AGENDA

RULES MEETING OF THE BOARD OF TRUSTEES
VILLAGE OF PARK FOREST, 350 VICTORY DRIVE, PARK FOREST, ILLINOIS
COOK AND WILL COUNTIES

Village Hall- Boardroom **7:00 p.m.** **February 3, 2020**

Roll Call

1. 2018/2019 Audit Reports Presentation
2. Selection of a Strategic Planning Facilitator
3. Aqua Center Management Agreement-Renewal
4. Purchase of Dell Back-Up Appliance
5. 2020 Season Aqua Center Fees
6. An Intergovernmental Agreement between the Village of Park Forest and Rich Township in regard to Access to Park Forest Municipal Fuel
7. A Resolution requesting the use of Transportation Development Credits Highway (TDCH) for the 2020 Surface Transportation Program (STP) Call for Projects, South Orchard Drive
8. A Resolution requesting the use of Transportation Development Credits Highway (TDCH) for the 2020 Surface Transportation Program (STP) Call for Projects, Westwood Drive/Norwood Blvd.
9. Purchase of a 2020 Ford F-250 XL Pick Up Truck, Replace Vehicle/Equipment #606
10. Purchase of a 2020 Ford F-250 XL Pick Up Truck, Replace 2008 Ford Ranger
11. Oswego Street Sanitary Sewer Replacement Contract
12. 2020 Street Sign Replacement Contract – Central CN Corridor

Mayor's Comments

Manager's Comments

Trustee's Comments

Attorney's Comments

Clerk Comments

Audience to Visitors

Adjournment

Agenda Items are Available in the Lobby of Village Hall and on the Village website www.villageofparkforest.com
Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Village Manager's Office at least 48 hours in advance of the scheduled meeting. The Village Manager's Office can be reached via telephone at (708) 283-5605 or (708)748-1129 or via e-mail at athurston@vopf.com. Every effort will be made to allow for meeting participation.

BOARD MEMORANDUM

To: Mayor Jon Vanderbilt and the Board of Trustees

From: Mark A. Pries, Deputy Village Manager/Finance Director

Date: January 27, 2020

RE: FY 2018/2019 Audit Reports Presentation

BACKGROUND/DISCUSSION:

The Village's annual audit reports for the fiscal year ended June 30, 2019 will be presented at the Rules meeting on February 3, 2020. Representatives from the Village's auditing firm, Lauterbach and Amen, will be in attendance to present the audit results.

The Board should be aware that when the audit is presented, it is presented from the auditors to the Board with little to no interjections from Village staff since the Board has the primary responsibility for the Village's financial condition. However, Assistant Finance Director Sharon Floyd and I will be in attendance to provide clarifications in case any questions arise that cannot be answered by the auditors.

The audit presentation will be shorter than what has been done in the past. The reason for this is there is a financial update that is the start of the budget process that occurs in February each year. Also, since the Board now receives financial information more frequently, staff believes the audit presentation does not need to take as much time as it has in the past.

SCHEDULE FOR CONSIDERATION:

The FY 2018/2019 audit presentation will be done at the February 3, 2020 Rules meeting.

AGENDA BRIEFING

TO: Mayor Jonathan Vanderbilt
Board of Trustees

FROM: Thomas K. Mick, Village Manager

DATE: January 22, 2020

RE: Selection of a Strategic Planning Facilitator

BACKGROUND/DISCUSSION:
Village Staff has undertaken research of potential facilitators who could coordinate a strategic planning process for the Village of Park Forest. Simply put, strategic planning is an organized effort at determining the most important issues or needs facing an organization. Key components of strategic planning at the local government level include 1) selection of a strategic planning facilitator; 2) an environmental scan of resources, assets and pressing needs; and 3) development of a consensus set of goals. This memo provides some background details on strategic planning in Park Forest followed by Staff's due diligence and recommendation.

History:
The Village of Park Forest has a long track-record of engaging the expertise and guidance of various strategic planning facilitators with the intent of using these resulting efforts as a policy basis in the allocation of Village resources. From approximately 1999 through 2007, the Village engaged in budget-based strategic planning on an annual basis. In short, strategic planning discussions took place every year. What resulted was an updated list of Board-approved goals around which Staff efforts and financial resources would be directed for the ensuing fiscal year.

In the development of goals, strategic planning includes analysis of what issues might be facing an organization. This environmental scan may include the use of a SWOT analysis: an assessment of what the organization's internal **S**trengths and **W**eaknesses are in addition to external **O**pportunities and **T**hreats. To obtain a clear understanding of the issues, stakeholder analysis is carried out. Identification of stakeholders is important and can include citizens, business leaders, the clergy, volunteer boards/commissioners, Village Staff, etc. Once the group of stakeholders is identified, the means by which their insights are gathered has to be determined. Over the years, strategic planning processes have included stakeholder interviews, focus groups and surveys. Reports are generated compiling the data/issues raised by the stakeholders so that the Village Board might have additional resources at their disposal. This information is meant to augment issues already observed by Village Officials based on comments from the public at Village Board Meetings, phone calls/emails from residents, and interactions with Park Foresters at various Village functions etc.

Around 2007, it was realized that the goals were not changing substantially enough from one year to the next to warrant an annual strategic planning process. Keeping this in mind, a shift was undertaken to develop strategic planning goals which would span 3 to 5 years. Beginning with Fiscal Year 2007/08, the goals developed by the Mayor/Board were as follows:

1. Maintain excellence in governing and create a more participative government.
2. Become a change agent for amending the state formula for allocating funds to school districts.
3. Increase commercial, business and residential development in the Village.
4. Maintain Village services and infrastructure.
5. Increase citizen involvement in and awareness of the life of the Village.

In follow up years, the Village directed its efforts, and economic resources, to the achievement of these goals. Regular reporting of the efforts and activities undertaken was provided with the fall and spring financial update sessions in addition to be listed in the annual budget document and the Certified Annual Financial Report (CAFR), also known as the audit.

For the 2013/14 Fiscal Year, another comprehensive strategic planning process was convened. The result was the following slate of goals:

1. Engage in relationships and program initiatives which enhance working together to provide the best education possible for the children of Park Forest.
2. Continue efforts to increase commercial, business and residential development in the Village.
3. Continue to establish, review and refine policies which assure an acceptable and sustainable level of financial, environmental and infrastructure components of the village.
4. Increase awareness of the quality of life in the Village of Park Forest.

The above goals were established as Village leaders worked with Northern Illinois University's Center for Governmental Studies toward developing a new five-year strategic vision. Citizen focus groups, neighborhood meetings, a comprehensive consolidated studies report, and workshops related to the roles of the elected board and management staff were the components of that strategic planning process. The work culminated in the following priorities being established in 2014/15:

1. Generate Economic and Business sustainability for the Village
2. Create an infrastructure capital plan that is flexible in dealing with trouble spots.
3. Develop a renewed, contemporary youth program.
4. Improved Code Compliance based on existing studies and innovative solutions.
5. Fiscal and Service sustainability based on the triple bottom line concept.
6. Sustain the Village's role as a catalyst for innovative change in the region.

In the years since (2014/15 through 2018/19), the Village worked toward accomplishing these goals. And, again, regular reporting to the Mayor/Board and the public was provided with the fall/spring financial updates, the annual budget document and the CAFR.

Moving Forward
Over the past several months, Village Staff has been mindful that 1) the five year goals developed in 2014/15 were expiring; and 2) the turnover amongst the Village's Elected Officials has been extensive since the April 2019 local election. In soliciting interest from consultants to provide strategic planning guidance, proposals and costs were reviewed from:

- Lewis Bender: $5,400 - $7,900
- NIU's Center for Governmental Studies: $14,900 - $16,000
- B2B Strategic Solutions: $24,000 - $36,000

Follow up interviews (either in person or via telephone) and discussions were conducted with each of the consultants. Proposals from all three are attached. While it is believed that all three consultants can ably assist the Village in its strategic planning efforts, Staff's recommendation to the Mayor was to consider B2B Strategic Solutions. Related to this recommendation, the Mayor and Village Manager met with representatives from this consultant in mid-January to discuss their proposal and understand components of their recommended strategic planning process. Subsequent to this meeting, some minor revisions were made to the B2B proposal with the Mayor being comfortable in moving forward with selecting this group to be the Village's strategic planning partner.

SCHEDULE FOR CONSIDERATION: This item will appear on the agenda of the February 3, 2020 Village Board Rules Meeting for discussion.

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Telephone 312 368 1700
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PROPOSAL TO

VILLAGE OF PARK FOREST

STRATEGIC PLAN
CONSULTING AND DEVELOPMENT

NOVEMBER 15, 2019

REQUEST FOR SERVICES

The Village of Park Forest seeks to develop goals for a multi-year Strategic Plan. The goals are to be developed through a process that reflects stakeholder values, based on education, surveys, interviews and analysis. B2B Strategic Solutions, Inc. (B2B) will develop for the Village, a final document that establishes five Strategic Goals with a summary of each and how stakeholders see these goals coming to fruition. B2B will also provide an updated Mission Statement based on stakeholder feedback. In addition, the Village seeks monitoring of the Strategic Planning process to ensure adherence to established goals set by this engagement. B2B will monitor that process that will culminate with a final review of the Village's Strategic Plan and metrics. This review will be documented in an engagement closing letter. The estimated timeline for this engagement, excluding the monitoring and final review, is 30 – 45 days. This timeline will be confirmed upon award.

It is our privilege to submit this proposal to the Village of Park Forest for consulting services related to Strategic Planning.

FIRM OVERVIEW

B2B Strategic Solutions, Inc. is a management consulting firm with more than twenty years of industry experience. We have achieved consulting success in the private and public sectors, in educational institutions and non-profit organizations. The experience and skills of our team help our clients meet challenges, improve efficiencies, boost productivity, manage large software implementations and increase technology expertise.

Founder and President, Donna C. Bryant, established B2B to provide professional and quality consulting services to clients in a constantly evolving environment. Our team members have proven success records and are often entrepreneurs in the management consulting industry as well. B2B Strategic Solutions maintains an impressive client database which attests to the diversity of the organizations we assist.

B2B continues to grow its business through a robust referral network because of their integrity, adaptability, and success driven attitude. We believe in fostering relationships with our clients and work with organizations of all sizes. Our goal is to achieve 100% client satisfaction by professionally and economically delivering ideal solutions tailored for each client. To accomplish this, B2B leverages our industry process expertise, comprehensive resources and a proven track record to mobilize the right people, skills and technologies to help clients improve their performance.

B2B Strategic Solutions, Inc. is a certified minority woman-owned business in Illinois, Indiana, Wisconsin, Missouri and New York.

B2B STRATEGIC SOLUTIONS INC

OUR TEAM

As is often stated, the strength of any organization can be directly measured by the quality of its people. At B2B, this belief has been at the heart of the organization since our beginning. As a result, we are proposing the following professional and knowledgeable consultants with outstanding experience for this project.

Donna C. Bryant – Project Executive
Malcolm Weems – Project Lead, Senior Consultant
TBA – Business Analyst

Their professional bios are below:

Donna C. Bryant – President, B2B Strategic Solutions, Inc.
Project Executive

Donna is the President of B2B Strategic Solutions, Inc., a Management Consulting firm based in Chicago, Illinois. Under Donnas' leadership, B2B Strategic Solutions, Inc. has achieved significant consulting success and maintained a solid reputation with its clients, business partners and consultants.

Ms. Bryant has developed extensive entrepreneurial experience since starting her first consulting company, Bryant & Company, in 1999. Armed with multiple professional training certifications, Donna confidently and professionally delivered both technical and HR-related training workshops. After a few years, she realized to grow her business the way she envisioned, it would be necessary to partner with other professional consultants and add services to her portfolio. These strategic business tactics led her to found B2B Strategic Solutions, Inc. in 2003. As President, Ms. Bryant is extremely passionate about the needs of her clients, business partners and consultants. Her leadership and the experience of her team help her clients improve efficiencies, boost productivity, increase Diversity & Inclusion awareness and increase technology expertise.

Prior to starting her entrepreneurial career, Ms. Bryant spent 12 years at Amoco Corporation as a Technical and Leadership trainer and Vendor Manager. Before joining Amoco Corporation in 1987, Donna worked for several media sales companies including Turner Broadcasting and Television Program Enterprises in various sales-related positions.

Ms. Bryant's varied background in training and sales provided the perfect foundation to start her own business and support, promote and engage other entrepreneurs. Her company today is proud to offer a wide-range of consulting services related to Project Management, Emergency Management and Training.

In 2011, Ms. Bryant was featured in a Women In Business article in Forbes Magazine. Donna enjoys encouraging the entrepreneurial spirit in other business owners, colleagues and members of her community. Ms. Bryant lives in suburban Chicago, IL and has one adult son.

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Malcolm Weems, Project Lead, Senior Government Consultant

Malcolm Weems has over a decade of experience in financial and organizational management and leadership for public sector organizations, including the State of Illinois and the Chicago Park District. Malcolm provides clients with counsel on public private partnerships that lead to sustainable solutions, mutual benefits and profits for all involved parties, including all variations of governmental entities and businesses, nationwide.

In 2005, Malcolm gained expertise in the State of Illinois' procurement process working as Chief Operating Officer of Procurement for the Department of Central Management Services (CMS). Exhibiting a keen eye for details and effective communication and problem-solving skills, Malcolm was selected in 2007 to serve first as Associate Director, and then later as Chief of Staff, for the Illinois Governor's Office of Management and Budget (GOMB). At GOMB, Malcolm managed over $5B directly and had decision-authority on state procurements over $1M. It was there that he began advising the Governor's Office on proposed legislation and statewide policies, interacting with members of the General Assembly to ensure effective use of state resources and best practices, and providing outreach to community organizations. It was also at GOMB that Malcolm began providing oversight and support for state agencies to plan operational direction and resource management.

As a consultant, Malcolm develops strategies for clients seeking to build relationships with government entities, respond to governmental procurements and pass legislation. Numerous businesses, city aldermen, county commissioners, and community organizations trust Malcolm to communicate key messages, develop creative solutions, and facilitate ongoing relationships. His experience includes:

- Strategic planning and implementation to address budgeting gaps and special projects
- Statewide collaboration of operational issues
- Oversight and management of consolidated statewide administrative services, including but not limited to, the state's IT infrastructure; real estate property of over 70M square feet of state- owned and rental property; the personnel code; and benefits for over 50,000 employees
- Revenue forecasting and budgeting for multi-million-dollar organizations

B 2 B STRATEGIC INC SOLUTIONS

PROPOSED SCOPE OF SERVICES

Planning Sessions

We propose facilitating four separate planning sessions to assist the Village of Park Forest (VOPF) understand the strategic planning process. In addition, we will ensure the process also aligns with the Village's Mission Statement.

Suggested Participants:

- Mayor
- Board members
- Village Manager Staff
- Constituents (approx. 30 residents selected by Board members)

The length of these planning sessions will vary between 1 – 4 hours each

Proposed Discussion Topics:

- VOPF - Previous success stories
- VOPF - Core competencies and competitive advantages
- SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)
- Current state of the Village
- What does the Village do well, where can it improve, what would they like to improve? (3 wishes)
- VOPF - Current values and behaviors
- VOPF Vision
    - Where are we going?
    - Why should we go there?

Development of Strategic Goals

Approximately 2 weeks later, the B2B team will work with the Mayor, Board Members, Village Manager Staff and selected Constituents to truly define values to arrive at Strategic Goals. We suggest conducting two 2-hour sessions, on the same day, to include these topics:

Educational process

a. What is a Strategic Plan?
b. Why establish a mission statement, vision, goals, objectives and strategy?
c. How are Strategic Plans used?
d. What are the Village of Park Forest's strategic priorities? Examples are listed below.
    i. Economy
    ii. Neighborhood livability
    iii. Health & Safety

iv. Transportation
v. Culture & Entertainment
vi. Efficient and high performing government
vii. Who are the stakeholders?

As a result of these discussions, B2B consultants will develop and administer a survey to gather specific information from the participants using an electronic survey tool. We will develop and administer the survey, requesting a five-day response timeframe.

Based on the survey results, B2B consultants will conduct follow-up interviews with the following participants:

Mayor
Board (individually)
Constituents (3 groups of 10)

B2B consultants will prepare a final collection and analysis of all data gathered during the interviews and surveys and develop a final report that includes summaries of the agreed-upon strategic goals and VOPF mission statement. This deliverable will include a written consolidated report and a formal presentation to Village Leadership.

Monitoring of Strategic Planning Process

B2B consultants will continue supporting VOPF leadership to ensure adherence to the established goals resulting from this engagement. At this time, we envision the following proposed tasks and deliverables:

1. Conduct, Facilitate or Attend appropriate Staff meetings - Length and participants TBD
2. Final Selection of Metrics
3. Analysis of final VOPF Strategic Plan
4. Engagement closing letter

As you will note from our proposal, this project will require open and honest discussions and consistent commitment of all participants. To make this project successful, we require the availability, participation and commitment of VOPF leadership, Board members and staff. We view this as an opportunity to become a long-term partner of the Village of Park Forest.

B 2 B STRATEGIC SOLUTIONS INC

COST

$36,000
Includes all expenses and materials

Payment Terms: 10 days net after invoice submission
Invoice after completion of each milestone as follows:

Planning Meetings: $12,000
Strategic Goals Development: $12,000
Monitoring of Strategic Plan Process/Generation of Engagement Closing Letter: $12,000

Respectfully submitted,

Donna C. Bryant

Donna C. Bryant
President

The services included in the attached Addendum are not included in the above proposal.

B2B STRATEGIC SOLUTIONS INC

Addendum

As an addition to our Strategic Planning services, B2B is pleased to offer the following educational options to support the Village of Park Forest leaders and staff to build self-awareness, enhance relationships and support to foster positive, sustainable personal growth. This knowledge leads to a more diverse, equitable and inclusive environment in the office and community. It will also have positive impact upon the Village's recruiting, hiring and retention goals. We welcome the opportunity to discuss how these topics can be tailored to the Village of Park Forest employees.

Diversity & Inclusion Workshops for Village Leadership

A Manager's Roles & Responsibilities	Understand what is required of managers as leaders in a diverse work environment with diverse customers
Harassment & Discrimination Policies	Review of the policies and what is required of leaders when harassment or discrimination issues arise
Managing Diversity Issues	Practice identifying and solving common diversity-related issues in the workplace
Creating a Positive Environment	Learn specific strategies and tactics to help leaders create and maintain a positive work environment

Diversity & Inclusion Workshops for Village Staff

The Business Case for Diversity	Discussion to help participants understand the practical (business) reasons for valuing diversity in the workplace.
Pre-Assessment	Custom assessment that will reflect each participant's current levels in the three main areas of diversity: attitude, knowledge, and behavior.
The People We Serve	Discuss and understand the psychographics of the many different categories of people who interact with your organization.
Diversity Challenges	Participants decide what they believe to be the organization's biggest diversity issues.
Overcoming Our Diversity Challenges	Group activity to find potential solutions to the Diversity challenges in the organization.

Perceptions and Diversity	Discussion about how we perceive others across racial, cultural, gender, educational, etc. barriers and the effects of these perceptions.
Cultural Norms and Values	Identification and discussion of various aspects of culture and comparison of "mainstream" American culture to other cultures.
Behavior, Personality, and Culture	Observations and analyses of behaviors to understand how culture and personality matters.
Serving Diverse Customers	Learn how to interact more effectively with people from different cultures or backgrounds.
Building Positive Relationships	Participants discover their preferences and learn specific things they can do or say to bridge cultural and other gaps to build positive relationships.
Inclusive, Productive, and Collaborative	Participants learn how to help create a positive workplace by breaking down traditional cultural barriers and connecting with others.

Nile Gossett – Senior Diversity Consultant

Nile Gossett has worked in the Diversity & Inclusion arena since 1993. As an employee of Inland Steel Company, Nile was a member of the Diversity Task Force that helped create the company's long-term and short-term diversity goals and implemented their various Diversity training programs. These goals included Cultural Awareness, Recruitment, Retention, Employee Feedback, Mentoring, Community Outreach, and Training Programs. Inland's Diversity program also included Performance Evaluation measures for Managers and non-managers.

Since then, Nile has worked on a variety of Diversity training programs for a wide range of municipal organizations in Illinois, Cook County, Chicago suburbs, and the City of Chicago. Training program topics include diversity, inclusion, equity, unconscious bias, racial sensitivity and how these relate to and impact teamwork, communication, leadership and customer service.

Nile's Diversity & Inclusion training programs have been conducted at the Village of Oak Park, IL (Village Services, Police Dept., Fire Dept, Public Works), at Lake County, IL Government (Village Hall, Police Dept., Public Works), at Chicago Public Schools, at several agencies of Cook County Government (Clerk of the Circuit Court, Board of Review), the Community Mental Health Board of Oak Park, East and West Leyden High Schools, McCormick Place / Navy Pier (MPEA – Metropolitan Pier and Exposition Authority), Oak Park Elementary School District, the Village of Vernon Hills, IL, Oak Park-River Forest High School, Triton Community College, Roosevelt University, and the Oak Park Public Library.

