



City Council
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City of Belvidere, Illinois

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Alderman Marsha Freeman	Chairman Public Works
Alderman Ric Breerton	Chairman Public Safety

AGENDA

August 10, 2020
6:00 p.m.
City Council Chambers
401 Whitney Blvd., Belvidere, Illinois

Call to Order – Mayor Mike Chamberlain.

Roll Call:

Public Comment:

Public Forum:

Reports of Officers, Boards, and Special Committees:

1. Building, Planning & Zoning, Unfinished Business: None.
2. Building, Planning & Zoning, New Business: None.
3. Public Works, Unfinished Business: None.

4. Public Works, New Business:
 - (A) Well #4 Repairs.
 - (B) MEB & Digester Rehabilitation Project – Construction Services Work Order.
 - (C) Snow Blower Replacement – Street Department.
 - (D) Purchase of Snow Plow – WWTP.
 - (E) WWTP Thickening Centrifuge Upgrade.
 - (F) Storm Water Utility Implementation Phasing.

5. Other:
 - (A) City Council Meeting Time.

6. Adjournment:

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: August 4, 2020
Re: Well #4 Repairs

Well #4 (317 North Main Street) quit pumping water on Tuesday night, July 21st. It was determined that the "B" phase of the three phase service was dead and the well will have to be pulled to determine the amount of damage and make the necessary repairs. We have received the following proposals for pulling the pump assembly:

- | | |
|--|------------|
| 1. Cahoy Group
202 West Howard Street
Durand, IL 61024 | \$7,950.00 |
| 2. Municipal Well & Pump
P.O. Box 311
Waupun, WI 53963 | \$8,578.00 |
| 3. Water Well Solutions
825 East North Street
Elburn, IL 60119 | \$8,900.00 |

I would recommend approval of the proposal from the Cahoy Group, in the amount of \$7,950.00, for pulling of the pump assembly at Well #4. This work will be paid for from the Water System Depreciation Account (#04-09).

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 8/4/2020
Re: MEB & Digester Rehabilitation Project – Construction Services Work Order

Attached to this memo is a work order from Baxter and Woodman for the construction services portion of MEB & Digester Rehabilitation Project. The estimated construction cost for this project is \$4,710,000 with the construction services cost not-to-exceed \$329,750.00, which is 7% of the estimated construction cost.

I would recommend approval of the construction services work order from Baxter & Woodman, in an amount not-to-exceed \$329,750.00, for the MEB & Digester Rehabilitation Project at the WWTP. This work will be paid for from the Sewer Depreciation Account.

**CITY OF BELVIDERE, ILLINOIS
2018 WASTEWATER TREATMENT PLANT IMPROVEMENTS
CONSTRUCTION SERVICES
WORK ORDER**

ENGINEERS' PROJECT NO. 180436.60

Project Description:

This Project consists of performing Project Initiation, General Construction Administration, IEPA Loan Administration, Field Observation, Project Closeout, and Operations and Maintenance tasks associated with the 2018 Wastewater Treatment Plant Improvements. The Project is more specifically described in Attachment A of this Work Order.

Engineering Services:

The general provisions of this contract are enumerated in the Professional Engineering Services Agreement between the City and Engineers dated September 22, 2009. A detailed scope of services for this Project is listed in Attachment B of this Work Order.

Compensation:

Compensation for the services to be provided under this Work Order will be in accordance with the Engineering Services Agreement dated September 22, 2009. The Engineers' fee shall be computed on the basis of their hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel costs, which total amount will be a not to exceed amount of \$329,750.00.

Submitted by: **Baxter & Woodman, Inc.**

By: 

Title: Vice President

Date: July 15, 2020

Approved by: **City of Belvidere, Illinois**

By: _____

Title: _____

Date: _____

Additional Comments and Conditions: None

**City of Belvidere, Illinois
Wastewater Treatment Plant Improvements
Construction Related Engineering Services
Work Order 180436.60**

Attachment A

Project Description

This Project consists of the demolition of abandoned engine blower, removal and replacement of hydraulic gates, raw sewage pumping equipment, waste sludge pumping equipment, digester cover, biogas safety equipment, miscellaneous valves and piping, and other miscellaneous items of work.

Project Schedule

Bid Opening	September 1, 2020
IEPA Loan Offer	October 20, 2020
Notice to Proceed	October 28, 2020
Substantial Completion	December 2, 2021
Final Completion	March 2, 2022

Scope of Services

The following scope of services details the anticipated tasks necessary to successfully complete this Project.

