

Agenda
Glen Ellyn Village Board of Trustees
Monday, February 22, 2010
8:00 p.m. – Galligan Board Room

1. Call to Order
2. Roll Call
3. Pledge of Allegiance to be led by Environmental Commission Chairman Bob Marcott.
4. Village Recognition: (Pages 3-5)
 - A. Letter from a very grateful Glen Ellyn resident complimenting Utilities Inspector Bill Miller for his assistance with the restoration of service to their home after their sewer line broke in several different places.
 - B. Letter dated February 9 from a former resident detailing how he was rear-ended by a school bus and complimenting Police Officer Edward Tovar for his excellent assistance.
 - C. Website message posted February 16 entitled “Such nice police officers!” by a Glen Ellyn resident forwarding her appreciation for the efforts of our police department to direct traffic, provide information, and to ensure the safety of our citizens after a train stalled on the tracks for several hours.
5. Audience Participation
6. Consent Agenda (Pages 6-51)

The following items are considered routine business by the Village Board and will be approved in a single vote in the form listed below: *(Trustee Comerford)*

- A. Village Board Meeting Minutes:
 - February 8, 2010 Regular Workshop
 - February 8, 2010 Regular Meeting
- B. Total Expenditures (Payroll and Vouchers) - \$1,082,005.06.

The vouchers have been reviewed by Trustee Comerford prior to this meeting.

- C. Ordinance No. 5850-VC, an Ordinance to Amend Liquor Control Code Chapter 19 of Title 3, Section 11 (Classification of Licenses) of the Village Code of Glen Ellyn, Illinois Modifying Class D-2 Liquor License Classification and by Creating a Class D-4 Liquor License Classification and to Amend Chapter 19 of Title 3, Section 3-19-13 Subsection (A) and Add Subsection (B). *(Village Manager Steve Jones)*

- D. Motion to approve an intergovernmental agreement between the County of DuPage and the Village of Glen Ellyn for improvements to the intersection of County Highway 7/St. Charles Road at Riford Road. (*Public Works Director Joe Caracci*)
- E. ***Motion to award a contract to Bell Fuels, Inc. of Cicero, IL for the purchase of unleaded gasoline and ultra-low sulfur diesel fuel (with additive) for the unit price of Oil Price & Index Service (OPIS) average plus \$0.041, and OPIS rack average plus \$0.071, respectively. (*Public Works Director Joe Caracci*)
- F. Ordinance No. 5851-VC, an Ordinance Amending Title 4 (Building Regulations) of the Village Code to Reinstate a Fee for Village Code Waiver Requests and Increase the Cost for a Knox Box. (*Planning and Development Director Staci Hulseberg*)
- G. ***Ordinance No. 5852, an Ordinance Partially Abating the Tax Hereto Levied for the Year 2009 to Pay the Principal of and Interest on the General Obligation Bonds, Taxable Series 2010 (Build America Bonds – Direct Payment), of the Village of Glen Ellyn, DuPage County, Illinois. (*Finance Director Jon Batek*)
7. Motion to enter into an engineering services agreement with Burns & McDonnell of Downers Grove, IL for the Crescent Boulevard Concept Study in the amount of \$44,000 (including a 10% contingency), to be expensed to the FY09-10 Capital Projects Fund. (*Trustee Cooper*) (Pages 52-74)

Public Works Director Joe Caracci will present information on moving forward with a preliminary concept study of the Crescent Boulevard corridor in anticipation of applying for a Federal Surface Transportation Program (STP) grant for the improvements currently scheduled for 2015. Burns & McDonnell offered the best proposal of the three proposals received and is recommended for the concept study. The Village will be working closely with School District 87 on this project.

8. Reminders:
- Village Board Budget Workshop scheduled for Monday, March 1, 2010 at 6:00 p.m.
 - The next Regular Village Board Meeting is scheduled for Monday, March 8, 2010 with a Workshop beginning at 7 p.m. and the Regular Board Meeting beginning at 8 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.
9. Other Business?
10. Adjournment
11. Press Conference

January 29, 2010

A-4A

Agenda 2/22/10

Mark Pfefferman

Village President

Village of Glen Ellyn

535 Duane St.

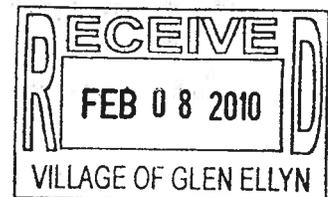
Glen Ellyn, IL 60137

Dear Mark,

In a day and age when people are quick to find fault or complain about customer service I wanted to acknowledge the exceptional service we recently experienced from Bill Miller, in the Village's Storm & Sewer department. We had been having problems with our sewer line, which later was determined to be broken in several places. Bill helped coordinate a plan to restore service to our home over a very cold Saturday in January. I can't tell you how grateful my family is for the Village's assistance in this matter and the level of professionalism we experienced with Bill. He was very thoughtful, experienced and a great asset to the Village.

Thank you again!

Glen Ellyn, IL 60137



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60139

Chief Philip Norton
Glen Ellyn Police Department
535 Duane Street
Glen Ellyn, IL 60137

February 9, 2010

Dear Chief Norton:

I grew up in Glen Ellyn. My mother, [redacted] Avenue in Glen Ellyn.

My mother has been ill and is in the hospital. Today, I had bought food for my mother's return home, and was on my way into town to clean her home. Unfortunately, I was rear-ended by a school bus at the stop light at '

Officer Eddie Tovar responded, showing up within only two or three minutes of the accident. He directed me and the school bus out of heavy traffic and to the nearest court. Once there, Officer Tovar generated his report rapidly, and was very courteous.

After he was done, as my tail lights were out, Officer Tovar was kind enough to escort me to my mother's house. Learning that my mother's groceries were stuck in the mangled trunk of my car, Officer Tovar offered to go to the fire station and get a crowbar suitable to open the trunk. (I was able to get the trunk to pop open just as he was about to leave for the fire station.)

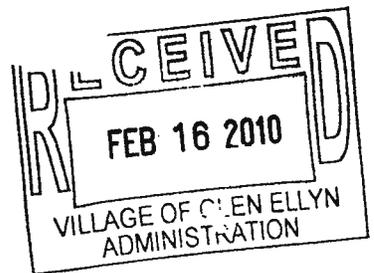
While I'm sure this accident was routine from the standpoint of a police officer, getting hit by a full-sized school bus scared the bejesus out of me, and was very upsetting. Officer Tovar's professionalism was reassuring, and his willingness to make the extra effort to help me open my truck was touching.

I wanted to write and tell you Officer Tovar is a real credit to your police force. His competence and helpfulness are exemplary.

Very truly yours,

C
E

cc Officer Eddie Tovar





Bulletin Board



Good Morning! · It's 10:32am on Tuesday, February 16.

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A-4c

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Such nice police officers!

Go	New	Find	Notify	Tools	Reply	
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darlili
GlenEllynite

Posted February 16, 2010 09:00 AM

I just wanted to say I appreciated the officers over at Park & Crescent and at Taylor for their efforts in directing traffic, providing information, and making sure people were as safe as possible (yes, I saw at least one ninny make at effort at walking around the stalled train) this morning. For all the carping, I think we are very fortunate in our village police force and management.

Posts: **344** | Location: **Glen Ellyn, IL USA** | Registered: **October 06, 2003**

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Police Schools

Request free Information from Police Training Schools Near You!
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Ad

**Minutes
Regular Village Board Workshop
Glen Ellyn Village Board of Trustees
February 8, 2010**

A-6A

Time of Meeting: 7:00 P.M.

Present: President Pfefferman; Trustees Comerford, Hartweg, Ladesic, Thorsell Henninger; Village Clerk Connors; Attorney Diamond. Trustee Cooper was excused.
Staff present: Village Manager Jones, Schrader, Batek, Caracci, Hulseberg, Norton.

1. Call to Order

President Pfefferman called the Board Workshop to order at 7:00 P.M. with a roll call Trustees Comerford, Hartweg, Ladesic, Thorsell, and Henninger responding "Here." Trustee Cooper was excused.

2. Public Comments?

Patrick Reilly, 70 W. Huron, Chicago, IL, a student at DePaul University addressed the Village Board concerning the Glen Ellyn downtown strategic plan. He was in the process of preparing a term paper regarding community issues and asked questions about the plan including when it was adopted, who was on the committee, and names of various groups involved in the planning. President Pfefferman referred him to Staci Hulseberg who could assist him after the meeting.

3. Tree Preservation Ordinance

President Pfefferman gave some background on the ordinance and if the Village Board thinks opinions regarding tree preservation should be sought on future community surveys as was recommended in July 2008. Or if no community survey is to be done, how would the Board wish to proceed. The idea is not to take action at this Workshop meeting, but to bring the topic up for discussion. Administrative Analyst Kristen Schrader reported that tree preservation ordinances were adopted in 1998. The Environmental Commission was asked to review the ordinance relating to trees on private property. There has not been a discussion on this topic by the Village Board for a number of years. Administrative Analyst Schrader presented the pros and cons as well as the assessment of developmental impact and survey results of neighboring communities. It was noted that since the original ordinance was passed, various Village Boards have asked for information, but no action to amend the ordinance has been taken. Although a community survey was recommended in 2008, none was taken due to budget issues. As a Home Rule community, Glen Ellyn has the ability to enforce a more stringent tree ordinance such as requiring a permit to remove a tree on private property. The Environmental Commission has asked for an up-to-date response as to how well the current ordinance is working. It is understood that previous Village Board's conclusion was that they were not going to require additional restrictions to the original ordinance

because valuable trees on private property increase the value of property and so would not be removed. The current ordinance is voluntary. Existing plan calls for builders/remodelers who apply for a permit had to submit plans to the Village showing the location of trees on the property and have to have Village consideration for tree removal both prior to building and after building. The object of the plan was to have the builders work with Village staff to save as many trees on private property as possible and review whether or not the voluntary ordinance was working. Trustee Thorsell mentioned that 3½ years ago there were 290 trees removed that could have been saved under the proposed ordinance instead only the 100 actually were saved. She also expressed an opinion that the Environmental Commission deserves a response from the Village Board one way or the other as to whether the ordinance is going to be changed or left as is. The proposed amendment to the current ordinance would allow the Village to control more of the set back portion on private property. President Pfefferman read the goal of ordinance. Administrative Analyst Schrader explained staff responsibilities associated with the passage of the proposed ordinance. Public Works Director Caracci responded to a question that under the proposed ordinance, a property owner could remove a tree over 8” DBH in the set back, but would have to notify the Village, obtain a permit, and provide cash value to the tree fund. Under the current ordinance, the tree company who removes a tree must report it to the Village, but no fee is required. Eleanor Saliamonas, 626 Newton; Past President Joe Wark, 626 Roger Road; and Marilyn Wiedemann, 373 Oak St.; all spoke in favor of the new ordinance. Village Board suggested the Environmental Commission review the complete ordinance and make strong recommendations as to how the ordinance should be revised and modified – what should be removed or what should be added; how it be streamlined to save time and money; how education can be included. The Administrative Analyst will set up an outline for the Village Board to review for consideration for the Environmental Commission.

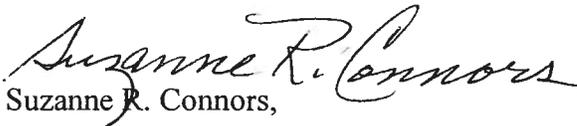
4. Other Items?

None

5. Adjournment

At 8:12 p.m. the meeting was adjourned to the Regular Village Board Meeting in the Galligan Board Room.

Submitted by:


Suzanne R. Connors,

Village Clerk

**Minutes
Regular Meeting
Glen Ellyn Village Board of Trustees
February 8, 2010**

Call to Order

Village President Pfefferman called the meeting to order at 8:13 p.m.

Roll Call

Upon roll call by Village Clerk Connors, Village President Pfefferman and Trustees Comerford, Hartweg, Henninger, Ladesic and Thorsell answered, "Present." Trustee Cooper was excused.

Pledge of Allegiance

The Pledge of Allegiance was led by President Pfefferman.

