

RESIDENT MEETING SUMMARY

2020 Road Maintenance Program
Cuba Road, from S. Krueger to Old McHenry
Village of Long Grove

Date / Time: September 9, 2020
5:30 PM

Location: Stempel Parking Lot, Buffalo Creek Brewery Tent
360 Historical Lane

Attendees: Mr. Bill Jacob, Village President – Village of Long Grove
Trustee Anne Kritzmire – Village of Long Grove
Mr. David Lothspeich, Village Manager – Village of Long Grove
Mr. Geoffrey Perry, P.E., Village Engineer – Gewalt Hamilton
Mr. Enrique Sanchez, Resident Engineer – Gewalt Hamilton
Seven Residents

A project informational meeting was held on September 9, 2020 at the Stempel Parking Lot, in Buffalo Creek Brewery's tent. The following is a summary of the discussion:

- Sign-In was virtual. Residents were asked to email Sherry Shalgman, Village Administrative Assistant with their contact information
- Enrique Sanchez will be the Resident Engineer for this project and onsite during the construction, on behalf of the Village. His contact information was displayed on a posterboard
- The scope of the project is to mill and resurface Cuba Road, to a depth of 4," from S. Krueger Road to Old McHenry Road. The roadway width and elevation will remain the same as part of this project
- The contract was awarded to Arrow Road Construction. Their office is scheduled to start work October 5, 2020, weather depending. Commencement of construction also dependent on receipt of signed contract from IDOT, due to the use of Motor-Fuel Tax Funds
- Arrow Road Construction will complete their operations on both sides of the road, thus to avoid uneven lanes. Arrow Road Construction has not confirmed if they will start on the east or west end of Cuba Road
- Traffic will be maintained during the project, mostly one-way at a time using flaggers
- Mail and garbage pick-up will maintain regular service schedules. Garbage pick-up is on Monday.
- Temporary ramps will be provided for driveway access.
- Communication is key to a successful project. Enrique Sanchez will be in regular communication with Arrow Road Construction and will notify residents of planned activities that will impact their driveways or sidestreets. Will will make public streets available for overnight parking
- Residents are encouraged to direct communication (questions and concerns) to Enrique Sanchez during the project.
- Residents inquired if the 18" widening was included with the project. The current scope does not include that work. The widening was bid earlier this year but not pursued due to costs
- Village President inquired if the pavement, or shoulder, could be slightly widened as part of the project
- Residents are interested in a path along this corridor. Village Manager advised this will be brought to the attention of the Village's pathway committee.
- Residents inquired if the area can be treated, specifically for poison ivy, and the brush cut back. The Village will work with their vendors on this request

This meeting summary represents the best efforts of Gewalt Hamilton Associates, Inc. to accurately summarize issues discussed at this meeting. If you have any comments or questions, please contact me at 847-821-6231 or gperry@gha-engineers.com.

