1,408,000**	**$58.20**
04202 Masonry	$1,408,000		
DIVISION 5 - Metals		**$985,585**	**$40.74**
05110 Structural Steel	$985,585		
DIVISION 6 - Wood & Plastics		**$356,508**	**$14.74**
06100 Rough Carpentry	In 09252		
06200 Finish Carpentry	$127,991		
06400 Architectural Millwork & Woodworking	$228,517		
DIVISION 7 - Thermal & Moisture Protection		**$1,055,320**	**$43.62**
07195 Air Barriers	$43,000		
07210 Insulation Building	In 04202		
07440 Composite Metal Wall Panels	In 07510		
07510 Membrane Roofing	$834,000		
07910 Caulking & Sealants	$16,520		
07510 Expansion Joints	$89,700		
07250 Spray Insulation	$72,100		
DIVISION 8 - Doors & Windows		**$895,600**	**$37.02**
08110 Doors, Frames & Hardware	$133,100		
08361 Folding Apparatus Doors	$172,400		

Owner Bid Summary Report

LCI Project #:	**25-3647**
Project Name:	**Northbrook Fire Station #11**
Floor Area-SF:	24,191
Bid Due Date:	7/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
08950 Storm Shelter Doors	$28,800		
08410 Exterior Glazing	$561,300		
DIVISION 9 - Finishes		**$1,702,840**	**$70.39**
09252 Metal Stud & Drywall	$776,101		
09310 Ceramic and Hard Tile	$95,770		
09510 Acoustical Ceilings	$123,900		
09500 Acoustical Treatment	$219,752		
09660 Carpet, Resilient Flooring and Base	$88,198		
09695 Floor Preparation - Misc.	$59,000		
09720 Epoxy Flooring	$171,789		
09900 Painting & Wallcovering	$168,330		
DIVISION 10 - Specialties		**$215,915**	**$8.93**
10260 Wall & Corner Guards	$10,260		
10505 Turnout Lockers	$85,100		
10523 Fire Extinguishers & Cabinets	$2,667		
10800 Toilet Accessories	$11,285		
10430 Exterior Signage	$78,800		
10430 Interior Signage	$14,303		
10350 Flagpoles	$13,500		
10671 Metal Storage Shelving	Inc. in FFE		
DIVISION 11 - Equipment		**$0**	**$0.00**
DIVISION 12 - Furnishings		**$9,800**	**$0.41**
12530 Window Treatment	$9,800		
DIVISION 13 - Special Construction		**$153,836**	**$6.36**
13800 Existing Building Demo	$123,836		
13850 Traffic Signalization	In Paving		
13850 Monument Sign	$30,000		
DIVISION 14 - Conveying Systems		**$0**	**$0.00**
DIVISION 15 - Mechanical		**$3,201,570**	**$132.35**
15300 Fire Protection	$160,000		
15400 Plumbing	$582,850		
15500 H.V.A.C.	$1,656,220		
15500 Geothermal Systems	$802,500		
DIVISION 16 - Electrical		**$2,165,767**	**$89.53**
16001 Electrical	$1,573,400		
16700 Fire Alarm	In 16001		
16700 Communications	$121,629		
16800 Security Systems	$131,710		
16230 Generators	$202,604		

Owner Bid
Summary Report

LCI Project #:	**25-3647**
Project Name:	**Northbrook Fire Station #11**
Floor Area-SF:	24,191
Bid Due Date:	7/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
16800 Audio Visual Systems	$136,424		
TRADE SUB-TOTAL	$17,121,373		**$707.76**
Subcontractor Default Insurance	$176,523		
Insurance Program	$207,575		
Labor & Performance Bonds	$175,055		
PROJECT SUB-TOTAL	$17,680,526		**$730.87**
Builder's Risk Insurance	$25,784		
PROJECT SUB-TOTAL	$17,706,310		**$731.94**
Contingency	$619,721		
PROJECT SUB-TOTAL	$18,326,031		**$757.56**
Escalation	$274,890		
Contractor's Fee	$558,028		
PROJECT SUB-TOTAL	**$19,158,949**		**$791.99**
Owner Design Contingency	$287,384		
FF&E	$793,728		
Design Fees	$1,282,000		
Relocate ComEd Pole Along Dundee Ave	Excluded		
Utilities Hookups	$75,000		
PROJECT TOTAL	**$21,597,061**		**$892.77**

Owner Bid
Summary Report

Leopardo

LCI Project #:	**25-3647**
Project Name:	**Northbrook Fire Station #11**
Floor Area-SF:	23,600
Bid Due Date:	3/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
DIVISION 1 - General Conditions		**$948,442**	**$40.19**
Preconstruction Services	$30,000		
General Conditions	$918,442		
DIVISION 2 - Site Construction		**$2,665,923**	**$112.96**
02060 Surveying	$39,900		
02210 Earthwork	$540,395		
02600 Site Utilities	$1,328,979		
02511 Asphalt Paving	$170,007		
02527 Site Concrete	$245,282		
02831 Fences & Gates	$20,860		
02900 Landscaping	$69,000		
02810 Irrigation Systems	$25,000		
02870 Site Furnishings	$25,000		
02050 Material Testing	$35,000		
02073 Site and Materials Management	$166,500		
DIVISION 3 - Concrete		**$703,646**	**$29.82**
03300 Concrete	$573,988		
03400 Elevated Concrete Slab	$101,502		
03470 Barrier One Moisture Mitigation	$28,156		
DIVISION 4 - Masonry		**$1,517,079**	**$64.28**
04202 Masonry	$1,517,079		
DIVISION 5 - Metals		**$1,048,923**	**$44.45**
05110 Structural Steel	$1,048,923		
DIVISION 6 - Wood & Plastics		**$268,995**	**$11.40**
06100 Rough Carpentry	In 09252		
06200 Finish Carpentry	$149,350		
06400 Architectural Millwork & Woodworking	$119,645		
06650 Solid Surface Fabrications	In 06400		
DIVISION 7 - Thermal & Moisture Protection		**$974,197**	**$41.28**
07195 Air Barriers	$110,076		
07250 Building Insulation	In 04202		
07440 Composite Metal Wall Panels	In 07510		
07510 Membrane Roofing	$669,402		

Owner Bid
Summary Report

Leopardo

LCI Project #:	**25-3647**
Project Name:	**Northbrook Fire Station #11**
Floor Area-SF:	23,600
Bid Due Date:	3/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
07910 Caulking & Sealants	$16,520		
07510 Expansion Joints	$89,700		
07250 Sprayed Insulation	$88,499		
DIVISION 8 - Doors & Windows		**$767,950**	**$32.54**
08110 Doors, Frames & Hardware	$102,750		
08350 Folding Doors	In 08361		
08361 Folding Apparatus Doors	$229,800		
08410 Exterior Glazing	$405,400		
08950 Storm Shelter Doors	$30,000		
DIVISION 9 - Finishes		**$1,586,568**	**$67.23**
09252 Metal Stud & Drywall	$580,850		
09510 Acoustical Ceilings	$184,200		
09310 Ceramic and Hard Tile	$181,000		
09660 Carpet, Resilient Flooring and Base	$106,350		
09720 Epoxy Flooring	$195,365		
09900 Painting & Wallcovering	$174,403		
09695 Floor Preparation Allowance	$59,000		
09500 Acoustical Treatment	$105,400		
DIVISION 10 - Specialties		**$227,440**	**$9.64**
10430 Exterior Signage	Inc in FFE		
10430 Interior Signage	$7,500		
10260 Wall & Corner Guards	$11,650		
10505 Lockers & Benches	$179,000		
10523 Fire Extinguishers & Cabinets	$2,000		
10671 Metal Storage Shelving	Inc in FFE		
10800 Toilet Accessories	$13,790		
10530 Awnings & Canopies	In Trades		
10350 Flagpoles	$13,500		
DIVISION 11 - Equipment		**$0**	**$0.00**
11451 Residential Appliances	By Owner		
DIVISION 12 - Furnishings		**$9,786**	**$0.41**
12530 Window Treatment	$9,786		
12494 Window Film	N/A		
12480 Floor Mats & Frames	Inc. in Div. 9		
DIVISION 13 - Special Construction		**$160,000**	**$6.78**
13800 Existing Building Demo	$50,000		
13850 Traffic Signalization	$80,000		
13121 Monopole	See ALT		
13850 Monument Sign	$30,000		

Owner Bid
Summary Report

LCI Project #:	**25-3647**
Project Name:	**Northbrook Fire Station #11**
Floor Area-SF:	23,600
Bid Due Date:	3/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
DIVISION 14 - Conveying Systems		**$0**	**$0.00**
DIVISION 15 - Mechanical		**$3,547,490**	**$150.32**
15300 Fire Protection	$105,090		
15400 Plumbing	$472,400		
15500 H.V.A.C.	$1,435,000		
15600 Geothermal Premium Costs	$1,535,000		
DIVISION 16 - Electrical		**$2,119,352**	**$89.80**
16001 Electrical	$1,326,000		
16700 Fire Alarm	$75,652		
16700 Communications	$162,500		
16800 Security Systems	$94,400		
16230 Generators	$390,000		
16800 Audio Visual Systems	$70,800		
TRADE SUB-TOTAL	$16,545,791		**$701.09**
Subcontractor Default Insurance	$171,571		
Insurance Program	$200,608		
Labor & Performance Bonds	$169,180		
PROJECT SUB-TOTAL	$17,087,150		**$724.03**
Builder's Risk Insurance	$6,835		
PROJECT SUB-TOTAL	$17,093,985		**$724.32**
Contingency	$854,699		
PROJECT SUB-TOTAL	$17,948,684		**$760.54**
Escalation	$538,461		
Contractor's Fee	$554,614		
PROJECT SUB-TOTAL	**$19,041,759**		**$806.85**
Owner Design Contingency	$285,626		
FF&E	$325,000		
Design Fees	$1,282,000		
Relocate ComEd Pole Along Dundee Ave	Excluded		
Utilities Hookups	$75,000		
Photovoltaic (Solar Panel) Systems	See ALT		
PROJECT TOTAL	**$21,009,385**		**$890.23**

Owner Bid Summary Report

LCI Project #:	**25-3647**
Project Name:	**Northbrook Fire Station #11**
Floor Area-SF:	23,600
Bid Due Date:	3/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
Alternates			
Alternate #1			
Provide Diesel Generator i.l.o. Natural Gas		**($233,675)**	
Alternate #2			
ROM Cost - Ballasted Rooftop Photovoltaic System (80kW-100kw)		**$335,908**	
Alternate #3			
ROM Cost - Ballasted Rooftop Photovoltaic System (150kW-200kw)		**$587,839**	
Alternate #4			
Remove Geothermal from Scope (Credit Geothermal + 4 Months GCs, Add for Increased Electrical Service Size)		**($1,817,121)**	
Alternate #5			
Include Monopole, Foundation Structure & Shelter		**$257,043**	

Village of Northbrook
Fire Department
Space Needs Program

FGMARCHITECTS

April 18, 2023
FGM Project No. 23-3665.01

Item	Room/Area/Space	Counts	Sq.ft.			Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
A.	**PUBLIC ENTRY/TRAINING/COMMUNITY ROOM**						
1.0	Public Entry Vestibule		76	80	80		Entrance vestibule
2.0	Public Lobby		120	300	300		Wall for dept photos, provide seating
3.0	Display Cases		-	40	40		Small area for historical memorabilia
4.0	Training/Commmunity Room (backup EOC)		891	1,800	1,800		Training room to accommodate (60) persons in classroom setting, dividable.
5.0	Kitchenette		-	50	50		Alcove within training room for food service
6.0	A/V Closet		-	24	24		Dedicated closet for A/V room equipment
7.0	Storage - General		162	150	150		Store 50% of tables and chairs
8.0	Fire Training Equipment Storage		-	100	100		CPR training equipment
9.0	EOC Equipment Storage		-	50	50		Secure storage room
10.0	Public Toilets						
11.0	Men's Toilet Room		45	200	200		(2) toilets, (3) urinals, (2) lavatories
12.0	Women's Toliet Room		45	200	200		(40) toilets, (2) lavatories
13.0	**Public Entry / Training Room Sub-Total**			**2,994**	**2,994**		
14.0	**Circulation, Wall, and Mechanical Shaft Space (25%)**			749	749		
15.0	**PUBLIC ENTRY, TRAINING/COMMUNITY ROOM TOTAL**			**3,743**	**3,743**		
B.	**ADMINISTRATION**						
1.0	Fire Chief's Office	1	250	350	350	1	Provide desk, credenza, conferecne table for (6), soft seating, book case, files
2.0	Coat Closet		-	10	10		
3.0	Deputy Chief's Office - Operations	1	221	300	300	1	Provide desk, credenza, small table, book case, files
4.0	Coat Closet		-	10	10		
5.0	Deputy Chief's Office - Administration	1	-	300	300	1	Provide desk, credenza, small table, book case, files
6.0	Coat Closet		-	10	10		
7.0	Battalion Chief's Office - Training and Safety	1	213	250	250	1	Provide desk, credenza, small table, book case, files
8.0	Coat Closet		-	10	10		
9.0	Management Analyst Office	1	128	150	150	1	
10.0	Clerk Office	1	120	120	120	1	
11.0	EMS Coordinator Office		-	-	120	1	
12.0	Emergency Management Office		-	-	120	1	
13.0	Future Flex Office		-	-	120	1	
14.0	Open Workstations (Training 7G)	4	-	144	144	4	6'x6' workstations
15.0	Receptionist	1	-	64	64	1	Open work area to monitor lobby
16.0	Waiting Area		-	75	75		Small Area inside Admin w/ two chairs
17.0	Coat Closet		-	10	10		
18.0	Small Meeting Room		-	225	225		Meeting space for (8)
19.0	Conference Room		315	400	400		Conference table for (12)
20.0	Breakroom/Lunchroom		164	300	300		Accommodate space for (12) - plenty counter space
21.0	Mail Copy - Workroom		100	150	150		Shared with Fire Prevention Bureau

Village of Northbrook
Fire Department
Space Needs Program

FGMARCHITECTS

April 18, 2023
FGM Project No. 23-3665.01

Item	Room/Area/Space	Counts	Sq.ft.			Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
22.0	Office Supply Closet		100	50	50		
23.0	Secure File Room		70	150	150		Pension/Training/Personel records - how many 42" cabinets? 6
24.0	Single User Restroom - 2		-	190	190		(1) WC, (1) lav each - (1) should have shower
25.0	Small Locker Area		-	125	125		Lockers for Admin and Fire Prevention
26.0	Janitor Closet/Supply Storage		-	100	100		
27.0	**Fire Prevention Bureau**						locate area close to public lobby
28.0	Fire Marshal Office	1	195	250	250	1	Provide desk, credenza, plan review table, book case, files
29.0	Coat Closet		-	10	10		
30.0	Fire Inspector	1	144	120	120	1	Provide desk, credenza, plan review table
31.0	Fire Inspector	1	-	120	120	1	Provide desk, credenza, plan review table
32.0	Fire Inspector	1	-	120	120	1	Provide desk, credenza, plan review table
33.0	Open Work Area (FPB 7G)	5	-	252	288	6	Provide (6) 6'x6' workstations w/ (2) stand up worksurface islands for plan review
34.0	File Storage		-	400	400		(22) file cabinets within area, need easy access
35.0	Fire Prevention Meeting Room		122	200	200		Room off lobby for staff to meet visitors - size for (6) - large table for plans
36.0	**Administration Sub-Total**	20		**4,965**	**5,361**	24	
37.0	**Circulation, Wall, and Mechanical Shaft Space (35%)**			1,738	1,876		
38.0	**ADMINISTRATION TOTAL**			**6,703**	**7,237**		
C.	**RESIDENTIAL**						
1.0	Dayroom for 9		438	600	600		Separate room from Kitchen/Dining
2.0	Kitchen/Dining for 12		298	700	700		Commercial stove, (3) friges, extra freezer, (3) pantires - combined or individual
3.0	Bunkrooms (8)	5	340	450	720	8	90 s.f. cubicle w/ bed, desk and 3 tier locker for bedding
4.0	Closets		-	25	25		Provide (2) closets - hanging space for dress uniforms
5.0	Open Locker Area		300	435	435		Provide (27) 2'x2' lockers - 3 detail/reassignment lockers included
6.0	Individual Toilet/Shower Rooms	3	150	330	440	4	Each w/ toilet, lav and shower
7.0	Open Sink Alcove		-	15	15		(2) additional sinks in open locker area
8.0	Batallion Chief's Office	1	288	300	300	1	Office with 3 desks - one for each Batallion Chief
9.0	B.C. Bunk			100	100		Bed, nighstand and lockers
10.0	B.C. Toilet Room		100	110	110		toilet, lav, shower
11.0	Captain's Office	1	275	150	150	1	Office with (1) shared desk
12.0	Lieutenant's Office		-	120	120		Office with (1) shared desk
13.0	Captain/Lieutenant Bunk		-	100	100		Bed, nighstand and lockers
14.0	Captain/Lieutenant Toilet Room		-	110	110		toilet, lav, shower
15.0	Station Office		-	350	350		(4) workstations along wall - table in middle - mailboxes
16.0	Wellness Room		-	100	100		Mothers room per IL code - stress management per NFPA recommendations
17.0	Exercise Room		650	1,250	1,250		Ideally located with outdoor area and access - some open area for stretching
18.0	Residential Laundry		120	125	125		Washer, dryer, laundry tub, cabinets and counter

Village of Northbrook
Fire Department
Space Needs Program

FGMARCHITECTS

April 18, 2023
FGM Project No. 23-3665.01

Item	Room/Area/Space	Counts	Sq.ft.			Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
19.0	Janitor Closet/Storage Supply		60	100	100		For supplies and cleaning equipment
20.0	**Residential Sub-Total**	10		**5,470**	**5,850**		
21.0	**Circulation, Wall, and Mechanical Shaft Space (30%)**			1,641	1,755		
22.0	**RESIDENTIAL TOTAL**			**7,111**	**7,605**		
D.	**APPARATUS AREAS**						
1.0	Apparatus Bays		4,160	6,660	6,660		(4) double deep bays - (2) 90'x17' and (2) 90'x20'
2.0	Hose Tower		289	400	400		Room in base for hose washing equipment - provide actual stairs
3.0	Hose Storage		-	24	24		8 lineal feet of rack
4.0	Turnout Gear		-	480	480		(40) lockers
5.0	Clean Gear Storage		-	125	125		Room to keep extra set of gear away from potential contaminants - storage shelving
6.0	Workroom		-	250	250		Tool bench, parts cleaner, extra fluids, flammable cabinet, equip chargers, misc supplies
7.0	SCBA/Equipment		-	150	150		Compressor, spare bottles, workbench - oxygen cascade
8.0	Decon/Wash Zone		-	200	200		Extractor, decon shower, gear dryer, sink
9.0	EMS Supply		-	50	50		Small room w/ shelving for supplies
10.0	Recessed Work Counter		-	25	25		Recessed area w/ counter - maps - chargers
11.0	Special Teams Supply		-	100	100		
12.0	Lawn/Seasonal Storage		-	125	125		
13.0	General Bay Storage		-	150	150		Ice Machine
14.0	Single User Bay Toilet		-	80	80		
15.0	Mezzanine		-	-	-		Potential mezzanine space above support room for additioinal storage
16.0	**Apparatus Areas Sub-Total**			**8,819**	**8,819**		
17.0	Circulation, Wall, and Mechanical Shaft Space (15%)			1,323	1,323		
18.0	**APPARATUS AREAS TOTAL**			**10,142**	**10,142**		
E.	**SUPPORT/STORAGE**						
1.0	Mechanical Room(s)		-	300	300		Assume roof top HVAC equipment
2.0	Electrical Service		-	150	150		
3.0	I.T. Room		-	150	150		Server racks - Alerting System -
4.0	Small Workstation		-	25	25		Workspace within room
5.0	Storage/Equipment		-	15	15		Shelving Unit
6.0	Water Service/Sprinkler		-	75	75		Plumbing and Fire Protection Equipment
7.0	Emergency Generator		-	-	-		Located Outside
8.0	General Building Storage		-	250	350		Maintenance supplies, attic stock of materials
9.0	**Support/Storage Sub-Total**		**-**	**965**	**1,065**		
10.0	Circulation, Wall, and Mechanical Shaft Space (25%)			241	266		

Village of Northbrook
Fire Department
Space Needs Program

FGMARCHITECTS

April 18, 2023
FGM Project No. 23-3665.01

Item	Room/Area/Space	Counts	Sq.ft.			Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
11.0	**SUPPORT/STORAGE TOTAL**			1,206	1,331		
F.	**BUILDING AREA SUBTOTAL**		21,719	28,904	30,058		
G.	**MULTI-STORY CIRCULATION FACTOR** (assume one story)				-		Add 1,000 square feet per floor if multiple floors
H.	**TOTAL BUILDING AREA REQUIRED**		21,719	28,904	30,058		
I.	Stand Alone Storage Building		2,920	3,650	3,650		Add 25% for future growth
J.	**EXTERIOR REQUIREMENTS**						
1.0	Entry Plaza		425		500		Fallen Firefighter Memorial plaza
2.0	Flagpole Area		25		50		
3.0	Outdoor Covered Patio		440		200		
4.0	Electrical Transformer		100		100		
5.0	Generator		300		400		
6.0	Trash Enclosure		80		150		
7.0	Provide an extra 2 acres of site for future training opportunities						
K.	**PARKING REQUIREMENTS**				Spaces		
1.0	Public Parking		3		40		Spaces for visitors (include handicap stalls)
2.0	Staff Parking		25		10		Spaces for admin staff
3.0	Department Parking		3		10		Staff Chiefs - Training truck - Investigator and bureau (ideally under cover)
4.0	Shift Parking		-		20		Spaces for shift personel - (times two)
5.0	**TOTAL PARKING REQUIRED**		31		80		Total Spaces - locate for expansion

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Owner Bid Summary Report

LCI Project #:	**25-3648**
Project Name:	**Northbrook Fleet Maintenance**
Floor Area-SF:	31,330
Bid Due Date:	7/18/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
DIVISION 1 - General Conditions		**$906,164**	**$28.92**
Preconstruction Services	$59,962		
General Conditions	$846,202		
DIVISION 2 - Site Construction		**$2,245,142**	**$71.66**
02060 Surveying	$20,000		
02071 Site Demolition	In 02210		
02071 Building Demolition-Interior	$407,850		
02073 Hazardous Material Abatement	$20,000		
02210 Earthwork	$1,167,500		
02600 Site Utilities	In 02210		
02527 Site Concrete	$350,971		
02511 Asphalt Paving	$46,101		
02831 Fences & Gates	$166,575		
02900 Landscaping	$31,145		
02630 Storm Water Dentention	In 02210		
02050 Material Testing	$35,000		
DIVISION 3 - Concrete		**$545,645**	**$17.42**
03300 Concrete	$545,645		
DIVISION 4 - Masonry		**$565,022**	**$18.03**
04202 Masonry	$565,022		
DIVISION 5 - Metals		**$945,900**	**$30.19**
05110 Structural Steel	$945,900		
DIVISION 6 - Wood & Plastics		**$83,495**	**$2.67**
06400 Architectural Millwork & Woodworking	$83,495		
DIVISION 7 - Thermal & Moisture Protection		**$1,962,720**	**$62.65**
07210 Insulation Building	$25,400		
07440 Composite Metal Wall Panels	$1,753,700		
07510 Membrane Roofing	$183,620		
DIVISION 8 - Doors & Windows		**$667,682**	**$21.31**
08110 Doors, Frames & Hardware	$138,000		
08361 Sectional Overhead Doors	$155,132		
08410 Exterior Glazing	$374,550		
DIVISION 9 - Finishes		**$1,239,511**	**$39.56**
09252 Metal Stud & Drywall	$614,260		
09510 Acoustical Ceilings	$238,600		
09310 Ceramic and Hard Tile	$39,973		

Owner Bid
Summary Report

LCI Project #:	**25-3648**
Project Name:	**Northbrook Fleet Maintenance**
Floor Area-SF:	31,330
Bid Due Date:	7/18/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
09660 Carpet, Resilient Flooring and Base	$113,960		
09695 Floor Preparation - Misc.	$10,480		
09720 Epoxy Flooring	$62,538		
09900 Painting & Wallcovering	$159,700		
09500 Acoustical Treatment	In 09510		
DIVISION 10 - Specialties		**$99,279**	**$3.17**
10260 Wall & Corner Guards	$34,050		
10430 Building / Exterior Signage	$6,424		
10505 Lockers & Benches	$40,100		
10523 Fire Extinguishers & Cabinets	$1,170		
10800 Toilet Accessories	$3,990		
10430 Exterior Signage	$13,545		
DIVISION 11 - Equipment		**$0**	**$0.00**
11451 Residential Appliances	Inc. in FFE		
11611 Garage Lifts	Inc. in FFE		
11611 Fitness Equipment	Inc. in FFE		
11611 Tools/Shop Equipment	Inc. in FFE		
DIVISION 12 - Furnishings		**$16,605**	**$0.53**
12530 Window Treatment	$16,605		
DIVISION 13 - Special Construction		**$0**	**$0.00**
13850 Monument Sign	In Trades		
DIVISION 14 - Conveying Systems		**$255,400**	**$8.15**
14001 Elevators	$255,400		
DIVISION 15 - Mechanical		**$3,697,935**	**$118.03**
15300 Fire Protection	$236,600		
15400 Plumbing	$620,135		
15500 H.V.A.C.	$2,097,000		
15680 Geo Thermal Premium	$744,200		
DIVISION 16 - Electrical		**$2,682,492**	**$85.62**
16001 Electrical	$1,980,052		
16230 Generators	$269,113		
16700 Fire Alarm	Inc in 16001		
16700 Communications	$112,351		
16800 Security Systems	$170,976		
16800 Audio Visual Systems	$150,000		
TRADE SUB-TOTAL	$15,912,992		**$507.92**
Subcontractor Default Insurance	$165,075		

Owner Bid
Summary Report

LCI Project #:	**25-3648**
Project Name:	**Northbrook Fleet Maintenance**
Floor Area-SF:	31,330
Bid Due Date:	7/18/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
Builder's Risk Insurance	$6,431		
Labor & Performance Bonds	$160,845		
Insurance Program	$194,944		
PROJECT SUB-TOTAL	$16,440,287		**$524.75**
Contingency	$575,410		
PROJECT SUB-TOTAL	$17,015,697		**$543.11**
Escalation	$255,235		
Contractor's Fee	$518,128		
Owner Design Contingency	$444,727		
FF&E	$1,006,500		
Design Fees	$1,189,000		
Utility Modifications	$75,000		
PROJECT TOTAL	**$20,504,287**		**$654.46**

Owner Bid Summary Report

LCI Project #:	**25-3648**
Project Name:	**Northbrook Fleet Maintenance Building**
Floor Area-SF:	31,731
Bid Due Date:	3/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
DIVISION 1 - General Conditions		**$855,390**	**$26.96**
Preconstruction Services	$45,000		
General Conditions	$810,390		
DIVISION 2 - Site Construction		**$2,408,647**	**$75.91**
02060 Surveying	$20,000		
02071 Site Demolition	$68,169		
02071 Building Demolition-Interior	$458,831		
02073 Asbestos Abatement	$20,000		
02210 Earthwork	$491,508		
02600 Site Utilities	$325,000		
02527 Site Concrete	$310,862		
02511 Asphalt Paving	$129,150		
02831 Fences & Gates	$146,127		
02900 Landscaping	$32,000		
02810 Irrigation Systems	$12,000		
02630 Storm Water Detention	$395,000		
DIVISION 3 - Concrete		**$618,638**	**$19.50**
03300 Concrete	$618,638		
DIVISION 4 - Masonry		**$366,572**	**$11.55**
04202 Masonry	$366,572		
DIVISION 5 - Metals		**$703,357**	**$22.17**
05110 Structural Steel	$703,357		
DIVISION 6 - Wood & Plastics		**$60,865**	**$1.92**
06100 Rough Carpentry	In 09252		
06200 Finish Carpentry	In 09252		
06400 Architectural Millwork & Woodworking	$60,865		
DIVISION 7 - Thermal & Moisture Protection		**$1,807,642**	**$56.97**
07210 Insulation Building	In Trades		
07440 Composite Metal Wall Panels	$1,655,642		
07510 Membrane Roofing	$152,000		
07210 Spray Insulation	NA		
DIVISION 8 - Doors & Windows		**$516,914**	**$16.29**
08110 Doors, Frames & Hardware	$54,300		
08361 Sectional Overhead Doors	$164,714		
08715 Automatic Door Operators	In 08410		
08410 Exterior Glazing	$289,400		

Owner Bid Summary Report

LCI Project #:	**25-3648**
Project Name:	**Northbrook Fleet Maintenance Building**
Floor Area-SF:	31,731
Bid Due Date:	3/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
08950 Transaction Window	$8,500		
DIVISION 9 - Finishes		**$1,112,455**	**$35.06**
09252 Metal Stud & Drywall	$474,412		
09510 Acoustical Ceilings	$138,000		
09310 Ceramic and Hard Tile	$31,200		
09660 Carpet, Resilient Flooring and Base	$69,300		
09695 Floor Preparation - Misc.	$16,500		
09720 Epoxy Flooring	$202,556		
09770 Athletic Flooring	In 09660		
09900 Painting & Wallcovering	$126,427		
09500 Acoustical Treatment	$54,060		
DIVISION 10 - Specialties		**$69,342**	**$2.19**
10260 Wall & Corner Guards	$34,050		
10430 Building / Exterior Signage	$7,500		
10505 Lockers & Benches	$12,090		
10523 Fire Extinguishers & Cabinets	$3,687		
10800 Toilet Accessories	$12,015		
DIVISION 11 - Equipment		**$6,500**	**$0.20**
11451 Residential Appliances	$6,500		
11611 Garage Lifts	Inc. in FFE		
11611 Fitness Equipment	Inc. in FFE		
11611 Tools/Shop Equipment	Inc. in FFE		
DIVISION 12 - Furnishings		**$16,605**	**$0.52**
12530 Window Treatment	$16,605		
DIVISION 13 - Special Construction		**$30,000**	**$0.95**
13850 Monument Sign	$30,000		
DIVISION 14 - Conveying Systems		**$255,000**	**$8.04**
14001 Elevators	$255,000		
DIVISION 15 - Mechanical		**$3,969,094**	**$125.09**
15300 Fire Protection	$105,000		
15400 Plumbing	$554,094		
15500 H.V.A.C.	$1,880,000		
15680 Geothermal Premium Costs	$1,430,000		
DIVISION 16 - Electrical		**$2,541,380**	**$80.09**
16001 Electrical	$1,631,980		
16230 Generators	$719,400		
16700 Fire Alarm	$70,000		

Owner Bid Summary Report

LCI Project #:	**25-3648**
Project Name:	**Northbrook Fleet Maintenance Building**
Floor Area-SF:	31,731
Bid Due Date:	3/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
16700 Communications	$120,000		
TRADE SUB-TOTAL	$15,338,401		**$483.39**
Subcontractor Default Insurance	$159,313		
Builder's Risk Insurance	$6,199		
Labor & Performance Bonds	$155,039		
Insurance Program	$187,907		
PROJECT SUB-TOTAL	$15,846,859		**$499.41**
Contingency	$792,343		
PROJECT SUB-TOTAL	$16,639,202		**$524.38**
Escalation	$499,176		
Contractor's Fee	$514,151		
PROJECT SUB-TOTAL	**$17,652,529**		**$556.32**
Owner Design Contingency	$441,313		
FF&E	$1,000,000		
Design Fees	$1,189,000		
Utility Modifications	$75,000		
Solar Array on 2-Story Building	See Alt		
PROJECT TOTAL	**$20,357,842**		**$641.58**

Alternates

Alternate #1	
Provide Diesel Generator i.l.o. Natural Gas	**($495,751)**
Alternate #2	
ROM Cost - Ballasted Rooftop Photovoltaic System	**$114,347**
Alternate #3	
Remove Geothermal from Scope (Credit Geothermal + 4 Months GCs, Add for Increased Electrical Service Size)	**($1,736,607)**

Village of Northbrook
Fleet Department
Space Needs Program

FGMARCHITECTS
April 17, 2023

FGM Project No. 23-3665.01

Item	Room/Area/Space	Employee Counts	Sq.ft.			Employee Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
A.	**PUBLIC ENTRY**						
1.0	Public Entry Vestibule		-		80		Entrance vestibule
2.0	Public Lobby		-		150		Provide seating for (3)
3.0	**Public Entry / Training / Community Room Sub-Total**		-		**230**		
4.0	**Circulation, Wall, and Mechanical Shaft Space**				58		
5.0	**PUBLIC ENTRY**		-		**288**		
B.	**ADMINISTRATION**						
1.0	Administrative Clerk Office	1	see total below		210	2	Desk, credenza, guest seating for (2), file - located near Fleet Supervisor. Window to lobby for reception. Counter space for a part-time staff member for future
2.0	Fleet Manager Office	1	see total below		180	1	Desk, credenza, guest seating for (2), file - located near Admin Clerk.
3.0	Office	0			120	1	Desk, credenza, guest seating for (2) - located near Admin Clerk.
4.0	Conference Room/ Training Room		-		450		To accomodate 8-10 people. Include a counter with (3) workstations for mechanics and flex. Include copier, library, & manuals. Located near Fleet Supervisor.
5.0	File Storage		see total below		120		Secure file storage room with (6) 42" lateral files
6.0	**Administration Sub-Total**	2	241		**1,080**	4	
7.0	**Circulation, Wall, and Mechanical Shaft Space**				378		
8.0	**ADMINISTRATION TOTAL**		241		**1,458**		
C.	**STAFF SUPPORT AREAS**						
1.0	Universal Locker Area	6	on bay flr		300	6	Provide (18) 24" wide lockers w/ foot drawer and bench area. Includes lockers for facilities
2.0	Single User Toilet/Shower Rooms		136		400		(4) single user rooms, each with (1) toilet, (1) lav, (1) shower, and (1) changing bench
3.0	Uniform Service Area				30		Supply lockers, laundry locker, that is accessible to all staff.
4.0	Lunchroom		323		600		To accommodate 8-10 people, but maximum up to 14 people for staff training and other PD or PW staff. Include large TV/monitor. Fridge, (3) microwaves, (3) toaster ovens, no stove, dishwasher, sink, ice machine, coffee station, vending machines, & bottle filler. Located away from shop. area for charging devices and equipment. Access to outside patio with grill.
5.0	Laundry Room		-		100		Washer, dryer, drying rack space or equipment dryer, slop sink.
6.0	Weather Gear Lockers		-		120		(10) lockers, located on way from bay to main locker room, but separate.
7.0	Fitness Area		-		200		(2) treadmills/ cardio units, free weights, stretching area.
8.0	**Staff Support Areas Sub-Total**		459		**1,750**		
9.0	Circulation, Wall, and Mechanical Shaft Space				613		
10.0	**STAFF SUPPORT AREAS TOTAL**		459		**2,363**		

Village of Northbrook
Fleet Department
Space Needs Program

FGMARCHITECTS
April 17, 2023

FGM Project No. 23-3665.01

Item	Room/Area/Space	Employee Counts	Sq.ft.			Employee Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
D.	**FLEET**						
1.0	Small Fleet Maintenance Bays		3,420		4,800		80' long, (1) 18' wide access lane to (4) 20'x30' work bays. (1) 12' staging lane off access lane for progress vehicles. (3) work bays with either 2 or 4 post overhead racks and (1) work bay with an in-ground lift. Room in work bays for mechanic tools, benches, and equipment. Provide 18' high-speed coiling OH door in/out each side.
2.0	Express Maintenance Lane		-		1,760		80' long, (1) 22' wide. Intended for in-service and quick service. To be also be used for overnight storage of vehicles for department pickup. Located near tools storage. Adjacent racks for plow blades, tools, benches, etc. equipment to allow bay to be used for wash of vehicles. Provide 18' wide high-speed coiling OH door in/out each side.
3.0	Large Fleet Maintenance Bays		4,711		4,680		(2) 90' long x 26' wide, (3) heavy vehicle work bays utilizing mobile lifts and (1) work bay with an in-ground lift. Room in work bays for mechanic tools, benches, mobile lift charging, and equipment. Provide multi-directional 5 ton hoist over entire Large Fleet Maintenance Bays and adjacent fabrication areas. Provide 18' high-speed coiling OH doors for each bay.
4.0	Bulk Oil & Gas Supply		628		1,000		Depressed containment. Bulk oil supply (3) large tanks (palette), bulk gas cylinder supply, (3) kinds of anti-freeze, drum fluid, hydraulic fluids, DEF, washer fluid drums, room for (12) drums, bottle Oxygen (possibly shift to Fire?), shelving with (1) 5-gallon pails, chemical/cleaner storage. To have direct access to exterior and shop. Room for empty drums until pickup.
5.0	Parts & Small Shop Tool Storage		700		800		Secured caged area. Immediate parts & shared hand tools, stand up counter for inventory and access.
6.0	Wash Area/ Boot Wash		-		150		Hose down equipment, boot wash unit, slop sink, equipment drying area. Connected to Laundry Room.
7.0	Emergency Shower/ Eye Wash Station		-		100		(2) 50 s.f. separate areas - one on either side of the bays for emergency convenience
8.0	Mezzanine Storage		692		2,000		Long term storage and large bulk storage. Includes vehicle seats/ panels, tires, bulk equipment, etc. Make capable of 225lbs loading. Hoist access.
9.0	Fabrication Area		in bays		600		Welding, steel rack, milling, drill press, welding table, & horizontal saw. Large enough for plow access. Open above to allow the 5-ton hoist from Large Fleet Maintenance Bays.
10.0	Wood Shop		parts stor		600		Located near the fabrication shop. Table saw, sanders, chop saw, drill press, etc. Sized to accommodate Facilities use of shop
11.0	New/Old Tire Storage		in bays		600		20'x30' - Racks for tires, with direct exterior access. Adjacent to a PD changeover bay for possible use on tire changing.

Village of Northbrook
Fleet Department
Space Needs Program

FGMARCHITECTS
April 17, 2023

FGM Project No. 23-3665.01

Item	Room/Area/Space	Employee Counts	Sq.ft.			Employee Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
12.0	Small Equipment Workroom & Parts		parts stor		400		20'x20' - Secured caged area for equipment repair, bench, tools, etc.
13.0	Vehicle Changeover Bays		in bays		3,200		(4) 35' long x 21' wide bays, one with a 2 or 4 post rack that could be used for tire changeover. Extra space for large racking of police changover supply (lights, equipment, bars, etc.). Bay for storage of vehicles on long lead turnover.
14.0	Recycling Storage Area		on bay flr		400		Palletized storage for Village recycling programs. Space for 15 floor accessed pallets and dumpster
15.0	Bay Toilet		-		160		(2) 80 s.f. separate rooms - one either side of the bays for convenience.
16.0	Facilities Storage		-		320		centralized storage for Village facilities needs.
17.0	General Storage		106		120		Miscellaneous storage
18.0	**Fleet Sub-Total**		10,257		**21,690**		
19.0	Circulation, Wall, and Mechanical Shaft Space				3,254		
20.0	**FLEET TOTAL**		10,257		**24,944**		
E.	**BUILDING SYSTEMS AND MAINTENANCE SPACES**						
1.0	Elevator		-		-		Assumed single story facility
2.0	Elevator Machine Room		-		-		Assumed single story facility
3.0	Emergency Generator		-		-		Located outside. Fully backed up facility.
4.0	Mechanical Room(s)		-		300		Plumbing and Fire Protection Equipment (assume roof top HVAC equipment)
5.0	Electrical Room		-		200		
6.0	Gas Service Room		-		-		In mechanical room
7.0	I.T. Server Room		-		120		Space for up to (1) server rack and (1) communications rack
8.0	Janitor's Closet		-		100		For supplies and cleaning equipment
9.0	Delivery Staging Area		-		200		Delivery staging area
10.0	**Building Systems and Maintenance Spaces Sub-Total**		-		**920**		
11.0	Circulation, Wall, and Mechanical Shaft Space				184		
12.0	**BUILDING SYSTEMS AND MAINTENANCE SPACES TOTAL**		-		**1,104**		
F.	**BUILDING AREA SUBTOTAL**		**11,994**		**30,156**		
G.	**MULTI-STORY CIRCULATION FACTOR**		**-**		**-**		Assumed single story facility
H.	**TOTAL BUILDING AREA REQUIRED**		**11,994**		**30,156**		
I.	**EXTERIOR REQUIREMENTS**						
1.0	Flagpole Area				50		

Village of Northbrook
Fleet Department
Space Needs Program

FGMARCHITECTS
April 17, 2023

FGM Project No. 23-3665.01

Item	Room/Area/Space	Employee Counts	Sq.ft.			Employee Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
2.0	Patio				250		Outdoor seating with hookup for grill, located off lunchroom.
3.0	Electrical Transformer				100		
4.0	Generator				300		Fully backed up facility.
5.0	Trash Enclosure				150		for (3) 4-yd dumpsters, cardboard, scrap, trash
6.0	Security fencing with power gates				-		
J.	**PARKING REQUIREMENTS**		Exist. Spaces		Spaces		
1.0	Staff Parking		4		10		Spaces for personal vehicles on secured side
2.0	Visitor Parking		-		5		Spaces for visitors
3.0	Salt Spreader Storage Spaces		-		9		Spaces for box equipment on storage racks.
4.0	Large Vehicle Maintenance Parking		-		5		Parking for up to 40' long vehicles - Staging for maintenance projects
5.0	Covered/ Cold-Storage Fleet Vehicle Parking		-		6		Parking for 20' long vehicles - Weather-resistent storage for maintenance projects
6.0	Fleet Vehicle Maintenance Parking		6		12		Parking for 20' long vehicles - Staging for maintenance projects
7.0	**TOTAL PARKING REQUIRED**		**10**		**47**		Total Spaces
	S:\jobs\2023\23-3665.01\1.0 PM\1.06 Programming\ Northbrook Fleet Program 2023.04.17.xlsx						

Village of Northbrook

Design Development Review

Fire Station No. 11
+
Fleet Maintenance

Committee of the Whole

August 12, 2025

Agenda

- Review Goals for Facilities
- Review Design Development for Fire Station 11
  - Confirm Consensus of Board to direct staff to proceed with necessary actions for Board approval of Design Development for Fire Station 11 and proceed with Construction Document on August 26, 2025
  - Confirm Consensus of Board for exterior brick color for Fire Station 11
  - Confirm Consensus of Board to direct staff to proceed with necessary actions for Board approval of Bid Package 1 for Fire Station 11 on August 26, 2025
- Review Schematic Design for Fleet Maintenance Garage
  - Confirm Consensus of Board to direct staff to proceed with necessary actions for Board approval of Design Development for Fleet Maintenance Garage and proceed with Construction Document on August 26, 2025
  - Confirm Consensus of Board to direct staff to proceed with necessary actions for Board approval of Bid Package 1 for Fleet Maintenance Garage on August 26, 2025

Goals for Village Facilities

- Welcoming workplace for all employees and visitors;
- Incorporate sustainable practices in use of materials and long-term operations as part of planned facility improvements;
- Plan for a facility (where applicable) that is considered a community space and a space for outside agency cooperation;
- Technology must be flexible to accommodate present and future needs;
- A workspace and community place that is forward thinking and supports a culture of innovation in the delivery of services;
- Space must be flexible to accommodate present and future needs as municipal operations can pivot and change (sometimes quickly as the pandemic has shown us);
- Each facility is a 24/7/365 operation and employee wellness, especially for shift workers, is necessary;
- Each facility is core to Northbrook's public safety responsibilities and therefore, there will be Critical Facility Structural and Operational Requirements.

