

VILLAGE OF BARTLETT
VILLAGE HALL, 228 S. MAIN STREET
COMMITTEE AGENDA
March 4, 2025

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **TOWN HALL:** (Note: Three (3) minute time limit per person)
4. **STANDING COMMITTEE REPORTS:**
 - A. **POLICE AND HEALTH COMMITTEE, CHAIRMAN SUWANSKI**
 1. Proposal to Shorten the Bartlett 4th of July Carnival Hours on July 3 and July 5, 2025,
Discussion
 - B. **PUBLIC WORKS AND GOLF COMMITTEE, CHAIRMAN DEYNE**
 1. Water and Sewer Rate Study RFQ Review
 - C. **FINANCE COMMITTEE, CHAIRMAN LAPORTE**
 1. Review Proposed Budget (Police, Planning & Development, Admin, Golf)
5. **ADJOURNMENT**



Agenda Item Executive Summary

AGENDA ITEM: Proposal to Shorten the Bartlett 4th of July Carnival Hours on July 3 and July 5, 2025

BOARD OR COMMITTEE: Committee

BUDGET IMPACT

Amount N/A **Budgeted** N/A

Fund: N/A **Corresponding Activity Measure:** N/A

EXECUTIVE SUMMARY

The Police Department is requesting that the Village Board shorten the Bartlett 4th of July carnival hours from 11:00 p.m. to 10:00 p.m. on Thursday, July 3, 2025, and Saturday, July 5, 2025, due to growing safety concerns stemming from an increase in juvenile-related incidents at the carnival. Many surrounding communities end their carnivals at 10:00pm.

ATTACHMENTS (PLEASE LIST)

Memo

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Enhance community events – Continue safety practices surrounding community events

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

Staff: Geoffrey Pretkelis, Chief of Police

Date: March 4, 2025

POLICE DEPARTMENT MEMORANDUM
25-10

DATE: February 18, 2025

TO: Paula Schumacher, Village Administrator

FROM: Geoffrey Pretkelis, Chief of Police

RE: Proposal to Shorten the Bartlett 4th of July Carnival Hours on July 3 and July 5, 2025

The police department is requesting that the Village Board shorten the Bartlett 4th of July carnival hours from 11:00 p.m. to 10:00 p.m. on Thursday, July 3, 2025, and Saturday, July 5, 2025, due to growing safety concerns stemming from an increase in juvenile-related incidents at the carnival. During the town hall portion of the last Village Board Meeting, the Vice President of the Bartlett 4th of July Executive Committee recommended that the Village Board make the final decision on setting the carnival hours. This suggestion was based on the Village Board's responsibility for allocating funds to the Police Department and the potential financial impact on the Bartlett 4th of July Committee from shortening the carnival's closing times on Thursday, July 3, 2025, and Saturday, July 5, 2025.

Summary of Juvenile-Related Incidents at the Bartlett 4th of July Carnival in 2023 and 2024:

In 2023, the police department encountered multiple juvenile-related incidents at the Bartlett 4th of July carnival. Officers observed a group of teenagers running toward the outdoor pool, where a fight between two female juveniles was taking place. Police were also alerted to five juveniles causing a disturbance with carnival staff and intervened to prevent another fight before it started. Police also escorted a group of juveniles from the carnival after they were seen flashing gang signs at one another.

A juvenile knowingly attempted to use a counterfeit \$100 bill at a ticket booth. Additionally, officers removed approximately eight juveniles for attempting to steal frozen slushy drinks and apprehended several others for trying to steal carnival merchandise. Officers also located a missing juvenile from Dolton, IL, at the carnival.

In 2024, the department responded to similar incidents at the Bartlett 4th of July carnival, including groups of juveniles wearing hooded sweatshirts and face coverings, displaying

gang signs, and attempting to start fights. In one case, a juvenile pulled a knife during an altercation with another juvenile on Thursday, July 4, 2024.

On Friday, July 5, 2024, multiple juveniles were removed from the carnival after being observed flashing Latin King gang signs. Later, another group arrived and immediately caused a disturbance on the carnival midway. This group was removed from the festival but remained in the area near Stearns and South Bartlett, close to Circle K and Jewel-Osco.

At approximately 9:00–9:15 p.m., the same group returned to the festival at the Stearns Road entrance, where they engaged in a confrontation with officers. This disturbance caused a large crowd from the south side of the midway to rush toward Stearns Road. The situation quickly escalated and spilled onto Rosewood Court, where three juveniles were taken into custody—one charged with assault, another with assault and obstruction, and a third with battery.