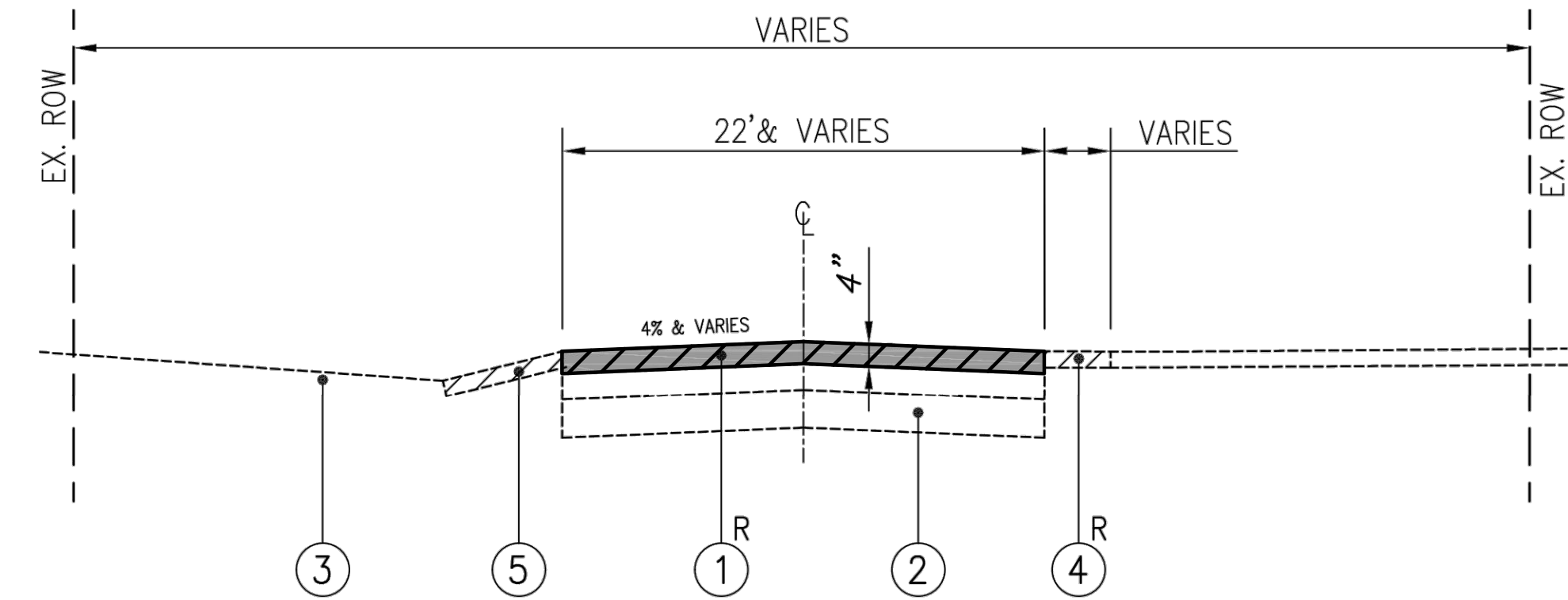
**These minutes prepared by:
Gewalt Hamilton Associates**

A handwritten signature in blue ink, appearing to read 'Geoff Perry', is written over the printed name.

**Geoffrey Perry, P.E.
Village Engineer**