Strategic Planning and Goal Identification Proposal For the Village of Park Forest

July 31, 2019

Prepared by:
NIU Center for Governmental Studies
DeKalb, Illinois

NORTHERN ILLINOIS UNIVERSITY
Center for Governmental Studies
Outreach, Engagement, and Regional Development

NORTHERN ILLINOIS UNIVERSITY
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Building stronger regions through innovation and collaboration.

CGS provides expertise that helps decision-makers implement efficient, sustainable, and cost-effective approaches to economic, social, and information management issues.

July 31, 2019

Mr. Mark Pries and Larrie Kerestes
Finance Director and Director of Community Development
Village of Park Forest
350 Victory Drive
Park Forest, IL 60466

RE: Proposal to Provide 2019-20 Strategic Planning Services

Dear Mr. Pries and Mr. Kerestes:

Thank you for inviting the Center for Governmental Studies (CGS) to submit a proposal to facilitate the Village of Park Forest's strategic planning process. In response to the Village's request for strategic planning assistance, the following framework and approach was designed for your consideration. The proposal outlines how CGS can help the Village address the following needs:

- Updating and identifying a long-term vision, setting organizational priorities and shaping the Village's strategic direction
- Providing a scanning analysis of the governing and community environment
- Facilitating a process to establish priorities and form trackable short- and long-term strategic goals
- Launching action planning of the consensus goals
- Providing a communicative summary document for use by the Village Board, staff and broader community

As the list of previous strategic planning projects included in the proposal reflects, we have provided similar services to a variety of agencies and local governments in Illinois and the Midwest.

Thank you for the opportunity to be considered to assist the Village with this important endeavor. We appreciate your time and would be happy to meet with the Village administrative team in person to review our proposed approach and amplify and refine the outline for the project.

Sincerely,

Greg Kuhn, PhD
Assistant Director
Public Management and Training
NIU Center for Governmental Studies

Village of Park Forest
Strategic Planning and Goal Identification Proposal

July 31, 2019

direct questions to

Greg Kuhn, Ph.D. or Mel Henriksen
Public Management and Training Group
Center for Governmental Studies
Northern Illinois University

Strategic Planning

"The art of progress is to preserve order amid change,
and change amid order" -A.N. Whitehead

Strategic planning, at its core, is leadership's expression of the future. Whether it be a private or public organization, the world in which all organizations operate continues to rapidly change and grow more complicated as witnessed by the changing dynamics of our region, our state, the nation and the globe.

The following proposal has been prepared as a follow-up to earlier discussions to initiate a comprehensive strategic planning process for the Village of Park Forest. In response to the desires expressed in our discussions, the Center for Governmental Studies (CGS) at NIU is recommending a participative format that will enable the Village's elected officials and senior staff to collaborate to gain insights, share perspectives, and undertake an exploration of organizational dynamics and generate an updated consensus view of the Village's future. The result will be a thorough discussion of policy and administrative leaders' views resulting in the identification of the Village's most critical goals, objectives and organizational arrangements for both the short- and long-term.

INTRODUCTION

As the Village's leadership is aware, strategic planning initiatives are not a new phenomenon for progressive organizations. The value of such processes continues to be recognized by leaders at the policy and administrative levels in both private and public organizations. The world in which we all operate continues to rapidly change and grow more complicated. In turn, the challenges and choices that the Village faces in establishing policies, providing vital services and setting priorities are likewise more complex and challenging than ten years ago, five years ago--even two years ago.

Like many communities in the metro area and across the country, the Village's population and economic dynamics continue to evolve and change, and, the service programs and policy actions necessary to meet its mission will continue to evolve as an engaged electorate critiques

essential public services that are needed or desired. Consider some of the trends within and beyond the Village's borders: changing demographics, value shifts, growth, economic contraction, development and re-development, changing attitudes, tax limitations, demands for service, mandates, economies of scale, technology changes, etc. These are just a sample of the many factors that impact the how, what, when, where, and why's of operating and providing services in today's civic environment.

According to noted writer *John Carver*, governing and leadership challenges are not so much a problem of people as they are a problem of *process.* What makes the difference between effective and ineffective leadership groups is the ability to get beyond narrow issues to focus on the long-term vision, trends and critical functions of the organization, and then **communicating** those consensus visions and priorities to the staff that execute goals and fulfill the mission.

As Carver states, the heart of governance is ***setting priorities, making policy, articulating the mission of the organization and sustaining its vision.*** Leaders need to commit themselves to effectiveness by learning to govern not only the Village's affairs, but to govern themselves and lead by setting directions that are clear, concise and focused on a defined future. Responsible stewardship and leadership is the essence of the considerable responsibility citizens place in their public service agencies.

The proposed framework presented below traces the recommended exercises and goal-setting techniques that will be employed in a holistic review and update of the Village's strategic direction. As you know from your experiences as a group, a sound strategic planning process helps to focus leadership, energize the organization and engage stakeholders. It should be seen as an avenue to not only map out the future, but as a means to foster a sense of ownership and boost overall effectiveness in setting the course for the Village in partnership with the community.

OVERVIEW OF A COMPREHENSIVE STRATEGIC PLANNING PROCESS

Although the word "planning" appears in the description, it must be emphasized at the outset that the result of this process is not to create a plan that sits on a bookshelf like a trophy. Rather, the primary outcome is to foster strategic thinking and communication among Village Board members and senior staff leading to a viable listing of identified and prioritized goals that incorporate the overall vision for the Village's short- and long-term future.

Proposed Phases and Process

The format for all the discussion sessions at the strategic planning workshop outlined below are highly participative and interactive. The process relies heavily on a group discussion approach called *Nominal Group Technique* where participants are assured equal opportunities to speak and share opinions by the facilitator. During the workshop sessions, individuals will have an opportunity to generate and share individual ideas, work together as a group and in small teams to develop ideas,

weigh alternatives and further refine their thinking. As these ideas are shared and debated, the group will be working steadily toward building a consensus of future directions and priorities.

Part Ia. Pre-Workshop: Strategic Planning Readiness

As part of initiating actions and launching the project, the facilitator(s) will convene a project review meeting with the Village Manager and other project staff designated or desired by the Village. The meeting will explore the following: (1) confirm expected outcomes; (2) review status of mission, vision and values to determine the need for any updating; (3) discuss environmental scanning exercises and status of any prior goals and (4) clarify/finalize the key stakeholder views or key issues. This meeting will also be used to set estimated project schedules and finalize the exercises and options included in the process.

Part Ib. Pre-Workshop: Taking Stock - Listening and Learning from Stakeholders

- Village Senior Staff and Leadership
  - Organization Views
    - Village President and Board Member Interviews (6 interviews)
    - Village Manager (1 interview)
    - Department Heads/Management Team (2-hour prep workshop)
- Demographic Data Gathering and Analysis [OPTIONAL Component – cost information available in a later section of the proposal]

Part II. Strategic Planning Workshop(s): Bringing Together Ideas and Feedback to Form Leadership's Goals and Expression of the Future

- **Leadership Workshop Sessions (*One full-day or two half-day retreat options*)**
  - Session 1: Mission and Vision Confirmation
    - Review and affirmation: what is our raison d'etre or mission?
    - Review and affirmation or adjustments: what is our vision of the future for the Village, the community?
      - Imagine the Village 10, 15, 20 years from now…
  - Session 2: Environmental Scan Part II. – Two-part group S.W.O.T. analysis
    - Small group S.W.O.T warm-up exercise
    - Large group S.W.O.T. exercise
      - Identify internal strengths and weaknesses
      - Identify external opportunities and threats
  - Session 3: Group Goal Development
    - Presentation of status of prior goals or progress from prior strategic planning process by staff (if applicable)
    - Board of Trustees and President Short- and long-term goal development and discussion

- Senior staff goal input and discussion
- Group goal classification - complex or routine

Part III. Post-Workshop Follow-up: Elected Official Prioritization

- Goal Consolidation as needed with Senior Staff and CGS Team
- President and Board Goal Prioritization Process (via online ranking exercise)
- Goals Ranking Tally and Results Prepared and Sorted by Time and Complexity Matrix

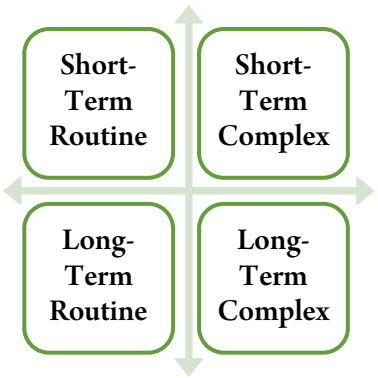
Board Goal Prioritization Process Overview

Following the classification exercise, the group will be asked, through a post-workshop *online* exercise, to delineate why certain goals should be given high priority, and why some goals, although worthy, should receive lower priority. Point values will be assigned to each goal within each quadrant by the group. The resulting consensus ranking of short- and long-term goals to achieve the future vision will be the final outcome of this phase of the process.

The final update to the Village's revised or new goals will be presented in a 2x2 time and complexity matrix, with consensus priority rankings, as illustrated below:

Goal Classification Matrix

by G. Gabris



Part IV. Post-Workshop Implementation Review - *Action Planning Launch*

- Presentation of Tools/Techniques for Effective Implementation Launch in the Organization
- Operationalizing the Goals - Clarification of Goals Statements
- Structural Assignments and Goal Coordination Responsibilities
- Scheduling of Start Dates, Milestones and Status Reports
- Approaches for Action Steps/Work Plans

Final Report

A final report documenting both the process and outcomes will be presented to the Board for approval. A standalone executive summary will also be produced. Both will be provided in electronic form.

Cycle of Planning, Action, and Scanning

Taken as a whole, the strategic planning process that is envisioned and described here, can be illustrated in a model of the various steps and elements in a cycle of input, scanning, goal setting, prioritization, action planning and re-examination.

An illustration of the strategic planning cycle described is presented below:

Strategic Planning Model*

DETAILED DESCRIPTION OF PROPOSED PROJECT COMPONENTS

Component A. – Environmental Scanning and Taking Stock: Background and Learning from the Organization and Data

Environmental Scan and Background Information Gathering Overview

This pre-workshop component is an important piece designed to help ground the process as "listening" is vital to planning. The project team will use various elements for gathering background data ranging from "desktop" review of documents, to interviews and preparatory group discussions. These steps are an important part of "taking stock" by the project team to help understand current municipal policy and operational perspectives, perceptions and preferences.

The avenues identified for collecting and involving stakeholders to gain the input and perspective of organization members, as well as others beyond the Village government include: interviews and focus groups as well as an optional demographic analysis. The proposed work plan highlights the key organizational and stakeholder groups that should be considered for input for the Village as a whole. The extent to which the listening component will be utilized will translate into the depth of data gathered, the time it will take to gather it, the analysis, and, the cost associated with the collection method or technique employed. Each technique has its own strengths and outcomes.

Interviews are an interactive/source-focused approach that can provide initial background and personal perspectives. Input is gained during a personal interview at a 1-1, or 1-2 level with a professional interviewer. These interactions result in highly personalized participation and the in-depth sharing of ideas. It is the most labor-intensive approach to gathering stakeholder input, but is great way to build foundational knowledge. A list of 4-5 key questions will be developed to help guide discussions. The focus of the interview sessions will be to gain an initial perspective by building a balanced and informed view of the Village, from each leader's unique vantage point.

Focus groups are also an interactive approach that elicits participation and the sharing of ideas in a non-threatening group environment created by the facilitator. Participants are led through a structured but informal discussion that will focus on 5-6 discussion questions that highlight key areas of insight for the process. The advantage of focus groups is the efficiency of gaining multiple insights at one time, the dynamic discussion that takes place among multiple participants and the robust nature of the comments. Similar to the interview approach, the aim of the focus group sessions will also be to gain a balanced and informed view of the Village from each stakeholder's unique perspective.

[**OPTIONAL DEMOGRAPHIC ANALYSIS**] **Supplemental Demographic Data Gathering and Analysis**. Changing demographics play a crucial role in the service expectations of the community. Planning for facilities, programs, staff and space are unavoidably linked to the socio-demographic character of a community. CGS's community and economic development analytics team will compile a data profile for the Village as a component of the strategic planning process' environmental scan. The data are from both publicly available and proprietary sources.

- ***Option 1: Basic Demographic Profile*** *- $2,100*
  The basic profile provides information about the Village's residents, workforce and tax base. Most of the information comes from publicly available sources.
  - Current population and trend (change since 2010)
    - Total population plus breakdowns by
      - Age
      - Race

        - Gender
        - Education level
- Commuting profile
    - Profile of Village resident workers
        - Work location
        - Demographic (age, race, gender) profile
        - Earnings profile
        - Industry profile
    - Profile of Village workers
        - Home location
        - Demographic (age, race, gender) profile
        - Earnings profile
        - Industry profile
- Assessed Valuation trend
    - Residential
    - Commercial
    - Industrial

➢ ***Option 2: Advanced Demographic Profile*** *- $2,850*

The advanced profile adds projections of demographic data and more detailed data about businesses in the Village. The data in this section primarily comes from proprietary sources.

- All data listed in Basic Profile
- Five year projections of demographic variables
- Business profile (trends and projections)
    - Count of businesses by industry sector
    - Employment by industry sector

Estimated Range of Costs

Fees for the strategic planning initiative would result from the components selected and the number of estimated contact, preparation, analysis and summation hours for the project.

A conceptual estimate would place the project within a not to exceed range of $14,900-16,00*. The estimated costs presented here would include professional/analytical fees and project expenses (including mileage/travel) for all phases of the project, from inception though action-planning launch including identified interviews and focus group sessions, analyses, leadership workshops and related project expenses. The base project costs would not include any of the optional components presented.

The breadth of the estimated range reflects the possible variation in scope and approach to gain stakeholder input and participation, and, a final number of planned workshops. The figures above are based upon the concept approach outlined. The CGS team can refine this estimate based on final discussions of the eventual overall approach and scope.

The Village will be responsible for securing and reviewing meeting sites with the NIU project team. The Village will coordinate with NIU all notices, invitations, postings, room set-ups and refreshments for all workshops and project sessions. The Village will also be responsible for reviewing, securing and directly covering any costs for facilities and refreshments, including technology or equipment, supplies and/or other ancillary logistical items.

**The cost(s) above exclude the optional demographic data analysis and community survey noted in the project framework, or, any additional focus group data gathering, interviews or other project related activities not specified here. Additional components or tasks would represent an additional research effort, and will result in additional costs beyond the not-to-exceed figure presented and will be charged at a rate of $115 per hour, for professional staff, $50 per hour for support and technical staff, plus related expenses. CGS will advise the client before starting any additional work and secure authorization to proceed before undertaking additional assignments.*

Proposed Timeline

Project Date (s) and Location - The workshops and meetings for the 2019 strategic plan update will be held on dates that are mutually convenient for both the Village's participants and the Center's lead facilitator and project team. The completion date will be dependent on the timing and sequence of the various workshops. A 2-hour prep session with the Manager and staff, a series of stakeholder focus group sessions, a 6-7 hour retreat workshop, and a 2-3 hour follow-up session with the Manager and department heads are the planned project meeting activities.

The following is an estimated timeline for the process as outlined:

Timeline**	Description
Project Start-up (10-15 Days)	Project Initiation Activities Including Advance Leadership Team Session & Interviews
Data Gathering (25-30 Days)	Environmental Scanning/Prior Process Review Work
Data Preparation (15-20 Days)	Synthesis of Scanning and Outreach Data
Strat Plan Workshops (15-20 Days)	Strategic Planning Retreat Meeting (s)
Action Planning (15-20 Days)	Implementation Start-up Prep and Session
Final Report (25-30 Days)	Final Report

***estimated duration of each segment – dates to be determined and are subject to scheduling/facilitator and Village team availability, progress of exercises, and return of requested data or decisions from the Village.*

REFERENCES AND REPRESENTATIVE PROJECTS

Representative strategic planning projects in Illinois led by Greg Kuhn and team include:

1. Village of Western Springs, IL
2. Village of Bartlett, IL
3. City of Elmhurst, IL
4. Village of Skokie
5. City of Park Ridge
6. Naperville Park District
7. South Suburban Mayors and Managers Association (SSMMA)
8. Village of North Aurora, IL
9. Village of LaGrange, IL
10. Village of Coal City, IL
11. McHenry County, Illinois

Contacts:

Ingrid Velkme, Village Manager, Western Springs, ivelkme@wsprings.com, 708-784-2169

Paula Schumacher, Village Administrator, Village of Bartlett, pschumacher@vbartlett.org, 630-837-0800

Jim Grabowski, City Manager, City of Elmhurst, james.grabowski@elmhurst, 630-530-3010

Mayor George Van Dusen or Village Manager John Lockerby, Village of Skokie, 847-673-0500, John.Lockerby@Skokie.Org

Joe Gilmore, City Manager, City of Park Ridge, 847-318-5216, jgilmore@parkridge.us

Ray McGury, Executive Director, Naperville Park District, 630-848-3500, mcgury@napervilleparks.org

Kristi DeLaurentiis, Executive Director, SSMMA, kdelaurentiis@ssmma.org, 708-922-4670

Steve Bosco, Village Administrator, Village of North Aurora, sbosco@vil.north-aurora.il.us,
630-897-8228

Andri Peterson, Village Manager, Village of LaGrange, apeterson@villageoflagrange.com, 708-579-2318

Peter Austin, County Administrator, McHenry County, pbaustin@mchenrycountyil.gov, 815-334-4226

Matt Fritz, Village Administrator, Village of Coal City, mfritz@coalcity-il.com, 815-634-8608

Additional strategic planning projects in Illinois led by Dr. Kuhn *or* undertaken by CGS include the Villages of Berkeley, Orland Park, West Dundee, Northfield, Carol Stream, Glen Ellyn, Long Grove, Deer Park, Pingree Grove, Sugar Grove, Winfield, Woodridge, Riverside, the Cities of Rochelle, DeKalb, Dixon, DesPlaines, Geneva and St. Charles, IRMA, ILCMA, ILGFOA, IPELRA, the DeKalb Park District, the Carol Stream Fire Protection District, the Schaumburg Fire Dept., Winnebago County, Lake County, Livingston County, Dist. 99 Downers Grove H.S., Hanover Township, Schaumburg Township, as well as many other communities and units of government or governmental agencies.

MISSION AND QUALIFICATIONS OF NIU AND CGS

NIU's Center for Governmental Studies, founded in 1969, is a public service, applied research, and public policy development organization. Its mission is to provide expertise that helps decision-makers implement efficient, sustainable, and cost effective approaches to economic, social, governance, public policy, and information management issues.

CGS' research and services includes work in a variety of areas including community and economic development, workforce development, strategic planning, public management and training, association management, informatics, survey research, data visualization, and health and technology engagement. Clients include municipal, county, state and federal agencies, as well as nonprofit and for-profit organizations. For more information, please call 815-753-0914 or visit www.cgs.niu.edu.

CGS has established itself as the center of choice for civic organizations in Northern Illinois needing to gather, analyze and operationalize information from their constituents. Assistance has been provided to state and federal agencies, colleges and universities, school districts, libraries, park districts and municipalities as well as a variety of other organizations. Since its founding, CGS has provided expertise to help decision-makers throughout Illinois implement efficient, sustainable and cost-effective approaches to public policy, public management, social, economic and information management issues. As noted above, this expertise is made available to all levels of governmental entities, private enterprises, public-private partnerships and other types of institutions such as higher education.

As part of NIU's Division of Outreach, Engagement and Regional Development, CGS fulfills its outreach and engagement mission through public service, applied research, technical assistance, and public policy development activities that are supported by interdisciplinary teams. (See the current NIU CGS brochure.)

CGS staff is organized into various practice areas including:

- Public Management and Training
- Informatics
- Data Visualization
- Survey Research
- Association Management
- Community and Economic Development
- Workforce Development
- Health and Technology Engagement

CGS Team Description

The proposed project team will consist of seasoned specialists and researchers with extensive experience conducting strategic planning, survey research, data assessments, and leadership training. In addition to these core team members, other expertise within CGS will be used for various aspects of the project (i.e., project management and analysis, data research, etc.).

Project Team - Facilitators and Analysts:

Greg Kuhn, Ph.D., Assistant Director of Public Management and Training - Center for Governmental Studies Dr. Kuhn is a former City Manager who now conducts research, teaches and consults to governmental units in Illinois and across the Midwest. Dr. Kuhn completed his doctoral studies mid-career with emphases in Public Administration at the Local Government Level, Organization Development and Public Policy at Northern Illinois University. Greg served as City Manager in Clarendon Hills, Illinois and Asst. to the Manager in Skokie, Illinois. Greg has also provided organizational and leadership services to governments on a consulting basis as Director of Local Government Management Services at Sikich, LLP., Managing Vice-President of the PAR Group, and Senior Associate in Governmental Services at Korn-Ferry International.