Village of Northbrook

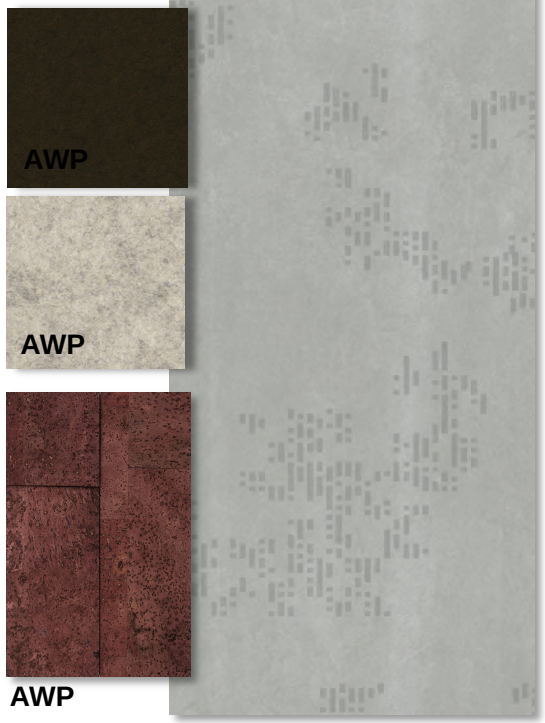
Floor Plans
Color Palettes
3D-Images

Fire Station 11

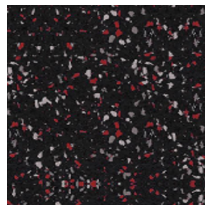
Committee of the Whole

August 12, 2025

Proposed Materials







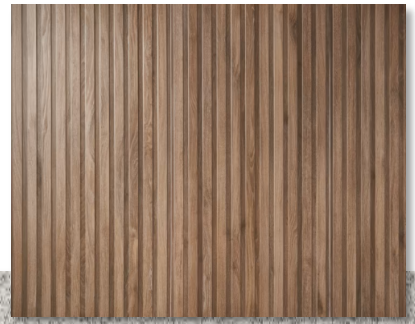


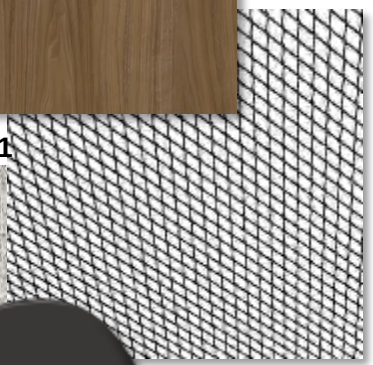








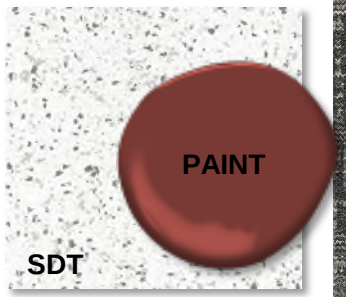












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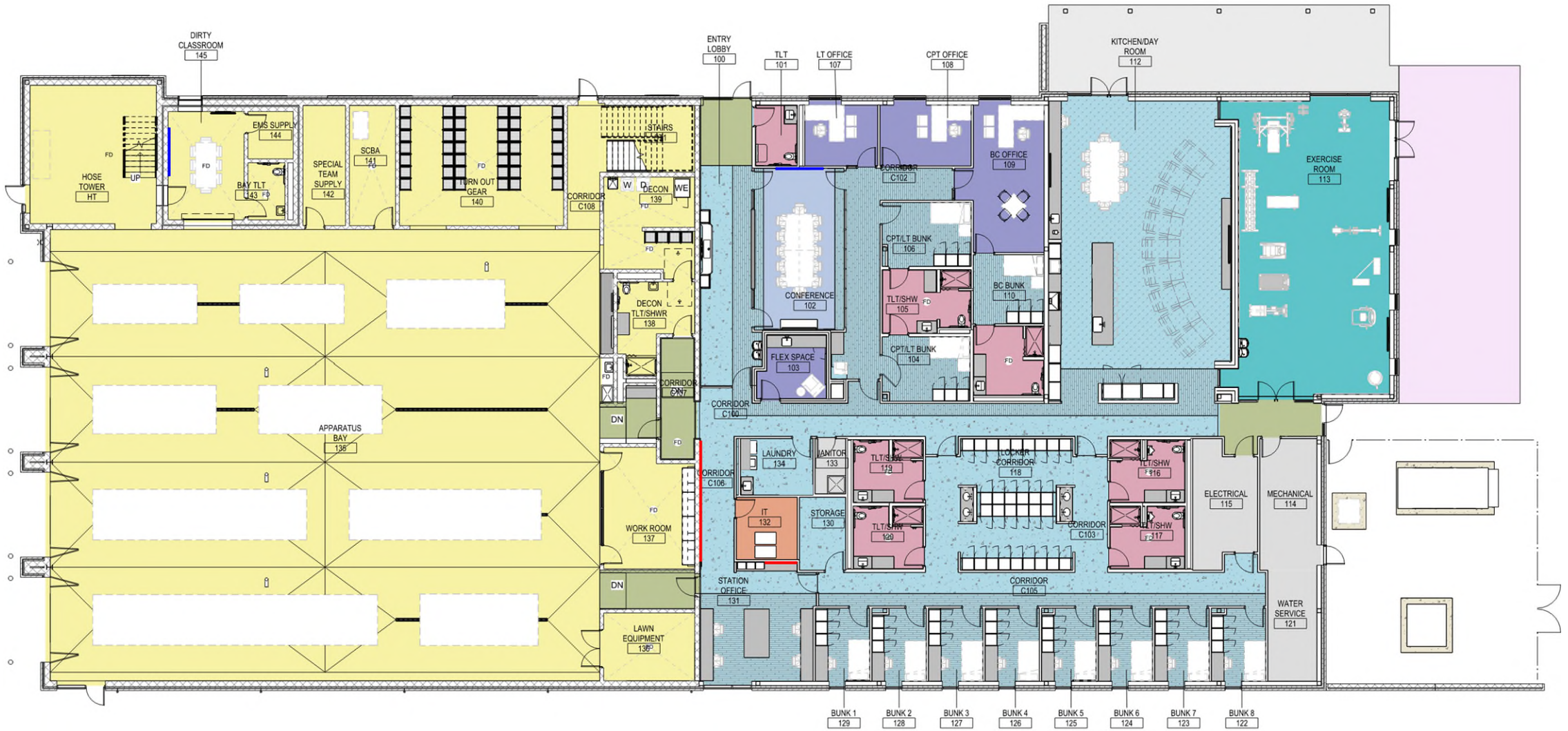
Colored Floor Finish Plan



- CARPET TILE 2
- CARPET TILE 1
- CERAMIC TILE
- EPOXY FLOORING
- LUXURY VINYL TILES
- RESILIENT SPORT FLOOR
- SEALED CONCRETE
- STATIC DISSIPATIVE TILE
- WALK OFF CARPET
- EXTERIOR SPORT FLOOR

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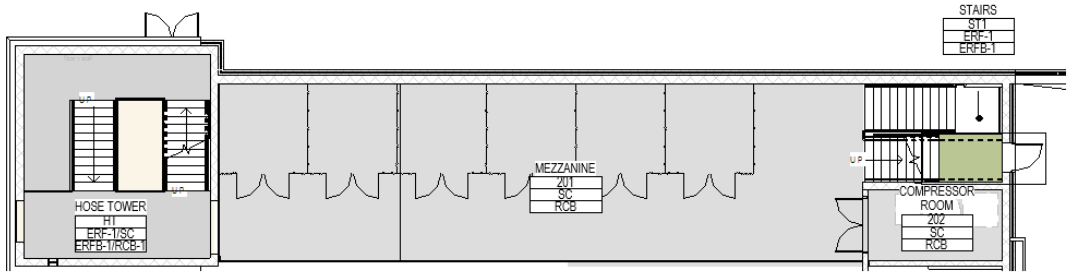
1 | OVERALL FIRST FLOOR - FINISH PLAN

3/32" = 1'-0"

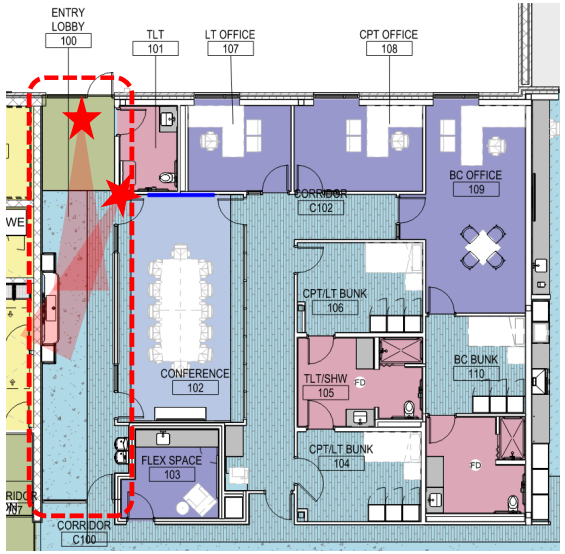
Colored Floor Finish Plan



2 **MEZZANINE - FINISH PLAN**
3/32" = 1'-0"

- CARPET TILE 2
- CARPET TILE 1
- CERAMIC TILE
- EPOXY FLOORING
- LUXURY VINYL TILES
- RESILIENT SPORT FLOOR
- SEALED CONCRETE
- STATIC DISSIPATIVE TILE
- WALK OFF CARPET
- EXTERIOR SPORT FLOOR

Entry







BACKLIT SIGNAGE

RIGS INCORPORATED INTO WALLCOVERING GRAPHIC

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Conference







MAGNETIC/OPAQUE
MARKERBOARD (48”X96”)

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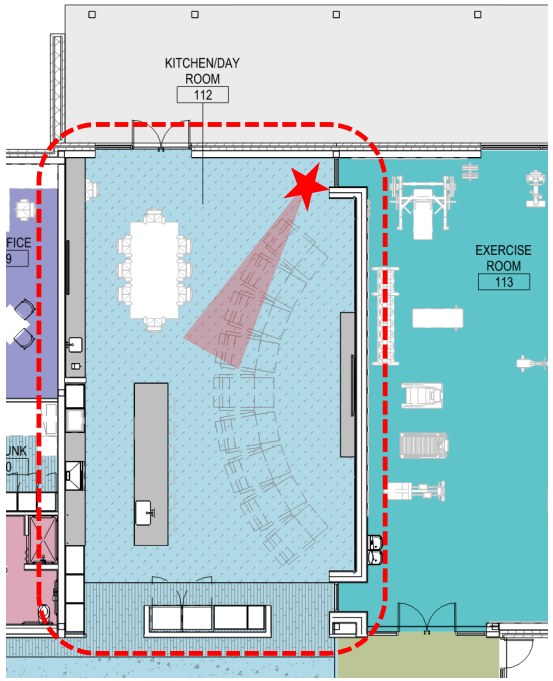
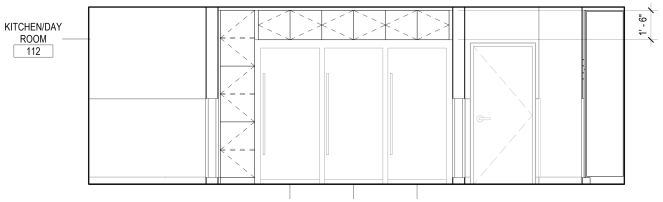
Kitchen

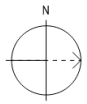


- (1) 36” FREEZER
- (2) 36” REFRIGERATOR
- 24” DISHWASHER W/ FINISHED PANEL
- 30” STACKED DOUBLE OVEN
- 36” COOKTOP W/ 36” HOOD
- 1 COFFEE MAKER
- (2) MICROWAVES
- POT RACK
- COMPOST DRAWER
- (2) 21” W DOORS WITH OPENINGS FOR TRASH
- INTEGRATED REVERSE OSMOSIS SYSTEM









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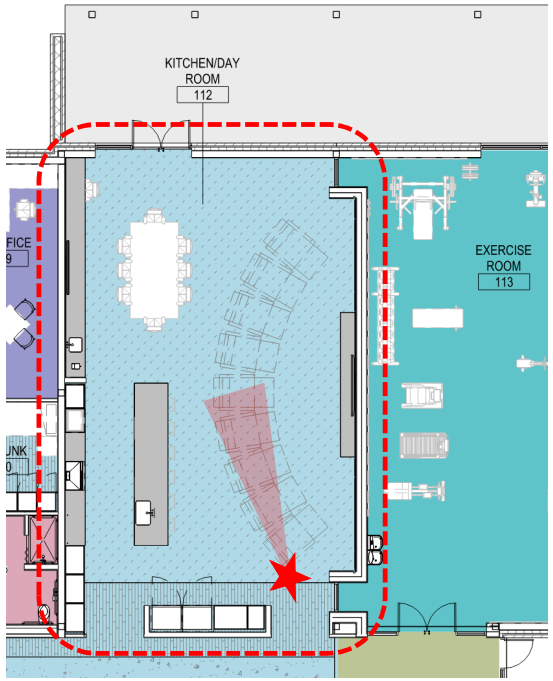
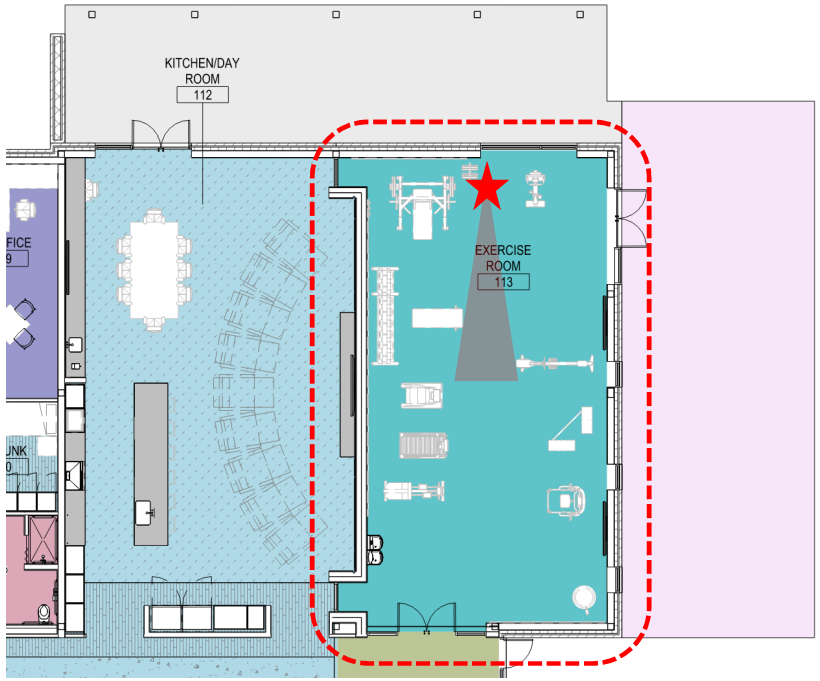
Day Room



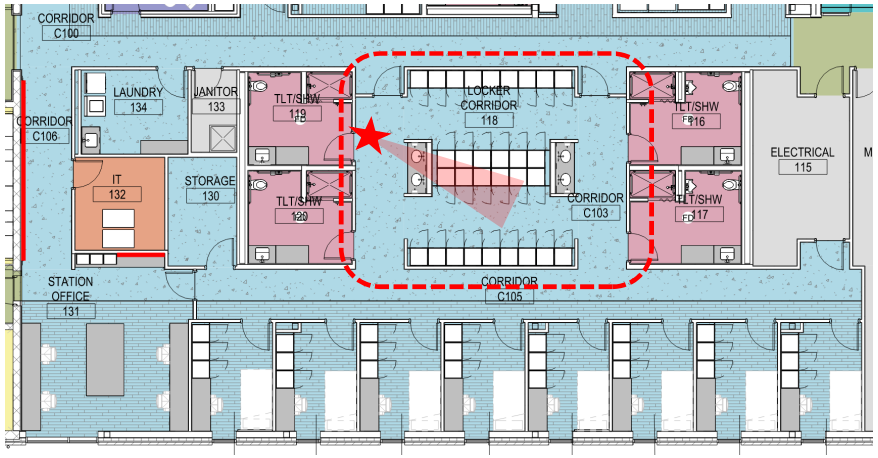


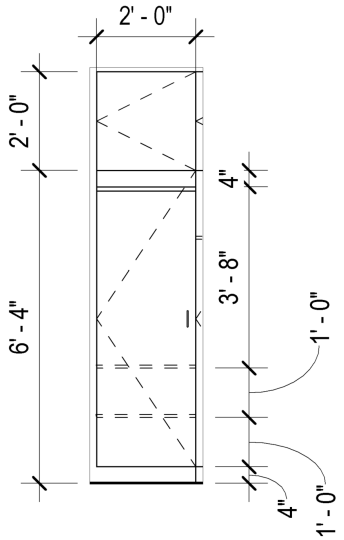
Fitness





Locker Room

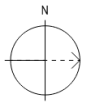




- BEDDING STORAGE
- HANGING ROD
- 2 ADJUSTABLE SHELVES



BACKLIT MIRRORS



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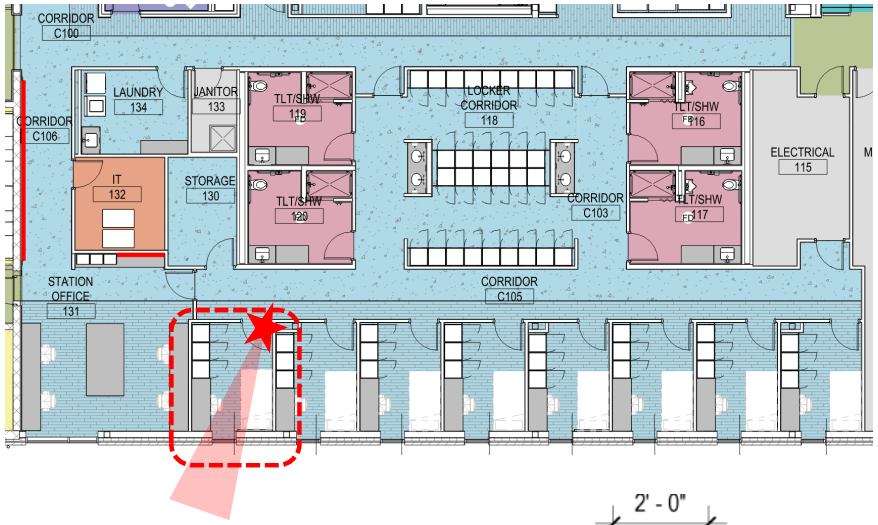
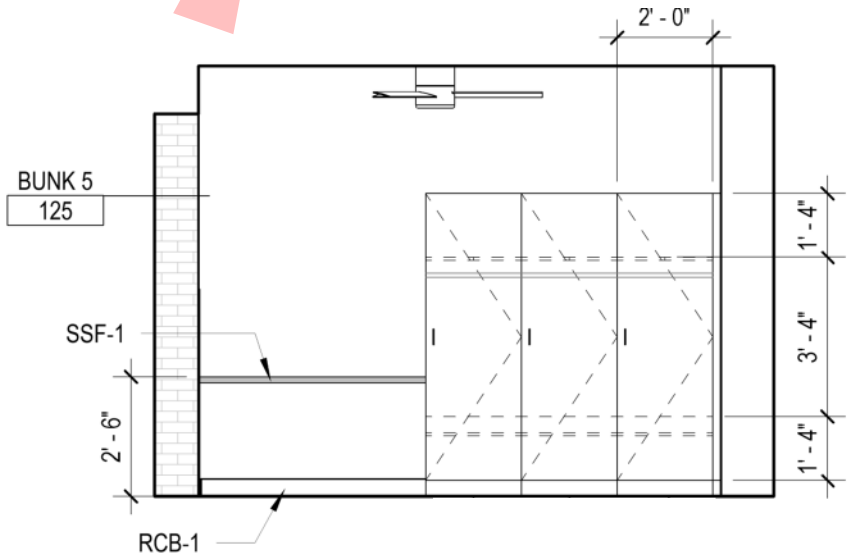
Bunks







- HANGING ROD
- 2 ADJUSTABLE SHELVES

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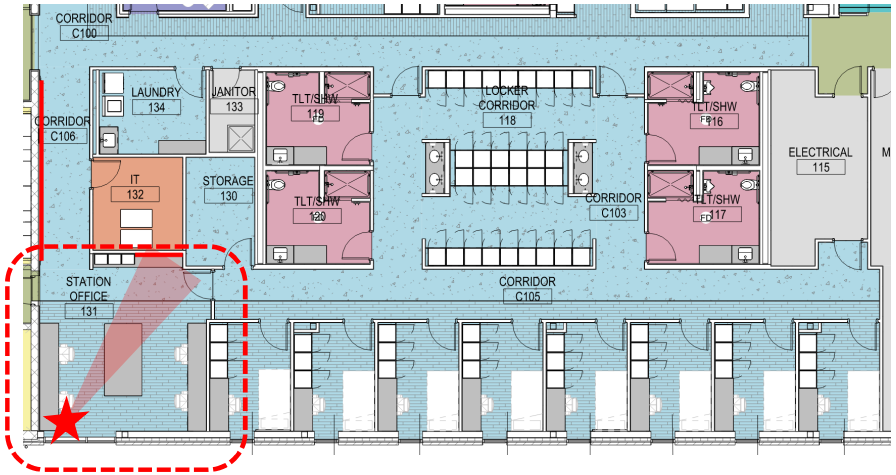
Station Office





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Exterior Brick – Opt 1, Executive Ironspot



1 EXTERIOR ELEVATION SOUTH
1/8" = 1'-0"



BRICK PRECEDENT



Exterior Brick – Opt 2, Medium Ironspot 77



1 EXTERIOR ELEVATION SOUTH
1/8" = 1'-0"



BRICK PRECEDENT



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Fire Station No. 11 Program

Space Needs

Fire Headquarters	7,237 SF
Living Quarters/Apparatus Bay	17,747 SF
Total GSF	**30,058 SF**

***Assumed Shared Spaces**

New Construction Schematic Design

Total GSF	**23,714 SF**

New Construction Design Development

Total GSF	**24,187 SF**



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Fire Station 11 – Cost

Fire Station #11				
	SD Estimate	SD Estimate w/Generator Changes	DD Estimate/BP-1	Variance From SD w/ Gen Changes to DD
Cost for Fall 2025 Construction Start	$ 21,597,459	$ 21,363,690	$ 21,597,061	$ 233,371
Land Purchase Price(actual)	$ 997,963	$ 997,963	$ 997,963	$ -
Total Project Costs	**$ 22,595,422**	**$ 22,361,653**	**$ 22,595,024**	**$ 233,371**

Fire Station 11 – Additional Costs

- Current Estimates include Furniture, Fixtures and Equipment.
- Future Estimates will move some of these items from Leopardo Costs to the Village.
- Staff is working on cost estimates for IT requirements for servers/cameras/door access and the like.

Fire Station 11 – Bid Package 1

Partial Guaranteed Maximum Price - $3,533,563

Includes:

General Conditions

Earthwork & Site Utilities

Asphalt/Concrete

Generators

Insurance/Bonds

Contingency

Construction Manager Fee

Mobilization of Contractors is dependent on approval of permitting authorities

Village Board Considerations

- Does the Village Board concur with moving from Design Development to Construction Documents for Fire Station 11?
- Which brick color does the Board approve for the exterior proposed for the Fire Station 11?
- Does the Village Board concur with moving the approval of Bid Package 1 for Fire Station 11?

Village of Northbrook

Floor Plans
Color Palettes
3D-Images

Committee of the Whole

August 12, 2025

Fleet Maintenance

Fleet Maintenance – Finish Palette

BM 'Plaster of Paris'

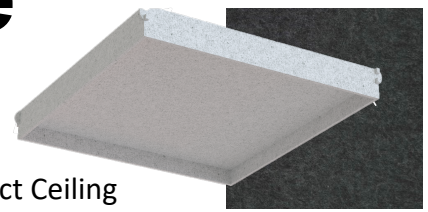
BM 'Deep Caviar'

BM 'Deep River'

BM 'Steamed Spinach'

BM 'Kangaroo'

BM 'Topeka Taupe'



Fact Ceiling
'Blox' Dark Gray



WC-2 – Momentum 'Beaumont' Starfish

CPT-1

CPT-2 – Mohawk 'Micro Bloom II'' Jewel Leaf Bark

CPT-1

CPT-1 – Mohawk 'Bark Community ' 858 858

LVT-1

LVT-2 –
Bentley 'Balustrade' Beaux Arts

RST/RSR-1 – Tarkett 'Minerality'

WP-1 – Wolf Gordon 'Venn Texture' Beige

PL-1 – Fenix 'Cacao Orinoco'

PL-2 – Abet Laminati '450'

Solid Surface – Wilsonart 'Coconut Oil'

QTZ-2 Cambria 'White Hall'

PL-3 – Wilsonart 'Palisades Oak'

AWP-1 – MDC 'Zintra Embossed Walls' Tidal in Olive

Cork Bricks – Muratto 3D 'Ivory'

Doors –
VT Industries
'White Maple'
Clear

CT-3 (backsplash) Tilebar 'Carolina' Fog

QTZ-1 (island) Cambria 'Inverness Bronze'

WCPT-1

WCPT-1 –
Shaw 'Swift Tile' Step

LVT-1

LVT-1 –
J+J 'Restreat 5mm' Tradition

RSF-1

RSF-1 – Flexco 'Prime Sprots' Evergreen

SDT-1

SDT-1 – Flexco 'ESD Control' Dark Mocha

RSB/RCB-1 – Tarkett 'Burnt Umber'

ERF-1 – Tnemec '290' Orion's Belt

ERF-1

WP-2 – Acrovyn ' Desert Sands' with sightline Texture

WP-3 - Acrovyn 'Burmese Teak'

Armstrong 'Tectum' Polar

Armstrong 'Tectum' Sandstone

Armstrong 'Tectum' Natural

Armstrong 'Tectum' Fern

Armstrong 'Tectum' Ivy

SCC-1 – Sika 'Adobe'

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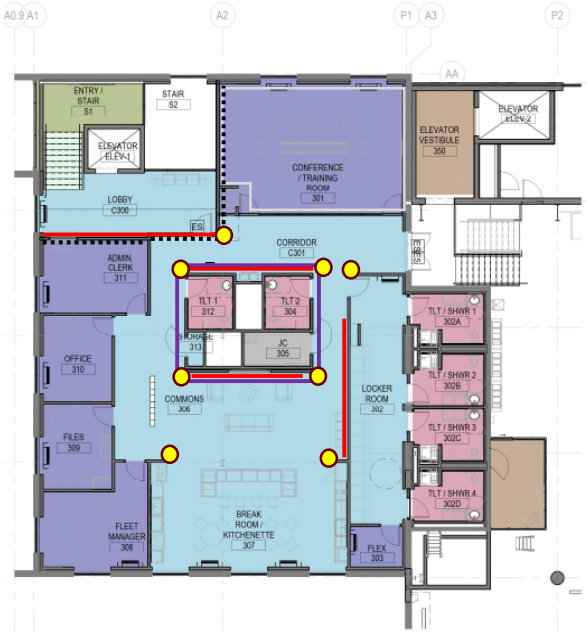
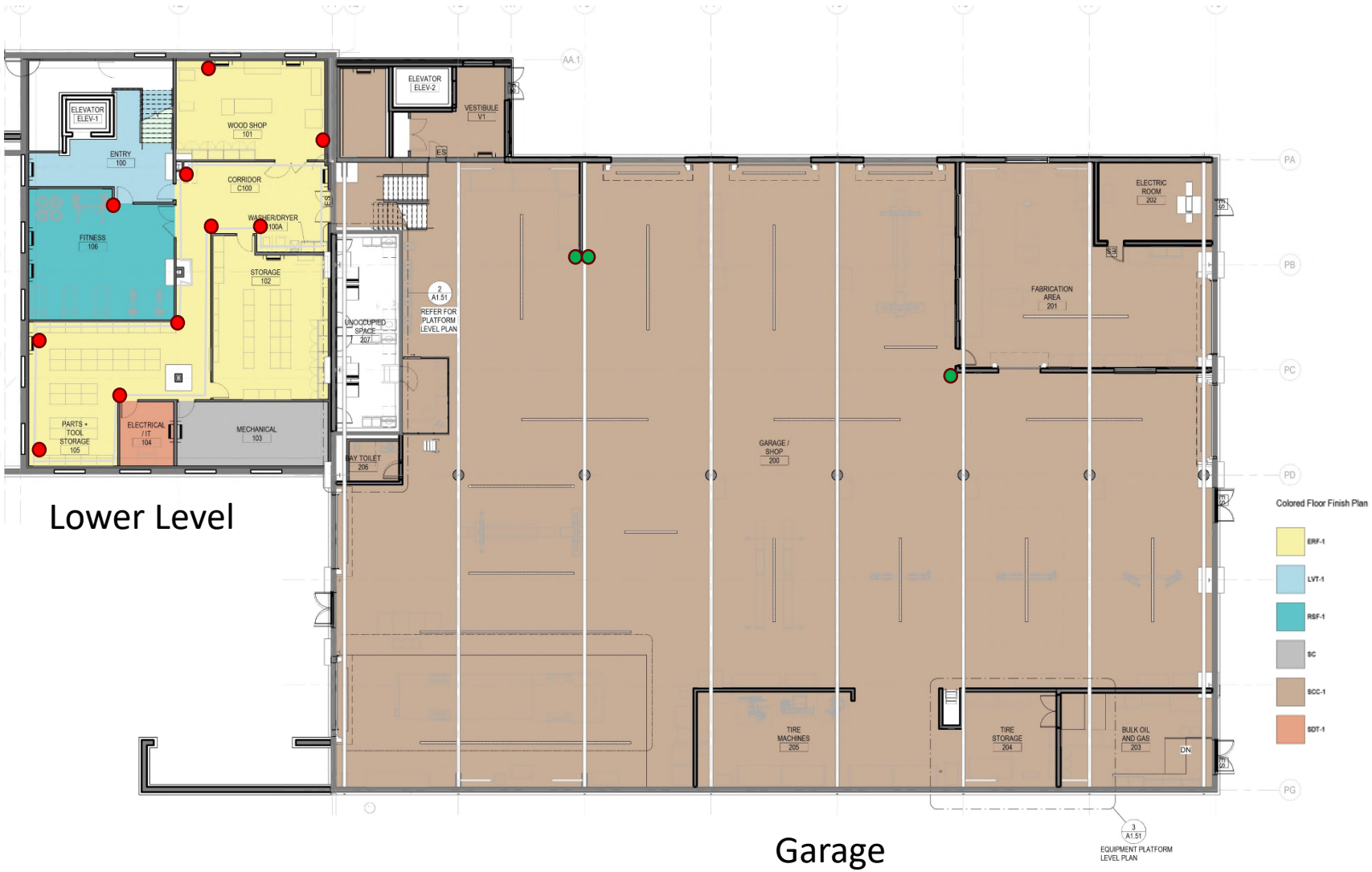
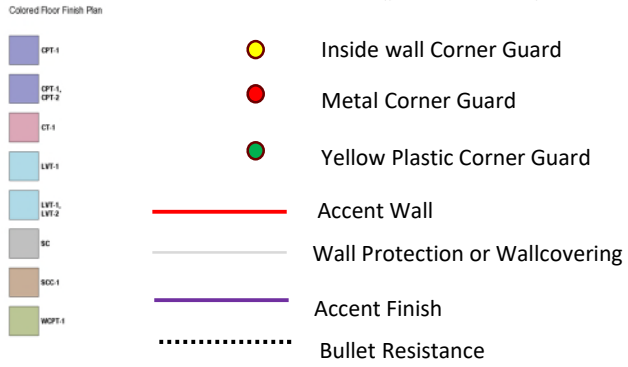
Colored Floor Finish Plan



Upper Level



Lower Level



- Inside wall Corner Guard
- Metal Corner Guard
- Yellow Plastic Corner Guard
- Accent Wall
- Wall Protection or Wallcovering
- Accent Finish
- Bullet Resistance

Garage

fgma

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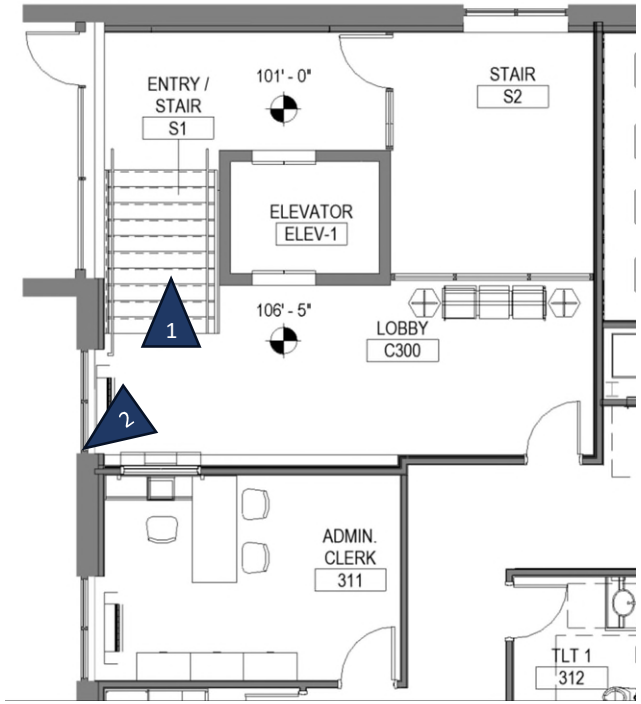
Entry / Lobby







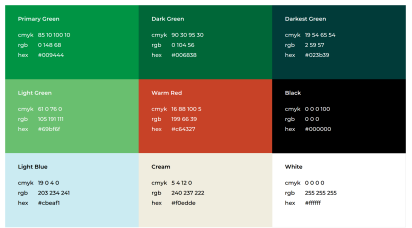
Accent Green Paint

Railing Paint

RST/RSR-1-Stairs

PT-1 - Wall

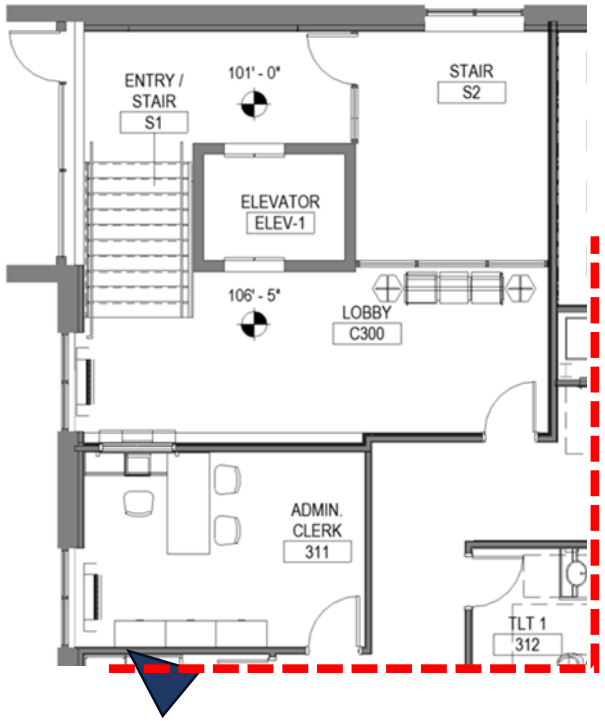
WCPT-1 - Floor



fgma

northbro 239

Entry / Lobby



Exposed Ceiling Paint

PT-1 - Wall

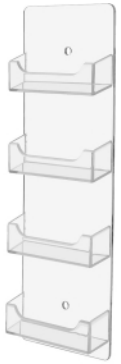


Acoustic Ceiling Cloud





Magnuson Group Dacapo



By Owner

LVT-2 - Floor

Doors / Wood-look Wallcovering

Door Frame Paint

Counter / Solid Surface

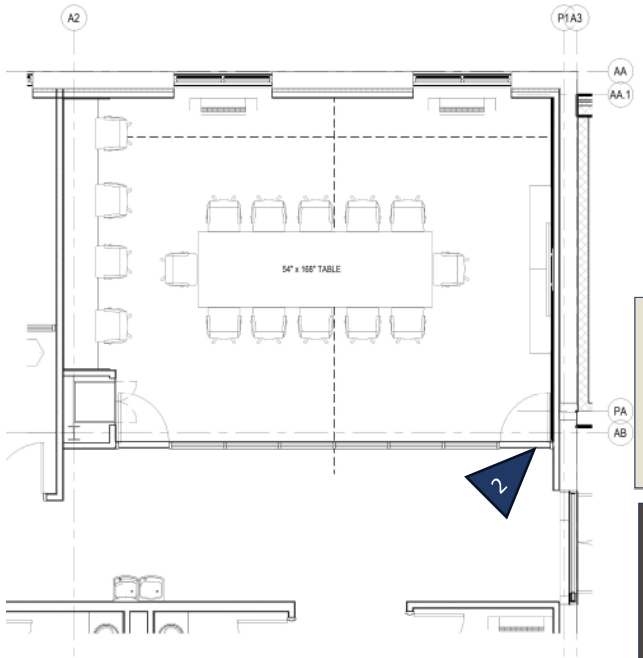
Accent Green Paint

Custom Wall graphic printed on type II vinyl

fgma

northbro 240

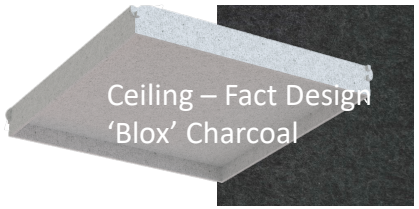
Conference Room



PT-1 - Ceiling

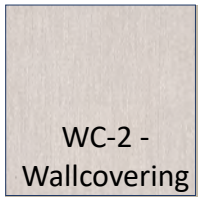
Door Frame Paint

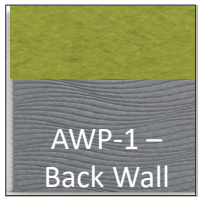






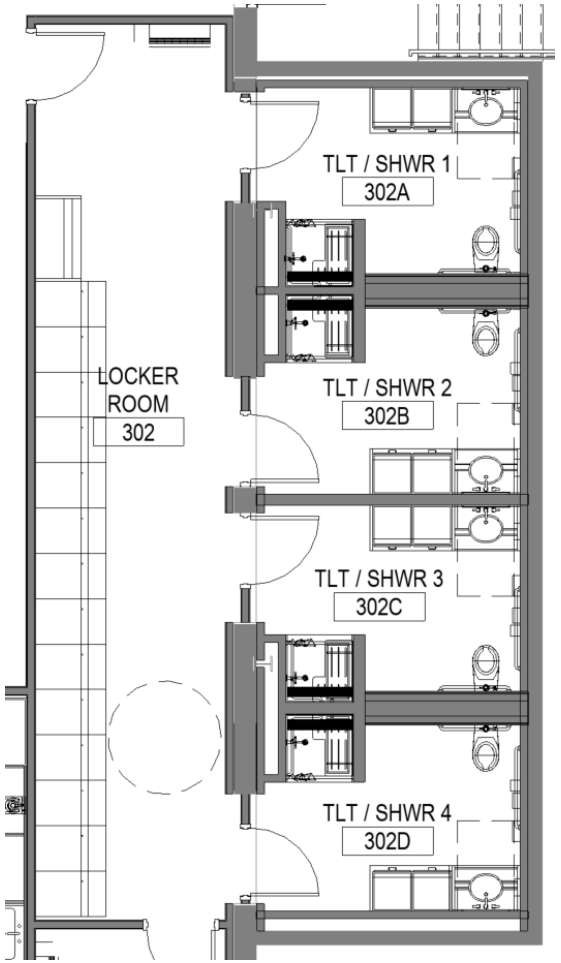


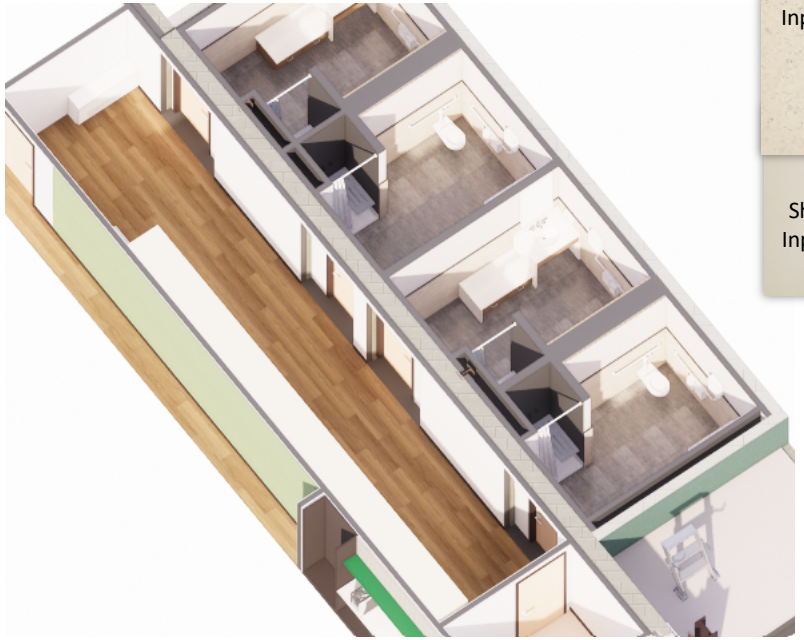






Locker Room







Wall Paper Towel



Wall Foam Soap





TP

Shower Walls – Inpro 'Bioprism' Sandbar

Shower Base – Inpro 'Bioprism' Taupe

Locker Color

Whisper WP (216)