**RESURFACING - RURAL
LOCATIONS - TABLE A**

STREET	Ex Width	Prop Width
E. CUBA ROAD	22' & VARIES	MATCH EXIST.



EXISTING PAVEMENT SECTION

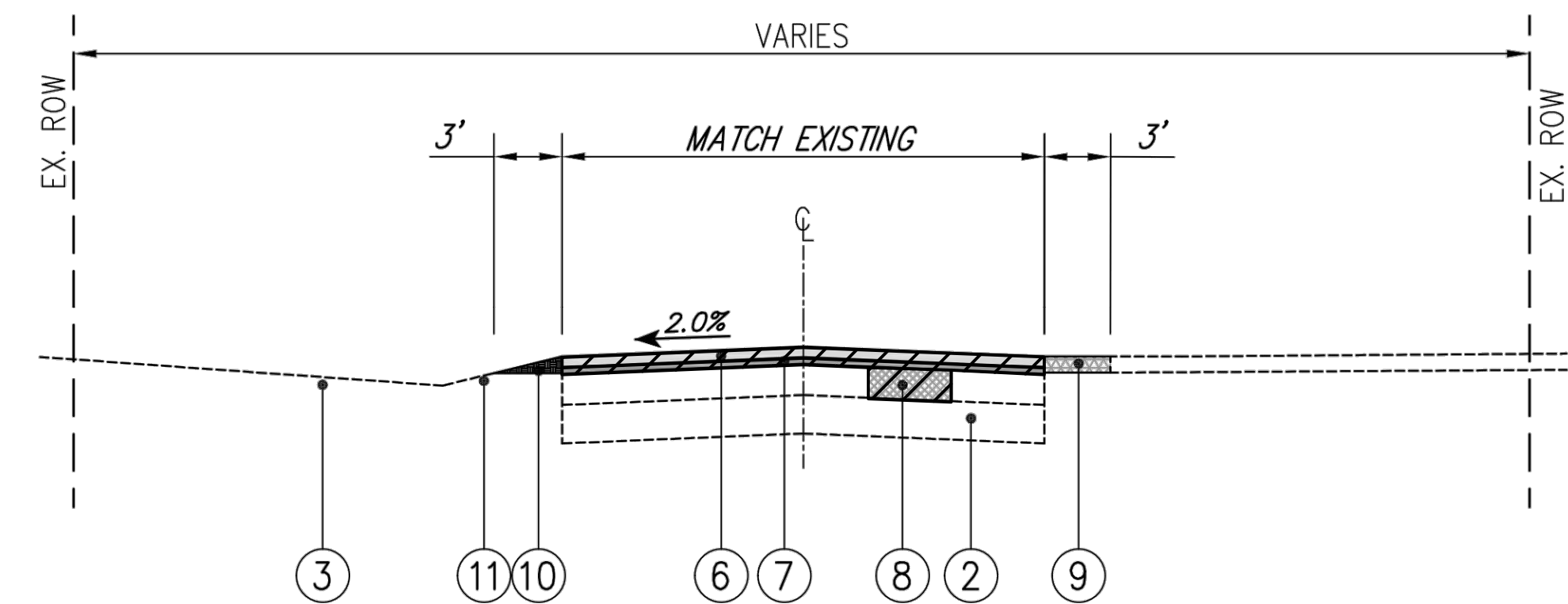
SEE 'LOCATIONS - TABLE A'