Greg has taught a variety of courses at both NIU and Northwestern including graduate courses in strategic planning, leadership, human resources, budgeting, and public policy. In total, Dr. Kuhn has over 37 years of public management experience as an administrator, consultant, and instructor. Greg is a specialist in strategic planning, organizational development and design, governance, and training. He has conducted over sixty strategic planning projects for public and nonprofit organizations. He will be joined by other senior members of the Center for Governmental Studies and the University in the execution of the exercises and data gathering portions of the strategic planning initiative.

Dr. Kuhn would serve as project director and co-facilitator for the engagement.

Melissa Henriksen, MPP, Senior Research Associate - Center for Governmental Studies
Mel has a diverse background including economic and community development, technical assistance, strategic and comprehensive planning, and grant writing. She has provided staff support for several projects including strategic planning facilitation, focus groups, wage and benefit studies and asset/needs assessments. Mel has lead or co-facilitated strategic planning for elected officials, non-profits, school districts, Boards of directors, municipalities, foundations, and institutes of higher education. For the past eleven years, she has managed funded projects for the Illinois Critical Access Hospital Network (ICAHN), the National Association of Development Agencies (NADO), the U.S. Economic Development Administration (EDA), and the U.S. Department of Agriculture (USDA), as well as state and local organizations focused on economic and community development and health care. Most recently, she has worked on city and countywide economic and community development planning. These projects included coordinating surveys, community focus groups, strategic planning to identify potential challenges and solutions, and distilling themes and findings from a variety of qualitative information to share with key stakeholders.

Mel holds a B.A. degree in Political Communication/Public Relations and a Master's degree in Public Policy both from the University of Northern Iowa. Mel is a board member for the Illinois Rural Health Association and is the chair of its Research and Education and Conference

Committee. In addition, she is a former Kettering Foundation Research Fellow and recently received the ICAHN Service Award for her research in rural health care and its economic impact on rural communities. She has also taught Introduction to American Government at Kishwaukee College.

Ms. Henriksen will serve as a project facilitator, analyst, and collaborator.

Jeanna Ballard, MPA, Research Associate- Center for Governmental Studies
Jeanna is a recent graduate of NIU's MPA Program and has joined CGS working with the Public Management and Training team as a research associate. Jeanna earned a dual MPA degree via her joint studies at both NIU and Renmin University in China. She holds an undergraduate degree in Political Science from NIU. Jeanna served as a graduate assistant in NIU's MPA program last fall, an administrative intern in Algonquin in 2014-15, intern for Kane County Health Department in 2014, and a Congressional intern in the U.S. House in 2013. She was the recipient of the James M. Banovetz Fellowship Award and NIU Outstanding Women Student Award.

She has provided staff support for several projects including strategic planning facilitation, focus groups, interviews, performance improvement studies, and training sessions. Jeanna has co-facilitated strategic planning for elected officials, municipalities, counties, libraries, and park districts. Jeanna will assist with the project to coordinate surveys, strategic planning exercises, distill themes, and findings from qualitative and quantitative information sources important to stakeholders.

Ms. Ballard will serve as a project facilitator, analyst, and collaborator.

Other Project Staff and Support - Dr. Kuhn and the project team will also be joined and assisted by other staff members of the Center for Governmental Studies and the University for certain project elements or at critical junctures of the project.

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impartial cross-disciplinary knowledge, data-based technical expertise, applied research, management services, policy analysis, learning opportunities

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CGS.NIU.EDU or contact us:

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NORTHERN ILLINOIS UNIVERSITY
Center for
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Outreach, Engagement and Regional Development

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BUILDING STRONGER REGIONS THROUGH INNOVATION AND COLLABORATION

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The Center for Governmental Studies (CGS) at Northern Illinois University provides expertise that helps decision-makers implement efficient, sustainable and cost effective approaches to economic, social and information management issues.

Founded in 1969, we assemble interdisciplinary teams from our own professional staff and across the university to work with government at all levels, non-profit organizations, school districts, community colleges, park districts, library districts, land conservation districts, land developers, health care agencies, and utilities. Our projects focus on five outcomes:

- Reinvigorating local economies
- Supporting local governments
- Promoting balanced communities
- Informing sound decision-making
- Reskilling the workforce

Visit our website at **cgs.niu.edu** to learn more.

SERVICES PROVIDED THROUGH OUR SIX PRACTICE AREAS

COMMUNITY, WORKFORCE AND ECONOMIC DEVELOPMENT works with local, state and federal agencies, as well as private sector clients to create an attractive local and regional investment environment, present a strong case for attracting or retaining businesses, and examine the impacts of development and policy changes. Services include:

- Comprehensive economic development studies
- Demographic trends and analysis
- Downtown development
- Economic and fiscal impact analysis
- Economic development policy and practice
- Entrepreneurship development
- Labor market studies
- Local food systems development
- Rural economic development

Contact Brian Richard at (815) 753-0162 or brichard@niu.edu.

INFORMATICS team members design, build, manage and mine databases of all sizes to help public organizations make the most of their information while adhering to the highest standards of security and confidentiality. Data services include:

- Dynamic web applications
- Ad hoc reporting
- Data preparation
- Data extracting, transforming and loading (ETL)
- Data modeling, mining and analysis
- Data integration
- Online analytical processing

Contact Desheng "Ben" Xu at (815) 753-4790 or dxu@niu.edu.

ASSOCIATION MANAGEMENT services offer administrative and financial support for organizations serving the public. Our services are a cost-effective solutions to core association needs and include:

- Professional executive management
- Resource development
- Conference and meeting management
- Administrative support services
- Accounting and bookkeeping services
- Internal communications and member/constituent relations
- External Communications and Public Relations

Contact Dawn S. Peters at (815) 753-0923 or dpeters@niu.edu.

PUBLIC MANAGEMENT AND TRAINING offers services for units of local government, state and federal agencies, and nonprofits. We support policy makers and public administrators by providing:

- Strategic/action planning and SWOT analysis
- Data collection and analysis for decision-making
- Organizational development and design
- Governance and executive effectiveness
- Fiscal stress measurement
- Staff development and custom training
- Alternative service delivery and consolidation
- Compensation strategies and system review
- Succession planning and staffing
- Management practice review and performance measurement

Contact Greg Kuhn at 815.753.2789 or gkuhn@niu.edu.

SURVEY RESEARCH helps public and private entities make well-informed decisions. Our professional researchers work closely with clients to design survey projects that provide actionable information to meet their organization's needs. Methodologies include:

- Telephone surveys
- Mail surveys
- Internet surveys
- In-person interviews
- Focus groups
- Mixed mode methodologies (Internet and telephone, mail and telephone)

Contact Mindy Schneiderman at (815) 753-0039 or schneiderman@niu.edu.

HEALTH AND TECHNOLOGY ENGAGEMENT assists in implementing federal and state healthcare initiatives in Illinois by linking providers with resources through partnerships, access to subject matter experts, funding, and other tools. Programs include:

- Illinois Health Information Technology Regional Extension Center – assisting healthcare practices achieve "Meaningful Use" of electronic health records.
- Great Lakes Practice Transformation Network – helping support healthcare transformation through clinical quality improvement.
- Healthy Hearts in the Heartland – supporting practices in quality improvement & prevention for heart and stroke patients.

Contact Lisa Kaye Bergeron at (815) 753-0924 or lbergeron@niu.edu.

NORTHERN ILLINOIS UNIVERSITY

Center for Governmental Studies

Outreach, Engagement and Regional Development

Proposal for Facilitation
Strategic Planning Process for the Village of Park Forest, Illinois

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Submitted Monday, May 21, 2019

Purpose of a Facilitated Process

The purpose of this process is three-fold:

1. Assist the President, Board of Trustees, Village Administrator and Department Heads in their efforts to establish strategic direction and goals for The Village of Park Forest.
2. Create a facilitated environment that allows participants to explore and discuss ideas in a task-oriented, fair, respectful, and balanced manner.
3. Present documentation that adequately reflects the major deliberations and decisions of the planning group.

Tasks to be Completed

The facilitator will complete the following tasks:

1. Consult with the Village Administrator, President, and selected involved persons regarding the specific purposes and agenda of the process.
2. Facilitate the meeting in a manner which permits the President and Village Administrator to be free of the responsibilities of running the meeting and which encourages a positive and creative exchange of ideas.
3. Work with the Administrator, Senior Staff, President and Board on developing mutual understandings and expectations regarding their respective roles and duties.
4. Offer advice regarding processes and methodologies to the participants.
5. Move the process forward in an efficient and effective manner.
6. Provide an outline of the major points of the proceedings.

Proposed Dates

Potential Friday-Saturday dates for scheduling these workshops include:

- October 4-5, 2019
- October 25-26, 2019
- November 8-9, 2019

Cost

The total cost for facilitation services involving pre-consultations, two days of on-site facilitation and preparation of meeting notes is $5400. This amount includes expenses associated with travel from Luther Michigan. Note, if a follow-up session is deemed necessary, the cost will be $2500 plus travel expenses.

Proposed Format

The following format can be adjusted according to the needs of the Village Leaders:

Friday	Noon to 5:30 pm ***Participants:*** *Village President, Board, and Administrator*	*Focus:* • *The team discusses Village trends. Population, employment, region, and other key factors.* • *Discussion analysis of strengths, weaknesses, opportunities, and threats that are currently and anticipated in the future facing the Village.* • *Vision Tour of Park Forest in 2024-25. If the Village Board were giving a tour of the Community in 2024, in achievable terms, describe what programs, staff facilities, infrastructure, collaborations they would be shown?*

Saturday	8:30 am - 1:00 pm ***Participants:*** President, Village Trustees, Village Administrator, and Department Heads.	*Focus:* • Village President and Trustees and Department Heads discuss the Board's vision and major goal areas. • Discuss and identify key objectives and guidelines for each goal area. • Discuss and identify key tasks in each goal area to be completed in the first year.

Further Steps in the Process:

Upon completion of the two-day workshop:

1. The facilitator will send the meeting notes/strategic plan draft to the Village Administrator. The proposed draft will include: Vision, Goals, Key Objectives, One Year Tasks to be completed, and suggestions for maintaining momentum in the strategic plan processes.

2. The Administrator and Department Heads will create a proposed final draft plan for consideration by the President and Village Board of Trustees. This will involve financial considerations, timeframes and other factors.

3. The Administrator will present the final draft for consideration to the Village Board of Trustees for final review, possible revision and adoption.

Facilitator

Dr. Lewis Bender will serve as facilitator of this process. He has a long history of work with municipal and other local governments. He has conducted numerous strategic planning processes and teaches a graduate level class on the subject.

He is Professor Emeritus of Public Administration at Southern Illinois University at Edwardsville (SIUE). He taught a variety classes in supervision and leadership for the Department of Public Administration and Policy Analysis.

Previously at SIUE, he was the Director of Regional Research and Development Services, which was responsible for university community and public service outreach and applied research endeavors. Throughout his career, Professor Bender has been deeply involved in community-based applied research, organizational goal setting and planning, and approaches to organizational development.

His educational background includes BS in History from Grand Valley State University, Allendale, Michigan (1971); Masters Degree in Political Science, Wayne State University, Detroit, Michigan (1973) and Ph.D. in Political Science, University of Georgia, Athens, Georgia. (1977)

A specialist in training and organizational development for business and government, he conducts seminars and workshops for management, supervisors support staff and customer service employees – anyone who needs to be effective in communicating. Dr. Bender is well known for his candid approach and casual style. He has worked with organizations across the U.S. and Canada.

Prior to his appointment to SIUE, Dr. Bender served as the Director of the Center for Governmental Research at Central Michigan University.

Recent Strategic Plan References

Ray Rose
Former Chief Deputy
Lake County Illinois Sheriff Department
(847) 815-9333

Ms. Susan Osbourne, Mayor
City of Fenton, Michigan
(810) 922-8477

Mr. Robert Mitchard, Director
Department of Public Works
Village of Algonquin, Illinois
(847) 658-2754

Mr. Thomas Tarkowitz, City Manager
City of Marshall, Michigan
(269) 781-5183

Mr. James T. Wickman III, Township Manager
Charter Township of Hartland, Michigan
(810) 632-7498 ext. 260

Mr. Ryan Wood, Administrator
Clinton County Michigan
(989) 640-3763

Mr. Brian Murphy, Administrator
Village of Plainfield, Illinois
(815) 600-2015

Additional references are available upon request.

Strategic Planning and Team Workshop Experience

- Spring 2019- Clinton County, Michigan Board of Commissioners
- Spring 2019 – Livingston County, Michigan Board of Commissioners
- Winter 2019- City of Plymouth, Michigan
- Winter 2019 – Huron Clinton Metro Parks
- Winter 2019 – City of Marshall, Michigan
- Winter 2019 – City of Saline, Michigan
- Winter 2019 – City of Coldwater, Michigan
- Winter 2019 – City of Clare Police Department, Michigan
- Winter 2019 – City of Big Rapids, Michigan
- Winter 2019 – City of Owosso, Michigan
- Winter 2019 – City of Lowell, Michigan
- Winter 2019 – Muskegon County Board of Commissioners
- Winter 2019 – City of Tarpon Springs, Florida
- Fall 2018 – Canton Township, Michigan
- Fall 2018 – City of Joliet, Department of Utilities, Illinois
- Fall 2018 – Highland Park Police Department, Illinois
- Fall 2018 – Village of East Dundee, Illinois
- Fall 2018 – County Road Association Self Insurance Fund, Michigan
- Fall 2018 – Clare Michigan Police Department, Michigan
- Fall 2018 – Antrim County Road Commission, Michigan
- Summer 2018 – Village of Carol Stream, Illinois
- Summer 2018 – City of Tarpon Springs, Florida
- Summer 2018 – City of Owosso, Michigan
- Summer 2018 – Lake County, Michigan
- Summer 2018 – Huron Clinton Metro Parks, Michigan
- Summer 2018 – Leon County Sheriff's Department, Tallahassee Florida
- Spring 2018 – Van Buren County Road Commission, Michigan
- Spring 2018 – Carol Stream, Illinois
- Spring 2018 – City of Highland Park, Illinois
- Spring 2018 – Traverse City Light and Power, Michigan
- Spring 2018 - City of Fenton, Michigan
- Spring 2018 – Sanilac County Road Commission, Michigan
- Spring 2018 – City of Lowell, Michigan
- Spring 2018 – Village of Oswego, Illinois
- Spring 2018 – Highland Park, Illinois
- Spring 2018 – Roscommon Michigan
- Spring 2018 – Lake County Sheriff's Department, Illinois
- Winter 2017 and Winter 2018 – Marquette County Housing Commission, Michigan
- Winter 2018 – City of Plymouth, Michigan
- Winter 2018 – City of Big Rapids, Michigan
- Winter 2018 – Canton Township, Michigan
- Winter 2018 - Summer 2017, Fall 2015 –Tarpon Springs Police Department, Florida
- Fall 2017, Summer 2016 – Sanilac County Sheriff Department Command Team
- Spring 2017 – Delhi Township, Michigan
- Spring 2017 – Muskegon County, Michigan
- Winter 2017 – City of Lowell, Michigan

- Winter 2017 – Delta County Library, Michigan
- Winter 2016 - Village of Oswego, Illinois
- Winter 2016 – City of Delevan Police Department, Wisconsin
- Winter 2016 – Carol Stream, Illinois
- Winter 2016 – Village of Arlington Heights, Illinois
- Winter 2016 – Great Lakes Casting, Ludington, Michigan
- Winter 2016 – Traverse City Light and Power, Traverse City, Michigan
- Fall 2016 -Hartland Township, Hartland, Michigan
- Fall 2016 – Hudsonville, Michigan
- Fall 2016 – Mecosta County Sheriff Command Team
- Fall 2016 – Delta County Road Commission
- Summer 2016 – Mid Michigan Community College Leadership Team
- Spring 2016 – Village of Algonquin, Illinois
- Spring 2016 – Village of Plainfield, Illinois
- Spring 2016 - Michigan Academy of Family Physicians Foundation
- Spring 2016 – City of Davison, Michigan
- Spring 2016 – Monroe County Library, Michigan
- Winter 2015 - Grand Ledge Michigan
- Winter 2015 - Lake County Illinois Sheriff's Department of Corrections
- Winter 2015 - Michigan Association of Drain Commissioners
- Winter 2015 - Caledonia Township, Michigan
- Fall 2015 – Apple Canyon Property Owners Association, Illinois
- Fall 2015 – City of Marshall Michigan
- Summer 2015 – Lake County Illinois, Sheriff Department
- Summer 2015 - City of Marquette Housing Authority, Marquette, Michigan
- Spring 2015 - Van Buren County Board, Michigan
- Spring 2015 - St. Louis County Police Department, Missouri
- Fall 2014, Fall 2015 City of Saline, Michigan
- Fall 2014, Fall 2015 City of Fenton, Michigan
- Summer 2014 Woodlands Library Cooperative
- Winter 2014 Antrim County Road Commission, Michigan
- Winter 2014 Engineering Enterprises Incorporated, Chicago, Illinois
- Spring 2014 City of Portage, Michigan
- Winter 2013 Dewitt Charter Township, Michigan
- Spring 2013 Van Buren County Board, Michigan
- Spring 2013 Kalamazoo County Board, Michigan
- Spring 2013 Clinton County Board, Michigan
- Summer 2013 – Present - Village of Plainfield, Illinois
- Summer 2013 City of O'Fallon, Illinois
- Fall 2013 County Road Association Self Insurance Fund, Michigan
- Spring 2012 City of Fenton, Michigan
- Spring 2012 Michigan Chapter, American Public Works Association
- Fall 2012 City of Grand Blanc, Michigan
- Fall, 2012, Michigan Government Finance Officers Association
- Spring 2011 Cascade Charter Township, Michigan
- Spring 2011 City of Marshall, Michigan
- Spring 2011 City of Cedar Springs, Michigan

- Summer 2011 Village of Geneva, Illinois
- Fall 2011 Gaines Charter Township, Michigan
- Winter 2010, Spring 2015, Spring 2014-Grand Valley Metropolitan Council, Grand Rapids, Michigan
- Winter 2010-City of Walker Michigan, Walker, Michigan
- Spring 2010-Oakway Fire Consortium, Birmingham, Michigan
- Summer 2010, Summer 2013-Michigan Municipal Treasurers Association
- November 2009-Southern Illinois Law Enforcement Commission, Belleville, Illinois
- Fall 2009-Barrington Area Council of Government, Barrington, Illinois
- Fall 2009-Michigan Chapter of the American Public Works Association, Mt. Pleasant, Michigan
- Fall 2009, Fall 2012-Village of Wauconda Police Department, Illinois
- Summer 2009 – 2015 -Michigan Association of Municipal Clerks
- April 2009-City of Midland, Midland, Michigan
- January 2008-City of Fenton, Fenton, Michigan
- August 2008-City of Fenton Downtown Development Authority, Fenton, Michigan
- Summer 2007-Village of Barrington, Barrington, Illinois
- Summer 2007-City of Cadillac Management Team, Cadillac, Michigan
- Summer 2007-Homeland Security Region III, Bay City, Michigan
- Summer 2007-Homeland Security Region I, Lansing Michigan
- Spring 2007-Mid Michigan Community College Board of Trustees, Harrison, Michigan
- Winter 2005 – City of Alma, Michigan
- Winter 2004, 2005, 2006, 2009 – Summit Pointe Community Mental Health System, Battle Creek, Michigan
- Winter-Spring 2006-Alumni Association of Southern Illinois University, Carbondale, Illinois
- Winter 2006 – City of Maplewood, Missouri
- Fall 2005 – Chamber of Commerce of Maplewood, Missouri
- Fall 2005 – Illinois Network of Child Care and Resource Referral Association, Bloomington, Illinois
- Spring 2004 – Big Brothers and Big sisters of Sangamon County, Springfield, Illinois
- Winter 2006 – Board of Trustees, Mid Michigan Community College, Harrison, Michigan
- Winter 2006 – Village of Vernon Hills Police Department, Vernon Hills, Illinois
- Spring-Summer 2000 – Winter 2004 Michigan Commission on Law Enforcement Standards Board, Staff Strategic Plan Facilitation, Lansing, Michigan
- Winter 2002/Spring 2004 Strategic Planning and Team Development for Iroquois Memorial Hospital, Watseka, Illinois
- Fall 2000/2001 Cadillac Police Department Strategic Goals Workshop, Cadillac, Michigan
- Spring 2001, Council-Manager Planning Workshop, City of Mt. Pleasant, Michigan
- Fall 2000, City of Sandusky, Council-Manager Retreat
- Summer 2000, Riverside Memorial Hospital, Door County, Wisconsin
- Spring 2000, American Public Works Association, Illinois Chapter , Springfield, Illinois
- Spring – Fall 2000/Fall 2001, Bay County Management Information System, Bay County, Michigan
- Spring 2000, Iroquois Memorial Hospital Board, Chicago, Illinois
- Spring 2000, Police Corps of Western Illinois University Winter 2000, Southern Illinois Law Enforcement Commission, Strategic Direction for Officer Training, Belleville, Illinois
- Winter 2000/Winter2001, Madison County Community Development “Continuum of Care 2000” – Homeless Strategy for Madison County, Illinois

- Spring 1999, Library of Michigan Technical Services Division Strategic Plan for Customer Service, Lansing, Michigan
- Spring 1999, LINC – Assisted Living Center, Strategic Plan, Belleville, Illinois

AGENDA BRIEFING

DATE: January 30, 2020

TO: Mayor Jonathan Vanderbilt
Board of Trustees

FROM: Kevin Adams
Assistant Director of Recreation & Parks

RE: Aqua Center Management Agreement-Renewal

BACKGROUND/DISCUSSION:

As the Board is aware, Recreation & Parks staff has contracted management of the Aqua Center to Jeff Ellis Management (JEM) since the 2017 season. This contract was a 3-year agreement that ended after the 2019 season completed. Staff has been reasonably pleased with the scope of services provided by JEM over the last three years and would like to continue the relationship by entering into another three (3) year agreement starting in 2020.