1. Act as the Owner's representative with duties, responsibilities and limitations of authority as assigned in the construction contract documents.

2. PROJECT INITIATION
 - A. Prepare Award Letter, Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed.
 - B. Receive Contractor insurance documents.
 - C. Attend and prepare minutes for the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.

3. CONSTRUCTION ADMINISTRATION
 - A. Attend periodic construction progress meetings.
 - B. Shop drawing and submittal review by Engineer shall apply only to the items in the submissions and only for the purpose of assessing, if upon installation or incorporation in the Project, they are generally consistent with the construction documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the contract documents. Owner further agrees that the Engineer's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety

programs of precautions. Engineer's consideration of a component does not constitute acceptance of the assembled item.

- C. Prepare construction contract change orders and work directives when authorized by the Owner.
 - D. Review the Contractor's requests for payments as construction work progresses, and advise the Owner of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
 - E. Research and prepare written response by Engineer to request for information from the Owner and Contractor.
 - F. Project manager or other office staff visit site as needed.
 - G. Prepare Request for Disbursement from Illinois Water Revolving Loan Fund form and submit to IEPA with required documentation.
4. IEPA LOAN ADMINISTRATION
- A. Prepare Request for Disbursement from Illinois Water Revolving Loan Fund form and submit to IEPA with required documentation.
5. FIELD OBSERVATION
- A. Engineer will provide a Resident Project Representative at the construction site on a periodic part-time basis from the Engineer's office of not more than eight (8) hours per regular weekday, not including legal holidays (for up to 1,260 hours) as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion.
 - B. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If the Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any

failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.

- C. Part-Time Field Observation provides that the Resident Project Representative will make intermittent site visits to observe the progress and quality of Contractor's executed Work. Part-Time Field Observation does not guarantee the Engineer will observe or comment on work completed by the contractor at times the Resident Project Representative is not present on site. Such visits and observations by the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of Contractor's Work in progress or to involve detailed inspections of Contractor's Work in progress beyond the responsibilities specifically assigned to Engineer in this Agreement and the Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment as assisted by the Resident Project Representative, if any.
 - D. Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.
 - E. Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work.
6. PROJECT CLOSEOUT
- A. Provide construction inspection services when notified by the Contractor that the Project is substantially complete. Prepare written punch lists during substantial completion inspections.
 - B. Prepare Certificate of Substantial Completion.

- C. Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
- D. Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the Owner.
- E. Review the Contractor's requests for final payment, and advise the Owner of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- F. Prepare construction record drawings which show field measured dimensions of the completed work which the Engineers consider significant and provide the Owner with an electronic copy within ninety (90) days of the Project completion.

7. OPERATION & MAINTENANCE (O&M) MANUAL

- A. Meet with Owner staff to clarify scope of the O&M Manual and establish lines of communication, budget and schedule.
- B. Compile various operations procedures, emergency procedures, and maintenance recommendations into a reference manual for use by the Wastewater Treatment Plant operators.
- C. Provide 3D color exhibits to more clearly indicate pipe, flow streams, notes, etc. for the process operational changes.
- D. Assemble and organize the operation and maintenance manuals that equipment manufacturers are required to submit.
- E. Prepare an electronic O&M Manual that will allow the operator to access all the process operational changes, critical alarm/emergency response procedures, and maintenance recommendations electronically via the software that the owner selects. Software costs are not included in the scope.
- F. Provide one electronic copy.

8. WATER POLLUTION CONTROL LOAN PROGRAM (WPCLP) ENGINEERING PROVISIONS

Audit and Access to Records Clause

- (1) Books, records, documents and other evidence directly pertinent to performance of WPCLP loan work under this agreement shall be maintained in accordance with generally accepted Accounting Principles. The Agency or any of its authorized representatives shall have access to the books, records,

documents and other evidence for the purpose of inspection, audit and copying. Facilities shall be provided for access and inspection.

- (2) Audits conducted pursuant to this provision shall be in accordance with auditing standards generally accepted in the United States of America.
- (3) All information and reports resulting from access to records pursuant to the above shall be disclosed to the Agency. The auditing agency shall afford the engineer an opportunity for an audit exit conference and an opportunity to comment on the pertinent portions of the draft audit report.
- (4) The final audit report shall include the written comments, if any, of the audited parties.
- (5) Records shall be maintained and made available during performance of project services under this agreement and for three years after the final loan closing. In addition, those records that relate to any dispute pursuant to the loan Rules Section 365.650 (Disputes) or litigation or the settlement of claims arising out of project performance or costs or items to which an audit exception has been taken, shall be maintained and made available for three years after the resolution of the appeal, litigation, claim or exception.