During this incident, multiple fireworks were discharged in the carnival midway and near the Stearns Road altercation. Simultaneously, reports emerged of another possible altercation on the north side of the carnival, prompting people to run in that direction. Due to the ongoing unrest and chaotic conditions, officials decided to shut down the carnival at approximately 9:30 p.m.

The police department responded swiftly to the Bartlett 4th of July carnival incidents on Friday, July 5, 2024. Two drones were deployed, and 15 uniformed police officers were specifically assigned to the event.

An ILEAS callout was issued, bringing in officers from Hanover Park, Carol Stream, West Chicago, and the DuPage County Sheriff's Office to assist with restoring order and clearing the carnival midway. Shortly after, a large crowd gathered near Circle K and Jewel-Osco, requiring intervention from Bartlett officers and assisting agencies to disperse the crowd without further incident.

Due to the July 5th incident, additional safety measures were implemented at the Bartlett 4th of July carnival. Signage was posted at the entryways, and online information individuals ski masks, large backpacks, and other items would not be allowed into the fest. Bartlett Police took a proactive approach and increased the staffing level at the festival by five additional officers and an additional supervisor. Despite enhanced police presence and security measures, officers arrested a juvenile for trespassing and resisting a peace officer. The individual was identified as being part of the same group involved in disturbances the previous night.

Comparison of Carnival Hours in Neighboring Communities:

The Police Department's request for the Village Board to shorten the Bartlett 4th of July carnival hours from 11:00 p.m. to 10:00 p.m. on Thursday, July 3, 2025, and Saturday, July 5, 2025, aligns with the carnival closing times observed in neighboring communities:

- Elgin Fiesta Carnival: 5:00 p.m. - 10:00 p.m.
- Carol Stream Summer Festival: 6:00 p.m. - 10:00 p.m.
- Palatine Festival: 12:00 p.m. - 10:00 p.m.
- Streamwood Summer Celebration: 5:00 p.m. - 10:00 p.m.
- Naperville Festival: 10:00 a.m. - 10:00 p.m.
- Vernon Hills Festival: 6:00 p.m. - 10:00 p.m.
- Elk Grove Festival: 6:00 p.m. - 10:30 p.m.
- PrairieFest Oswego: 5:00 p.m. - 10:00 p.m.

Village Costs (Police Only)

The Police Department's personnel cost for the 2024 event was \$40,223, with an average per day of \$10,055.



Agenda Item Executive Summary

AGENDA Water & Sewer Rate Study
ITEM: _____

BOARD OR Committee
COMMITTEE: _____

BUDGET IMPACT

Amount	\$ N/A	Budgeted	\$ 200,000
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Fund: Water & Sewer

Corresponding Activity Measure:

EXECUTIVE SUMMARY

As discussed at the February 4th Committee of the Whole Meeting, the Village is looking to complete a formal study to determine appropriate sewer and water rates to properly fund existing and future operational and capital needs. The study will also look into implementing a stormwater funding source.

The draft Request for Qualifications (RFQ) is attached for the Board to provide comments, and so staff can ensure all questions or items the Board wants investigated are reviewed. Staff will implement any changes into the RFQ and plan to have a contract with the most qualified consultant at the May 6th Board meeting for approval.

The consultant will conduct the study, submit a report, and present their findings and data to the Board for future rate adjustments. No rate changes will be proposed until the study is complete and has been presented.

ATTACHMENTS (PLEASE LIST)

Memo, DRAFT Water & Sewer Study Request for Qualifications

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Evaluate budget and implement water, wastewater and stormwater projects
Examine Service Delivery Methods

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

MOTION:

Staff: Tyler Isham, Assistant Director of Public Works

Date: February 24, 2025

Memo

To: Paula Schumacher, Village Administrator
From: Tyler Isham, Assistant Director of Public Works
Subject: **Water & Sewer Rate Study**
Date: February 10, 2024

As discussed at the February 4th Committee of the Whole Meeting, the Village is looking to complete a formal study to determine appropriate sewer and water rates to properly fund existing and future operational and capital needs. The study will also look into implementing a stormwater funding source.

The draft Request for Qualifications (RFQ) is attached for the Board to provide comments, and so staff can ensure all questions or items the Board wants to investigate are reviewed. Staff will implement any changes into the RFQ and plan to have a contract with the most qualified consultant at the May 6th Board meeting for approval.