Village Recognition

- a. Letter from a Glen Ellyn elementary school teacher thanking Detective Stephen Miko for participating in a CSI unit the 4th and 5th graders were working on at their school
- b. January 13 email from a Glen Ellyn resident complimenting Police Officers Brad Booton and Ryan Cusack whose response to a medical emergency was exceptional. The writer said the officers were professional, knowledgeable and worked together as a team.
- c. Recent phone call from a resident who had been issued a traffic ticket for speeding by Police Officer Paul Baird. The resident wanted to thank Officer Baird for his professionalism, and mentioned the officer turned a negative experience into a positive one.
- d. Note from Fraternal Order of Police Lodge 109 thanking the Glen Ellyn Police Department for participating in "Shop with a Sheriff," which was a great success.
- e. January 21 letter from William Fairbank submitting his resignation from the Environmental Commission.
- f. The Village Board and staff would like to welcome Christine Miller, as the new part-time Administrative Secretary in the Police Department.

- g. The Village Board and Management Team congratulates the following employees who recently celebrated an anniversary as a Village employee:

Jaroslav Hampel	Police Department	Five Years
Peter Nowick	Police Department	Ten Years
Carol Olsen	Public Works	Five Years
Jeff Agner	Public Works	Ten Years

- h. The Village Board accepted resignations from the following Commissioners, and would like to thank them for their years of service to the Village:

Bill Fairbanks	Environmental Commission
Ryan Potts	Plan Commission
Eva Bongiovani	Plan Commission
Kenneth Forman	Recreation Commission
Suzanne Wiseman	Architectural Review Commission

Audience Participation

Police Chief spoke about the unusual number of calls recently received related to coyotes in the Village. The Village has engaged the use of a trapper since receiving 47 calls in January 2010 and 36 calls in February 2010. There were 15 calls from the area on Hillside between Lowell and Taylor. The trapper primarily attempts to find unhealthy animals. It is recommended that food be kept indoors as well as trash cans. Residents should continue to call the Police Department with sightings.

Consent Agenda

Village Manager Jones presented the Consent Agenda; Village President Pfefferman called for questions and/or discussion on the items on the Consent Agenda.

Trustee Henninger moved and Trustee Ladesic seconded the motion that the following items included on the Consent Agenda be approved:

- a. **Minutes** of the following Village Board Meetings:
Workshop
January 25, 2010

Regular Meeting
January 25, 2010
- b. Total **Expenditures** (Payroll and Vouchers) - \$1,288,834.71.
The vouchers were reviewed by Trustee Henninger prior to the meeting.
- c. Recommendation by President Pfefferman that James Wescott be appointed to the **Environmental Commission**.

- d. Request from the **Downtown Glen Ellyn Alliance** to host two events at participating retailers in the Central Business District: Ladies Night Out on Tuesday, March 2, 2010 and Couples Night Out on Friday, April 30, 2010. Carol White representing the Downtown Glen Ellyn Alliance spoke about the up-coming events – Ladies Night Out has a Spring Break theme and Giesche Shoes is drop off place for valet parking.
- e. **Resolution No. 10-03**, a Resolution Concerning the Determination that Change Order No. 1 (FINAL) with Hardin Paving Company for a Decrease of \$69,611 is Required for the **Montclair Parking Lot and Prairie Path Improvements Project** for a Revised and Final Contract Cost of \$569,855.
- f. Engineering services agreement with Civiltech Engineering, Inc. for construction engineering services for the **South Park Boulevard/Lambert Road LAPP Project** in a not-to-exceed amount of \$65,000 (including a 5-percent contingency), to be expensed to the FY 10-11 Capital Projects Fund.
- g. **Ordinance No. 5848**, an Ordinance of the Village of Glen Ellyn Requiring **Commonwealth Edison Company** to Place Existing Electrical Wires Along Portions of Lambert Road in the Village of Glen Ellyn Underground in Accordance with Rider LGC. This is necessary for the construction of a right turn lane costing about \$323,000 and allows ComEd to charge about \$17.55 per month per residence on their ComEd bill. It is not known at this time when the charge will begin to appear on the resident's bill.
- h. Engineering services agreement with Walter E. Deuchler Associates of Aurora, Illinois for the design of repairs to the **Nicoll Way land bridge** in a not-to-exceed amount of \$15,000 (including a 10-percent contingency), to be expensed to the FY 09-10 Capital Projects Fund. The bridge was constructed in 1977 over weak soil and is in need of repairs. The funds for repairs come from the Capital Improvements budget.

Upon roll call on the Consent Agenda, Trustees Henninger, Ladesic, Comerford, Hartweg and Thorsell voted "Aye". Motion carried.

Ordinance No. 5849 – Ellyn's Tap and Grill (940 Roosevelt Road) – Approve Special Use Permit

Trustee Thorsell moved and Trustee Hartweg seconded the motion that Ordinance No. 5849 be passed, an Ordinance Approving a Special Use Permit for Indoor Live Entertainment for Ellyn's Tap and Grill Located at 940 Roosevelt Road.

Planning and Development Director Staci Hulseberg presented information on the request of Geraldo Hernandez for approval of a special use permit to allow live entertainment at

Ellyn's Tap and Grill located at 940 Roosevelt Road in the Baker Hill Shopping Center. Plan Commission voted 8-0 to recommend approval of the request with conditions that the property will be inspected, all sound must be kept within the building, and entertainment will be limited to Sunday-Thursday 8pm-11pm and Friday and Saturday 9pm-1am. The Special Use runs with the property and principle concerns are noise and hours. Other concerns would have to be dealt with at that time. Pat Reilly, Chicago, IL asked about the cost of Special Use permits. Approximate costs and items to be paid for by and escrow account were provided.

Upon roll call, Trustees Thorsell, Hartweg, Comerford, Henninger and Ladesic voted "Aye." Motion carried.

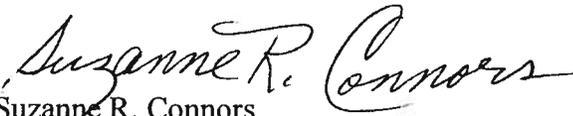
Reminders

- The next Regular Village Board Workshop meeting of the Glen Ellyn Village Board is scheduled for Monday, February 15, 2010 beginning at 7 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.
- The next Regular Village Board Meeting is scheduled for Monday, February 22, 2010 with a Workshop beginning at 7 p.m. and the Regular Board Meeting beginning at 8 p.m. in the Galligan Board Room of the Glen Ellyn Civic Center.
- With snow storm pending, Trustee Henninger reminded residents and shop owners to remember to do your best to clear the snow from walk ways.

Adjournment

At 8:47 p.m., Trustee Hartweg moved and Trustee Henninger seconded the motion to recess to executive session in Room 301 to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, the purchase of property, and to review and approve closed session meeting minutes without returning to regular session. All Trustees present voted "Aye." Motion carried.

Respectfully Submitted,


Suzanne R. Connors
Village Clerk



A-6c

To: President and Board of Trustees *Paul*
From: Patti Underhill, Administrative Services Coordinator
Date: February 16, 2010
Re: Trader Joes – Additional Information *Revised*

Background In late December, President Pfefferman received a letter from Trader Joes. They recently changed their hours of operation and are now open at 8:00 A.M. The majority of their customers are from Glen Ellyn and to accommodate them, they are requesting permission to sell beer and wine beginning at 8:00 A.M. After checking the Illinois Liquor Code and much discussion between Police Chief Norton and Sgt. Kurt Vavra (Bassett and Alcoholic Awareness expert) it was determined the 8:00 A.M. start time would be acceptable.

This matter was discussed at the Village Board Workshop of February 15th. As a follow-up the Board wanted some additional information concerning Sunday Hours. At present, the Class A, B, E & F license holders may sell not alcohol between 2:00 a.m. – noon on Sundays. The Class C & D license holders may not sell alcohol between midnight and 10:00 a.m. Adoption of the D-4 license would not change the current "Hours of Sale" restrictions. Concerning Walgreens (beer and wine only) license(s), this new Ordinance would not apply to them as it specifically states the sale is an adjunct to another principal retail business, where more than 500 hundred but less than 1500 square feet is devoted to the display and sale.

Pros

Improved customer service to accommodate the residents
Increase in sales tax revenue

Cons

Perceived expansion of the promotion of alcohol

Action Requested

Approve the new Class D-4 Liquor License – this license addresses not only the earlier start time for the sale of beer and wine, but also has limitations on the square feet designated to the size of the display.

Recommendations

Approve the Ordinance

Attachments

Draft Ordinance – this Ordinance addresses the changes to Class D-2 and the creation of Class D-4.

**An Ordinance to Amend (Liquor Control Code)
Chapter 19 of Title 3, Section 11
(Classification of Licenses)
of the Village Code of Glen Ellyn, Illinois
modifying Class D-2 Liquor License Classification and
by Creating a Class D-4 Liquor License Classification
and to Amend Chapter 19 of Title 3, Section 3-19-13
Subsection (A) and Add Subsection (B)**

Whereas, the Village of Glen Ellyn is an Illinois home rule municipal corporation; and

Whereas, the Village, pursuant to the Illinois Liquor Control Act, 235, ILCS 5/1-*1 et seq.*, and its home rule powers, has established various classes of liquor licenses for the retail sale of alcoholic liquor in the Village and the number of permitted licenses within each class, as set forth in Chapter 19 of Title (Liquor Control Code) of the Village Code of the Village of Glen Ellyn; and

Whereas, the President and Board of Trustees of the Village of Glen Ellyn deem it to be in the best interest of the Village to periodically review and update the liquor control ordinances of the Village as well as to, when appropriate, change the types of classifications and number of available liquor licenses in various classifications; and

Whereas, the President and Board of Trustees have determined that it is in the best interest of the Village to modify the Class D-2 liquor license, which authorizes the retail sale, on the specified premises, of beer, ale or wine in its original package, but not for consumption on the premises where sold, as an adjunct to another principal retail business by changing the square

feet devoted to the display. The square footage can be more than ten (10) square feet but less than one hundred (100) square feet; and

Whereas, the President and Board of Trustees have determined that it is in the best interest of the Village to create a new Class D-4. license which would allow the sale of beer, ale or wine, in its original package, but not for consumption on the premises where sold, between the hours of eight o'clock (8:00) A.M. and twelve o'clock (12:00) midnight, Monday through Saturday; and as an adjunct to another principal retail business and where more than five hundred (500) square feet is devoted to the display and sale of alcoholic liquor; to reflect the request of Trader Joe's, 680 Roosevelt Road, effective March 1, 2010; and

Now therefore, be it ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule powers as follows:

Section One: The findings of fact and conclusions set forth hereinabove are hereby adopted by the President and Board of Trustees as the findings of fact and conclusions of the corporate authorities of the Village of Glen Ellyn.

Section Two: The Section 3-19-11(D) (Classification of Licenses) of the Glen Ellyn Village Code (Liquor Control Code) is hereby modified so that reference to Class D-2 square feet shall read ... where more than ten (10) square feet but less than one hundred (100) square feet is devoted to the display and sale of alcoholic liquor.

Section Three: The Section 3-19-13 ((D) (Classification of Licenses) of the Village of Glen Ellyn Village Code (Liquor Control Code) is hereby amended by adding the following:

Class - D-4 license shall authorize the retail sale, on the specified premises of beer, ale or wine in its original package, but not for consumption on the premises

where sold, between the hours of 8:00 eight o'clock (8:00) A.M. and twelve o'clock (12:00) midnight, Monday through Saturday; and as an adjunct to another principal retail business, where more than five hundred (500) square feet, but less than 1500 square feet, is devoted to the display and sale of alcoholic liquor.

Section Four: Section 3-19-13 (License Fees) of the Glen Ellyn Village Code (Liquor Control Code) is hereby amended so that reference to Class D-4 within this Section will henceforth read as follows:

Class D-2 - no more than 6
Class D-4 - no more than 1

Section Five: Section 3-19-13(A) (License Fees) is amended in that the initial part of the section before the list of license categories and fees shall read, as follows:

(A) After an initial application fee of \$500.00 for all classes, the annual license fee for all classes shall be, as follows:

<u>License Category</u>	<u>Annual Fee</u>
-------------------------	-------------------

Section Six: Section 3-19-13(A) (License Fees) of the Glen Ellyn Village Code (Liquor Control Code) is hereby amended so that reference to Class D-4 within this Section will henceforth read as follows:

<u>License</u>	<u>Annual Fee</u>
Class D-4	\$2,000

Section Six: Section 3-19-13(License Fees) of the Glen Ellyn Village Code (Liquor Control Code) is hereby amended by adding a new paragraph to Subsection B, as follows: A

Licensee who gives up a Class D-2 License and applies and receives a Class D-4 License shall pay an initial application fee of \$500.00, but shall not be required to pay a new annual fee in the first year.