Covenant Against Contingent Fees: The professional services contractor (engineer) warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bonafide employees. For breach or violation of this warranty, the loan recipient shall have the right to annul this agreement without liability or in its discretion to deduct from the contract price or consideration or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

USEPA Non-Discrimination Clause: The engineer shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The engineer shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the engineer to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

**City of Belvidere, Illinois
Wastewater Treatment Plant Improvements
Design Engineering Services
Work Order 180436.60**

Attachment B

USEPA Fair Share Percentage Clause: The engineer agrees to take affirmative steps to assure that disadvantaged business enterprises are utilized when possible as sources of supplies, equipment, construction and services in accordance with the WPC Loan Program rules. As required by the award conditions of USEPA's Assistance Agreement with Illinois EPA, the engineer acknowledges that the fair share percentages are 5% for MBEs & 12% for WBEs.

Estimated Manhours and Fee -

The Estimated Manhours and Fee Summary is specifically detailed in Attachment C of this Work Order.

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City of Belvidere							
Plan Number: 180436.60							
Plan Name: BELVD - 2018 WWTP Improvements - CS							
Level	Emp	Planned Hrs	Planned Labor Bill	Compensation Fee	Consultant Fee	Reimb Allowance	Total Compensation
Overall Project Total		2,272.00	322,240.00	322,240.00	0.00	7,510.00	329,750.00
CS100	Project Initiation	30.00	4,140.00	4,140.00	0.00	240.00	4,380.00
	Julie Crayton	4.00	340.00				
	Robert Mateja	22.00	3,190.00				
	Brent Perz	2.00	320.00				
	Edward Shoop	2.00	290.00				
CS105	Construction Administration	330.00	48,960.00	48,960.00	0.00	900.00	49,860.00
	Robert Mateja	256.00	37,120.00				
	Brent Perz	74.00	11,840.00				
CS106	IEPA Loan Administration	60.00	8,770.00	8,770.00	0.00	0.00	8,770.00
	Robert Mateja	42.00	6,090.00				
	Brent Perz	8.00	1,280.00				
	Amanda Strelcher	10.00	1,400.00				
CS107	Designer Reviews	484.00	61,920.00	61,920.00	0.00	0.00	61,920.00
	Brian Bromley	22.00	3,080.00				
	Charles Brunner	20.00	3,900.00				
	Anne Crotteau	50.00	5,000.00				
	Michael Gryn	40.00	6,400.00				
	Ryan Hauser	92.00	10,580.00				
	Brent Perz	80.00	12,800.00				
	Jason Ruffatti	80.00	8,000.00				
	Amanda Strelcher	8.00	1,120.00				
	Phung Tran	92.00	11,040.00				
CS110	Field Observation	1,260.00	182,700.00	182,700.00	0.00	6,370.00	189,070.00
	Edward Shoop	1,260.00	182,700.00				

Hours, Budget & Compensation

Attachment C

City of Belvidere							
Plan Number: 180436.60							
Plan Name: BELVD - 2018 WWTP Improvements - CS							
Level	Emp	Planned Hrs	Planned Labor Bill	Compensation Fee	Consultant Fee	Reimb Allowance	Total Compensation
	CS140 Project Closeout	78.00	10,950.00	10,950.00	0.00	0.00	10,950.00
	Randall Eslick	24.00	3,120.00				
	Robert Mateja	30.00	4,350.00				
	Edward Shoop	24.00	3,480.00				
	CS150 Operations and Maintenance Manual	30.00	4,800.00	4,800.00	0.00	0.00	4,800.00
	Brent Perz	30.00	4,800.00				
	OVRBUD Overbudget			0.00	0.00	0.00	0.00

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 8/6/2020
Re: Snow Blower Replacement – Street Department

The current Street Department budget includes \$160,000 in the capital line item for the purchase of a new snow blower to replace our 1979 Fair snow blower.