Jeff Ellis Management proposes to provide all day-to-day maintenance of the facility including a complete staff of managers, supervisors, lifeguards and maintenance personnel. Along with managing pool operations and lifeguarding, JEM would provide custodial maintenance and maintain water quality per IDPH standards. JEM would also be responsible for all training and certification of lifeguards, first aid, safety and emergency equipment and office supplies. Lastly, JEM would conduct necessary pre and post season chores to open and winterize the facility.

JEM would not be responsible for the collection of any membership or daily fee monies. Consequently the Village would be responsible for promotion and sales of memberships as well as staffing the front desk each day to manage entry into the facility as well as Daily Pass sales. The Village would also be responsible for grounds and landscape maintenance and the purchase of water treatment chemicals, major repairs to operating equipment such as pumps and capital expenditures.

The proposal also includes four special events tailored to the community. Examples of these include, *Nighttime Glow Swim, Luau,* and *Members Only Kickoff*. Typically, JEM charges a small fee to participate in these special events and all of the revenue from these events goes to the Village. For example, if 200 tickets are sold for an event at $5.00 each, the entire $1,000 dollars in revenue would go to the Village.

JEM also offers additional aquatics programming meant to maximize usage of the facility. Net profit, after JEM's expenses to host swim lessons and classes, would be split with the Village 60/40, with 60% of the profit going to the Village. In previous situations, JEM has given the Village 70% of profits if attendance is low.

To summarize, the proposal is to continue management and day to day maintenance of the entire facility excluding front desk staff and handling of money (Entry fees, passes, promotional items, etc). JEM has presented the Village with two service options for the new agreement. Option #1 presents a 13-week season that aligns with the schedule of operations the facility has typically operated under (Season opens 1st week of June). The annual cost for this option is $199,434.00. Option #2 presents a 12-week season that adjusts for the recent trend of cooler temperatures and minimal attendance in early June (Season opens 2nd week of June). The annual cost for this option is $182,621.00.

Copies of the Proposal with both options of Season Operating Schedules as well as a comparison of expenses is included.

The current budget includes $187,500 for this partnership. Staff recommends that the Village of Park Forest selects Option #2 for a 12-week season and contracts with Jeff Ellis Management to manage the Park Forest Aqua Center, as outlined in their proposal, for a three (3) year period at an annual cost of $182,621.00 and a contract cost $547,863.00.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules Meeting of February 3, 2020 for your consideration.

JEFF ELLIS MANAGEMENT LLC

AQUATIC FACILITY MANAGEMENT SERVICE PROPOSAL

March 25th, 2019

OVERVIEW

Jeff Ellis Management LLC is pleased to submit this proposal for services to support Park Forest Aqua Center in achieving its goals for providing a safe, fun, and an extraordinary experience. For decades the "Ellis" name has been synonymous with safety, customer service, and innovation; just as Park Forest Aqua Center has committed to its customer.

The Objective

Our objective is to create a simplistic operating model to ensure guest safety and satisfaction while providing "with the comfort and knowledge that they are in good hands.

- Provide Aquatic Management & Lifeguard Safety Services
- Provide Exceptional Guest Service

The Opportunity

To start a new and successful relationship between Park Forest Aqua Center and Jeff Ellis Management; in which we can create a fully accountable, sustainable, safe, and successful operating model for those that visit the Park Forest Aqua Center.

The Solution

Utilize national resources from multiple business lines to provide a fully integrated and one stop solution that is second to none in the industry.

- "JEM" Jeff Ellis Management – Park Operations, Management Platform, Staffing, Maintenance, Other
- "E&A" Ellis & Associates – Licensing Agency, Litigation Support, Industry Wide Representatives
- "JES" Jeff Ellis Swimming – Learn to Swim, Junior Lifeguarding, all other Programming and Events (Should such request be made in the future.)

OUR PROPOSAL

Jeff Ellis Management has a well-deserved reputation for quality customer service, safety, and refinement. Many facilities are facing challenges due to changes in the aquatic industry. Economic impacts due to regulations and a shrinking supply of potential employees are two challenges preventing aquatic facilities from achieving the maximum potential and often riddling the operation with unnecessary stress. For these reasons many operations are turning to professional management companies which focus entirely on these challenges in order relieve the burden.

Jeff Ellis Management has created solutions to help businesses stay ahead of customer satisfaction trends and the ever-pressing challenge of safety. We propose Park Forest Aqua Center implement not just "another" safety solution but a solution that only "JEM" can bring to the table. A solution which not only has a proven history of zero drownings but one that continues to push boundaries with a goal and focus of eliminating them permanently from the industry.

Execution Strategy & Timeline for Execution

Our execution strategy incorporates proven methodologies, extremely qualified personnel, and a highly responsive approach to managing deliverables.

"To Be Determined" – Based upon further interests and discussions with potential partnership with cliental.

*Please note dates are estimates ONLY based on previous knowledge and discussions. An accurate timeline can be established once deliverables are decided upon.

Project Deliverables

Following is a complete list of all project deliverables:

1. Develop an "EAP" Emergency Action Plan pursuant to the guidelines set forth in the Comprehensive Aquatic Risk Management Program manual published by Jeff Ellis & Associates Inc.
2. Recruit, Train, and License candidates for all Aquatic Safety Positions.
3. Schedule and supervise employees to safely operate the Aquatic Facility.
4. Provide quality customer services to all guests.
5. Provide daily facility opening and closing procedures.
6. Supervise and oversee daily operations
7. Maintain general cleanliness of the pool deck, water attractions, and swimming pool.
8. Provide Customer with updates regarding the "MAC" or any new compliance codes or industry standards that come forth (Federal, State, County, City or Other)
9. Submit monthly reports detailing ongoing operations.
10. Provide general liability coverage for Aquatic Facility as outlined by the policy.
11. Provide the ability to view reports operational reports in "Real Time".
12. Provide ongoing Auditing and Safety Risk Management of the facility and the Lifeguard staff.
13. Provide ongoing In-Service training.
14. Notify Customer of any problems related to operations.

Supplied Material

The following materials are to be supplied by **Jeff Ellis Management**

- Lifeguard Uniforms
- Time Clock
- Lifeguard Safety Supplies
- Hip Packs, Whistles
- Emergency Action Plans
- Aquatic Water Proof Radios
- Online Operating and Documentation Tracking Platform
- Emergency Equipment (O2, AED, Backboards, etc.)
- Water Testing Supplies

The following materials are to be supplied by **Park Forest Aqua Center**

- Provide First Aid supplies and equipment for the aquatic areas
- Access to Emergency Gates
- Employee Training Room /Pool Access – For Hiring and Training Efforts
- Co-Training on Local Operations
- Security Radio or Direct Call Access
- Lifeguard Umbrellas
- Lifeguard Stands

Financial Benefits

- Become the primary insured of the aquatic property

Technical & Other Benefits

- Tracking Software
- Eliminate Recruiting and Training Staff Challenges
- "Real–Time" Accountability Management
- Joining the program which is recognized as the Industry's Gold Standard
- Our Team is Exclusively Focused on Safety and Customer Service

Operating Calendar: 2020 Option #1

June	Operating Dates:	Operating Times:
M-Sat	6, 8-13, 15-20, 22-27, 29-30	11am-7pm
Sun	7, 14, 21, 28	12pm-7pm
July	**Operating Dates:**	**Operating Times:**
M-Sat	1-4, 6-11, 13-18, 20-25, 27-31	11am-7pm (7/4 11am-2pm)
Sun	5, 12, 19, 26	12pm-7pm
Aug-20	**Operating Dates:**	**Operation Times:**
M-Sat	1, 3-8, 10-15, 22, 29	11am-7pm
Sun	2, 9, 16, 23, 30	12pm-7pm
M, W, F (Abbreviated)	17, 19, 21, 24, 26, 28, 31	4pm-7pm
September	**Operating Dates:**	
M-Sat	5	11am-7pm
	7 (Labor Day)	11am-2pm
M, W, F Abbreviated	2, 4	4pm-7pm
Sun	6	12pm-7pm

Operating Calendar: 2020 Option #2

June	Operating Dates:	Operating Times:
M-Sat	13, 15-20, 22-27, 29-30	11am-7pm
Sun	14, 21, 28	12pm-7pm
July	**Operating Dates:**	**Operating Times:**
M-Sat	1-4, 6-11, 13-18, 20-25, 27-31	11am-7pm (7/4 11am-2pm)
Sun	5, 12, 19, 26	12pm-7pm
Aug-20	**Operating Dates:**	**Operation Times:**
M-Sat	1, 3-8, 10-15, 22, 29	11am-7pm
Sun	2, 9, 16, 23, 30	12pm-7pm
M, W, F (Abbreviated)	17, 19, 21, 24, 26, 28, 31	4pm-7pm
September	**Operating Dates:**	
M-Sat	5	11am-7pm
	7 (Labor Day)	11am-2pm
M, W, F Abbreviated	2, 4	4pm-7pm
Sun	6	12pm-7pm

PRICING

The following table details the pricing for delivery of the services outlined in this proposal.

Based on the Following Variables: Option #1 June 6th to Sept. 7th 2020
Option #2 June 13th to Sept. 7th 2020

*(30mins before & 30mins after is allocated for opening closing and training procedures)

Annual Contract- Option #1	Price
Management Fee	$ 6,000
Administrative	$ 1,750
Labor	$ 166,794
Complete pool opening and winterization	$ 5,600
Complete pool maintenance labor and basic pool maintenance	$ 14,988
Insurance	$ 4,302
TOTAL	**$ 199,434**
Annual Contract- Option #2	**Price**
Management Fee	$ 6,000
Administrative	$ 1,750
Labor	$ 151,660
Complete pool opening and winterization	$ 5,600
Complete pool maintenance labor and basic pool maintenance	$ 13,696
Insurance	$ 3,915
TOTAL	**$182,621**

The prices listed in the preceding table are an estimate for the services discussed. This summary is not a final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before a contract is executed.

* Flexibility is provided in the contract should operational hours change.

Additional Labor Costs:

Manager - $21 per hour

Supervisor - $18 per hour

Lifeguard - $15.25 per hour

BOARD MEMORANDUM

To: Mayor Jon Vanderbilt and the Board of Trustees

From: Mark A. Pries, Deputy Village Manager/Finance Director

Date: January 28, 2020

RE: Purchase of Dell Back-Up Appliance

BACKGROUND/DISCUSSION:

In the ongoing process of upgrading the Village's IT network after the ransomware issue last fall, one of the areas that has been identified as needing to be enhanced to better protect the Village from future issues is the back-up system for the network. What was once thought to be sufficient is now not enough to protect the Village's data from the damage done by the current level of cyber-crime. The Board has been briefed about the need to update the Village's network infrastructure sooner rather than later and this back-up appliance provides the Village a much needed improvement and protection from cyber-attacks.

The attached memo from Craig Kaufman, IT Administrator, details the options available to the Village as well as the recommended solution that is the best fit. Based on the size and make-up of the Village's network, there were only two options available that would integrate into the Village's network as well as provide the back-up features staff has determined is needed. The recommended appliance from Dell comes in a package that covers three years, so the cost of $66,481.38 averages out to be just over $22,000 per year or about $1,847 per month. This means, for the remainder of FY 19/20, there is an added cost of $7,388 ($1,847 x 4 months) which will require the budget to be amended to afford this cost as there are no monies available in the current budget to afford this purchase. Future budgets will be created with this cost included.

Staff is recommending the Board approve the purchase of the Dell back-up appliance for $66,481.38 at the February 17, 2020 regular Board meeting.

SCHEDULE FOR CONSIDERATION:

The purchase of a Dell back-up appliance will be on the agenda for discussion at the February 3, 2020 Rules meeting and for approval at the February 17, 2020 Regular Board meeting.

MEMORANDUM

TO: Village Administration and Board
FROM: Craig Kaufman
DATE: 01/08/2020
RE: Dell On-Premise Backup Solution

For the past 7+ years, Park Forest has used a Barracuda Backup Appliance which had enough space to handle documents and email but does not backup entire virtual servers with the operating systems included. In recent years with the advent of more security cameras and body cameras for the police department, the Village has outgrown the capacity of the Barracuda appliance and is now in need of a system that will meet current and future capacity requirements as well as have the ability to backup entire virtual servers. Backing up entire virtual servers will create exact replica copies of the server infrastructure for increased recovery times in the event of a natural disaster or ransomware attack. Whereas disaster recovery with the traditional backup appliance would take days, recovery with the Dell Integrated Data Protection Platform will take only hours.

Since the network has 10+ terabytes(TB) of information to backup, a purely cloud-based solution is not feasible, although the Dell appliance does have the ability to offload select data to a cloud-based solution for long term storage should the need arise to use that functionality. The Dell backup appliance comes with 24TB usable storage and is expandable to 96TB by simply buying the licensing in 12TB increments, all within a compact 2U design to minimize rack and cooling needs in the data center. The full 96TB of storage should suffice for Village data needs for at least the next 5 years and possibly up to 8 years. The only other backup appliance to come close to these specs is the HP Store Once solution which comes with 48TB in a 2U appliance. To expand to 96TB would require a total of 2 individual appliances which would double the rack space and cooling needs. The HP solution also requires a 3rd party software to manage the backups adding extra costs whereas the Dell solution comes with the software built into the unit. The total cost of the HP backup solution with hardware and software included is over $156,000.

Due to the specifications above, the recommendation is to purchase the Dell Integrated Data Protection appliance for the total purchase price of $66,481.38, which covers a 3-year period and includes maintenance and support.

Sincerely,

Craig Kaufman
IT Administrator

Village of Park Forest

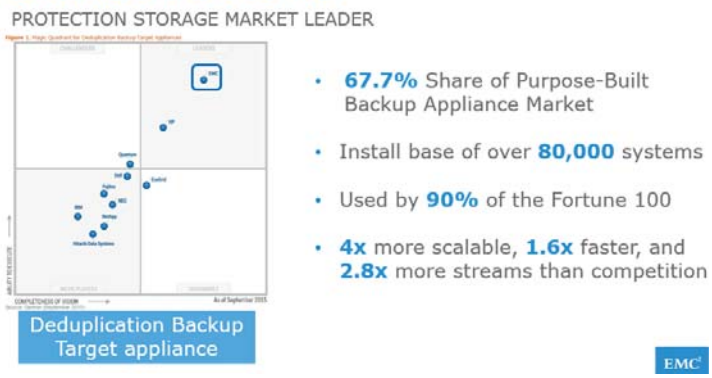
DATA PROTECTION EXECUTIVE SUMMARY

CHALLENGES/INITIATIVES:

Challenges:
- Consolidating backups across 3 sites
- Achieving higher deduplication to future proof environment
- Reliability when it comes to restores

Initiatives:
- Implement a highly scalable converged and purpose built backup appliance at their main site for backup
- Replicate from the converged PBBA to an additional PBBA at Site 2 for disaster recovery purposes
- Effectively combat ransomware attacks by implementing an AirGap solution at the main site for mission critical data

BUSINESS BENEFITS

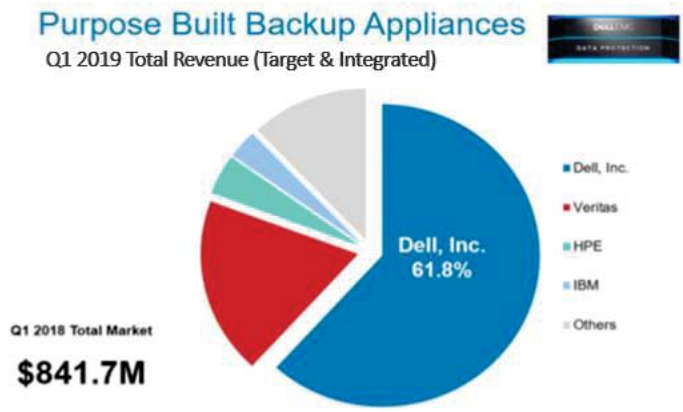


PROJECT OUTCOMES

Cost Effective
- **Estimated Deduplication Data Reduction:** 19:1 (94% storage savings)
- **Locked-In Maintenance** – Upfront maintenance costs for years 4-6 etc.
- **3-year Satisfaction Guarantee-** Future Proof Loyalty Program

Reliable
- **Data Invulnerability Architecture** – Self-check algorithm that guarantees to never have a failed restore due to corruption
- **Restore Speed** – Ability to restore up to 36 VM images at once in under two minutes

Ease of Use
- **Hyper-V Integration**
- **HTML5 (DP Suite)** - sleek, wizard driven interface to manage all of your backups
- **Scalability-** IDPA is fully configured with 96TB of available usable capacity, to expand you active licensing in 12TB increments
- **Cloud enablement-** Cloud Tier licensing enable at both locations, can work with over 200 cloud service providers both public or private archiving storage



REVERSE TIMELINE

Order Date (PO)	1/1/2020
Current Manufacturing Lead Time	2
Shipping	2
Scheduling	1
Installation	1
Implementation	1
Data Migration/Balancing	2
Total Timeline (projected)	**9**
GO LIVE DATE:	***3/4/2020***

Village of Park Forest

Sizing Justification

IDPA

	Year 1	Year 2	Year 3	Year 4	Year 5
Results Driven by:	Storage	Storage	Storage	Storage	Storage
Model:	DP4400	DP4400	DP4400	DP4400	DP4400
Code Version:	2.3	2.3	2.3	2.3	2.3
System Count:	1	1	1	1	1
Total Storage Required:	18.00 TB	25.47 TB	29.29 TB	33.69 TB	38.74 TB
Metadata Capacity Required:	1.28 TB	1.51 TB	1.74 TB	2.00 TB	2.30 TB
Shelf Ct./System:	0	0	0	0	0
Predicted Reduction:	22.71:1 (95.60%)	18.98:1 (94.73%)	18.98:1 (94.73%)	18.98:1 (94.73%)	18.98:1 (94.73%)
Configured Useable Storage:	20.00 TB	36.00 TB	36.00 TB	36.00 TB	48.00 TB
Max. Useable Storage:	96.00 TB	96.00 TB	96.00 TB	96.00 TB	96.00 TB
Configured Useable Metadata:	3.00 TB	3.00 TB	3.00 TB	3.00 TB	3.00 TB
Required Write Throughput:	3,194.44 Mbit/sec	3,673.61 Mbit/sec	4,224.65 Mbit/sec	4,858.35 Mbit/sec	5,587.10 Mbit/sec

CLOUD TIER for LTR

	Year 1	Year 2	Year 3	Year 4	Year 5
Cloud Unit 1: AWS					
Number of Cloud Tier Units:	1	1	1	1	1
Total Capacity:	3.53 TB	7.59 TB	12.26 TB	17.63 TB	23.80 TB
Total Reduction:	2.83:1 (64.70%)	2.83:1 (64.70%)	2.83:1 (64.70%)	2.83:1 (64.70%)	2.83:1 (64.70%)
Transfer Time:	0 mins.	5 days 20 hrs. 59 mins.	6 days 18 hrs. 7 mins.	7 days 18 hrs. 26 mins.	8 days 22 hrs. 24 mins.
Seed Time:	18 hrs. 31 mins.	18 hrs. 31 mins.	18 hrs. 31 mins.	18 hrs. 31 mins.	18 hrs. 31 mins.
Cloud Transfer gated by:	Cloud Target	Cloud Target	Cloud Target	Cloud Target	Cloud Target

Village of Park Forest

PRICING

Phase 1:	**IDPA 4400 24TB- *Main Site* (Backup) w/5 TB Cloud Tier & 5TB Cloud DR**	**$66,481.38**
Phase 2:	**Data Domain 3300 32TB- *COLO DR* w/5 TB of Cloud Tier**	**$38,396.72**
	DP Suite Avamar at *COLO DR*	**$12,836.04**
Phase 3:	**Cyber Recovery Solution/Data Domain 3300 16TB *Site 1 Vault***	**$102,200.30**

**For the IDPA 4400 5TB of Cloud Tier & 5TB of Cloud DR licensing are enabled at no additional cost*

***Pricing is budgetary for 3 year costs up front and subject to change, please initiate finalization of quotes to maximize discounts and incentives*

- *Includes ProDeploy services & ProSupport Next Business Day*
- *Qualifies for Future Proof Loyalty Program*

DD3300 Renewal Year 4 & 5	*$3,475.98/year*
DD3300/Cyber Recovery Renewal Year & 5 ***(Phase 2)***	*$2,025.70/year*
IDPA 12 TB Expansion Year 4	*~ $22,000 per 12 TB*
IDPA Renewal Year 4 & 5	*$7,163.62/year*

Village of Park Forest

Dell Financial Services™

Prepared For: VILLAGE OF PARK FOREST

December 19, 2019

Thank you for giving Dell Financial Services L.L.C. ("DFS") the opportunity to provide a technology financing solution. Enclosed is a financing proposal for your new technology needs. We look forward to discussing this opportunity in further detail with you. If you have any questions, please contact me at the phone number or email address below.