WC-2 – Momentum 'Beaumont' Starfish

Solid Surface – Wilsonart 'Coconut Oil'

CT-2 – Virginia Tile 'Bond' Jute

PL-3 – Wilsonart 'Palisades Oak'

LVT-1 – J+J 'Restreat 5mm' Tradition

CT-1 – Tilebar 'Holland' Fog Medium

Break Room





PT-1 - Wall

LVT-1 - Floor

PL-1 - Cabinets

PL-2 - Shelf

QTZ-1 – Island Quartz

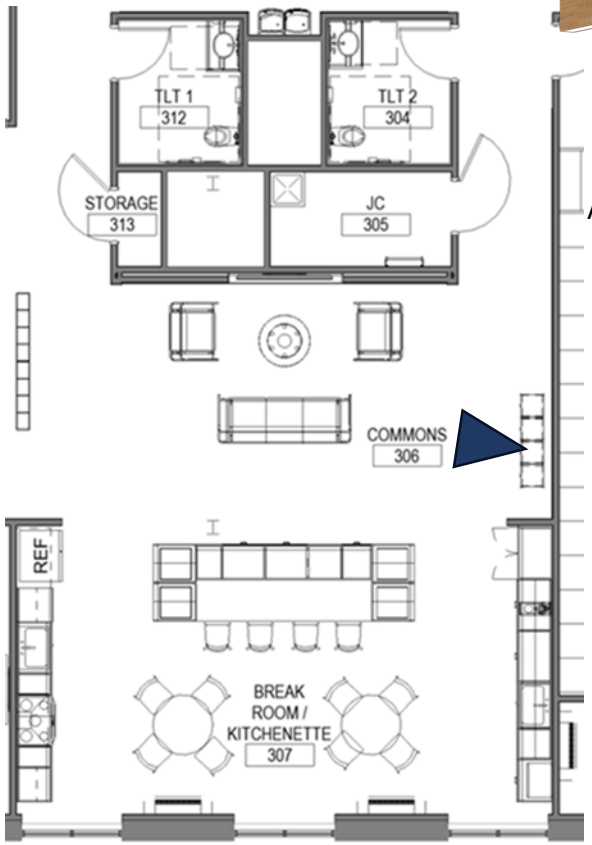
QTZ-2 – Typ. Quartz

CT-3 – Backsplash Tile

fgma

northbro 243

Commons





Acoustical Luminaire Pendant



Urban Shelf by M.A.D. Furn

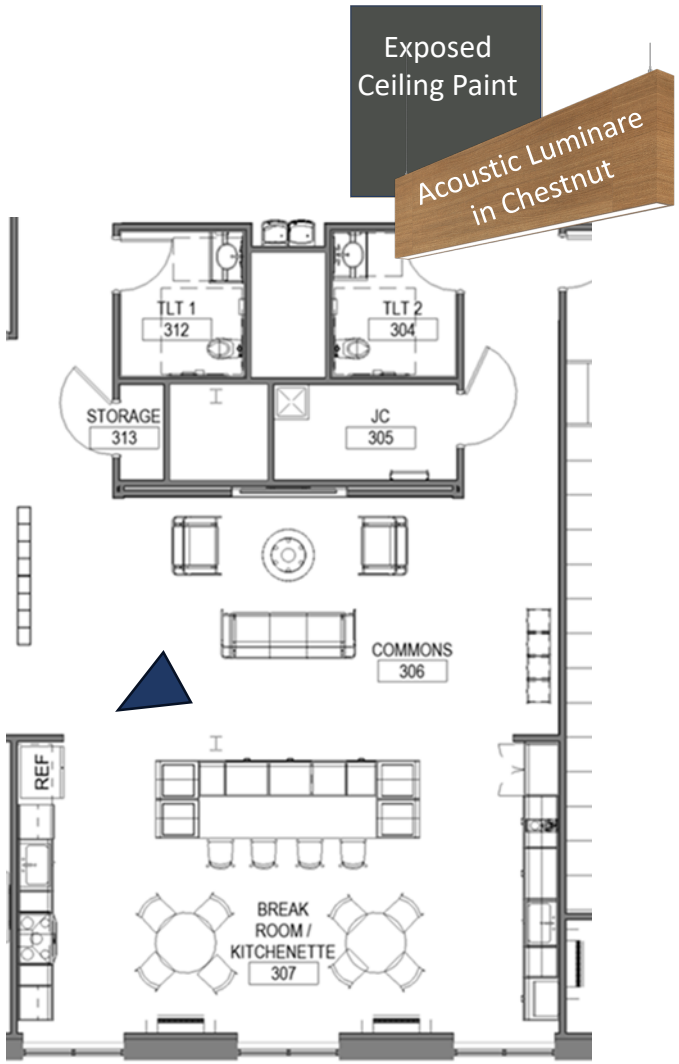




fgma

northbro 244

Commons



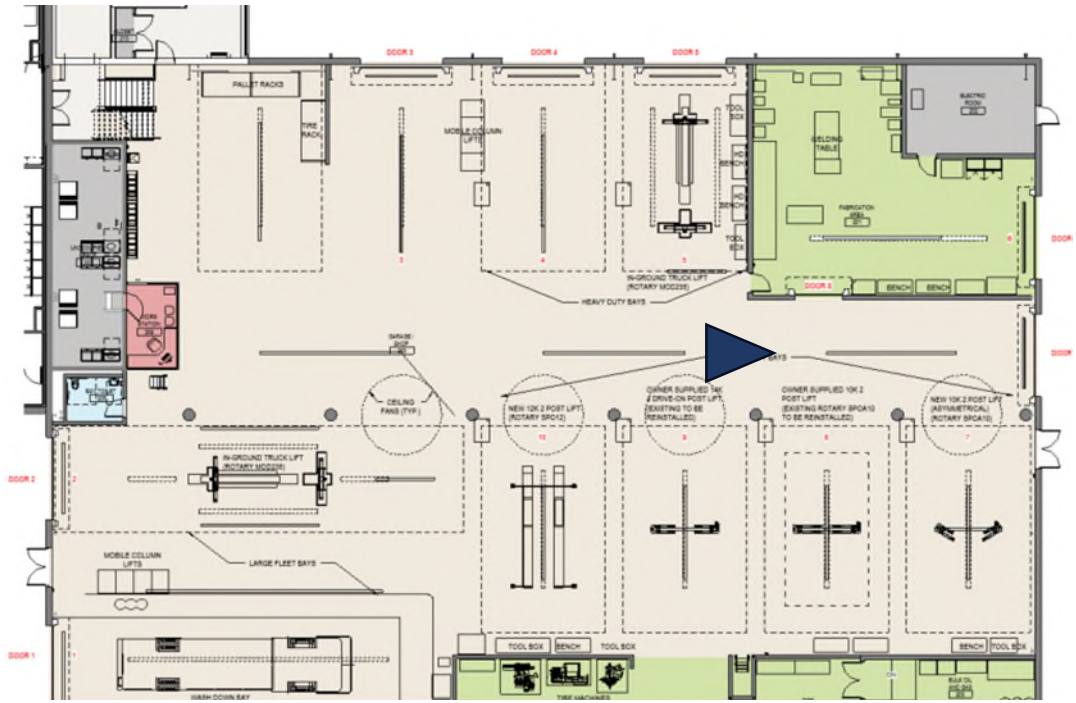




fgma

northbro 245

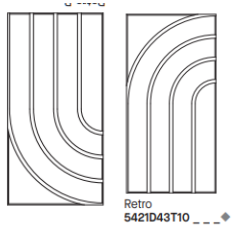
Garage


PALLET RACKS
TIRE RACK
MOBILE COLUMN LIFT
WELDING TABLE
ELECTRIC ROOM
FURNITURE
IN-GROUND TRUCK LIFT (ROTARY MD2220)
HEAVY DUTY BAYS
BENCH
BENCH
GARAGE SHOP
CEILING FANS (TYP.)
NEW 12K 2 POST LIFT (ROTARY SPO12)
OWNER SUPPLIED 14K 2 DRIVE-ON POST LIFT (EXISTING TO BE REINSTALLED)
OWNER SUPPLIED 10K 2 POST LIFT (EXISTING ROTARY SPOA10 TO BE REINSTALLED)
NEW 10K 2 POST LIFT (ASYMMETRICAL) (ROTARY SPOA10)
IN-GROUND TRUCK LIFT (ROTARY MD2220)
MOBILE COLUMN LIFTS
LARGE FLEET BAYS
TOOL BOX
BENCH
TOOL BOX
BENCH
TOOL BOX
WASH DOWN BAY
TIRE MACHINES
WASTE OIL HEATER
DOOR 1
DOOR 2
DOOR 3
DOOR 4
DOOR 5
DOOR 6
DOOR 7


northbrook
public works
fleet maintenance

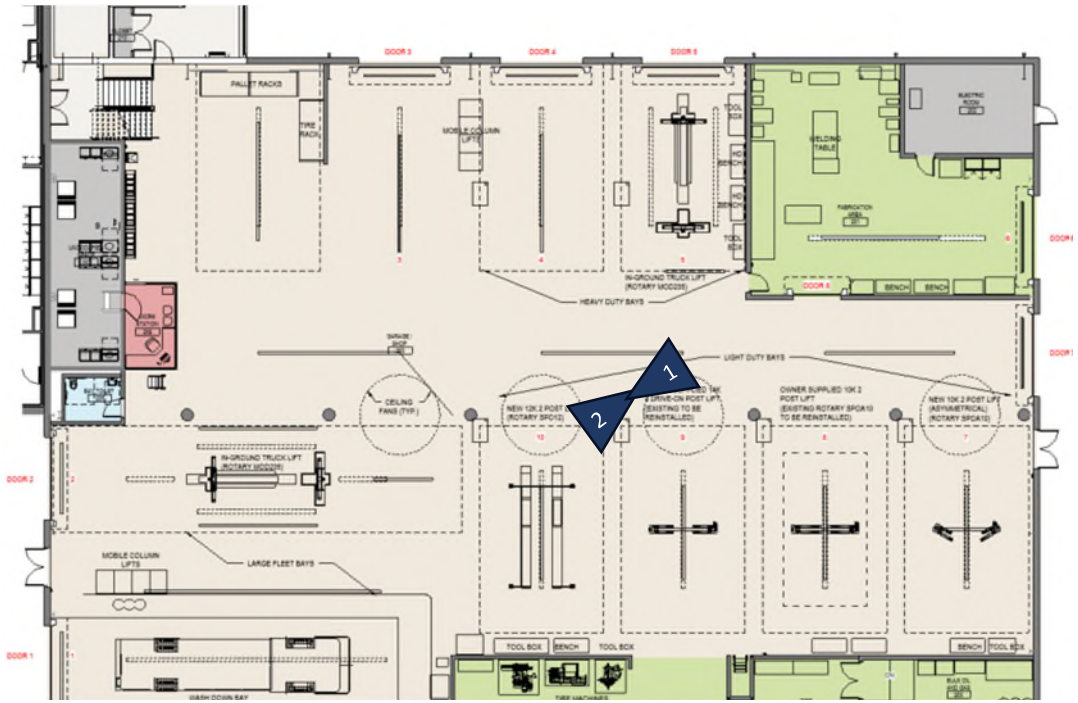
Garage





Metal Wall Panels - Almond

Garage doors can be custom colored RAL colors







Accent Green Paint

Accent Brown Paint

Accent Tan Paint

Colored Concrete

Armstrong 'Tectum' Polar

Natural

Sandstone

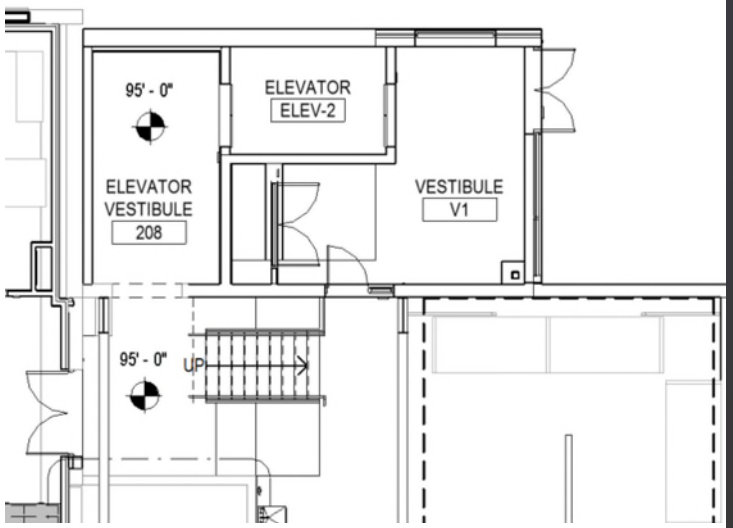
Fern

Ivy

fgma

northbro 247

Staff Entry



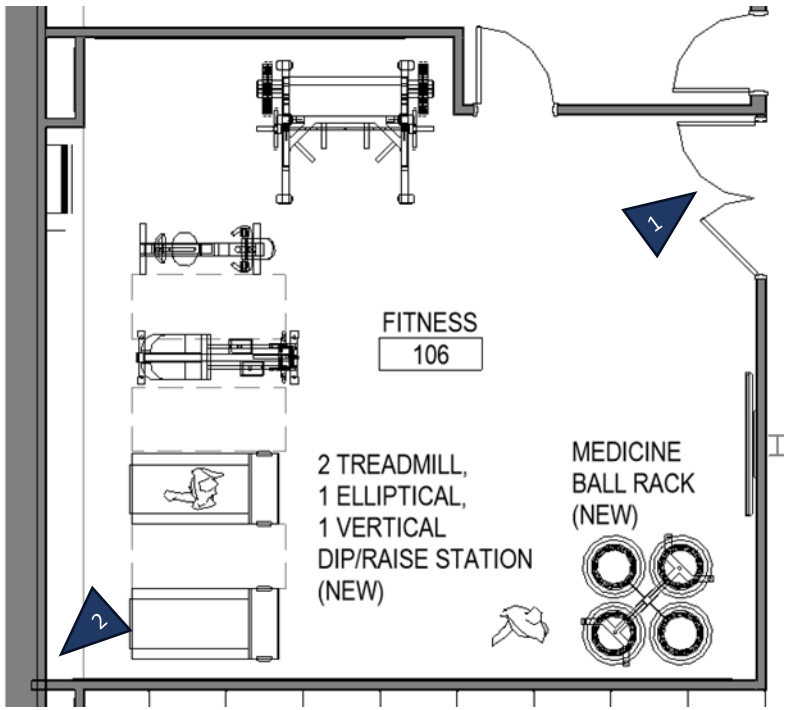


Door Panel/ Frame Paint

Accent Green Paint

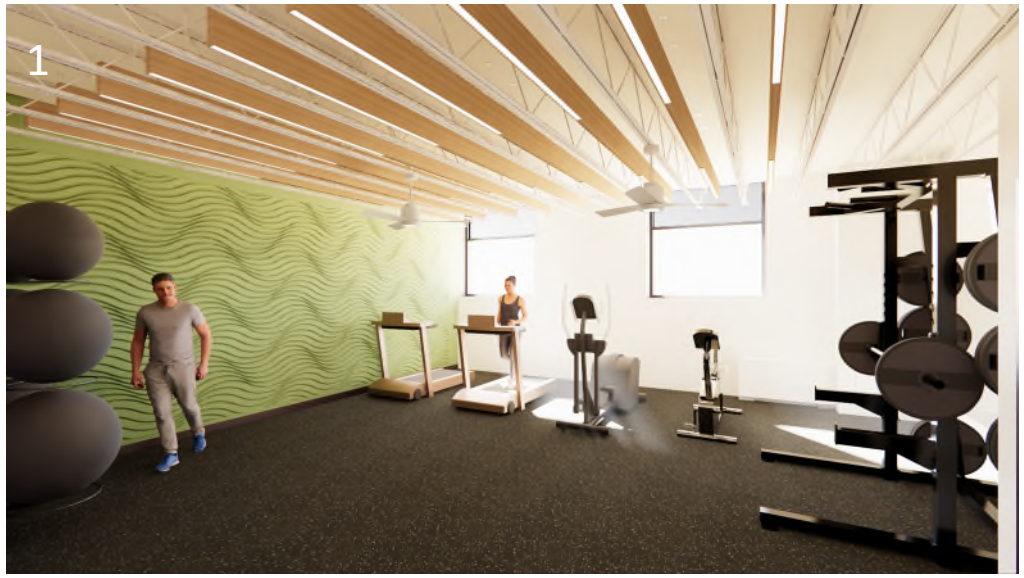
Colored Concrete

Fitness



Exposed Ceiling Paint

Acoustic Luminare in Chestnut





PT-1 – Wall

Door Panel/ Frame Paint

AWP-1 – Back Wall

Sports Floor

fgma

northbro 249

Fleet Maintenance Garage - Program

Space Needs

Total GSF **30,156 SF**

*Assumed single story facility

Adaptive Reuse Schematic Design

Total GSF **32,065 SF**

Adaptive Reuse Desing Development

Total GSF **31,330 SF**



Fleet Maintenance – Cost

Fleet Maintenance				
	SD Estimate	SD Estimate w/Generator Changes	DD Estimate/BP-1	Variance From SD w/ Gen Changes to DD
Cost for Fall 2025 Construction Start	$ 20,472,191	$ 19,976,439	$ 20,504,287	$ 527,848
Land Purchase Price(actual)	$ 2,300,000	$ 2,300,000	$ 2,300,000	$ -
Total Project Costs	**$ 22,772,191**	**$ 22,276,439**	**$ 22,804,287**	**$ 527,848**

Fleet Maintenance Garage– Additional Costs

- Current Estimates include Furniture, Fixtures and Equipment.
- Future Estimates will move some of these items from Leopardo Costs to the Village.
- Staff is working on cost estimates for IT requirements for servers/cameras/door access and the like.

Fleet Maintenance Garage – Bid Package 1

Partial Guaranteed Maximum Price - $2,203,225

Includes:

General Conditions

Earthwork & Site Utilities

Asphalt/Concrete

Generators

Insurance/Bonds

Contingency

Construction Manager Fee

Mobilization of Contractors is dependent on approval of permitting authorities

Village Board Considerations

- Does the Village Board concur with moving from Design Development to Construction Documents for Fleet Maintenance Garage?
- Does the Village Board concur with moving the approval of Bid Package 1 for Fleet Maintenance Garage?

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2025-08-26
Subject: A Resolution Amending the Master Construction Manager Agreement for the First Partial Guaranteed Maximum Price for Bid Package 1 Items Associated with the Fleet Maintenance Garage with Leopardo Companies, Inc. of Hoffman Estates, Illinois.

Overview
As reviewed at the August 12, 2025, Committee of the Whole Meeting, this action approves initial site work and early ordering of items for the new Fleet Maintenance Garage and will allow specified work to proceed once applicable permits have been issued to the Village.

Fiscal Impact
The total price for the scope of work included in bid package 1 for the Fleet Maintenance Garage is $2,203,225 and includes earthwork, site utilities, concrete, asphalt paving, generator and ATS Procurement, surveying allowance, material testing allowance, general conditions, contractor contingency, contractor fee, and insurance. The cost in the First Partial Guaranteed Maximum Price (GMP) will be incorporated into the Final GMP once the remaining portions of the Construction Documents are finished and bid. During the Design Development review the current estimate for the new Fleet Maintenance Garage is $22,804,287. This estimate is inclusive of land purchase, design cost, construction cost and other associated project costs. While the full GMP and associated costs are not finalized yet, the approval of this item does initiate the construction of the facility.

The adopted FY26 Budget includes sufficient funds the Facility Capital Projects Fund in Account No. 38-703-00-33001 (Fleet Maintenance Garage) for the cost associated with the First Partial Guaranteed Maximum Price (GMP) for work associated with Bid Package 1.

Recommendation
Approval.

Background
A resolution has been prepared to amend the Master Construction Manager Agreement for the First Partial Guaranteed Maximum Price for Bid Package 1 Items Associated with the Fleet Maintenance Garage with Leopardo Companies. This action is complementary to the approval of the Design Development Phase building design, floor plan, finishings and related

adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage which is presented at this same meeting under a separate agenda item.

Resolution 2022-106 authorized the Village to enter into AIA A133 Standard Form Agreement and AIA A201 General Conditions agreements with Leopardo Companies, Inc. of Hoffman Estates, Illinois for Construction Manager Services related to Facility Plan Development for Fire Station #11 and the Fleet Maintenance Garage. The Village amended the AIA A133 with Resolution 2024-172 with Leopardo for preconstruction services. Resolution 2025-94 provided direction on the use of diesel generators, preparation of site plan documents for submittal to other approval agencies and specification and bidding for the first bid package for an adaptive reuse of 3504 Commercial for a Fleet Maintenance Garage.

This agenda item amends the AIA A133 agreement for the inclusion of the First Partial Guaranteed Maximum Price (GMP) for work associated with Bid Package 1. While the Construction Documents for the facilities are not final, the items included in Bid Package 1 have been completed and submitted for review and approval from applicable permitting agencies such as Metropolitan Water Reclamation District, Illinois Department of Transportation and the Village. Approval of this amendment will allow work to proceed once applicable permits have been approved.

A cross departmental staff team has been working with the Village's consultants, FGM Architects and Leopardo Companies, to move forward with both this action and the final design approval by the Village Board of Trustees on August 26, 2025, for the new Fire Station 11 Fleet Maintenance Garage, as well as authorization for FGM Architects to develop construction drawings. While there will be other future actions to approve construction, this phase of Village Board approvals is a significant step that signifies it is the intent of the Village to move forward with construction at both properties as designed.

During the August 12, 2025 Committee of the Whole Meeting, the Village Board received an update on Fire Station #11 and the Fleet Maintenance Garage as both projects have completed the Design Development phase and early bid package. The current cost estimates were reported as follows:

- Fire Station #11 at 820 Dundee Road:
    - The current estimated cost for the facility at completion of the design development phase is $22,595,024 and includes design, construction and land purchase.
- Fleet Maintenance Garage at 3504 Commercial Avenue:
    - The current estimated cost for the facility at completion of the design development phase is $22,804,287 and includes design, construction and land purchase.

As the Board may recall, the Goals for the new facilities are stated as follows:

- Welcoming workplace for all employees and visitors
- Incorporate sustainable practices in the use of materials and long-term operations as part of planned facility improvements
- Plan for a facility (where applicable) that is considered a community space and a space for outside agency cooperation
- Technology must be flexible to accommodate present and future needs
- A workspace and community place that is forward thinking and supports a culture of

innovation in the delivery of services
- Space must be flexible to accommodate present and future needs as municipal operations can pivot and change (sometimes quickly as the pandemic has shown us)
- Each facility is a 24/7/365 operation and employee wellness, especially for shift workers is necessary. Each facility is core to Northbrook's public safety responsibilities and, therefore, there will be Critical Facility Structural and Operational Requirements.

Major milestones that have been accomplished to reach this point include:

- The Village Board adopted the FY22/23 Budget inclusive of a new Facility Capital Project Fund as recommended by the Village Manager and CFO to include appropriations to move forward with work to undertake the necessary actions to consider renovation and/or replacement of facilities being evaluated. This has been critical to directing excess surplus funds each year into the Fund to pay as you go for costs associated with engagement of professional architects services, planning for new facilities and acquiring property. Subsequently, contracts for professional services with Leopardo Companies, Inc. for Owner's Representative/Construction Management Services and FGM Architects were approved for initial stages of these facilities and further engagements as the projects progressed.
- On April 25, 2023, the Village Board accepted the Space Needs report to identify size and service needs at each facility.
- On August 13, 2024, the Village Board approved the land purchases for both facilities.
- On June 10, 2025, the Village Board approved the Schematic Design and granted authority to proceed with the Design Development phase. The approved Schematic Design established basic Site Plan, Floor Plan, Sustainability Goals, Schematic Design cost, elevations and related architectural elements for each facility. The Schematic Design was developed in accordance with the Space Needs Study as well as direction given to the Village Manager at the April 8 and 22, 2025 Village Board meetings.

Detailed Background

The Village has undertaken extensive evaluation of three key public safety facilities with public discussion beginning in 2016/2017, when an Ad Hoc Facilities Committee of the Board of Trustees directed staff to have facility assessments done for Fire Station 11, the Police Station, and the Public Works Fleet Maintenance Garage.

In March of 2019, the Village received a Facilities Conditions Assessment and Report Card, and a Facility Needs Assessment was completed by Healy Bender for Fire Station 11/Administration Office, Fleet Maintenance Garage and the Police Station. With the Covid-19 pandemic, further discussion was deferred until November 9, 2021, when the Village Board was provided a report/review of prior work in order to outline the steps required to move forward with policy considerations related to Fire Station 11/Administration Office, Fleet Maintenance Garage and the Police Station. As a result of the November review, several actions were taken:

- On December 21, 2021, staff issued a Request for Qualifications seeking Owner's Representative/Construction Management Services for the three facilities.

- The Village Board adopted the FY22/23 Budget inclusive of a new Facility Capital Project Fund to include appropriations to move forward with work to undertake the necessary actions to consider renovation and/or replacement of facilities being evaluated.
- Following the start of the new fiscal year on May 1, 2022, and after staff review and evaluation of respondents, the Village Manager engaged Leopard Companies, Inc. for Owner's Representative/Construction Management Services for the three facilities.

On August 9, 2022, as part of the Regular Meeting of the Village Board, a presentation and status update on the Facilities Project was held to review the future options related to renovation/replacement of three Village Facilities: Fire Station 11/Headquarters, Police Station, and Public Works Fleet Maintenance Garage.

Following a presentation on August 17, 2022, a Request for Qualifications (RFQ) was issued seeking a qualified firm for professional architectural services to assist in the planning process for future construction or modifications to three Village facilities. The RFQ was developed to select an architect to perform facility planning services including, but not limited to, validate and update as necessary the Facilities Conditions Assessment and Facilities Needs Assessment including space and programming needs, development of preliminary plans, preliminary site parameters, and collaborate with the Construction Manager (Leopardo) to develop initial cost estimates for options which may include a comparison of renovation versus new construction of the selected facilities. The Village received 11 responses to the RFQ, and a cross-departmental staff team comprised of representative departments and the Village Manager's Office and Leopardo conducted interviews with four firms. The cross-departmental team selected FGM Architects (FGMA).

At the October 25, 2022 Committee of the Whole Meeting, staff introduced the Village Board to the Consultant teams of Leopardo Companies that would be providing Construction Manager Services and FGM Architects (FGMA) who would be providing facility plan services. On November 8, 2022, the Village Board approved staff recommended professional services agreement with Leopardo Companies and FGM Architects.

At the February 28, 2023 Public Works and Facilities Committee Meeting of the Village Board, Leopardo Companies and FGM Architects presented a comprehensive update on the Space Needs and Facilities Conditions, work on Solutions Design and the development of the Facilities Plan Master Schedule for Fire Station 11/Headquarters, Fleet Maintenance Garage and the Police Station.

On April 25, 2023, the Village Board accepted the Space Needs report which is the foundation for moving to the next step in the process of determining how to renovate/replace Fire Station 11/Fire Headquarters, Fleet Maintenance Garage, and the Police Station.

On April 29, 2023, the Village hosted public tours of Fire Station 11/Headquarters, Fleet Maintenance Garage and the Police Station for residents to view the facilities to help better understand the space needs and conditions of the buildings. Subsequently, information videos about each facility were posted for community review.

At the August 13, 2024 Board Meeting, the Village Board approved Ordinance 24-43 and

Ordinance 24-44 approving the land purchases for both properties. After the approval of these Ordinances, the Village had a due diligence period, during which staff worked with the Village's architect and construction manager, FMGA and Leopardo respectively, to review the cost to demolish the vacant home on the site and complete site fit tests for the 820 Dundee property for a new Fire Station #11. With this decision, the Village acknowledged additional land or an alternative site for the Fire Headquarters is still required and is required to be attached to a fire station. That site selection decision is in process.

At the September 24, 2024 Village Board Meeting, after a due diligence period and consensus from Committee of the Whole to continue, the Board made formal recommendations to purchase both properties for Village facilities.

- 3504 Commercial for $2.3 MM for a future Fleet Maintenance Garage
- 820 Dundee for $997,963 for a future Fire Station 11

At the November 12, 2024 Village Board Meeting, the Board approved amendments to the existing agreements for Construction Management and Architectural Services for the new Fire Station #11 and the Fleet Maintenance Garage. With Resolution 24-172 and 24-173 staff received direction to start the Schematic Design. At the November 12, 2024 Village Board Meeting, the Board directed the Village to proceed with facility design to reduce energy consumption and related measures to ensure a reduction in the long term operating costs of both facilities through High Performance Design and energy use per square foot reductions to minimize the environmental footprint of each building in conformance with the Climate Action Plan along with a focus on health, well-being, and quality of life for the employees working in these facilities was also directed. The Community and Sustainability Committee of the Village Board met on November 6, 2024, to consider policy matters related to sustainability with guidance and input from FGM Architects and Leopardo Companies.

On April 8, 2025, staff, in conjunction with the Village's construction manager (Leopardo Companies) and architect (FGM Architects), presented the schematic designs for a new Fire Station #11 at 820 Dundee Road and the adaptive reuse of 3504 Commercial Avenue for the Fleet Maintenance Garage to the Committee of the Whole. At that meeting the elevations of proposed facilities, schematic design and various architectural elements, as well as the current estimated cost of the facilities were presented. Included with this agenda item as supplementation information are the materials from the April 8, 2025 Committee of the Whole Meeting.

At the conclusion of the April 8, 2025 Committee of the Whole meeting, the Village Board provided the following direction for each of the facilities:

- Fire Station #11 at 820 Dundee Road:
    - Move forward to the design development phase for this facility with the elevations, schematic design, and architectural elements in a form substantially similar to those presented.
    - Move forward with the inclusion of geothermal heating and cooling for the site.
    - Include the make-ready work for solar at this facility, with the right-sizing of the solar panel array to be reviewed for installation at a later date.
    - On this date, the estimated cost for the facility was $22,007,348 inclusive of construction and land purchase.

- Fleet Maintenance Garage at 3504 Commercial Avenue:
    - Move forward to the design development phase for this facility with the elevations, schematic design, and architectural elements in a form substantially similar to those presented.
    - Move forward with the inclusion of geothermal heating and cooling for the site.
    - Do not include make-ready work for solar or solar panels at this facility due to the lack of sufficient roof area to support the solar array and the low electric generation rate of the remaining portion of the roof.
    - On this date, the estimated cost for the facility was $22,657,842 inclusive of construction and land purchase.

On April 22, 2025, the Village Board approved a Resolution affirming the schematic design elements for the new Fire Station #11 to be located at 820 Dundee Road and an adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage. Resolution 25-R-66 affirmed the direction on the building elevations, schematic design, architectural elements, sustainability elements, and estimated costs for a new Fire Station #11 at 820 Dundee Road and the adaptive re-use of 3504 Commercial Avenue for the Fleet Maintenance Garage.

At the May 27, 2025 Committee of the Whole Meeting, emergency backup power alternatives were reviewed in terms of reliability, maintenance, sustainability, cost and building code relative to the new Fire Station #11 to be located at 820 Dundee Road and an adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage. It was highlighted that generators are part of an early submittal bid package in order to manage the schedule to open of these new facilities.

Staff will be in attendance at the August 26, 2025 meeting to answer any questions.

A Resolution Amending the Master Construction Manager Agreement for the First Partial Guaranteed Maximum Price for Bid Package 1 Items Associated with Fleet Maintenance Garage with Leopardo Companies, Inc. of Hoffman Estates, Illinois
Supplemental Information - COW Presentation Fire Station 11 and Fleet Maintenance Garage Design Development
Supplemental Information - Fleet Maintenance First Partial GMP Amendment
Supplemental Information - Fleet Garage DD Cost Recap
Supplemental Information - Fleet Garage SD Cost Recap
Supplemental_Information_-_Northbrook_Fleet_Program

Resolution 2025 - ____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Amending the Master Construction Manager Agreement for the First Partial Guaranteed Maximum Price for Bid Package 1 Items Associated with Fleet Maintenance Garage with Leopardo Companies, Inc. of Hoffman Estates, Illinois

is hereby adopted, as follows:

Section 1. BACKGROUND.

The Village of Northbrook has identified the replacement of Fire Station #11 and the Fleet Maintenance Garage ("***Projects***") as among the key priorities for the Village. The Village purchased property at 820 Dundee Road with Ordinance 2024-43 and 3504 Commercial Avenue with Ordinance 2024-44 for these respective facilities and determined that these properties are of a sufficient size for these operations. Following this review, the Village amended the A133 and B133 Contracts with Leopardo Companies and FGM Architects with Resolutions 2024-172 and 2024-173 to move to Schematic Design for Fire Station #11 and the Fleet Maintenance Garage. With Resolution 25-R-66 direction was provided to move to Design Development for Fire Station #11 and the Fleet Maintenance Garage. Resolution 2025-94 provided direction on the use of diesel generators, preparation of site plan documents for submittal to other approval agencies and specifications and bidding for the first bid package for a new Fire Station #11 at 820 Dundee Road.

At the August 12, 2025 Committee of the Whole meeting, Village staff, as well as representatives from FGM Architects, presented the interior designs and 3D renderings of the new Fire Station at 820 Dundee Road and the adaptive reuse of 3504 Commercial for a Flett Maintenance Garage as well as the estimated costs of those facilities. At the conclusion of August 12, 2025 Committee of the Whole meeting, the Board provided direction to staff and affirmation of this direction was approved on August 26, 2025 with Resolution 25-__. Included in the discussion was the progress of the Projects and cost of Bid Package 1.

The total price for the scope of work included in Bid Package 1 for the Fleet Maintenance Garage is $2,203,225 and includes earthwork, site utilities, concrete, asphalt paving, generator and ATS Procurement, surveying allowance, material testing allowance, general conditions, contractor contingency, contractor fee, and insurance ("***First Partial Guaranteed Maximum Price***"). The cost in the First Partial Guaranteed Maximum Price (GMP) will be incorporated into the Final GMP once the remaining portions of the Construction Documents are finished and bid. During the Design Development review, the current estimate for the Fleet Maintenance Garage is $22,804,287. This estimate is inclusive of land purchase, design cost, construction cost and other associated project costs. While the full GMP and associated costs are not finalized yet, an amendment to the A133 Master Construction Manager Agreement ("***Agreement***") with Leopardo Companies, Inc. ("***Consultant***") is needed to approve the First Partial GMP and initiate the construction of the facility ("***Amendment***").

The Village's Annual Budget for Fiscal Year 25/26 provides sufficient funds in Account No. 38-7800-703-00-33001 for Construction Manager Services. Based on these factors, staff recommends that the Village Board authorize the Amendment to the Agreement. The Village's spending authority under the A133 Agreement will be increased by $2,203,225 from $87,752 for the Construct Manager Consultant Services.

The President and the Board of Trustees have considered the Amendment to the Agreement and determined that it is in the best interest of the Village and the public to enter into the Amendment.

Section 2. APPROVAL OF AMENDMENT.

The Amendment to the Agreement with the Consultant with the First Partial GMP outlined in ***Exhibit A*** is approved in a form acceptable to the Village Manager and Village Attorney.

Section 3. AUTHORIZATION TO EXECUTE AMENDED AGREEMENTS.

The Village Manager and the Village Clerk are hereby authorized and directed to execute and seal, on behalf of the Village, the Amendment only after receipt by the Village Clerk of at least three original copies of the Amendment executed by the Consultant and compliance by the Consultant with all conditions precedent to closing; provided however, that if such executed copies of the Amendment are not received by the Villager Clerk within 60 days after the date of adoption of this Resolution, then this authority to execute and seal the Amendment shall, at the option of the President and Board of Trustees, be null and void.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:

ATTEST:

_____
Village President

_____
Village Clerk

Village of Northbrook

Design Development Review

Fire Station No. 11
+
Fleet Maintenance

Committee of the Whole

August 12, 2025

Agenda

- Review Goals for Facilities
- Review Design Development for Fire Station 11
  - Confirm Consensus of Board to direct staff to proceed with necessary actions for Board approval of Design Development for Fire Station 11 and proceed with Construction Document on August 26, 2025
  - Confirm Consensus of Board for exterior brick color for Fire Station 11
  - Confirm Consensus of Board to direct staff to proceed with necessary actions for Board approval of Bid Package 1 for Fire Station 11 on August 26, 2025
- Review Schematic Design for Fleet Maintenance Garage
  - Confirm Consensus of Board to direct staff to proceed with necessary actions for Board approval of Design Development for Fleet Maintenance Garage and proceed with Construction Document on August 26, 2025
  - Confirm Consensus of Board to direct staff to proceed with necessary actions for Board approval of Bid Package 1 for Fleet Maintenance Garage on August 26, 2025

Goals for Village Facilities

- Welcoming workplace for all employees and visitors;
- Incorporate sustainable practices in use of materials and long-term operations as part of planned facility improvements;
- Plan for a facility (where applicable) that is considered a community space and a space for outside agency cooperation;
- Technology must be flexible to accommodate present and future needs;
- A workspace and community place that is forward thinking and supports a culture of innovation in the delivery of services;
- Space must be flexible to accommodate present and future needs as municipal operations can pivot and change (sometimes quickly as the pandemic has shown us);
- Each facility is a 24/7/365 operation and employee wellness, especially for shift workers, is necessary;
- Each facility is core to Northbrook's public safety responsibilities and therefore, there will be Critical Facility Structural and Operational Requirements.

