



The Board appointed Wendy White as the Health Departments FOIA Officer with a motion made by Jeff Rehkemper second by Jacob Rayl. Roll Call Vote: 5 ayes, 0 nays, motion carried.

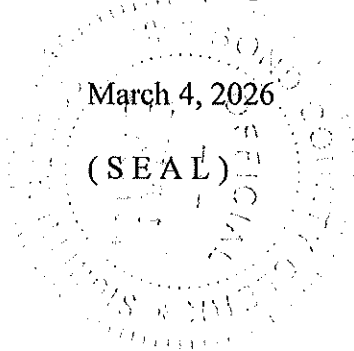
The Board approved providing an incentive to use a preferred provider for medically directed colonoscopies in the amount of \$500 for employees and \$300 for family members with a motion made by Jacob Rayl second by Wes Pourchot. Roll Call Vote: 5 ayes, 0 nays, motion carried. Jeff Rehkemper confirmed that employees can still choose a different provider.

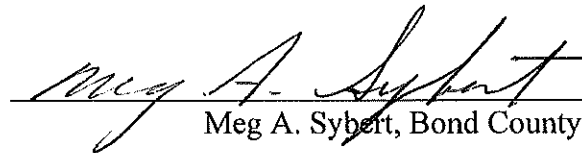
The Board approved the Coroner's Annual Report for 2025(see attached) with a motion made by Jeff Rehkemper second by Jacob Rayl. Roll call vote: 5 ayes, 0 nays. Motion carried.

Under Old Business, Chairman Chris Timmermann stated that Bond County has applied for a Federal grant to assist with the costs of replacing the bridge on N Pokey Rd, which is currently being fully funded by the County.

There was no New Business.

This meeting adjourned at 7:00 p.m. with a motion made by Bernard Myers second by Jeff Rehkemper. Roll Call Vote: 5 ayes, 0 nays, motion carried.



  
Meg A. Sybert, Bond County

# BOND COUNTY CLERK REPORT

## Clerk/Recorder/Back Taxes/Fees

The County Clerk's Office transferred to the Treasurer's Office fees in the amount of \$10,483.08 for the month of February, 2026.

\$1,161.00 went into the Permanent Record Fund.

### Permanent Record:

Rec: \$310.00

Birth: \$308.00

Death: \$63.00

Marriages: \$175.00

GIS: \$155.00

RHSP: \$150.00

TOTAL: \$1,161.00

GIS to Supervisor of Assessments: \$3,875.00

Rental Housing Subsidy Program: 150 documents at \$18.00 per document, \$2,700.00 withheld.

  
Bond County Clerk



**Local Public Agency  
Engineering Services Agreement**

Using Federal Funds?  Yes  No Agreement For  

Federal PE
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Agreement Type  

Original
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**LOCAL PUBLIC AGENCY**

Local Public Agency Bond County	County Bond	Section Number 25-00106-00-BR	Job Number
Project Number	Contact Name Michael McCormick	Phone Number (618) 664-1144	Email michael.mccormick@bondcountyiil.gov

**SECTION PROVISIONS**

Local Street/Road Name Woburn Road / Snow Cemetery Road	Key Route CH 3	Length 0.1	Structure Number 003-3009
Location Termini Structure over Gilham Creek			<input type="button" value="Add Location"/> <input type="button" value="Remove Location"/>

**Project Description**

Construction of a new single span structure and roadway approaches on County Highway 3 (Woburn / Snow Cemetery Road) over Gilham Creek on the existing horizontal alignment. Existing structure to be removed and roadway to be closed to traffic during construction. The proposed bridge will be 28'-0" minimum clear roadway width, with approach roadway transitions and incidental items as necessary. Should the proposed structure design dictate a multi-span structure, a supplement will be added to this agreement.

The existing structure and roadway are the jurisdiction and maintenance of Bond County.

The proposed Structure Number is: 003-3059

Engineering Funding  Federal  MFT/TBP  State  Other

Anticipated Construction Funding  Federal  MFT/TBP  State  Other

**AGREEMENT FOR**

Phase I - Preliminary Engineering  Phase II - Design Engineering

**CONSULTANT**

Prime Consultant (Firm) Name Hutchison Engineering, Inc.	Contact Name Thomas Winkelman	Phone Number (217) 245-7164	Email tjwinkelman@hutchisoneng.com
Address 1801 West Lafayette Avenue, P.O. Box 820	City Jacksonville	State IL	Zip Code 62651

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

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

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

Regional Engineer

Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation

#### AGREEMENT EXHIBITS

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

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Qualification Based Selection (QBS) Checklist
- EXHIBIT D: Cost Estimate of Consultant Services (CESCS) Worksheet (BLR 05513 or BLR 05514 )
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA for Preliminary and/or Design Engineering: The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. To submit a completed BLR 05613, Engineering Payment Report, to the DEPARTMENT within three months of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement. The form shall be submitted with the final invoice.
8. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of United States Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
9. That none of the services to be furnished by the ENGINEER shall be sublet assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
10. For Preliminary Engineering Contracts:
  - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
  - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affix the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the DEPARTMENT.
  - (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit A (Scope of Services).
11. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform

the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

## II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the following:
  - (a) Professional Services Selection Act (50 ILCS 510), The Brooks Act (40 USC 11), and the Procurement, Management, and Administration of Engineering, and Design Related Services (23 CFR part 172). Exhibit C is required to be completed with this AGREEMENT.
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. To pay the ENGINEER:
  - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
  - (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

Lump Sum

Specific Rate

Cost plus Fixed Fee: Fixed

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

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

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

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

## III. IT IS MUTUALLY AGREED,

1. No work shall be commenced by the ENGINEER prior to issuance by the IDOT of a written Notice to Proceed.
2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT: the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
3. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents, and employees from all suits, claims, actions or damage liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.

The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
4. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known

post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.

5. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.
6. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. The ENGINEER and LPA certify that their respective firm or agency:
  - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
  - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
  - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
  - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
  - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
  - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph e and
  - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State or local) terminated for cause or default.

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

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

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

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

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:

- (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
- (2) Specifying actions that will be taken against employees for violations of such prohibition.

- (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
- (a) abide by the terms of the statement; and
  - (b) notify the employer of any criminal drug statue conviction for a violation occurring int he workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
- (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's or contractor's policy of maintain a drug free workplace;
  - (3) Any available drug counseling, rehabilitation and employee assistance program; and
  - (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

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

11. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
12. For Preliminary Engineering Contracts:
- (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
  - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

**AGREEMENT SUMMARY**

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Hutchison Engineering, Inc.	037-0960852	\$85,608.00
<b>Subconsultants</b>		
N/A	N/A	\$0.00
Subconsultant Total		\$0.00
Prime Consultant Total		\$85,608.00
Total for all work		\$85,608.00

**AGREEMENT SIGNATURES**

Executed by the LPA:

The 

Local Public Agency Type
County

 of 

Local Public Agency
Bond County

Attest:

By (Signature & Date)

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By (Signature & Date)

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Name of Local Public Agency	Local Public Agency Type	Clerk
Bond County	County	

Title
County Board Chairman

(SEAL)

Executed by the ENGINEER:

Prime Consultant (Firm) Name  


Hutchison Engineering, Inc.
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Attest:

By (Signature & Date)

Thomas Winkelman	Digitally signed by Thomas Winkelman Date: 2026.03.06 16:55:36 -06'00'
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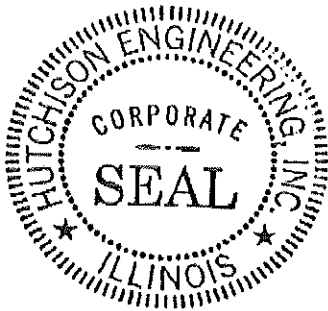
By (Signature & Date)

	Digitally signed by Theodore (Joe) Deen Date: 2026.03.09 08:32:07 -05'00'
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Title
Assistant Secretary

Title
Senior Vice President

For information about IDOTs collection and use of confidential information review the department's [Identity Protection Policy](#).



Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Bond County	Hutchison Engineering, Inc.	Bond	25-00106-00-BR

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

**EXHIBIT A  
SCOPE OF SERVICES**

**FOR FEDERAL PARTICIPATION PROJECTS**

- 1) Make or cause to be made such detailed surveys as necessary for the preparation of detailed roadway plans. Surveys should include coordination with all potential utilities in the project area for location accuracy.
- 2) Make or cause to be made such stream and flood plain hydraulic surveys as necessary, and gather high water data and flood histories for the preparation of detailed structure plans.
- 3) Prepare the necessary environmental survey request (ESR) documents in accordance with the procedures adopted by the Department's Bureau of Local Roads & Streets. Complete the necessary ESR submittal to the Department for project environmental clearance.
- 4) Make or cause to be made such soil surveys or subsurface investigations including borings and soil profiles and analyses thereof as may be required to furnish sufficient data for the design of the proposed improvement.
- 5) Prepare a Bridge Condition Report documenting the condition of the existing structure. Submit the report to the client and the Department for project approval.
- 6) Model the natural, existing, and proposed hydraulic conditions taking into account the project location hydrology. Prepare a Preliminary Bridge Design and Hydraulic Report including high-water effects on roadway overflows and bridge approaches. Submit the report to the client and Department for project approval.
- 7) Coordinate project details and preliminary plans with all impacted utilities early and often throughout the design process.
- 8) Prepare an Army Corps of Engineers Permit application, and Department of Natural Resources-Office of Water Resources Permit application (if necessary), including structure waterway sketches.
- 9) Complete the Section 106/4(f) process / documentation as may required by the Department and the National Historic Preservation Act.
- 10) Coordinate a FHWA / IDOT / Local Agency coordination meeting for project discussion and determination of the NEPA environmental processing.
- 11) Prepare the Project Development Report required by the Department. Submit the report to the client and the Department for project approval.
- 12) Furnish the local agency with all required temporary easement or permanent right of way plans / plats and the corresponding legal descriptions.
- 13) Make complete general and detailed plans, specifications, special provisions, proposals, and estimates of cost and time, and furnish the local agency with copies of the plans, specifications, special provisions, proposals and estimates.
- 14) Quality Control / Quality Assurance (QC / QA) of final plans, specifications, and estimates.
- 15) Completion of required Structural Load Rating Summary (SLRS) reports for the Department.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Bond County	Hutchison Engineering, Inc.	Bond	25-00106-00-BR

- 16) Checking of shop drawings as may be required.
- 17) Provide administrative oversight for the project through the preliminary engineering and design engineering phases.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Bond County	Hutchison Engineering, Inc.	Bond	25-00106-00-BR

**EXHIBIT B  
PROJECT SCHEDULE**

This project is targeting design approval in August 2028 and an IDOT state letting in March 2029.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Bond County	Hutchison Engineering, Inc.	Bond	25-00106-00-BR

**Exhibit C  
Qualification Based Selection (QBS) Checklist**

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

Form Not Applicable (engineering services less than the threshold)

Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Was the scope of services for this project clearly defined?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Was public notice given for this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, Due date of submittal: 02/27/26

Method(s) used for advertisement and dates of advertisement

Bond County Website: February 2nd to February 27th, 2026  
Local Newspaper: February 7th and 14th, 2026

5	Do the written QBS policies and procedures cover conflicts of interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Do the written QBS policies and procedures discuss the methods of evaluation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Project Criteria	Weighting
Technical Approach and Key Considerations	30%
Staffing Organization and Capabilities (Prime/Sub)	30%
Firm Experience with Similar Projects	25%
Strategies to Ensure Timely Completion	15%

8	Do the written QBS policies and procedures discuss the method of selection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Selection committee (titles) for this project

Bond County Engineer, Bond County Road and Bridge Committee

Top three consultants ranked for this project in order

1	Hutchison Engineering, Inc.
2	HMG Engineers, Inc.
3	Gonzalez Companies, LLC.

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Were negotiations for this project performed in accordance with federal requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Were acceptable costs for this project verified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	QBS according to State requirements used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Existing relationship used in lieu of QBS process?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	LPA is a home rule community (Exempt from QBS).	<input checked="" type="checkbox"/>	<input type="checkbox"/>



EXHIBIT D  
COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET  
FIXED RAISE

<b>Local Public Agency</b> Bond County Highway Department	<b>County</b> Bond	<b>Section Number</b> 25-00106-00-BR	
<b>Prime Consultant (Firm) Name</b> Hutchison Engineering, Inc.	<b>Prepared By</b> Thomas Winkelman	<b>Date</b> 3/6/2026	
<b>Consultant / Subconsultant Name</b> Hutchison Engineering, Inc.	<b>Job Number</b>		

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

**Remarks**  
County Highway 3 (Woburn / Snow Cemetery Road) over Gilham Creek. SN: 003-3009

**PAYROLL ESCALATION TABLE**

<b>CONTRACT TERM</b> 36 MONTHS	<b>OVERHEAD RATE</b> 160.22%
<b>START DATE</b> 5/1/2026	<b>COMPLEXITY FACTOR</b> 0
<b>RAISE DATE</b> 1/1/2027	<b>% OF RAISE</b> 3.00%
<b>END DATE</b> 4/30/2029	

**ESCALATION PER YEAR**

Year	First Date	Last Date	Months	% of Contract
0	5/1/2026	1/1/2027	8	22.22%
1	1/2/2027	1/1/2028	12	34.33%
2	1/2/2028	1/1/2029	12	35.36%
3	1/2/2029	5/1/2029	4	12.14%

The total escalation = 4.06%





Local Public Agency  
 Bond County Highway Department  
 Consultant / Subconsultant Name  
 Hutchison Engineering, Inc.

County  
 Bond

Section Number  
 25-00106-00-BR  
 Job Number

**DIRECT COSTS WORKSHEET**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.  
 EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)	9	\$110.00	\$990.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost	9	\$25.00	\$225.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	500	\$0.73	\$362.50
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)	20	\$35.00	\$700.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/MyIars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/MyIars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)	60	\$15.00	\$900.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost	2	\$4,000.00	\$8,000.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
GPS Survey Equipment	Actual Cost	2	\$200.00	\$400.00
Robotic Total Station Survey Equipment	Actual Cost	3	\$100.00	\$300.00
Per Diem Meals - Full Day	Up to state rate maximum	6	\$68.00	\$408.00
Per Diem Meals - Travel Day	Up to state rate maximum	6	\$51.00	\$306.00
<b>TOTAL DIRECT COSTS:</b>				<b>\$12,591.50</b>





Local Public Agency

Bond County Highway Department

Consultant / Subconsultant Name

Hutchison Engineering, Inc.

County

Bond

Section Number

25-00106-00-BR

Job Number

AVERAGE HOURLY PROJECT RATES  
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 OF 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Utilities & Permitting			Section 4(f) Historic Coordination			FHWA/IDOT/LPA Coordination Mtg			Project Development Report			Right of Way Plats / Easements			Structure Design		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Engineering Technician 1	26.90																		
Engineering Technician 2	35.12																		
Engineering Technician 3	40.46																		
Engineering Technician 4	50.54																		
Engineering Technician 5	58.69																		
Engineering Technician 6	66.60																		
Engineer 1	38.37	4	80.00%	30.69															
Engineer 2	45.85																		
Engineer 3	54.63	1	20.00%	10.93															
Engineer 4	66.91																		
Engineer 5	76.78				16	100.00%	76.78	4	66.67%	51.18	16	100.00%	76.78						
Architect Associate	34.60																		
Architect 2	46.57																		
Architect 3	64.78																		
Project Manager	90.00																		
Principal of Firm	90.00																		
TOTALS		5.0	100%	\$41.62	16.0	100%	\$76.78	6.0	100%	\$69.39	16.0	100%	\$76.78	8.0	100%	\$66.60	108.0	100%	\$45.26





**Illinois Department of Transportation**

**Local Public Agency Engineering Services Agreement**

Using Federal Funds?  Yes  No Agreement For **Federal PE**

Agreement Type **Original**

**LOCAL PUBLIC AGENCY**

Local Public Agency		County	Section Number	Job Number
Bond County Highway Dept		Bond	25-00105-00-BR	
Project Number	Contact Name	Phone Number	Email	
	Michael McCormick	(618) 664-1144	michael.mccormick@bondcountyiil.gov	

**SECTION PROVISIONS**

Local Street/Road Name	Key Route	Length	Structure Number
Hunter School Avenue	CH 04	500	003-3018

Location Termini	Add Location
The project is located on Hunter School Avenue over Avery Branch. The project limits will include necessary lengths to tie existing roadway into the new structure.	Remove Location

Project Description

The purpose of the project is to replace the existing single span structure with a new single span structure on Hunter School Avenue over Avery Branch.