We have received the following proposals for a new snow blower:

1. Bonnell Industries, Inc 1385 Franklin Grove Road Dixon, IL 61021	Fair 948D	\$143,502.60
2. Casper's Truck Equipment 12655 West Silver Spring Road Butler, WI 53007	Larue D50	\$160,741.00
3. Wausau Equipment Co 1905 South Moorland Road New Berlin, WI 53151	SnoGo MP	\$190,120.00
4. M-B Companies, Inc 1200 Park Street Chilton, WI 53014	H2000	\$220,000.00

The Street Department has been able to review these snow blowers and the Larue is the best in our opinion. Benefits of the Larue snow blower are:

1. The width of the Larue unit is 6" wider than the Fair unit. That extra six inches will allow for more efficient removal of snow, which will save on overtime costs and wear and tear on our equipment.
2. The two stage augers of the Larue unit will be better at feeding the snow, especially wet, heavy, compacted snow, than the single stage Fair unit.
3. The Larue unit has a straight cutting edge, the Fair unit has an angled edge. The angled edge tends to leave windrows. We have had to fabricate a straight cutting edge for our existing Fair snow blower.
4. The Larue operating controls are better protected from the elements than the Fair.
5. The discharge chute on the Larue unit has 18" of vertical adjustment and includes a quick attach coupling that allows for easy maintenance.

I would recommend approval of the proposal from Casper's Truck Equipment, for a Larue D50 Snow Blower, in the amount of \$160,741.00. This equipment will be paid for from the Street Department Capital Fund (#41-5-752-8200).

I would also recommend authorization to sell or scrap our 1979 Fair snow blower.

LARUE

Detachable snowblower



D50



Detachable snowblower

Performance¹

Capacity: up to 2,750 tons/hour
Casting distance: up to 46 m (150 ft.)

Dimensions²

Length from attach plate to front: 2,083 mm (82 in.)
Overall width: 2,800 - 2,900 mm (110 - 114 in.)
Overall height³: 3,530 - 3,990 mm (139 - 157 in.)
Working height: 1,400 mm (55 in.)
Weight³: 4,445 kg (9,800 lb)

Engine

Cummins QSB6.7 T4F
231 kW (310 hp) @ 2200 RPM

Driveline system

Mechanical type equipped with clutch and protecting devices.

Hydraulic system

Pump: direct drive
Filter with replaceable cartridge
Valves electro-hydraulic type
Controlled by in-cab multifunctional joystick

Impeller

Easy replaceable blades
Heavy duty spoke type
Impeller casing made of steel (highly abrasive resistant)
Hydraulic impeller casing rotation

Conveyor

2 heavy duty augers
Ice-cutting teeth

Truck loading chute

Hydraulically controlled
Horizontal rotation angle: 300°
Casting distance: 1.2 m (4 ft.) to 15 m (50 ft.)
Telescopic section of 472 mm (18 in.) (optional)

Options

Female quick attach
Hydraulic steering vanes
Impeller casing having a 150° adjustable cast angle: Flat from the right to 30° to the left.
Carbide type: impeller casing, loading chute, scraper blade and/or skates
High resistance rubber scraper blade
Replaceable conveyor ice cutting teeth
Battery charger and/or battery heater
Trumpet horn
Telescopic loading chute
Right side hydraulic tilting chute

Notes:

1. Theoretical and depends on snow conditions.
2. Varies with options, measured without fuel.
3. With telescopic truck loading chute option.