Village of Northbrook

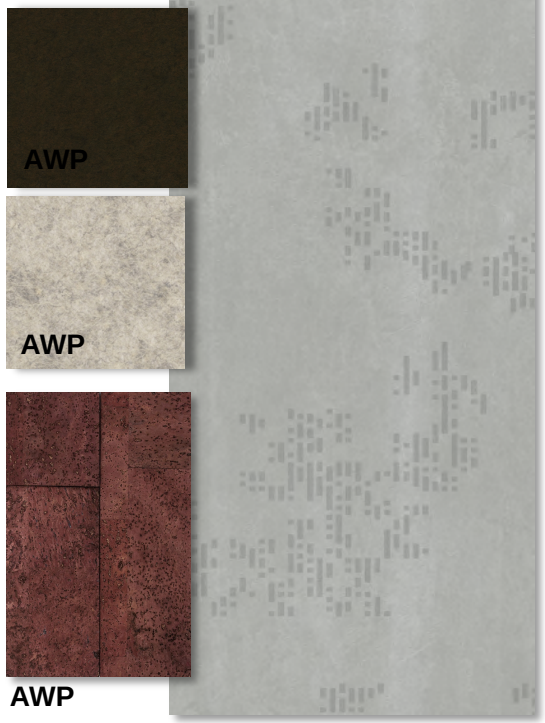
Floor Plans
Color Palettes
3D-Images

Fire Station 11

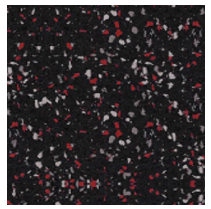
Committee of the Whole

August 12, 2025

Proposed Materials







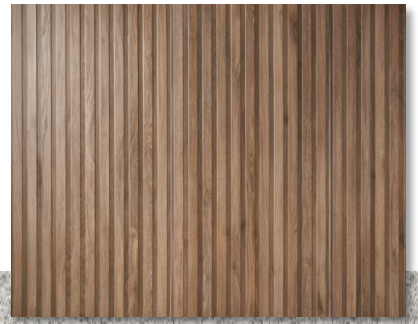




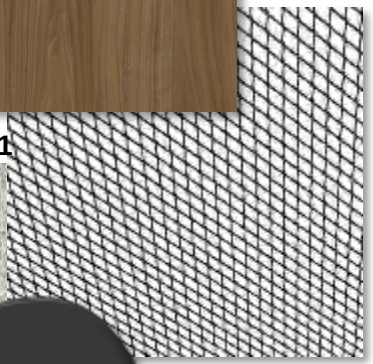






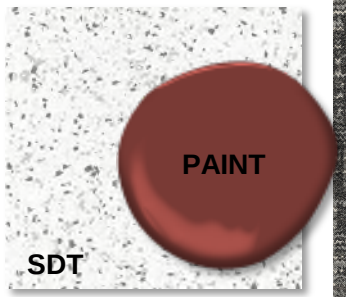












fgma

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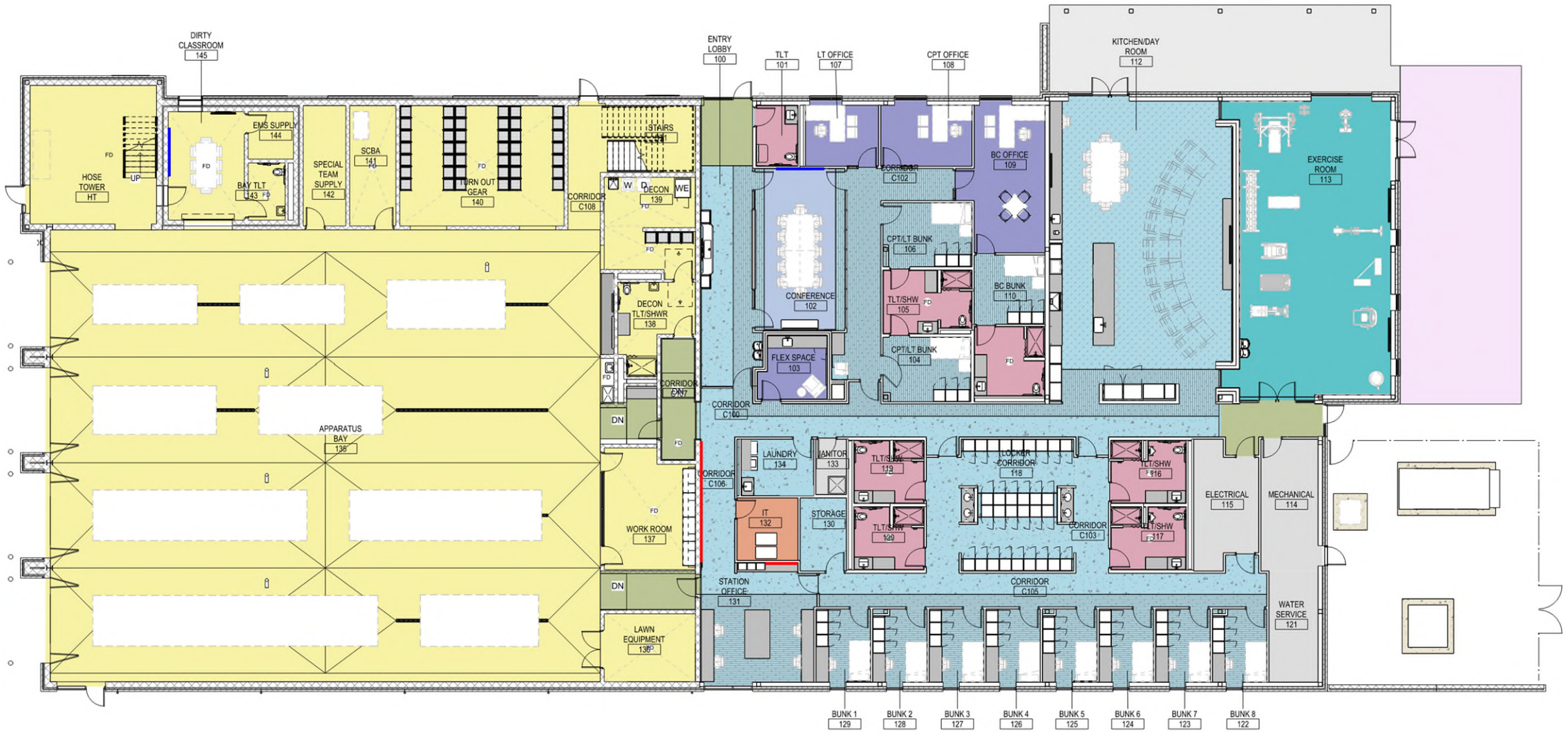
Colored Floor Finish Plan



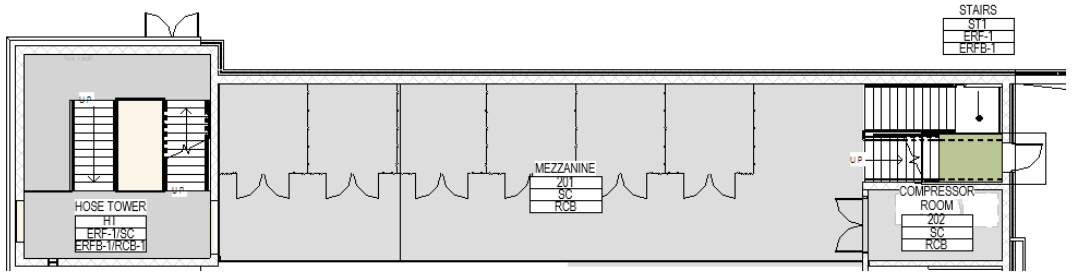
- CARPET TILE 2
- CARPET TILE 1
- CERAMIC TILE
- EPOXY FLOORING
- LUXURY VINYL TILES
- RESILIENT SPORT FLOOR
- SEALED CONCRETE
- STATIC DISSIPATIVE TILE
- WALK OFF CARPET
- EXTERIOR SPORT FLOOR

fgma

N

1 OVERALL FIRST FLOOR - FINISH PLAN
3/32" = 1'-0"

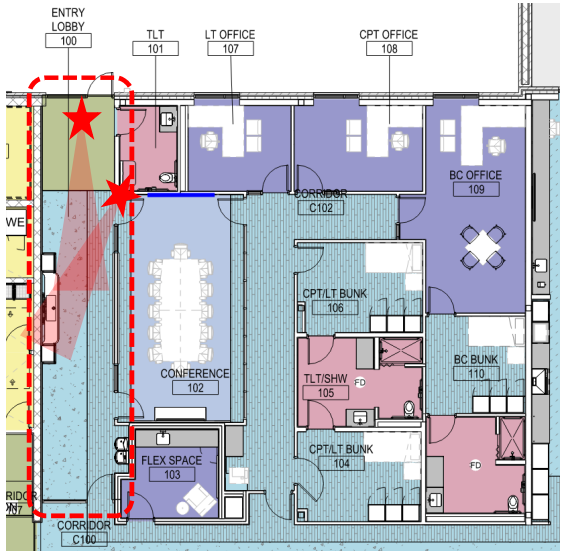
Colored Floor Finish Plan



2 | MEZZANINE - FINISH PLAN
3/32" = 1'-0"

- CARPET TILE 2
- CARPET TILE 1
- CERAMIC TILE
- EPOXY FLOORING
- LUXURY VINYL TILES
- RESILIENT SPORT FLOOR
- SEALED CONCRETE
- STATIC DISSIPATIVE TILE
- WALK OFF CARPET
- EXTERIOR SPORT FLOOR

Entry







BACKLIT SIGNAGE

RIGS INCORPORATED INTO WALLCOVERING GRAPHIC

N

northbro 270

Conference







MAGNETIC/OPAQUE
MARKERBOARD (48”X96”)

fgma

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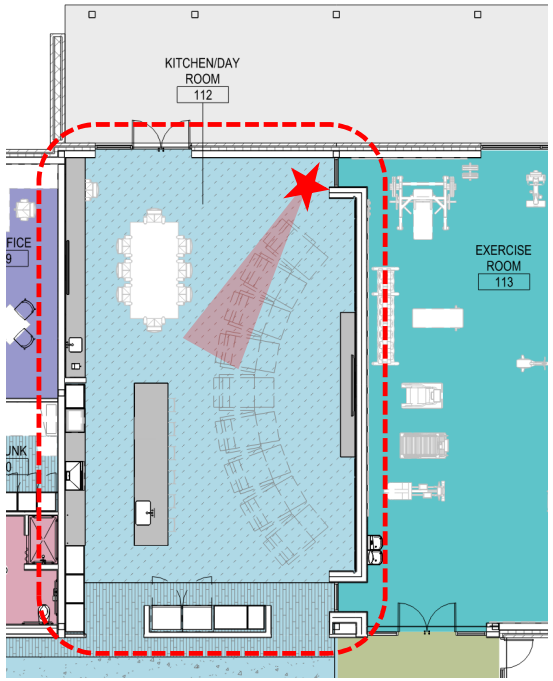
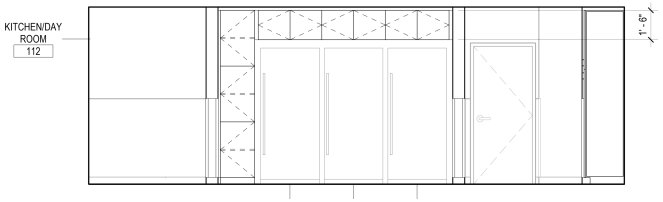
Kitchen



- (1) 36” FREEZER
- (2) 36” REFRIGERATOR
- 24” DISHWASHER W/ FINISHED PANEL
- 30” STACKED DOUBLE OVEN
- 36” COOKTOP W/ 36” HOOD
- 1 COFFEE MAKER
- (2) MICROWAVES
- POT RACK
- COMPOST DRAWER
- (2) 21” W DOORS WITH OPENINGS FOR TRASH
- INTEGRATED REVERSE OSMOSIS SYSTEM







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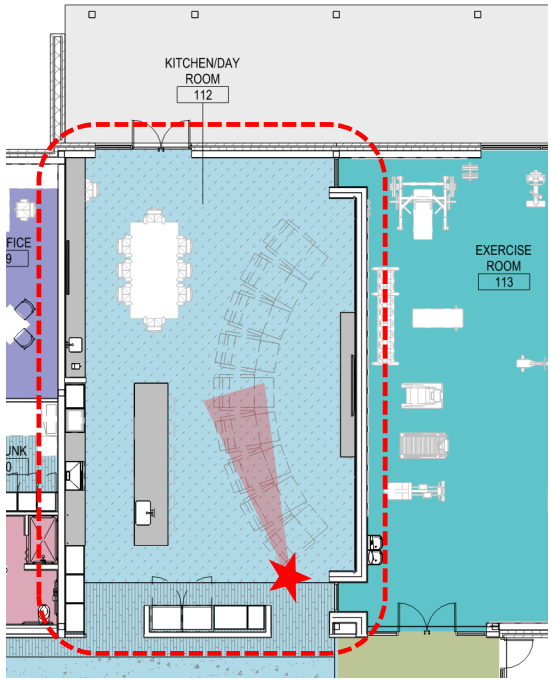
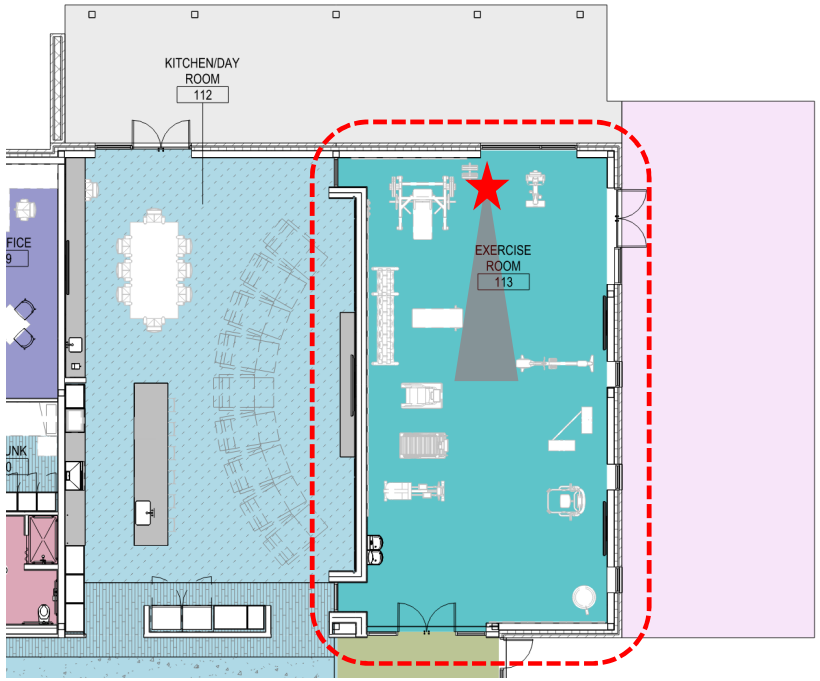
Day Room



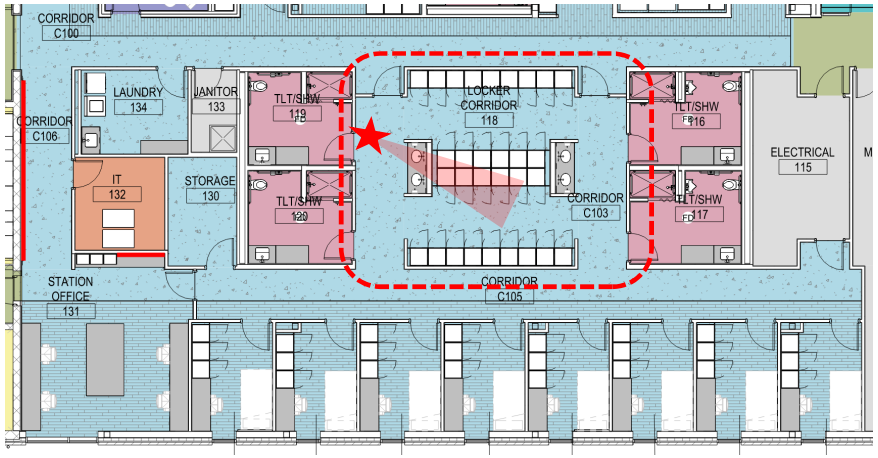


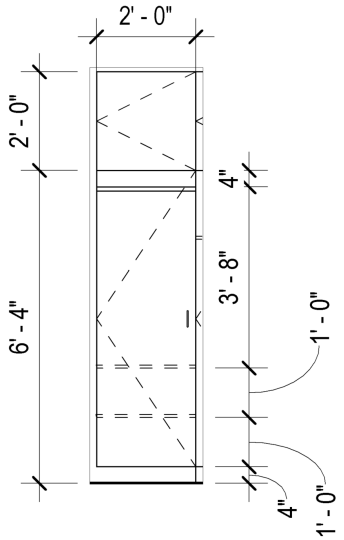
Fitness





Locker Room

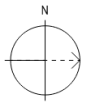




- BEDDING STORAGE
- HANGING ROD
- 2 ADJUSTABLE SHELVES



BACKLIT MIRRORS



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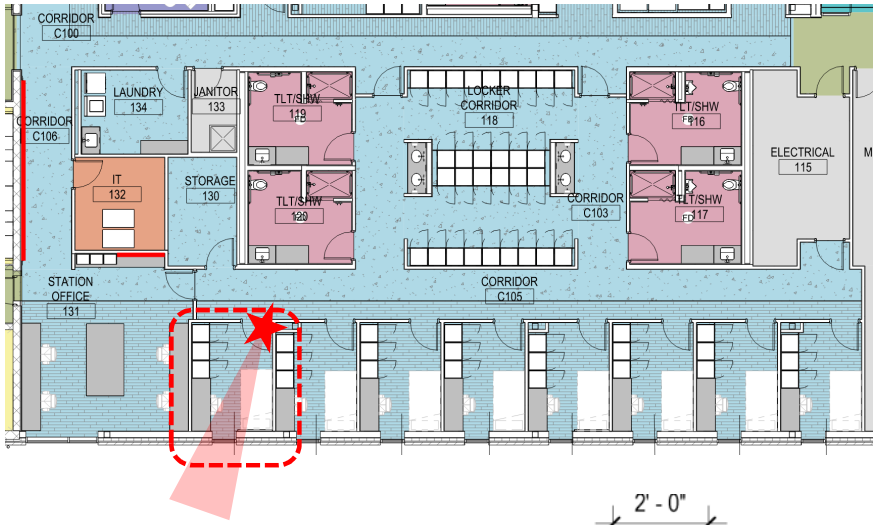
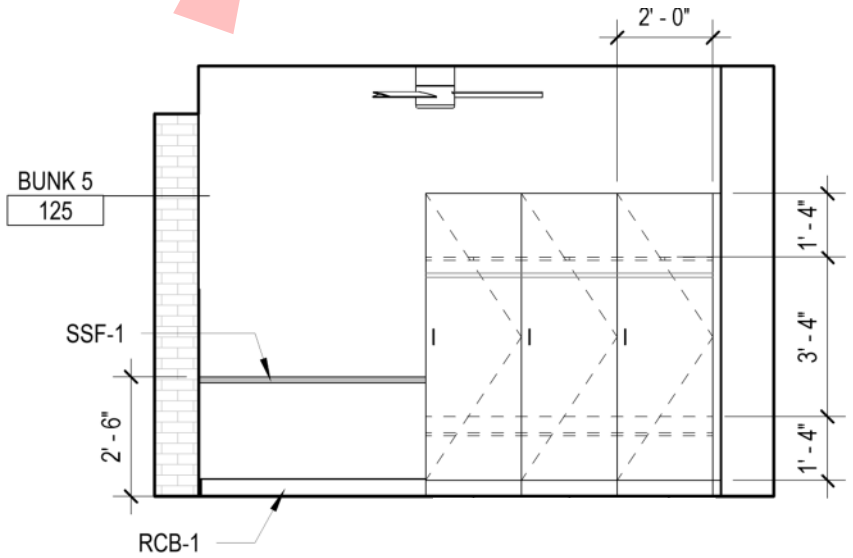
Bunks







- HANGING ROD
- 2 ADJUSTABLE SHELVES

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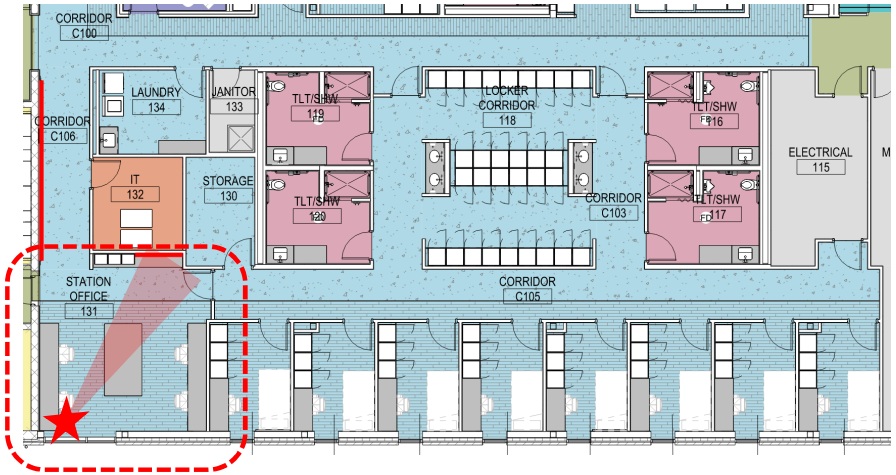
Station Office





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Exterior Brick – Opt 1, Executive Ironspot



1 EXTERIOR ELEVATION SOUTH
1/8" = 1'-0"



BRICK PRECEDENT



Exterior Brick – Opt 2, Medium Ironspot 77



1 EXTERIOR ELEVATION SOUTH
1/8" = 1'-0"



BRICK PRECEDENT



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Fire Station No. 11 Program

Space Needs

Fire Headquarters	7,237 SF
Living Quarters/Apparatus Bay	17,747 SF
Total GSF	**30,058 SF**

***Assumed Shared Spaces**

New Construction Schematic Design

Total GSF	**23,714 SF**

New Construction Design Development

Total GSF	**24,187 SF**



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Fire Station 11 – Cost

Fire Station #11				
	SD Estimate	SD Estimate w/Generator Changes	DD Estimate/BP-1	Variance From SD w/ Gen Changes to DD
Cost for Fall 2025 Construction Start	$ 21,597,459	$ 21,363,690	$ 21,597,061	$ 233,371
Land Purchase Price(actual)	$ 997,963	$ 997,963	$ 997,963	$ -
Total Project Costs	**$ 22,595,422**	**$ 22,361,653**	**$ 22,595,024**	**$ 233,371**

Fire Station 11 – Additional Costs

- Current Estimates include Furniture, Fixtures and Equipment.
- Future Estimates will move some of these items from Leopardo Costs to the Village.
- Staff is working on cost estimates for IT requirements for servers/cameras/door access and the like.

Fire Station 11 – Bid Package 1

Partial Guaranteed Maximum Price - $3,533,563

Includes:

General Conditions

Earthwork & Site Utilities

Asphalt/Concrete

Generators

Insurance/Bonds

Contingency

Construction Manager Fee

Mobilization of Contractors is dependent on approval of permitting authorities



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Village Board Considerations

- Does the Village Board concur with moving from Design Development to Construction Documents for Fire Station 11?
- Which brick color does the Board approve for the exterior proposed for the Fire Station 11?
- Does the Village Board concur with moving the approval of Bid Package 1 for Fire Station 11?

Village of Northbrook

Floor Plans
Color Palettes
3D-Images

Committee of the Whole

August 12, 2025

Fleet Maintenance

northbrook

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FGMARCHITECTS

Fleet Maintenance – Finish Palette

BM 'Plaster of Paris'

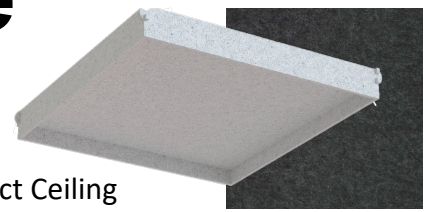
BM 'Deep Caviar'

BM 'Deep River'

BM 'Steamed Spinach'

BM 'Kangaroo'

BM 'Topeka Taupe'



Fact Ceiling
'Blox' Dark Gray



WC-2 – Momentum 'Beaumont' Starfish

CPT-1

CPT-2 – Mohawk 'Micro Bloom II'' Jewel Leaf Bark

CPT-1

CPT-1 – Mohawk 'Bark Community ' 858 858

RST/RSR-1 – Tarkett 'Minerality'

WP-1 – Wolf Gordon 'Venn Texture' Beige

PL-1 – Fenix 'Cacao Orinoco'

PL-2 – Abet Laminati '450'

Solid Surface – Wilsonart 'Coconut Oil'

QTZ-2 Cambria 'White Hall'

PL-3 – Wilsonart 'Palisades Oak'

LVT-1

LVT-2 –
Bentley 'Balustrade' Beaux Arts

AWP-1 – MDC 'Zintra Embossed Walls' Tidal in Olive

Cork Bricks – Muratto 3D 'Ivory'

Doors – VT Industries 'White Maple' Clear

CT-3 (backsplash) Tilebar 'Carolina' Fog

QTZ-1 (island) Cambria 'Inverness Bronze'

WC PT-1

WCPT-1 –
Shaw 'Swift Tile' Step

LVT-1

LVT-1 –
J+J 'Restreat 5mm' Tradition

RSF-1

RSF-1 – Flexco 'Prime Sprots' Evergreen

RSB/RCB-1 – Tarkett 'Burnt Umber'

SDT-1

SDT-1 – Flexco 'ESD Control' Dark Mocha

ERF-1 – Tnemec '290' Orion's Belt

ERF-1

WP-2 – Acrovyn ' Desert Sands' with sightline Texture

WP-3 - Acrovyn 'Burmese Teak'

Armstrong 'Tectum' Polar

Armstrong 'Tectum' Sandstone

Armstrong 'Tectum' Natural

Armstrong 'Tectum' Fern

Armstrong 'Tectum' Ivy

SCC-1 – Sika 'Adobe'

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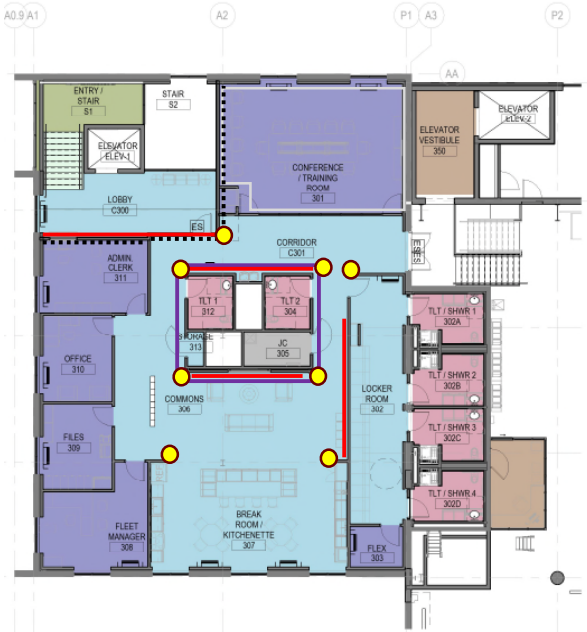
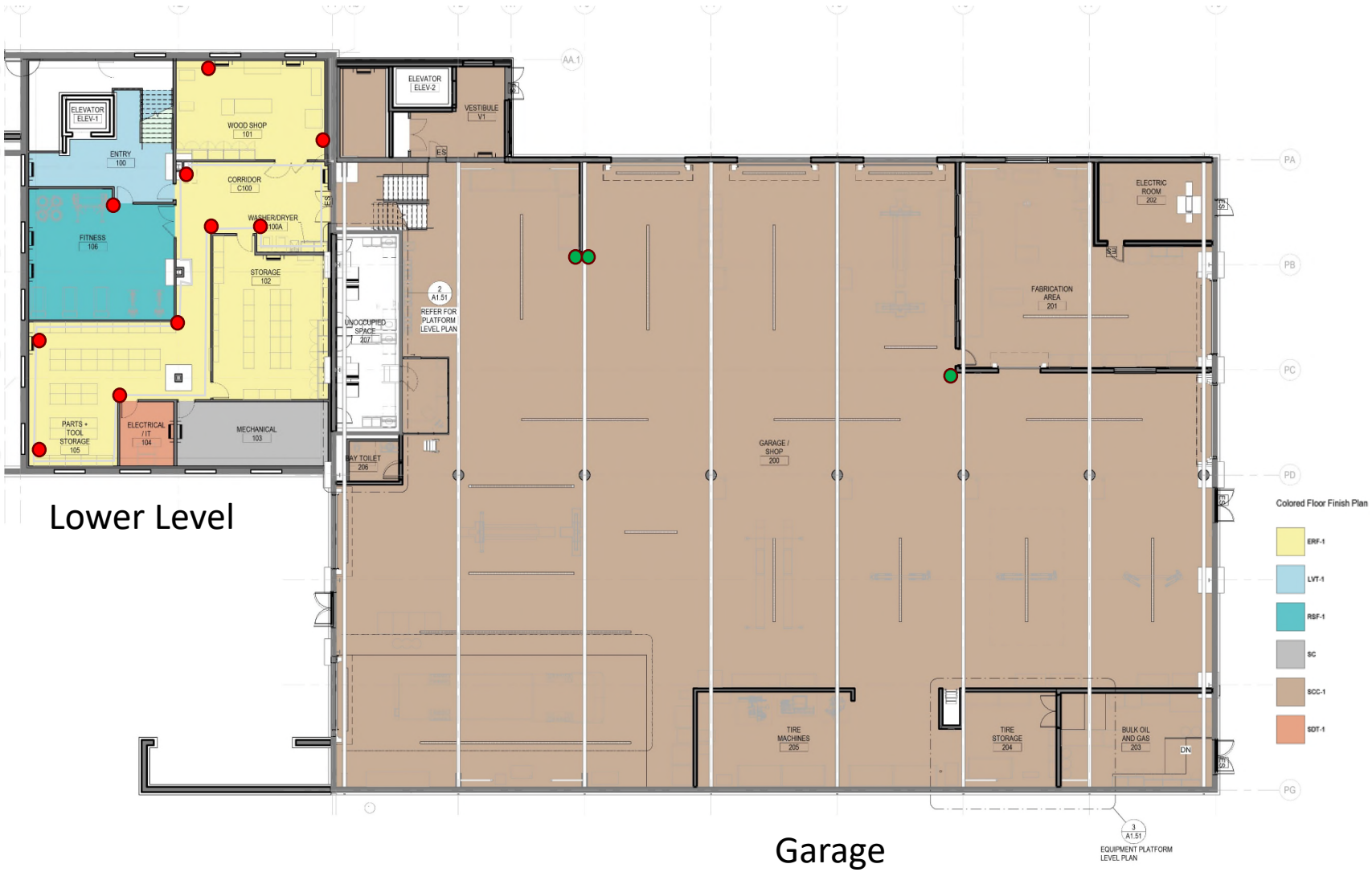
Colored Floor Finish Plan

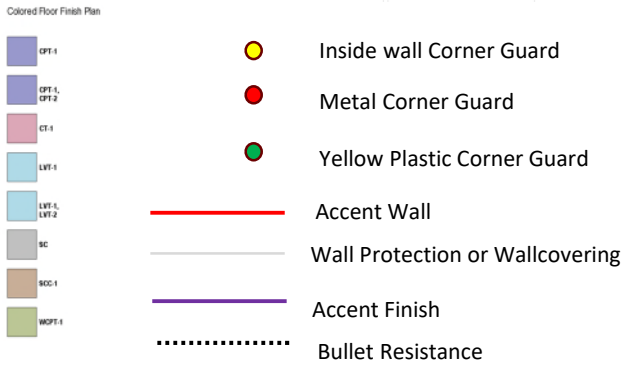


Upper Level



Lower Level

Garage



- Inside wall Corner Guard
- Metal Corner Guard
- Yellow Plastic Corner Guard
- Accent Wall
- Wall Protection or Wallcovering
- Accent Finish
- Bullet Resistance

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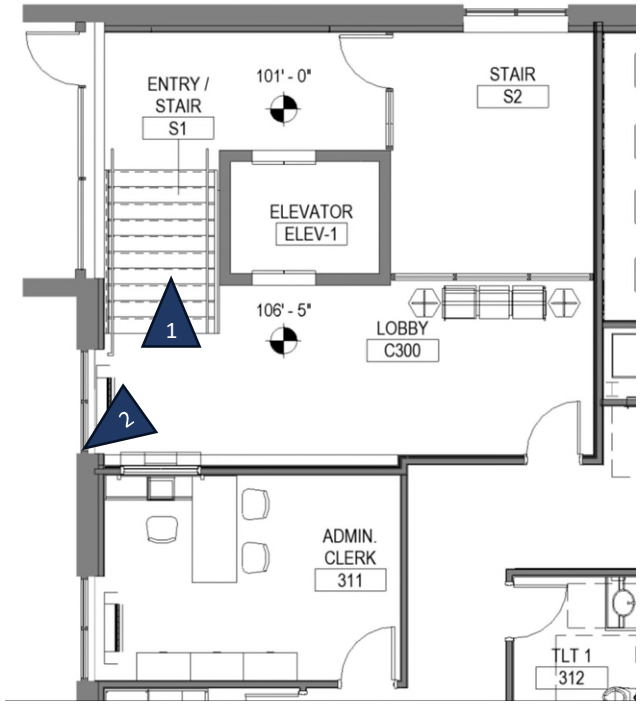
Entry / Lobby







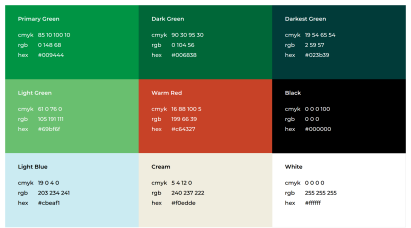
Accent Green Paint

Railing Paint

RST/RSR-1-Stairs

PT-1 - Wall

WCPT-1 - Floor



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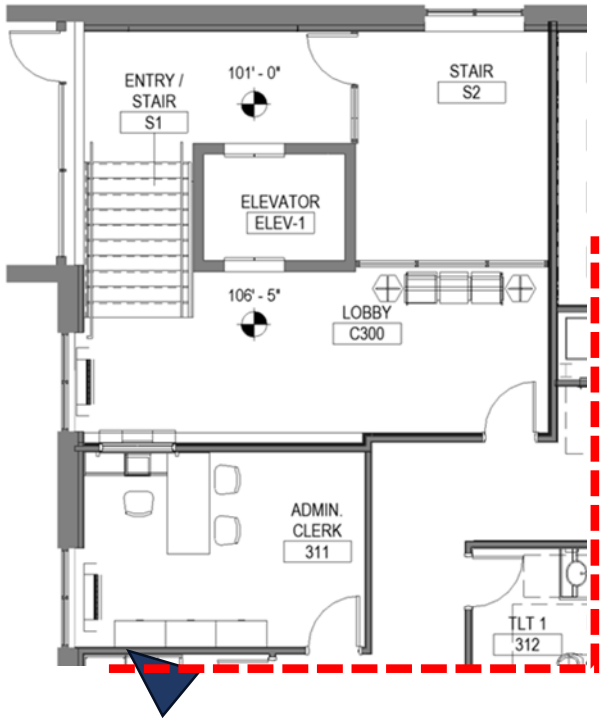
Entry / Lobby



Exposed Ceiling Paint

PT-1 - Wall

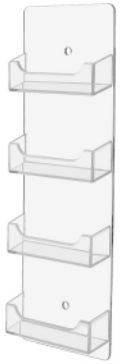


Acoustic Ceiling Cloud





Magnuson Group Dacapo



By Owner

LVT-2 - Floor

Doors / Wood-look Wallcovering

Door Frame Paint

Counter / Solid Surface

Accent Green Paint

Custom Wall graphic printed on type II vinyl

fgma

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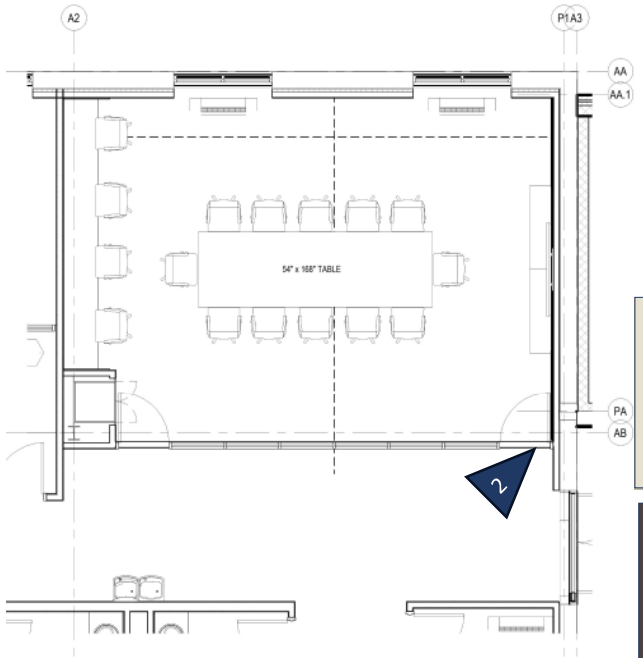
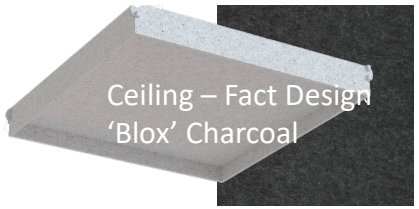
Conference Room



PT-1 - Ceiling

Door Frame Paint





CPT-1 - Floor

CPT-2 - Floor

WC-2 - Wallcovering

AWP-1 – Back Wall

Table – Quartz

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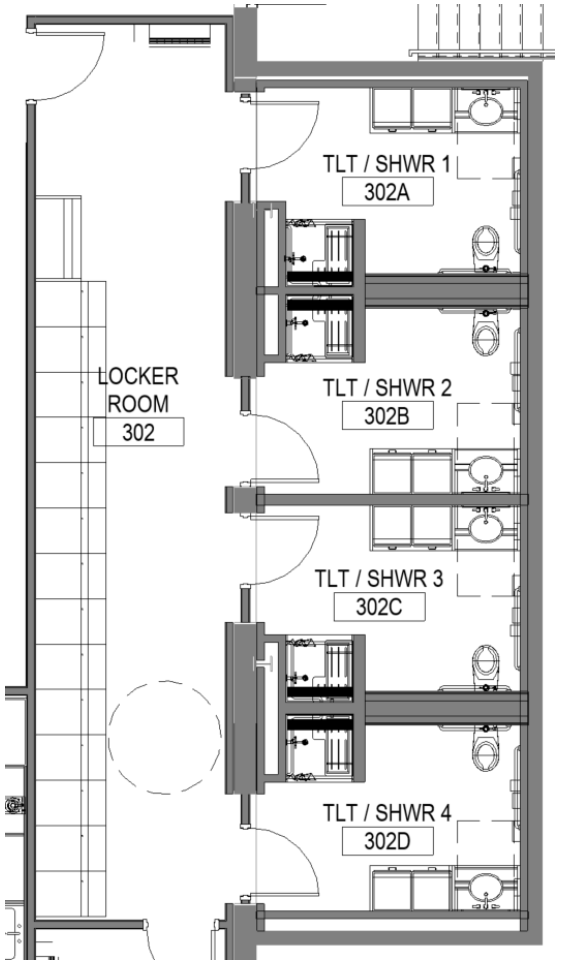
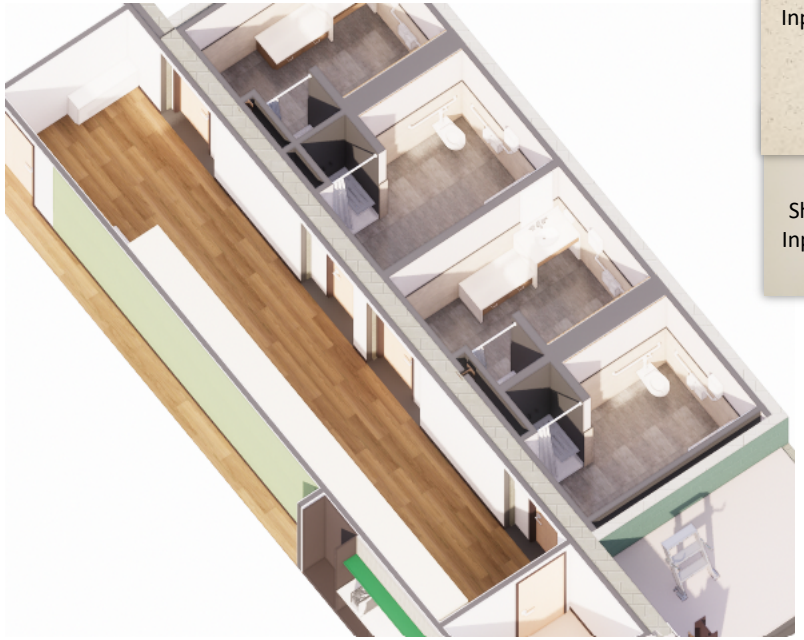
Locker Room







Wall Paper Towel



Wall Foam Soap





TP

Shower Walls – Inpro 'Bioprism' Sandbar

Shower Base – Inpro 'Bioprism' Taupe

Locker Color

Whisper WP (216)

WC-2 – Momentum 'Beaumont' Starfish

Solid Surface – Wilsonart 'Coconut Oil'

CT-2 – Virginia Tile 'Bond' Jute

PL-3 – Wilsonart 'Palisades Oak'

LVT-1 – J+J 'Restreat 5mm' Tradition

CT-1 – Tilebar 'Holland' Fog Medium

Break Room

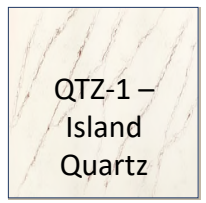


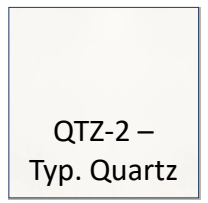














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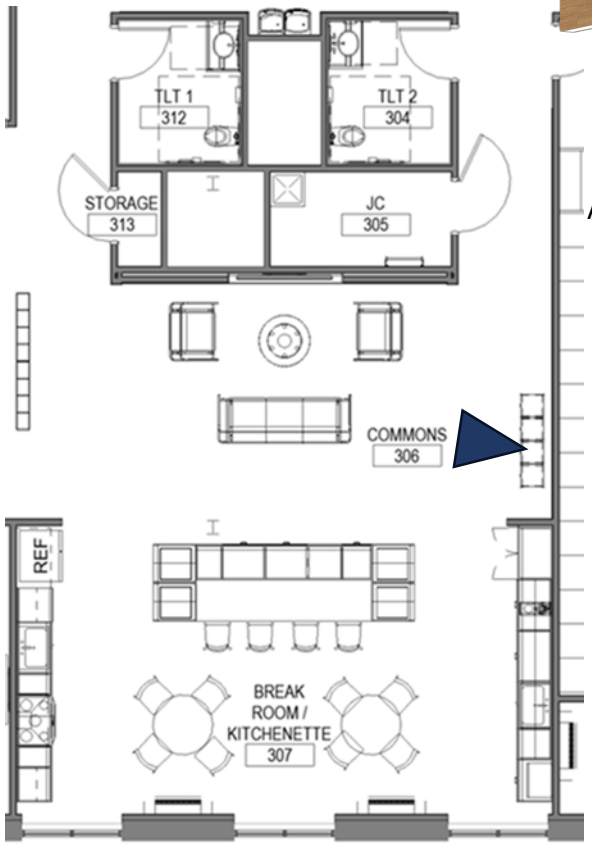
Commons





Acoustical Luminaire Pendant



Urban Shelf by M.A.D. Furn

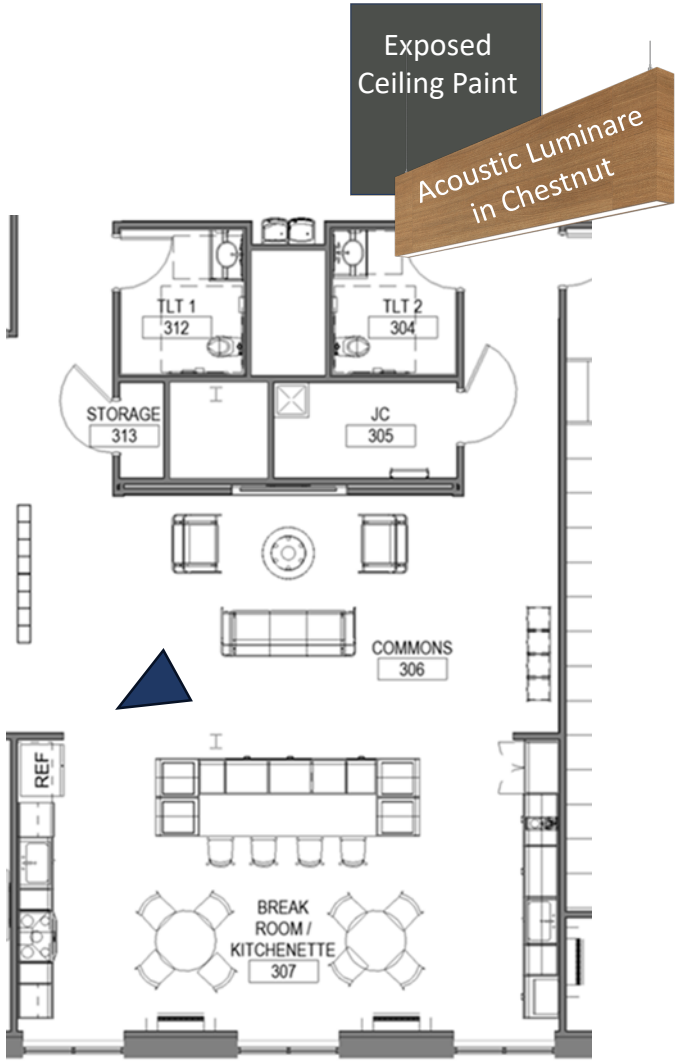




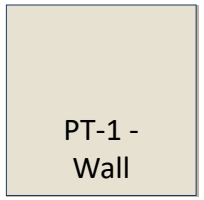
fgma

northbro 293

Commons





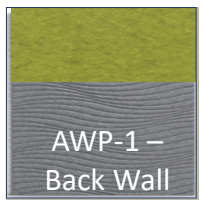












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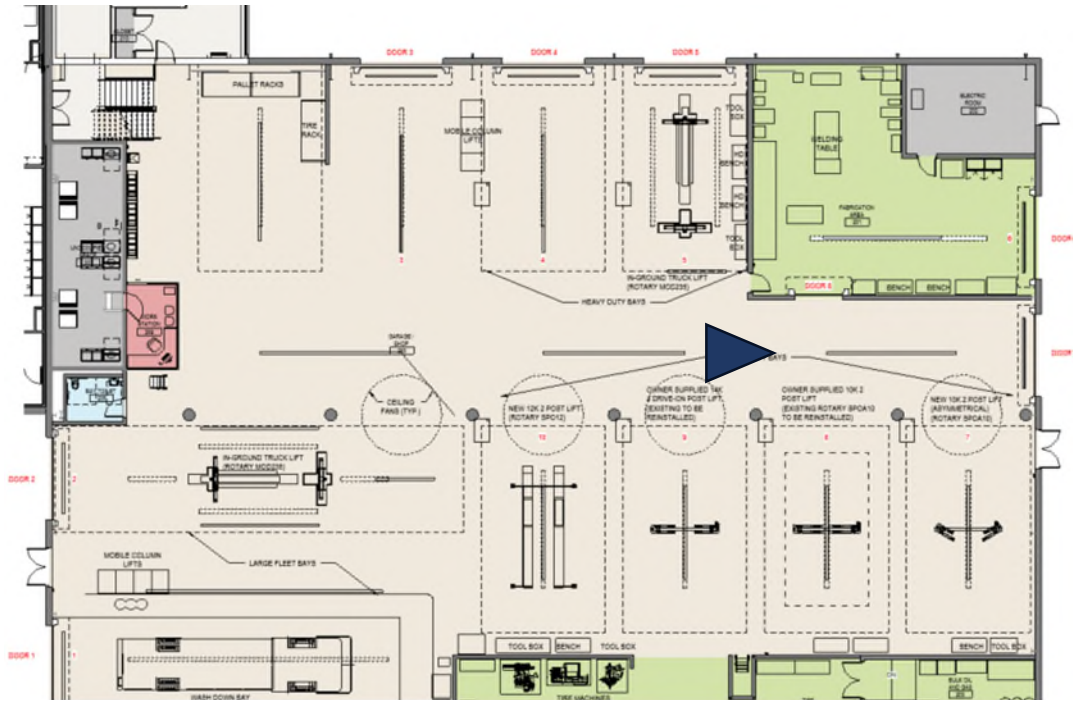
Garage