Engineering Funding  Federal  MFT/TBP  State  Other

Anticipated Construction Funding  Federal  MFT/TBP  State  Other

**AGREEMENT FOR**

Phase I - Preliminary Engineering  Phase II - Design Engineering

**CONSULTANT**

Prime Consultant (Firm) Name	Contact Name	Phone Number	Email
Henry, Meisenheimer, & Gende, Inc	Brandon Ratermann	(618) 577-2250	bratermann@hmgengineers.com
Address	City	State	Zip Code
9360 Holy Cross Lane	Breese	IL	62230

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

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

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

Regional Engineer                      Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation

## AGREEMENT EXHIBITS

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

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Qualification Based Selection (QBS) Checklist
- EXHIBIT D: Cost Estimate of Consultant Services (CESCS) Worksheet (BLR 05513 or BLR 05514 )
- EXHIBIT E: Manhour Estimation \_\_\_\_\_
- EXHIBIT F: IDOT Prequalification Letter \_\_\_\_\_
- \_\_\_\_\_

### I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA for Preliminary and/or Design Engineering: The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. To submit a completed BLR 05613, Engineering Payment Report, to the DEPARTMENT within three months of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement. The form shall be submitted with the final invoice.
8. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of United States Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
9. That none of the services to be furnished by the ENGINEER shall be sublet assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
10. For Preliminary Engineering Contracts:
  - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
  - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affix the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the DEPARTMENT.
  - (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit A (Scope of Services).
11. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

### II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the following:
  - (a) Professional Services Selection Act (50 ILCS 510), The Brooks Act (40 USC 11), and the Procurement, Management, and Administration of Engineering, and Design Related Services (23 CFR part 172). Exhibit C is required to be completed with this AGREEMENT.

2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. To pay the ENGINEER:
  - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
  - (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

- Lump Sum
- Specific Rate
- Cost plus Fixed Fee: Fixed

Total Compensation = DL + DC + OH + FF

Where:

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

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

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

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

### III. IT IS MUTUALLY AGREED,

1. No work shall be commenced by the ENGINEER prior to issuance by the IDOT of a written Notice to Proceed.
2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT: the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
3. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents, and employees from all suits, claims, actions or damage liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.  
 The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
4. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.
5. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this

AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.

6. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. The ENGINEER and LPA certify that their respective firm or agency:
  - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
  - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
  - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
  - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
  - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
  - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph e and
  - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State or local) terminated for cause or default.

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

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

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

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

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

(a) Publishing a statement:

- (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
- (2) Specifying actions that will be taken against employees for violations of such prohibition.
- (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
  - (a) abide by the terms of the statement; and
  - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.

(b) Establishing a drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's or contractor's policy of maintain a drug free workplace;

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

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

- 11. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 12. For Preliminary Engineering Contracts:
  - (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
  - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

**AGREEMENT SUMMARY**

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Henry, Meisenheimer, & Gende, Inc	37-0895415	\$88,666.00
Subconsultants		
Holcomb Foundation Engineering, Inc.	37-1169664	Included
Subconsultant Total		
Prime Consultant Total		\$88,666.00
Total for all work		\$88,666.00

AGREEMENT SIGNATURES

Executed by the LPA:

The  of

Attest:

By (Signature & Date)

By (Signature & Date)

Name of Local Public Agency  Local Public Agency Type  Clerk

Title

(SEAL)

Executed by the ENGINEER:

Prime Consultant (Firm) Name

Attest:

By (Signature & Date)

Title

By (Signature & Date)

Title

For information about IDOT's collection and use of confidential information review the department's [Identity Protection Policy](#).

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Bond County Highway Dept	Henry, Meisenheimer, & Gende,	Bond	25-00105-00-BR

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

**EXHIBIT A  
SCOPE OF SERVICES**

**FOR FEDERAL PARTICIPATION PROJECTS**

The project scope will include Phase I and Phase II engineering services to design the new structure on Hunter School Avenue over the Avery Branch as outlined in Exhibits D & E.

Scope:

1. Topographic & boundary survey
2. Preliminary design, including PBDHR, ESR, Project Development Report, and preliminary alignment layout.
3. Structure design and load rating
4. Final PS&E
5. Shop drawing review

WIE submittal and coordination will be billed hourly if needed.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Bond County Highway Dept	Henry, Meisenheimer, & Gende,	Bond	25-00105-00-BR

**EXHIBIT B  
PROJECT SCHEDULE**

Work will begin on project within 30 days of a notice to proceed. Final plans anticipated for a 2027 construction.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Bond County Highway Dept	Henry, Meisenheimer, & Gende,	Bond	25-00105-00-BR

**Exhibit C  
Qualification Based Selection (QBS) Checklist**

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

Form Not Applicable (engineering services less than the threshold)

Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Was the scope of services for this project clearly defined?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Was public notice given for this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, Due date of submittal: February 27th, 2026

Method(s) used for advertisement and dates of advertisement

Bond County Website February 2nd to February 27th, 2026  
Local Newspaper February 7th and 14th, 2026

5	Do the written QBS policies and procedures cover conflicts of interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Do the written QBS policies and procedures discuss the methods of evaluation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Project Criteria	Weighting
Technical Approach and Key Considerations	30%
Staffing Organization and Capabilities(Prime/Sub)	30%
Firm Experience with Similar Projects	25%
Strategies to Ensure Timely Completion	15%

8	Do the written QBS policies and procedures discuss the method of selection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
---	---	--------------------------	-------------------------------------

Selection committee (titles) for this project

Bond County Engineer, Bond County Road and Bridge Committee

Top three consultants ranked for this project in order

- |   |                             |
|---|-----------------------------|
| 1 | HMG Engineers, Inc.         |
| 2 | Gonzalez Companies, LLC     |
| 3 | Hutchison Engineering, Inc. |

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Were negotiations for this project performed in accordance with federal requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Were acceptable costs for this project verified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	QBS according to State requirements used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Existing relationship used in lieu of QBS process?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	LPA is a home rule community (Exempt from QBS).	<input checked="" type="checkbox"/>	<input type="checkbox"/>



EXHIBIT D  
 COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET  
 FIXED RAISE

<b>Local Public Agency</b> Bond County Highway Department	<b>County</b> Bond	<b>Section Number</b> 25-00105-00-BR
<b>Prime Consultant (Firm) Name</b> Henry, Melsenheimer, & Gende, Inc.	<b>Prepared By</b> Brandon Ratermann	<b>Date</b> 3/10/2026
<b>Consultant / Subconsultant Name</b> 	<b>Job Number</b> 	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

**Remarks**

Hunter School Road over Avery Branch

**PAYROLL ESCALATION TABLE**

CONTRACT TERM	16	MONTHS			
START DATE	4/15/2026			OVERHEAD RATE	173.69%
RAISE DATE	1/1/2027			COMPLEXITY FACTOR	0
				% OF RAISE	3.00%
END DATE	8/14/2027				

**ESCALATION PER YEAR**

Year	First Date	Last Date	Months	% of Contract
0	4/15/2026	1/1/2027	9	56.25%
1	1/2/2027	8/1/2027	7	45.06%

The total escalation = 1.31%

BLR 05514 (Rev. 10/24/25)  
ESCALATION





Local Public Agency  
 Bond County Highway Department  
 Consultant / Subconsultant Name

County  
 Bond

Section Number  
 25-00105-00-BR  
 Job Number

**DIRECT COSTS WORKSHEET**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.  
 EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Per Diem (per Federal GSA)	Up to federal maximum			\$0.00
Lodging (per Federal GSA)	Actual Cost (Up to Federal rate maximum)			\$0.00
Lodging Taxes and Fees (per Federal GSA)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per Federal GSA)	Up to Federal rate maximum	400	\$0.70	\$280.00
Vehicle Owned or Leased (no mileage charge allowed)	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Holcomb Foundation Engineering, Inc.		1	\$6,174.00	\$6,174.00
				\$0.00
				\$0.00
<b>TOTAL DIRECT COSTS:</b>				<b>\$6,454.00</b>





Local Public Agency  
 Bond County Highway Department  
 Consultant / Subconsultant Name