Section Seven: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____ .

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____ .

Village President of the Village
of Glen Ellyn, Illinois

Attest:

Village Clerk of the Village
of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the _____ day of _____.)

A-6D



To: Steve Jones, Village Manager

From: Joe Caracci, Public Works Director *JMC*

Date: January 30, 2010

Re: Riford Road Reconstruction Project – IGA with DuPage County

Background

The Riford Road Reconstruction Project will include the widening of St. Charles Road to accommodate eastbound and westbound left turn lanes, resurfacing of St. Charles Road from Lenox Road to east of Riford Road, traffic signal modernization, drainage improvements, right-of-way acquisition, design engineering and other appurtenant work that benefit DuPage County. Total estimated cost of the work is approximately \$353,090. DuPage County desires to compensate the Village of Glen Ellyn for their proportionate share of the work on County right-of-way. DuPage County and the Village have successfully worked together on multiple projects in the past. In order to formalize the County participation, we have worked together to develop an Intergovernmental Agreement (IGA) for the improvement project.

Issues

A few highlights from the IGA include:

- The Village will act as the lead agency and manage the project in the best interest of both parties (Section 3.2)
- Total estimated cost of the County portion of the work is \$353,090. The County will reimburse the Village 100% of preliminary engineering, design engineering, and right-of-way acquisition as well as 50% of estimated construction costs upon approval of this IGA and award of a contract. 40% of the construction cost will be reimbursed upon substantial completion. 10% of the construction cost will be reimbursed upon final completion. (Sections 4.1 & 4.3)
- The County will continue to own, operate and maintain the St. Charles Road right-of-way, including pavement markings, traffic signals, streetlights, and roadway. (Sections 5.1 – 5.4)
- The Village will pay for future energy costs associated with the traffic signals and street lighting at the St. Charles Road / Riford Road intersection. (Section 5.5)

- Any future traffic signal modernization / reconstruction will be split between the Village and DuPage County on a one-third (Village) / two thirds (County) cost basis.

Action Requested

Motion to approve Intergovernmental Agreement between the County of DuPage and the Village of Glen Ellyn for Improvements of County Highway 7 / St. Charles Road at Riford Road Dupage County Section 03-00297-02-CH.

Recommendation

I recommend approval of the IGA.

Attachments

- IGA
- Supplemental Attachment

Supplemental Agenda Information Village of Glen Ellyn

Agenda Item Supplemented by Commentary

- Pros & Cons
- Strategic Action Goal
- Downtown Strategic Plan Goal
- X Budget Impact/Return on Investment
- Process Improvement
- Green Initiative
- Communication Initiative
- Safety/Liability/Risk Assessment
- Comparable Community Info
- Other

Comments:

The current Riford Road Reconstruction Project Cost Estimate is \$3,807,000. The Village has received Federal Surface Transportation Program (STP) funding in the amount of \$1,600,000. Acceptance of the proposed IGA will include funding from DuPage County in the amount of \$353,090. This brings the anticipated project costs responsible by the Village of Glen Ellyn to approximately \$1,854,000.

INTERGOVERNMENTAL AGREEMENT BETWEEN
THE COUNTY OF DU PAGE AND THE VILLAGE OF GLEN ELLYN
FOR
IMPROVEMENTS TO THE INTERSECTION OF
COUNTY HIGHWAY 7/ST. CHARLES ROAD AT RIFORD ROAD
DUPAGE COUNTY SECTION 03-00297-02-CH

This Intergovernmental Agreement (hereinafter referred to as "AGREEMENT") is entered into this _____ day of _____, 20__, between the County of DuPage (hereinafter referred to as the "COUNTY"), a body corporate and politic, with offices at 421 North County Farm Road, Wheaton, Illinois and the Village of Glen Ellyn (hereinafter the "VILLAGE"), a municipal corporation with offices at 535 Duane Street, Glen Ellyn, Illinois 60137. The COUNTY and the VILLAGE are hereinafter sometimes individually referred to as a "party" or together as the "parties."

RECITALS

WHEREAS, the VILLAGE has prepared plans and specifications for an improvement known as the Riford Road roadway reconstruction and widening, Village Section 05-00068-00-FP, Project: M-8003(588)), Job: C-91-159-06 (hereinafter referred to as the "PROJECT"); and

WHEREAS, as part of the PROJECT, CH 7/St. Charles Road at its intersection with Riford Road, will be improved, including widening St. Charles Road to provide left turn lanes, resurfacing, modernization of the existing traffic signals, drainage, engineering and right-of-way acquisition and other necessary and appurtenant work (hereinafter referred to as "WORK"); and

WHEREAS, the COUNTY and the VILLAGE desire to cooperate in the construction of the PROJECT because of the benefit of the PROJECT to the residents of DuPage County, the Village of Glen Ellyn and the public; and

WHEREAS, the COUNTY is willing to participate in a proportionate share of the costs of the WORK; and

WHEREAS, the COUNTY by virtue of its power set forth in "Counties Code" (55 ILCS 5/1-1001 et seq.) and "Illinois Highway

Code" (605 ILCS 5/1-101 et seq.) and the VILLAGE by virtue of its power set forth in the Illinois Municipal Code (65 ILCS 5/1-1-1 et seq.) are authorized to enter into this AGREEMENT; and

WHEREAS, a cooperative intergovernmental agreement is appropriate and such an agreement is authorized and encouraged by Article 7, Section 10 of the Illinois Constitution and Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.).

NOW, THEREFORE, in consideration of the premises, the mutual covenants, terms, and conditions herein set forth, and the understandings of each party to the other, the parties do hereby mutually covenant, promise and agree as follows:

1.0 INCORPORATION.

- 1.1. All recitals set forth above are incorporated herein and made part thereof, the same constituting the factual basis for this AGREEMENT.
- 1.2. The headings of the paragraphs and subparagraphs of this AGREEMENT are inserted for convenience of reference only and shall not be deemed to constitute part of this AGREEMENT or to affect the construction hereof.

2.0 SCOPE OF PROJECT

- 2.1. The COUNTY and VILLAGE agree to cooperate in and make every effort to cause the construction of the PROJECT.
- 2.2. The COUNTY and VILLAGE agree that the scope of the WORK will include widening St. Charles Road to accommodate eastbound and westbound left turn lanes, resurfacing St. Charles Road from Lenox Road to east of Riford Road, traffic signal modernization, drainage, right-of-way acquisition, design engineering and other appurtenant work.
- 2.3. The COUNTY agrees that the COUNTY'S total estimated share of the cost of the WORK is approximately \$353,090.00. The Total Estimated Cost of the WORK and Funding Table is attached hereto as Exhibit "A" and is incorporated herein by reference.

3.0 RESPONSIBILITIES OF THE VILLAGE

- 3.1. The VILLAGE shall act as the lead agency and be responsible for completing all preliminary and design engineering, right-of-way acquisition, awarding of contract(s), permit processing, utility coordination, construction engineering and construction for the PROJECT.
- 3.2. Both the COUNTY and VILLAGE agree that the VILLAGE shall manage the contract for the construction of the PROJECT. The VILLAGE agrees to manage the PROJECT in the best interest of both parties and to consult with, and keep advised, officials of the COUNTY regarding the progress of the PROJECT and any problems encountered or changes recommended.
- 3.3. The VILLAGE shall, upon completion of the PROJECT and by quit claim deed, convey to the COUNTY the right-of-way secured by the VILLAGE from Ackerman Park on the north side of St. Charles Road for the PROJECT.

4.0 RESPONSIBILITIES OF THE COUNTY

- 4.1. The COUNTY agrees to reimburse the VILLAGE one hundred (100%) percent of the COUNTY'S share of the preliminary engineering, design engineering and right-of-way acquisition costs as shown on Exhibit A following execution of this AGREEMENT and award of a construction contract for the PROJECT within forty-five (45) days of receipt of a properly documented invoice from the VILLAGE.
- 4.2. The COUNTY agrees to reimburse the VILLAGE for its share of the construction costs of the WORK (hereinafter referred to as "WORK CONSTRUCTION COSTS") that include, but are not limited to, widening of St. Charles Road, resurfacing along St. Charles Road, traffic signal modernization, drainage, and other appurtenant work based on actual construction costs incurred by the VILLAGE. The WORK CONSTRUCTION COST is the bid price submitted by the VILLAGE'S contractor for the bid items associated with the WORK times the actual quantity installed plus the cost of any additional items required as a part of the WORK.

However, the VILLAGE shall obtain the consent of the COUNTY, in writing or via electronic mail, prior to allowing any additional pay items to be added to the WORK. The COUNTY shall not be responsible for the cost of any additional pay items which have not been agreed to in writing or via electronic mail by the COUNTY.

- 4.3. The COUNTY agrees to pay the VILLAGE fifty (50%) percent of its share of the WORK CONSTRUCTION COSTS and construction engineering costs following execution of this AGREEMENT and award of a construction contract for the PROJECT, forty (40%) percent of its share of the WORK CONSTRUCTION COSTS and construction engineering costs upon substantial completion of the PROJECT and the balance of its share of the WORK CONSTRUCTION COSTS and construction engineering costs upon completion and acceptance of the WORK by the COUNTY based upon receipt of documentation of the final costs and quantities. The COUNTY agrees to pay said allocations to the VILLAGE within forty-five (45) days of receipt of properly documented invoices from the VILLAGE.
- 4.4. The COUNTY shall accept a quit claim deed from the VILLAGE for the right-of-way secured by the VILLAGE from Ackerman Park on the north side of St. Charles Road for the PROJECT.

5.0 MAINTENANCE

- 5.1. Upon completion of the PROJECT, the VILLAGE shall be responsible for maintenance of that part of the PROJECT previously owned or under the jurisdiction of the VILLAGE and the COUNTY shall be responsible for all maintenance of that part of the WORK previously owned or under the jurisdiction of the COUNTY including the right-of-way conveyed by quit claim deed to the COUNTY from the VILLAGE (Ackerman Park property) on the north side of St. Charles Road.
- 5.2 The COUNTY will be responsible for maintenance of all pavement markings on St. Charles Road, including crosswalk and stop line markings.

- 5.3 The VILLAGE will be responsible for maintenance of all pavement markings on Riford Road, including crosswalk and stop line markings.
- 5.4 Upon completion of the PROJECT, the COUNTY shall continue to own, operate, maintain, and control the timing of the traffic signal and emergency preemption equipment at St. Charles Road and Riford Road, including intersection lighting.
- 5.5 The VILLAGE will pay, upon execution of this AGREEMENT, all future energy costs for the traffic signal and/or intersection lighting at St. Charles Road and Riford Road which will be invoiced directly by the energy provider.

6.0 FUTURE MODERNIZATION/RECONSTRUCTION

- 6.1. If, in the future, the COUNTY initiates a roadway or traffic signal improvement which requires modernization or reconstruction of the traffic signal at St. Charles Road and Riford Road, the COUNTY agrees to pay a two-thirds cost share and the VILLAGE agrees to pay a one-third cost share of the improvement to the traffic signal.
- 6.2. The COUNTY and the VILLAGE agree that the intent of paragraph 6.1 herein is to allocate costs for traffic signal modifications that result from the need to widen or reconstruct the intersection of St. Charles Road and Riford Road which is not anticipated in the foreseeable future.

7.0 INDEMNIFICATION

- 7.1. Neither the COUNTY nor the VILLAGE waives any defenses of immunity available to them with respect to third parties. The responsibility with regards to claims, demands or suits alleging a tort by either party or employees or agents of either party shall be determined in accordance with the provisions of State statute and common law.

7.2. Any indemnity as provided in this AGREEMENT shall not be limited by reason of the enumeration of any insurance coverage herein provided. Except with respect to occurrences arising before the completion of the PROJECT, the VILLAGE'S and COUNTY'S indemnification under Section 7.0 hereof shall terminate when the PROJECT is completed and the VILLAGE and COUNTY assume its maintenance responsibilities as set forth in Section 5.0 hereof.

8.0 GENERAL

8.1. It is understood and agreed by the parties hereto that this AGREEMENT is intended to address funding and plan/construction approval of the PROJECT and no changes to existing roadway and appurtenance maintenance and/or jurisdiction are proposed, except as noted herein.