PALLET RACKS
TIRE RACK
MOBILE COLUMN LIFT
WELDING TABLE
ELECTRIC ROOM
IN-GROUND TRUCK LIFT (ROTARY MD220)
HEAVY DUTY BAYS
BENCH
CEILING FANS (TYP.)
NEW 12K 2 POST LIFT (ROTARY SPO12)
OWNER SUPPLIED 14K 2 DRIVE-ON POST LIFT (EXISTING TO BE REINSTALLED)
OWNER SUPPLIED 10K 2 POST LIFT (EXISTING ROTARY SPOA10 TO BE REINSTALLED)
NEW 10K 2 POST LIFT (ASYMMETRICAL) (ROTARY SPOA10)
MOBILE COLUMN LIFTS
LARGE FLEET BAYS
TOOL BOX
BENCH
WASH DOWN BAY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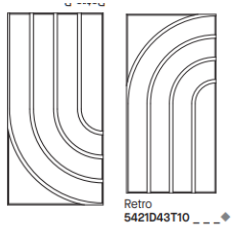
public works
fleet maintenance

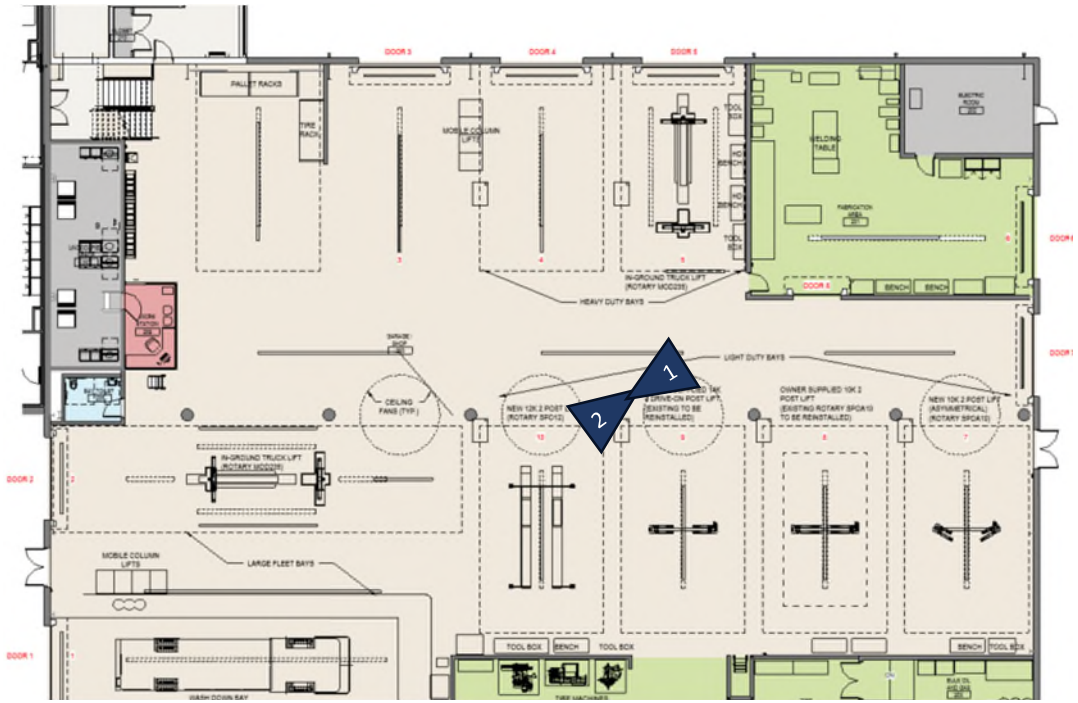
Garage





Metal Wall Panels - Almond

Garage doors can be custom colored RAL colors







Accent Green Paint

Accent Brown Paint

Accent Tan Paint

Colored Concrete

Armstrong 'Tectum' Polar

Natural

Sandstone

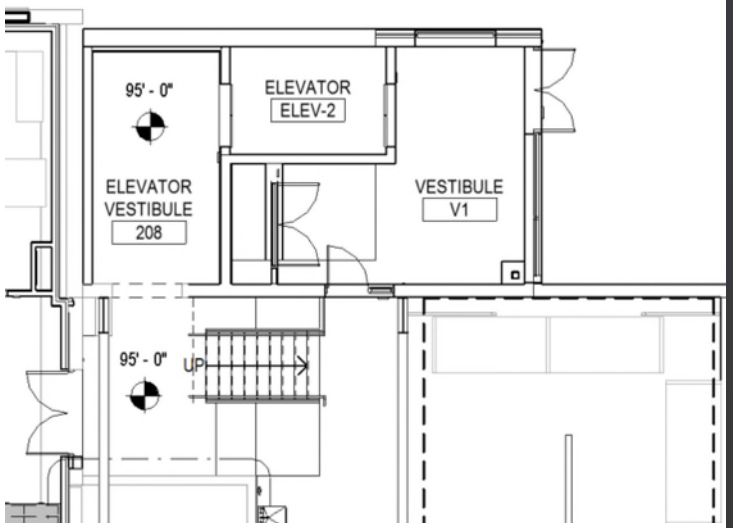
Fern

Ivy

fgma

northbro 296

Staff Entry



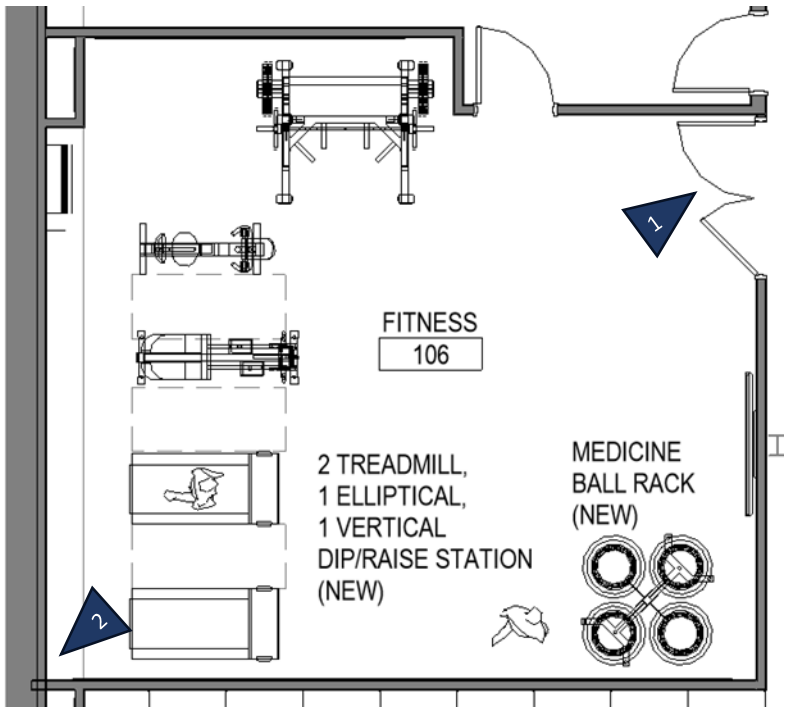


Door Panel/ Frame Paint

Accent Green Paint

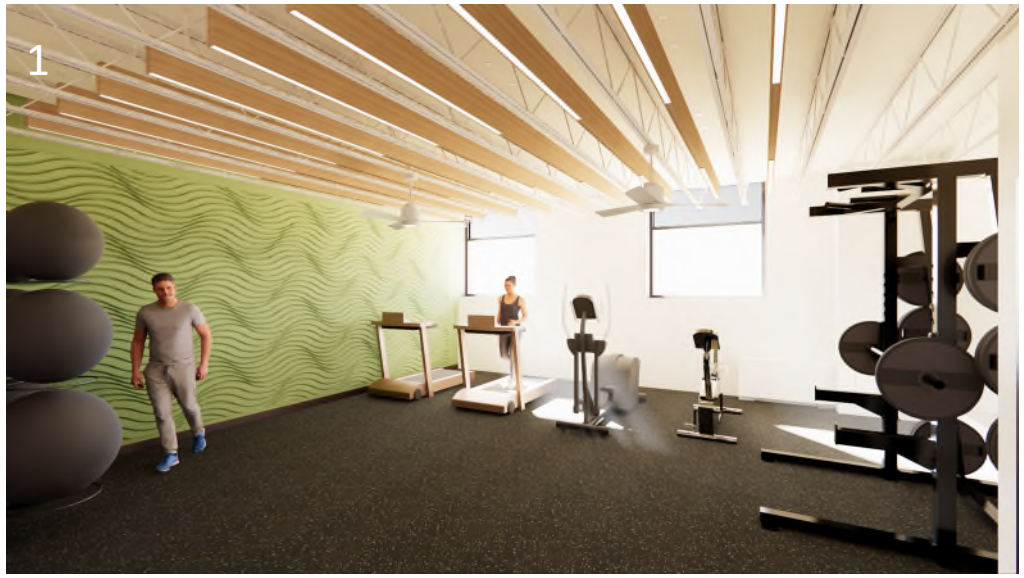
Colored Concrete

Fitness



Exposed Ceiling Paint

Acoustic Luminare in Chestnut





PT-1 – Wall

Door Panel/ Frame Paint

AWP-1 – Back Wall

Sports Floor

fgma

northbro 298

Fleet Maintenance Garage - Program

Space Needs

Total GSF **30,156 SF**

*Assumed single story facility

Adaptive Reuse Schematic Design

Total GSF **32,065 SF**

Adaptive Reuse Desing Development

Total GSF **31,330 SF**



Fleet Maintenance – Cost

Fleet Maintenance				
	SD Estimate	SD Estimate w/Generator Changes	DD Estimate/BP-1	Variance From SD w/ Gen Changes to DD
Cost for Fall 2025 Construction Start	$ 20,472,191	$ 19,976,439	$ 20,504,287	$ 527,848
Land Purchase Price(actual)	$ 2,300,000	$ 2,300,000	$ 2,300,000	$ -
Total Project Costs	**$ 22,772,191**	**$ 22,276,439**	**$ 22,804,287**	**$ 527,848**

Fleet Maintenance Garage– Additional Costs

- Current Estimates include Furniture, Fixtures and Equipment.
- Future Estimates will move some of these items from Leopardo Costs to the Village.
- Staff is working on cost estimates for IT requirements for servers/cameras/door access and the like.

Fleet Maintenance Garage – Bid Package 1

Partial Guaranteed Maximum Price - $2,203,225

Includes:

General Conditions

Earthwork & Site Utilities

Asphalt/Concrete

Generators

Insurance/Bonds

Contingency

Construction Manager Fee

Mobilization of Contractors is dependent on approval of permitting authorities

Village Board Considerations

- Does the Village Board concur with moving from Design Development to Construction Documents for Fleet Maintenance Garage?
- Does the Village Board concur with moving the approval of Bid Package 1 for Fleet Maintenance Garage?

Fleet Maintenance Facility Exhibit A-FM.1 First Partial Guaranteed Maximum Price Amendment

Standard Form of Agreement Between Owner and Construction Manager as Constructor *where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price.*

AGREEMENT made as of the 26th day of August in the year 2025

BETWEEN the Owner:
Village of Northbrook
1225 Cedar Lane
Northbrook, IL 60062

and the Construction Manager:
Leopardo Construction Inc.
5200 Prairie Stone Parkway
Hoffman Estates, IL 60192

for the following Project:
Fleet Maintenance Facility

Dear: Village of Northbrook

Please find below the first partial Guaranteed Maximum Price Proposal for your project. We have included a scope of work, qualifications, and exclusions. Leopardo Construction, Inc. proposes to provide the construction services in general accordance with the following scope of work:

1.0 **Exhibit B: GMP Documents** – The GMP Proposal is based on the following:
- FGM Architects Inc. BP-1: Issued for Bid Plans dated 6/27/2025
- FGM Architects Inc. BP-1: Issued for Bid Specifications 6/27/2025
- FGM Architects Inc BP-1 Addenda #1 Dated 7/10/2025
- Leopardo Bid Package 1 Project Manual Dated 6/28/25

2.0 **GMP Schedule of Values** – Total price for partial scope of work which includes bid packages 1-01 Earthwork and Site Utilities, 1-02 Site Concrete, 1-03 Asphalt Paving, 1-04 Generator and ATS Procurement, Surveying Allowance and Material Testing Allowance. This schedule of values also includes, general conditions, contractor contingency, contractor fee, and insurances based on the value of the items listed above.

General Conditions	$110,006
Surveying Allowance	$20,000
Material Testing Allowance	$35,000
BP-01 Earthwork/Site Utilities Package	$1,167,500
BP-02 Site Concrete	$350,971
BP-03 Asphalt Paving	$46,101
BP-04 Generator and ATS Procurement	$269,113
TRADE SUB-TOTAL	**$1,998,691**
Subcontractor Default Insurance	$20,776
Performance and Payment Bonds	$20,195
Insurance Package	$24,476

PROJECT SUB-TOTAL	**$2,064,138**
Builder's Risk Insurance	$2,580
PROJECT SUB-TOTAL	**$2,066,718**
Construction Contingency	$72,335
PROJECT SUBTOTAL	**$2,139,053**
Construction Manager's Fee	$64,172
FIRST PARTIAL GMP TOTAL	**$2,203,225**
Previously Approved Cost (pre-construction services)	**$59,962**
Total of All Approved Items to be Contracted by LCI	**$2,263,187**

4.0 **Purpose** – The purpose of this document is to serve as a communication tool for the project team by defining the quality and scope of this project. Leopardo Companies Inc. The GMP represents construction trade labor, material, equipment and methods anticipated to be utilized on this project.

5.0 **Design Documents –** The proposal is based on the design documents prepared by FGM Architects Inc. Refer to the included document list for specific identification of documents above.

6.0 **Schedule** – This proposal is based on construction commencing on 10/6/25 and being substantially completed by 10/09/2026.

7.0 **Bonds** – 100% performance and payments bonds are included, and we have included enrolling the project in our subcontractor default insurance program.

8.0 **Construction Contingency** – The proposal includes a 3.5% construction contingency to be used at the discretion of LCI for construction and is not intended to serve as an owner and/or design contingency. The construction contingency does not provide for architect/engineer (A/E) error and omissions and/or owner requested changes during construction.

9.0 **Allowances –** Allowances are included in the proposal. Allowances shall cover the total cost of material, labor and equipment. This includes material delivery, unloading and handling at the site, installation costs, overhead, profit and all other expenses contemplated for stated allowance.

10.0 **Owner Contingencies –** This GMP excludes all cost associated with Owner, Program and Design Contingencies.

11.0 **Escalation –** We have not included escalation for the listed bid packages as part of this GMP.

12.0 **Clarifications** – The following clarifications are outlined to coincide with the GMP:

1. **Exclusions**

General Requirements – Items Provided by Owner (not included in proposal):

1. Surveys/current topography.
2. Environmental studies.
3. EPA testing and inspections.
4. Architectural/Engineering and/or other consultant fees.

5. Soil investigations.
6. Utility consumptions costs during construction.
7. Off-site Costs.
8. Furniture, Fixtures and equipment. (not described in the project documents)
9. Impact fees, tap fees, termination fees.
10. Weather Conditions
11. Permit costs
12. Additional work required by governing authorities including changes for permit compliance.

2. Work to include the following:

Division 2

Leopardo Allowances

1. Our Proposal Includes A $20,000 Allowance for Surveying.
2. Our Proposal Includes A $35,000 Allowance for Material Testing.

Earthwork And Site Utilities

1. See Leopardo Project Manual for Earthwork and Site Utilities Scope of Work
2. Site Excavations Are Based on the Following Criteria:
    a. All Excavations Are Limited to Design Depths Only
    b. No Undercutting Assumed
    c. All Soils Encountered Are Considered to Be Suitable Materials (Suitable Materials Are Defined as Any Soil Material in Its Natural State Which Is Capable of Meeting Compressive Strength and Compaction Requirements Required for Construction)
3. We have excluded the following:
    a. Soil remediation of any kind
    b. Subtitle D hazardous material dumping.
    c. Leopardo Companies, Inc. includes dewatering of all excavations caused by surface drainage of average daily rainfall (as defined by the National Weather Service or other mutually agreed-to meteorological service). The following water and moisture control measures are not included in this proposal:
        i. Removal of excessive ground water (springs, underground streams, high ground water tables, etc.).
        ii. Well pointing or major site dewatering.
        iii. Removal, replacement, or reconnection of existing field drainage tiles.

Site Concrete

1. See Leopardo Project Manual Site Concrete Scope of Work
2. Exterior equipment pads have been included as part of this scope of work as referenced in the current contract documents. Pad size, design or count changes will require subcontractor pricing.

Asphalt Paving

1. See Leopardo Project Manual Asphalt Paving Scope of Work

Division 26

Generator And ATS Procurement

1. See Leopardo Project Manual for Generator and ATS Procurement Scope of Work

2. GENERATOR TO BE PROVIDED IS DIESEL POWERED NOT NATURAL GAS
3. Includes Docking Station
4. Accounts For Use of Alternate Manufacturer as Required Per Addendum #1

3. Work for this GMP to be performed during normal working hours. If necessary, Leopardo will coordinate additional hours or weekend work to maintain the schedule.
4. Sales tax is not included.
5. Work to be performed in a first-class workman-like manner by Union employees.
6. Pricing is based on the uninterrupted flow of work in accordance with the schedule. Delays due to others is not anticipated or included. Any delay beyond the control of LCI, which affects the critical path, shall be cause for an increase in cost and extension of time.
7. Project commencement and completion date shall be contingent upon issuance of permit, fully executed owner contract, and confirmation of long lead item delivery dates (whichever is the latest).

Leopardo Construction appreciates the opportunity to present our proposal.

Sincerely, **LEOPARDO CONSTRUCTION.**

ACCEPTED: _____ **DATE:** _____
Cara Pavlicek
Village Manager

ACCEPTED: _____ **DATE:** **8/26/25**
Jeff Montanari
Project Executive

Owner Bid Summary Report

LCI Project #:	**25-3648**
Project Name:	**Northbrook Fleet Maintenance**
Floor Area-SF:	31,330
Bid Due Date:	7/18/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
DIVISION 1 - General Conditions		**$906,164**	**$28.92**
Preconstruction Services	$59,962		
General Conditions	$846,202		
DIVISION 2 - Site Construction		**$2,245,142**	**$71.66**
02060 Surveying	$20,000		
02071 Site Demolition	In 02210		
02071 Building Demolition-Interior	$407,850		
02073 Hazardous Material Abatement	$20,000		
02210 Earthwork	$1,167,500		
02600 Site Utilities	In 02210		
02527 Site Concrete	$350,971		
02511 Asphalt Paving	$46,101		
02831 Fences & Gates	$166,575		
02900 Landscaping	$31,145		
02630 Storm Water Dentention	In 02210		
02050 Material Testing	$35,000		
DIVISION 3 - Concrete		**$545,645**	**$17.42**
03300 Concrete	$545,645		
DIVISION 4 - Masonry		**$565,022**	**$18.03**
04202 Masonry	$565,022		
DIVISION 5 - Metals		**$945,900**	**$30.19**
05110 Structural Steel	$945,900		
DIVISION 6 - Wood & Plastics		**$83,495**	**$2.67**
06400 Architectural Millwork & Woodworking	$83,495		
DIVISION 7 - Thermal & Moisture Protection		**$1,962,720**	**$62.65**
07210 Insulation Building	$25,400		
07440 Composite Metal Wall Panels	$1,753,700		
07510 Membrane Roofing	$183,620		
DIVISION 8 - Doors & Windows		**$667,682**	**$21.31**
08110 Doors, Frames & Hardware	$138,000		
08361 Sectional Overhead Doors	$155,132		
08410 Exterior Glazing	$374,550		
DIVISION 9 - Finishes		**$1,239,511**	**$39.56**
09252 Metal Stud & Drywall	$614,260		
09510 Acoustical Ceilings	$238,600		
09310 Ceramic and Hard Tile	$39,973		

Owner Bid
Summary Report

LCI Project #:	**25-3648**
Project Name:	**Northbrook Fleet Maintenance**
Floor Area-SF:	31,330
Bid Due Date:	7/18/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
09660 Carpet, Resilient Flooring and Base	$113,960		
09695 Floor Preparation - Misc.	$10,480		
09720 Epoxy Flooring	$62,538		
09900 Painting & Wallcovering	$159,700		
09500 Acoustical Treatment	In 09510		
DIVISION 10 - Specialties		**$99,279**	**$3.17**
10260 Wall & Corner Guards	$34,050		
10430 Building / Exterior Signage	$6,424		
10505 Lockers & Benches	$40,100		
10523 Fire Extinguishers & Cabinets	$1,170		
10800 Toilet Accessories	$3,990		
10430 Exterior Signage	$13,545		
DIVISION 11 - Equipment		**$0**	**$0.00**
11451 Residential Appliances	Inc. in FFE		
11611 Garage Lifts	Inc. in FFE		
11611 Fitness Equipment	Inc. in FFE		
11611 Tools/Shop Equipment	Inc. in FFE		
DIVISION 12 - Furnishings		**$16,605**	**$0.53**
12530 Window Treatment	$16,605		
DIVISION 13 - Special Construction		**$0**	**$0.00**
13850 Monument Sign	In Trades		
DIVISION 14 - Conveying Systems		**$255,400**	**$8.15**
14001 Elevators	$255,400		
DIVISION 15 - Mechanical		**$3,697,935**	**$118.03**
15300 Fire Protection	$236,600		
15400 Plumbing	$620,135		
15500 H.V.A.C.	$2,097,000		
15680 Geo Thermal Premium	$744,200		
DIVISION 16 - Electrical		**$2,682,492**	**$85.62**
16001 Electrical	$1,980,052		
16230 Generators	$269,113		
16700 Fire Alarm	Inc in 16001		
16700 Communications	$112,351		
16800 Security Systems	$170,976		
16800 Audio Visual Systems	$150,000		
TRADE SUB-TOTAL	$15,912,992		**$507.92**
Subcontractor Default Insurance	$165,075		

Owner Bid
Summary Report

LCI Project #:	**25-3648**
Project Name:	**Northbrook Fleet Maintenance**
Floor Area-SF:	31,330
Bid Due Date:	7/18/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
Builder's Risk Insurance	$6,431		
Labor & Performance Bonds	$160,845		
Insurance Program	$194,944		
PROJECT SUB-TOTAL	$16,440,287		**$524.75**
Contingency	$575,410		
PROJECT SUB-TOTAL	$17,015,697		**$543.11**
Escalation	$255,235		
Contractor's Fee	$518,128		
Owner Design Contingency	$444,727		
FF&E	$1,006,500		
Design Fees	$1,189,000		
Utility Modifications	$75,000		
PROJECT TOTAL	**$20,504,287**		**$654.46**

Owner Bid
Summary Report

LCI Project #:	**25-3648**
Project Name:	**Northbrook Fleet Maintenance Building**
Floor Area-SF:	31,731
Bid Due Date:	3/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
DIVISION 1 - General Conditions		**$855,390**	**$26.96**
Preconstruction Services	$45,000		
General Conditions	$810,390		
DIVISION 2 - Site Construction		**$2,408,647**	**$75.91**
02060 Surveying	$20,000		
02071 Site Demolition	$68,169		
02071 Building Demolition-Interior	$458,831		
02073 Asbestos Abatement	$20,000		
02210 Earthwork	$491,508		
02600 Site Utilities	$325,000		
02527 Site Concrete	$310,862		
02511 Asphalt Paving	$129,150		
02831 Fences & Gates	$146,127		
02900 Landscaping	$32,000		
02810 Irrigation Systems	$12,000		
02630 Storm Water Detention	$395,000		
DIVISION 3 - Concrete		**$618,638**	**$19.50**
03300 Concrete	$618,638		
DIVISION 4 - Masonry		**$366,572**	**$11.55**
04202 Masonry	$366,572		
DIVISION 5 - Metals		**$703,357**	**$22.17**
05110 Structural Steel	$703,357		
DIVISION 6 - Wood & Plastics		**$60,865**	**$1.92**
06100 Rough Carpentry	In 09252		
06200 Finish Carpentry	In 09252		
06400 Architectural Millwork & Woodworking	$60,865		
DIVISION 7 - Thermal & Moisture Protection		**$1,807,642**	**$56.97**
07210 Insulation Building	In Trades		
07440 Composite Metal Wall Panels	$1,655,642		
07510 Membrane Roofing	$152,000		
07210 Spray Insulation	NA		
DIVISION 8 - Doors & Windows		**$516,914**	**$16.29**
08110 Doors, Frames & Hardware	$54,300		
08361 Sectional Overhead Doors	$164,714		
08715 Automatic Door Operators	In 08410		
08410 Exterior Glazing	$289,400		

Owner Bid
Summary Report

LCI Project #:	**25-3648**
Project Name:	**Northbrook Fleet Maintenance Building**
Floor Area-SF:	31,731
Bid Due Date:	3/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
08950 Transaction Window	$8,500		
DIVISION 9 - Finishes		**$1,112,455**	**$35.06**
09252 Metal Stud & Drywall	$474,412		
09510 Acoustical Ceilings	$138,000		
09310 Ceramic and Hard Tile	$31,200		
09660 Carpet, Resilient Flooring and Base	$69,300		
09695 Floor Preparation - Misc.	$16,500		
09720 Epoxy Flooring	$202,556		
09770 Athletic Flooring	In 09660		
09900 Painting & Wallcovering	$126,427		
09500 Acoustical Treatment	$54,060		
DIVISION 10 - Specialties		**$69,342**	**$2.19**
10260 Wall & Corner Guards	$34,050		
10430 Building / Exterior Signage	$7,500		
10505 Lockers & Benches	$12,090		
10523 Fire Extinguishers & Cabinets	$3,687		
10800 Toilet Accessories	$12,015		
DIVISION 11 - Equipment		**$6,500**	**$0.20**
11451 Residential Appliances	$6,500		
11611 Garage Lifts	Inc. in FFE		
11611 Fitness Equipment	Inc. in FFE		
11611 Tools/Shop Equipment	Inc. in FFE		
DIVISION 12 - Furnishings		**$16,605**	**$0.52**
12530 Window Treatment	$16,605		
DIVISION 13 - Special Construction		**$30,000**	**$0.95**
13850 Monument Sign	$30,000		
DIVISION 14 - Conveying Systems		**$255,000**	**$8.04**
14001 Elevators	$255,000		
DIVISION 15 - Mechanical		**$3,969,094**	**$125.09**
15300 Fire Protection	$105,000		
15400 Plumbing	$554,094		
15500 H.V.A.C.	$1,880,000		
15680 Geothermal Premium Costs	$1,430,000		
DIVISION 16 - Electrical		**$2,541,380**	**$80.09**
16001 Electrical	$1,631,980		
16230 Generators	$719,400		
16700 Fire Alarm	$70,000		

Owner Bid Summary Report

LCI Project #:	**25-3648**
Project Name:	**Northbrook Fleet Maintenance Building**
Floor Area-SF:	31,731
Bid Due Date:	3/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
16700 Communications	$120,000		
TRADE SUB-TOTAL	$15,338,401		**$483.39**
Subcontractor Default Insurance	$159,313		
Builder's Risk Insurance	$6,199		
Labor & Performance Bonds	$155,039		
Insurance Program	$187,907		
PROJECT SUB-TOTAL	$15,846,859		**$499.41**
Contingency	$792,343		
PROJECT SUB-TOTAL	$16,639,202		**$524.38**
Escalation	$499,176		
Contractor's Fee	$514,151		
PROJECT SUB-TOTAL	**$17,652,529**		**$556.32**
Owner Design Contingency	$441,313		
FF&E	$1,000,000		
Design Fees	$1,189,000		
Utility Modifications	$75,000		
Solar Array on 2-Story Building	See Alt		
PROJECT TOTAL	**$20,357,842**		**$641.58**

Alternates

Alternate #1	
Provide Diesel Generator i.l.o. Natural Gas	**($495,751)**
Alternate #2	
ROM Cost - Ballasted Rooftop Photovoltaic System	**$114,347**
Alternate #3	
Remove Geothermal from Scope (Credit Geothermal + 4 Months GCs, Add for Increased Electrical Service Size)	**($1,736,607)**

Village of Northbrook
Fleet Department
Space Needs Program

FGMARCHITECTS
April 17, 2023

FGM Project No. 23-3665.01

Item	Room/Area/Space	Employee Counts	Sq.ft.			Employee Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
A.	**PUBLIC ENTRY**						
1.0	Public Entry Vestibule		-		80		Entrance vestibule
2.0	Public Lobby		-		150		Provide seating for (3)
3.0	**Public Entry / Training / Community Room Sub-Total**		-		**230**		
4.0	**Circulation, Wall, and Mechanical Shaft Space**				58		
5.0	**PUBLIC ENTRY**		-		**288**		
B.	**ADMINISTRATION**						
1.0	Administrative Clerk Office	1	see total below		210	2	Desk, credenza, guest seating for (2), file - located near Fleet Supervisor. Window to lobby for reception. Counter space for a part-time staff member for future
2.0	Fleet Manager Office	1	see total below		180	1	Desk, credenza, guest seating for (2), file - located near Admin Clerk.
3.0	Office	0			120	1	Desk, credenza, guest seating for (2) - located near Admin Clerk.
4.0	Conference Room/ Training Room		-		450		To accomodate 8-10 people. Include a counter with (3) workstations for mechanics and flex. Include copier, library, & manuals. Located near Fleet Supervisor.
5.0	File Storage		see total below		120		Secure file storage room with (6) 42" lateral files
6.0	**Administration Sub-Total**	2	241		**1,080**	4	
7.0	**Circulation, Wall, and Mechanical Shaft Space**				378		
8.0	**ADMINISTRATION TOTAL**		241		**1,458**		
C.	**STAFF SUPPORT AREAS**						
1.0	Universal Locker Area	6	on bay flr		300	6	Provide (18) 24" wide lockers w/ foot drawer and bench area. Includes lockers for facilities
2.0	Single User Toilet/Shower Rooms		136		400		(4) single user rooms, each with (1) toilet, (1) lav, (1) shower, and (1) changing bench
3.0	Uniform Service Area				30		Supply lockers, laundry locker, that is accessible to all staff.
4.0	Lunchroom		323		600		To accommodate 8-10 people, but maximum up to 14 people for staff training and other PD or PW staff. Include large TV/monitor. Fridge, (3) microwaves, (3) toaster ovens, no stove, dishwasher, sink, ice machine, coffee station, vending machines, & bottle filler. Located away from shop. area for charging devices and equipment. Access to outside patio with grill.
5.0	Laundry Room		-		100		Washer, dryer, drying rack space or equipment dryer, slop sink.
6.0	Weather Gear Lockers		-		120		(10) lockers, located on way from bay to main locker room, but separate.
7.0	Fitness Area		-		200		(2) treadmills/ cardio units, free weights, stretching area.
8.0	**Staff Support Areas Sub-Total**		459		**1,750**		
9.0	Circulation, Wall, and Mechanical Shaft Space				613		
10.0	**STAFF SUPPORT AREAS TOTAL**		459		**2,363**		

Item	Room/Area/Space	Employee Counts	Sq.ft.			Employee Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
D.	**FLEET**						
1.0	Small Fleet Maintenance Bays		3,420		4,800		80' long, (1) 18' wide access lane to (4) 20'x30' work bays. (1) 12' staging lane off access lane for progress vehicles. (3) work bays with either 2 or 4 post overhead racks and (1) work bay with an in-ground lift. Room in work bays for mechanic tools, benches, and equipment. Provide 18' high-speed coiling OH door in/out each side.
2.0	Express Maintenance Lane		-		1,760		80' long, (1) 22' wide. Intended for in-service and quick service. To be also be used for overnight storage of vehicles for department pickup. Located near tools storage. Adjacent racks for plow blades, tools, benches, etc. equipment to allow bay to be used for wash of vehicles. Provide 18' wide high-speed coiling OH door in/out each side.
3.0	Large Fleet Maintenance Bays		4,711		4,680		(2) 90' long x 26' wide, (3) heavy vehicle work bays utilizing mobile lifts and (1) work bay with an in-ground lift. Room in work bays for mechanic tools, benches, mobile lift charging, and equipment. Provide multi-directional 5 ton hoist over entire Large Fleet Maintenance Bays and adjacent fabrication areas. Provide 18' high-speed coiling OH doors for each bay.
4.0	Bulk Oil & Gas Supply		628		1,000		Depressed containment. Bulk oil supply (3) large tanks (palette), bulk gas cylinder supply, (3) kinds of anti-freeze, drum fluid, hydraulic fluids, DEF, washer fluid drums, room for (12) drums, bottle Oxygen (possibly shift to Fire?), shelving with (1) 5-gallon pails, chemical/cleaner storage. To have direct access to exterior and shop. Room for empty drums until pickup.
5.0	Parts & Small Shop Tool Storage		700		800		Secured caged area. Immediate parts & shared hand tools, stand up counter for inventory and access.
6.0	Wash Area/ Boot Wash		-		150		Hose down equipment, boot wash unit, slop sink, equipment drying area. Connected to Laundry Room.
7.0	Emergency Shower/ Eye Wash Station		-		100		(2) 50 s.f. separate areas - one on either side of the bays for emergency convenience
8.0	Mezzanine Storage		692		2,000		Long term storage and large bulk storage. Includes vehicle seats/ panels, tires, bulk equipment, etc. Make capable of 225lbs loading. Hoist access.
9.0	Fabrication Area		in bays		600		Welding, steel rack, milling, drill press, welding table, & horizontal saw. Large enough for plow access. Open above to allow the 5-ton hoist from Large Fleet Maintenance Bays.
10.0	Wood Shop		parts stor		600		Located near the fabrication shop. Table saw, sanders, chop saw, drill press, etc. Sized to accommodate Facilities use of shop
11.0	New/Old Tire Storage		in bays		600		20'x30' - Racks for tires, with direct exterior access. Adjacent to a PD changeover bay for possible use on tire changing.

Village of Northbrook
Fleet Department
Space Needs Program

FGMARCHITECTS
April 17, 2023

FGM Project No. 23-3665.01

Item	Room/Area/Space	Employee Counts	Sq.ft.			Employee Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
12.0	Small Equipment Workroom & Parts		parts stor		400		20'x20' - Secured caged area for equipment repair, bench, tools, etc.
13.0	Vehicle Changeover Bays		in bays		3,200		(4) 35' long x 21' wide bays, one with a 2 or 4 post rack that could be used for tire changeover. Extra space for large racking of police changover supply (lights, equipment, bars, etc.). Bay for storage of vehicles on long lead turnover.
14.0	Recycling Storage Area		on bay flr		400		Palletized storage for Village recycling programs. Space for 15 floor accessed pallets and dumpster
15.0	Bay Toilet		-		160		(2) 80 s.f. separate rooms - one either side of the bays for convenience.
16.0	Facilities Storage		-		320		centralized storage for Village facilities needs.
17.0	General Storage		106		120		Miscellaneous storage
18.0	**Fleet Sub-Total**		10,257		**21,690**		
19.0	Circulation, Wall, and Mechanical Shaft Space				3,254		
20.0	**FLEET TOTAL**		10,257		**24,944**		
E.	**BUILDING SYSTEMS AND MAINTENANCE SPACES**						
1.0	Elevator		-		-		Assumed single story facility
2.0	Elevator Machine Room		-		-		Assumed single story facility
3.0	Emergency Generator		-		-		Located outside. Fully backed up facility.
4.0	Mechanical Room(s)		-		300		Plumbing and Fire Protection Equipment (assume roof top HVAC equipment)
5.0	Electrical Room		-		200		
6.0	Gas Service Room		-		-		In mechanical room
7.0	I.T. Server Room		-		120		Space for up to (1) server rack and (1) communications rack
8.0	Janitor's Closet		-		100		For supplies and cleaning equipment
9.0	Delivery Staging Area		-		200		Delivery staging area
10.0	**Building Systems and Maintenance Spaces Sub-Total**		-		**920**		
11.0	Circulation, Wall, and Mechanical Shaft Space				184		
12.0	**BUILDING SYSTEMS AND MAINTENANCE SPACES TOTAL**		-		**1,104**		
F.	**BUILDING AREA SUBTOTAL**		**11,994**		**30,156**		
G.	**MULTI-STORY CIRCULATION FACTOR**		**-**		**-**		Assumed single story facility
H.	**TOTAL BUILDING AREA REQUIRED**		**11,994**		**30,156**		
I.	**EXTERIOR REQUIREMENTS**						
1.0	Flagpole Area				50		

Village of Northbrook
Fleet Department
Space Needs Program

FGMARCHITECTS
April 17, 2023

FGM Project No. 23-3665.01

Item	Room/Area/Space	Employee Counts	Sq.ft.			Employee Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
2.0	Patio				250		Outdoor seating with hookup for grill, located off lunchroom.
3.0	Electrical Transformer				100		
4.0	Generator				300		Fully backed up facility.
5.0	Trash Enclosure				150		for (3) 4-yd dumpsters, cardboard, scrap, trash
6.0	Security fencing with power gates				-		
J.	**PARKING REQUIREMENTS**		Exist. Spaces		Spaces		
1.0	Staff Parking		4		10		Spaces for personal vehicles on secured side
2.0	Visitor Parking		-		5		Spaces for visitors
3.0	Salt Spreader Storage Spaces		-		9		Spaces for box equipment on storage racks.
4.0	Large Vehicle Maintenance Parking		-		5		Parking for up to 40' long vehicles - Staging for maintenance projects
5.0	Covered/ Cold-Storage Fleet Vehicle Parking		-		6		Parking for 20' long vehicles - Weather-resistent storage for maintenance projects
6.0	Fleet Vehicle Maintenance Parking		6		12		Parking for 20' long vehicles - Staging for maintenance projects
7.0	**TOTAL PARKING REQUIRED**		**10**		**47**		Total Spaces
	S:\jobs\2023\23-3665.01\1.0 PM\1.06 Programming\ Northbrook Fleet Program 2023.04.17.xlsx						

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Director of Public Works Kelly Hamill
Date: 2025-08-26
Subject: A Resolution Amending the Master Construction Manager Agreements for the First Partial Guaranteed Maximum Price for Bid Package 1 Items Associated with Fire Station #11 with Leopardo Companies, Inc. of Hoffman Estates, Illinois.

Overview
As reviewed at the August 12, 2025, Committee of the Whole Meeting, this action approves initial site work and early ordering of items for the new Fire Station 11 and will allow specified work to proceed once applicable permits have been issued to the Village.

Fiscal Impact
The total price for the scope of work included in bid package 1 for Fire Station #11 is $3,533,563 and includes earthwork, site utilities, concrete, asphalt paving, generator and ATS Procurement, surveying allowance, material testing allowance, general conditions, contractor contingency, contractor fee, and insurances. The cost in the First Partial Guaranteed Maximum Price (GMP) will be incorporated into the Final GMP once the remaining portions of the Construction Documents are finished and bid. During the Design Development review the current estimate for the new Fire Station 11 is $22,595,024. This estimate is inclusive of land purchase, design cost, construction cost and other associated project costs. While the full GMP and associated costs are not finalized yet, the approval of this item does initiate the construction of the facility.

The adopted FY26 Budget includes sufficient funds in the Facilities Capital Projects Fund in Account No. 38-703-00-33002 (Fire Station #11) for the cost associated with the First Partial Guaranteed Maximum Price (GMP) for work associated with Bid Package 1.

Recommendation
Approval.

Background

A resolution has been prepared to amend the Master Construction Manager Agreement for the First Partial Guaranteed Maximum Price for Bid Package 1 Items Associated with Fire Station 11 with Leopardo Companies. This action is complementary to the approval of the Design Development Phase building design, floor plan, finishings and related to 820 Dundee, the site of a new Fire Station 11which is presented at this same meeting under a separate agenda

item.

Resolution 2022-106 authorized the Village to enter into AIA A133 Standard Form Agreement and AIA A201 General Conditions agreements with Leopardo Companies, Inc. of Hoffman Estates, Illinois for Construction Manager Services related to Facility Plan Development for Fire Station #11 and the Fleet Maintenance Garage. The Village amended the AIA A133 with Resolution 2024-172 with Leopardo for preconstruction services. Resolution 2025-94 provided direction on the use of diesel generators, preparation of site plan documents for submittal to other approval agencies and specification and bidding for the first bid package for a new Fire Station #11 at 820 Dundee Road.