County  
 Bond

Section Number  
 25-00105-00-BR  
 Job Number

AVERAGE HOURLY PROJECT RATES  
 EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Final Plans			QA/QC Plan														
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg			
Principal	90.00																		
Engineer VIII	83.90	4	5.71%	4.79	24	75.00%	62.92												
Engineer V	63.32	26	37.14%	23.52	8	25.00%	16.83												
Engineer IV	59.66																		
Engineer II	50.30																		
Engineer II	40.77																		
Engineer I	38.07	40	57.14%	21.76															
Surveyor IV	71.60																		
Technician IV	48.96																		
Technician III	44.26																		
Technician II	36.10																		
Technician I	29.31																		
TOTALS		70.0	100%	\$50.07	32.0	100%	\$78.75	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00





**Manhours Justification**  
**Hunter School Road Bridge Replacement**  
**Bond County**  
 3/10/2026

Task	Manhours								Notes	
	Principal	Engineer VIII	Engineer V	Technician II	Engineer V	Engineer I	Surveyor IV	Technician I		
<b>5.0 STRUCTURAL PLANS</b>			20	40					60	
5.1			20	40					60	
a. General Plan & Elevation			2	4					6	
b. General Data				6					6	
c. Superstructure			4	4					8	
d. Steel Railing, Type SM				2					2	
e. PPC Deck Beam			6	6					12	
f. PPC Deck Beam Details				6					6	
g. Abutments			8	10					18	
h. Pile Details & Soil Boring Logs				2					2	
<b>6.0 FINAL PLANS</b>		4	12		14	40			70	
6.1 Roadway Design					12	32			44	
Plan Preparation					8	24			32	
Final Quantities					4	8			12	
6.2 Final PS&E		4	12		2	8			26	
Estimate of Cost & Time					1	4			5	
Special Provisions		4	4		1	4			13	
Shop Drawing Review			6						6	
<b>7.0 QA/QC PLAN</b>		24			8				32	
7.1 Internal Plan Reviews		24			8				32	
a. preliminary review					8					
b. prefinal review		12								
c. final review		12								
	4	52	152	46	42	118	16	54	494	

Notes:

1. ROW acquisition & Plats will be billed additionally  
 2. WIE if required will be billed hourly



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

December 1, 2025

Subject: PRELIMINARY ENGINEERING  
Consultant Unit  
Prequalification File

Brandon Ratermann  
HENRY, MEISENHEIMER & GENDE, INC.  
9360 Holy Cross Lane  
Breese, IL 62230

Dear Brandon Ratermann,

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2024. Your firm's total annual transportation fee capacity will be \$11,200,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 173.69% are approved on a provisional basis. The rate used in agreement negotiations may be verified by our Bureau of Investigations and Compliance in a pre-award audit. Pursuant to 23 CFR 172.11(d), we are providing notification that we will post your company's indirect cost rate to the Federal Highway Administration's Audit Exchange where it may be viewed by auditors from other State Highway Agencies.

Your firm is required to submit an amended SEFC through the Engineering Prequalification & Agreement System (EPAS) to this office to show any additions or deletions of your licensed professional staff or any other key personnel that would affect your firm's prequalification in a particular category. Changes must be submitted within 15 calendar days of the change and be submitted through the Engineering Prequalification and Agreement System (EPAS).

Your firm is prequalified until December 31, 2025. You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

Sincerely,  
Jack Elston, P.E.  
Bureau Chief  
Bureau of Design and Environment

**SEFC PREQUALIFICATIONS FOR HENRY, MEISENHEIMER & GENDE, INC.**

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

X PREQUALIFIED

A NOT PREQUALIFIED, REVIEW THE COMMENTS UNDER CATEGORY VIEW FOR DETAILS IN EPAS.

S PREQUALIFIED, BUT WILL NOT ACCEPT STATEMENTS OF INTEREST

# Holcomb Foundation Engineering Co., Inc.

SOILS • BITUMINOUS • CONCRETE • ENGINEERING AND TESTING

393 Wood Road  
Carbondale, IL 62901

PHONE 618-529-5262  
TOLL FREE 800-333-1740  
FAX 618-457-8991

November 3, 2025

HMG Engineers  
9360 Holy Cross Lane  
Breese, Illinois 62230

Attention: Brett Benhoff, P.E.

Re: Soil Borings and Structure Foundation Recommendations  
Hunter School Ave. Bridge Structure  
Bond County, Illinois

Dear Sir:

In response to your request, I am pleased to provide the following quotation to perform the subsurface exploration and foundation recommendations for the above-mentioned project.

It is understood a bridge structure carrying Hunter School Ave over Avery Branch will be replaced in Bond County, Illinois. It is understood two soil borings are to be drilled for the structure replacement at each of the existing abutments. We propose the boring be advanced to a depth of 80 feet or bedrock, whichever is encountered first. It is estimated that this depth would be required to obtain the necessary foundation data. Should the structure require more or less drilling, the quantities would be adjusted accordingly.

The borings shall be advanced with hollow stem augers, and subsoils sampled in accordance with split barrel sampling (ASTM D-1586) at 2.5-foot intervals to 30 feet and at 5.0 intervals thereafter. Should shallow bedrock be encountered, a 5-foot rock core will be taken at one boring location.

The exploration and evaluation of subsurface conditions will include furnishing the personnel and equipment to perform the following:

- Drilling the soil borings, including sampling soils, logging boring, and backfilling the bore hole.
- Field tests associated with sampling soils, including standard penetration tests, calibrated penetrometer tests, visual classifications, and ground water measurements.

- Laboratory testing including visual soil classifications, unconfined compressive strengths, and moisture content determinations.
- Analysis of all laboratory and field data by two registered professional engineers with in excess of 45 years' experience in soil mechanics and foundation engineering.
- A geotechnical letter report for each structure, engineering foundation design recommendations and settlement analyses.

The fees for these services will be in accordance with the following schedule:

**SCHEDULE OF PRICES AND ESTIMATED QUANTITIES**

1. Mobilization of drill rig and personnel, lump sum.....	\$1200.00
2. Drilling and Sampling 160 lineal feet @ \$ 22.00/ft.....	\$3520.00
3. Unconfined Compressive Strength Tests 44 tests @ \$ 11.00/ea.....	\$484.00
4. Moisture Content Determinations 44 tests @ \$ 5.00/ea.....	\$220.00
5. Soils Engineering Services for supervision, analysis of subsurface conditions, and preparation of the engineering report, lump sum.....	<u>\$ 750.00</u>
<i>Total Estimated Fees:</i>	<i>\$6174.00</i>


The work will be billed based on the actual amount of services performed multiplied by the above unit prices.

HMG Bond Co.  
November 3, 2025  
Page 3 of 5

It will be necessary to locate buried utilities prior to drilling. This project will be performed pursuant to the General Conditions attached herewith. If you should have any questions, please feel free to contact us at your convenience.

Sincerely,

*HOLCOMB FOUNDATION ENGINEERING CO.*



\_\_\_\_\_  
Daniel Russell

Client Acceptance:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTRACT  
GENERAL CONDITIONS  
Holcomb Foundation Engineering Co., Inc.  
Geotechnical and Engineering Services**

**Item 1. Scope of Work.** Holcomb Foundation Engineering Co., Inc. (HFE) shall perform services in accordance with an "agreement" made with the "client". The agreement consists of HFE's proposal, Standard Fee Schedule, and these General Conditions. The "client" is defined as the person or entity requesting and/or authorizing the work, and in doing so, client represents and warrants that he is duly authorized in this role even if performed on behalf of another party or entity, in which case the other party or entity is also considered as the client. The acceptance of HFE's proposal signifies the acceptance of the terms of this agreement.

The fees for services rendered will be billed in accordance with the Standard Fee Schedule; unit rates for services not covered in the fee schedule or elsewhere in the agreement can be provided. The standard prices proposed for the work are predicated upon the client's acceptance of the conditions and allocations or risks and obligations described in the agreement. The client shall impart the terms of this agreement to any third party to whom client releases any part of HFE's work. HFE shall have no obligations to any party other than those expressed in this agreement.

**Item 2. Site Access.** The client will provide for the right-of-access to the work site. In the event the work site is not owned by the client, client represents to HFE that all necessary permissions for HFE to enter the site and conduct the work have been obtained. While HFE shall exercise reasonable care to minimize damage to the property, the client understand that some damage may occur during the normal course of work, that HFE has not included in its fee the cost of restoration of damage, and that client will pay for such restoration costs.