8.2 Whenever in this AGREEMENT, approval or review of either the COUNTY or VILLAGE is provided for, said approval or review shall not be unreasonably delayed or withheld.

8.3 In the event of a dispute between the COUNTY and VILLAGE representatives in the preparation of the plans and specifications, or changes thereto, or in carrying out the terms of this AGREEMENT, the County Engineer and the Village Director of Public Works shall meet and resolve the issue.

8.4. No later than fourteen (14) days after the execution of this AGREEMENT, each party shall designate a representative to the other party who shall serve as the full time representative of said party during the carrying out of the construction of the PROJECT. Each representative shall have authority, on behalf of such party, to receive notices and make inspections relating to the work covered in this AGREEMENT. Representatives shall be readily available to the other party.

8.5. This AGREEMENT may be executed in two or more counterparts, each of which shall be deemed an original and all of which shall be deemed one in the same instrument.

8.6. This AGREEMENT and the covenants contained herein shall be null and void in the event the contract covering the construction work contemplated herein is not awarded within three (3) years subsequent to the execution of this AGREEMENT.

9.0 ENTIRE AGREEMENT

9.1. This AGREEMENT represents the entire AGREEMENT between the parties with respect to the PROJECT, and supersedes all previous communications or understandings whether oral or written.

10.0 NOTICES

10.1. Any notice required shall be deemed properly given to the party to be notified at the time it is personally delivered or mailed by certified mail, return receipt requested, or sent by confirmed facsimile, to the party's address. The address of each party is as specified below. Either party may change its address for receiving notices by giving notices thereof in compliance with the terms of this subsection.

Joseph M. Caracci, P.E.
Public Works Director
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137
Facsimile: 630.469.8849

Charles Tokarski, P.E.
County Engineer
DuPage County
Division of Transportation
421 N. County Farm Road
Wheaton, IL 60187
Facsimile: 630.407-6901

11.0 AMENDMENT, MODIFICATION OR TERMINATION OF THIS AGREEMENT

11.1. No modification or amendment to this AGREEMENT shall be effective until approved by the parties in writing.

12.0 NON-ASSIGNMENT

12.1. This AGREEMENT shall not be assigned by either party without the written consent of the other party, whose consent shall not be unreasonably withheld.

13.0 GOVERNING LAW

13.1. This AGREEMENT shall be governed by the laws of the State of Illinois as to both interpretation and performance.

13.2. The forum for resolving any disputes concerning the parties' respective performance, or failure to perform, under this AGREEMENT, shall be the Eighteenth Judicial Circuit Court for DuPage County.

14.0 SEVERABILITY

14.1. In the event, any provision of this AGREEMENT is held to be unenforceable or invalid for any reason, the enforceability thereof shall not affect the remainder of the AGREEMENT. The remainder of this AGREEMENT shall be construed as if not containing the particular provision and shall continue in full force, effect, and enforceability, in accordance with its terms.

15.0 FORCE MAJEURE

15.1. Neither party shall be liable for any delay or non performance of their obligations caused by any contingency beyond their control including but not limited to Acts of God, war, civil unrest, strikes, walkouts, fires or natural disasters.

IN WITNESS whereof, the parties set their hands and seals as of the date first written above.

Robert J. Schillerstrom, Chairman
DuPage County Board

Mark Pfefferman, President
Village of Glen Ellyn

ATTEST:

ATTEST:

Gary A. King
County Clerk

Suzanne Connors
Village Clerk

EXHIBIT A

IMPROVEMENTS TO THE INTERSECTION OF
 COUNTY HIGHWAY 7/ST. CHARLES ROAD AT RIFORD ROAD
 DUPAGE COUNTY SECTION 03-00297-02-CH
 VILLAGE SECTION 05-00068-00-FP
 (Estimated WORK Cost and Funding Table)

PROJECT COSTS	TOTAL	FEDERAL	DU PAGE COUNTY "WORK"	VILLAGE
Roadway				
- St. Charles Rd. @ Riford Rd Intersection Imp	\$389,269	(70%) \$272,488	(30%) \$116,781	-0-
- St. Charles Rd. Resurfacing	\$51,530	-0-	(100%) \$51,530	-0-
- Riford Road	\$1,673,750	(70%) \$1,171,625	-0-	(30%) \$502,125
- Traffic Signal	\$231,193	(70%) \$161,836	(15%) \$34,679	(15%) \$34,679
- Utilities	\$716,136	-0-	-0-	(100%) \$716,136
Subtotal of Construction Costs:	\$3,061,878	\$1,605,949	\$202,990	\$1,252,940
- ROW Acquisition	\$97,000	-0-	\$38,000	\$59,000
- Preliminary engineering	\$53,000	-0-	\$5,000	\$48,000
- Design engineering	\$240,000	-0-	(18%) \$43,200	(82%) \$196,800
- Construction engineering	\$355,000	-0-	(18%) \$63,900	(82%) \$291,100
TOTAL PROJECT COSTS:	\$3,806,878	\$1,605,949	\$353,090	\$1,847,840

Note: County's share of design/construction engineering is in proportion to construction costs along St. Charles Road

A-6E



To: Steve Jones, Village Manager
From: Joe Caracci, Public Works Director
Date: February 8, 2010
Re: Fuel RFP

Background

The Equipment Services Division of the Public Works Department operates and maintains a fuel island that provides 24 hour self-service to all Village Departments, the Glen Ellyn Volunteer Fire Company, the Fire Company/Village Ambulances, the Glenbard Wastewater authority, and the Glen Ellyn Park District. The fuel island is located within the secure Reno Center storage yard and provides both regular grade unleaded fuel and ultra-low sulfur diesel fuel (ULSD). The island has two underground storage tanks that can store up to 15,000 gallons of unleaded fuel and 10,000 gallons of diesel fuel. Annual fuel usage by all users totals approximately 70,000 gallons of unleaded fuel and 38,000 gallons of diesel fuel.

Gasoline and oil are commodities that are publically traded goods and the price is continually changing. The price of these commodities is affected by many factors including supply and demand, the cost of crude oil, refining costs, distribution and marketing costs, seasonal transition times, and world affairs. Fuel prices are monitored and tracked by the oil price and index service (OPIS). Wholesalers sell fuel according to the OPIS rack average plus a predetermined profit amount or OPIS rack low plus a predetermined profit amount.

Issues

The Village has been purchasing fuel from the same provider for the past 12 years and has not formally gone out for bids or proposals in at least 10 years. In order to assure that we are getting the best product for the best price, we recently sought proposals from four vendors for our fuel needs. We asked each supplier to provide a cost proposal for three items:

1. Regular unleaded fuel (87 Octane with 10% ethanol)
2. Ultra-low Sulfur Diesel fuel (ULSD)
3. Diesel Additive

The diesel fuel additive is a vital item in our fuel purchase. It improves the cetane rating, cold filter plugging point and lubricity due to the lack of sulfur. It will also provide a corrosion inhibitor, stabilizer, de-icer, microbial and fungus growth inhibitor, and detergent.

As OPIS rates change daily, pinpointing a cost for the proposal is difficult. We utilized the average rates on four days throughout the calendar year to provide a basis. Results of the analysis can be found below and in the attached memorandum.

VENDOR	Unleaded	ULS Diesel	ULSD Additive	Total Cost
Bell Fuels	\$141,043	\$71,368	\$1,140	\$213,551
Texor Petroleum	\$138,971	\$72,044	N/A ¹	\$211,015 ¹
Cooper Oil	\$137,781	\$71,383	\$760 ²	\$209,924 ²
Warren Oil	\$140,973	\$71,330	\$1,140 ²	\$213,443 ²

¹Cannot provide ULSD Additive with package

²ULSD Additive does not meet our specifications

Unfortunately, Bell Fuels is the only vendor that can provide the diesel additive that meets all our specifications. The low bidder (based on our analysis) was Cooper Oil. The proposed diesel additive from Cooper Oil lacks corrosion inhibitor. This additive protects fuel storage tanks and fuel systems against the corrosive action of distillates. These distillates cause steel to oxidize and could deteriorate the insides of our fuel tanks, fuel lines, injection pumps, lift pumps and fuel injectors. The use of this corrosion inhibitor is part of our preventive maintenance program and ensures the reliability of our emergency vehicles and equipment. The savings realized by eliminating this additive would be lost many times over by the cost of replacement engine parts and down time.

As this additive is very important to our preventative maintenance program, we feel moving forward with Bell Fuels is the right decision to make. The difference between the Bell Fuels and the low bidder was less than 2%.

Action Requested

Approval of a contract with Bell Fuels Inc. of Cicero for the purchase of fuel for the Village of Glen Ellyn according to the following criteria:

1. Regular unleaded fuel (87 Octane with 10% ethanol) – OPIS Rack Average + \$0.0410 per gallon
2. Ultra-low Sulfur Diesel fuel (ULSD) – OPIS Rack Average + \$0.0410 per gallon

3. Diesel Additive - \$0.0300 per gallon

Recommendation

Based on diesel additive, we recommend approval of a contract with Bell Fuels.

Attachments

- Memorandum authored by Frank Frasco dated February 8, 2010 (with attachments)

Interoffice Memorandum

to: Joseph M. Caracci, Public Works Director

from: Frank Frasco, Equipment/Fleet Services Supervisor

subject: Fuel RFP- Vendor Recommendation

date: February 08, 2010

The Equipment Services Division of the Public Works Department operates and maintains a fuel island that provides 24 hour self-service to all Village Departments; the Glen Ellyn Volunteer Fire Company; the Fire Company/Village Ambulances; the Glenbard Wastewater authority; and the Glen Ellyn Park District. The fuel island is located within the secure Reno Center storage yard and provides both regular grade unleaded fuel and ultra-low sulfur diesel fuel (ULSD). The island has two underground storage tanks that can store up to 15,000 gallons of unleaded fuel and 10,000 gallons of diesel fuel. This island is equipped with a back up power generator in case of a power outage. The tanks are monitored 24 hours a day and the island is equipped with an automated electronic fuel management system that tracks fuel transactions and assures accountability. Annual fuel usage by all users totals approximately 70,000 gallons of unleaded fuel and 38,000 gallons of diesel fuel.

The Village maintains its own supply of fuel to ensure essential public services are provided at all times. In cases of power outages, fuel shortages, or a natural disaster; the Village will continue to refuel its necessary emergency vehicles, water pumping stations, waste water plant, lift stations, back-up generators and Public Works equipment for a prolonged period of time. The Village purchases fuel at wholesale prices in full tanker loads and is exempt from State sales tax and Federal gas tax.

Gasoline and oil are commodities that are publically traded goods and the price is continually changing. The price of these commodities is affected by many factors including supply and demand; the cost of crude oil; refining costs; distribution and marketing costs; seasonal transition times; and world affairs. Fuel prices are monitored and tracked by the oil price and index service (OPIS), which is the world's most comprehensive source for petroleum pricing and news information. OPIS receives more than 70,000 daily rack and spot prices for gasoline, diesel, ethanol, biodiesel, LP-gas, jet fuel, crude, propane, and kerosene. The Village purchases its fuel according to the OPIS Chicago region price on the day of delivery. Wholesalers sell fuel according to the OPIS rack average plus a predetermined profit amount or OPIS rack low plus a predetermined profit amount. Below, I have provided you with a chart that shows you OPIS rack pricing for the Chicago region for regular unleaded and ULSD on specific past dates.

OPIS-Chicago Region Closing	05/04/2009 Per gallon	08/03/2009 Per gallon	11/02/2009 Per gallon	02/02/2010 Per gallon	Average Per gallon
Reg. Unleaded					
Rack low	\$1.7365	\$1.9800	\$2.0410	\$1.9455	\$1.9258
Rack high	\$1.8230	\$2.1380	\$2.1630	\$2.0630	\$2.0468
Rack average	\$1.7685	\$2.0594	\$2.0724	\$1.9954	\$1.9739
ULS Diesel					
Rack low	\$1.3880	\$1.8795	\$1.9935	\$1.9750	\$1.8090
Rack high	\$1.4375	\$1.8795	\$2.1400	\$2.1400	\$1.8993
Rack average	\$1.4136	\$1.8795	\$2.0347	\$2.0205	\$1.8371

The Equipment Services Division has created a specification for the supply and delivery of unleaded gasoline and ultra-low sulfur diesel along with a diesel fuel additive. The diesel fuel additive will improve the cetane rating, cold filter plugging point and lubricity due to the lack of sulfur. It will also provide a corrosion inhibitor, stabilizer, de-icer, microbial and fungus growth inhibitor, and detergent.