(STA: 0+09 - 105+06)

(STA: 0+00 - 26+45) = JOINT OWNERSHIP (LONG GROVE & KILDEER)

(STA: 0+09 - 52+85) = BID SCHEDULE 1

(STA: 52+85 - 105+06) = BID SCHEDULE 2



PROPOSED PAVEMENT SECTION

SEE 'LOCATIONS - TABLE A'

(STA: 0+09 - 105+06)

(STA: 0+00 - 26+45) = JOINT OWNERSHIP (LONG GROVE & KILDEER)

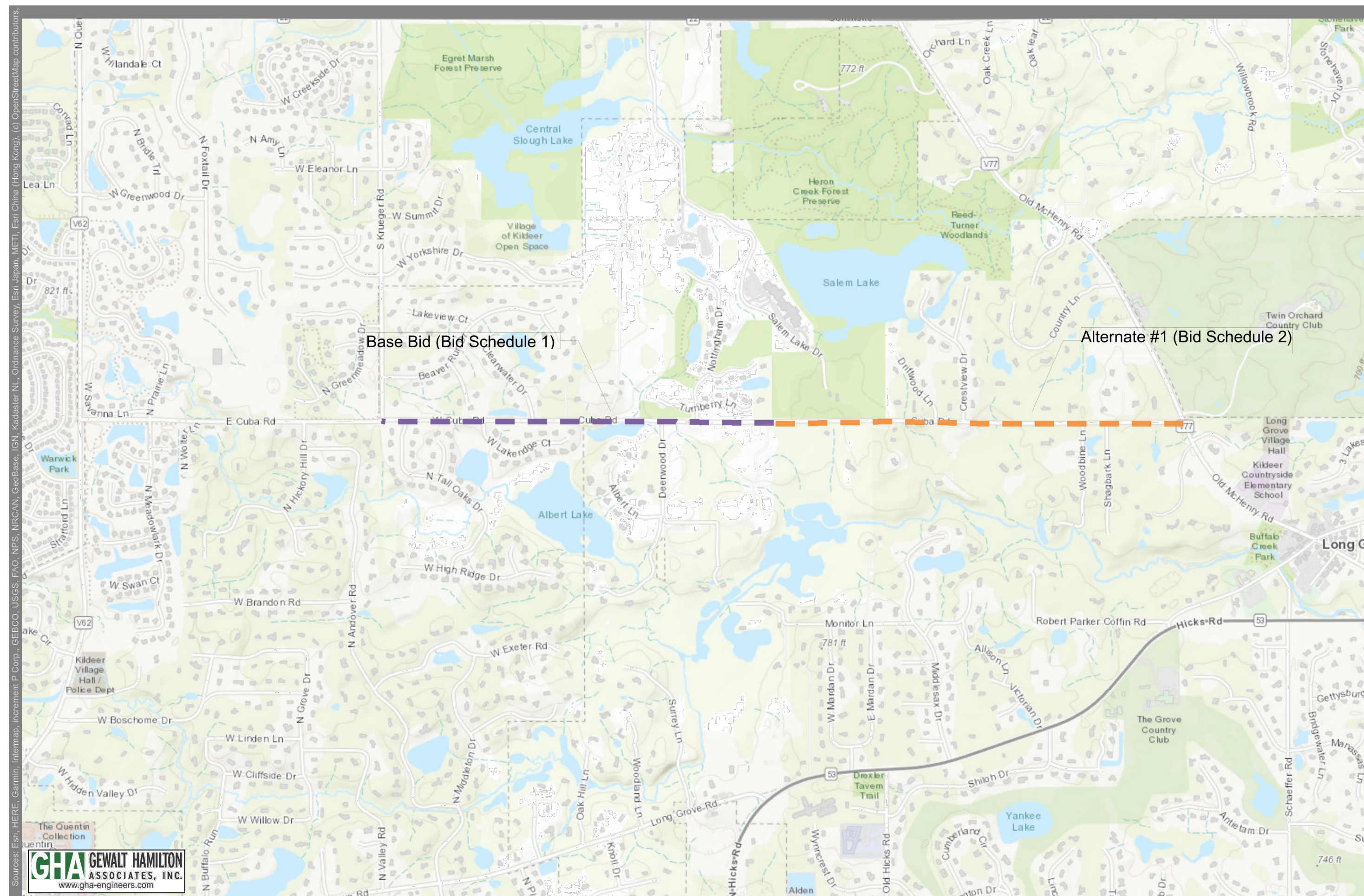
(STA: 0+09 - 52+85) = BID SCHEDULE 1

(STA: 52+85 - 105+06) = BID SCHEDULE 2

TYPICAL SECTION LEGEND

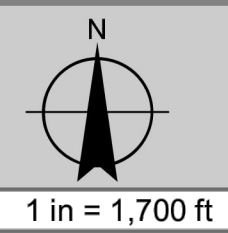
- NO DESCRIPTION
- ① EXISTING HOT-MIX ASPHALT PAVEMENT, VARIES 6" TO 16.25"
- ② EXISTING AGGREGATE BASE COURSE, VARIES 1.5" TO 11.5"
- ③ EXISTING GROUND
- ④ EXISTING DRIVEWAY
- ⑤ EXISTING GRAVEL & LANDSCAPED SHOULDER
- ⑥ PROPOSED HOT-MIX ASPHALT SURFACE COURSE, MIX D, IL-9.5, N50, 1.75 INCH
- ⑦ PROPOSED HOT-MIX ASPHALT BINDER COURSE, IL-19.0, N50 2.25 INCH
- ⑧ PROPOSED CLASS D PATCHES, 8 INCH
(As Required)
- ⑨ PROPOSED DRIVEWAY
(HMA: 3' 0/S E/P, Conc: 10' 0/S E/P; Brick: 5' 0/S E/P)
- ⑩ PROPOSED AGGREGATE WEDGE SHOULDER, TYPE B
(3' Width At Existing Locations)
- ⑪ PROPOSED RESTORATION, VARIABLE DEPTH
(PULV TOPSOIL, SEEDING CL 1A, FERTILIZER NUTRIENT, MULCH METHOD 3A)
- ⓧ^R ITEM TO BE REMOVED

* REFERENCE THE PAVEMENT CORE REPORT PREPARED BY CGMT.



2020 Road Maintenance Program

Village of Long Grove



This exhibit is for informational purposes and may not have been prepared for, or be suitable for, legal, engineering, or surveying purposes.