The study is proposed to include the following:

- Present a capital improvement analysis
- Grant opportunities/other funding strategies overall
- Analyzing current rates and evaluating based off the following criteria:
 - A tiered structure based off usage
 - Non-residential v. residential rates
- Provide comparable municipalities structures as examples/comparison.
- Life cycle analysis

The consultant will conduct the study, submit a report, and present their findings and data to the Board for future rate adjustments. No rate changes will be proposed until the study is complete and has been presented. The project is anticipated to take until Late fall/early winter 2025 and will then be incorporated into the future Capital Improvement Program.



REQUEST FOR QUALIFICATIONS
for
WATER AND SEWER RATE STUDY 2025

SUBMITTAL DUE: Friday, March 28, 2025 – 3:00 P.M. Local Time

Bartlett Public Works Department
1150 Bittersweet Dr., Bartlett, Illinois 60103

VILLAGE OF BARTLETT
Purpose of Request

The Village of Bartlett is seeking submittals from qualified companies to provide a water/sewer rate study that includes life cycle replacement analysis of infrastructure assets.

The purpose of this study is to determine revenue requirements, costs of service, fee structures, rate design, and fund balance targets necessary to sustainably operate the Village's water distribution and wastewater collections systems as independent enterprises.

Project Description

The Village of Bartlett has a population of 41,105 and covers an area of approximately 16 square miles. It is situated approximately 35 miles west of downtown Chicago.

Bartlett operates under a Village Board/Administrator form of government in which an appointed manager and professional staff administer daily operations that include: Public Works, Finance, Police, Planning and Developmental Services, and Administration. An elected Village President and Village Board of Trustees determine Village policies.

The Village purchases Lake Michigan water from the DuPage Water Commission (DWC). The Village maintains one (1) deep well and one (1) shallow well for emergency purposes. The Village has storage capacity of 7,500,000 gallons stored in three (3) above ground facilities and four (4) water towers. Water is distributed to 14,349 accounts comprised of approximately 607 commercial/multifamily/industrial accounts and 13,742 residential accounts. The average daily water pumpage for calendar year 2024 (January 2024 – December 2024) was 3.2 MGD with an average peak day of 5 MGD. The past five year average daily water pumpage is 3.2 MGD. The IDNR Lake Michigan Water Allocation for 2025 is 3.54 MGD.

The Water and Sewer Funds are operated as separate enterprise funds. The Village fiscal year begins May 1 and ends April 30. The FY 2025/26 estimated budget revenue for the Water and Sewer funds are estimated at \$13,691,000 with expenditures estimated at \$15,550,476. The water rate is based upon a uniform rate charged to all customers regardless of the class or County. The sewer rates are based per County due to the treatment responsibilities at the Counties. Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) treats the Cook County portion while Fox River Water Reclamation District treats the portion of the Village in Kane County. The DuPage County area is treated at the Village owned water reclamation facility. The Village is responsible for the local collection of wastewater throughout the Village.

In recent years, water and sewer rates have been adjusted to account for the increase in water supply costs from the City of Chicago and DWC.

Effective May 1, 2025 the water rate for properties within the corporate limits of Bartlett is \$12.60 per thousand (1,000) gallons and the sewer rate for properties within the corporate limits for Bartlett are:

- Cook County - \$17.20 plus \$1.43 per 1,000 gallons
- DuPage County - \$22.66 plus \$4.05 per 1,000 gallons
- Kane County - \$12.83 plus \$1.06 per 1,000 gallons
- Kane County-Fox River Water Reclamation District residential charge - \$4.41 per 1,000 gallons

Objectives

- Evaluate the existing water and sewer rate structures for conformance with existing regulatory regulations and make recommendations for any changes that are necessary to achieve compliance.
- Evaluate the existing sewer rate structures for the different Counties and determine appropriate rates for each County based on collection and treatment responsibilities.
- To review the existing five-year capital improvement plan and recommend financing strategies.
- To review funding strategies for projects such as water storage tank rehabilitation, lift station replacement, water main replacement, and sewer main lining, etc.
- To compare and recommend alternate rate structures that will distribute costs equitably and appropriately fixed and variable costs, using AWWA recognized methods and County wastewater treatment differences.
- Conduct a life cycle analysis and provide a replacement schedule for all water and sewer assets including water main, separate sewer main, water reservoirs & towers, high service pumps, lift stations, water reclamation facility, etc.
- Evaluate implementation of a storm water utility.