The ESD has requested and received proposals from four vendors. Two of the vendors have proposed to sell fuel to the Village at OPIS *rack low* plus their profit amount, while the other two vendors have proposed to sell at OPIS *rack average* plus their profit amount. These prices are based on full load deliveries and the purchase of both commodities from the same vendor. I have also asked them to provide specifications for their proposed diesel additive.

The charts below show the separate details of the unleaded and diesel proposals. Due to the volatility and uncertainty between unleaded and diesel prices, different vendors may be able to provide a better price on a split order any given day. There is no vendor who is *always* the low proposal or *always* the high proposal for both fuels on any one day. The last chart details the diesel fuel additive and whether the vendor meets all specifications.

VENDOR	Reg. Unleaded Proposal 1 gallon	Price per gallon Unleaded	Cost for 70,000 gallons Unleaded
Bell Fuels	Rack avg +.0410	\$2.0149	\$141,043
Texor Petroleum	Rack low +.0595	\$1.9853	\$138,971
Cooper Oil	Rack low +.0425	\$1.9683	\$137,781
Warren Oil	Rack avg +.0400	\$2.0139	\$140,973

VENDOR	ULS diesel Proposal 1 gallon	Price per gallon ULSD	Cost for 38,000 gallons ULSD
Bell Fuels	Rack avg +.0410	\$1.8781	\$71,368
Texor Petroleum	Rack low +.0869	\$1.8959	\$72,044
Cooper Oil	Rack low +.0695	\$1.8785	\$71,383
Warren Oil	Rack avg +.0400	\$1.8771	\$71,330

VENDOR	ULSD Fuel Additive Available	Meets VGE Specification	Price per gallon ULSD Fuel Additive	Cost for 38,000 gallons ULSD Fuel Additive
Bell Fuels	YES	YES	\$0.03	\$1,140
Texor Petroleum	N/A	N/A	N/A	N/A
Cooper Oil	YES	NO	\$0.02	\$760
Warren Oil	YES	NO	\$0.03	\$1,140

VENDOR	Unleaded	ULS Diesel	ULSD Additive	Total Cost
Bell Fuels	\$141,043	\$71,368	\$1,140	\$213,551
Texor Petroleum	\$138,971	\$72,044	N/A	\$211,015*
Cooper Oil	\$137,781	\$71,383	\$760	\$209,924
Warren Oil	\$140,973	\$71,330	\$1,140	\$213,443

*Cannot provide ULSD Additive with package

Bell Fuels has been supplying our fuel needs for almost 12 years and is the only supplier that can completely produce our desired needs. Cooper Oil has submitted the lowest cost based on our analysis; however, their diesel additive lacks corrosion inhibitor. This additive protects fuel storage tanks and fuel systems against the corrosive action of distillates. These distillates cause steel to oxidize and could deteriorate the insides of our fuel tanks, fuel lines, injection pumps, lift pumps and fuel injectors. The use of this corrosion inhibitor is part of our preventive maintenance program and ensures the reliability of our emergency vehicles and equipment. The savings realized by eliminating this additive would be lost many times over by the cost of replacement engine parts and down time.

I recommend the Village Board approve the purchase of fuel from Bell Fuels Inc. of Cicero, Illinois. The cost of 87 octane regular unleaded will be OPIS rack average plus \$.041 per gallon on the day of delivery. The cost of ultra-low sulfur diesel fuel will be OPIS rack average plus \$.041 per gallon on the day of delivery. The cost of premium D2 diesel additive will be \$.03 per gallon.

cc: Steve Jones, Village Manager
Jon Batek, Finance Director



TO: Frank Frasco

September 21, 2009

Village of Glen Ellyn
30 S. Lambert RD.
Glen Ellyn, IL 60137

Phone: 630 547-5525
Fax: 630 469-3128

FROM: Jim Quenzer

Phone: 773 426-4652

SUBJECT: Future fuel charges based on OPIS Plus delivery charge.

Frank Frasco,

Thank you for the time you spent with me last week. The following is the new Oil Price Information Service's fuel price formula that we have placed the Village of Glen Ellyn on... it is in effective for your next fuel delivery. We have set your diesel pricing with or without D-2 Additive. Please remember all of many years of year-round trouble free operation your fleet has enjoyed.

Only Bell Fuels Offers D-2 with: "Minimum 45 Cetane, -20degree CFPP, Lubricity Booster, Fuel Injector Detergent, Microbial Growth Inhibitors, Jet Grade De-Icer Agent, Corrosion Inhibitor, Fuel Stabilizer" see attached specification sheet.

The following is the new pricing formula brake down by product.

1. Gasoline base price will be OPIS Chicago rack average day of delivery plus \$.041 delivery charge.
2. Diesel fuel with D-2... Base price will be OPIS Chicago rack average day of delivery plus \$.03 for Premium D-2 additive plus \$.041 delivery charge
3. Diesel fuel without D-2... Base price will be OPIS Chicago rack average day of delivery plus \$.041 delivery charge.
4. In one year this new price formula will be mutually reviewed to see if the economics still make sense.

Thank you again for all the years of business you have given us at Bell Fuels. If you have questions please feel free to contact me 773 426-4652.

Sincerely,

Jim Quenzer

SPECIFICATION SHEET

BELL PREMIUM D-2® DIESEL FUEL - ULTRA LOW SULFUR DIESEL

Premium D-2® Ultra Low Sulfur Diesel Fuel is a high performance fuel designed to maximize engine efficiency and performance. With the addition of improved components, Bell's Premium D-2® Diesel Fuel:

- Clean Injectors
- Improves Cold Flow
- Disperses Water
- Prevents Ice Formation
- Reduces Exhaust Emissions
- Reduces Cold Filter Plug Point
- Help Prevent Microbial and Fungus Growth

Item	Performance Characteristic	Requirements	Test procedure
1	Flash Point, °F, min.	125	ASTM D 93
2	Water and Sediment, vol%, max.	0.05	ASTM D 2709
3	Physical Distillation, T90, °F, max.	640	ASTM D 86
4	Kinematic Viscosity, cSt@ 104°F	1.9~4.1	ASTM D 445
5	Ash, mass%, max.	0.01	ASTM D 482
6	Sulfur, wt ppm, max.	15	ASTM D5453
7	Copper strip corrosion rating, max.	No 3	ASTM D 130
8	Cetane Number, min.	45	ASTM D 613
9	Ramsbottom carbon residue on 10% distillation residue, wt%, max.	0.35	ASTM D 524
10	Lubricity, HFRR micron, max.	.460	ASTM D 6079
11	Color	3	ASTM D 1500
12	Cloud	Report	ASTM D 2500
13	CFPP, 10 th Percentile minimum ambient temperature*	Report	ASTM D 6371

*In winter (Nov. - Feb., the CFPP is guaranteed to -20°F max.)

SPECIFICATION SHEET

BELL PREMIUM D-2® DIESEL FUEL ADDITIVE

Premium D-2® Diesel Additive is a high performance additive designed to maximize engine efficiency and performance. With the addition of improved performance components, Bell's **Premium D-2® Diesel Additive** will do the following:

- **Clean Injectors**
- **Improve Cold Flow**
- **Disperses Water**
- **Prevents Ice Formation**
- **Reduces Exhaust Emissions**
- **Reduces Cold Filter Plug Point**
- **Help Prevent Microbial and Fungus Growth**

Typical Properties

Appearance	pale yellow liquid		
Specific Gravity, 60/60°F (15.6/15.6°C)	0.9165		
Density, lb./gal. 60°F, (15.6°C)	7.63		
Flash Point, PMCC, °F (°C)	130 (54.4)		
Pour Point, °F (°C)	<-22 (-30)		
Viscosity, cSt @	100°F	(37.8°C)	2
	68°F	(20°C)	3
	32°F	(0°C)	11
	0°F	(-17.8°C)	200

Recommended Treat Rate

**1 gallon: 667 gallons, or 1.5 gallons: 1000 gallons, or 0.06 gallons:
40 gallons, or 1500 mg/L**

MEMORANDUM

A-6F

TO: Steve Jones, Village Manager

FROM: Staci Hulseberg, Planning and Development Director *SH*
Michele Stegall, Village Planner *MMS*

DATE: February 9, 2010

SUBJECT: Fee Amendments

Background. On May 26, 2009, the Village Board approved Ordinance No. 5762-VC which updated the Planning and Development Department's fees. A recently created \$150 fee for Code waiver requests was inadvertently omitted from the update. Such Code waivers have traditionally been requested in association with promotional business events. The cost of processing such requests had historically been absorbed by the Village and the new fee was intended to recapture a portion of the expense incurred in processing these applications. The same Ordinance that created this fee also established a process allowing the Planning and Development Director to administratively approve certain subsequent events without the payment of a fee provided that the event was held in substantial conformance with the event for which the Board had initially granted a waiver. The \$150 fee for the original Code waiver request should be added back into the Village Code to allow the Village to continue to recapture some the costs associated with processing these requests.

It has been brought to our attention that the Code requires a fee of \$250 for a Knox box. However, due to recent price increases, each box now costs the Village \$275 to purchase. Therefore, the Planning and Development Department team is proposing that the Knox box fee be increased to allow the Village to recoup the actual cost of the box plus an additional 10% to cover administrative expenses.

Issues. N/A.

Action Requested. The Village Board is requested to consider the adoption of the attached Ordinance reinstating a \$150 fee for Code waiver requests and increasing the Knox fee to cover the Village's full purchase cost plus administrative expenses.

Attachments.

- Approving Ordinance
- Ordinance 5736-VC

Cc: Joe Kvapil, Building and Zoning Official

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Village Of Glen Ellyn

Ordinance No. _____ - VC

**An Ordinance Amending Title 4 (Building Regulations) of the Village Code to Reinstate a
Fee for Village Code Waiver Requests and Increase the Cost for a Knox Box**

**Adopted by the
President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois
This ____ Day of _____, 20 ____.**

Published in pamphlet form by the authority of the
President and Board of Trustees of the Village of
Glen Ellyn, DuPage County, Illinois, this _____
day of _____, 20____.

Section Three: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20____.

Ayes:

Nays:

Absent:

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day of _____, 20____.

Village President of the
Village of Glen Ellyn, Illinois

Attest:

Village Clerk of the
Village of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the ___ day of _____.)

Ordinance No. 5736 - VC

**An Ordinance Amending the Village Code and
Granting Administrative Approval Authority to the Planning and Development Director
to Allow Promotional Events for Which the Village Board has Previously Granted
Approval of a Code Waiver
Glen Ellyn, IL 60137**

Whereas, from time to time, in accordance with Section 1-1-6 of the Glen Ellyn Village Code, the Village President and Board of Trustees have granted waivers and/or variations from the provisions of the Code to allow certain promotional events; and

Whereas, in some cases, these waivers and/or variations have been granted on multiple occasions for the same properties and/or events; and

Whereas, in order to reduce the time required by both the applicant and Village in processing such a request, the Village President and Board of Trustees believe that it is in the best interest of the Village to allow promotional events that are in substantial conformance with an event previously approved by the Village Board to be allowed with the administrative approval of the Planning and Development Director.

Now, Therefore, be it Ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule powers, as follows:

Section One: Section 1-1-6 of the Village Code is hereby amended to read as follows:

1-1-6: WAIVERS TO THE VILLAGE CODE: Where an application is made and the required fee set forth in Title 4 Section 4-1-4 of the Village Code has been paid, the Village Board may grant waivers and/or variations from the provisions within this Code by motion, except where State statute or this Code requires a different more formal procedure. (Ordinance 38, 4-22-91).

If the Village Board has previously granted such a waiver and/or variation to the provisions of the Zoning Code and/or Sign Code for a promotional event, the Planning and Development Director shall have the authority to administratively approve such subsequent events without the payment of a fee provided that the event is held in substantial conformance with the event for which the previous waiver and/or variation was granted, a previous waiver and/or variation was granted within 3 years of the date of the proposed event, and the subject event is held entirely on private property. The Planning and Development Director shall have the authority to grant such an approval no more than twice in a calendar year for the same

property. If a request is made to hold more than 2 such events in any one calendar year, the request must either be reconsidered by the Village Board in the same manner as required for an initial application or, if applicable, the applicant may petition the Village for approval of a Special Use Permit. Notwithstanding anything in this Section to the contrary, the Planning and Development Director shall, for any good cause shown, have the right to refer a request for administrative approval of a promotional event to the Village Board of Trustees for consideration. If the request is forwarded to the Village Board, the applicant shall be required to pay the applicable fee for consideration of a waiver and/or variation to the Village Code set forth in Title 4 Section 4-1-4.