This agenda item amends the AIA A133 agreement for the inclusion of the First Partial Guaranteed Maximum Price (GMP) for work associated with Bid Package 1. While the Construction Documents for the facilities are not final, the items included in Bid Package 1 have been completed and submitted for review and approval from applicable permitting agencies such as Metropolitan Water Reclamation District, Illinois Department of Transportation and the Village. Approval of this amendment will allow work to proceed once applicable permits have been approved.

A cross departmental staff team has been working with the Village's consultants, FGM Architects and Leopardo Companies, to move forward with both this action and the final design approval by the Village Board of Trustees on August 26, 2025, for the new Fire Station 11 and Fleet Maintenance Garage, as well as authorization for FGM Architects to develop construction drawings. While there will be other future actions to approve construction, this phase of Village Board approvals is a significant step that signifies it is the intent of the Village to move forward with construction at both properties as designed.

During the August 12, 2025 Committee of the Whole Meeting, the Village Board received an update on Fire Station #11 and the Fleet Maintenance Garage as both projects have completed the Design Development phase and early bid package. The current cost estimates were reported as follows:

Fire Station #11 at 820 Dundee Road:
- The current estimated cost for the facility at completion of the design development phase is $22,595,024 and includes design, construction and land purchase.

Fleet Maintenance Garage at 3504 Commercial Avenue:
- The current estimated cost for the facility at completion of the design development phase is $22,804,287 and includes design, construction and land purchase.

As the Board may recall, the Goals for the new facilities are stated as follows:

- Welcoming workplace for all employees and visitors
- Incorporate sustainable practices in the use of materials and long-term operations as part of planned facility improvements
- Plan for a facility (where applicable) that is considered a community space and a space for outside agency cooperation
- Technology must be flexible to accommodate present and future needs
- A workspace and community place that is forward thinking and supports a culture of innovation in the delivery of services
- Space must be flexible to accommodate present and future needs as municipal

operations can pivot and change (sometimes quickly as the pandemic has shown us)
- Each facility is a 24/7/365 operation and employee wellness, especially for shift workers is necessary. Each facility is core to Northbrook's public safety responsibilities and, therefore, there will be Critical Facility Structural and Operational Requirements.

Major milestones that have been accomplished to reach this point include:

- The Village Board adopted the FY22/23 Budget inclusive of a new Facility Capital Project Fund as recommended by the Village Manager and CFO to include appropriations to move forward with work to undertake the necessary actions to consider renovation and/or replacement of facilities being evaluated. This has been critical to directing excess surplus funds each year into the Fund to pay as you go for costs associated with engagement of professional architects services, planning for new facilities and acquiring property. Subsequently, contracts for professional services with Leopardo Companies, Inc. for Owner's Representative/Construction Management Services and FGM Architects were approved for initial stages of these facilities and further engagements as the projects progressed.
- On April 25, 2023, the Village Board accepted the Space Needs report to identify size and service needs at each facility.
- On August 13, 2024, the Village Board approved the land purchases for both facilities.
- On June 10, 2025, the Village Board approved the Schematic Design and granted authority to proceed with the Design Development phase. The approved Schematic Design established basic Site Plan, Floor Plan, Sustainability Goals, Schematic Design cost, elevations and related architectural elements for each facility. The Schematic Design was developed in accordance with the Space Needs Study as well as direction given to the Village Manager at the April 8 and 22, 2025 Village Board meetings.

Detailed Background

The Village has undertaken extensive evaluation of three key public safety facilities with public discussion beginning in 2016/2017, when an Ad Hoc Facilities Committee of the Board of Trustees directed staff to have facility assessments done for Fire Station 11, the Police Station, and the Public Works Fleet Maintenance Garage.

In March of 2019, the Village received a Facilities Conditions Assessment and Report Card, and a Facility Needs Assessment was completed by Healy Bender for Fire Station 11/Administration Office, Fleet Maintenance Garage and the Police Station. With the Covid-19 pandemic, further discussion was deferred until November 9, 2021, when the Village Board was provided a report/review of prior work in order to outline the steps required to move forward with policy considerations related to Fire Station 11/Administration Office, Fleet Maintenance Garage and the Police Station. As a result of the November review, several actions were taken:

- On December 21, 2021, staff issued a Request for Qualifications seeking Owner's Representative/Construction Management Services for the three facilities.
- The Village Board adopted the FY22/23 Budget inclusive of a new Facility Capital Project Fund to include appropriations to move forward with work to undertake the necessary actions to consider renovation and/or replacement of facilities being evaluated.

- Following the start of the new fiscal year on May 1, 2022, and after staff review and evaluation of respondents, the Village Manager engaged Leopard Companies, Inc. for Owner's Representative/Construction Management Services for the three facilities.

On August 9, 2022, as part of the Regular Meeting of the Village Board, a presentation and status update on the Facilities Project was held to review the future options related to renovation/replacement of three Village Facilities: Fire Station 11/Headquarters, Police Station, and Public Works Fleet Maintenance Garage.

Following a presentation on August 17, 2022, a Request for Qualifications (RFQ) was issued seeking a qualified firm for professional architectural services to assist in the planning process for future construction or modifications to three Village facilities. The RFQ was developed to select an architect to perform facility planning services including, but not limited to, validate and update as necessary the Facilities Conditions Assessment and Facilities Needs Assessment including space and programming needs, development of preliminary plans, preliminary site parameters, and collaborate with the Construction Manager (Leopardo) to develop initial cost estimates for options which may include a comparison of renovation versus new construction of the selected facilities. The Village received 11 responses to the RFQ, and a cross-departmental staff team comprised of representative departments and the Village Manager's Office and Leopardo conducted interviews with four firms. The cross-departmental team selected FGM Architects (FGMA).

At the October 25, 2022 Committee of the Whole Meeting, staff introduced the Village Board to the Consultant teams of Leopardo Companies that would be providing Construction Manager Services and FGM Architects (FGMA) who would be providing facility plan services. On November 8, 2022, the Village Board approved staff recommended professional services agreement with Leopardo Companies and FGM Architects.

At the February 28, 2023 Public Works and Facilities Committee Meeting of the Village Board, Leopardo Companies and FGM Architects presented a comprehensive update on the Space Needs and Facilities Conditions, work on Solutions Design and the development of the Facilities Plan Master Schedule for Fire Station 11/Headquarters, Fleet Maintenance Garage and the Police Station.

On April 25, 2023, the Village Board accepted the Space Needs report which is the foundation for moving to the next step in the process of determining how to renovate/replace Fire Station 11/Fire Headquarters, Fleet Maintenance Garage, and the Police Station.

On April 29, 2023, the Village hosted public tours of Fire Station 11/Headquarters, Fleet Maintenance Garage and the Police Station for residents to view the facilities to help better understand the space needs and conditions of the buildings. Subsequently, information videos about each facility were posted for community review.

At the August 13, 2024 Board Meeting, the Village Board approved Ordinance 24-43 and Ordinance 24-44 approving the land purchases for both properties. After the approval of these Ordinances, the Village had a due diligence period, during which staff worked with the Village's architect and construction manager, FMGA and Leopardo respectively, to review the cost to demolish the vacant home on the site and complete site fit tests for the 820 Dundee property for a new Fire Station #11. With this decision, the Village acknowledged additional land or an alternative site for the Fire Headquarters is still required and is required to be

attached to a fire station. That site selection decision is in process.

At the September 24, 2024 Village Board Meeting, after a due diligence period and consensus from Committee of the Whole to continue, the Board made formal recommendations to purchase both properties for Village facilities.

- 3504 Commercial for $2.3 MM for a future Fleet Maintenance Garage
- 820 Dundee for $997,963 for a future Fire Station 11

At the November 12, 2024 Village Board Meeting, the Board approved amendments to the existing agreements for Construction Management and Architectural Services for the new Fire Station #11 and the Fleet Maintenance Garage. With Resolution 24-172 and 24-173 staff received direction to start the Schematic Design. At the November 12, 2024 Village Board Meeting, the Board directed the Village to proceed with facility design to reduce energy consumption and related measures to ensure a reduction in the long term operating costs of both facilities through High Performance Design and energy use per square foot reductions to minimize the environmental footprint of each building in conformance with the Climate Action Plan along with a focus on health, well-being, and quality of life for the employees working in these facilities was also directed. The Community and Sustainability Committee of the Village Board met on November 6, 2024, to consider policy matters related to sustainability with guidance and input from FGM Architects and Leopardo Companies.

On April 8, 2025, staff, in conjunction with the Village's construction manager (Leopardo Companies) and architect (FGM Architects), presented the schematic designs for a new Fire Station #11 at 820 Dundee Road and the adaptive reuse of 3504 Commercial Avenue for the Fleet Maintenance Garage to the Committee of the Whole. At that meeting the elevations of proposed facilities, schematic design and various architectural elements, as well as the current estimated cost of the facilities were presented. Included with this agenda item as supplementation information are the materials from the April 8, 2025 Committee of the Whole Meeting.

At the conclusion of the April 8, 2025, Committee of the Whole meeting, the Village Board provided the following direction for each of the facilities:

- Fire Station #11 at 820 Dundee Road:
    - Move forward to the design development phase for this facility with the elevations, schematic design, and architectural elements in a form substantially similar to those presented.
    - Move forward with the inclusion of geothermal heating and cooling for the site.
    - Include the make-ready work for solar at this facility, with the right-sizing of the solar panel array to be reviewed for installation at a later date.
    - On this date, the estimated cost for the facility was $22,007,348 inclusive of construction and land purchase.
- Fleet Maintenance Garage at 3504 Commercial Avenue:
    - Move forward to the design development phase for this facility with the elevations, schematic design, and architectural elements in a form substantially similar to those presented.
    - Move forward with the inclusion of geothermal heating and cooling for the site.
    - Do not include make-ready work for solar or solar panels at this facility due to the lack of sufficient roof area to support the solar array and the low electric generation

rate of the remaining portion of the roof.
    - On this date, the estimated cost for the facility was $22,657,842 inclusive of construction and land purchase.

On April 22, 2025, the Village Board approved a Resolution affirming the schematic design elements for the new Fire Station #11 to be located at 820 Dundee Road and an adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage. Resolution 25-R-66 affirmed the direction on the building elevations, schematic design, architectural elements, sustainability elements, and estimated costs for a new Fire Station #11 at 820 Dundee Road and the adaptive re-use of 3504 Commercial Avenue for the Fleet Maintenance Garage.

At the May 27, 2025 Committee of the Whole Meeting, emergency backup power alternatives were reviewed in terms of reliability, maintenance, sustainability, cost and building code relative to the new Fire Station #11 to be located at 820 Dundee Road and an adaptive reuse of 3504 Commercial Avenue for a new Fleet Maintenance Garage. It was highlighted that generators are part of an early submittal bid package in order to manage the schedule to open of these new facilities.

Staff will be in attendance at the August 26, 2025 meeting to answer any questions.

A Resolution Amending the Master Construction Manager Agreement for the First Partial Guaranteed Maximum Price for Bid Package 1 Items Associated with Fire Station #11 with Leopardo Companies, Inc. of Hoffman Estates, Illinois
Supplemental Information - COW Presentation Fire Station 11 and Fleet Maintenance Garage Design Development
Supplemental Information -Fire Station 11-First Partial GMP Amendment
Supplemental Information - Fire Station 11 DD Cost Recap
Supplemental Information - Fire Station 11 SD Cost Recap
Supplemental_Information_-_Northbrook_Fire_Program

Resolution 2025 - ____

BE IT RESOLVED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois, THAT:

A Resolution Amending the Master Construction Manager Agreement for the First Partial Guaranteed Maximum Price for Bid Package 1 Items Associated with Fire Station #11 with Leopardo Companies, Inc. of Hoffman Estates, Illinois

is hereby adopted, as follows:

Section 1. BACKGROUND.

The Village of Northbrook has identified the replacement of Fire Station #11 and the Fleet Maintenance Garage ("***Projects***") as among the key priorities for the Village. The Village purchased property at 820 Dundee Road with Ordinance 2024-43 and 3504 Commercial Avenue with Ordinance 2024-44 for these respective facilities and determined that these properties are of a sufficient size for these operations. Following this review, the Village amended the A133 and B133 Contracts with Leopardo Companies and FGM Architects with Resolutions 2024-172 and 2024-173 to move to Schematic Design for Fire Station #11 and the Fleet Maintenance Garage. With Resolution 25-R-66 direction was provided to move to Design Development for Fire Station #11 and the Fleet Maintenance Garage. Resolution 2025-94 provided direction on the use of diesel generators, preparation of site plan documents for submittal to other approval agencies and specifications and bidding for the first bid package for a new Fire Station #11 at 820 Dundee Road.

At the August 12, 2025 Committee of the Whole meeting, Village staff, as well as representatives from FGM Architects, presented the interior designs and 3D renderings of the new Fire Station at 820 Dundee Road and the adaptive reuse of 3504 Commercial for a Flett Maintenance Garage as well as the estimated costs of those facilities. At the conclusion of August 12, 2025 Committee of the Whole meeting, the Board provided direction to staff and affirmation of this direction was approved on August 26, 2025 with Resolution 25-__. Included in the discussion was the progress of the Projects and cost of Bid Package 1.

The total price for the scope of work included in bid package 1 for Fire Station #11 is $3,533,563 and includes earthwork, site utilities, concrete, asphalt paving, generator and ATS Procurement, surveying allowance, material testing allowance, general conditions, contractor contingency, contractor fee, and insurance ("***First Partial Guaranteed Maximum Price***"). The cost in the First Partial Guaranteed Maximum Price (GMP) will be incorporated into the Final GMP once the remaining portions of the Construction Documents are finished and bid. During the Design Development review, the current estimate for the new Fire Station 11 is $22,595,024. This estimate is inclusive of land purchase, design cost, construction cost and other associated project costs. While the full GMP and associated costs are not finalized yet, an amendment to the A133 Master Construction Manager Agreement ("***Agreement***") with Leopardo Companies, Inc. ("***Consultant***") is needed to approve the First Partial GMP and initiate the construction of the facility ("***Amendment***").

The Village's Annual Budget for Fiscal Year 25/26 provides sufficient funds in Account No. 38-7800-703-00-33002 for the Construction Manager Services. Based on these factors, staff recommends that the Village Board authorize the Amendment to the Agreement in the form attached as

Exhibit A. The Village's spending authority under the A133 Agreement will be increased by $3,533,563 from $171,838 for the Construct Manager Consultant Services.

The President and the Board of Trustees have considered the Amendment to the Agreement and determined that it is in the best interest of the Village and the public to enter into the Amendment.

Section 2. AUTHORIZATION OF AMENDMENT.

The Amendment to the Agreement with the Consultant with the First Partial GMP outlined in ***Exhibit A*** is approved in a form acceptable to the Village Manager and Village Attorney.

Section 3. AUTHORIZATION TO EXECUTE AMENDED AGREEMENT.

The Village Manager and the Village Clerk are hereby authorized and directed to execute and seal, on behalf of the Village, the Amendment only after receipt by the Village Clerk of at least three original copies of the Amendment executed by the Consultant and compliance by the Consultant with all conditions precedent to closing; provided however, that if such executed copies of the Amendment are not received by the Villager Clerk within 60 days after the date of adoption of this Resolution, then this authority to execute and seal the Amendment shall, at the option of the President and Board of Trustees, be null and void.

Adopted:

RESULT:
MOVER:
SECONDER:
AYES:
ABSTAIN:
ABSENT:

ATTEST:

_____
Village President

_____
Village Clerk

Village of Northbrook

Design Development Review

Fire Station No. 11
+
Fleet Maintenance

Committee of the Whole

August 12, 2025

Agenda

- Review Goals for Facilities
- Review Design Development for Fire Station 11
  - Confirm Consensus of Board to direct staff to proceed with necessary actions for Board approval of Design Development for Fire Station 11 and proceed with Construction Document on August 26, 2025
  - Confirm Consensus of Board for exterior brick color for Fire Station 11
  - Confirm Consensus of Board to direct staff to proceed with necessary actions for Board approval of Bid Package 1 for Fire Station 11 on August 26, 2025
- Review Schematic Design for Fleet Maintenance Garage
  - Confirm Consensus of Board to direct staff to proceed with necessary actions for Board approval of Design Development for Fleet Maintenance Garage and proceed with Construction Document on August 26, 2025
  - Confirm Consensus of Board to direct staff to proceed with necessary actions for Board approval of Bid Package 1 for Fleet Maintenance Garage on August 26, 2025

Goals for Village Facilities

- Welcoming workplace for all employees and visitors;
- Incorporate sustainable practices in use of materials and long-term operations as part of planned facility improvements;
- Plan for a facility (where applicable) that is considered a community space and a space for outside agency cooperation;
- Technology must be flexible to accommodate present and future needs;
- A workspace and community place that is forward thinking and supports a culture of innovation in the delivery of services;
- Space must be flexible to accommodate present and future needs as municipal operations can pivot and change (sometimes quickly as the pandemic has shown us);
- Each facility is a 24/7/365 operation and employee wellness, especially for shift workers, is necessary;
- Each facility is core to Northbrook's public safety responsibilities and therefore, there will be Critical Facility Structural and Operational Requirements.

Village of Northbrook

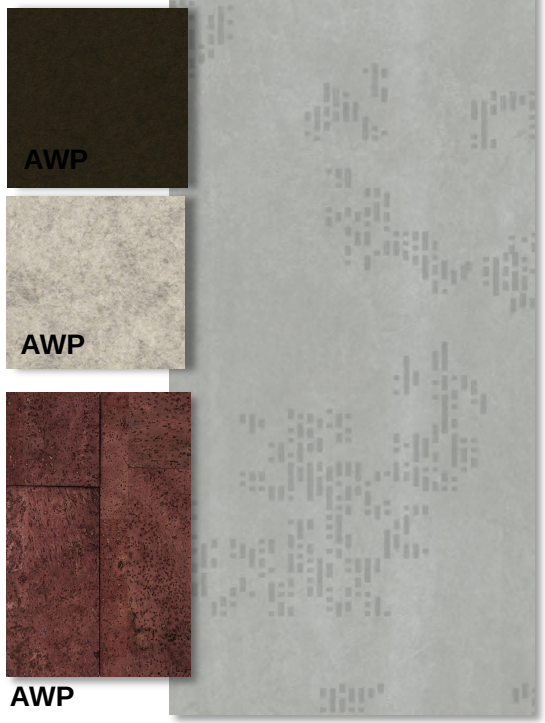
Floor Plans
Color Palettes
3D-Images

Fire Station 11

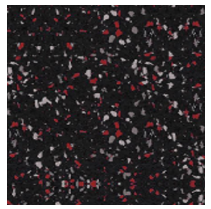
Committee of the Whole

August 12, 2025

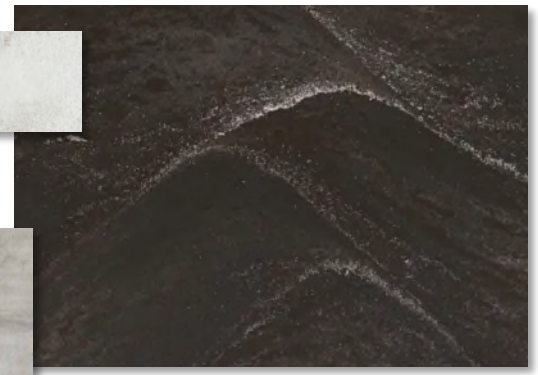
Proposed Materials







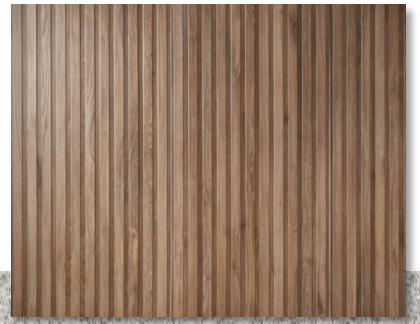


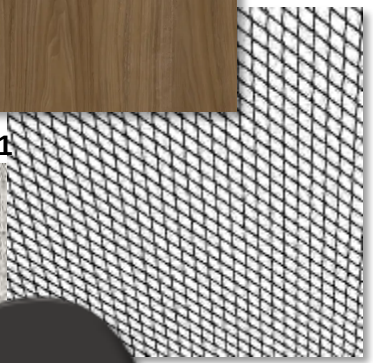






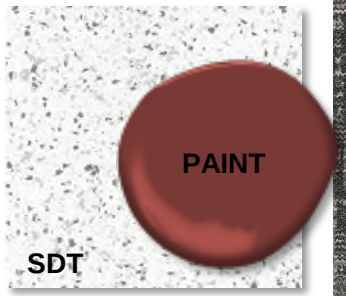










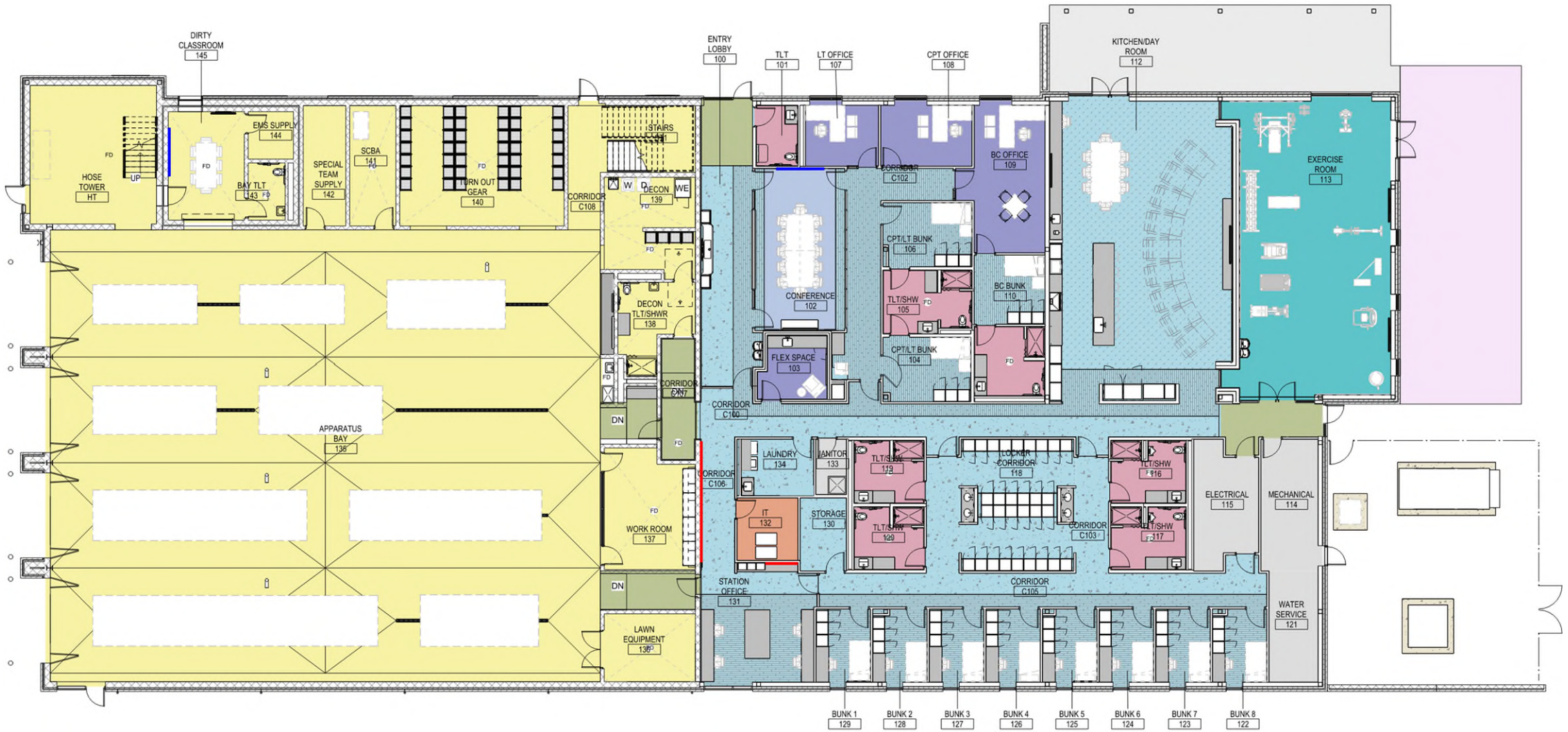




fgma

northbro 330

Colored Floor Finish Plan



- CARPET TILE 2
- CARPET TILE 1
- CERAMIC TILE
- EPOXY FLOORING
- LUXURY VINYL TILES
- RESILIENT SPORT FLOOR
- SEALED CONCRETE
- STATIC DISSIPATIVE TILE
- WALK OFF CARPET
- EXTERIOR SPORT FLOOR

fgma

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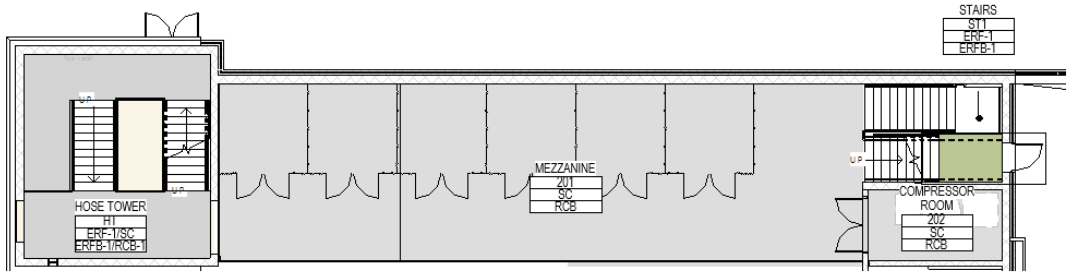
1 | OVERALL FIRST FLOOR - FINISH PLAN

3/32" = 1'-0"

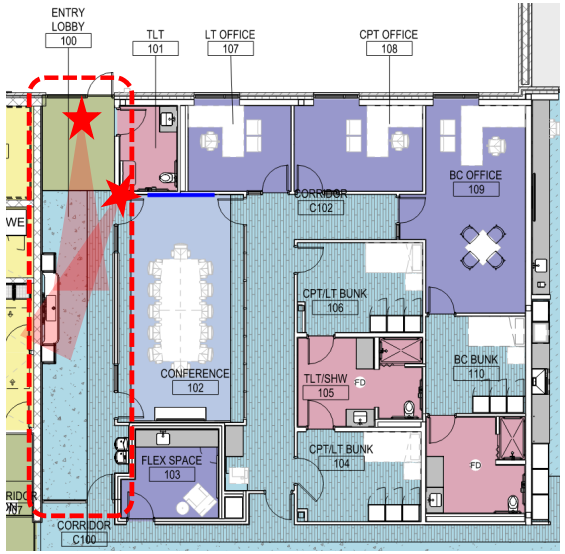
Colored Floor Finish Plan



2 | MEZZANINE - FINISH PLAN
3/32" = 1'-0"

- CARPET TILE 2
- CARPET TILE 1
- CERAMIC TILE
- EPOXY FLOORING
- LUXURY VINYL TILES
- RESILIENT SPORT FLOOR
- SEALED CONCRETE
- STATIC DISSIPATIVE TILE
- WALK OFF CARPET
- EXTERIOR SPORT FLOOR

Entry







BACKLIT SIGNAGE

RIGS INCORPORATED INTO WALLCOVERING GRAPHIC

N

northbro 333

Conference





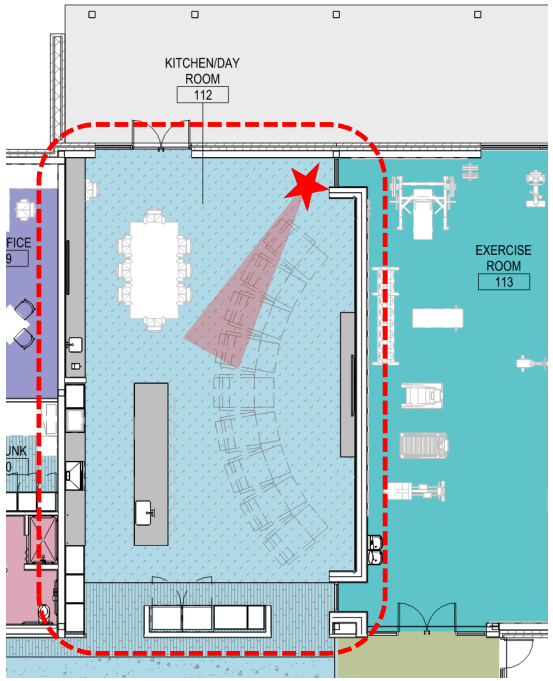


MAGNETIC/OPAQUE
MARKERBOARD (48”X96”)

fgma

northbro 334

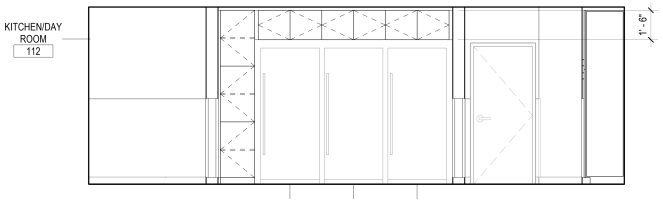
Kitchen



- (1) 36” FREEZER
- (2) 36” REFRIGERATOR
- 24” DISHWASHER W/ FINISHED PANEL
- 30” STACKED DOUBLE OVEN
- 36” COOKTOP W/ 36” HOOD
- 1 COFFEE MAKER
- (2) MICROWAVES
- POT RACK
- COMPOST DRAWER
- (2) 21” W DOORS WITH OPENINGS FOR TRASH
- INTEGRATED REVERSE OSMOSIS SYSTEM







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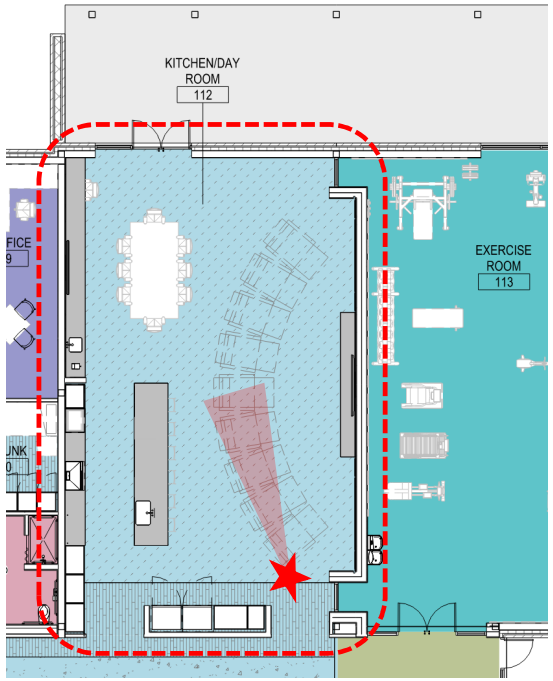
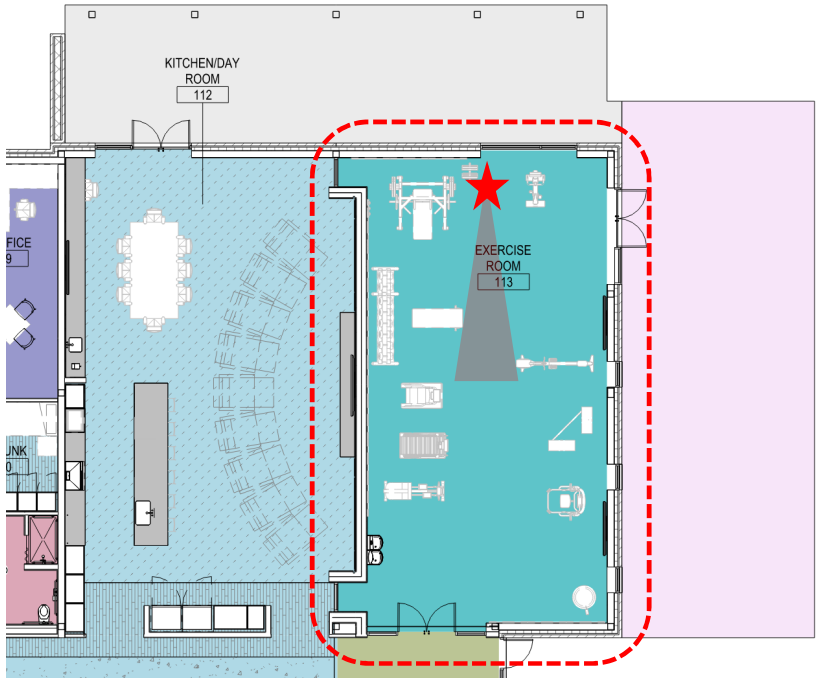
Day Room



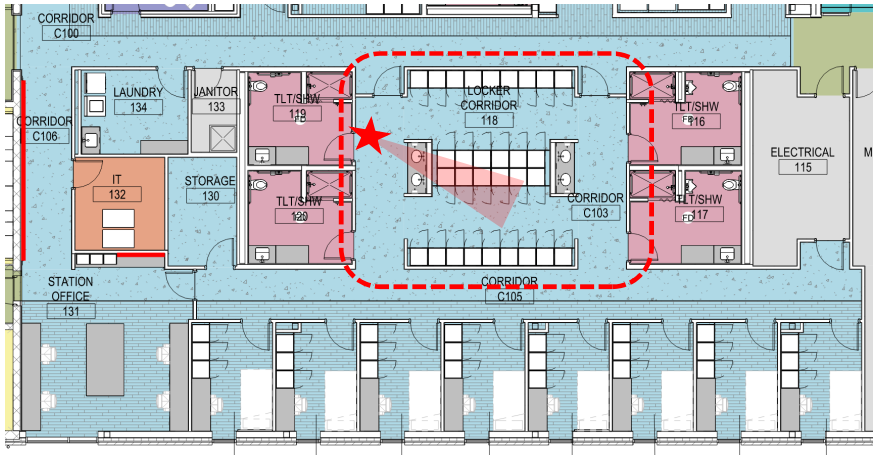


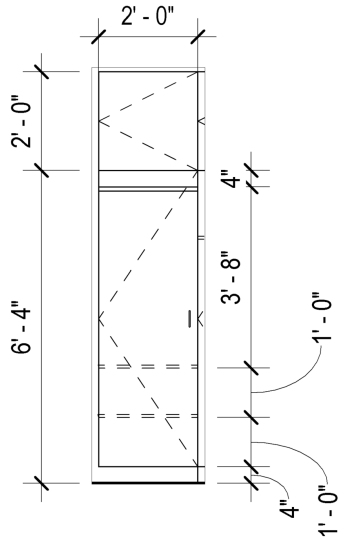
Fitness





Locker Room

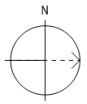




- BEDDING STORAGE
- HANGING ROD
- 2 ADJUSTABLE SHELVES



BACKLIT MIRRORS



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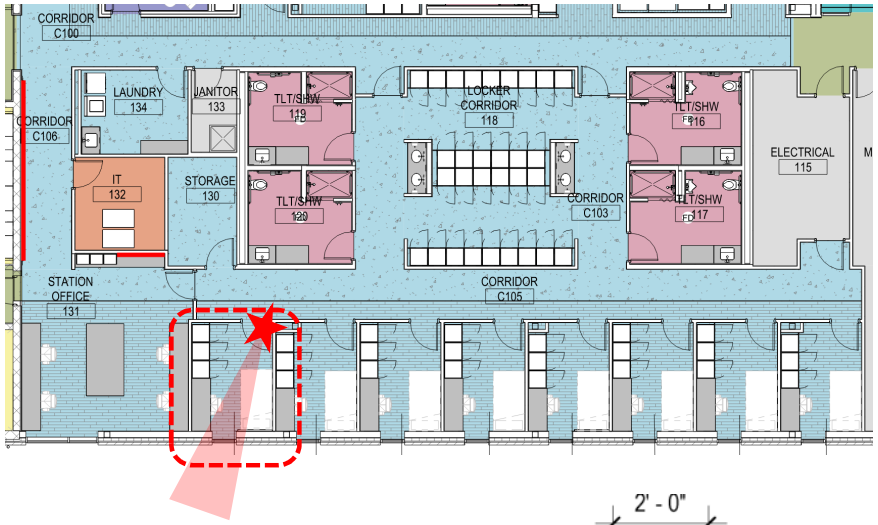
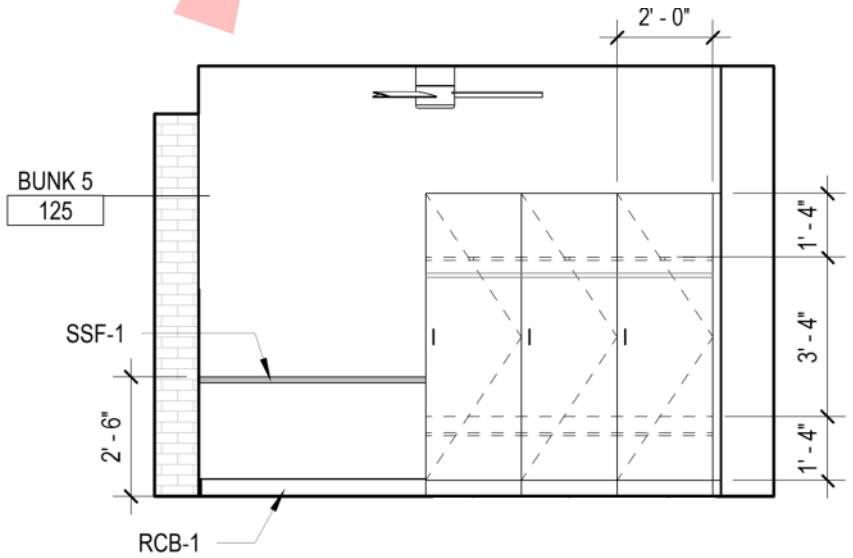
northbro 338

Bunks





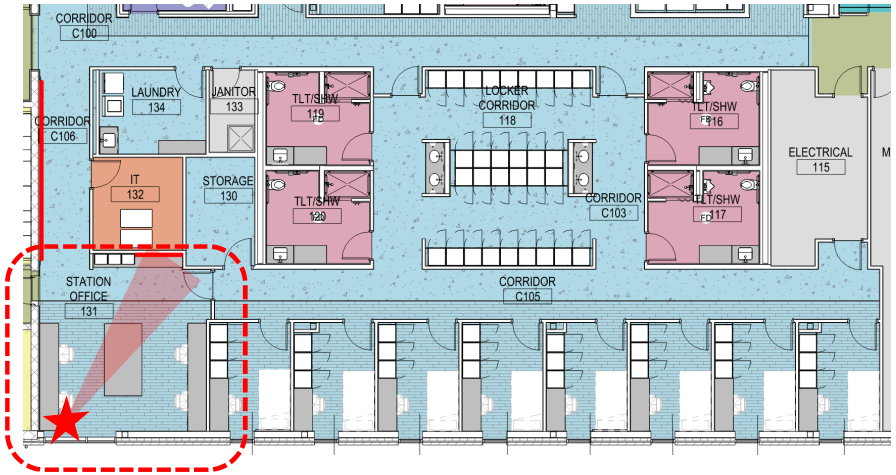


- HANGING ROD
- 2 ADJUSTABLE SHELVES

fgma

northbro 339

Station Office





N

fgma

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Exterior Brick – Opt 1, Executive Ironspot



1 EXTERIOR ELEVATION SOUTH
1/8" = 1'-0"



BRICK PRECEDENT



Exterior Brick – Opt 2, Medium Ironspot 77



1 EXTERIOR ELEVATION SOUTH
1/8" = 1'-0"



BRICK PRECEDENT



fgma

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Fire Station No. 11 Program

Space Needs

Fire Headquarters	7,237 SF
Living Quarters/Apparatus Bay	17,747 SF
Total GSF	**30,058 SF**

***Assumed Shared Spaces**

New Construction Schematic Design

Total GSF	**23,714 SF**

New Construction Design Development

Total GSF	**24,187 SF**



fgma

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Fire Station 11 – Cost

Fire Station #11				
	SD Estimate	SD Estimate w/Generator Changes	DD Estimate/BP-1	Variance From SD w/ Gen Changes to DD
Cost for Fall 2025 Construction Start	$ 21,597,459	$ 21,363,690	$ 21,597,061	$ 233,371
Land Purchase Price(actual)	$ 997,963	$ 997,963	$ 997,963	$ -
Total Project Costs	**$ 22,595,422**	**$ 22,361,653**	**$ 22,595,024**	**$ 233,371**

Fire Station 11 – Additional Costs

- Current Estimates include Furniture, Fixtures and Equipment.
- Future Estimates will move some of these items from Leopardo Costs to the Village.
- Staff is working on cost estimates for IT requirements for servers/cameras/door access and the like.

Fire Station 11 – Bid Package 1

Partial Guaranteed Maximum Price - $3,533,563

Includes:

General Conditions

Earthwork & Site Utilities

Asphalt/Concrete

Generators

Insurance/Bonds

Contingency

Construction Manager Fee

Mobilization of Contractors is dependent on approval of permitting authorities



Village Board Considerations

- Does the Village Board concur with moving from Design Development to Construction Documents for Fire Station 11?
- Which brick color does the Board approve for the exterior proposed for the Fire Station 11?
- Does the Village Board concur with moving the approval of Bid Package 1 for Fire Station 11?