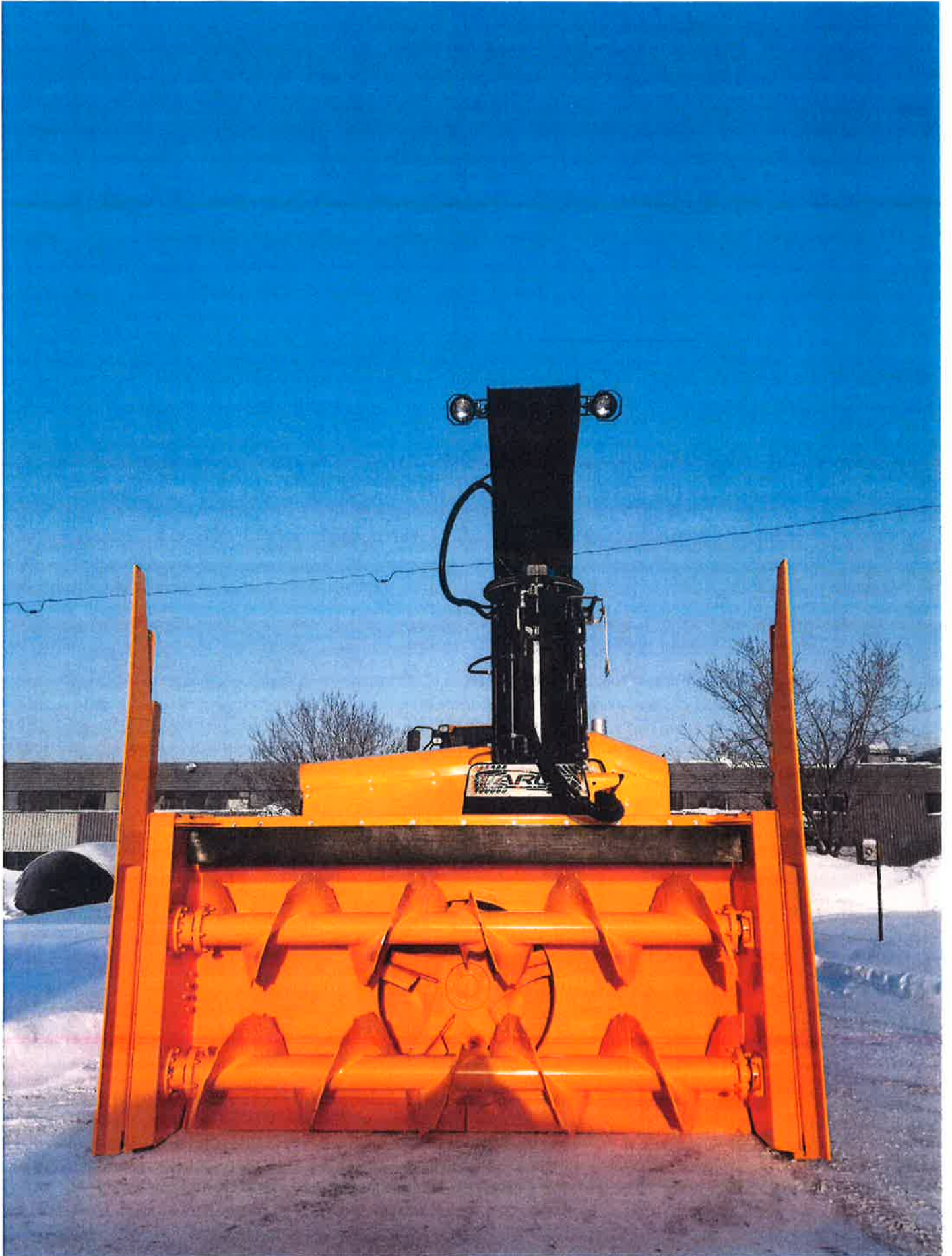
Due to continuous improvement, the specifications in this brochure may change without prior notice.

For more information, please contact the manufacturer J.A. Larue Inc. or your local distributor.

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***Dependable Design Proven
in the Toughest Winters***

**Efficient single stage design
blows more tons per hour
& is more resilient to
foreign objects than
comparable two-stage designs**

**Impellers are protected
with individual shear pin
protection as well as bolt-on
replaceable ice chopper bars**

**Model Shown with optional
Side Draft Compensator**

Power Unit Easily Detaches

**Future replacement costs lower as
blower head can be replaced separately
from the power unit**

**Virtually eliminates downtime as
blower heads can be interchanged
among power units**

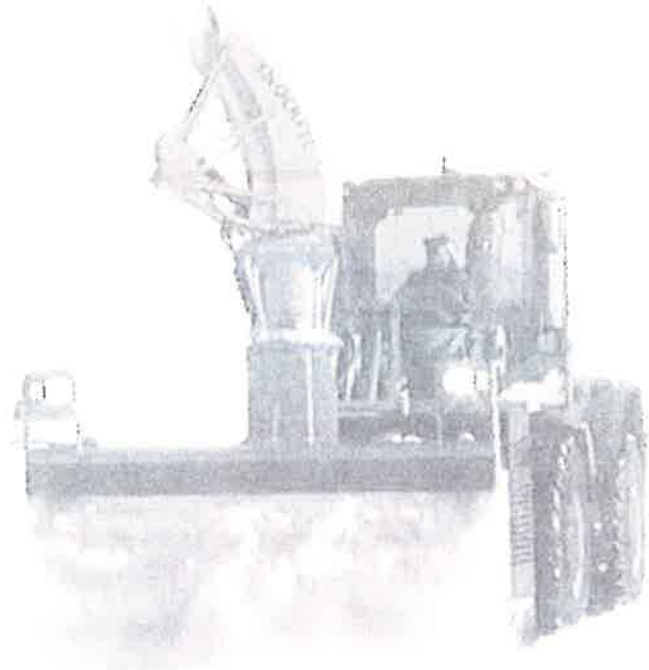
**Engine power unit quickly
uncouples in minutes**

**Easy access for blower head
maintenance**



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Telescoping Spout Easily Goes from Free Casting to Truck Loading

Paired with a SuperHaul® Snow Body Truck Insert Allows for Even More Snow to be Removed per Hour

Fair
MANUFACTURING, INC.