Section Two: Section 4-1-4(A)17 is hereby amended as follows to establish a fee for an application for a waiver and/or variation to the Village Code.

~~17. Request for Village Code Waiver and/or Variation from Village Board \$150.
(in accordance with Section 1-1-6 of this Code)~~

Section Three: This Ordinance shall be in full force and effect from and after the passage, approval, and publication in pamphlet form.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this

23 day of February, 2009.

Ayes: Thausell, Norton, Armstrong, Chapman,
Comerford, Ladovic

Nays: - 0 -

Absent: - 0 -

Approved by the Village President of the Village of Glen Ellyn, Illinois, this

23 day of February, 2009.

Wicky Dase
Village President of the
Village of Glen Ellyn, Illinois

Attest:

Audrea Strains
Village Clerk of the
Village of Glen Ellyn, Illinois

(Published in pamphlet form and posted on the 25 day of February 2009.)

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A-6 G



To: Steve Jones, Village Manager

From: Jon Batek, Finance Director

Copy: Dawn Bussey, Library Director

Date: January 15, 2010

Re: Property Tax Abatement – 2010 Library Build America Bonds

Background In December, 2009 the Village issued \$3 million in General Obligation bonds on behalf of the Glen Ellyn Public Library to assist them with completion of a number of building renovation projects.

These bonds are taxable Build America Bonds, one of the characteristics of which include a rebate to the issuer (Village/Library) of 35% of all interest costs on the bonds. This rebate requires completion of a rebate form to the IRS for each semi-annual interest payment. Interest rebates may or may not be received prior to the required interest payment dates on the bonds. Because of this, the annual property tax levy includes the gross interest payment cost (before rebates) for the protection and security of bondholders.

As the receipt of these rebates was included in the net cost to Village taxpayers, we need to adopt an annual abatement ordinance to cancel or remove the anticipated rebates from the tax rolls. In order to abate the interest costs per the original bond ordinance, the Library must have sufficient funds on hand in their debt service fund in the amount of the taxes to be abated. Proposed abatements representing 35% of FY10/11 interest costs total \$44,640. As of May 1, 2009, the Library had in excess of \$80,000 in unencumbered cash balances in their debt service fund which more than satisfies this requirement.

Issues N/A

Action Requested/Recommendation Proposed for Village Board approval at their February 22, 2010 meeting is an abatement ordinance totaling \$44,640.54. Upon adoption, this will be filed with the DuPage County Clerk's office prior to March 1st so that the amount to be extended on the Library's 2009 debt service levy is reduced accordingly.

Attachments

- Draft ordinance as prepared by bond counsel.
- Debt Service Schedule

ABATEMENT ORDINANCE

ORDINANCE NO. _____

ORDINANCE partially abating the tax hereto levied for the year 2009 to pay the principal of and interest on the General Obligation Bonds, Taxable Series 2010 (Build America Bonds - Direct Payment), of the Village of Glen Ellyn, DuPage County, Illinois.

WHEREAS the President and Board of Trustees (the "*Board*") of the Village of Glen Ellyn, DuPage County, Illinois (the "*Village*"), by Ordinance Number 5821, adopted on the 23rd day of November, 2009 (as supplemented by the Bond Order executed in connection therewith, the "*Ordinance*"), did provide for the issue of \$3,000,000 General Obligation Bonds, Taxable Series 2010 (Build America Bonds - Direct Payment) (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS lawfully available funds of the Village in the amount of \$44,640.54 have been deposited to the Bond Fund (as defined in the Ordinance), to be used solely for the purpose of paying the debt service on the outstanding Bonds due and payable in the next succeeding bond year (July 1 of the current year and January 1 of the following calendar year); and

WHEREAS it is necessary and in the best interests of the Village that \$44,640.54 of the tax heretofore levied for the year 2009 to pay the principal of and interest on the Bonds be abated;

NOW THEREFORE Be It Ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2009 in the Ordinance in the amount of \$127,544.42 is hereby abated by the amount of \$44,640.54, leaving a remaining tax to be levied for the year 2009 for the payment of the Bonds in the amount of \$82,903.88.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Village Clerk shall file a certified copy hereof with The County of DuPage, Illinois, and it shall

be the duty of said County Clerk to abate said tax levied for the year 2009 in accordance with the provisions hereof.

Section 3. Effective Date. This ordinance shall be in full force and effect forthwith upon its passage by the Board and signing and approval by the President.

Passed by the Board on _____, 2010.

Approved _____, 2010.

President

AYES:

NAYS:

ABSENT:

Recorded in the Village Records on _____, 2010.

ATTEST:

Village Clerk

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of DuPage, Illinois, and as such official I do further certify that on the ____ day of _____, 2010, there was filed in my office a duly certified copy of Ordinance No. _____ entitled:

ORDINANCE partially abating the tax hereto levied for the year 2009 to pay the principal of and interest on the General Obligation Bonds, Taxable Series 2010 (Build America Bonds - Direct Payment), of the Village of Glen Ellyn, DuPage County, Illinois.

(as supplemented by the Bond Order executed in connection therewith, the "*Ordinance*") duly adopted by the Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois (the "*Village*"), on the ____ day of _____, 2010, and that the same has been deposited in the official files and records of my office.

I do further certify that the taxes heretofore levied for the year 2009 for the payment of the Village's General Obligation Bonds, Taxable Series 2010 (Build America Bonds - Direct Payment), as described in the Ordinance, will be partially abated as provided for in the Ordinance.

IN WITNESS WHEREOF I hereunto affix my official signature and the seal of said County this ____ day of _____, 2010.

County Clerk

[SEAL]

**VILLAGE OF GLEN ELLYN, DUPAGE COUNTY, ILLINOIS
\$3,000,000 GENERAL OBLIGATION BONDS, TAXABLE SERIES 2010
(BUILD AMERICA BONDS - DIRECT PAYMENT)**

Type of bond issue that normally would be entered on lines 11 to 18:
Other - library improvements

FIXED RATE BOND - DEBT SERVICE SCHEDULE

INTEREST PAYMENT DATE	EXPECTED PRINCIPAL OUTSTANDING BEFORE PRINCIPAL PAYMENT	TOTAL INTEREST PAYABLE ON INTEREST PAYMENT DATE	BAB CREDIT PAYMENT EXPECTED TO BE REQUESTED FROM IRS	EARLIEST CALL DATE FOR BONDS
01/05/10				
07/01/10	FY10/11			
01/01/11	\$ debt service -	\$ 63,055.67	\$ 22,069.48	N/A
07/01/11	\$ -	\$ 64,488.75	\$ 22,571.06	N/A
01/01/12	\$ -	\$ 64,488.75	\$ 22,571.06	N/A
07/01/12	\$ -	\$ 64,488.75	\$ 22,571.06	N/A
01/01/13	\$ -	\$ 64,488.75	\$ 22,571.06	N/A
07/01/13	\$ -	\$ 64,488.75	\$ 22,571.06	N/A
01/01/14	\$ -	\$ 64,488.75	\$ 22,571.06	N/A
07/01/14	\$ -	\$ 64,488.75	\$ 22,571.06	N/A
01/01/15	\$ 3,000,000.00	\$ 64,488.75	\$ 22,571.06	N/A
07/01/15	\$ 2,610,000.00	\$ 57,663.75	\$ 20,182.31	N/A
01/01/16	\$ 2,610,000.00	\$ 57,663.75	\$ 20,182.31	N/A
07/01/16	\$ 2,210,000.00	\$ 50,163.75	\$ 17,557.31	N/A
01/01/17	\$ 2,210,000.00	\$ 50,163.75	\$ 17,557.31	N/A
07/01/17	\$ 1,800,000.00	\$ 41,553.75	\$ 14,543.81	N/A
01/01/18	\$ 1,800,000.00	\$ 41,553.75	\$ 14,543.81	N/A
07/01/18	\$ 1,375,000.00	\$ 31,991.25	\$ 11,196.94	N/A
01/01/19	\$ 1,375,000.00	\$ 31,991.25	\$ 11,196.94	N/A
07/01/19	\$ 935,000.00	\$ 22,091.25	\$ 7,731.94	N/A
01/01/20	\$ 935,000.00	\$ 22,091.25	\$ 7,731.94	N/A
07/01/20	\$ 475,000.00	\$ 11,281.25	\$ 3,948.44	N/A
01/01/21	\$ 475,000.00	\$ 11,281.25	\$ 3,948.44	N/A
		\$ 1,072,944.42	\$ 375,530.52	

Rebates anticipated.
Amount to be abated = \$44,640.54

Gross 2009 Levy per bond ordinance = \$127,544.42

A-7



To: Steve Jones, Village Manager
From: Joe Caracci, Public Works Director
Date: February 16, 2010
Re: Crescent Boulevard / Memorial Field – Concept Engineering

Background

At the February 15, 2010 Village Board Workshop, direction was given to move forward with concept engineering for Crescent Boulevard between Park and Riford. Our first goal is to work intimately with School District 87 on improving traffic flow, pedestrian safety, and aesthetic look of the Crescent Boulevard corridor. Beginning the design of the roadway corridor now will allow us to determine the best placement of a potentially wider roadway for the future. Determining this location will also assist the School District with accurate placement of their proposed synthetic turf field anticipated to be constructed this summer at Memorial Park.

Our second goal would be to apply and hopefully secure Federal Surface Transportation Program (STP) funds to support the added scope and potentially move the project up from its 2015 schedule. To best qualify for STP funds, we will need to demonstrate and present a project that improves traffic flow, improves safety, reduces emissions, and provides the best benefit to the public.

As discussed at the Workshop, moving forward is a commitment to spend money in hopes to secure grant funding for the future. There is no guarantee that this project will be selected to receive STP grant funding. However, if successful, we would swiftly move forward with detailed design with optimistic hopes of a 2012 construction along this corridor.

Issues

Proposals were requested from four engineering firms to provide conceptual design for the corridor and prepare the necessary application for the STP Program. Three proposals were received (two firms partnered to create one project team). Our internal team evaluated the proposals with intent to provide the best consultant team for our needs. Attached is a memorandum from Bob Minix that discusses our review and selection process.

Based on our analysis and follow-up with the consultants, we feel Burns and McDonnell offer the Village of Glen Ellyn the most experienced and competent team to move forward on this project. Burns and McDonnell has extensive STP experience and success. They have worked

successfully for the Village in the past, most recently on the Riford Road Reconstruction Project which also received STP funding. Their proposal included partnering with Eriksson Engineering, a firm familiar with the traffic and safety issues around the corridor. Total cost expected based on the proposal was \$40,000.

As mentioned above, there is no guarantee that we will be successful in obtaining STP funding immediately, however, moving forward will allow the Village more opportunities to apply utilizing the same application in upcoming years. If at first you don't succeed.....

Action Requested

Approval of an engineering services agreement with Burns and McDonnell for Crescent Boulevard Concept Study in the amount of \$44,000 (including a 10% contingency) to be expensed to the FY10 (current) Capital Projects Fund.

Recommendation

I recommend moving forward with an engineering agreement with Burns and McDonnell.

Attachments

- Memorandum authored by Bob Minix dated February 15, 2010 (with attachments)
- Agenda Memorandum authored by Joe Caracci dated February 8, 2010 (with attachments) – Last week's agenda packet for reference

Interoffice Memorandum

to: Joe Caracci, Public Works Director

from: Bob Minix, Professional Engineer 

subject: Crescent Boulevard Concept Study
Recommendation for Selection of Engineer

date: February 16, 2010

The purpose of this memorandum is to provide a recommendation for hiring an engineering consultant to conduct preliminary studies on the rehabilitation of Crescent Boulevard between Park and Riford, leading to the development of an application for federal funding assistance for the project. This is a follow-up to my earlier memo that provided background information on current staff-level discussions between the Village and School District 87 and the development of a request for proposal for a Crescent Boulevard concept study. The RFP resulted in three submittals that have now been reviewed and assessed as to qualifications, responsiveness and costs.