Proposal Expiration Date: January 18, 2020

Term Option	36 TELP	Term Option	36 TELP	Term Option	36 TELP
Payments:	Annual	Payments:	Quarterly	Payments:	Monthly
Consolidation:	Monthly	Consolidation:	Monthly	Consolidation:	Monthly
Payments Due:	Advance	Payments Due:	Advance	Payments Due:	Advance
Interim Rent:	None	Interim Rent:	None	Interim Rent:	None

Quote Number	Summary Product Description	Product Price	Quantity	Extended Price	Rate Factor	3 Annual Payments	Rate Factor	12 Quarterly Payments	Rate Factor	36 Monthly Payments
6003220691	SOLUTION DP APPLIANCE 4400	$66,481.38	1	$66,481.38	0.34978	$23,252.53	0.08905	$5,920.17	0.02980	$1,981.34

3 Annual Payments	$23,252.53
12 Quarterly Payments	$5,920.17
36 Monthly Payments	$1,981.34

Veeam Proposal

Prepared For:	Village of Park Forest	**Submitted By:**	Meagan McKone
Customer #:	3114500		Executive Account Manager
Attention:		**Phone:**	312 705 9402
Project:	HPE	**E-Mail:**	JennandMeagan@cdwg.com
Date:	11/4/2019	**Quote #:**	121726328-1

	Qty.	Part Numbers	Description	
Hardware	200	R0G02AAE	VEEAM PUB BU OFFICE 365 24X7 3YR SUB	Extended Sell
			Hardware Total:	**$8,680.00**
Software	30	R2B49AAE	VEEAM BUR UNIV 2YR 24X7 E-LTU	
	30	R2B47AAE	VEEAM BUR UNIV 1YR 24X7 E-LTU	Extended Sell
			Software Total:	**$107,166.60**
Services	1	H5UR4A1	HPE DEPLOYMENT SERVICES FOR VEEAM SVC	
	1	H5UR4A1 001	HPE DEPLOY OF VEEAM BASE SVC	Extended Sell
			Services Total:	**$16,291.04**

	Extended Sell
Solution Total:	**$132,137.64**
Estimated Shipping:	
Grand Total:	**$132,137.64**

Pricing expires 30 calendar days from date on Proposal

Prepared By: Tracy Reyes (Solution Specialist)
Prices are contingent on final pricing approval from Manufacturer
Quote provided based on specification provided by customer. No workload validation has been done.
The terms and conditions provided on this link apply: https://www.cdw.com/content/cdw/en/terms-conditions.html
Applicable Taxes not shown.

StoreOnce Proposal

Prepared For:	Village of Park Forest	**Submitted By:**	Meagan McKone
Customer #:	3114500		Executive Account Manager
Attention:		**Phone:**	312 705 9402
Project:	HPE	**E-Mail:**	JennandMeagan@cdwg.com
Date:	11/4/2019	**Quote #:**	121726321-1

	Qty.	Part Numbers	Description	
Hardware	1	BB955A	HPE STOREONCE 3640 48TB SYSTEM	
	2	BB982A	HPE STOREONCE GEN4 10/25GB SFP CARD	
				Extended Sell
			Hardware Total:	**$15,321.92**
Software	2	BB983A	HPE STOREONCE GEN4 10/25GB SFP CARD LTU	
	1	BB994AAE	HPE STOREONCE ENCRYPTION E-LTU	
				Extended Sell
			Software Total:	**$2.58**
Support	1	H7J34A3 ZGZ	HPE STOREONCE 3640 48TB SYSTEM SUPPORT	
	1	H7J34A3	HPE 3Y FOUNDATION CARE 24X7 SERVICE	
				Extended Sell
			Support Total:	**$1,843.79**
Services	1	HA124A1	HPE TECHNICAL INSTALLATION STARTUP SVC	
	1	HA124A1 5VF	HPE STOREONCE 36XX STUP SVC	
	1	HA124A1 5T7	HPE STOREONCE SING N CATALYS STARTUP SVC	
				Extended Sell
			Services Total:	**$7,408.11**
Misc.	2	BB982A 0D1	FACTORY INTEGRATED	
	2	BB983A 0D1	FACTORY INTEGRATED	
				Extended Sell
			Misc. Total:	**$0.00**

	Extended Sell
Solution Total:	**$24,576.40**
Estimated Shipping:	$85.14
Grand Total:	**$24,661.54**

Pricing expires 30 calendar days from date on Proposal

Prepared By: Tracy Reyes (Solution Specialist)
Prices are contingent on final pricing approval from Manufacturer
Quote provided based on specification provided by customer. No workload validation has been done.
The terms and conditions provided on this link apply: https://www.cdw.com/content/cdw/en/terms-conditions.html
Applicable Taxes not shown.

AGENDA BRIEFING

DATE: January 30, 2020

TO: Mayor Jonathan Vanderbilt
Board of Trustees

FROM: Kevin Adams
Assistant Director of Recreation & Parks

RE: 2020 Season Aqua Center Fees

BACKGROUND/DISCUSSION:
In 2013, staff proposed a gradual fee increase plan for Aqua Center Season Memberships. Subsequently, membership fees were increased in 2014, 2016 and 2018. At the October Financial Update, staff apprised the Board of plans to propose a revised fee schedule prior to the 2020 season.

Attached is the proposed fee schedule for the various Membership Pass categories for the 2020 Aqua Center season. In summary, the focus of our pricing has been on making the facility more competitive with local area pools. By doing this the decision has been made to prioritize the rates to accommodate families of all sizes and our seniors. The family rate has been reduced to a competitive rate that aligns with area pools for both residents and non-residents, keeping the facility an attractive option for the region. A new senior rate has been established that keeps the fee at last season's winter rate, with the intention of keeping many of our longest tenured members loyal to the facility. To account for the reductions in pricing for families and seniors, the pricing for individual, non-senior memberships has been adjusted to align with area pools.

Staff is requesting the Board endorse the proposed fee schedule for the Park Forest Aqua Center 2020 season.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules Meeting of February 3, 2020 for your consideration.

Proposed Aqua Center Fee Schedule for the 2020 Season

Early Bird ***(March 1-June 11)(Note: With season proposed to start on Friday June 12 (members only), staff proposes moving Reg. Season rates beginning. June 12)***

Membership-Resident	**2019-Actual**	***2020-Proposed***
Individual	**$72**	***$100***
Family of 2	**NA**	***$165***
Family of 3	**$216**	***$185***
Additional after 3	**$20 (up to 10 total)**	***$20 (up to 10 total)***
Senior (65+)	**NA**	***$67***

Membership-Non Resident	**2019-Actual**	***2020-Proposed***
Individual	**$92**	***$135***
Family of 2	**NA**	***$200***
Family of 3	**$276**	***$225***
Additional after 3	**$25 (up to 10 total)**	***$25 (up to 10 total)***
Senior (65+)	**NA**	***$77***

Regular Season ***(June 12-Sept 7)(Note: With season starting on Friday June 12 (members only), staff proposes moving Reg. Season rates beginning. June 12)***
Resident

Membership-Resident	**2019-Actual**	***2020-Proposed***
Individual	**$82**	***$115***
Family of 2	**NA**	***$180***
Family of 3	**$246**	***$200***
Additional after 3	**$20 (up to 10 total)**	***$20 (up to 10 total)***
Senior (65+)	**NA**	***$67***

Membership-Resident	**2019-Actual**	***2020-Proposed***
Individual	**$102**	***$150***
Family of 2	**NA**	***$215***
Family of 3	**$306**	***$240***
Additional after 3	**$25 (up to 10 total)**	***$25 (up to 10 total)***
Senior (65+)	**NA**	***$77***

Early Bird Rate Comparison

	HF Lions		Skyine		Tinley		**Competitor Avg**		***PFAC***	
	Res	NR	Res	NR	Res	NR	**Res**	**NR**	***Res***	***NR***
Daily Fee	10	15	10	10	9	18	**9.7**	**14.3**	***12***	***12***
Individual	105	136	75	125	93	186	**91**	**149**	***100***	***135***
Family of 2	155	199	NA	NA	166	332	**160**	**265.5**	***165***	***200***
" of 3	180	230	NA	NA	186	372	**183**	**301**	***185***	***225***
" of 4	205	261	175	225	206	412	**195.3**	**299.3**	***205***	***250***
Each Add'l	25	31	NA	NA	20	40	**22.5**	**35.5**	***20***	***25***
Senior	55	136	50	50	60	120	**55**	**102**	***67***	***77***

Regular Season Rate Comparison

	HF Lions		Skyine		Tinley		**Competitor Avg**		***PFAC***	
	Res	NR	Res	NR	Res	NR	**Res**	**NR**	***Res***	***NR***
Daily Fee	10	15	10	10	9	18	**9.7**	**14.3**	***12***	***12***
Individual	125	156	75	125	103	206	**101**	**162.3**	***115***	***150***
Family of 2	175	219	NA	NA	186	372	**180.5**	**295.5**	***180***	***215***
" of 3	200	250	NA	NA	216	432	**208**	**341**	***200***	***240***
" of 4	225	281	175	225	246	492	**215.3**	**332.7**	***220***	***265***
Each Add'l	25	31	NA	NA	30	40	**27.5**	**35.5**	***20***	***25***
Senior	65	156	50	50	70	140	**57.5**	**115.3**	***67***	***77***

AGENDA BRIEFING

TO: Mayor Jonathan Vanderbilt
Board of Trustees

FROM: Thomas K. Mick, Village Manager

DATE: January 30, 2020

RE: **AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF PARK FOREST AND RICH TOWNSHIP IN REGARD TO ACCESS TO PARK FOREST MUNICIPAL FUEL**

BACKGROUND/DISCUSSION:
The Village has an ongoing partnership with Rich Township for the provision of Jolly Trolley bus services to Park Forest residents. As part of this relationship, the Village has previously agreed to allow the three related Jolly Trolley buses to be refueled at the gas pumps located at the Park Forest Public Works Yard. As part of the agreement, Rich Township is billed for all gallons pumped as related to these buses.

Recently, the Township requested consideration to expand their vehicle access to the gas pumps for 9 vehicles in their fleet. Attached is an intergovernmental agreement related to this enhanced partnership. In addition to referencing the billing of gallons pumped, the Village will also assess an annual $400 fee to be put toward software management and key fobs related to the Village's fuel system. Insurance requirements and hold harmless language are also included as is a clause that allows either party to terminate the agreement with 60 days-notice.

SCHEDULE FOR CONSIDERATION: This item will appear on the Rules Meeting agenda of February 3rd for Board discussion.

AN INTERGOVERNMENTAL AGREEMENT BETWEEN
THE VILLAGE OF PARK FOREST AND RICH TOWNSHIP
IN REGARD TO ACCESS TO PARK FOREST MUNICIPAL FUEL

THIS INTERGOVERNMENTAL AGREEMENT (hereinafter the "AGREEMENT") entered into this _____ day of _____, **2020**, by and between the Village of Park Forest, Cook & Will Counties, Illinois (hereinafter the "VILLAGE") and Rich Township, Cook County, Illinois (hereinafter the "TOWNSHIP"). The VILLAGE and the TOWNSHIP may hereinafter be sometimes individually referred to as a "Party" and collectively referred to as the "Parties."

WITNESSETH:

WHEREAS, the VILLAGE has entered into various previous agreements with the TOWNSHIP; and

WHEREAS, the TOWNSHIP is no longer able to acquire fuel from another jurisdiction for the vehicles in the TOWNSHIP'S various operations; and

WHEREAS, the TOWNSHIP requires a reliable municipal source of fuel to provide service for the Park Forest Jolly Trolley Service and other TOWNSHIP vehicles; and

WHEREAS, the VILLAGE agrees to provide the TOWNSHIP access to its Municipal fuel supply for the three vehicles (maximum) used for the Park Forest Jolly Trolley Service in addition to six other TOWNSHIP vehicles. The vehicles and Township employees granted access to fuel are listed in Exhibit 1. The TOWNSHIP shall keep this list up to date with the VILLAGE as new vehicles may be acquired, or new employees are hired ; and

WHEREAS, the VILLAGE will invoice the TOWNSHIP for fuel at the cost per gallon the VILLAGE paid its vendor. No additional administrative fee will be charged to the TOWNSHIP **related to the number of gallons pumped**. Invoices shall be paid to the VILLAGE a maximum of 30 calendar days after issue of invoice; and

WHEREAS, the VILLAGE will assess the TOWNSHIP an annual administrative fee of $400 per year. Said administrative fee will be applied to VILLAGE'S costs for programming software and equipment associated with the fuel monitoring system. This fee will be invoiced upon execution of this agreement. The administrative fee will be invoiced February 1st of each ensuing year that this AGREEMENT is in place; and

WHEREAS, the TOWNSHIP shall be able to access fuel Monday through Friday

between the hours of 7 a.m. and 5 p.m., with the exception to VILLAGE observed holidays; and

NOW, THEREFORE, in consideration of the foregoing, the mutual covenants and agreements hereinafter contained, and other good and valuable consideration, the Parties hereto agree as follows:

1. This AGREEMENT is entered into for the benefit of each of the Parties, solely, and not for the benefit of any third party. Nothing contained in this AGREEMENT shall constitute a waiver of any privileges, defenses, or immunities which either Party may have under the Local Government and Governmental Employees Tort Immunity Act with respect to any claim brought by a third party.

2. Notice or other writings which either Party is required to, or may wish to, serve upon the other Party in connection with this AGREEMENT shall be in writing and shall be delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, addressed as follows:

   A. If to the VILLAGE:
   Village Manager
   Village of Park Forest
   350 Victory Drive
   Park Forest, Illinois 60466

   B. If to the TOWNSHIP:
   Supervisor
   Rich Township
   22013 Governors Highway
   Richton Park, Illinois 60471

or to such other address, or additional parties, as either Party may from time to time designate in a written notice to the other Party.

3. This AGREEMENT shall be executed simultaneously in two (2) counterparts, each of which shall be deemed an original, but both of which shall constitute one and the same AGREEMENT.

4. The TOWNSHIP shall indemnify and hold harmless the VILLAGE, and its officers, agents and employees, with respect to any claim or loss, including, but not limited to, attorney's fees, costs and expenses of litigation, claims and judgments in connection with any and all claims for damages of any kind which may arise, either directly or indirectly, from or out of the acts or omissions of the TOWNSHIP, or its officers, agents, employees or contractors, in the exercise of its rights or the performance of its obligations under this AGREEMENT.

5. The VILLAGE shall indemnify and hold harmless the TOWNSHIP, and its officers, agents and employees, with respect to any claim or loss, including, but not limited to: attorney's fees, costs and expenses of litigation, claims and judgments in connection with any and all claims for damages of any kind which may arise, either directly or indirectly, from or out of the acts or omissions of the VILLAGE, or its officers, agents or employees, in the exercise of its rights or the performance of its obligations under this AGREEMENT.

6. This AGREEMENT contains the entire understanding between the Parties and supersedes any prior understanding, whether written or oral, agreements between them respecting the within subject matter. There are no representations, agreements, arrangements, or understandings, oral or written, between and among the Parties hereto relating to the subject matter of this AGREEMENT which are not fully expressed herein.

7. At all times during the Term of this AGREEMENT, the TOWNSHIP shall procure and maintain, at its sole cost and expense, at least the following types and amounts of insurance coverage:

    a. Commercial General Liability with limits no less than $1,000,000 per occurrence and $2,000,000 in the aggregate, including bodily injury and property damage, which policy will include contractual liability coverage insuring the activities of Service Provider under this Agreement;

    b. Worker's Compensation with limits no less than the greater of (i) $500,000 or (ii) the minimum amount required by applicable law; and

c. Commercial Automobile Liability with limits no less than $1,000,000 combined single limit

All insurance policies required pursuant to this agreement shall:

a. be issued by insurance companies reasonably acceptable to VILLAGE with a Best's Rating of no less than A-VII;

b. provide that such insurance carriers give the VILLAGE at least 30 days prior written notice of cancellation or non-renewal of policy coverage; *provided that,* prior to such cancellation, the TOWNSHIP shall have new insurance policies in place that meet the requirements of this AGREEMENT;

c. waive any right of subrogation of the insurers against VILLAGE or any of its Affiliates;

d. name VILLAGE as additional insured by original endorsement signed by a person authorized by that insurer to bind coverage on its behalf.

TOWNSHIP shall provide VILLAGE with copies of the certificates of insurance and policy endorsements for all insurance coverage required by this AGREEMENT**,** and shall not do anything to invalidate such insurance. This AGREEMENT shall not be construed in any manner as waiving, restricting, or limiting the liability of either party for any obligations imposed under this AGREEMENT (including, but not limited to, any provisions requiring a party hereto to indemnify, defend, and hold the other harmless under this AGREEMENT).

8. This AGREEMENT shall be deemed dated and become effective on the date the last of the Parties execute this AGREEMENT as set forth below, and shall be for an indefinite term.

9. Either party may terminate this AGREEMENT upon 60 days written notice to the other party.

10. In the event of litigation regarding this AGREEMENT, the non-prevailing party shall reimburse the prevailing party for the reasonable costs and expenses (including reasonable attorneys' fees through any appellate level) incurred by the prevailing party.

IN WITNESS WHEREOF, the VILLAGE, has caused this AGREEMENT to be executed by its Manager and attested by its Village Clerk, and the TOWNSHIP, has caused this instrument to be signed by its Township Supervisor and attested by its Township Clerk.

VILLAGE OF PARK FOREST	**RICH TOWNSHIP**
_____	_____
Thomas K. Mick Village Manager	Al Riley Township Supervisor
ATTEST:	ATTEST:
_____	_____
Sheila McGann Village Clerk	Bobbie G. King Township Clerk
DATED:_____	DATED:_____
{SEAL}	{SEAL}

EXHIBIT 1

Vehicles and Drivers Granted Permission

VEHICLES

1. Vehicle #14219; 2014 Ford Challenger; License Plate: M198597
2. Vehicle #14225; 2014 Ford Challenger (License Plate: M198594)
3. Vehicle #14231; 2014 Ford Challenger (License Plate: M198595)
4. Vehicle #7079641; 2012 Chevy Crusader (License Plate: M191466)
5. Vehicle #14201; 2014 Ford Challenger (License Plate: M199389)
6. Vehicle #14203; 2014 Ford Challenger (License Plate: M199301)
7. Vehicle #14205; 2014 Ford Challenger (License Plate: M199388)
8. Vehicle #14215; 2014 Ford Challenger (License Plate: M198600)
9. Vehicle #14218; 2014 Ford Challenger (License Plate: M199303)

DRIVERS:

1. Linda Brown
2. Kerry Wilson
3. Rosemary Ephgrave
4. Sandy Wroughton
5. James Adams
6. Tamila Harrington
7. Gregory Johnson
8. Mark Rossi
9. Patricia Peters
10. Carol Richardson
11. Craig Simpkins

AGENDA BRIEFING

DATE: February 3, 2020

TO: Mayor Vanderbilt
Board of Trustees

FROM: Roderick Ysaguirre - Director of Public Works/Village Engineer

RE: A Resolution Requesting the use of Transportation Development Credits Highway (TDCH) for the 2020 Surface Transportation Program (STP) Call for Projects, South Orchard Drive.

BACKGROUND/DISCUSSION:

In January 2020, there was a Call for Projects for the South Suburban Mayor and Managers Association (SSMMA) Surface Transportation Program (STP). This Call for Projects process will be the first call under the revised methodology for project application and selection. Under the new methodology, project applications will be scored and ranked, and the 5-year program will be adopted by the SSMMA Transportation Committee (TC).