(605)-653-3247 - www.fairmfg.com

Model:	948D	842D
Cutting Width	108"	96"
Cutting Height	52"	48"
Weight	9000 lbs.	7800 lbs.
Engine HP	300 HP	170 HP
Rated Capacity	2800TPH	1800TPH
Spout	270° Rotation w/ 90° Telescoping Spout	270° Rotation w/ 90° Telescoping Spout
Controls	Blower Mounted Control Box with In-Cab Wireless	Blower Mounted Control Box with In-Cab Wireless

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 8/4/2020
Re: Purchase of Snow Plow – WWTP

We have received the following proposals for a snow plow to be mounted on the 2015 Ford F250 that was recently purchased:

Bonnell Industries, Inc 1385 Franklin Grove Road Dixon, IL 61021	\$6,176.48
--	------------

Monroe Truck Equipment 4679 Baumgartner Road St. Louis, MO 63129	\$7,197.00
--	------------

I would recommend approval of the proposal from Bonnell Industries, in the amount of \$6,176.48, for a new snowplow for WWTP Truck #4060. This equipment will be paid for from WWTP Capital Line Item #61-1750.

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 8/4/2020
Re: WWTP Thickening Centrifuge Upgrade

Our Centrisys thickening centrifuge at the WWTP was installed in 2005 and needs to be updated. Updates will include the replacement of the rotating assemblies and modifications to the control panel. The centrifuge unit will be removed and sent back to the factory for the work to be completed. The cost to update the control panel is \$9,750.00. The estimated cost to update the centrifuge is \$24,500.00.

I would recommend approval of the proposal from Centrisys for factory updates to the thickening centrifuge at the WWTP at the estimated cost of \$34,250.00. This work will be paid for from the Sewer Depreciation Account.

A motion to waive the bidding process will be required as the cost for the updates exceeds \$20,000.



Sales Quote

Sales Quote Number: SQ-31687

Centrisys Corporation
9586 58th Place
Kenosha, WI 53144

Sales Quote Date: 7/13/2020	Quote Exp. Date 8/13/2020
Customer ID C000089	Contact
Cust. Phone 815-544-2072	Cust. Fax 815-544-3991
belviderewwtp@yahoo.com	

Sell
To: City of Belvidere
 2001 Newburg Road
 Belvidere, IL 61008
 United States

Ship
To: Belvidere WWTP
 2001 Newburg Road

 Belvidere, IL 61008
 United States

Terms Net 30	Ext Doc No.	Your Reference O-10865	Ship Via FOB Kenosha, WI	Shipping Agent	Shipping Agent Service	Loc Code KENOSHA
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<u>Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Discount</u> <u>Unit Price</u>	<u>Discount</u>	<u>Total Price</u>
CN	Centrisys CS21-4HC Centrifuge Control Panel Modification Includes Lynch Amplifier; Speed Monitor, Measure, Interface; Analog input and output; CVC coverplate Engineering labor for drawing and programming changes 2 days on site for re-wiring and testing. Travel and expenses included	1	Each	9,750.00	9,750.00		9,750.00

Website: www.centrisys.com	Phone: (262)654-6006	Fax: (262)764-8705
Amount Subject to Sales Tax 0.00	Amount Exempt from Sales Tax 9,750.00	Subtotal: 9,750.00 Invoice Discount: 0.00 Total Sales Tax: 0.00 Total: 9,750.00





This is the standard repair cost for a CS18-4 phase rotating assemblies complete:

1. CENTRIFUGE REPAIR PRICING- MINOR REPAIR EST

- 1. Dismantle, clean and inspect
- 2. Provide report with digital pictures
- 3. Check run-out on all components
- 4. Crack check headwalls
- 5. Replace damaged hardware
- 6. Replace bearings and seals
- 7. Replace idlershaft
- 8. Replace worn/missing tiles (up to 40 tiles)
- 9. Hi-speed balance bowl
- 10. Hi-speed balance scroll
- 11. Reassemble

Repair of centrifuge: \$ 22,000.00

2. SITE SERVICES

- 1. Visit to help remove rotor (optional)
- 2. Visit to install
- 3. Shipping not included (by customer)

Repair of centrifuge: \$ 2,500.00

3. TERMS:

Terms:	Net 30
Delivery:	1-2 (on to two) weeks from arrival in our shop (ARO)
FOB:	Kenosha, WI
Warranty:	6 (six) months on repaired/replaced parts

Quote valid for 30 days.