Three proposals for conducting the concept study were received from Jacob and Hefner Associates of Oakbrook Terrace, Burns & McDonnell of Downers Grove and Engineering Resource Associates of Warrenville. Each of the three lead engineers added other sub-consultants in the attempt to build a team with suitable qualifications and experience for the project.

The proposals were evaluated using a variety of criteria, including firm experience and qualifications, project team makeup and organization, schedule, understanding and approach to the project, and personnel hours and costs. Scores were assigned by me to each criterion and the firms ranked according to the total points accrued. According to this measure, Burns & McDonnell was the highest ranked team, based primarily on their breadth of street design experience and history of successful Surface Transportation Program (STP) projects, including the upcoming Riford Road Reconstruction project scheduled for construction this year. The lead personnel from Burns & McDonnell were directly involved in the Riford Road project, with Project Manager Matt Papimik involved in all phases of the engineering effort. Burns & McDonnell is pairing with Eriksson Engineering, a firm familiar with the traffic and parking issues near Glenbard West due to their earlier involvement with the School District.

The proposed fees estimated by the three consultants for the assignment ranged from \$40,000 (Burns and McDonnell) to \$65,000 (ERA and Jacob & Hefner). The principal reason for the range in fees appeared to be the proposed level of traffic studies to be undertaken by each team. When questioned about the scope of traffic work, Burns & McDonnell stated that they will mine the information already obtained by Eriksson, supplemented by field studies adequate to ascertain the necessary information

on traffic movements and volumes. Their proposed scope of traffic studies is sufficient for the purposes of developing the concept plan and preparing the application for STP funds. More extensive and detailed traffic work – such as intersection design studies – would be conducted during Phase I (preliminary) engineering that would be required once the project is selected for inclusion into the STP program.

Burns & McDonnell is recommended for the assignment. With a 10% contingency, the recommended funding level for the project is \$44,000 using FY 09 – 10 capital project funds from account number 40000 – 580160.

According to their proposed project schedule, Burns & McDonnell will begin activities in March with the major work effort to take place in the spring. The STP application will be ready by mid-summer.

Excerpts from the Burns & McDonnell proposal are attached for reference.

cc: Steve Jones, Village Manager
Kristen Schrader, Administrative Analyst
Jeff Perrigo, Civil Engineer



February 5, 2010

Mr. Joe Caracci, Director
Glen Ellyn Public Works Department
Reno Public Works Facility
30 S. Lambert Road
Glen Ellyn, Illinois 60137

**RE: Burns & McDonnell Statement of Qualifications and Proposal
Crescent Boulevard Concept Study**

Dear Mr. Caracci:

Burns & McDonnell greatly values the invitation to offer a proposal for this project. As the Village of Glen Ellyn is well aware, Burns & McDonnell has been involved in studies of this corridor since 2003, when we conducted an Improvement Study on the Riford Road and Crescent Boulevard corridors. That study resulted in Surface Transportation Program funding for the reconstruction of Riford Road, which is expected to begin in late spring of this year.

The Village is offering a project with tremendous potential. Crescent Boulevard is already a main point of entry for many to downtown Glen Ellyn, and its potential as an aesthetic gateway – a true *boulevard* – is very attractive. At the same time, its role as primary access to Glenbard West High School means that any redesign must be practical, considerate, and functional. This project can mean great things for the school and the community – dramatically increased safety and aesthetics, and better downtown access for all modes of transportation.

Any consultant would welcome this unique opportunity. We relish it. We are truly confident that our skills and our knowledge of the Village will provide you with the best project possible. We are proud of the way we can combine the strengths of a national engineering firm (with in-house skills from landscape architecture to underground power transmission) with the service ethic you have come to expect in working with us.

In closing, we want to reiterate our team's continued commitment to the relationship we have with the Village. We consider it an honor and a privilege to be considered as the Village's consultant for this project, and we look forward to your favorable review.

Sincerely,

Matthew A. Papirnik, P.E.
Project Manager



145 Commerce Drive, Suite A
Chicago, Illinois 60661
Phone: 312-463-0551
Fax: 312-463-0552



1431 Opus Place, Suite 400
Downers Grove, Illinois 60515
Phone: 630-724-3200
Fax: 630-724-3201

Joint Statement of Interest

Our two firms, Eriksson Engineering Associates, Ltd (EEA) and Burns & McDonnell are thrilled to jointly present our qualifications to provide professional engineering services to Legat Architects (for the Glenbard Township High School District) and the Village of Glen Ellyn (for the Crescent Boulevard Concept Study). We have reviewed and discussed each of your unique needs as described in your respective RFQs and RFPs. After careful consideration, Burns & McDonnell recognizes EEA's outstanding experience and expertise in the functional design, operation, planning and implementation of athletic and educational facilities, and their initial efforts to bring these important projects to this level. EEA fully acknowledges Burns & McDonnell's compelling and noteworthy capabilities in STP funding, local road design, traffic analysis, commuter parking facilities, and relevant experience throughout DuPage County. Both firms have completed substantial stormwater analysis and improvements within the restrictions imposed by the DuPage County Stormwater Management Ordinance. We believe that our unique strengths will serve you far better in cooperation than they will in competition.

Our analysis of the projects has identified a few key areas in which coordination will be essential. These include:

- Stormwater master planning and specific permitting among the synthetic turf athletic fields, Crescent Boulevard, and the future Metra parking lot
- Safe pedestrian access adjacent to and across Crescent Boulevard
- Coordination among the sports field geometric requirements, the Crescent Boulevard geometry, the parking lots and the various natural amenities within the project area
- Existing and projected traffic and pedestrian volumes, parking requirements and the operation of this critical entry into the downtown area of the community
- Accessibility challenges between Crescent Boulevard and the athletic fields for all visitors to athletic events
- Aesthetic features that will enhance the experience, respect the character and reflect the values of the school and the community it serves

EEA and Burns & McDonnell are committed to working cooperatively with each other on these issues, and any others that arise. We believe we have a good understanding of how these issues will affect both projects, and how to coordinate our scopes of work in a way that will ensure their combined success.

The Glenbard Township High School District and the Village of Glen Ellyn have a significant and unique opportunity to create a lasting legacy for their constituencies. We are excited at the possibility of assisting you in achieving this endeavor. If you have any questions, please do not hesitate to call us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Glen A. Eriksson', written over a horizontal line.

Glen A. Eriksson, P.E.
President, EEA

A handwritten signature in black ink, appearing to read 'Matthew A. Papirnik', written in a cursive style.

Matthew A. Papirnik, P.E.
Project Manager, Burns & McDonnell

Crescent Boulevard Concept Study Proposal



Project Team

We propose the following team members based on their familiarity and experience with this project and the Village:

Project Manager: Matthew Papirnik, PE. Mr. Papirnik has fifteen years of transportation design experience, encompassing all scopes and phases of roadway work from residential streets to eight-lane expressways. His familiarity with the project area comes from serving as Project Manager on the 2003 Riford Road / Crescent Boulevard Improvement Study and the ongoing Riford Road Corridor Improvement Project. He's excited at the opportunity to continue overseeing work in this corridor.

Project Engineer / Lead Drainage Engineer: Diane Bouckaert, PE, CFM. Ms. Bouckaert has nearly two decades of experience in stormwater master planning, studies, permitting and design. She has a wide variety of experience and education in sustainable stormwater practices. She has extensive recent experience with Village and County policies and procedures, and will bring experienced, confident ability to the Village's desire for "green" practices in stormwater design and water quality solutions.

Additional Team Members: Our project's technical merit will also benefit from the expertise of the following Burns & McDonnell employee-owners:

- Jennifer Morales-Tolentino (streetscape design and roadway design)
- Mark Kuntz (landscape architecture)
- David Mertz (electrical engineering and roadway lighting)
- Susan Franklin (project stakeholder outreach)

Most of these employee-owners have been involved in the Riford Road project or other recent work for the Village.

Project Understanding

We understand that this project began with a proposal to construct an artificial-turf athletic field at Glenbard West High School. The project has since grown to include pedestrian access to and from Memorial Field, spectator facilities between the field and Crescent Boulevard, the modification of parking at Crescent and finally, the reconstruction or reconfiguration of Crescent itself.

We understand the scope of the Village's interest to be as follows:

The Village's consultant will be responsible for the preparation of a Concept Report. This Report will discuss potential improvements to Crescent Boulevard between Park Boulevard and Riford Road, including those intersections. All of the side street intersections will be studied as well for their current function and the potential for improvement. Particular attention will be paid to the block between Ellyn Avenue and Park Row, where vehicular and pedestrian use associated with the high school is most intensive.

Potential improvements to be discussed include the installation of new sidewalks and closed drainage systems, geometric modifications, improved pedestrian crosswalks in front of the high school, reconfigurations of parking and bus access, and the impact of these improvements on existing utilities and street lighting. Increased safety, particularly for pedestrians, will be a primary consideration throughout this project.

Crescent Boulevard Concept Study Proposal (continued)



We understand that several local stakeholders may already have their own concepts for the corridor. We look forward to close interaction with Village, High School District 87 and business community stakeholders on the work they've already done.

The Concept Report will include discussion and conceptual layout of a parking lot proposed for the triangle of undeveloped land at the west end of the corridor. The Village has access to funding from Metra for a new parking lot, and it is intended that this parking serve commuters during weekdays, and students or park patrons on evenings and weekends. The design of this parking lot should not only maximize available spaces, it should take advantage of low impact development techniques that are also aesthetically pleasing.

The Village will ask its consultant to submit an application for Surface Transportation Program (STP) funding through the DuPage Mayors and Managers Conference (DMMC) for roadway reconstruction.

Finally, the Village has expressed its concern about coordination with Glenbard West's athletic field construction project. It will be necessary for the Village's consultant to understand the field design project, to anticipate conflicts between that project and the Village's interests, and to provide guidance sufficient to ensure that all concerns are addressed, as feasible.

Approach

We bring to this project a breadth and depth of knowledge that we feel few firms can match. In addition to our work on every phase of the Riford Road project, Burns & McDonnell has applied for and completed a variety of STP and Congestion Mitigation and Air Quality (CMAQ) projects in the past ten years. A partial list of our grants and projects is included at the end of our Proposal.

We have already taken steps to demonstrate our thoughtful approach to this project by establishing and outlining a relationship with Eriksson Engineering Associates, Ltd (EEA), one of the firms vying for the athletic field design contract. We have agreed on a framework for coordination between projects, in the event that both of our firms' proposals are selected. We believe that this understanding will help assure the Village that the various components of the work will mesh well together and be completed in a timely manner.

Our first action as your consultant will be to meet with the Village, EEA (or other selected firm), District 87 and Legat Architects, and other stakeholders to acquire traffic, survey and utility information that is readily available. We hope to be able to use the street survey performed as part of the athletic field project, requiring only minor supplemental survey for the remaining work. We will then collect the information necessary to provide the Village with a suite of feasible options for the corridor in our Crescent Boulevard Study Concept Report.

We believe that this Concept Report should not go to the level of detail needed to determine a single preferred concept; that's the purpose of Phase I design. Our report will remain general in areas such as identification of possible conceptual geometric improvements and roadway typical sections. However, our report will be specific on a few items. For example, the potential capacity of the new Metra lot is an important detail to determine during conceptual planning because of anticipated losses of parking on Crescent.

Our Report will consist primarily of written and tabular data analysis. Exhibits of a conceptual nature will be included to illustrate important concepts. Design-quality analysis will be provided only when necessary to meet the goals of the Study.

Crescent Boulevard Concept Study Proposal (continued)



While not as extensive, the STP application is the most critical component of this project. An STP application must be properly tailored to meet cost-benefit standards; recall that the original Crescent-Riford Study scope was cut dramatically because the overall cost was too high for the anticipated benefits. We foresee a well-funded STP program in coming years, which bodes well for this unique project. Our recommendations to maximize the value of this application are shown below under "Recommendations" and will be discussed in detail within the structure of the Concept Report.

In short, the goal of our Concept Report will be to begin the conversation, not to end it. The goal of our STP funding application will be to provide the fuel to ignite that conversation.

Recommendations

Your consultant should incorporate discussions of as many stakeholders' ideas as possible into the Concept Report. Others' concepts can materially improve the quality of the ultimate design –and in any event this helps to improve the sense that their concerns are being considered.