The Chicago Metropolitan Agency for Planning (CMAP) will allow disadvantaged communities to have more opportunities to access federal funds. Eligible local agencies are determined by CMAP's Local Technical Assistance (LTA) program community need measures which are based on population, income, and tax base. CMAP will update this data every year. Only those communities listed as Cohort 4 communities are eligible to request Transportation Development Credits Highway (TDCH) as the 20% match for village cost participation. A local agency wishing to use TDCH as their matching funds for a project, must adopt a resolution seeking the use of TDCH and provide it with the project application. The use of TDCH's are limited to federal aid eligible scope and pay items. Use of TDCH will be reviewed by the Transportation Advisory Group (TAG) and then presented to the SSMMA TC for approval. Approval by SSMMA TC does not guarantee approval by the Illinois Department of Transportation (IDOT).

Park Forest is considered a Cohort 4 community, therefore the Village can apply for 100% federal funding for all phases of a project. In other words, 80% Federal and TDCH as the Village's 20% match for Phase 1, Phase II, and Phase III. Otherwise funding will be according to the normal 80/20 division of cost. This item consists of approval of a Resolution to request TDCH to be included in the Village's STP application for roadway improvements to South Orchard Drive from Sauk Trail to Blackhawk Drive. Below is a planning level estimate for this project.

Orchard Drive - From Blackhawk Drive to Sauk Trail

	20% Local	80% Federal	Total
Preliminary Engineering	$ 10,381	$ 41,524	$ 51,905
Phase II Design	$ 12,111	$ 48,445	$ 60,556
Phase III const. (10%)	$ 17,302	$ 69,207	$ 86,509
Construction	$ 173,017	$ 692,069	$ 865,086
Totals	$ 212,811	$ 851,245	$ 1,064,056

RECOMMENDATION: Approve and adopt the attached Resolution.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules meeting of February 3, 2020 for your discussion.

[Type here]

RESOLUTION No. _____

A RESOLUTION OUTLINING AN AGREEMENT WITH SOUTH SUBURBAN MAYORS AND MANAGERS ASSOCIATION AND THE VILLAGE OF PARK FOREST PROGRAMMING FUNDS FOR SOUTH ORCHARD DRIVE ROADWAY IMPROVEMENT PROJECT

WHEREAS, the Village of Park Forest has determined the need to improve South Orchard Drive from Sauk Trail to Blackhawk Drive; and

WHEREAS, the South Orchard Drive Roadway Improvement project intends to maintain and/or improve the following, but not be limited to, mobility, pavement markings, ADA infrastructure, bicycle and pedestrian facilities, curb and gutter, roadway pavement, on-street parking, traffic signal improvements and start a new pavement lifecycle; and

WHEREAS, the Illinois Department of Transportation (IDOT) has granted approval to the Chicago Metropolitan Agency for Planning (CMAP) to program Transportation Development Credits Highway (TDCH) for Surface Transportation Program (STP) locally-led, federally funded projects; and

WHEREAS, CMAP and IDOT have a policy for Cohort 4 communities to request and use TDCH as the community's 20% match for STP projects, for access up to 100% funding in the STP – Local Funds; and

WHEREAS, South Suburban Mayors and Managers Association (SSMMA) has a TDCH policy allowing high need communities to request the use of TDCH as the community's 20% match, for access up to 100% funding at the 2020 Call for Projects; and

WHEREAS, the Village of Park Forest is requesting the use of TDCH for the South Orchard Drive Roadway Improvement project; and

WHEREAS, the use of TDCH will build transportation projects sooner and advance the transportation goals of the Village of Park Forest; and

WHEREAS, the Village of Park Forest will complete status updates for this project in March, June, September, and December until the South Orchard Drive Roadway Improvement project is complete; and

WHEREAS, the South Orchard Drive Roadway Improvement project will comply with all Active Program Management policies in the SSMMA STP Methodology.

NOW, THEREFORE, LET IT BE RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, that the Village of Park Forest is requesting to use TDCH in the total amount of $212,811 dollars (20%) of the full project costs of $1,064,056 (100%), for Phase I Engineering, Phase II Engineering, Construction, and Construction Engineering of this project.

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized to sign the Resolution.

ADOPTED this _____ day of February, 2020.

APPROVED: ATTEST:

_____ _____

Village Mayor Village Clerk

CERTIFICATE OF RESOLUTION

I, the undersigned, do herby certify that I am the duly qualified and appointed Village Clerk of the Village of Park Forest, in the Counties and State aforesaid; and as such Clerk, I am the keeper of the official journal, records and files of the Village Board of said Village.

I do further certify that the attached and foregoing is a full, true and correct copy of:

Resolution No._____
Passed and Approved
February_____, 2020

As adopted by the Mayor and Board of Trustees of the Village of Park Forest at a legally convened meeting in the Village of Park Forest.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said Village of Park Forest, Cook and Will Counties, Illinois this _____ day of February 2020.

_____
Sheila McGann - Village Clerk

SEAL

AGENDA BRIEFING

DATE: February 3, 2020

TO: Mayor Vanderbilt
Board of Trustees

FROM: Roderick Ysaguirre - Director of Public Works/Village Engineer

RE: A Resolution Requesting the use of Transportation Development Credits Highway (TDCH) for the 2020 Surface Transportation Program (STP) Call for Projects, Westwood Drive/Norwood Blvd.

BACKGROUND/DISCUSSION:

In January 2020, there was a Call for Projects for the South Suburban Mayor and Managers Association (SSMMA) Surface Transportation Program (STP). This Call for Projects process will be the first call under the revised methodology for project application and selection. Under the new methodology, project applications will be scored and ranked, and the 5-year program will be adopted by the SSMMA Transportation Committee (TC).

The Chicago Metropolitan Agency for Planning (CMAP) will allow disadvantaged communities to have more opportunities to access federal funds. Eligible local agencies are determined by CMAP's Local Technical Assistance (LTA) program community need measures which are based on population, income, and tax base. CMAP will update this data every year. Only those communities listed as Cohort 4 communities are eligible to request Transportation Development Credits Highway (TDCH) as the 20% match for village cost participation. A local agency wishing to use TDCH as their matching funds for a project, must adopt a resolution seeking the use of TDCH and provide it with the project application. The use of TDCH's are limited to federal aid eligible scope and pay items. Use of TDCH will be reviewed by the Transportation Advisory Group (TAG) and then presented to the SSMMA TC for approval. Approval by SSMMA TC does not guarantee approval by the Illinois Department of Transportation (IDOT).

Park Forest is considered a Cohort 4 community, therefore the Village can apply for 100% federal funding for all phases of a project. In other words, 80% Federal and TDCH as the Village's 20% match for Phase 1, Phase II, and Phase III. Otherwise funding will be according to the normal 80/20 division of cost. This item consists of approval of a Resolution to request TDCH to be included in the Village's STP application for roadway improvements to Westwood Drive/Norwood Blvd from Sauk Trail to Western Avenue. Below is a planning level estimate for this project.

Preliminary Engineering	$	37,220	$	148,882	$	186,102
Phase II Design	$	43,424	$	173,695	$	217,119
Phase III const. (10%)	$	62,034	$	248,136	$	310,170
Construction	$	620,340	$	2,481,360	$	3,101,700
Totals	$	763,018	$	3,052,073	$	3,815,091

RECOMMENDATION: Approve and adopt the attached Resolution.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules meeting of February 3, 2020 for your discussion.

[Type here]

RESOLUTION No. _____

A RESOLUTION OUTLINING AN AGREEMENT WITH SOUTH SUBURBAN MAYORS AND MANAGERS ASSOCIATION AND THE VILLAGE OF PARK FOREST PROGRAMMING FUNDS FOR WESTWOOD DRIVE/NORWOOD BLVD ROADWAY IMPROVEMENT PROJECT

WHEREAS, the Village of Park Forest has determined the need to improve Westwood Drive/Norwood Blvd from Sauk Trail to Western Avenue; and

WHEREAS, the Westwood Drive/Norwood Blvd Roadway Improvement project intends to maintain and/or improve the following, but not be limited to, mobility, pavement markings, ADA infrastructure, bicycle and pedestrian facilities, curb and gutter, roadway pavement, on-street parking, traffic signal improvements and start a new pavement lifecycle; and

WHEREAS, the Illinois Department of Transportation (IDOT) has granted approval to the Chicago Metropolitan Agency for Planning (CMAP) to program Transportation Development Credits Highway (TDCH) for Surface Transportation Program (STP) locally-led, federally funded projects; and

WHEREAS, CMAP and IDOT have a policy for Cohort 4 communities to request and use TDCH as the community's 20% match for STP projects, for access up to 100% funding in the STP – Local Funds; and

WHEREAS, South Suburban Mayors and Managers Association (SSMMA) has a TDCH policy allowing high need communities to request the use of TDCH as the community's 20% match, for access up to 100% funding at the 2020 Call for Projects; and

WHEREAS, the Village of Park Forest is requesting the use of TDCH for the Westwood Drive/Norwood Blvd Roadway Improvement project; and

WHEREAS, the use of TDCH will build transportation projects sooner and advance the transportation goals of the Village of Park Forest; and

WHEREAS, the Village of Park Forest will complete status updates for this project in March, June, September, and December until the Westwood Drive/Norwood Blvd Roadway Improvement project is complete; and

WHEREAS, the Westwood Drive/Norwood Blvd Roadway Improvement project will comply with all Active Program Management policies in the SSMMA STP Methodology.

NOW, THEREFORE, LET IT BE RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, that the Village of Park Forest is requesting to use TDCH in the total amount of $763,018 dollars (20%) of the full project costs of $3,815,091 (100%), for Phase I Engineering, Phase II Engineering, Construction, and Construction Engineering of this project.

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized to sign the Resolution.

ADOPTED this _____ day of February, 2020.

APPROVED: ATTEST:

_____ _____

Village Mayor Village Clerk

CERTIFICATE OF RESOLUTION

I, the undersigned, do herby certify that I am the duly qualified and appointed Village Clerk of the Village of Park Forest, in the Counties and State aforesaid; and as such Clerk, I am the keeper of the official journal, records and files of the Village Board of said Village.

I do further certify that the attached and foregoing is a full, true and correct copy of:

Resolution No._____
Passed and Approved
February_____, 2020

As adopted by the Mayor and Board of Trustees of the Village of Park Forest at a legally convened meeting in the Village of Park Forest.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said Village of Park Forest, Cook and Will Counties, Illinois this _____ day of February 2020.

_____
Sheila McGann - Village Clerk

SEAL

AGENDA BRIEFING

DATE: February 3, 2020

TO: Mayor Vanderbilt
Board of Trustees

FROM: Roderick Ysaguirre – Director of Public Works/Village Engineer

RE: Purchase of a 2020 Ford F-250 XL Pick Up Truck, Replace Vehicle/Equipment # 606

BACKGROUND/DISCUSSION:

This agenda item consists of the purchase of a 2020 Ford F-250 XL Pick Up Truck through the Suburban Purchasing Cooperative contract number 178 awarded to Currie Motors of Frankfort Illinois at the cost of $24,563 dollars, with a bed body to by fabricated by Lindco Equipment Sales, Inc at the cost of $9,023 dollars, including warranties, delivery, license, and title for a total purchase price of $33,586 dollars. Attached is the Sale Proposal. There is no trade-in valve for the old unit under this program, therefore the old unit will be auctioned at a future date if accepted.

The vehicle to be replaced is a 2008 Ford F-250 Pick Up Truck # 606 which is used daily by DPW staff for locating underground utilities, picking up roadkill, sign removal and installation, collection of parking lot revenues, checking sanitary lift stations, picking up various debris, and completing other miscellaneous assignments. This vehicle is used daily and during overtime hours, currently has 114,745 miles and the new vehicle will be used for the same tasks as outline above. This vehicle will be purchased through the Vehicle Services Fund – Capital Outlays where $238,000 has been budget for equipment purchases. Below is a current breakdown of vehicle purchases made under the current budget and savings to be utilized.

Vehicle Budgeted	Amount Budgeted ($)	Vehicle Purchased	Amount ($)
6 Wheel #623	155,000	2021 6 Wheel #623	136,722
Chipper #625	59,000	**2020 F250 #606**	**33,586**
Utility Truck #665	24,000	**2020 F250 #607**	**27,808**
Total	**238,000**		**198,116**

RECOMMENDATION: Authorize the Village Manager to approve a Purchase Order in the amount of $33,586 dollars for this purchase.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules Meeting of February 3, 2020 for your discussion.

SPC
SUBURBAN PURCHASING
COOPERATIVE

2020 FORD F-250 XL
4X2 PICK UP
Contract# 178

Currie Motors Fleet

"Nice People to Do Business With"

Order Cut-Off:
TBD

Visit our new website

www.curriecommercial.com

Contract #178

SPC
SUBURBAN PURCHASING
COOPERATIVE

Currie Motors Frankfort

SPC Contract Winner

2020 FORD F-250

XL 4x2 PICK UP

Standard Package: $22,760.00

Warranty 3 Years 36, 000 miles Bumper to Bumper/ 5 Years 60,000 Power train

6.2L 2 Valve Gasoline SOHC V-8 (Flex Fuel)
6-Speed Automatic w/ Select Shift
4-Wheel Disc Brakes w/ABS
Front/Rear Black Painted Bumpers
Solar Tint Glass
Tailgate-Removable w/ Key Lock
3-Blink Lane Change Signal Front
Tow Hooks
Trailer Tow Package
Trailer Sway Control
17"Argent Steel Wheels
5 - LT245/75Rx17EBSW Tires
8' Bed Pickup
157 Amp Heavy Duty Alternator
650 CCA 72AH Battery
AM/FM/MP3-SYNC
Rear View Camera (optional on Box delete)
Twin I-Beam Front Axle w. coil spring suspension H.D. Gas Shock Absorbers
Front Stabilizer Bar
Air Conditioner – Manual
Ford Pass Connect 4G
Wi- Fi Modem Ford
Telematics Prep
Manual Door Locks & Windows
Intermittent Windshield Wiper
Advance Trac with Roll Stability Control
Driver and Passenger Front & Side Airbag/Curtain
Passenger Side Deactivation Switch
Free delivery within 50 miles of dealership

Contract #178

SPC
SUBURBAN PURCHASING
COOPERATIVE

Options – Body Style

☐		Super Cab with 6 ¾' Bed	1849.00
☐		Crew Cab with 6 ¾' Bed	3055.00
☐		8' Bed-Requires Super/Crew Cab Upgrade	262.00
☑	66D	Pick Up Box Delete (Spare Tire Optional)	-575.00

Options – Powertrain

☐	99N	7.3L Engine-Gasoline includes 10 speed Automatic Overdrive	1861.00
☐	99T	6.7L OHV Power Stroke Diesel includes 10 speed Automatic Overdrive	9551.00
☐		4x4- Includes Electronic Shift on the Fly	2753.00
☐		Limited Slip Axle	355.00
☐	98F	Gaseous Prep (6.2L or 7.3L engine-does not include Conversion)	286.00
☐	98R	Operator Command Regeneration (requires Diesel Motor)	228.00
☐	86M	Dual Batteries (78 amp) req. 6.2L or 7.3L	191.00
☐	41H	Engine Block Heater	91.00
☐		Engine Idle Shut Down (N/A with reverse sensing) Duration____Minutes	228.00
☐	67B	Dual Extra Duty Alternators (requires Diesel Motor)	104.00
☐	67E	Extra Heavy Duty Alternator	78.00
☐	926	Speed Limiting-65 MPH	72.00
☐		Powertrain Care 3 Year 100,000 Warranty 4x2 Gasoline Motor	935.00
☐		Powertrain Care 3 Year 100,000 Warranty 4x4 Gasoline Motor with Snow Plow Prep	1945.00
☐		6 Year /60,000 Premium Care Warranty 4x4 Gasoline Motor with Snow Plow Prep	2120.00
☐		6 Year /100,000 Premium Care Warranty 4x4 Gasoline Motor with Snow Plow Prep	2965.00

Options – Wheels/Tires

☐	TBK	LT245/75Rx17E BSW A/S (4x2)	STD
☐	TD8	LT245/75Rx17E BSW A/S Plus (4x4)	STD
☐	TBM	LT245/75Rx17E BSW A/T	150.00
☐	TDX	LT275/70Rx18E BSW A/T Plus (Requires 17S STX Appearance Pkg)	241.00
☐	512	Full Size Spare with Box Delete Option	269.00
☑	51X	Spare Tire Delete for Pick Up	-78.00

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Options - Functional

☐ 41P	Skid Plates-Not Available with 66D Box Delete	91.00
☐ 53Q	F-250 Trailer Tow High Capacity with Ultimate Trailer Tow Back Up System and Pro Trailer Back Up System ***Requires:*** • 6.7L Power Stroke® Diesel engine(99T) • Power Equipment Group(90L) • STX Appearance Package(17S) • SYNC® 3 (913) • Trailer Brake Controller (52B)	1456.00
☐ 592	LED Roof Marker Lights	87.00
☐ 85G	Tailgate Step-N/A with 66D Box Delete	341.00
☐ 85S	Tough Bed Spray-In Liner- NA 66D Box Delete	542.00
☐ 43B	Rear Defroster (requires Privacy Glass and 90L Power Group)	55.00
☐ 924	Privacy Glass (requires 43B and 90L)	N/C
☐ 52B	Trailer Brake Controller	246.00

Options - Groups/Packages

☐ 96V	**XL Value Package** Includes- Cruise control Bright Chrome Hub Covers Front/Rear Chrome Bumper (not available with STX Appearance PKG)	660.00
☐ 17S	**STX Appearance Package** ▪ Bright Chrome Grille ▪ Chrome Front / Rear Bumpers ▪ STX Vent Badge ▪ 18" Sparkle Cast Aluminum Wheels (SRW Only) ▪ LT275/65Rx18E BSW Tires ▪ Speed Control	1661.00
☐ 90L	**Power Equipment Group** -Regular Cab -Crew/Super ▪ Heated power mirrors with integrated clearance lamps/turn signals ▪ Perimeter Alarm ▪ Accessory Delay ▪ Power Windows/Locks/Tailgate Lock ▪ Remote Keyless ▪ Upgraded door trim	832.00 1024.00
☐ 17X	**Fx4 Off Road Package** ▪ Hill Descent Control ▪ Rancho Branded Shocks ▪ Transfer Case & Fuel Tank Skid Plates N/A with Pickup Box Delete -cont. below	364.00

	Requires 4x4, All Terrain Tires and Locking Differential	
☐ 473	**Snow Plow Prep Package** (Requires 4x4) ▪ Upgraded Front Springs ▪ Extra Heavy-Duty Alternator	228.00
☐ 47B	**Snow Plow/Camper Package** ▪ Upgraded front springs for snow plow ▪ Extra Heavy Duty Alternator ▪ Rear Auxiliary Springs ▪ Rear Stabilizer Bar (SRW Only) ▪ Slide-In Camper Certification	223.00
☐ 535	**F250 Trailer Tow Package** – High Capacity (Requires Diesel Motor) ▪ Increased GCW to 30300 LBS ▪ Max Front Springs	1028.00
☐ 67H	Heavy Service Front Suspension – Heavy Service Front Springs	114.00

Options – Interior

☐ 43C	110V/400W Outlet	159.00
☐	XLT Package – Regular Cab $3982.00/Super cab/Crew $4294.00	
☐ 41A	Rapid Heat Supplemental Cab Heater (requires Diesel Motor)	228.00
☐ 18A	Up fitter Interface Module for PTO Programming	272.00
☐	Car Hart Seat Covers Front Seats-Loose Ship	395.00
☐ 94P	Pre-Collision Assist with Automatic Emergency Braking (AEB) and Forward Collision Warning	104.00
☑ 66S	Up fitter Switches	150.00
☐ 76S	Remote Start (Requires Power Equipment Group)	228.00
☐ 913	SYNC3 (Requires Ultimate Tow Camera)	410.00
☐		

Options – Exterior

☐ 60B	BLIS® (Blind Spot Information System) with Cross-traffic Alert and Trailer Tow (BLIS® sensor in tail lamp) Req. Power cont. below	491.00

	Equipment Group (90L) on XL; N/A with Pickup Box Delete (66D)	
☐ 873	Rear CHMSL Camera-Displays in Center Stack (Not available with Box delete)	182.00
☑ 872	Camera Prep Package for Box Delete	377.00
☐ 66B	Box Link – 4 Premium Locking Cleats N/A with Box Delete	68.00
☐ 76R	Reverse Sensing System-NA with 66D Box Delete	223.00
☐ 53W	5th Wheel Gooseneck Prep	455.00
☑ 18B	Platform Running Boards ☑ Regular Cab ☐ Super / Crew cab	292.00 405.00
☐ 66L	LED Box Lighting-NA with 873 CHMSL Rear Camera	55.00

Options – Fleet

☐ 39S	Sirius XM Radio	169.00
☐ 17F	XL Décor Group-Includes Chrome Front/Rear Bumpers	201.00
☐ 525	Cruise Control	214.00
☐ 942	Daytime Running Lights	41.00
☑ 91S	LED Warning Strobes-NA with LED Box Light	614.00
☐ 63R	H.D. Suspension with Box Delete	114.00
595	Halogen Fog Lamps-req.17F Xl Décor	118.00
☐ 96F ☐	FLEET DRIVER ASSISTANCE PACKAGE-BLIS® Blind Spot Information System w/Cross-Traffic Alert Lane-Keeping Alert Pre-Collision Assist with Automatic Emergency Braking (AEB) Forward Collision Warning-Req. Power Convenience Group	906.00