Date: 1/29/2020

GHA GEWALT HAMILTON ASSOCIATES, INC.
625 Forest Edge Drive ■ Vernon Hills, IL. 60061
TEL 847.478.9700 ■ FAX 847.478.9701

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**2020 ROAD PROGRAM
VILLAGE OF LONG GROVE, ILLINOIS 60047**

NO.	BY	DATE	REVISION

FILE: EXHIBIT.dwg	GHA PROJECT #
DRAWN BY: KRM	5000.520
DATE: 9-9-2020	
CHECKED BY: GLP	SCALE:
DATE: 9-9-2020	N.T.S.

SHEET NUMBER:
2
OF 2 SHEETS

Virtual Sign-In Sheet

Please email your name and contact information to:

Sherry Shlagman, Village Administrative Assistant

sshlagman@longgroveil.gov

Onsite Construction Manager & Contact:

Enrique Sanchez

esanchez@gha-engineers.com

847-924-5367

P:\3000-5000\5000.000 - ONE GROUND\3000.451 2020 ROAD PROGRAM CONSTRUCTION MEETINGS AND MANIFESTATIONS NOTIFICATION - 20200909A EXHIBIT.DWG - 9/9/2020 3:24 PM

NO.	BY	DATE	REVISION	NO.	BY	DATE	REVISION

PRECONSTRUCTION MEETING AGENDA

Project Name: 2020 Road Maintenance Program
Project Location: Cuba Road and Brandon Road
Client: Villages of Long Grove & Kildeer

625 Forest Edge Drive, Vernon Hills, IL 60061
TEL 847.478.9700 ■ FAX 847.478.9701

www.gha-engineers.com

GHA Project No.: 5000.420 & 8550.411
Project Manager: Geoffrey L. Perry, P.E.

General Contractor: Arrow Road Construction Company

Day & Date: Tuesday, Sep. 15, 2020
Time: 9:00 AM

Location: via Google Meets

1. Utility Locations

It is the responsibility of Arrow Road Construction Company and their subcontractors to get a "JULIE" locate for the project.

The Contractor is responsible for contacting utility owners who are not JULIE members directly. The Contractor shall promptly notify the proper utility company and all other effected parties of any damage to existing utility lines caused by the Contractor's operations.

2. Contracts, Executed Agreement

The Contract has been executed by Arrow Road Construction Company and the Villages. The contract was sent to IDOT on September 10, 2020 for Concurrence in Approval of Award, due to use of MFT Funds. The formal Notice to Proceed will be issued upon execution of the contract from IDOT.

3. Certificate of Insurance, Bonds

The Contract Bond has been executed by Arrow Road Construction Company and the Villages. The contract bond was sent to IDOT on September 10, 2020 for Concurrence in Approval of Award, due to use of MFT Funds. The formal Notice to Proceed will be issued upon execution of the contract bond from IDOT.

The COI for this project has been provided by Arrow Road Construction Company.

4. Subcontractors

Company	Name	Type of Work	Phone Number
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5. 24-hr/Emergency Contacts

Company	Name	Phone Number
Arrow Road Construction	Rich Burgione	708-670-1687
Gewalt Hamilton Assoc.	Enrique Sanchez	847-924-5367

6. Project Schedule

The completion date for this project is within 50 working days.

Work is expected to begin September 28, 2020.

Work in Long Grove cannot begin until October 5, 2020.

Arrow Road Construction Company shall provide an anticipated Progress Schedule for construction sequencing as soon as possible to GHA. The Contractor shall notify GHA 72 hours in advance of beginning work and 48 hours prior to construction commencement on each subsequent street. Time is of the essence on this contract, so work shall be scheduled in a continuous manner and the Contractor(s) shall employ sufficient labor and equipment to complete the work in the time limit required by the Contract.

7. Access / Traffic Control / Safety

Arrow Road Construction Company shall provide all traffic control in accordance with IDOT Standards and the Project Specifications.

Truck access will be maintained at all times for local businesses. Local traffic shall have access at all times. At no time should any road be closed to traffic without prior approval.

Safety is the sole and exclusive responsibility of the Contractor.

Construction operations shall be conducted in a manner such that streets will remain open to traffic, and at no time shall residents be kept out of their driveways over a weekend or holiday. Traffic Control and Protection requirements follow applicable IDOT Standards, Details, and Special Provisions. Traffic Control and Protection requirements and expectations for LCDOT apply due to the proximity to Old McHenry Road. These requirements must be followed at all times.