It is assumed that Rotodiff only needs testing as hours are very low.

Centrisys reserves the right to adjust this estimate.

If you have any questions, please give me a call

George Kueppers

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 8/5/2020
Re: Storm Water Utility Implementation Phasing

Fehr-Graham, and their sub-consultant, Wood Environment & Infrastructure Solutions, has completed and submitted the Storm Water Utility Feasibility Study to the City. The Study concluded it is feasible that a storm water utility in the City may be adopted. The Study also outlined an implementation plan for establishing the storm water utility.

The current budget includes \$100,000 for the implementation of a storm water utility for the City of Belvidere. Attached to this memo is a proposal from Fehr-Graham, in an amount not-to-exceed \$95,560.00, for implementing a storm water utility. Their proposal itemizes the costs associated with each of the tasks identified in the implementation plan. The next phase in this process would be public outreach to educate the residents and gather their feedback on the function of a storm water utility prior to the City Council's final decision on implementing a storm water utility.

I would recommend approval of the Task 2 Outreach portion of the proposal from Fehr Graham, in an amount not-to-exceed \$37,190.00. This work will be paid for from Line Item #41-5-110-7900.

August 5, 2020

Mr. Brent Anderson
Public Works Director
City of Belvidere
401 Whitney Boulevard
Belvidere, Illinois 61008

**Re: Stormwater Utility Implementation
Civil Engineering Services Proposal**

Dear Mr. Anderson:

Fehr Graham is looking forward to helping the City of Belvidere with the next steps of their consideration of implementing a stormwater utility. The following presents our proposed scope of work and associated fees to complete those next steps.

SCOPE OF PROJECT

The scope of the study will include the following tasks as presented in the Stormwater Utility Feasibility Study report completed for the City of Belvidere.

- Task 1 - Billing System Coordination
- Task 2 - Stormwater Utility Outreach
- Task 3 - Stormwater Utility Enterprise Fund Establishment
- Task 4 - Rate Ordinance Development
- Task 5 - Impervious Surface Database Development
- Task 6 - Master Account File Development
- Task 7 - Credit Program Development
- Task 8 - Program Customer Support

Fehr Graham and its sub-consultant, Wood Environment & Infrastructure Solutions, Inc., will provide services as described in this letter proposal. The objective of the project is to develop a database for stormwater utility billing based on impervious surfaces, communicate with the public and stakeholders, and draft documents necessary to initiate a stormwater utility in the City of Belvidere. The following section is a detailed description of the tasks outlined above.

SCOPE OF SERVICES

Task 1 - Billing System Coordination

The City has indicated it prefers to use its existing water and sewer billing vendor to bill property owners for its stormwater utility. Fehr Graham will coordinate the billing information, gather information on accounts, and provide files to test and initiate stormwater billing with the preferred vendor.

Task 2 - Stormwater Utility Outreach

Fehr Graham will lead public outreach efforts, working with the City of Belvidere to communicate and gather feedback from property owners and stakeholders. The following meetings are anticipated.

- Two (2) Public Meetings
- Five (5) Stakeholder Meetings
- Two (2) City Council Meetings

Two public meetings are anticipated. The first public meeting will give an overview of the program, detail the implementation scope and schedule, and communicate the preliminary costs for property owners. The second meeting will cover the same topics and address any comments that have been brought forth to date. Public meetings can coincide with stormwater program MS4 meetings, City Council meetings, or other venues where groups of property owners can be engaged.

Five stakeholder meetings are anticipated. Stakeholder meetings will consist of outreach to groups within the community. This could include local business group meetings, other organizations that represent local groups, and individual stakeholder meetings. The purpose of these meetings will be to convey information about the stormwater utility as it relates to stakeholders and gather feedback.

Two City Council meetings are anticipated. Meetings with the City Council will be during regular meetings or committee meetings. Fehr Graham will present the program details and answer Council members' and other attendee's questions. The purpose is to provide a forum to communicate the function of the stormwater utility, deliberate program implementation decisions, and create a consensus on the best path for the City before the utility is adopted.

Fehr Graham will also provide materials for website updates, City newsletters, and social media posts related to the stormwater utility implementation. This work will be coordinated with the designated point of contact for public outreach within the City of Belvidere.

Task 3 - Stormwater Utility Enterprise Fund Establishment

Fehr Graham will support the City as it creates an enterprise fund and provide industry-standard practices and insight as it relates to stormwater utilities.

Task 4 - Rate Ordinance Development

Fehr Graham will draft the rate ordinance with the City attorney to outline the rate structure, appeals process, credits and incentives, and the enterprise fund. A rate schedule will be provided based on feedback from City officials and the impervious data developed during the implementation phase.