Options – Accessories

☐ 52R	Stow / Load Ramps-NA with 66D Box Delete	633.00
☐	Weather Tech Front Row Liners	150.00
☐	Rustproofing –Does Not Include Sound Shield	295.00
☐ 85L	Drop-In Bed Liner-NA with 66D Box Delete	323.00
☐ 61M	Wheel Well Liner-NA with 66D Box Delete	165.00
☐ 85M	Bed Mat-NA with 66D Box Delete	139.00
☐ 61S	Front/Rear Splash Guards-NA with 66D Box Delete	139.00
☑ 76C	Back Up Alarm	128.00
☐	8' Steel Service Body – White Finish	6133.00
☐	Rear Bumper for Service Body-Black "Rhino-Lined"	495.00
☑	4 Corner Strobes (Requires Up fitter Switches)	895.00
☐	7'6" Western Snow Plow	5191.00
☐	8' Western Snow Plow	5277.00
☐	8'-6" Western Snow Plow	5366.00
☐	7'6" Boss Snow Plow	5191.00

☐	8' Boss Snow Plow	5277.00
☐	8'-6" Boss Snow Plow	5366.00
☐	Hand Held Controller (Requires Plow)	90.00
☐	Snow Deflector (Requires Plow)	276.00
☐	Detailed CD Rom Shop Manual	295.00
☐	Delivery Charge Over 50 Miles	175.00
☑	License & Title – M Plates (Shipped)	203.00

Exterior

☐	AT-Yellow-5 unit min Single units extended lead times	601.00
☐	BY-School Bus Yellow	601.00
☐	D1-Stone Gray	N/C
☐	E4-Vermillion-5 unit min Single units extended lead times	601.00
☐	GR-Green-5 unit min Single units extended lead times	601.00
☐	J7-Magnetic	N/C
☐	PG&E Blue-5 unit min Single units extended lead times	601.00
☐	MB-Orange-5 unit min Single units extended lead times	601.00
☐	N1-Blue Jeans Metallic	N/C
☐	PQ-Race Red	N/C
☐	UM-Agate Black	N/C
☐	JS-Iconic Silver	N/C
☐	W6-Green Gem-5 unit min Single units extended lead times	608.00
☑	Z1-Oxford White	N/C

Interior

☑	Steel 40/20/40 Vinyl	STD
☐	Steel 40/20/40 Cloth	91.00
☐	Steel 40/Console/40 Vinyl-**No Armrest Included**	323.00
☐	Steel 40/Console/40 Cloth- **No Armrest Included**	468.00

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COOPERATIVE

Title Name _____

Title Address _____

Title City _____

Title Zip Code _____

Contact Name _____

Phone Number _____

P.O. Number _____

Fleet Identification Number _____

Tax Exempt Number _____

Total Dollar Amount _____

Total Number of Units _____

Delivery Address _____

_____

***Orders Require Signed Original Purchase Order and Tax Exempt Letter Submitted to:**

Currie Motors Fleet
10125W Laraway
Frankfort, IL 60423
PHONE: (815)464-9200
Tom Sullivan Curriefleet@gmail.com
Kristen De La Riva Fleetcurrie@gmail.com

**Fleet Status is accessible by registering at www.fleet.ford.com. Please provide FIN Code at time of order for you to track your order status.* Title Corrections will be Billed Appropriate Assessed Fees by the Sec. of State.*Vehicles are ordered and built as indicated on this tab sheet only. No other forms will utilized to process orders.

Contract #178

LINDCO
Equipment Sales, Inc.

2168 East 88th Drive
Merrillville, IN 46410
USA

Voice: (219)795-1448
Fax: (219)736-0892

QUOTATION

Quote Number: 200021
Quote Date: Jan 6, 2020
Page: 1

Quoted To:

Park Forest, Village of
350 Victory Drive
Park Forest, IL 60466

Customer ID	Good Thru	Payment Terms	Sales Rep
Park Forest-01	2/5/20	Net 30 Days	35878

Quantity	Item	Description	Unit Price	Amount
1.00	WS298-M-SW-U	Warner Select 2 service body for a Single Rear Wheel with a 56"CA including the following body details. * 8' L Body * Steel A60 construction * 12 gauge treadplate cargo floor * Flush mount doors * 304 SS piano hinges * Gas shock door holders on vertical doors * Coated air craft cable on horizontal doors * Automotive door seal * All latches keyed alike * Polished SS fuel fill * 12" high slam TG * 15" deep compartments * 40" H compartments * Floor width is 49-3/4" PASSENGER SIDE: 1st Vertical is 32"W x 15"D x 40"H - (1) adjustable flat shelf - (1) adjustable flat shelf w/5 dividers Horizontal is 42"W x 15"D x 19"H - (1) adjustable flat shelf w/5 dividers Rear Vertical is 24"W x 15"D x 40"H - (1) adjustable flat shelf DRIVER SIDE:	4,916.59	4,916.59
			Subtotal	Continued
			Sales Tax	Continued
			TOTAL	Continued

25% Restock Fee on All Cancelled and Returned Orders

LINDCO
Equipment Sales, Inc.

2168 East 88th Drive
Merrillville, IN 46410
USA

Voice: (219)795-1448
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QUOTATION

Quote Number: 200021
Quote Date: Jan 6, 2020
Page: 2

Quoted To:

Park Forest, Village of
350 Victory Drive
Park Forest, IL 60466

Customer ID	Good Thru	Payment Terms	Sales Rep
Park Forest-01	2/5/20	Net 30 Days	35878

Quantity	Item	Description	Unit Price	Amount
		1st Vertical is 32"W x 15"D x 40"H - (1) adjustable flat shelf - (1) adjustable flat shelf w/5 dividers Horizontal is 42"W x 15"D x 19"H - No shelving Rear Vertical is 24"W x 15"D x 40"H - (1) adjustable flat shelf * Punched, lighted, recessed bumper * LED light kit (Includes S/T/T & reverse) * Ford mounting kit * Ford light harness adapter		
1.00	PAINT-96" Service Bo	Paint 96" Service Body black or white, entire exterior, doors and door jams, tailgate both sides, bumper and cargo area.	1,692.50	1,692.50
4.00	EMPS2STS2A	Sound Off mpower® 4" Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 6 LED, Single Color - Amber	87.68	350.72
75.19	Misc.	Miscellaneous Material - includes any or all of the following: wiring, electrical connectors, tie downs, clamps, nut, bolts, washers, steel, oil, grease, etc.	1.00	75.19
800.00	FREIGHT	FREIGHT	1.00	800.00
12.00	INSTALLATION	Lindco Installation Labor Hours	99.00	1,188.00
			Subtotal	9,023.00
			Sales Tax	
			TOTAL	**9,023.00**

25% Restock Fee on All Cancelled and Returned Orders

AGENDA BRIEFING

DATE: February 3, 2020

TO: Mayor Vanderbilt
Board of Trustees

FROM: Roderick Ysaguirre – Director of Public Works/Village Engineer

RE: Purchase of a 2020 Ford F-250 XL Pick Up Truck

BACKGROUND/DISCUSSION:
This agenda item consists of the purchase of a 2020 Ford F-250 XL Pick Up Truck through the Suburban Purchasing Cooperative contract number 178 awarded to Currie Motors of Frankfort Illinois at the cost of $27,808 dollars including warranties, delivery, license, title. Attached is the Sale Proposal. There is no trade in value for an old vehicle under this program, therefore DPW will plan to ultimately auction off a 2008 Ford Ranger with 136,000 miles.

In an effort to get the most use of pick ups in the DPW fleet, this purchase will result in a series of pickups being passed and handed down with ultimate disposal of one of the oldest vehicles, the 2008 Ford Ranger. The succession of vehicle numbers and descriptions will be as follows: #607 with 31,009 miles, will be reassigned as #507 and continued to be part of the fleet and used by field crews as a spare pick up. The current #507 with 85,133 miles, will be reassigned as #564 and continue to be part of the fleet and used by field crews as a spare pick up. Finally, the current #564 which is the 2008 Ford Ranger with 136,000 miles will be auctioned at a future date if accepted.

This vehicle will be purchased through the Vehicle Services Fund – Capital Outlays where $238,000 has been budget for equipment purchases. Below is a current breakdown of vehicle purchases made under the current budget and savings to be utilized.

Vehicle Budgeted	Amt Budgeted ($)	Vehicle Purchase	Amount ($)
6 Wheel #623	155,000	2021 6 Wheel #623	136,722
Chipper #625	59,000	**2020 F250 #606**	**33,586**
Utility Truck #665	24,000	**2020 F250 #607**	**27,808**
Total	**238,000**		**198,116**

RECOMMENDATION: Authorize the Village Manager to approve a Purchase Order in the amount of $27,808 dollars for this purchase.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules Meeting of February 3, 2020 for your discussion.

2020 FORD F-250 XL
4X2 PICK UP
Contract# 178

Currie Motors Fleet

"Nice People to Do Business With"

Order Cut-Off:
TBD

Visit our new website

www.curriecommercial.com

Contract #178

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Currie Motors Frankfort

SPC Contract Winner

2020 FORD F-250

XL 4x2 PICK UP

Standard Package: $22,760.00

Warranty 3 Years 36, 000 miles Bumper to Bumper/ 5 Years 60,000 Power train

6.2L 2 Valve Gasoline SOHC V-8 (Flex Fuel)
6-Speed Automatic w/ Select Shift
4-Wheel Disc Brakes w/ABS
Front/Rear Black Painted Bumpers
Solar Tint Glass
Tailgate-Removable w/ Key Lock
3-Blink Lane Change Signal Front
Tow Hooks
Trailer Tow Package
Trailer Sway Control
17"Argent Steel Wheels
5 - LT245/75Rx17EBSW Tires
8' Bed Pickup
157 Amp Heavy Duty Alternator
650 CCA 72AH Battery
AM/FM/MP3-SYNC
Rear View Camera (optional on Box delete)
Twin I-Beam Front Axle w. coil spring suspension H.D. Gas Shock Absorbers
Front Stabilizer Bar
Air Conditioner – Manual
Ford Pass Connect 4G
Wi- Fi Modem Ford
Telematics Prep
Manual Door Locks & Windows
Intermittent Windshield Wiper
Advance Trac with Roll Stability Control
Driver and Passenger Front & Side Airbag/Curtain
Passenger Side Deactivation Switch
Free delivery within 50 miles of dealership

Contract #178

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Options – Body Style

☑		Super Cab with 6 ¾' Bed	1849.00
☐		Crew Cab with 6 ¾' Bed	3055.00
☑		8' Bed-Requires Super/Crew Cab Upgrade	262.00
☐	66D	Pick Up Box Delete (Spare Tire Optional)	-575.00

Options – Powertrain

☐	99N	7.3L Engine-Gasoline includes 10 speed Automatic Overdrive	1861.00
☐	99T	6.7L OHV Power Stroke Diesel includes 10 speed Automatic Overdrive	9551.00
☐		4x4- Includes Electronic Shift on the Fly	2753.00
☐		Limited Slip Axle	355.00
☐	98F	Gaseous Prep (6.2L or 7.3L engine-does not include Conversion)	286.00
☐	98R	Operator Command Regeneration (requires Diesel Motor)	228.00
☐	86M	Dual Batteries (78 amp) req. 6.2L or 7.3L	191.00
☐	41H	Engine Block Heater	91.00
☐		Engine Idle Shut Down (N/A with reverse sensing) Duration____Minutes	228.00
☐	67B	Dual Extra Duty Alternators (requires Diesel Motor)	104.00
☐	67E	Extra Heavy Duty Alternator	78.00
☐	926	Speed Limiting-65 MPH	72.00
☐		Powertrain Care 3 Year 100,000 Warranty 4x2 Gasoline Motor	935.00
☐		Powertrain Care 3 Year 100,000 Warranty 4x4 Gasoline Motor with Snow Plow Prep	1945.00
☐		6 Year /60,000 Premium Care Warranty 4x4 Gasoline Motor with Snow Plow Prep	2120.00
☐		6 Year /100,000 Premium Care Warranty 4x4 Gasoline Motor with Snow Plow Prep	2965.00

Options – Wheels/Tires

☐	TBK	LT245/75Rx17E BSW A/S (4x2)	STD
☐	TD8	LT245/75Rx17E BSW A/S Plus (4x4)	STD
☐	TBM	LT245/75Rx17E BSW A/T	150.00
☐	TDX	LT275/70Rx18E BSW A/T Plus (Requires 17S STX Appearance Pkg)	241.00
☐	512	Full Size Spare with Box Delete Option	269.00
☐	51X	Spare Tire Delete for Pick Up	-78.00

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Options - Functional

☐ 41P	Skid Plates-Not Available with 66D Box Delete	91.00
☐ 53Q	F-250 Trailer Tow High Capacity with Ultimate Trailer Tow Back Up System and Pro Trailer Back Up System ***Requires:*** • 6.7L Power Stroke® Diesel engine(99T) • Power Equipment Group(90L) • STX Appearance Package(17S) • SYNC® 3 (913) • Trailer Brake Controller (52B)	1456.00
☐ 592	LED Roof Marker Lights	87.00
☐ 85G	Tailgate Step-N/A with 66D Box Delete	341.00
☑ 85S	Tough Bed Spray-In Liner- NA 66D Box Delete	542.00
☐ 43B	Rear Defroster (requires Privacy Glass and 90L Power Group)	55.00
☐ 924	Privacy Glass (requires 43B and 90L)	N/C
☐ 52B	Trailer Brake Controller	246.00

Options - Groups/Packages

☐ 96V	**XL Value Package** Includes- Cruise control Bright Chrome Hub Covers Front/Rear Chrome Bumper (not available with STX Appearance PKG)	660.00
☐ 17S	**STX Appearance Package** ▪ Bright Chrome Grille ▪ Chrome Front / Rear Bumpers ▪ STX Vent Badge ▪ 18" Sparkle Cast Aluminum Wheels (SRW Only) ▪ LT275/65Rx18E BSW Tires ▪ Speed Control	1661.00
☐ 90L	**Power Equipment Group** -Regular Cab ▪ Heated power mirrors with integrated clearance lamps/turn signals -Crew/Super ▪ Perimeter Alarm ▪ Accessory Delay ▪ Power Windows/Locks/Tailgate Lock ▪ Remote Keyless ▪ Upgraded door trim	832.00 1024.00
☐ 17X	**Fx4 Off Road Package** ▪ Hill Descent Control ▪ Rancho Branded Shocks ▪ Transfer Case & Fuel Tank Skid Plates N/A with Pickup Box Delete -cont. below	364.00

	Requires 4x4, All Terrain Tires and Locking Differential	
☐ 473	**Snow Plow Prep Package** (Requires 4x4) ▪ Upgraded Front Springs ▪ Extra Heavy-Duty Alternator	228.00
☐ 47B	**Snow Plow/Camper Package** ▪ Upgraded front springs for snow plow ▪ Extra Heavy Duty Alternator ▪ Rear Auxiliary Springs ▪ Rear Stabilizer Bar (SRW Only) ▪ Slide-In Camper Certification	223.00
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☐ 67H	Heavy Service Front Suspension – Heavy Service Front Springs	114.00

Options – Interior

☐ 43C	110V/400W Outlet	159.00
☐	XLT Package – Regular Cab $3982.00/Super cab/Crew $4294.00	
☐ 41A	Rapid Heat Supplemental Cab Heater (requires Diesel Motor)	228.00
☐ 18A	Up fitter Interface Module for PTO Programming	272.00
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☐ 94P	Pre-Collision Assist with Automatic Emergency Braking (AEB) and Forward Collision Warning	104.00
☑ 66S	Up fitter Switches	150.00
☐ 76S	Remote Start (Requires Power Equipment Group)	228.00
☐ 913	SYNC3 (Requires Ultimate Tow Camera)	410.00
☐		

Options – Exterior

☐ 60B	BLIS® (Blind Spot Information System) with Cross-traffic Alert and Trailer Tow (BLIS® sensor in tail lamp) Req. Power cont. below	491.00

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	Equipment Group (90L) on XL; N/A with Pickup Box Delete (66D)	
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☐ 53W	5th Wheel Gooseneck Prep	455.00
☑ 18B	Platform Running Boards ☐ Regular Cab ☒ Super / Crew cab	292.00 405.00
☐ 66L	LED Box Lighting-NA with 873 CHMSL Rear Camera	55.00

Options – Fleet

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☐ 942	Daytime Running Lights	41.00
☑ 91S	LED Warning Strobes-NA with LED Box Light	614.00
☐ 63R	H.D. Suspension with Box Delete	114.00
595	Halogen Fog Lamps-req.17F Xl Décor	118.00
☐ 96F ☐	FLEET DRIVER ASSISTANCE PACKAGE-BLIS® Blind Spot Information System w/Cross-Traffic Alert Lane-Keeping Alert Pre-Collision Assist with Automatic Emergency Braking (AEB) Forward Collision Warning-Req. Power Convenience Group	906.00

Options – Accessories

☐ 52R	Stow / Load Ramps-NA with 66D Box Delete	633.00
☐	Weather Tech Front Row Liners	150.00
☐	Rustproofing –Does Not Include Sound Shield	295.00
☐ 85L	Drop-In Bed Liner-NA with 66D Box Delete	323.00
☐ 61M	Wheel Well Liner-NA with 66D Box Delete	165.00
☐ 85M	Bed Mat-NA with 66D Box Delete	139.00
☐ 61S	Front/Rear Splash Guards-NA with 66D Box Delete	139.00
☑ 76C	Back Up Alarm	128.00
☐	8' Steel Service Body – White Finish	6133.00
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☐	8'-6" Western Snow Plow	5366.00
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☐	Snow Deflector (Requires Plow)	276.00
☐	Detailed CD Rom Shop Manual	295.00
☐	Delivery Charge Over 50 Miles	175.00
☑	License & Title – M Plates (Shipped)	203.00

Exterior

☐	AT-Yellow-5 unit min Single units extended lead times	601.00
☐	BY-School Bus Yellow	601.00
☐	D1-Stone Gray	N/C
☐	E4-Vermillion-5 unit min Single units extended lead times	601.00
☐	GR-Green-5 unit min Single units extended lead times	601.00
☐	J7-Magnetic	N/C
☐	PG&E Blue-5 unit min Single units extended lead times	601.00
☐	MB-Orange-5 unit min Single units extended lead times	601.00
☐	N1-Blue Jeans Metallic	N/C
☐	PQ-Race Red	N/C
☐	UM-Agate Black	N/C
☐	JS-Iconic Silver	N/C
☐	W6-Green Gem-5 unit min Single units extended lead times	608.00
☑	Z1-Oxford White	N/C

Interior

☑	Steel 40/20/40 Vinyl	STD
☐	Steel 40/20/40 Cloth	91.00
☐	Steel 40/Console/40 Vinyl-**No Armrest Included**	323.00
☐	Steel 40/Console/40 Cloth- **No Armrest Included**	468.00

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COOPERATIVE

Title Name _____

Title Address _____

Title City _____

Title Zip Code _____

Contact Name _____

Phone Number _____

P.O. Number _____

Fleet Identification Number _____

Tax Exempt Number _____

Total Dollar Amount _____

Total Number of Units _____

Delivery Address _____

_____

***Orders Require Signed Original Purchase Order and Tax Exempt Letter Submitted to:**

Currie Motors Fleet
10125W Laraway
Frankfort, IL 60423
PHONE: (815)464-9200
Tom Sullivan Curriefleet@gmail.com
Kristen De La Riva Fleetcurrie@gmail.com

****Fleet Status is accessible by registering at www.fleet.ford.com.***
Please provide FIN Code at time of order for you to track your order status. **Title Corrections will be Billed Appropriate Assessed Fees by the Sec. of State.*Vehicles are ordered and built as indicated on this tab sheet only. No other forms will utilized to process orders.**

Contract #178

AGENDA BRIEFING

DATE: January 27, 2020

TO: Mayor Jon Vanderbilt
Board of Trustees

FROM: Nicholas Christie – Assistant Village Engineer - DPW

RE: Awarding of the Oswego Street Sanitary Sewer Replacement Contract

BACKGROUND/DISCUSSION:

In April of 2019, the Village approved a contract to CIPP line approximately 9,000 feet of sanitary sewer in the area east of Indianwood and south of Sauk Trail. During construction, it was discovered that approximately 2,200 feet in the planned area was deteriorated beyond the point where it could be lined. Thus, DPW directed the contractor to other sewers in the area that were able to be rehabilitated and began to develop a plan to replace what could not be lined. The most critical sections, and what DPW has planned to replace first, are approximately 1,200 feet of sewer on Oswego Street, between South Orchard and Neola Streets.