**Item 3. Utilities.** In the performance of its work, HFE will take all reasonable precautions to avoid damage to underground structures or utilities, and will rely on utility locator services to correctly identify their buried service lines, and on plans, drawings or sketches made available and provided by the client. The client agrees to hold HFE harmless and indemnify HFE from any claims, expenses or other liabilities, including reasonable attorney fees, incurred by HFE for any damages to underground structures and utilities which were not correctly and clearly shown on the plans provided to HFE or otherwise disclosed by the client or utility locator services. HFE will be responsible for ordering the utility locator services only if expressly set forth in the scope of the proposal.

**Item 4. Hazardous Materials and Conditions.** HFE's work shall include visual observation, laboratory analysis, and physical testing of subsurface water and soil samples obtained by intrusive sampling of the subsurface, for the purpose of detection, quantification or identification of hazardous substances or constituents present, if any, within the defined scope of its services. As such, HFE does not create, generate, transport or at any time own or store hazardous materials in the performance of its work. The client will take possession of and be responsible for the proper disposal of all hazardous materials including, but not limited to, samples, drilling fluids and cuttings, decontamination and well development fluids and used disposable protective gear and equipment.

Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the client, or other involved or contacted parties, to advise HFE of any known or suspected undocumented fills, hazardous materials, by-products, or constituents, and any known environmental, geological and geotechnical conditions which exist on or near any premises upon which work is to be performed by HFE employees or subcontractors or which in any other way may be pertinent to HFE's proposed services.

HFE shall hold confidential the business and technical information obtained or generated in performance of services under this agreement and identified in writing by the client as "confidential". HFE shall not disclose such information except if such disclosure is required by governmental statute, ordinance, or regulation for compliance with professional standards of conduct for public safety, health and welfare concerns, or for protection of HFE against claims or liabilities arising from performance of its services.

**Item 5. Unanticipated Hazardous Materials.** The discovery of unanticipated hazardous materials, or suspected hazardous materials, may require that special and immediate measures be exercised to protect the health and safety of HFE site personnel and/or the public. HFE may at its option and on the basis of its judgment and opinion, exercise such precautions to complete the project, or terminate further work on the project. In either case, the client will be notified as soon as practically possible, and the client agrees to bear all reasonable and equitable cost adjustments, if any, associated with such measures taken.

**Item 6. Standard of Care.** HFE will perform the services under this agreement in accordance with generally accepted practice, in a manner consistent with the level of care and skill ordinarily exercised by members of this profession under similar circumstances. No other warranties implied or expressed, in fact or by law, are made or intended in this agreement. The client recognizes that subsurface soil and groundwater conditions can vary between sampling points and with time, and that the interpretation of data, and opinions and recommendations made by HFE are based solely on obtained data. Such limitations can result in a redirection of conclusions and interpretations where new or changed information is obtained. In this regard, HFE makes no representations or guarantees that the points selected for sampling are in any way representative of the entire site.

**Item 7. Technical Methodology and Protocol.** The field of environmental engineering and associated technologies, guidelines, regulations and practices are in a constant mode of change and development. Variations and inconsistencies exist amongst the guidelines, regulations and standards of various governmental agencies and other recognized authorities; this necessitates that judgment be applied in the selection of methods and procedures implemented in the performance of work in this field. HFE will select generally accepted methods and procedures it considers appropriate to accomplish the intended and understood purpose of its services within the scope of this agreement, and the client signifies concurrence with these methods and procedures by acceptance of this agreement. In the event other methods or procedures are preferred by the client or considered more appropriate, a written description or designation of these must be provided prior to execution of this agreement.

HFE may utilize the services of a subcontracted analytical laboratory for related testing, and possibly other types of subcontractor services, as necessary to complete the project. HFE will strive to select a subcontractor which is generally accepted and recognized in their respective industry, but shall assume no responsibility for claims or losses arising from the negligence or errors and omissions of the selected entity. The client may specify a laboratory or other subcontractor of client's choice for the required services by providing such written instructions to HFE at any time prior to performance of work, subject to acceptance of any increased costs which may result from such selection.

**Item 8. Limitations of Liability.** The client agrees to limit HFE's liability to the client and all parties claiming through the client or otherwise claiming reliance on HFE's services, allegedly arising from HFE's professional acts or error and omissions, to a sum not to exceed HFE's fees for the services performed on the project, provided that such claims are not attributable to HFE's gross negligence or intentional misconduct. In this latter event, the limit of liability will be increased to \$25,000 less any applicable insurance amount covering alleged damages or claims. In no event shall HFE or any other party to this agreement, including parties which may have or claim to have a direct or indirect reliance on HFE's service, be liable to the other parties for incidental, indirect or consequential damages arising from any cause.

**Item 9. Insurance and Indemnity.** HFE represents that the company maintains general liability and property damage insurance coverage considered adequate and comparable with coverage maintained by other similar firms, and that HFE's employees are covered by Workman's Compensation Insurance. Certificates of insurance can be provided to the client upon written request. HFE shall not be responsible for any loss, damage, or liability beyond the insurance limits and conditions. HFE agrees to indemnify the client from and save client harmless against any loss, damage or liability stemming from acts of gross negligence by HFE. Except as expressly set forth in Item Nos. 8 and 9, the client agrees to hold HFE, its officers, directors, agents and employees harmless from any claims, suits or liability including but not limited to attorney fees, costs of settlement and other incidental costs, for personal injury, death, illness, property damage or any other loss, allegedly arising from or related to HFE's performance of work. These indemnification and hold-harmless limitations shall also include claims related to property value losses, claimed losses related to or stemming from inability of client to obtain financing or delays in obtaining such, failure to discover or properly categorize hazardous materials due to work scope limitations, claims of owners or operators of nearby properties, or failure of any Federal, state or other governmental jurisdiction or agency to approve or accept the procedures or recommendations submitted by HFE.

**Item 10. Modifications.** This agreement and all attachments pursuant to this agreement represents the entire understanding between the parties, and neither the client nor HFE may amend or modify any aspect of this contract unless such alterations are reduced to writing and properly executed by the parties hereto. These terms and conditions shall supersede all prior or contemporaneous communications, representations, or agreements and any provisions expressed or implied in the request for proposal, purchase order, authorization to proceed or other contradictory provisions, whether written or oral.

**Item 11. Payment.** Invoices for performed work will be submitted monthly for service rendered the prior month, payable within 30 days of invoice date. The fees quoted are based upon an expected timely payment. An interest charge of 1.5% per month will be added to delinquent charges, however, HFE at its options may terminate its services due to clients failure to pay when due. In the event of termination of services prior to completion, client shall compensate HFE for all services performed prior to and for such termination.

HFE DR  
Initial

Client \_\_\_\_\_  
Initial



**Office of Intermodal Project Implementation**  
**Section 5311 Application**  
**Part II: Forms, Certifications, and Assurances**

**State Fiscal Year:** 2027

**Submitted by:**

**Legal Name of Applicant Agency:** Bond County

## Table of Contents

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## Data Input Sheet

The Section 5311 Application requires the applicant to complete various certifications and assurances. These forms require the applicant to fill-in various repetitive fields in order to be complete. On this page, complete all fields and the various forms will be auto-populated with the correct values; the applicant only needs to print, sign, and scan the executed assurance.

IDOT has also converted Exhibit I and J, previously Excel spreadsheets, to the new fillable form. Note these exhibits are formatted for 11 x 17 ledger size paper.

### Organization Status of the Applicant

Applicant is (select one):    County                       City                       Mass Transit District

### Information About the Applicant

Applicant Name

BOND COUNTY

Name of Authorized Official to Execute Certifications:

Chris Timmermann

Title of Authorized Official to Execute Certifications:

Bond County Board Chairman

Name of Applicant's Legal Counsel/Attorney:

Dora J. Mann

Name of the Applicant's Contact to Discuss Application:

Adam Boudouris

Title of Applicant's Contact Person

Authorized Rep./PCOM

Name of the Governing Board

Bond County

### Information for Completing the Enabling Ordinance and Board Resolution:

Ordinance Number:	Number, Elected Governing Board	Members Present for Vote	Aye Votes to Ordinance	Nay Votes to Ordinance	Abstaining Votes to Ordinance
03-19-26-03	5				

Day of Governing Board Adoption	Month of Governing Board Adoption	Year of Governing Board Adoption
19th	March	2026

# Applicant's Certification of Intent

Applicant's Name:	Bond County		
Address 1:	206 W. Main Street		
Address 2:			
City:	Greenville	State	IL Zip Code 62246

Applicant's Contact Person	Title	
Adam Boudouris	Authorized Rep./PCOM	
Phone	Fax	E-mail
(618) 980-9730	(618) 664-9846	adam.boudouris@bondcountytransit.org

The applicant hereby applies to the State of Illinois through the Illinois Department of Transportation, Office of Intermodal Project Implementation, for grants under Article II and Article III of the Downstate Public Transportation Act for operating and administrative assistance for public transportation service.