Task 5 - Impervious Surface Database Development

Fehr Graham will create a database for the billing system that will detail the impervious surface areas for all properties within the City that do not contain single-family homes. The most recent aerial photography and lidar data available will be used to digitize impervious areas into shapefiles that can be analyzed to determine individual parcel impervious areas. A database will be kept associating property owners with their respective gross impervious areas on their properties. Some property owners will not be in the billing data based on the City's other utilities, so effort will be required to review the data and include all applicable properties. A long-term maintenance plan for the impervious surface database will be established during the implementation phase.

Task 6 - Master Account File Development

A master account file, or billing database for the stormwater utility, will include data from the impervious surface analysis and organize it in a manner that the billing vendor can use to manage the stormwater utility accounts. This task will include checking records to ensure the impervious database matches billing account owners and adding stormwater utility accounts as applicable. Billing units will be tabulated to the nearest tenth of an equivalent residential unit. The consultant will calculate the applicable fee reductions based on the credit and incentives program. The complete master account file will be provided to the billing entity to test uploading the billing file into the billing program. Once verified, the bill file can be put into the billing system to be tested. The billing vendor will produce sample bills for quality control review and approval will be granted when bills can be produced accurately. Finally, a long term maintenance plan for the master account file will be provided as a part of this task.

Task 7 - Credit Program Development

Fehr Graham will create a credit policy and credit manual based on industry standards and the direction from City officials. Training materials will be provided for City staff and developers as a part of this task. The credit policy will dictate who can apply for credits, how much credit they can get, and how they qualify for credits and incentives. The training materials will include step-by-step instructions, application forms, and information on how the owner retains credits and an appeals process for disputing application determinations. A method for tracking applications and creating a database to supplement the master account file will be provided.

Task 8 - Program Customer Support

Fehr Graham will provide training materials and an on-site review of policies for City staff responsible for responding to property owner inquiries. A frequently asked questions (FAQ) document will be created to provide ongoing guidance for customer support staff.

SCHEDULE

It is anticipated that the stormwater utility fee implementation will be completed in eight to ten months.

EXCLUSIONS

The following items are not included in the scope of services proposed here within:

- Ongoing stormwater program administration
- Response to customer billing inquiries
- Impervious surface database management
- Billing system management
- Review of credit or appeal applications

Any of the above services can be performed as an additional cost to the project upon request.

FEES

Based on the information available, we are prepared to provide these services for the following fee per task.

- Task 1 Billing System Coordination - \$2,520
- Task 2 Stormwater Utility Outreach - \$37,190
- Task 3 Stormwater Utility Enterprise Fund Establishment - \$2,260
- Task 4 Rate Ordinance Development - \$6,850
- Task 5 Impervious Surface Database Development - \$20,580
- Task 6 Master Account File Development - \$16,260
- Task 7 Credit Program Development - \$7,650
- Task 8 Program Customer Support - \$2,340

These services will be provided for a fee not to exceed a total of \$95,650. Billing for the project will be monthly and invoiced by Fehr Graham based on percent complete.

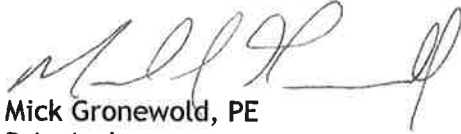
AUTHORIZATION

We appreciate the opportunity to provide you with this proposal and trust that the information we have provided is in line with your expectations. Please sign the authorization line below and return a copy to my attention to include this proposed scope and fee in the existing contract (Fehr Graham Project 19-573) and the associated terms and general conditions.

As always, Fehr Graham is willing to commit the necessary resources to this project to provide timely and competent solutions to ensure that this project moves forward. We look forward to working with you on this project. In the interim, should you have any questions regarding this proposal, please feel free to contact us.

August 5, 2020
Mr. Brent Anderson, City of Belvidere
Stormwater Utility Implementation
Page 5

Respectfully submitted,



Mick Gronewold, PE
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Jeffrey W. Macke, PE
Project Manager
jmacke@fehr-graham.com

MWG/JWM:cld

Authorization:

Date: _____

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Sarah Turnipseed

From: Daniel Arevalo
Sent: Friday, July 24, 2020 4:22 PM
To: Sarah Turnipseed

For the next feasible meeting to have on the Agenda, to have a discussion to implement The City Council Meeting start at 6pm just like we start the Committee Of The Whole start at 6pm.

Sincerely, Alderman Arévalo