Village of Northbrook

Floor Plans
Color Palettes
3D-Images

Committee of the Whole

August 12, 2025

Fleet Maintenance

Fleet Maintenance – Finish Palette

BM 'Plaster of Paris'

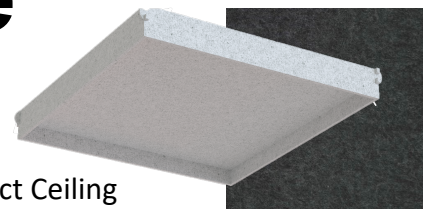
BM 'Deep Caviar'

BM 'Deep River'

BM 'Steamed Spinach'

BM 'Kangaroo'

BM 'Topeka Taupe'



Fact Ceiling
'Blox' Dark Gray



WC-2 – Momentum 'Beaumont' Starfish

CPT-1

CPT-2 – Mohawk 'Micro Bloom II'' Jewel Leaf Bark

CPT-1

CPT-1 – Mohawk 'Bark Community ' 858 858

LVT-1

LVT-2 –
Bentley 'Balustrade' Beaux Arts

RST/RSR-1 – Tarkett 'Minerality'

WP-1 – Wolf Gordon 'Venn Texture' Beige

PL-1 – Fenix 'Cacao Orinoco'

PL-2 – Abet Laminati '450'

Solid Surface – Wilsonart 'Coconut Oil'

QTZ-2 Cambria 'White Hall'

PL-3 – Wilsonart 'Palisades Oak'

AWP-1 – MDC 'Zintra Embossed Walls' Tidal in Olive

Cork Bricks – Muratto 3D 'Ivory'

Doors –
VT Industries
'White Maple'
Clear

CT-3 (backsplash) Tilebar 'Carolina' Fog

QTZ-1 (island) Cambria 'Inverness Bronze'

WC PT-1

WCPT-1 –
Shaw 'Swift Tile' Step

LVT-1

LVT-1 –
J+J 'Restreat 5mm' Tradition

RSF-1

RSF-1 – Flexco 'Prime Sprots' Evergreen

SDT-1

SDT-1 – Flexco 'ESD Control' Dark Mocha

RSB/RCB-1 – Tarkett 'Burnt Umber'

ERF-1 – Tnemec '290' Orion's Belt

ERF-1

WP-2 – Acrovyn ' Desert Sands' with sightline Texture

WP-3 - Acrovyn 'Burmese Teak'

Armstrong 'Tectum' Polar

Armstrong 'Tectum' Sandstone

Armstrong 'Tectum' Natural

Armstrong 'Tectum' Fern

Armstrong 'Tectum' Ivy

SCC-1 – Sika 'Adobe'

fgma

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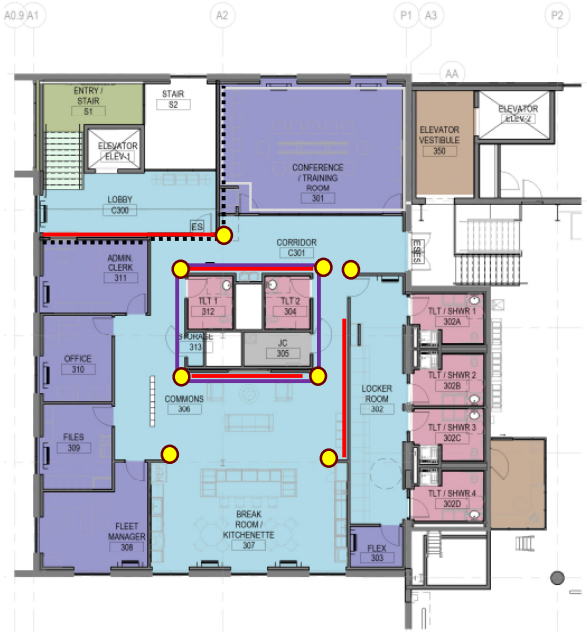
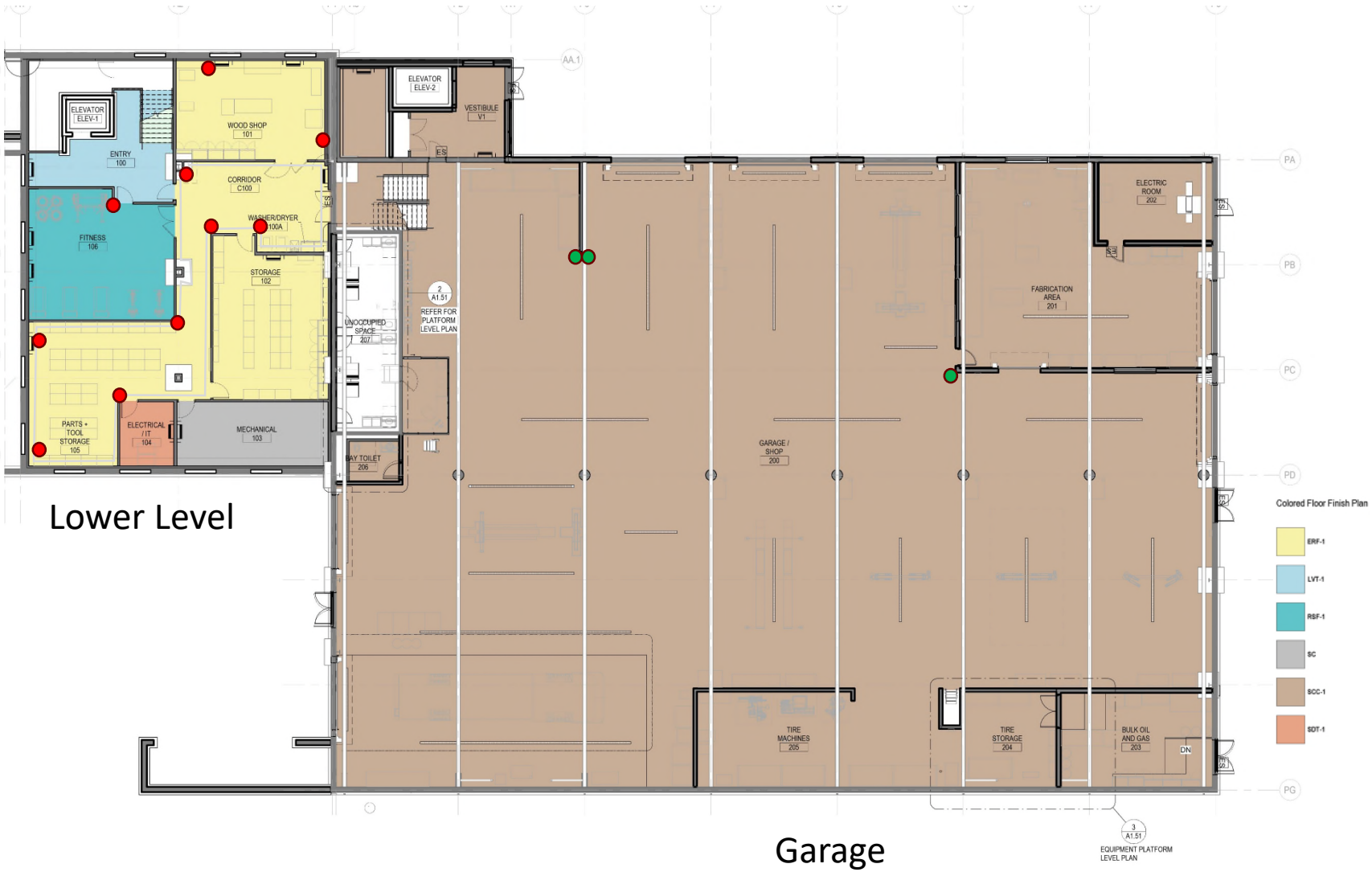
Colored Floor Finish Plan



Upper Level



Lower Level

Garage

Colored Floor Finish Plan

- CPT-1
- CPT-1, CPT-2
- CT-1
- LVT-1
- LVT-1, LVT-2
- SC
- SCC-1
- WCPT-1

- Inside wall Corner Guard
- Metal Corner Guard
- Yellow Plastic Corner Guard
- Accent Wall
- Wall Protection or Wallcovering
- Accent Finish
- Bullet Resistance

fgma

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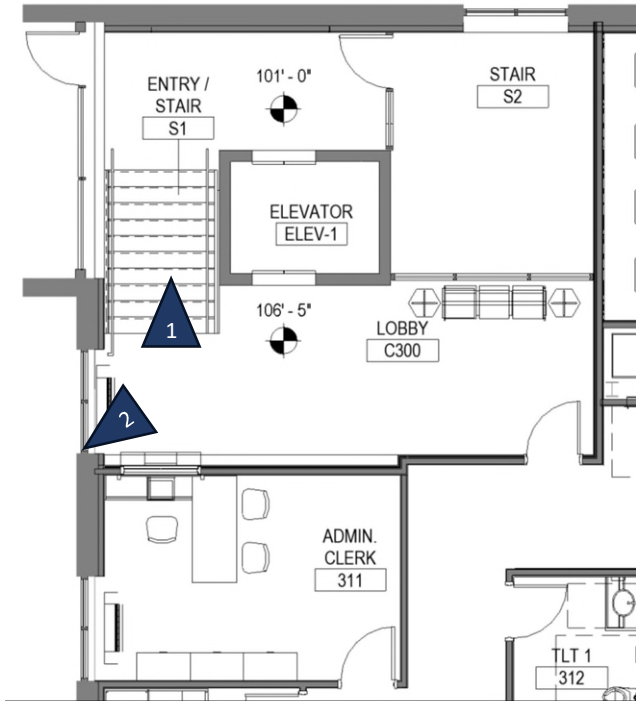
Entry / Lobby







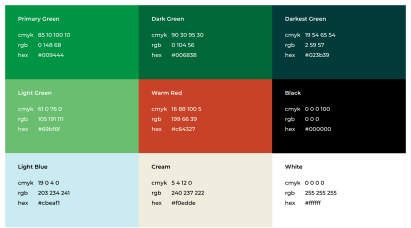
Accent Green Paint

Railing Paint

RST/RSR-1-Stairs

PT-1 - Wall

WCPT-1 - Floor



fgma

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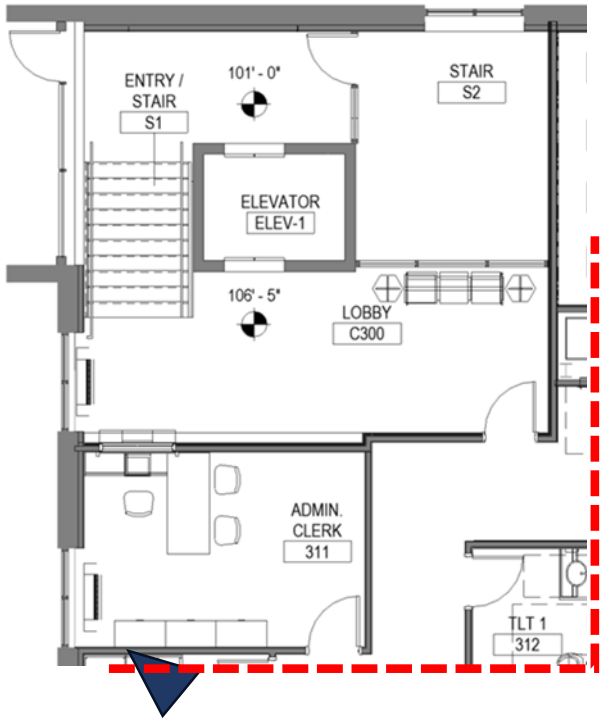
Entry / Lobby



Exposed Ceiling Paint

PT-1 - Wall

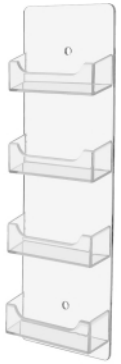


Acoustic Ceiling Cloud





Magnuson Group Dacapo



By Owner

LVT-2 - Floor

Doors / Wood-look Wallcovering

Door Frame Paint

Counter / Solid Surface

Accent Green Paint

Custom Wall graphic printed on type II vinyl

fgma

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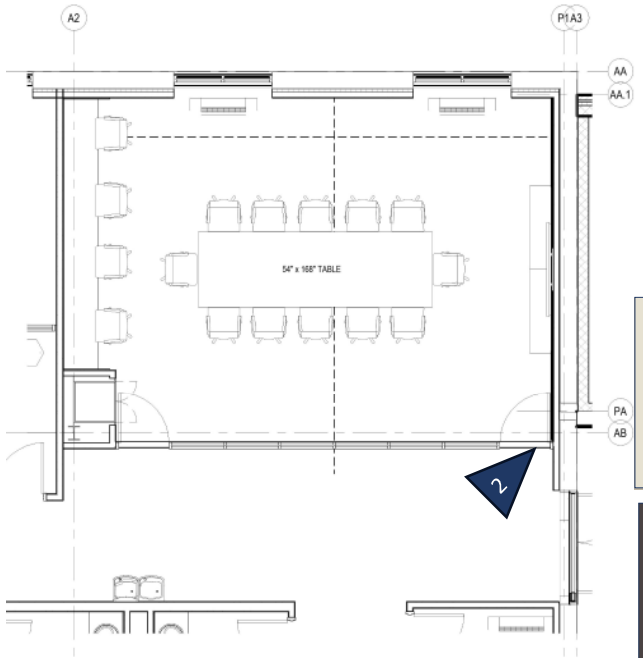
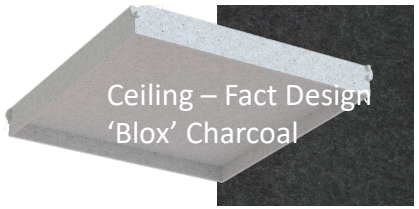
Conference Room



PT-1 - Ceiling

Door Frame Paint





CPT-1 - Floor

CPT-2 - Floor

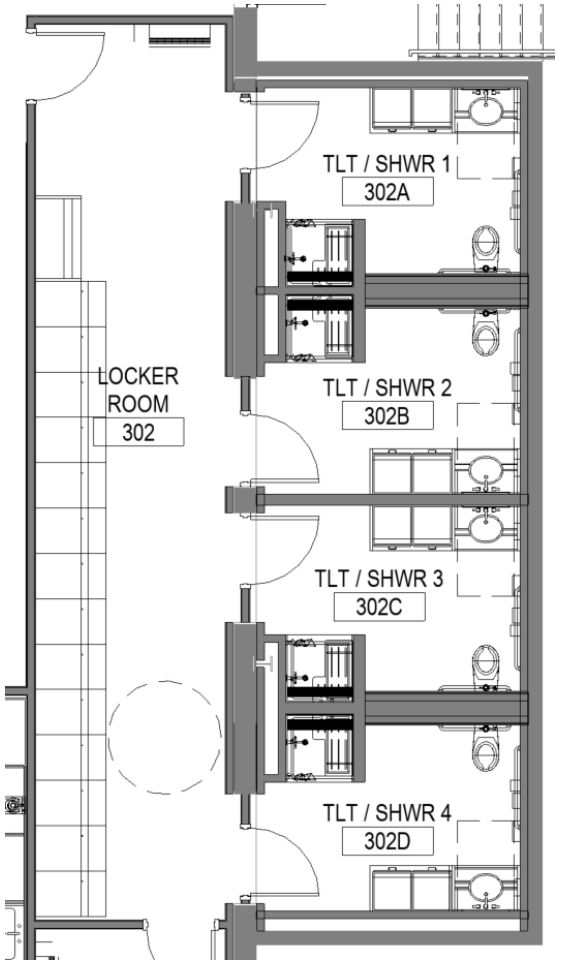
WC-2 - Wallcovering

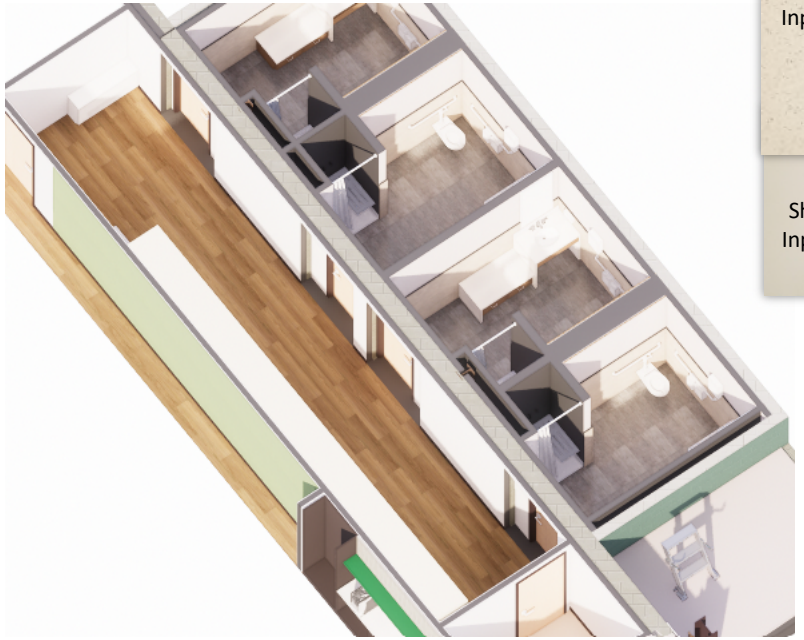
AWP-1 – Back Wall

Table – Quartz

fgma

Locker Room







Wall Paper Towel



Wall Foam Soap





TP

Shower Walls – Inpro 'Bioprism' Sandbar

Shower Base – Inpro 'Bioprism' Taupe

Locker Color

Whisper WP (216)

WC-2 – Momentum 'Beaumont' Starfish

Solid Surface – Wilsonart 'Coconut Oil'

CT-2 – Virginia Tile 'Bond' Jute

PL-3 – Wilsonart 'Palisades Oak'

LVT-1 – J+J 'Restreat 5mm' Tradition

CT-1 – Tilebar 'Holland' Fog Medium

Break Room

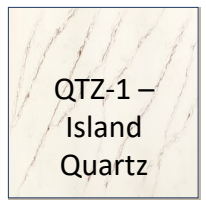


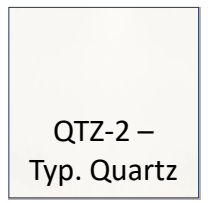














fgma

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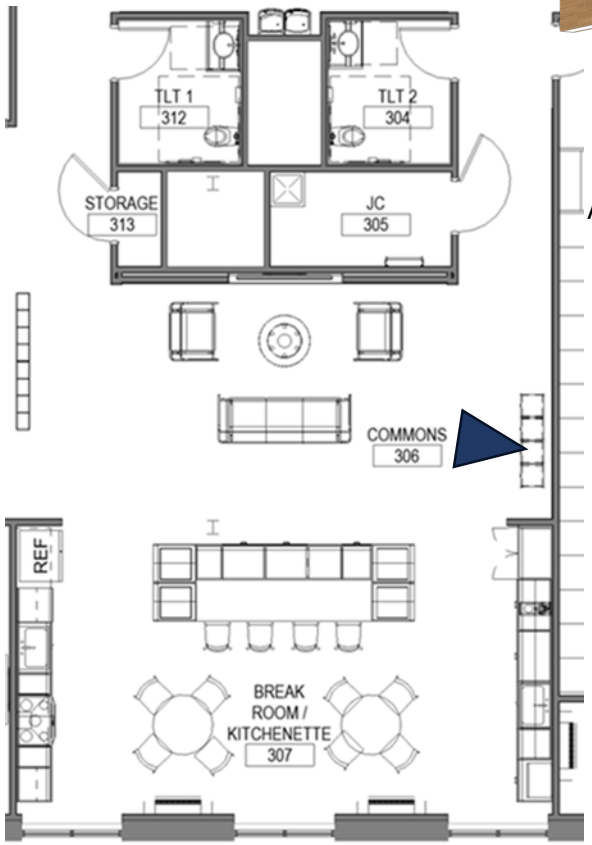
Commons





Acoustical Luminaire Pendant



Urban Shelf by M.A.D. Furn





fgma

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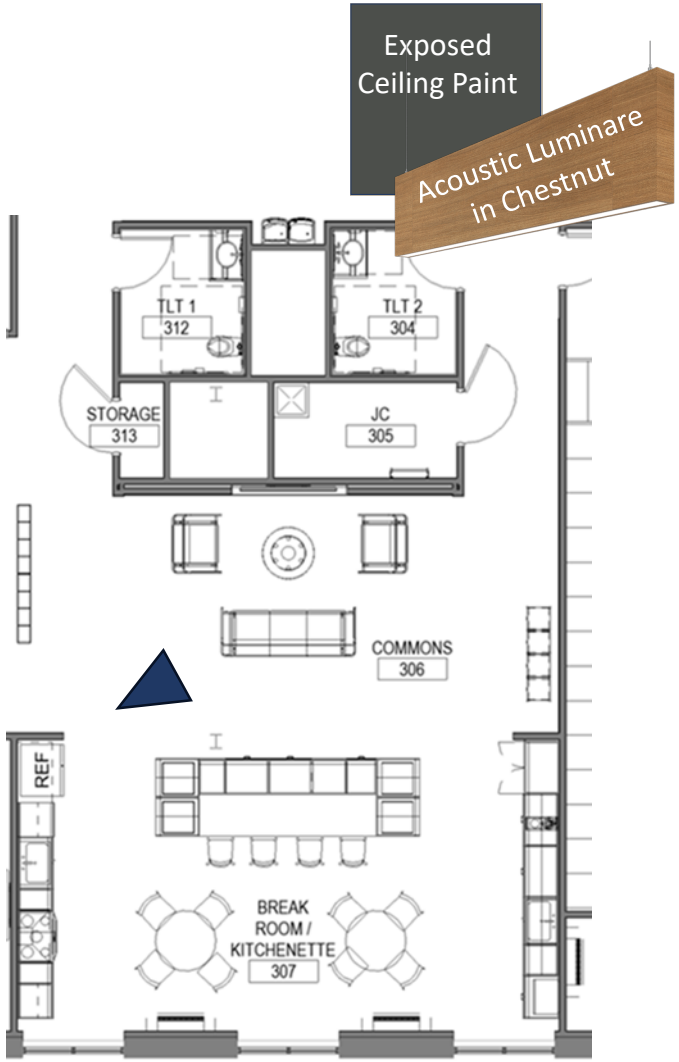
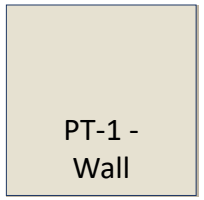
Commons





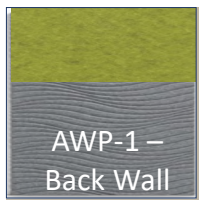












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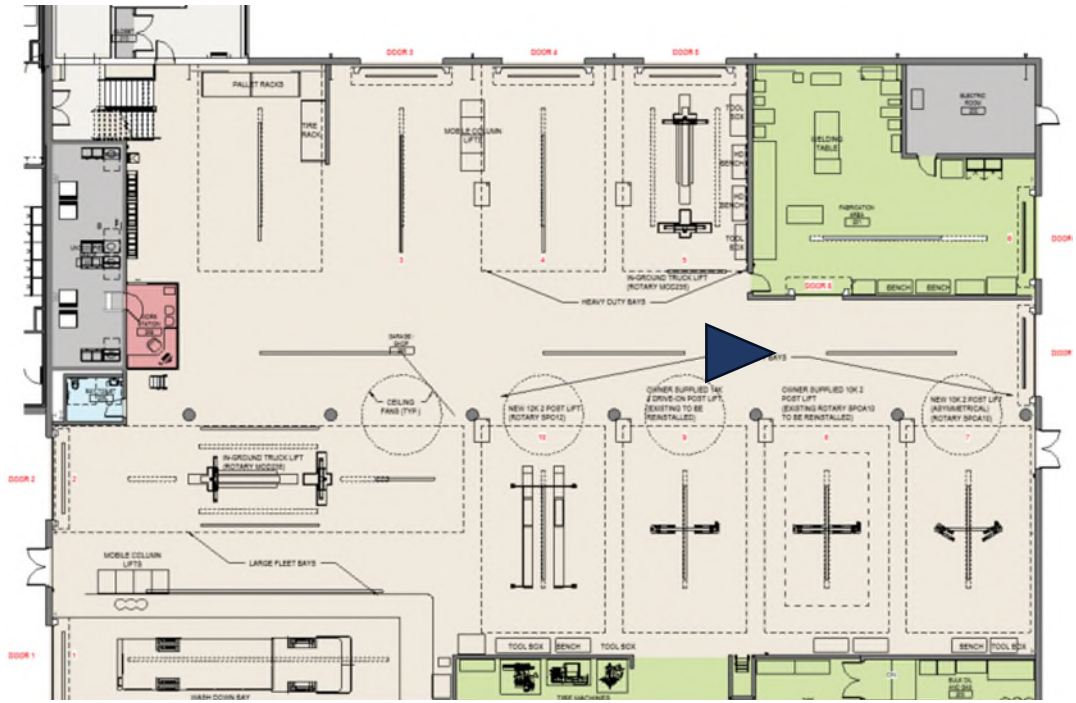
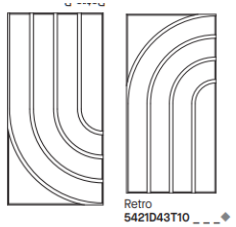
Garage


PALLET RACKS
TIRE RACK
MOBILE COLUMN LIFT
WELDING TABLE
ELECTRIC ROOM
IN-GROUND TRUCK LIFT (ROTARY MD2220)
HEAVY DUTY BAYS
BENCH
CEILING FANS (TYP.)
NEW 12K 2 POST LIFT (ROTARY SPO12)
OWNER SUPPLIED 14K 2 DRIVE-ON POST LIFT (EXISTING TO BE REINSTALLED)
OWNER SUPPLIED 10K 2 POST LIFT (EXISTING ROTARY SPOA10 TO BE REINSTALLED)
NEW 10K 2 POST LIFT (ASYMMETRICAL) (ROTARY SPOA10)
IN-GROUND TRUCK LIFT (ROTARY MD2220)
MOBILE COLUMN LIFTS
LARGE FLEET BAYS
TOOL BOX
BENCH
TOOL BOX
BENCH
TOOL BOX
WASH DOWN BAY


northbrook
public works
fleet maintenance

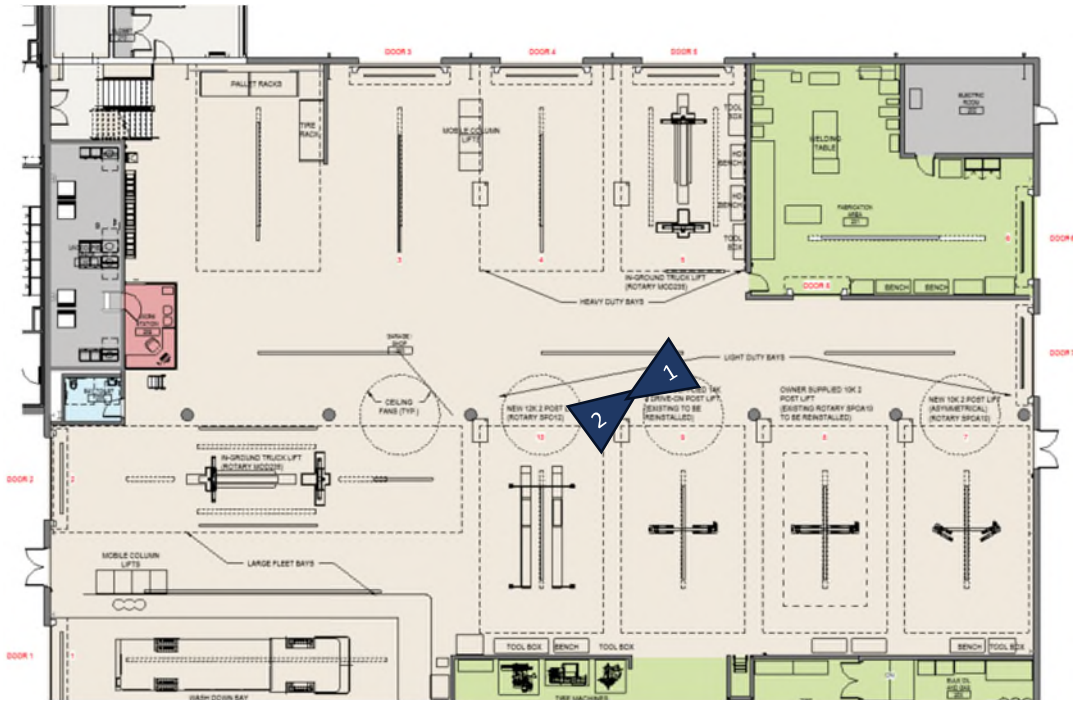
Garage





Metal Wall Panels - Almond

Garage doors can be custom colored RAL colors







Accent Green Paint

Accent Brown Paint

Accent Tan Paint

Colored Concrete

Armstrong 'Tectum' Polar

Natural

Sandstone

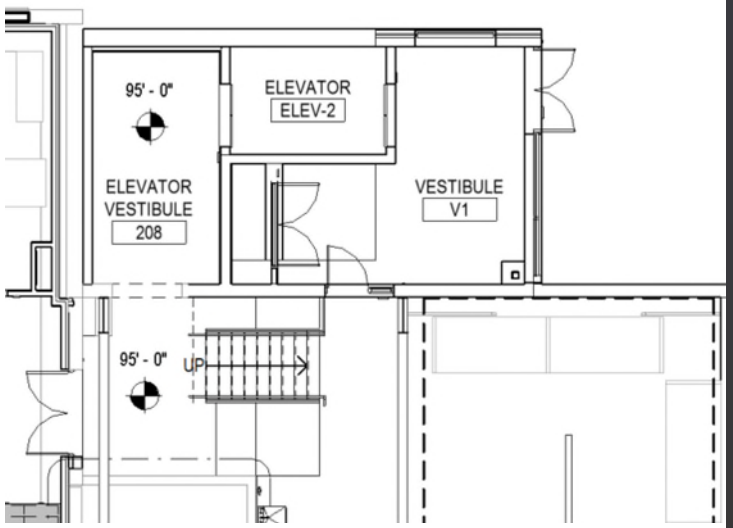
Fern

Ivy

fgma

northbro 359

Staff Entry



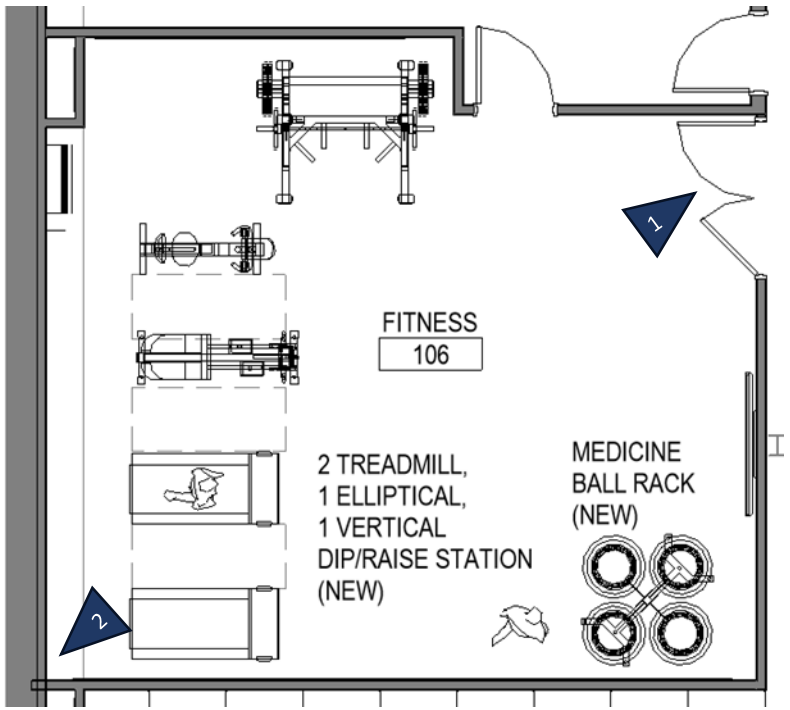


Door Panel/ Frame Paint

Accent Green Paint

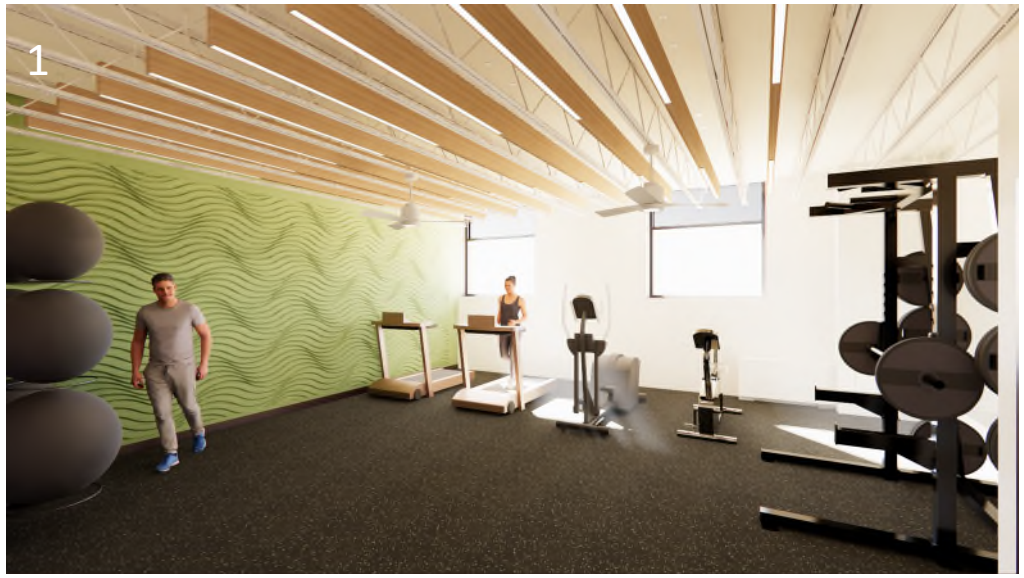
Colored Concrete

Fitness



Exposed Ceiling Paint

Acoustic Luminare in Chestnut





PT-1 – Wall

Door Panel/ Frame Paint

AWP-1 – Back Wall

Sports Floor

fgma

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Fleet Maintenance Garage - Program

Space Needs

Total GSF	**30,156 SF**

***Assumed single story facility**

Adaptive Reuse Schematic Design

Total GSF	**32,065 SF**

Adaptive Reuse Desing Development

Total GSF	**31,330 SF**



Fleet Maintenance – Cost

Fleet Maintenance				
	SD Estimate	SD Estimate w/Generator Changes	DD Estimate/BP-1	Variance From SD w/ Gen Changes to DD
Cost for Fall 2025 Construction Start	$ 20,472,191	$ 19,976,439	$ 20,504,287	$ 527,848
Land Purchase Price(actual)	$ 2,300,000	$ 2,300,000	$ 2,300,000	$ -
Total Project Costs	**$ 22,772,191**	**$ 22,276,439**	**$ 22,804,287**	**$ 527,848**

Fleet Maintenance Garage– Additional Costs

- Current Estimates include Furniture, Fixtures and Equipment.
- Future Estimates will move some of these items from Leopardo Costs to the Village.
- Staff is working on cost estimates for IT requirements for servers/cameras/door access and the like.

Fleet Maintenance Garage – Bid Package 1

Partial Guaranteed Maximum Price - $2,203,225

Includes:

General Conditions

Earthwork & Site Utilities

Asphalt/Concrete

Generators

Insurance/Bonds

Contingency

Construction Manager Fee

Mobilization of Contractors is dependent on approval of permitting authorities

Village Board Considerations

- Does the Village Board concur with moving from Design Development to Construction Documents for Fleet Maintenance Garage?
- Does the Village Board concur with moving the approval of Bid Package 1 for Fleet Maintenance Garage?

Fire Station #11 Exhibit A-FS11.1 First Partial Guaranteed Maximum Price Amendment

Standard Form of Agreement Between Owner and Construction Manager as Constructor *where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price.*

AGREEMENT made as of the 26th day of August in the year 2025

BETWEEN the Owner:
Village of Northbrook
1225 Cedar Lane
Northbrook, IL 60062

and the Construction Manager:
Leopardo Construction
5200 Prairie Stone Parkway
Hoffman Estates, IL 60192

for the following Project:
Northbrook Fire Station 11

Dear: Village of Northbrook

Please find below the Guaranteed Maximum Price Proposal for your project. We have included a scope of work, qualifications, and exclusions. Leopardo Construction, Inc. proposes to provide the construction services in general accordance with the following scope of work:

1.0 **Exhibit B: GMP Documents** – The GMP Proposal is based on the following:

- FGM Architects Inc. BP-1: Issued for Bid Plans dated 6/27/2025
- FGM Architects Inc. BP-1: Issued for Bid Specifications 6/27/2025
- FGM Architects Inc BP-1 Addenda #1 Dated 7/10/2025
- Leopardo Bid Package 1 Project Manual Dated 6/28/25

2.0 **GMP Schedule of Values** – Total price for partial scope of work which includes bid packages 1-01 Earthwork and Site Utilities, 1-02 Site Concrete, 1-03 Asphalt Paving, 1-04 Generator and ATS Procurement, Surveying Allowance and Material Testing Allowance. This schedule of values also includes, general conditions, contractor contingency, contractor fee, and insurances based on the value of the items listed above.

General Conditions	$192,376
Surveying Allowance	$25,000
Material Testing Allowance	$45,000
BP-01 Earthwork & Site Utilities	$2,086,500
BP-02 Asphalt Paving	$127,200
BP-03 Site Concrete	$402,522
Existing House Demolition	$123,836
BP-04 Generator and ATS Procurement	$202,604
TRADE SUB-TOTAL	**$3,205,038**
Subcontractor Default Insurance	$33,139

Performance and Payment Bonds	$38,858
Insurance Package	32,770
PROJECT SUB-TOTAL	**$3,309,805**
Builder's Risk Insurance	$4,827
PROJECT SUB-TOTAL	**$3,314,632**
Construction Contingency	$116,012
PROJECT SUBTOTAL	**$3,430,644**
Construction Manager's Fee	$102,919
FIRST PARTIAL GMP TOTAL	**$3,533,563**
Previously Approved Cost (pre-construction services)	**$61,331**
Total of All Approved Items to be Contracted by LCI	**$3,594,894**

4.0 **Purpose** – The purpose of this document is to serve as a communication tool for the project team by defining the quality and scope of this project. Leopardo Companies Inc. The GMP represents construction trade labor, material, equipment and methods anticipated to be utilized on this project.

5.0 **Design Documents –** The proposal is based on the design documents prepared by FGM Architects Inc. Refer to the included document list for specific identification of documents above.

6.0 **Schedule** – This proposal is based on construction commencing on 10/06/25 and being substantially completed by 12/11/26.

7.0 **Bonds** – 100% performance and payments bonds are included, and we have included enrolling the project in our subcontractor default insurance program.

8.0 **Construction Contingency** – The proposal includes a 3.5% construction contingency to be used at the discretion of LCI for construction and is not intended to serve as an owner and/or design contingency. The construction contingency does not provide for architect/engineer (A/E) error and omissions and/or owner requested changes during construction.

9.0 **Allowances –** Allowances are included in the proposal. Allowances shall cover the total cost of material, labor and equipment. This includes material delivery, unloading and handling at the site, installation costs, overhead, profit and all other expenses contemplated for stated allowance.

10.0 **Owner Contingencies –** This GMP excludes all cost associated with Owner, Program and Design Contingencies.

11.0 **Escalation –** We have not included escalation for the listed bid packages as part of this GMP.

12.0 **Clarifications** – The following clarifications are outlined to coincide with the GMP:

1. **Exclusions**

General Requirements – Items Provided by Owner (not included in proposal):

1. Surveys/current topography.

2. Environmental studies.
3. EPA testing and inspections.
4. Architectural/Engineering and/or other consultant fees.
5. Soil investigations.
6. Utility consumptions costs during construction.
7. Off-site Costs.
8. Furniture, Fixtures and equipment. (not described in the project documents)
9. Impact fees, tap fees, termination fees.
10. Weather Conditions
11. Permit costs
12. Additional work required by governing authorities including changes for permit compliance.

2. Work to include the following:

Division 2

Leopardo Allowances

1. Our Proposal Includes A $25,000 Allowance for Surveying.
2. Our Proposal Includes A $45,000 Allowance for Material Testing.

Earthwork And Site Utilities

1. See Leopardo Project Manual for Earthwork and Site Utilities Scope of Work
2. Site Excavations Are Based on the Following Criteria:
    a. All Excavations Are Limited to Design Depths Only
    b. No Undercutting Assumed
    c. All Soils Encountered Are Considered to Be Suitable Materials (Suitable Materials Are Defined as Any Soil Material in Its Natural State Which Is Capable of Meeting Compressive Strength and Compaction Requirements Required for Construction)
3. We have excluded the following:
    a. Soil remediation of any kind
    b. Removal of any unidentified well heads, or septic systems or drain fields
    c. Subtitle D hazardous material dumping.
    d. Leopardo Companies, Inc. includes dewatering of all excavations caused by surface drainage of average daily rainfall (as defined by the National Weather Service or other mutually agreed-to meteorological service). The following water and moisture control measures are not included in this proposal:
        i. Removal of excessive ground water (springs, underground streams, high ground water tables, etc.).
        ii. Well pointing or major site dewatering.
        iii. Removal, replacement, or reconnection of existing field drainage tiles.

Site Concrete

1. See Leopardo Project Manual Site Concrete Scope of Work
2. Exterior equipment pads have been included as part of this scope of work as referenced in the current contract documents. Pad size, design or count changes will require subcontractor pricing.

Asphalt Paving

1. See Leopardo Project Manual Asphalt Paving Scope of Work

Division 13

Existing House Demolition

1. Includes all costs associated with abatement, demolition, site signage and structural back fill of basement for the existing residential structure.
2. Includes temporary site fence for demolition and site fence for the duration of construction. Site fence to include 1,350 lineal feet of 6' driven post chain link temporary construction fence as shown on the attached preliminary temp. fencing plan for a duration of 14 months. If fencing is required beyond this time frame an additional rental fee of $750/month will apply.

Division 26

Generator And ATS Procurement

1. See Leopardo Project Manual for Generator and ATS Procurement Scope of Work
2. GENERATOR TO BE PROVIDED IS DIESEL POWERED NOT NATURAL GAS
3. Includes Docking Station
4. Accounts For Use of Alternate Manufacturer as Required Per Addendum #1

3. Work for this GMP to be performed during normal working hours. If necessary, Leopardo will coordinate additional hours or weekend work to maintain the schedule.
4. Sales tax is not included.
5. Work to be performed in a first-class workman-like manner by Union employees.
6. Pricing is based on the uninterrupted flow of work in accordance with the schedule. Delays due to others is not anticipated or included. Any delay beyond the control of LCI, which affects the critical path, shall be cause for an increase in cost and extension of time.
7. Project commencement and completion date shall be contingent upon issuance of permit, fully executed owner contract, and confirmation of long lead item delivery dates (whichever is the latest).

Leopardo Construction appreciates the opportunity to present our proposal.