On Thursday, January 23, 2020 at 2:30 p.m., the Department of Public Works opened 9 bids for the Oswego Street Sanitary Sewer Replacement Contract. Invitations to bid were published in the Daily Southtown and on our website. A total of 45 agencies requested access to view the bid documents. M/J Underground, located in Monee, IL, was the lowest bidder in the amount of $279,618.00. This was lower than the Engineer's Estimate of $396,306.00. See attached Bid Tab.

M/J Underground has performed numerous underground contracts for the Village previously and DPW has been satisfied with their work. Funds for this contract are located in the sewer fund where $400,000 that was allocated to storm sewer improvements within Capital Outlays will be repurposed for this work.

RECOMMENDATION: Award the Oswego Street Sanitary Sewer Replacement Contract to M/J Underground, located in Monee, IL, and authorize the Village Manager to enter into said contract in the amount of $279,618.00 with a 10% contingency for any additional work as determined by the Village Engineer for a total cost not to exceed $307,579.80.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules meeting of February 3, 2020 for your discussion.

BID TABULATION

VILLAGE OF PARK FOREST
350 VICTORY DRIVE
PARK FOREST, IL 60466
TEL:(708) 503-7702 FAX:(708) 503-6599

PROJECT: OSWEGO ST. SANITARY SEWER REPLACEMENTS

				Engineers Estimate		Performance Construction		Stip Brothers		Swallow Construction		LUC Group		LGS Plumbing	
ITEM #	**DESCRIPTION**	**ESTIMATED QUANTITY**	**UNIT**	**UNIT PRICE**	**EXTENDED AMOUNT**	**UNIT PRICE**	**EXTENDED AMOUNT**	**UNIT PRICE**	**EXTENDED AMOUNT**	**UNIT PRICE**	**EXTENDED AMOUNT**	**UNIT PRICE**	**EXTENDED AMOUNT**	**UNIT PRICE**	**EXTENDED AMOUNT**
1	Remove, furnish, and install 8" PVC SDR 26 Sanitary Sewer	1,188	L.F.	$100.00	$118,800.00	$200.00	$237,600.00	$72.00	$85,536.00	$70.00	$83,160.00	$120.00	$142,560.00	$45.00	$53,460.00
2	Furnish and Install Existing Service Line Connections	14	Each	$1,300.00	$18,200.00	$2,000.00	$28,000.00	$300.00	$4,200.00	$1,000.00	$14,000.00	$650.00	$9,100.00	$960.00	$13,440.00
3	Remove, furnish, and install 6" PVC SDR 26 Sanitary Service Sewer (if additional pipe is needed beyond trench wall)	50	L.F.	$125.00	$6,250.00	$120.00	$6,000.00	$30.00	$1,500.00	$115.00	$5,750.00	$80.00	$4,000.00	$185.00	$9,250.00
4	Furnish and Install Connection to Existing Manhole	14	Each	$1,500.00	$21,000.00	$2,100.00	$29,400.00	$675.00	$9,450.00	$3,500.00	$49,000.00	$1,610.00	$22,540.00	$3,250.00	$45,500.00
5	Furnish and Install grannular trench backfill	1,188	L.F.	$70.00	$83,160.00	$50.00	$59,400.00	$40.00	$47,520.00	$54.00	$64,152.00	$16.00	$19,008.00	$73.00	$86,724.00
6	Install Drop Connection @ MH 301S	1	Each	$3,000.00	$3,000.00	$11,000.00	$11,000.00	$2,000.00	$2,000.00	$7,800.00	$7,800.00	$5,090.00	$5,090.00	$6,674.00	$6,674.00
7	Furnish and Install HMA Street Patching (4")	450	S.Y.	$110.00	$49,500.00	$50.00	$22,500.00	$30.00	$13,500.00	$42.50	$19,125.00	$40.00	$18,000.00	$95.00	$42,750.00
8	Furnish and Install HMA Driveway Patching (4")	125	S.Y.	$100.00	$12,500.00	$60.00	$7,500.00	$48.00	$6,000.00	$52.25	$6,531.25	$40.00	$5,000.00	$95.00	$11,875.00
9	Removal, Furnish, and Install 5" P.C.C. Combination Sidewalk	4,025	SF	$9.00	$36,225.00	$18.00	$72,450.00	$7.00	$28,175.00	$9.25	$37,231.25	$11.00	$44,275.00	$18.00	$72,450.00
10	Removal, Furnish, and Install 6.25" P.C.C. Combination Sidewalk	1,000	SF	$10.00	$10,000.00	$20.00	$20,000.00	$8.00	$8,000.00	$9.35	$9,350.00	$12.00	$12,000.00	$18.00	$18,000.00
11	Detectable Warnings	56	SF	$26.00	$1,456.00	$45.00	$2,520.00	$30.00	$1,680.00	$35.00	$1,960.00	$30.00	$1,680.00	$30.00	$1,680.00
12	Furnish and Install Parkway Restoration	1,320	SY	$12.50	$16,500.00	$12.00	$15,840.00	$8.00	$10,560.00	$11.25	$14,850.00	$18.00	$23,760.00	$18.00	$23,760.00
13	Tree Removal (in)	165	In	$21.00	$3,465.00	$30.00	$4,950.00	$58.00	$9,570.00	$36.00	$5,940.00	$34.00	$5,610.00	$50.00	$8,250.00
14	Soils Testing for Contaminants (LPC 663)	1	L.S.	$1,000.00	$1,000.00	$2,000.00	$2,000.00	$1,000.00	$1,000.00	$2,500.00	$2,500.00	$2,800.00	$2,800.00	$1,000.00	$1,000.00
15	Traffic Control and Protection	1	L.S.	$10,000.00	$10,000.00	$67,000.00	$67,000.00	$50,000.00	$50,000.00	$37,500.00	$37,500.00	$5,000.00	$5,000.00	$1,000.00	$1,000.00
16	Precstruction Video Recording	1	L.S.	$4,000.00	$4,000.00	$1,500.00	$1,500.00	$1,500.00	$1,500.00	$1,500.00	$1,500.00	$2,140.00	$2,140.00	$1,000.00	$1,000.00
17	Inlet Protection	2	EA.	$125.00	$250.00	$200.00	$400.00	$150.00	$300.00	$140.00	$280.00	$80.00	$160.00	$300.00	$600.00
18	Exploratory Excavation	1	EA.	$1,000.00	$1,000.00	$500.00	$500.00	$1,000.00	$1,000.00	$50.00	$50.00	$100.00	$100.00	$1,000.00	$1,000.00
				TOTAL	**$396,306.00**	**TOTAL**	**$588,560.00**	**TOTAL**	**$281,491.00**	**TOTAL**	**$360,679.50**	**TOTAL**	**$322,823.00**	**TOTAL**	**$398,413.00**

BID TABULATION

VILLAGE OF PARK FOREST
350 VICTORY DRIVE
PARK FOREST, IL 60466
TEL:(708) 503-7702 FAX:(708) 503-6599

PROJECT: OSWEGO ST. SANITARY SEWER REPLACEMENTS

				Steve Spiess		Airys		Olthoff		M/J Underground	
ITEM #	**DESCRIPTION**	**ESTIMATED QUANTITY**	**UNIT**	**UNIT PRICE**	**EXTENDED AMOUNT**	**UNIT PRICE**	**EXTENDED AMOUNT**	**UNIT PRICE**	**EXTENDED AMOUNT**	**UNIT PRICE**	**EXTENDED AMOUNT**
1	Remove, furnish, and install 8" PVC SDR 26 Sanitary Sewer	1,188	L.F.	$110.00	$130,680.00	$64.00	$76,032.00	$127.30	$151,232.40	$52.00	$61,776.00
2	Furnish and Install Existing Service Line Connections	14	Each	$1,200.00	$16,800.00	$1,500.00	$21,000.00	$996.47	$13,950.58	$686.00	$9,604.00
3	Remove, furnish, and install 6" PVC SDR 26 Sanitary Service Sewer (if additional pipe is needed beyond trench wall)	50	L.F.	$84.00	$4,200.00	$67.00	$3,350.00	$56.38	$2,819.00	$0.01	$0.50
4	Furnish and Install Connection to Existing Manhole	14	Each	$1,000.00	$14,000.00	$575.00	$8,050.00	$1,093.85	$15,313.90	$706.00	$9,884.00
5	Furnish and Install grannular trench backfill	1,188	L.F.	$52.00	$61,776.00	$86.00	$102,168.00	$75.66	$89,884.08	$65.00	$77,220.00
6	Install Drop Connection @ MH 301S	1	Each	$4,000.00	$4,000.00	$7,042.00	$7,042.00	$14,826.49	$14,826.49	$4,700.00	$4,700.00
7	Furnish and Install HMA Street Patching (4")	450	S.Y.	$71.00	$31,950.00	$60.00	$27,000.00	$47.63	$21,433.50	$68.00	$30,600.00
8	Furnish and Install HMA Driveway Patching (4")	125	S.Y.	$71.00	$8,875.00	$61.00	$7,625.00	$73.87	$9,233.75	$72.00	$9,000.00
9	Removal, Furnish, and Install 5" P.C.C. Combination Sidewalk	4,025	SF	$11.50	$46,287.50	$11.00	$44,275.00	$10.22	$41,135.50	$7.00	$28,175.00
10	Removal, Furnish, and Install 6.25" P.C.C. Combination Sidewalk	1,000	SF	$13.00	$13,000.00	$13.00	$13,000.00	$11.15	$11,150.00	$7.50	$7,500.00
11	Detectable Warnings	56	SF	$23.00	$1,288.00	$24.00	$1,344.00	$31.84	$1,783.04	$26.00	$1,456.00
12	Furnish and Install Parkway Restoration	1,320	SY	$12.70	$16,764.00	$8.00	$10,560.00	$19.36	$25,555.20	$13.00	$17,160.00
13	Tree Removal (in)	165	In	$41.25	$6,806.25	$45.00	$7,425.00	$33.17	$5,473.05	$43.00	$7,095.00
14	Soils Testing for Contaminants (LPC 663)	1	L.S.	$1,000.00	$1,000.00	$1,833.00	$1,833.00	$2,838.43	$2,838.43	$1,530.00	$1,530.00
15	Traffic Control and Protection	1	L.S.	$15,880.00	$15,880.00	$3,841.00	$3,841.00	$2,653.23	$2,653.23	$6,300.00	$6,300.00
16	Precstruction Video Recording	1	L.S.	$1,500.00	$1,500.00	$384.00	$384.00	$370.38	$370.38	$6,453.50	$6,453.50
17	Inlet Protection	2	EA.	$170.00	$340.00	$246.00	$492.00	$291.59	$583.18	$150.00	$300.00
18	Exploratory Excavation	1	EA.	$850.00	$850.00	$537.00	$537.00	$758.34	$758.34	$864.00	$864.00
				TOTAL	**$375,996.75**	**TOTAL**	**$335,958.00**	**TOTAL**	**$410,994.05**	**TOTAL**	**$279,618.00**

AGENDA BRIEFING

DATE: January 27, 2020

TO: Mayor Jon Vanderbilt
Board of Trustees

FROM: Nicholas Christie – Assistant Village Engineer - DPW

RE: Awarding of the 2020 Street Sign Replacement-Central CN Corridor

BACKGROUND/DISCUSSION:

On Thursday, January 23, 2020 at 2:00 p.m., the Department of Public Works opened 5 bids for the 2020 Street Sign Replacement contract. Invitations to bid were published in the Daily Southtown, the IDOT Contractors Bulletin, and on our website. A total of 30 agencies requested access to view the bid documents. Traffic Control and Protection, located in Bartlett, IL, was the lowest bidder in the amount of $69,054.50. This was lower than the Engineer's Estimate of $77,312.25. See attached Bid Tab.

The Federal Highway Association (FHWA) has mandated that all street and name signs be cataloged and replaced to meet retroreflective standards. The Village was required to develop a plan to maintain these standards for street signs by June 13, 2014 and name signs by January 22, 2018. However, there is no longer a deadline for when all substandard signs need to be replaced, so long as the Village is acting to comply with the retroreflective standard.

There are several methods of replacement that the Village can choose to meet the standard. DPW has chosen the "Blanket Replacement" approach and is in the fifth of a seven year (*revised) plan to change every sign in the Village's right of way. See the attached revised map of the year to year replacement locations. Please note that the recent increase in MFT funding has allowed DPW to be more aggressive in our planning. DPW now projects to have the entire Village completed by the spring of 2022.

Per the replacement plan, this project will replace all street name and road signs generally in the Central (CN Corridor) portion of the Village (see attached map for exact area) and will accomplish the following:

1. Replace all signs to current Size, Message, and Retroreflective standards
2. Install new "Telspar" posts
3. Correct the School Zones to current signing standards
4. Correct "No Parking Zones", "Speed Limit Zones", and other signing to help with police enforcement.

Traffic Control and Protection is an IDOT prequalified bidder and we have received sufficient documentation required by the IDOT –MFT bid proposal documents to qualify them for awarding of this contract. Additionally, Traffic Control and Protection performed 2 previous rounds of this multiyear program and we had no issue with their work. Funds for the contract are located in Contractual Street Maintenance in the MFT Fund.

RECOMMENDATION: Award the 2020 Street Sign Replacement contract to Traffic Control and Protection, located in Bartlett, IL, and authorize the Village Manager to enter into said contract in the amount of $69,054.50 with a 10% contingency for any additional work as determined by the Village Engineer for a total cost not to exceed $75,959.95.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules meeting of February 3, 2020 for your discussion.

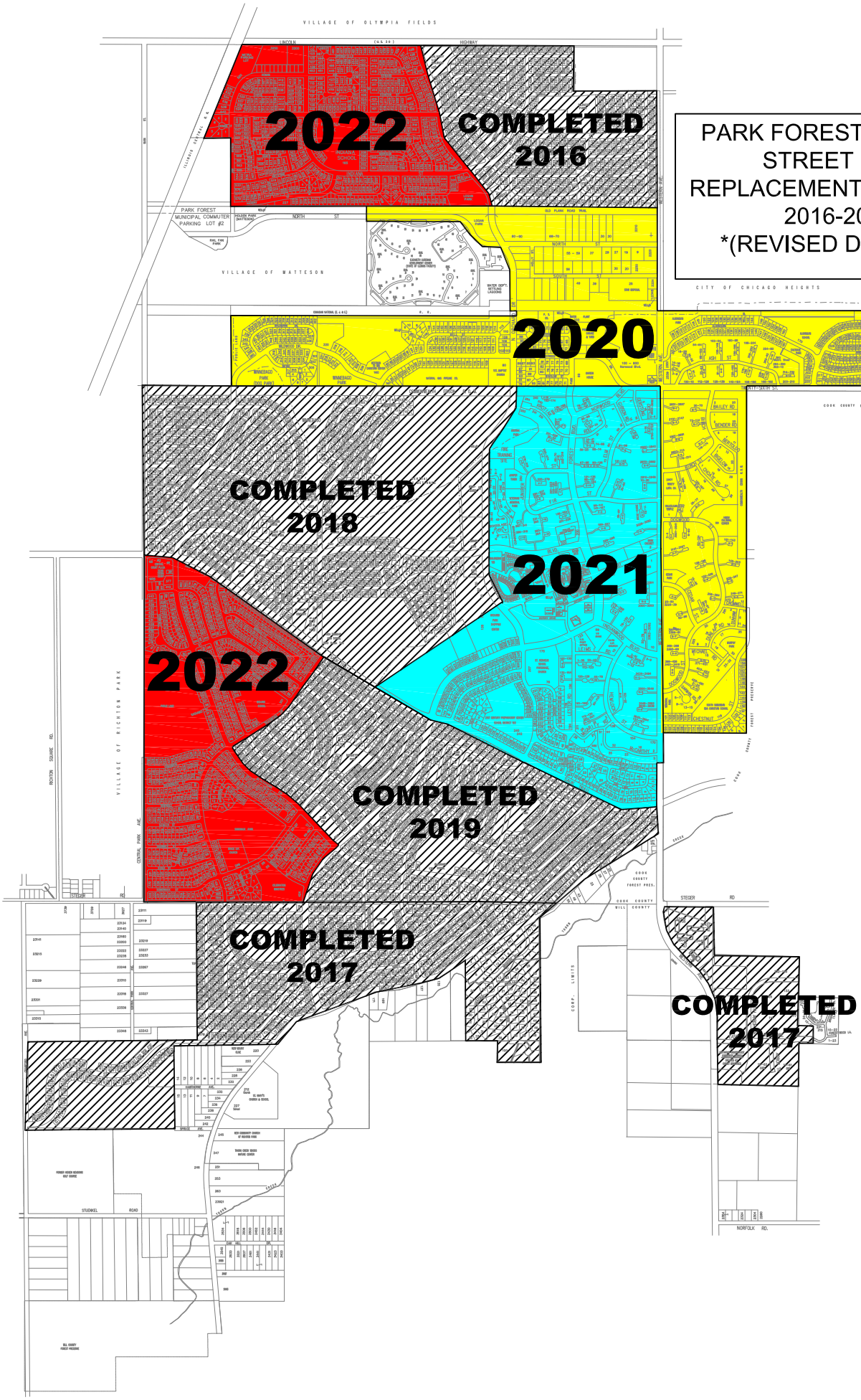
Illinois Department of Transportation

Tabulation of Bids

Local Public Agency: Village of Park Forest
County: Cook and Will
Section: 20-00000-03-GM
Estimate: 77,312.25

Date: 1/23/2020
Time: 2:00 PM
Appropriation: MFT

Attended By: Attendance Attached

					Name of Bidder:		RoadSafe Traffic Systems		Traffic Control and Prot.		Misfits Construction		Work Zone Safety		NAFISCO, Inc.							
					Address of Bidder:		12225 Disk Drive		225 Miles Parkway		233 S. Wacker Drive		17051 Gaylord Rd.		808 Forestwood Dr.							
							Romeoville, Il 60446		Bartlett, Il 60103		Chicago, Il 60606		Crest Hill, Il 60403		Romeoville, Il 60446							
					Proposal Guarantee:		Bid Bond		Bid Bond		Bid Bond		$3,000 Check		Bid Bond							
					Terms:																	
					Approved Engineer's Estimate																	
Item No.	Item	Delivery	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Road Sign Panels-Type 1		Sq. Ft.	314.5	20.0000	$ 6,290.00	30.0000	$ 9,435.00	20.0000	$ 6,290.00	16.0000	$ 5,032.00	18.0000	$ 5,661.00	19.3100	$ 6,073.00		$ -		$ -
2	Road Sign Panels-Type A		Sq. Ft.	938.6	15.0000	$ 14,079.00	15.0000	$ 14,079.00	15.0000	$ 14,079.00	14.0000	$ 13,140.40	17.0000	$ 15,956.20	12.2700	$ 11,516.62		$ -		$ -
3	Road Sign Panels Assem.-Ty. B		Sq. Ft.	209.25	15.0000	$ 3,138.75	45.0000	$ 9,416.25	15.0000	$ 3,138.75	14.0000	$ 2,929.50	18.0000	$ 3,766.50	12.2700	$ 2,567.50		$ -		$ -
4	St. Name Sign Panels-Type 1		Sq. Ft.	189	30.0000	$ 5,670.00	30.0000	$ 5,670.00	28.0000	$ 5,292.00	35.0000	$ 6,615.00	25.0000	$ 4,725.00	38.5200	$ 7,280.28		$ -		$ -
5	Telescoping Steel Sign Support		Foot	4080.5	9.0000	$ 36,724.50	8.0000	$ 32,644.00	7.5000	$ 30,603.75	8.5000	$ 34,684.25	11.0000	$ 44,885.50	9.0000	$ 36,724.50		$ -		$ -
6	Remove Sign Assembly-Ty. A		Each	271	30.0000	$ 8,130.00	20.0000	$ 5,420.00	30.0000	$ 8,130.00	25.0000	$ 6,775.00	30.0000	$ 8,130.00	11.9500	$ 3,238.45		$ -		$ -
7	Remove Sign Panel		Each	152	15.0000	$ 2,280.00	40.0000	$ 6,080.00	10.0000	$ 1,520.00	15.0000	$ 2,280.00	15.0000	$ 2,280.00	4.9500	$ 752.40		$ -		$ -
8	Traffic Control and Protection					$ -		$ -		$ -		$ -		$ -		$ -		$ -		$ -
	per std. 701501		L Sum	1	1,000.0000	$ 1,000.00	1.0000	$ 1.00	1.0000	$ 1.00	1,000.0000	$ 1,000.00	500.0000	$ 500.00	1,600.0000	$ 1,600.00		$ -		$ -
Total Bid:						As Read:		82,745.25		69,054.50		72,456.15		85,903.90		69,752.75				
						As Calculated:		82,745.25		69,054.50		72,456.15		85,904.20		69,752.74		-		-

PARK FOREST BLANKET STREET SIGN REPLACEMENT PROGRAM 2016-2022 *(REVISED DEC. 2019)