Scope of Services

The Village has identified a general scope of services as described below. At a minimum, this project shall include:

1. General:

- a. With Village concurrence, refine the scope of the project, presenting an itemized list of tasks for Village review and approval.

- b. Provide a brief presentation to Village staff on the various types of rate structures, philosophies, as well as criteria and methods used to determine revenue requirements.
- c. Request and collect data necessary to successfully complete the project.

2. Meetings:

- a. Conduct a project kick-off meeting with Village staff to gain a better understanding of the goals and objectives.
- b. Conduct up to five (5) additional meetings including three (3) planning meetings, one (1) meeting to review preliminary report, and one (1) night presentation to the Village Board.

3. Reports:

- a. Draft Report: A draft report shall be presented to the Village for review and comment. This report should compile all of the results and associated recommendations including but not limited to: a discussion of the revenue requirements, cash flow forecast, comparison of alternate rate designs and the proposed rate structure and impact, analysis of fees, and funding strategies for the CIP and other projects. Recommendations should be outlined and identified in exhibits, tables, and graphs. A spreadsheet model shall be presented in digital format for implementation by the Village. The Consultant shall incorporate the Village's comments into the final report.
- b. Final Report: Final report shall incorporate all review comments and revisions. It shall also include a concise executive summary.
- c. Provide progress reports as necessary/requested.

4. Current System Assessment:

- a. Analysis – Current and Future Operations:
 - i. Analyze the Village's current and historical information including the Capital Improvements Plan (CIP), outside consultants' studies, actual costs, revenues, pumpage and billing information. This data should be utilized to project annual revenue requirements, develop functional cost of service allocations, and compare alternate rate structures for the designated five-year period.
 - ii. Provide a comparison of current water and sewer system costs (operation, capital improvements, debt) against appropriate industry benchmarks.

- iii. Prepare an exhibit showing rate impacts and comparisons on various classes of water and sewer users (residential and commercial) for five fiscal years.
- iv. If grant opportunities are available for any project, identify the grant and include the agency hosting the grant opportunity, total funding available, submittal deadline and matching fund requirements.
- v. Include improvements required to comply with current and new EPA regulations currently under development.

b. Capital Improvement Analysis:

- i. Conduct a thorough analysis of the Village's current water distribution and sewer collection & treatment systems and provide recommendations (10 year capital improvement plan) and estimated costs associated with water and sewer system capital improvements (as it relates to water main replacement as one example) and other water related distribution and sewer system needs.
- ii. Identification, review and analysis of the projected ten (10) year capital improvement needs for water and sewer systems. Recommend a timeline for project prioritization, funding options and potential regulatory requirements and their financial impact.

c. Water and Sewer Rate Study:

- i. Analyze the current water and sewer rate and make recommendations regarding future water and sewer rate structures to provide sufficient funding of current and future operational and capital costs for five years. Any suggested changes to the rate structure must be technologically feasible with the Village's water meter reading and water billing technology.
 - 1. Water and sewer rate recommendation shall establish the projected revenue requirements necessary to ensure an adequate cash flow in a stable predictable manner.
 - 2. Develop a fair and equitable fee and rate analysis, which should include periodic and ongoing end-of-service life replacement of water and sewer infrastructure assets including water mains, sewer mains, and control systems.
 - 3. The benefits of any proposed modification shall be weighed against the financial impacts on rate payers.
 - 4. Prepare a forecast of revenues, operation and maintenance expenses, and capital improvement costs for a five year period.
 - 5. Recommend which capital projects anticipated over the five year study period should be financed with cash on hand (paid

by existing customers) and which should be financed (paid over time with existing and future customers).