## Officer or Official of the Applicant Organization

Signature	Date

Typed Name of Signature Above

Adam Boudouris
----------------

**RESOLUTION AUTHORIZING EXECUTION AND AMENDMENT OF  
SECTION 5311 GRANT AGREEMENT**

WHEREAS, the provision of public transit service is essential to the transportation of persons in the non-urbanized area; and

WHEREAS, 49 U.S.C. § 5311 ("Section 5311"), makes funds available to the State of Illinois to help offset certain operating deficits and administrative expenses of a system providing public transit service in non-urbanized areas; and

WHEREAS, the State of Illinois, acting by and through the Illinois Department of Transportation, is authorized by 30 ILCS 740/3-1 *et seq.* to provide the Section 5311 grant; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF BOND COUNTY:

Section 1. That an application be made to the Office of Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 for fiscal year 2027 for the purpose of offsetting a portion of the Public Transportation Program operating deficits of Bond County.

Section 2. That while participating in said operating assistance program, Bond County will provide all required local matching funds.

Section 3. That the Bond County Board Chairman of the Bond County Bond County is hereby authorized and directed to execute and file on behalf of Bond County such application.

Section 4. That the Bond County Board Chairman of the Bond County Bond County is authorized to furnish such additional information as may be required by the Office of Intermodal Project Implementation and the Federal Transit Administration in connection with the aforesaid application for said grant.

Section 5. That the Bond County Board Chairman of the Bond County Bond County is hereby authorized and directed to execute and file on behalf of Bond County a Section 5311 Grant Agreement ("Agreement") with the Illinois Department of Transportation, and amend such Agreement, if necessary, in order to obtain grant assistance under the provisions of Section 5311 for fiscal year 2027.

Section 6. That the Bond County Board Chairman of the Bond County Bond County is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2027.

PRESENTED and ADOPTED this 19th day of March 2026.

Signature of Authorized Official	Date	Attest
Title		
Bond County Chairman		

# Public Transportation Applicant Ordinance

ORDINANCE NUMBER: 03-19-26-03

AN ORDINANCE TO PROVIDE PUBLIC TRANSPORTATION  
IN BOND COUNTY, ILLINOIS

WHEREAS, public transportation is an essential public purpose for which public funds may be expended under Article 13, Section 7 of the Illinois Constitution; and

WHEREAS, Bond County wishes to provide public transportation for its citizens and become eligible for grants from the State of Illinois or any department or agency thereof, from any unit of local government, from the Federal government or any department or agency thereof; and

WHEREAS, Illinois Compiled Statutes 740/2-1 et seq., authorizes a county to provide for public transportation within the (county or counties) limits:

NOW, THEREFORE, BE IT ORDAINED by the Bond County Board Chairman and Bond County that:

Section 1. Bond County shall hereby provide public transportation within the county or counties limits.

Section 2. The clerk/secretary to the governing board of Bond County shall file a certified copy of this Ordinance, within sixty days after passage of this ordinance.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval, as required by law.

Section 4. That the Bond County Board Chairman of the Bond County Bond County is hereby authorized and directed to execute and file on behalf of Bond County a Grant Application to the Illinois Department of Transportation.

Section 5. That the Bond County Board Chairman of the Bond County Bond County is hereby authorized and directed to execute and file on behalf of Bond County all required Grant Agreements with the Illinois Department of Transportation.

PASSED by the Bond County Board Chairman and the Bond County on the 19th of March 2026, and deposited and filed in the office of the clerk/secretary on that date.

Elected Board Members: 5

Members Present at Vote: \_\_\_\_\_

Members Voting "Aye": \_\_\_\_\_ Members Voting "Nay": \_\_\_\_\_ Members Abstaining: \_\_\_\_\_

Signature of

Date

--	--

# Acceptance of the Special Warranty

WHEREAS, Section 5311 of the Federal Transit Act of 1964, as amended, makes funds available to help offset certain operating deficits of a system providing public transit service in non-urbanized areas; and

WHEREAS, 49 U.S.C. § 5333(b) requires that fair and equitable arrangements must be made to protect the interests of employees affected by such assistance as a condition of receipt of funds under Section 5311; and

WHEREAS a simplified process for assuring employee protections that accommodates the needs of participants in the Section 5311 program has been agreed upon by the U.S. Department of Labor and the U.S. Department of Transportation by allowing execution of a Special Section 5333(b) Warranty for Section 5311 projects (Special Warranty), which the Secretary of Labor certified on May 31, 1979;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF BOND COUNTY:

Section 1. That an application be made to the Office of Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 of the Federal Transit Act of 1964, as amended.

Section 2. As a condition of the receipt of Section 5311 funds, Bond County hereby agrees in writing to the terms and conditions of the Special Warranty (attached) regarding fair and equitable arrangements to protect the interests of employees affected by such assistance.

PASSED by the Bond County on the 19th day of March 2026.

Signature of Authorized Official

Date

--	--

Authorized Official's Name Typed

Chris Timmermann



Title VI Subrecipient's Questionnaire

As a recipient of Federal grant funding, the Illinois Department of Transportation (IDOT) is required to ensure that all subrecipients are in compliance with Title VI of the Civil Rights Act of 1964 rules, regulations, and Executive Orders, which govern Title VI on Federally-funded project. To ensure that subrecipient of Federal Transit Administration funding are in compliance with these requirements, your organization must complete the following questionnaire in its entirety.

If you have questions on how to complete this form, please contact the Illinois Department of Transportation, Bureau of Civil Rights, Room 317, 2300 S. Dirksen Parkway, Springfield, IL 62764 or call (217) 782-2762.

Legal Name of Applicant	Date of Report
Bond County	Mar 19, 2026

PART 1: TITLE VI PLAN & COMPLAINT PROCEDURES		
1.	Does your organization have a Title VI Program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
A.	If "Yes," does your organization's Title VI Program include:	
(i)	A Title VI notice to the public that indicates the applicant complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(ii)	Instructions to the public regarding how to file a Title VI discrimination complaint?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(iii)	A list of any public transportation-related Title VI investigations, complaints, or lawsuits filed with the recipient since the time of the last submission?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(iv)	A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(v)	A copy of the recipient's plan for providing language assistance to persons with limited English proficiency?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(vi)	A table depicting the racial breakdown of the membership of transit-related, non-elected planning boards, advisory councils or committees, or similar bodies (whose membership is selected to the applicant)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(vii)	If the applicant has constructed a transit facility, a copy a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.	Does your system operate fixed route services?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
A.	If "Yes," does your organization's Title VI Program include:	
(i)	System-wide service standards for vehicle load factors, vehicle headways, on-time performance, and service availability?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(ii)	System-wide service policies for the distribution of transit amenities and vehicle assignment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

If you answered "Yes" above, then you must submit a copy of your organization's Title VI Program as part of the application process.

If "No," in the space provided below, please explain how your organization plans to meet its Title VI Program obligations.

*This text box will expand; type as much as necessary. Expansion will occur after tabbing to the next field.*

**PART 2: NON-DISCRIMINATION POLICY & STATEMENT**

Does your organization have a non-discrimination policy that is incorporated into a Statement of Nondiscrimination?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	---

If your answered "Yes" above, then you must submit a copy of your organization's nondiscrimination policy statement as part of the application process.

If "No," in the space provided below, please explain.

*This text box will expand; type as much as necessary. Expansion will occur after tabbing to the next field.*

**PART 3: Title VI Coordinator/Specialists**

Does your organization have a person employed who is responsible for handling civil rights issues and/or a Title VI Coordinator/Specialist?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

If "Yes," then please provide the following information about the Title VI employee:

Name Adam Boudouris	Title Authorized Rep./PCOM	Mailing Address 206 W. Main Street	
City Greenville	State IL	Zip 62246	Telephone (618) 980-9730

**SIGNATURE OF AUTHORIZED REPRESENTATIVE**

By signing below, i certify that I am authorized to sign this questionnaire on behalf of my organization, and that the information contained in this report is accurate and complete to the best of my knowledge.