8. Field Staking / Line and Grade

Gewalt Hamilton Associates, Inc. will provide survey control prior to construction commencement as needed

9. National Pollutant Discharge Elimination System (NPDES) or Erosion and Sediment Control

No NPDES or LCSMC requirements for this project; however, Arrow Road Construction shall follow all applicable requirements. The Contractor is required to control dust and air-borne dirt resulting from construction operations. Dust shall be controlled from a water truck or a mechanical street sweeper. Hamilton may require erosion control measures be installed if erosion potential is high.

10. Material

There shall be no change from what is called for in the approved plans and specifications without written approval.

GHA will require all delivery tickets and applicable bill of lading for all material delivered on-site.

11. Shop Drawings

Arrow Road Construction Company shall provide GHA with a list of proposed sources of material, HMA and PCC Mix Designs with associated Quality Control plans, and applicable Shop Drawing submittals.

12. Restoration

Landscape restoration shall take place immediately following major construction completion and planting times shall be in accordance with IDOT standards. Landscape restoration will undergo a 30-day Period of Establishment

13. Pay Applications

Pay Applications shall be submitted to Gewalt Hamilton Associates, Inc. two-weeks prior to the scheduled payment date. Waivers and certified payroll will be required prior to release of payment. Section 109 of the standard specifications will be used as a guide for measurement and payment.

The Village of Long Grove Board of Trustees meets on the 2nd and 4th Tuesday's of each month; pay requests are approved by the Board at the first monthly meeting. GHA will provide a Pay Estimate schedule with the meeting minutes, and it is anticipated that all parties will follow. No requests will be approved without complete waivers and certified payrolls from the Contractor and Subcontractor(s).

The Village of Kildeer Board of Trustees meet on the 3rd Tuesday of each month; and pay requests are approved by the Board at the monthly meetings. GHA will provide a Pay Estimate schedule with the meeting minutes, and it is anticipated that all parties will follow. No requests will be approved without a contractor's invoice and complete waivers and certified payrolls from the Contractor and Subcontractor(s). Contractor invoices shall be submitted to GHA for review and recommendation for payment to the Village of Kildeer.

14. On-site Storage and Staging Areas

All supplies, equipment and machinery stored on-site must be properly barricaded. Any area outside of the project limits that has been disturbed due to staging shall be restored to existing conditions.

All storage areas must be on public streets. Arrow Road Construction Company shall obtain written permission from the Villages prior to parking vehicles on sidestreets.

15. Construction Debris / Clean-up

Arrow Road Construction Company will be responsible for daily clean up and removal of loose garbage and construction materials.

16. Change Orders

Any work requiring a change order shall be approved prior to beginning work.

The Village of Long Grove or Kildeer, as applicable, shall be required to approve each change order prior to respective work being completed.

17. Reports / Inspection / Testing

Arrow Road Construction Company and all subcontractors will provide the required Quality Control material testing. The Villages of Long Grove and Kildeer will hire an independent testing company to complete Quality Assurance field testing.

18. Working Hours

Construction operations shall be confined to the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday. Work is allowed on Saturdays in Long Grove from 8:00 a.m. to 5:00 p.m. The Villages shall be notified of any planned work on Saturdays.

No work shall be performed outside these hours unless approved in writing by the Village. These time limits apply to the start-up of construction equipment and deliveries.

Holidays are defined in section 107.09 of the standard specifications.

19. Water from Village Hydrants

Notify Gewalt Hamilton Associates, Inc. if water is required. Water is available through the Village's water system. Please contact our office to set-up a meter.

20. Other Comments / Concerns

- Garbage | Deliveries
- Mail Service/Post Office coordination
- Public Relations: Objective of project is to minimize disruption to residents. Communication is essential

- Notify RE of upcoming driveway impacts so communication can be made with resident to park vehicle offsite if desired
- GHA working with Lake Zurich and LCPWD on possible breakdown of sanitary sewer structures

cc: all attendees

Prepared By:
Geoffrey L. Perry, P.E.
Village Engineer