6. Recommend other non-traditional funding opportunities such as grants, low-interest loans, or other such financing options. These other options should be explained in detail with the contact information of the appropriate state/federal agency.
 7. Recommend funding strategies for capital improvements and major non-recurring operational expenses.
 8. Evaluate the existing water and sewer rate structures for conformance with existing statutory regulations and make recommendations for any changes that are necessary to achieve compliance.
 9. Compare and recommend alternate rate structures and a charge schedule that ensures water and sewer services are delivered in a self-supporting basis and that will distribute costs equitably to appropriately allocate fixed and variable costs, using AWWA recognized methods.
- ii. Provide data comparisons of Bartlett's water and sewer rate as it relates to other communities. Communities to be included as a minimum in comparison are identified as Arlington Heights, Rolling Meadows, Schaumburg, Elk Grove Village, Palatine, Mount Prospect, Hanover Park, Streamwood, Hoffman Estates, Carol Stream, Wheeling, Elgin, South Elgin, and Roselle. Additional communities shall be considered for inclusion in terms of comparable population, water mains, satellite system, etc. Comparison should include:
1. Rate. This shall include the unit of measurement and a conversion to the Village's unit of measurement (if different).
 2. Size of community.
 3. Size of distribution system in miles.
 4. Description of production system. (# of wells, depth of wells, etc.).
 5. Production capacity.
 6. Average daily production.
- iii. Storm Water Utility Consideration:
1. Provide summary of what method local communities with stormwater utilities are calculating fees and what the fees are.
 2. Evaluate storm water system and determine an appropriate revenue requirement to fund a storm water utility.
- d. Life Cycle Analysis: Prepare a final Life Cycle replacement report, which shall include a recommended replacement schedule for all water and sewer assets. This final report shall include the following:

- i. Summary of analysis and recommendations.
- ii. Prioritization of all recommended improvements to the water and sewer system with listing of year of recommended improvement with cost estimate.

5. **Deliverables** :

At the conclusion of the study, the consultant will furnish the Village with the following documents:

- a. Electronic copy of final report should be provided in Adobe PDF readable format in full color (Cover should not be a separate file.). MS Excel Spreadsheets should also be provided in digital format with a spreadsheet rate model that can be used by the Village in the future to adjust rates as necessary. Any maps should be provided as ESRI shape files readable by the Village's current geographical information system.
- b. Provide training to Village staff on using the model.
- c. One unbound copy suitable for electronic scanning and duplication.

Project Period

The submittal shall be scheduled to allow for Village review of the draft by October 31, 2025 and final study reports December 2025. A formal presentation will be made to the Village Board in November 2025. The Village desires the project to be completed by the end of 2025.

Technical Submittal

The Consultant's technical submittal shall be organized so that the outline generally follows the format of this request for qualifications.

The submittal shall cover the approach and the methodology the Consultant intends to use in carrying out the project. The technical submittal shall be less than twenty (20) pages in length (does not include any appendices or literature that may be attached to the submittal). The technical submittal should also include statements setting forth the Consultant's line of business, organizational structure, summary of past experience, and ***specific descriptions of at least three (3) projects completed that are similar in subject, size, and complexity to the scope of services specified herein.*** Further, the firm shall discuss how they plan to approach conducting each element of the work proposed. These descriptions must include contact information for reputable references that can attest to the Consultant's representations. The submittal should clearly identify personnel likely to be assigned to the project and include thorough, current curricula vitae for each employee. A representative example of a recent water and sewer rate prepared by the firm in the past three (3) years shall be provided. Inspection of facilities

must be completed by an engineer with a minimum of ten (10) years of experience with water facility planning. All Submittals should include a clear delineation of man-hour estimates by employee classification for all tasks anticipated in the scope of work. The final report must be prepared and reviewed by a professional engineer licensed in the State of Illinois.

Insurance

In submission of a submittal, the Consultant is certifying that it has all insurance coverage required by law or that would normally be expected for Consultant's type of work. In addition, the bidder is certifying that, as successful Consultant, upon execution of the Contract, it will provide Insurance of such types and in such amounts as may be necessary to protect itself and the interests of the Village against all hazards or risks of loss contemplated by the Contract.

The Village shall be named as additional insured on all applicable insurance policies. Satisfactory certificates of insurance shall be filed with the Village upon execution of the Contract. The certificates shall state that thirty (30) days advance written notice will be given to the Village before any policy covered thereby is changed or canceled.

Indemnification

The Consultant shall indemnify and save harmless the Village, its officers and employees from any and all liability, losses or damages, including attorney's fees and costs of defense, the Village may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature, including workers' compensation claims, in any way resulting from or arising out of the operations of the Consultant under the Contract, including operations of subcontractors; and the Consultant shall, at his own expense, appear, defend, and pay all fees of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and, if any judgments shall be rendered against the Village in any such action, the Consultant shall, at his own expense, satisfy and discharge same. The Consultant expressly understands and agrees that any bonds, letters of credit or insurance protection required by the Contract, or otherwise provided by the Consultant, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village as herein provided.