Signature	Date
Printed Name Adam Boudouris	
Printed Title Authorized Rep./PCOM	

## Equal Employment Opportunity (EEO) Checklist (page 1 of 2)

### EEO Overview

Since 1977, USDOT has required recipients and subrecipients of transit funding meeting certain criteria to establish Equal Employment Opportunity (EEO) Programs and to comply with applicable laws and regulations.

FTA is responsible for ensuring that its recipients do not engage in employment discrimination:

A person may not be excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance under this chapter because of race, color, religion, national origin, sex, disability, or age (49 U.S.C. § 5332(b)).

This provision applies to employment opportunities and supplements employment protections found in Title VI of the Civil Rights Act of 1964 (Title VI). The Title VI regulations prohibiting employment discrimination are found at 49 CFR § 21.5(c) - Nondiscrimination in Federally Assisted Programs of the Department of Transportation. It is important to note that while Title VI and 49 CFR Part 21 only prohibit discrimination based on race, color, and national origin, Federal Transit Laws (49 U.S.C. § 5332) includes protections on the basis of religion, sex, disability, and age. In this context, the term 'sex' includes pregnancy, childbirth, or related medical conditions; gender identity; and sexual orientation.

Title VII of the Civil Rights Act of 1964 (Title VII), as amended by the Equal Employment Opportunity Act of 1972 and the Civil Rights Act of 1991, prohibits discrimination on the basis of race, color, religion, national origin, or sex in all institutions with 15 or more employees -- including state and local governments and labor organizations. (42 U.S.C. §§ 2000e et seq.) Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) applies to private employers and state and local government employers with at least 15 employees, regardless of whether they receive federal financial assistance. It prohibits covered employers from discriminating on the basis of an applicant's or employee's genetic information (such as the results of genetic tests or family medical history), generally prohibits employers from acquiring genetic information of applicants and employees, and requires employers to keep genetic information confidential, with very limited exceptions. The U.S. Equal Employment Opportunity Commission (EEOC) is the enforcement authority for Title VII and provides official interpretation of employment laws that prohibit discrimination as outlined in 29 CFR Part 1600. EEOC enforces not only Title VII and GINA, but also the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Title I of the Americans with Disabilities Act of 1990, Sections 501 and 505 of the Rehabilitation Act of 1973. FTA defers to the most current regulations and guidance issued by EEOC when making complaint and compliance determinations. EEOC regulations and guidance are incorporated by reference.

The FTA Master Agreement requires all applicants, recipients, subrecipients, and contractors receiving FTA funding to comply with applicable Federal civil rights laws and regulations and to follow applicable Federal guidance. Any FTA applicant, recipient, subrecipient, and contractor who meet both of the following threshold requirements must implement all of the EEO Program elements:

- Employs 100 or more transit-related employees; and
- Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year, or
- Requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year.

Agencies between 50 -99 transit-related employees are required to prepare and maintain an EEO Program that includes the Statement of Policy, dissemination plan, designation of personnel, assessment of employment practices, and a monitoring and reporting system. These smaller agencies are not required to conduct a utilization analysis with goals and timetables or to submit the EEO Program to FTA every four years. Instead, these agencies will be required to provide the EEO Program to FTA if requested by the Office of Civil Rights or for any State Management Review or Triennial Review.

This Circular applies to state-administered programs covered by Federal Transit Laws and FTA Master Agreement funding categories such as seniors, persons with disabilities, and rural assistance programs funded under Enhanced Mobility of Seniors and Individuals with Disabilities (49 U.S.C. § 5310), Formula Grants for Rural Areas (49 U.S.C. § 5311), Bus and Bus facilities (49 U.S.C. § 5339), and other specialized grant programs funded through FTA.

FTA applicants, recipients, subrecipients, and contractors who do not meet the EEO Program threshold above are not required to submit an EEO Program to FTA, but are still required to comply with all Equal Employment Opportunity statutes and regulations.

**Equal Employment Opportunity (EEO) Checklist**  
(page 2 of 2)

Every four years, on a date determined by FTA, each recipient that meets the threshold described in section 1.4 of this Circular, is required to submit the following information to the Federal Transit Administration (FTA) as part of its EEO Program. Subrecipients of Section 5311 funding must submit the information below to the primary recipient (IDOT), on a schedule to be determined by IDOT.

**Full EEO Program Requirements**

Any applicant, recipient, subrecipient, and contractor who:

- Employs 100 or more-transit related employees; and
- Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year;
- OR -
- Requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year

Must submit the full EEO Program, including the following elements, every year, to IDOT, as required:

- Statement of Policy
- Dissemination Plan
- Designation of Responsible Personnel
- Utilization Analysis
- Goals and Timetables
- Assessment of Employees' Practices
- Monitoring and Reporting Plan

**Abbreviated EEO Program Requirements**

Any applicant, recipient, subrecipient, and contractor who:

- Employs 50 - 99 or more-transit related employees; and
- Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year;
- OR -
- Requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year

Must submit the abbreviated EEO Program, including the following elements, to IDOT, as required:

- Statement of Policy
- Dissemination Plan
- Designation of Responsible Personnel
- Assessment of Employees' Practices
- Monitoring and Reporting Plan

**Not Applicable (based on above stated requirements)**

**Submit this completed checklist with your application.**

**CERTIFICATION AND RESTRICTIONS ON LOBBYING  
(For Federal Funding Over \$100,000)**

I, Chris Timmermann, Bond County Board Chairman, hereby certifies on behalf of Bond County that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

*This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.*

*The undersigned certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801, et seq., are applicable thereto.*

Name of Applicant/Subrecipient

Bond County

Type or Print Name of Authorized Official

Chris Timmermann

Signature

Date

--	--

January 17, 2024

Bond County Board  
Greenville, IL 62246

Gentlemen:

Greenville Fire Prot. Board Of Trustees Would Like To Have Larry Sues Reappointed  
To our Board

Sincerely,

Kevin Thacker President

A handwritten signature in black ink, appearing to read "Kevin Thacker". The signature is written in a cursive style with a large, looped initial "K".

JB/jjt

January 17, 2024

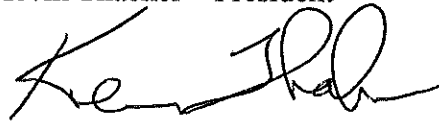
Bond County Board  
Greenville, IL 62246

Gentlemen:

Greenville Fire Prot. Board Of Trustees Would Like To Have Jeff Gray Reappointed To  
our Board

Sincerely,

Kevin Thacker President

A handwritten signature in black ink, appearing to read "Kevin Thacker", written in a cursive style.

JB/jjt

## Brooke Weathers

---

**From:** Meg Sybert  
**Sent:** Wednesday, March 11, 2026 10:30 AM  
**To:** Brooke Weathers  
**Subject:** FW: Greenville Airport Authority Trustee - Dan Jackson Reappointment

Announcement for next agenda

*Meg A. Sybert*  
Bond County Clerk & Recorder  
206 W. Main St.  
Greenville, IL 62246

phone: 618-664-0449  
fax: 618-664-9414

**From:** greenville airport <gaa62246@gmail.com>  
**Sent:** Wednesday, March 11, 2026 12:20 AM  
**To:** Meg Sybert <meg.sybert@bondcountyiil.gov>  
**Cc:** greenville airport <gaa62246@gmail.com>; Randy Vasel <randyvasel@yahoo.com>  
**Subject:** Greenville Airport Authority Trustee - Dan Jackson Reappointment

Hi, Meg,

The Greenville Airport Authority Board of Trustees would like to recommend that Dan Jackson be appointed another term. His term is complete April 4, 2026.

Thanks,  
Della Field

[CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]

## Brooke Weathers

---

**From:** Meg Sybert  
**Sent:** Tuesday, March 3, 2026 10:07 AM  
**To:** Sheriff Josh Hill  
**Cc:** Brooke Weathers  
**Subject:** RE: National Day of Prayer

You got it!