Sincerely, **LEOPARDO CONSTRUCTION.**

ACCEPTED: _____ **DATE:** _____

Cara Pavlicek
Village Manager

ACCEPTED: _____ **DATE:** **8/26/25**

Jeff Montanari
Project Executive

Owner Bid Summary Report

LCI Project #:	**25-3647**
Project Name:	**Northbrook Fire Station #11**
Floor Area-SF:	24,191
Bid Due Date:	7/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
DIVISION 1 - General Conditions		**$1,073,837**	**$44.39**
Preconstruction Services	$61,331		
General Conditions	$1,012,506		
DIVISION 2 - Site Construction		**$3,155,026**	**$130.42**
02060 Surveying	$25,000		
02210 Earthwork	$2,086,500		
02600 Site Utilities	Inc. in 02210		
02511 Asphalt Paving	$127,200		
02527 Site Concrete	$402,522		
02831 Fences & Gates	$201,088		
02900 Landscaping	$76,216		
02870 Site Furnishings	$25,000		
02050 Material Testing	$45,000		
02073 Site and Materials Management	$166,500		
DIVISION 3 - Concrete		**$741,769**	**$30.66**
03300 Concrete	$650,000		
03400 Elevated Concrete Slab	In 03300		
03309 Barrier One moisture Mitigation	$28,156		
03400 Hollow Core Precast Concrete	$63,613		
DIVISION 4 - Masonry		**$1,408,000**	**$58.20**
04202 Masonry	$1,408,000		
DIVISION 5 - Metals		**$985,585**	**$40.74**
05110 Structural Steel	$985,585		
DIVISION 6 - Wood & Plastics		**$356,508**	**$14.74**
06100 Rough Carpentry	In 09252		
06200 Finish Carpentry	$127,991		
06400 Architectural Millwork & Woodworking	$228,517		
DIVISION 7 - Thermal & Moisture Protection		**$1,055,320**	**$43.62**
07195 Air Barriers	$43,000		
07210 Insulation Building	In 04202		
07440 Composite Metal Wall Panels	In 07510		
07510 Membrane Roofing	$834,000		
07910 Caulking & Sealants	$16,520		
07510 Expansion Joints	$89,700		
07250 Spray Insulation	$72,100		
DIVISION 8 - Doors & Windows		**$895,600**	**$37.02**
08110 Doors, Frames & Hardware	$133,100		
08361 Folding Apparatus Doors	$172,400		

Owner Bid Summary Report

Leopardo

LCI Project #:	**25-3647**
Project Name:	**Northbrook Fire Station #11**
Floor Area-SF:	24,191
Bid Due Date:	7/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
08950 Storm Shelter Doors	$28,800		
08410 Exterior Glazing	$561,300		
DIVISION 9 - Finishes		**$1,702,840**	**$70.39**
09252 Metal Stud & Drywall	$776,101		
09310 Ceramic and Hard Tile	$95,770		
09510 Acoustical Ceilings	$123,900		
09500 Acoustical Treatment	$219,752		
09660 Carpet, Resilient Flooring and Base	$88,198		
09695 Floor Preparation - Misc.	$59,000		
09720 Epoxy Flooring	$171,789		
09900 Painting & Wallcovering	$168,330		
DIVISION 10 - Specialties		**$215,915**	**$8.93**
10260 Wall & Corner Guards	$10,260		
10505 Turnout Lockers	$85,100		
10523 Fire Extinguishers & Cabinets	$2,667		
10800 Toilet Accessories	$11,285		
10430 Exterior Signage	$78,800		
10430 Interior Signage	$14,303		
10350 Flagpoles	$13,500		
10671 Metal Storage Shelving	Inc. in FFE		
DIVISION 11 - Equipment		**$0**	**$0.00**
DIVISION 12 - Furnishings		**$9,800**	**$0.41**
12530 Window Treatment	$9,800		
DIVISION 13 - Special Construction		**$153,836**	**$6.36**
13800 Existing Building Demo	$123,836		
13850 Traffic Signalization	In Paving		
13850 Monument Sign	$30,000		
DIVISION 14 - Conveying Systems		**$0**	**$0.00**
DIVISION 15 - Mechanical		**$3,201,570**	**$132.35**
15300 Fire Protection	$160,000		
15400 Plumbing	$582,850		
15500 H.V.A.C.	$1,656,220		
15500 Geothermal Systems	$802,500		
DIVISION 16 - Electrical		**$2,165,767**	**$89.53**
16001 Electrical	$1,573,400		
16700 Fire Alarm	In 16001		
16700 Communications	$121,629		
16800 Security Systems	$131,710		
16230 Generators	$202,604		

Owner Bid
Summary Report

LCI Project #:	**25-3647**
Project Name:	**Northbrook Fire Station #11**
Floor Area-SF:	24,191
Bid Due Date:	7/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
16800 Audio Visual Systems	$136,424		
TRADE SUB-TOTAL	$17,121,373		**$707.76**
Subcontractor Default Insurance	$176,523		
Insurance Program	$207,575		
Labor & Performance Bonds	$175,055		
PROJECT SUB-TOTAL	$17,680,526		**$730.87**
Builder's Risk Insurance	$25,784		
PROJECT SUB-TOTAL	$17,706,310		**$731.94**
Contingency	$619,721		
PROJECT SUB-TOTAL	$18,326,031		**$757.56**
Escalation	$274,890		
Contractor's Fee	$558,028		
PROJECT SUB-TOTAL	**$19,158,949**		**$791.99**
Owner Design Contingency	$287,384		
FF&E	$793,728		
Design Fees	$1,282,000		
Relocate ComEd Pole Along Dundee Ave	Excluded		
Utilities Hookups	$75,000		
PROJECT TOTAL	**$21,597,061**		**$892.77**

Owner Bid
Summary Report

Leopardo

LCI Project #:	**25-3647**
Project Name:	**Northbrook Fire Station #11**
Floor Area-SF:	23,600
Bid Due Date:	3/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
DIVISION 1 - General Conditions		**$948,442**	**$40.19**
Preconstruction Services	$30,000		
General Conditions	$918,442		
DIVISION 2 - Site Construction		**$2,665,923**	**$112.96**
02060 Surveying	$39,900		
02210 Earthwork	$540,395		
02600 Site Utilities	$1,328,979		
02511 Asphalt Paving	$170,007		
02527 Site Concrete	$245,282		
02831 Fences & Gates	$20,860		
02900 Landscaping	$69,000		
02810 Irrigation Systems	$25,000		
02870 Site Furnishings	$25,000		
02050 Material Testing	$35,000		
02073 Site and Materials Management	$166,500		
DIVISION 3 - Concrete		**$703,646**	**$29.82**
03300 Concrete	$573,988		
03400 Elevated Concrete Slab	$101,502		
03470 Barrier One Moisture Mitigation	$28,156		
DIVISION 4 - Masonry		**$1,517,079**	**$64.28**
04202 Masonry	$1,517,079		
DIVISION 5 - Metals		**$1,048,923**	**$44.45**
05110 Structural Steel	$1,048,923		
DIVISION 6 - Wood & Plastics		**$268,995**	**$11.40**
06100 Rough Carpentry	In 09252		
06200 Finish Carpentry	$149,350		
06400 Architectural Millwork & Woodworking	$119,645		
06650 Solid Surface Fabrications	In 06400		
DIVISION 7 - Thermal & Moisture Protection		**$974,197**	**$41.28**
07195 Air Barriers	$110,076		
07250 Building Insulation	In 04202		
07440 Composite Metal Wall Panels	In 07510		
07510 Membrane Roofing	$669,402		

Owner Bid
Summary Report

LCI Project #:	**25-3647**
Project Name:	**Northbrook Fire Station #11**
Floor Area-SF:	23,600
Bid Due Date:	3/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
07910 Caulking & Sealants	$16,520		
07510 Expansion Joints	$89,700		
07250 Sprayed Insulation	$88,499		
DIVISION 8 - Doors & Windows		**$767,950**	**$32.54**
08110 Doors, Frames & Hardware	$102,750		
08350 Folding Doors	In 08361		
08361 Folding Apparatus Doors	$229,800		
08410 Exterior Glazing	$405,400		
08950 Storm Shelter Doors	$30,000		
DIVISION 9 - Finishes		**$1,586,568**	**$67.23**
09252 Metal Stud & Drywall	$580,850		
09510 Acoustical Ceilings	$184,200		
09310 Ceramic and Hard Tile	$181,000		
09660 Carpet, Resilient Flooring and Base	$106,350		
09720 Epoxy Flooring	$195,365		
09900 Painting & Wallcovering	$174,403		
09695 Floor Preparation Allowance	$59,000		
09500 Acoustical Treatment	$105,400		
DIVISION 10 - Specialties		**$227,440**	**$9.64**
10430 Exterior Signage	Inc in FFE		
10430 Interior Signage	$7,500		
10260 Wall & Corner Guards	$11,650		
10505 Lockers & Benches	$179,000		
10523 Fire Extinguishers & Cabinets	$2,000		
10671 Metal Storage Shelving	Inc in FFE		
10800 Toilet Accessories	$13,790		
10530 Awnings & Canopies	In Trades		
10350 Flagpoles	$13,500		
DIVISION 11 - Equipment		**$0**	**$0.00**
11451 Residential Appliances	By Owner		
DIVISION 12 - Furnishings		**$9,786**	**$0.41**
12530 Window Treatment	$9,786		
12494 Window Film	N/A		
12480 Floor Mats & Frames	Inc. in Div. 9		
DIVISION 13 - Special Construction		**$160,000**	**$6.78**
13800 Existing Building Demo	$50,000		
13850 Traffic Signalization	$80,000		
13121 Monopole	See ALT		
13850 Monument Sign	$30,000		

Owner Bid
Summary Report

LCI Project #:	**25-3647**
Project Name:	**Northbrook Fire Station #11**
Floor Area-SF:	23,600
Bid Due Date:	3/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
DIVISION 14 - Conveying Systems		**$0**	**$0.00**
DIVISION 15 - Mechanical		**$3,547,490**	**$150.32**
15300 Fire Protection	$105,090		
15400 Plumbing	$472,400		
15500 H.V.A.C.	$1,435,000		
15600 Geothermal Premium Costs	$1,535,000		
DIVISION 16 - Electrical		**$2,119,352**	**$89.80**
16001 Electrical	$1,326,000		
16700 Fire Alarm	$75,652		
16700 Communications	$162,500		
16800 Security Systems	$94,400		
16230 Generators	$390,000		
16800 Audio Visual Systems	$70,800		
TRADE SUB-TOTAL	$16,545,791		**$701.09**
Subcontractor Default Insurance	$171,571		
Insurance Program	$200,608		
Labor & Performance Bonds	$169,180		
PROJECT SUB-TOTAL	$17,087,150		**$724.03**
Builder's Risk Insurance	$6,835		
PROJECT SUB-TOTAL	$17,093,985		**$724.32**
Contingency	$854,699		
PROJECT SUB-TOTAL	$17,948,684		**$760.54**
Escalation	$538,461		
Contractor's Fee	$554,614		
PROJECT SUB-TOTAL	**$19,041,759**		**$806.85**
Owner Design Contingency	$285,626		
FF&E	$325,000		
Design Fees	$1,282,000		
Relocate ComEd Pole Along Dundee Ave	Excluded		
Utilities Hookups	$75,000		
Photovoltaic (Solar Panel) Systems	See ALT		
PROJECT TOTAL	**$21,009,385**		**$890.23**

Owner Bid
Summary Report

LCI Project #:	**25-3647**
Project Name:	**Northbrook Fire Station #11**
Floor Area-SF:	23,600
Bid Due Date:	3/25/25

ITEM CODE & DESCRIPTION	LINE TOTALS	DIVISION TOTALS	$/SF
Alternates			
Alternate #1			
Provide Diesel Generator i.l.o. Natural Gas		**($233,675)**	
Alternate #2			
ROM Cost - Ballasted Rooftop Photovoltaic System (80kW-100kw)		**$335,908**	
Alternate #3			
ROM Cost - Ballasted Rooftop Photovoltaic System (150kW-200kw)		**$587,839**	
Alternate #4			
Remove Geothermal from Scope (Credit Geothermal + 4 Months GCs, Add for Increased Electrical Service Size)		**($1,817,121)**	
Alternate #5			
Include Monopole, Foundation Structure & Shelter		**$257,043**	

Village of Northbrook
Fire Department
Space Needs Program

FGMARCHITECTS

April 18, 2023
FGM Project No. 23-3665.01

Item	Room/Area/Space	Counts	Sq.ft.			Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
A.	**PUBLIC ENTRY/TRAINING/COMMUNITY ROOM**						
1.0	Public Entry Vestibule		76	80	80		Entrance vestibule
2.0	Public Lobby		120	300	300		Wall for dept photos, provide seating
3.0	Display Cases		-	40	40		Small area for historical memorabilia
4.0	Training/Commmunity Room (backup EOC)		891	1,800	1,800		Training room to accommodate (60) persons in classroom setting, dividable.
5.0	Kitchenette		-	50	50		Alcove within training room for food service
6.0	A/V Closet		-	24	24		Dedicated closet for A/V room equipment
7.0	Storage - General		162	150	150		Store 50% of tables and chairs
8.0	Fire Training Equipment Storage		-	100	100		CPR training equipment
9.0	EOC Equipment Storage		-	50	50		Secure storage room
10.0	Public Toilets						
11.0	Men's Toilet Room		45	200	200		(2) toilets, (3) urinals, (2) lavatories
12.0	Women's Toliet Room		45	200	200		(40) toilets, (2) lavatories
13.0	**Public Entry / Training Room Sub-Total**			**2,994**	**2,994**		
14.0	**Circulation, Wall, and Mechanical Shaft Space (25%)**			749	749		
15.0	**PUBLIC ENTRY, TRAINING/COMMUNITY ROOM TOTAL**			**3,743**	**3,743**		
B.	**ADMINISTRATION**						
1.0	Fire Chief's Office	1	250	350	350	1	Provide desk, credenza, conferecne table for (6), soft seating, book case, files
2.0	Coat Closet		-	10	10		
3.0	Deputy Chief's Office - Operations	1	221	300	300	1	Provide desk, credenza, small table, book case, files
4.0	Coat Closet		-	10	10		
5.0	Deputy Chief's Office - Administration	1	-	300	300	1	Provide desk, credenza, small table, book case, files
6.0	Coat Closet		-	10	10		
7.0	Battalion Chief's Office - Training and Safety	1	213	250	250	1	Provide desk, credenza, small table, book case, files
8.0	Coat Closet		-	10	10		
9.0	Management Analyst Office	1	128	150	150	1	
10.0	Clerk Office	1	120	120	120	1	
11.0	EMS Coordinator Office		-	-	120	1	
12.0	Emergency Management Office		-	-	120	1	
13.0	Future Flex Office		-	-	120	1	
14.0	Open Workstations (Training 7G)	4	-	144	144	4	6'x6' workstations
15.0	Receptionist	1	-	64	64	1	Open work area to monitor lobby
16.0	Waiting Area		-	75	75		Small Area inside Admin w/ two chairs
17.0	Coat Closet		-	10	10		
18.0	Small Meeting Room		-	225	225		Meeting space for (8)
19.0	Conference Room		315	400	400		Conference table for (12)
20.0	Breakroom/Lunchroom		164	300	300		Accommodate space for (12) - plenty counter space
21.0	Mail Copy - Workroom		100	150	150		Shared with Fire Prevention Bureau

Item	Room/Area/Space	Counts	Sq.ft.			Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
22.0	Office Supply Closet		100	50	50		
23.0	Secure File Room		70	150	150		Pension/Training/Personel records - how many 42" cabinets? 6
24.0	Single User Restroom - 2		-	190	190		(1) WC, (1) lav each - (1) should have shower
25.0	Small Locker Area		-	125	125		Lockers for Admin and Fire Prevention
26.0	Janitor Closet/Supply Storage		-	100	100		
27.0	**Fire Prevention Bureau**						locate area close to public lobby
28.0	Fire Marshal Office	1	195	250	250	1	Provide desk, credenza, plan review table, book case, files
29.0	Coat Closet		-	10	10		
30.0	Fire Inspector	1	144	120	120	1	Provide desk, credenza, plan review table
31.0	Fire Inspector	1	-	120	120	1	Provide desk, credenza, plan review table
32.0	Fire Inspector	1	-	120	120	1	Provide desk, credenza, plan review table
33.0	Open Work Area (FPB 7G)	5	-	252	288	6	Provide (6) 6'x6' workstations w/ (2) stand up worksurface islands for plan review
34.0	File Storage		-	400	400		(22) file cabinets within area, need easy access
35.0	Fire Prevention Meeting Room		122	200	200		Room off lobby for staff to meet visitors - size for (6) - large table for plans
36.0	**Administration Sub-Total**	20		**4,965**	**5,361**	24	
37.0	**Circulation, Wall, and Mechanical Shaft Space (35%)**			1,738	1,876		
38.0	**ADMINISTRATION TOTAL**			**6,703**	**7,237**		
C.	**RESIDENTIAL**						
1.0	Dayroom for 9		438	600	600		Separate room from Kitchen/Dining
2.0	Kitchen/Dining for 12		298	700	700		Commercial stove, (3) friges, extra freezer, (3) pantires - combined or individual
3.0	Bunkrooms (8)	5	340	450	720	8	90 s.f. cubicle w/ bed, desk and 3 tier locker for bedding
4.0	Closets		-	25	25		Provide (2) closets - hanging space for dress uniforms
5.0	Open Locker Area		300	435	435		Provide (27) 2'x2' lockers - 3 detail/reassignment lockers included
6.0	Individual Toilet/Shower Rooms	3	150	330	440	4	Each w/ toilet, lav and shower
7.0	Open Sink Alcove		-	15	15		(2) additional sinks in open locker area
8.0	Batallion Chief's Office	1	288	300	300	1	Office with 3 desks - one for each Batallion Chief
9.0	B.C. Bunk			100	100		Bed, nighstand and lockers
10.0	B.C. Toilet Room		100	110	110		toilet, lav, shower
11.0	Captain's Office	1	275	150	150	1	Office with (1) shared desk
12.0	Lieutenant's Office		-	120	120		Office with (1) shared desk
13.0	Captain/Lieutenant Bunk		-	100	100		Bed, nighstand and lockers
14.0	Captain/Lieutenant Toilet Room		-	110	110		toilet, lav, shower
15.0	Station Office		-	350	350		(4) workstations along wall - table in middle - mailboxes
16.0	Wellness Room		-	100	100		Mothers room per IL code - stress management per NFPA recommendations
17.0	Exercise Room		650	1,250	1,250		Ideally located with outdoor area and access - some open area for stretching
18.0	Residential Laundry		120	125	125		Washer, dryer, laundry tub, cabinets and counter

Village of Northbrook
Fire Department
Space Needs Program

FGMARCHITECTS

April 18, 2023
FGM Project No. 23-3665.01

Item	Room/Area/Space	Counts	Sq.ft.			Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
19.0	Janitor Closet/Storage Supply		60	100	100		For supplies and cleaning equipment
20.0	**Residential Sub-Total**	10		**5,470**	**5,850**		
21.0	**Circulation, Wall, and Mechanical Shaft Space (30%)**			1,641	1,755		
22.0	**RESIDENTIAL TOTAL**			**7,111**	**7,605**		
D.	**APPARATUS AREAS**						
1.0	Apparatus Bays		4,160	6,660	6,660		(4) double deep bays - (2) 90'x17' and (2) 90'x20'
2.0	Hose Tower		289	400	400		Room in base for hose washing equipment - provide actual stairs
3.0	Hose Storage		-	24	24		8 lineal feet of rack
4.0	Turnout Gear		-	480	480		(40) lockers
5.0	Clean Gear Storage		-	125	125		Room to keep extra set of gear away from potential contaminants - storage shelving
6.0	Workroom		-	250	250		Tool bench, parts cleaner, extra fluids, flammable cabinet, equip chargers, misc supplies
7.0	SCBA/Equipment		-	150	150		Compressor, spare bottles, workbench - oxygen cascade
8.0	Decon/Wash Zone		-	200	200		Extractor, decon shower, gear dryer, sink
9.0	EMS Supply		-	50	50		Small room w/ shelving for supplies
10.0	Recessed Work Counter		-	25	25		Recessed area w/ counter - maps - chargers
11.0	Special Teams Supply		-	100	100		
12.0	Lawn/Seasonal Storage		-	125	125		
13.0	General Bay Storage		-	150	150		Ice Machine
14.0	Single User Bay Toilet		-	80	80		
15.0	Mezzanine		-	-	-		Potential mezzanine space above support room for additioinal storage
16.0	**Apparatus Areas Sub-Total**			**8,819**	**8,819**		
17.0	Circulation, Wall, and Mechanical Shaft Space (15%)			1,323	1,323		
18.0	**APPARATUS AREAS TOTAL**			**10,142**	**10,142**		
E.	**SUPPORT/STORAGE**						
1.0	Mechanical Room(s)		-	300	300		Assume roof top HVAC equipment
2.0	Electrical Service		-	150	150		
3.0	I.T. Room		-	150	150		Server racks - Alerting System -
4.0	Small Workstation		-	25	25		Workspace within room
5.0	Storage/Equipment		-	15	15		Shelving Unit
6.0	Water Service/Sprinkler		-	75	75		Plumbing and Fire Protection Equipment
7.0	Emergency Generator		-	-	-		Located Outside
8.0	General Building Storage		-	250	350		Maintenance supplies, attic stock of materials
9.0	**Support/Storage Sub-Total**		**-**	**965**	**1,065**		
10.0	Circulation, Wall, and Mechanical Shaft Space (25%)			241	266		

Village of Northbrook
Fire Department
Space Needs Program

FGMARCHITECTS

April 18, 2023
FGM Project No. 23-3665.01

Item	Room/Area/Space	Counts	Sq.ft.			Counts	Notes
		Current Staffing	Existing Space	Current Required	Future Required	Future Capacity	
11.0	**SUPPORT/STORAGE TOTAL**			1,206	1,331		
F.	**BUILDING AREA SUBTOTAL**		21,719	28,904	30,058		
G.	**MULTI-STORY CIRCULATION FACTOR** (assume one story)				-		Add 1,000 square feet per floor if multiple floors
H.	**TOTAL BUILDING AREA REQUIRED**		21,719	28,904	30,058		
I.	Stand Alone Storage Building		2,920	3,650	3,650		Add 25% for future growth
J.	**EXTERIOR REQUIREMENTS**						
1.0	Entry Plaza		425		500		Fallen Firefighter Memorial plaza
2.0	Flagpole Area		25		50		
3.0	Outdoor Covered Patio		440		200		
4.0	Electrical Transformer		100		100		
5.0	Generator		300		400		
6.0	Trash Enclosure		80		150		
7.0	Provide an extra 2 acres of site for future training opportunities						
K.	**PARKING REQUIREMENTS**				Spaces		
1.0	Public Parking		3		40		Spaces for visitors (include handicap stalls)
2.0	Staff Parking		25		10		Spaces for admin staff
3.0	Department Parking		3		10		Staff Chiefs - Training truck - Investigator and bureau (ideally under cover)
4.0	Shift Parking		-		20		Spaces for shift personel - (times two)
5.0	**TOTAL PARKING REQUIRED**		31		80		Total Spaces - locate for expansion

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MEMORANDUM

To: Village Manager Cara Pavlicek
From: Police Chief John Ustich
Date: 2025-08-26
Subject: An Ordinance Amending Chapter 16 of the Northbrook Municipal Code, as Amended, Regarding Electric Scooters, Electric Bicycles, and Other Motor-Driven Vehicles

Overview

With the increasing popularity of electric bicycles (e-bikes) and electric scooters (e-scooters), the Police Department has seen a measured increase in the number of complaints regarding this popular new mode of transportation. The adoption of an ordinance to provide increased enforcement tools will improve community welfare and safety.

Fiscal Impact

N/A.

Recommendation

Subject to Board review and discussion, this item may be approved at this meeting, modified, or continued for further consideration at a future meeting.

Background

An ordinance has been prepared in consultation with the Assistant Village Attorney to establish local regulations and enhanced enforcement tools which if approved by the Village Board, will provide both additional specificity on the use legal e-bikes/e-scooters in Northbrook and more restriction than exists in current State law. The Police Department believes this is a sensible solution to the growing issue of responsible motor-driven vehicle use.

Since the completion of the 2024 school year, the Police Department has seen a measured increase in the number of complaints regarding the responsible use of e-bike and e-scooters. The Police Department also responded to an incident involving a juvenile rider of an e-bike and a motor vehicle resulting in significant injuries to the rider which required the Fire Department to provide emergency medical services. In response, the Police Department is recommending a sensible enforcement mechanism for the growing e-vehicle issue. This ordinance was developed while keeping in mind that e-vehicles are a useful developing mobility technology which is relied upon by many of our residents. The ordinance is designed to give the Village an enforcement tool focused on those who are using the technology irresponsibly while allowing those who responsibly use these devices on a daily basis to continue to do so. In speaking with representatives from surrounding agencies, the Police

Department found that there is a wide range of local regulations adopted in each community to confront this issue. Some municipalities have adopted a soft educational approach to this issue while others outright banned the use of e-vehicles. Village staff has worked to land in the middle of these options so as to not punish the large percentage of responsible users because of the actions of a few. The Village also received quite a few suggestions from the open discussions held with residents, some of which are included in the ordinance.

The recommended ordinance can be cumbersome to review, as such, there will be a presentation of the proposed restrictions as part of the Village Board meeting. The ordinance incorporates much of what is in State law, as this allows enforcement actions to be adjudicated locally through the Village's Administrative Hearing Process. In general, the ordinance defines what low speed electric bicycles and scooters are based upon the definition in the Illinois State Statutes and what is considered a motor-driven vehicle. The ordinance creates additional classes for Toy Vehicles, which are vehicles designed for children under the age of eight and Personal Mobility Devices, which are designed for people with disabilities. The ordinance also creates a perimeter for a Central Business District in which there are additional restrictions for the use of motor-driven vehicles and a new requirement for bicycles to be walked on sidewalks.

The recommended ordinance additionally establishes consistent Rules of the Road for e-bicycles with those set forth in Chapter 11 of the Illinois Vehicle Code for bicycles. As an added safety measure, the recommended ordinance allows riders 12 years old and younger (only accompanied by a parent or legal guardian) to use the sidewalks instead of the roadway or designated bike path while affirming that riders must yield to pedestrians and must dismount their e-bike and motor driven vehicle whenever pedestrians are present.

While allowing some permissions to e-bike riders, the ordinance would also establish:

- It is unlawful for any person under the age of 18 years, or who does not possess a valid driver’s license, to operate a Low-Speed Electric Scooter upon any public street, sidewalk, parking lot, bike path, or any other public property within the corporate limits of the Village.
- No person over the age of 12 years of age, or who possesses a valid driver’s license, may operate a Motor Driven Vehicle on any sidewalk within the Village, except any person operating a Motor Driven Vehicle in compliance with this Section may operate a Motor Driven Vehicle on sidewalks along Dundee Road.
- A fine of not less than $100.00 and not more than $750.00 for each offense.
- It is unlawful for any parent or legal guardian of a minor under the age of 16 years to permit that minor to violate the ordinance.
- Any person who is found to be operating a Motor Driven Vehicle in a reckless manner will be subject to a fine of $750.00 for each offense and the Motor Driven Vehicle will be impounded.

Special consideration was given to the downtown area of the Village during the creation of this ordinance. As this area has a large volume of pedestrian traffic, dining, and shopping, the ordinance recommends increased safety measure between the Shermer Road Metra tracks to the west, east to Shermer Road and Church Street, south to Meadow Road and Walters Avenue, and north to Meadow Road and Cherry Lane and requires e-bike riders as well as bicycle riders to dismount when entering this area and walk their vehicle within the district.

If the ordinance is adopted, agreements with our private property partners (e.g. shopping

centers) will be necessary in order to enforce these provisions on private property. The Police Department's Community Engagement Officer along with the Community Relations Division of the Police Department are also working on the development of educational material to be used should this ordinance be adopted.

It should further be noted that Senate Bill 2285, signed into law on August 1, 2025, amends the Illinois Vehicle Code to redefine "bicycle" as "every human-powered or low-speed electric vehicle with two or more wheels not less than 12 inches in diameter, designed for the transportation of one or more persons." As a result, the definition of "bicycle" under the state law now includes e-bikes. The Village regulates bicycles under a separate section of the Village Code. Other than the few specific time that "bicycles" are included in this Ordinance, the regulations proposed in this ordinance will not effect traditional bicycles and it is recommended by the Police Department that the Village continue to regulate "bicycles" and "e-bikes" separately.

Staff will be at the Board meeting to answer any questions.

An Ordinance Amending Chapter 16 Of The Northbrook Municipal Code, As Amended, Regarding Electric Scooters, Electric Bicycles, And Other Motor-Driven Vehicles
Memo - 081525 - E-Bikes Ordinance

ORDINANCE NO. 2025-

BE IT ORDAINED by the President and Board of Trustees of the Village of Northbrook, County of Cook and State of Illinois THAT:

AN ORDINANCE AMENDING CHAPTER 16 OF THE NORTHBROOK MUNICIPAL CODE, AS AMENDED, REGARDING ELECTRIC SCOOTERS, ELECTRIC BICYCLES, AND OTHER MOTOR DRIVEN VEHICLES

shall be, and is hereby, adopted as follows:

Section 1. BACKGROUND.

The Village of Northbrook is a home rule unit of local government pursuant to the provisions of Article VII, Section 6 of the Illinois Constitution.

The Village's home rule status gives it the authority to exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to regulate for the protection of the public health, safety, morals and welfare unless preempted by the General Assembly.

In recent years, there has been a proliferation of motor-assisted vehicles being operated on Village sidewalks and streets, including electric bicycles, scooters, and other devices ("***Motor-Driven Vehicles***").

The Illinois General Assembly adopted Public Act 103-0899 to regulate certain types of low-speed electric scooters, but not high-speed electric scooters.

Public Act 103-0899 grants authority to municipalities to adopt additional regulations on low-speed electric scooters and does not preempt home rule municipalities from adopting regulations on high-speed electric scooters.

While the General Assembly adopted Public Act 103-0899 to make the use of low-speed electric scooters safer, the regulations in Public Act 103-0899 have numerous loopholes, and the use of electric scooters remains unsafe for riders, pedestrians, and drivers of other types of vehicles on the roads.

Because of the loop-holes in Public Act 103-0899, the Village Board has determined that there is a need to amend The Northbrook Municipal Code, as amended ("***Village Code***"), for the Village to adopt its own regulations on electric scooters, electric bicycles, and other Motor-Driven Vehicles in addition to the regulations set forth in Public Act 103-0899.

The Village Board has determined that it will serve and be in the best interests of the Village and its residents to amend the Village Code pursuant to this Ordinance.

Section 2. AMENDMENTS TO SECTION 16-10 OF THE VILLAGE CODE.

Section 16-10, titled "Motor Driven Scooters," of Chapter 16, titled "Nuisances" of the Village Code is hereby amended to read in its entirety as follows:

"Sec. 16-10. - Motor driven <u>vehicles</u> ~~scooters~~.

~~(a) For the purposes of this chapter, motor driven scooter means any electric or gas driven wheeled scooter, motor driven cycle or other similar motor driven vehicle for which the State of Illinois does not issue a title document, and does not issue license plates or registration documents.~~

~~(b) No person under the age of 16 shall operate a motor driven scooter on any public street, parking lot, bike path, park, or on any other public property within the village, and such operation of a motor driven scooter by a person under the age of 16 is hereby declared to be a nuisance.~~

~~(c)Exemptions. The following shall be exempt from the prohibits contained in this section:~~

~~(1) Motorized wheelchairs. For the purposes of this chapter, motorized wheelchair means any motorized vehicle designed for and used by a person with disabilities.~~

~~(2) Electric personal assistive mobility devices, as defined in Section 625 ILCS 5/1-117.7 of the Illinois Vehicle Code (625 ILCS 5/1-100 et seq.)~~

(a) <u>The following words and phrases have the following meanings when used in this Section:</u>

<u>*Central Business District* is that area within the Village between the Shermer Road Metra tracks to the west, east to Shermer Road and Church Street, south to Meadow Road and Walters Avenue, and north to Meadow Road and Cherry Lane.</u>

<u>*Legal Guardian* is a legally designated guardian appointed or assigned to care for another person.</u>

<u>*Low-Speed Electric Bicycle* is as defined in 625 ILCS 5/1-140.10, as amended, which at the time of adoption of this ordinance is a bicycle equipped with fully operable pedals and an electric motor of less than 750 watts that meets the requirements of one of the following classes, contained in 625 ILCS 5/1-140.10: Class 1 low-speed electric bicycle, Class 2 low-speed electric bicycle, or Class 3 low-speed electric bicycle. A low-Speed Electric Bicycle may not be modified to be capable of exceeding or driven faster than 28 MPH</u>

<u>*Low-Speed Electric Scooter* is as defined in 625 ILCS 5 1 1-140.11, as amended, which at the time of adoption of this ordinance is a device weighing less than 100 pounds, with 2 or 3 wheels, handlebars, and a floorboard that can be stood upon while riding that is solely powered by an electric motor and human power. and whose maximum speed, with or without human propulsion, is no more than 10 miles per hour.</u>

<u>*Motor Driven Vehicle* is defined as any vehicle for which the State of Illinois does not issue a title document, does not issue license plates or registration documents, and is a wheeled vehicle powered by electric or gas motor, motor driven cycle, or other similar vehicle, regardless of whether the vehicle is operated by pedals with a chain or throttle assist. Motor Driven Vehicles include all Low Speed Electric Scooters and Low-Speed Electric Bicycles.</u>

Personal mobility devices **is a self-propelled vehicle including a three-wheeled vehicle, designed for and used by a person with disabilities, that is incapable of a speed in excess of ten miles per hour on level ground.**

Toy Vehicle **is any battery powered ride on toy that is designed to not exceed 10 miles per hour; that includes any number of wheels, handlebars, steering wheel, seat, or platform; and is designed for children under the age of eight years (including Razor® kick start scooters and Power Wheels).**

(b) Operational restrictions.

(1) It is unlawful for any person under the age of 16 years, or who does not possess a valid driver's license, to operate a Motor Driven Vehicle upon any public street, parking lot, or any other public property within the corporate limits of the Village, with the following exceptions:

i. Persons under the age of 16 years or persons 16 years of age or older who do not possess a valid driver's license may operate a Motor Driven Vehicle on any designated bicycle route within the Village (subject to the restrictions in Section 16-10(b)(10)).

ii. Persons under the age of 12 years may operate a Motor Driven Vehicle on any designated bicycle route or public sidewalk within the Village only when accompanied by that person's parent or legal guardian (subject to the restrictions in Section 16-10(b)(10)).

(2) It is unlawful for any person under the age of 18 years, or who does not possess a valid driver's license, to operate a Low-Speed Electric Scooter upon any public street, sidewalk, parking lot, bike path, or any other public property within the corporate limits of the Village.

(3) All persons operating Motor Driven Vehicles within the Village must comply with all requirements of the Illinois Vehicle Code relating to yielding to pedestrians and must dismount their Motor Driven Vehicle whenever pedestrians are present at an intersection or crosswalk.

(4) It is unlawful for any person to operate a Motor Driven Vehicle that is not properly licensed by the State of Illinois as required by the Illinois Vehicle Code, as amended, or any other state law.

(5) No person over the age of 12 years of age, or who possesses a valid driver's license, may operate a Motor Driven Vehicle on any sidewalk within the Village, except any person operating a Motor Driven Vehicle in compliance with this Section may operate a Motor Driven Vehicle on sidewalks along Dundee Road.

(6) **Every person operating a Motor Driven Vehicle within the Village must comply with all regulations set forth in Chapter 11 (Rules of the Road), Article XV (Bicycles) of the Illinois Vehicle Code (625 ILCS 5/11-1501 through 111518, inclusive, and as amended from time to time) and all additional regulations and restrictions provided in this section.**

(7) **No person operating a Motor Driven Vehicle on a public street may exceed the posted speed limit on that street.**

(8) **It is unlawful for any person to use a Motor Driven Vehicle in the Village that has been altered from its original manufactured design to change the vehicle's speed method of propulsion, braking, or other operations, such as by removing pedals, chains, or adding a throttle.**

(9) **No more than one person may ride on a Motor Driven Vehicle at a time.**

(10) **Bicycles and Motor Driven Vehicles must be walked through the Central Business District.**

(c) **Location restrictions.**

(1) **No person may operate a Motor Driven Vehicle on public sidewalks (except as provided in Sections 16-10(b)(1)(ii) and 16-10(b)(5)), Village-owned parks, Village-owned parking lots, or any other public property within the corporate limits of the Village, or within publicly-accessible, privately-owned parking lots for which the Village has entered into an agreement with the property owner.**

(2) **A toy vehicle may be driven upon sidewalks within the Village, but may not be operated on any public streets, provided that a toy vehicle may be driven across a public street within a designated crosswalk.**

(3) **The Village may, in its discretion, enter into agreements with private property owners to enforce the regulations on Motor Driven Vehicles in this Section on private property within the Village.**

(d) **Required equipment.**

(1) **Every Motor Driven Vehicle when in use after sunset must be equipped with a lamp on the front that emits a white light visible from a distance of at least 500 feet to the front and with a red reflector on the rear which shall be visible from all distances from 50 feet to 600 hundred feet to the rear when directly in front of lawful lower beam of headlamps on a motor vehicle. A lamp emitting a red light visible from a distance of 500 feet to the rear may be used as an alternative to the red reflector.**

(2) **Every Motor Driven Vehicle must be equipped with a brake to enable the operator to make the braked wheel skid on a dry, level, clean pavement.**

(3) **An individual may not operate a Motor Driven Vehicle while carrying a package, bundle, or article that prevents the operator from keeping both hands upon the handlebars or steering device.**

(4) **All individuals operating Motor Driven Vehicles on any public street, sidewalk, parking lot, bike path, or any other public property within the corporate limits of the Village must wear a helmet at all times.**

(e) **Adult Responsibility. No parent or legal guardian of a minor under the age of 16 years shall permit that minor to violate any provision of this Section.**

(f) **Exemptions. The following are exempt from the prohibitions contained in this Section:**

(1) **Any police vehicle, fire vehicle, municipal vehicle, park district vehicle, vehicle owned by another unit of State or local government, operated by an employee in the course of their duties;**

(2) **Personal mobility devices; and**

(3) **Toy vehicles.**

(g) **Penalties.**

(1) **Any person who violates any part of the provisions of this Section will be subject to a fine of not less than $100.00 and not more than $750.00 for each offense. In the case where a minor under the age of 16 violates this Section and an adult violates subsection (e) above, both the minor and the adult may be fined and the Motor Dirven Vehicle may be impounded.**

(2) **Any person who operates a Motor Driven Vehicle in violation of this Section within the Central Business District will be subject to a fine of not less than $250.00 and not more than $750.00 for each offense. In the case where a minor under the age of 16 violates this Section and an adult violates subsection (e) above, both the minor and the adult may be fined and the Motor Dirven Vehicle may be impounded.**

(3) **Any person who is found to be operating a Motor Driven Vehicle in a reckless manner will be subject to a fine of $750.00 for each offense and the Motor Driven Vehicle will be impounded. For purposes of this Section, the term "reckless" shall mean:**

i. **Operation of a Motor Driven Vehicle in a manner that endangers the safety or well-being of pedestrians or other motorists; or**

ii. **Operation of a Motor Driven Vehicle by a person under the age of 16 years, or who does not possess a valid driver's license, on a roadway within the Village; or**

iii. **Operation of a Motor Driven Vehicle on a sidewalk or right-of-way within the Central Business District; or**

iv. **Failure to yield to pedestrians or properly dismount as required by this Section when operating a Motor Driven Vehicle.**

(4) Whenever a Motor Driven Vehicle is impounded pursuant to this Section, the owner or legal guardian of the owner will be subject to a $500.00 impoundment fee which must be paid prior to the vehicle being released."

Section 3. PUBLICATION.

The Village Clerk is hereby directed to publish this Ordinance in pamphlet form pursuant to the Statutes of the State of Illinois.

Section 4: EFFECTIVE DATE.

This Ordinance will be in full force and effect from and after its passage and approval in the manner provided by law.

northbrook

Police Department

MEMORANDUM

To: Cara Pavlicek, Village Manager
From: John Ustich, Chief of Police
Date: August 21, 2025
Subject: E-Bike and E -Scooter Ordinance

Village Manager Pavlicek,

The Police Department has written and submitted what we feel is a sensible solution to the growing issue of responsible motor-driven vehicle use. We have tried to develop this ordinance keeping in mind that e-vehicles are a useful developing technology which is relied upon by many of our residents. Although we have had an undeniable increase in the number of complaints regarding these vehicles, the ordinance is designed to give our department an enforcement tool for those who are using the technology irresponsibly while allowing those who responsibly use these devices on a daily basis to continue to do so.

This ordinance defines what low speed electric bicycles and scooters are, as defined in the Illinois State Statutes and what is considered a motor-driven vehicle. The ordinance creates additional classes for Toy Vehicles, which are vehicles designed for children under the age of eight and Personal Mobility Devices, which are designed for people with disabilities. The ordinance also creates a perimeter for a Central Business District in which there are additional restrictions for the use of motor-driven vehicles.

On August 1, 2025, Senate Bill 2285 was signed into law. This law amends the Illinois Vehicle Code to redefine "bicycle" as "every human-powered or low-speed electric vehicle with two or more wheels not less than 12 inches in diameter, designed for the transportation of one or more persons." Our proposed ordinance is in line with this new law and also takes advantage of our home rule status to create additional safety measures for our residents.

This ordinance was created with the intent of making the Rules of the Road for e-bicycles the same as those set forth in Chapter 11 of the Illinois Vehicle Code for bicycles. As an added safety measure, this ordinance allows riders 12 years old and younger to utilize the sidewalks instead of the roadway or designated bike path. While allowing these permissions to e-bike riders, the ordinance makes it unlawful for anyone under the age of 16 and those without a driver’s license to operate an unregistered motor driven vehicle upon any roadway or any other public property within the Village. These vehicles are the electric dirt bikes and motorcycles which are generating the large majority of complaints throughout the village.

During the creation of this ordinance consideration was given to the downtown area of the Village. This area has a large volume of pedestrian traffic, dining and shopping. With this ordinance, the area defined as the Central Business District will have an increased safety

measure. E-bike riders will be required to dismount when entering this area and walk their vehicle within the district.

If the board should decide to adopt this ordinance, agreements with our private property partners will be necessary as this ordinance will not be enforceable on private property without them.

Our Community Engagement Officer along with the Community Relations Department are working on the development of educational material to be used should this ordinance be adopted.

Respectfully Submitted

John Ustich

John Ustich
Chief of Police