Consultant agrees to defend and hold harmless the Village from and against all demands, claims, suits, costs, expenses, damages and adjustments based upon any infringement of any patent relating to goods specified in the contract, and on account of the Village's use of any copyrighted or uncopyrighted, composition, trade secrets, secret process, proprietary rights, patented or unpatented invention, article or appliance furnished or used under the bid Specifications.

Compliance with Freedom of Information Act Request

Section 7 of the Illinois Freedom of Information Act (FOIA), 5 ILCS 140/7, applies to public records in the possession of a party with whom the Village of Bartlett has contracted. The Village of Bartlett will have only a very short period of time from receipt of a FOIA request to comply with the request and there is a significant amount of work required to process a request including collating and reviewing the information.

The Consultant acknowledges the requirements of FOIA and agrees to comply with all requests made by the Village of Bartlett for public records (as that term is defined by Section 2(c) of FOIA) in the undersigned's possession and to provide the requested public records to the Village of Bartlett within two (2) business days of the request being made by the Village of Bartlett. The bidder/contractor agrees to indemnify and hold harmless the Village of Bartlett from all claims, costs, penalties, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide public records to the Village of Bartlett under the contract.

Present Workload

The Submittal shall include a statement that the firm has sufficient staff and capability to complete all of the tasks within the period allotted or submit a complete tabulation of the Consultant's current project workload and a suggested timeline for completion of all work under this request. Each project shall be identified by name, type, size, duration, and personnel assigned.

Personnel

Professional resumes, including education, work experience, professional credentials, and employment status (e.g. full-time, part-time, years with the firm, job description) for each individual to be assigned to the project described herein should be provided.

Disqualification of Submittals

More than one submittal for the same work described herein from an individual, firm or partnership, a corporation or an association under the same or different names, will not be considered. Reasonable grounds for believing that any party is interested in more than one submittal for the work contemplated will cause the rejection of all Submittals in which said party is interested. If there are reasonable grounds for believing that collusion exists among the parties submitting submittals, the Submittals of the participants in such collusion will not be considered.

Licenses

Each party submitting a submittal shall possess all necessary federal, state, and local licenses as are required by law, and shall furnish satisfactory proof to the Village upon request that the licenses are in effect during the entire period of the Contract.

Award of Contract

The award of any Contract may be made to the Consultant who submits the submittal which is in the best interest of the Village as evaluated by Village staff. Such evaluations will include the experience of the Consultant, capability of the Consultant, and other factors deemed by Village staff to be in the best interest of the Village.

In addition, the Village reserves the rights to accept or reject any and all Submittals, to waive any informality in any Submittals, and to accept any Submittals considered advantageous to the Village.

No cost overruns except as specifically authorized by the Village.

The Consultant will not be permitted to extra bill for work within the scope of this project unless prior approval by the Village is provided. All parts, supplies, materials, services, and data will be provided within the timelines and costs stipulated within the submittal and this agreement, unless modified in writing by and between the Village of Bartlett and the Consultant.

Ownership of Documents and Intellectual Property

Except as otherwise provided in the Agreement, software, documents and reports prepared by the Consultant, as part of the Services performed, shall become the sole and exclusive property of the Village of Bartlett upon payment.

However, the Consultant shall have unrestricted use of the information and or reports for their internal use but not for any other purpose without the prior written consent of the Village of Bartlett.

Independent Contractor

By accepting this agreement and providing services herein, the Consultant acknowledges and agrees that it will be providing services to the Village of Bartlett as an "independent contractor."

Period

This professional services agreement duration is from Board award anticipated in May 2025 to December 2025 or as otherwise determine by the Village of Bartlett, at its sole discretion, and as funding allows.

Proposed Schedule:

Issue Request for Submittal	March 5, 2025
Submittals Due	March 28, 2025
Award of Contract	May 6, 2025
Draft Report	October 31, 2025
Presentation to Village Board	November, 2025
Final Report	December 2025

Submittals

Submittals should be addressed to:

**Dan Dinges, Director of Public Works
Bartlett Public Works Department
1150 Bittersweet Dr.
Bartlett, IL 60103**

Submittals must be delivered via e-mail to Dan Dinges AND Tyler Isham (ddinges@bartlett.il.gov AND tisham@bartlett.il.gov). All submittals should be clearly labeled in the following manner:

Submittal for 2025 Water and Sewer Rate Study

All submittals must be received at the Bartlett Public Works facility no later than 3:00 PM local time on Friday, March 28, 2025.