*Meg A. Sybert*

Bond County Clerk & Recorder  
206 W. Main St.  
Greenville, IL 62246

phone: 618-664-0449  
fax: 618-664-9414

**From:** Sheriff Josh Hill <josh.hill@bondcountyiil.gov>  
**Sent:** Tuesday, March 03, 2026 10:00 AM  
**To:** Meg Sybert <meg.sybert@bondcountyiil.gov>; Chris Timmermann <chris.timmermann@bondcountyiil.gov>  
**Subject:** National Day of Prayer

Meg

Patrice White is requesting to use the courthouse lawn on May 7<sup>th</sup> at 12pm for the National Day of Prayer. Can you put this on the next board meeting for announcement and then approval. Any questions please let me know. Thanks

**Sheriff Josh Hill**  
**Bond County Sheriff's Department**

403 South 2nd Street  
Greenville, IL 62246  
ph. 618-664-2151  
fax. 618-664-4689  
Cell. 1-636-362-4451  
[josh.hill@bondcountyiil.gov](mailto:josh.hill@bondcountyiil.gov)

## Brooke Weathers

---

**From:** Meg Sybert  
**Sent:** Thursday, March 5, 2026 12:19 PM  
**To:** Allison Cruthis  
**Cc:** Brooke Weathers  
**Subject:** RE: Bond County Farmers Markets

Allison,

I will get this on the next Board meeting agenda. The next meeting is Thursday, March 19, 2026 at 7:00 p.m.

*Meg A. Sybert*

Bond County Clerk & Recorder  
206 W. Main St.  
Greenville, IL 62246

phone: 618-664-0449  
fax: 618-664-9414

**From:** Allison Cruthis <bocofarmmarket@gmail.com>  
**Sent:** Thursday, March 05, 2026 11:07 AM  
**To:** Meg Sybert <bococlerk@bondcountyl.com>  
**Cc:** Jes Adam <jesadammarketing@gmail.com>  
**Subject:** Bond County Farmers Markets

Hi,

My name is Allison Cruthis, the manager for the Bond County Farmers' Markets. I'm reaching out to inquire about the possibility of using the Courthouse grounds during our 2026 market season.

Our market dates this year are June 6th, August 1st, September 5th, and October 3rd. If possible, we would like permission to utilize the Courthouse grounds during those dates, with timing from 7:00 AM to 3:00 PM to allow for vendor setup and teardown.

Thank you for considering our request. I'd be happy to provide any additional details or answer any questions.

Cheers,  
Allison Cruthis

[CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]



Joshua C. Hill

Bond County Sheriff

403 South Second Street  
Greenville, Illinois 62246



Office Phone: (618) 664-2151      Jail Phone: (618) 664-0243

**SHERIFF'S REPORT FOR FEBRUARY, 2026  
OF  
FEES AND EARNINGS**

To the County Board of Supervisors of Bond County

I, Joshua C. Hill, Sheriff in and for said County and State, respectfully present the following report of Sheriff's fees earned and received by my office for the month commencing February 1st 2026, and ending February 28th 2026, also showing miscellaneous fees and reimbursements received by my office for the period commencing February 1st 2026 and ending, February 28th 2026.

**FEES EARNED**

For period from February 1 to February 28, 2026-----\$ 1,480.00

340.00

**FEES RECEIVED:**

For period from February 1 to February 28, 2026-----\$ 888.00

370.00

**MISCELLANEOUS FEES RECEIVED:**

For period from February 1 to February 28, 2026-----\$ 64.00

(Including \$0.0 from inmates for bail bond fees)

375.00

**POLICE VEHICLE FUND:**

For period from February 1 to February 28, 2026-----\$ 220.00

370.01

**FEDERAL PRISONER REIMBURSEMENT:**

For period from January 1 to January 31, 2026-----\$ 0.00

**AMOUNT PAID TO THE BOND COUNTY TREASURER FOR THE MONTH OF FEBRUARY-----**

**----- \$ 952.00**

I, Joshua C. Hill, Sheriff of Bond County, do solemnly swear that the foregoing accounts are in all respects just and true, according to my best knowledge and belief.

Dated this 11th day of March, 2026

Joshua C. Hill  
Sheriff of Bond County

Subscribed and sworn before me this 11th day of March 2026.

  
Meg A. Sybert  
Bond County Clerk

JCH/me

3/03/2026

\$88.00

Sheriff 022026

RCW

CHECK NUMBER: C0000035683

CASE NUMBER:

PAID TO THE ORDER OF:  
BOND COUNTY SHERIFF

Court Fee Disbursement  
Sheriff

DOCUMENTS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TIME SENSITIVE CHEMICAL WARNING BOX

**RANDI C. WORKMAN**  
**CIRCUIT CLERK**  
BOND COUNTY COURT HOUSE  
GREENVILLE, ILLINOIS 62246  
618-664-3208

**THE BRADFORD NATIONAL BANK**  
OLDEST BANK IN BOND COUNTY  
ESTABLISHED IN 1867  
GREENVILLE, ILLINOIS  
70-501  
819

035683

BOND COUNTY SHERIFF

3/03/2026 C0000035683

\$88.00

EIGHTY-EIGHT AND 00/100 DOLLARS  
Court Fee Disbursement  
Sheriff 022026

DATE

AMOUNT

Sheriff

PAY  
TO THE ORDER OF BOND COUNTY SHERIFF  
403 S SECOND ST

GREENVILLE

IL 62246-0000

VOID AFTER 60 DAYS

*Randi Workman*

AUTHORIZED SIGNATURE



⑈035683⑈ ⑆081905014⑆ ⑆01 001 96⑈

RANDI C. WORKMAN

035703

3/03/2026

\$220.00

Police Vehicle Fnd 022026

RCW

CHECK NUMBER: C0000035703

CASE NUMBER:

PAID TO THE ORDER OF:  
BOND COUNTY SHERIFF

Court Fee Disbursement  
Police Vehicle Fnd

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER. THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX.

**RANDI C. WORKMAN**  
**CIRCUIT CLERK**  
BOND COUNTY COURT HOUSE  
GREENVILLE, ILLINOIS 62246  
618-664-3208

THE BRADFORD NATIONAL BANK  
OLDEST BANK IN BOND COUNTY  
ESTABLISHED IN 1867  
GREENVILLE, ILLINOIS  
70-501  
819

035703

BOND COUNTY SHERIFF

3/03/2026 C0000035703

\$220.00

TWO HUNDRED TWENTY AND 00/100 DOLLARS  
Court Fee Disbursement  
Police Vehicle Fnd 022026

DATE

AMOUNT

Police Vehicle Fnd

PAY TO THE ORDER OF  
BOND COUNTY SHERIFF  
2-55-370 08  
403 SOUTH SECOND  
GREENVILLE

IL 62246-0000

VOID AFTER 60 DAYS

*Randi Workman*

AUTHORIZED SIGNATURE



⑈035703⑈ ⑆081905014⑆ ⑆01 001 96⑈



**Office of Coroner  
Bond County, Illinois**

**Anthony R. Brooks**  
Coroner  
[abrooks@bondcountyil.com](mailto:abrooks@bondcountyil.com)

206 W. Main Street  
Greenville, IL 62246  
Phone: 618-664-2034

The following statistics are submitted for review by members of the Bond County Board.

**Coroner's Office Statistics February 2026**

Coroner's Death Investigations	2
Hospice Deaths	5
Medical Cases (Nursing Home/Hospital admissions less than 24 hours)	0
Assist to Other Agencies	0

**Coroner's Inquest Verdicts**

Homicide	0
Suicide	0
Accident	0
Natural	0
Unknown	0

**Coroner's Administrative Review Verdicts**

Homicide	0
Suicide	0
Accidental	1
Natural	1
Undetermined/Pending	0

**Autopsy Cases:** 1

**Unclaimed Decedent:** 0

**Toxicology Cases:** 1

**Cremation Permits Issued:** 6

**Coroner's Fees Collected :** \$ 300.00

**Programs/Training Completed:**

Respectfully Submitted,

*Anthony R. Brooks*

Anthony R. Brooks  
Bond County Coroner

*( Note: The above totals do not include natural deaths that occurred over 24 hours at Medical facilities under a physician's care)*

## Bond County Animal Control Report

February 2026

Dogs Impounded (7 County) (2 Greenville) (6 Owner Released)	15
Dogs Released to Owners (5 County) (2 Greenville)	7
Cats Impounded (1 Greenville) (2 County) (2 Owner Released)	5
Cats Released to Owners	0
Dogs released to Bond County Humane Society	0
Dogs released to Other No Kill Shelters (3 Smithboro)	3
Cats released to other no kill shelters (1 Owner Released)	1
Cats released to Bond County Humane Society	0
Adopted by Bond County Shelter (2 County Dogs)	2
Euthanized Dogs (6 Owner Released)	6
Euthanized Cats (2 Greenville) (2 County) (1 Owner Released)	5
Died of Disease/Injury in shelter	0
Escaped	0
Wild or other animals	0
Animal Bites (1 County Dog)	1