Per our conversations with the Village on the subject of the Metra parking lot, Burns & McDonnell recommends the use of sustainable design practices in its development. Our firm has had the opportunity to practice sustainable techniques in the redevelopment of our Kansas City offices; the experiences gained from that work will strengthen the quality of our concepts.

The Village's consultant should be prepared to take a reasonably active consultative role in the field design project. EEA has provided Burns & McDonnell's qualifications in support of their bid for the field design with our permission; in the event of our two firms' selection for our respective projects, we will be well-positioned to further the Village's interests while supporting the overall project.

To ensure a good cost/benefit ratio and to maximize the consideration given the project's STP application, we recommend focusing on the following items:

- 1) **Scope of improvement.** This project has the potential to fit four of the STP application Project Types: HOV Programs / Parking, Traffic Flow Improvement, Pedestrian & Bicycle Programs and Demonstration Projects.
- 2) **Vehicular volumes.** Our 2004 study anticipated little change in corridor vehicular traffic. That study did not focus on the area immediately around Glenbard West, which probably features design-hour volumes which would benefit from geometric improvements.
- 3) **Non-vehicular volumes.** Pedestrian activity may increase significantly across Crescent after the new field is built. Furthermore, the Report should be underway in the spring, at a time when more bicycle use is expected, allowing us to gauge bike traffic. Design elements which protect (the increase in) pedestrians and encourage bicycle use would strengthen the application.
- 4) **Crash analysis.** We will review the crash data throughout the corridor in an attempt to find causes and propose solutions. Pedestrian incidents, angle or turning-movement crashes, and rear-end collisions are all indicators of different types of issues which can be addressed through geometric improvements.
- 5) **Transit-friendly measures.** In addition to their benefits in mobility and incident mitigation, features such as sidewalks and bike-friendly lanes are complimentary to the DuPage Area Transit Plan, a touchstone of DMMC policy cited in the application. The project is likely to include a multi-use parking lot with secured funding, so we will do everything possible to maximize its capacity and

Crescent Boulevard Concept Study Proposal

(continued)



utilization. Our Report will also consider potential means of improving bus access, drop-offs and pickups.

- 6) **Demonstration studies.** We note three locations in the corridor where roundabouts have the potential to enhance mobility while controlling through speed. We know the Village has often taken a progressive approach to transportation, and we will provide the Village with a practical analysis of this creative design element. The proposed sustainable practices for the parking lot may be applicable here as well.

Schedule & Fees

The entire Burns & McDonnell project team is available to begin work immediately upon Notice to Proceed. We expect the schedule to proceed as follows:

February: Execute contract. Set up project.

March: Establish coordination with project stakeholders. Acquire traffic and survey data. Identify additional sources of funding and timeframe for applications.

April: Develop geometric concepts. Coordinate with field designer on geometrics, field access and drainage.

May: Develop cost estimates and prepare a comparison rubric for completing geometric concepts. Review the results of this analysis with the Village and other interested parties. Eliminate least-feasible components. Continue coordination with field designer. Study pedestrian and bicycle use. Coordinate with the DuPage Mayors and Managers Conference (DMMC) on STP schedule and funding.

June: Prepare pre-final Concept Report. Continue coordination with field designer.

July: Receive comments on pre-final Report. Revise and resubmit for approval. Prepare STP application.

August: Submit STP application in advance of anticipated due date. Applications are typically due in mid-August, but may be moved up to mid-July depending on DMMC workload.

Our fee estimate follows this page.

Limitations

We anticipate no limitations in our ability to successfully perform the scope of work associated with this project in a timely manner.

Additional Information

The following documents are attached for your reference:

- Fee Estimate
- List of Relevant Projects and Studies
- Resumes of Key Staff

Relevant Projects



List of Relevant Roadway Projects

The following is a partial list of recent work relevant to the roadway component of this project. These projects are described in greater detail in the Staff Resumes to follow:

Riford Road:

Reconstruction of 3,000' of local collector street. Burns & McDonnell wrote the Concept Report, submitted the STP application and performed Phase I and II design.

Pasquinelli Drive:

Improvements to an intersection serving 50,000 vehicles per day near the IL 83 interchange in Westmont, IL. Burns & McDonnell submitted the STP application and performed Phase I and II design involving the Village and IDOT.

Blackhawk Drive:

Reconstruction of 2,500' of local collector street in the Village of Westmont. Burns & McDonnell submitted the STP application and performed all phases of project engineering.

Huntley Road:

Reconstruction of three miles of suburban two-lane highway. Burns & McDonnell performed Phase I design featuring coordination with three communities and numerous additional agencies.

Chicago Streetscape:

Installation of landscaped medians and decorative lighting on 4,000' of City of Chicago arterial highways. Burns & McDonnell prepared Phase II plans including geometrics, drainage, aesthetic design and irrigation.

Additional Phase I Studies:

Burns & McDonnell is preparing Categorical Exclusion Reports and Intersection Design Studies for eight intersections in northeastern Illinois, under a CMAQ-funded contract with IDOT.

Additional CMAQ and STP:

Burns & McDonnell has successfully submitted over a dozen other applications for funding of sidewalk or street improvements on behalf of the communities of Downers Grove, Lombard, Westmont, Burr Ridge and Lisle.

List of Relevant Parking Lot Design Projects

Burns & McDonnell staff has been involved in the drainage and/or geometric design of the following parking facilities, among others:

- Parkview Community Church, Glen Ellyn
- Continental Airlines Facility, O'Hare Modernization Program, Chicago
- Wheaton College, Wheaton
- Metra 179th Street Station Commuter Parking, Orland Park
- LA Fastner employee parking, Burr Ridge

A-7
(WITH DRAFT NO. 1)



To: Steve Jones, Village Manager
From: Joe Caracci, Public Works Director
Date: February 8, 2010
Re: Crescent Boulevard / Memorial Field

Background

Crescent Boulevard (between Park Boulevard and Lake Street) is scheduled for rehabilitation as part of our long term street program in 2015. Recently, School District 87 made a presentation in front of the Village Board to discuss their Master Plan for improvements to the Glenbard West campus that included the potential installation of a turf field at Memorial Park. Also included in their presentation were some concept drawings of proposed improvements to Crescent Boulevard that addressed desires to improve safety and traffic flow for the school. The Village Board was open to the concepts presented and was excited to see potential for cooperation between the Village and school district.

Issues

A meeting was held on January 27 between members of the Village, school district, and the school districts architect to discuss the possibility of moving forward on this project.

The School District is planning on implementing Memorial Field improvements this year and is very interested in both advancing the schedule and broadening the scope of future roadway improvements on Crescent. An accelerated and upgraded Crescent Boulevard project would require additional funding; a possible way to stretch available Village dollars would be to qualify the project for inclusion in the federal Surface Transportation Program (STP).

The Village team expressed willingness to proceed with engineering on Crescent to establish a mutually beneficial roadway scope, concept-level plans and costs for improvements. The concept report would be utilized to create the necessary STP application and serve as a resource for upcoming discussions between all interested parties.

District 87 needs to move ahead immediately with detailed engineering for the changes to Memorial Field. Ideally, a single engineering company would be retained by both parties to perform the needed tasks within the available timeframes, including decisions on field configurations that may impact the design of street improvements.

Four firms were invited to submit proposals. We have received three proposals and currently examining the proposals. We hope to have a recommendation ready for the February 15 Workshop discussion on this item. A follow-up memo will be included in next week's packet.

Action Requested

Concurrence from the Village Board that this is a direction we would like to go; and preliminary approval of an engineering firm presented at the February 15, 2010 Village Board Workshop.

Recommendation

I recommend moving forward on the path explained above and hire a consultant to begin the process of STP application and preliminary design. The investment made in starting the project early and applying for potential grant funding could prove financially beneficial to the Village and School District in the long run.

Attachments

- Memorandum authored by Bob Minix dated February 8, 2010 (with attachments)

Interoffice Memorandum

to: Joe Caracci, Public Works Director

from: Bob Minix, Professional Engineer 

subject: Crescent Boulevard Rehabilitation Near Glenbard West High School
Background Information

date: February 8, 2010

The purpose of this memorandum is to report on recent events impacting the timing and scope of improvements to Crescent Boulevard near Glenbard West High School, seeking Village Board concurrence with continued advancement of the project by the Village in concert with School District 87 needs and desires.

On Wednesday January 27, 2010 a Village team – consisting of Village Manager Steve Jones, Public Works Director Joe Caracci and Professional Engineer Bob Minix – met with a District 87 group consisting of Assistant Superintendent for Business Services Chris McClain, Director of Building and Grounds Bob Verisario and President of Legat Architects Patrick Brosnan. The purpose of the meeting was to continue a staff-level dialogue regarding District plans to upgrade the Memorial Field area and possible improvements on Crescent Boulevard to enhance pedestrian and traffic movements, address parking issues and promote aesthetics near Glenbard West.

Please note the attached letter from Mr. McClain that summarizes the discussions conducted that afternoon. The School District is planning on implementing Memorial Field improvements this year and is very interested in both advancing the schedule and broadening the scope of future roadway improvements on Crescent, now scheduled for 2015. As discussed at the meeting, an accelerated and upgraded Crescent Boulevard project would require additional funding; a possible way to stretch available Village dollars would be to qualify the project for inclusion in the federal Surface Transportation Program (STP). We have had successful STP applications in the past; the reconstruction of Riford Road set for this year will receive up to \$1.6 million in STP funds. Applications for the next STP funding cycle will be due into the DuPage Mayors and Managers Conference this summer. In addition, District 87 intends on meeting with local legislators to discuss the project and explore possible implementation strategies.

The Village team expressed willingness to proceed with engineering on Crescent to establish a mutually beneficial roadway scope, concept-level plans and costs for improvements. The concept report would be utilized to create the necessary STP application and serve as a resource for upcoming discussions between all interested parties. The report would also include concept-level plan development for a parking lot on the south side of Crescent between Park and Ellyn (extended). A

significant level of funds from Metra would likely be available for such a facility upon development of a satisfactory shared-use agreement between Metra, the Village and District 87.

District 87 needs to move ahead immediately with detailed engineering for the changes to Memorial Field. Ideally, a single engineering company would be retained by both parties to perform the needed tasks within the available timeframes, including decisions on field configurations that may impact the design of street improvements. As such, following the January 27 meeting, both the District and Village developed individual requests for proposals for distribution to a small group of qualified consultants for their consideration.

The RFP for the Crescent Boulevard concept study is attached, giving further background on the project and information pertaining to the particulars of the requested proposal.

Four firms were invited to submit proposals. Three proposals were received last Friday, with two of the four firms teaming up as a joint venture. The proposals are currently being evaluated by both the Village and District 87 for qualifications and responsiveness according to the specific criteria established by each party.

As the proposals are examined, it should be noted that that each party should select the company best suited for its individual needs and that two firms may be involved moving forward. A recommendation for hiring of the engineer(s) can be made this week, with Village Board consideration of the Crescent Boulevard consultant ready for the February 22, 2010 formal meeting, if desired.

enc. as noted

cc: Steve Jones, Village Manager
Kristen Schrader, Administrative Analyst
Jeff Perrigo, Civil Engineer



Glenbard Township High School District 87

Administration Center ▲ 596 Crescent Boulevard ▲ Glen Ellyn, Illinois 60137-4297 ▲ Phone: (630) 469-9100 ▲ Fax: (630) 469-9107

February 3, 2010

Mr. Steve Jones
Village Manager
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

Dear Steve:

Thanks to you and your team for a very productive meeting on January 27th. As we discussed, District 87 is excited about the prospect of working with the village to improve Crescent Boulevard to provide a safer environment for our students, staff and community. The plans presented by our architect and engineer to both of our boards were well received.

The plan that we collectively believe is the most logical to pursue requires widening of Crescent with a median planter down the center of the boulevard. This plan provides for logical and safe flow of students across Crescent and defined drop off areas for parents. This plan is also consistent with the village greenway corridor concept and is aesthetically pleasing.

We further discussed the fact that community members are making good progress towards their fundraising goal that will trigger next steps to install synthetic turf at Memorial Park. It is extremely important that we consider the Crescent Boulevard plan as we engineer the Memorial Park project to ensure footprint, elevations, right of way (ROW), etc. are considered so our Master Plan is realized. Based on these discussions, both parties agreed that it was prudent to engage with an engineering firm that would focus on both scopes of work (Crescent Boulevard and Memorial Park) to make sure we achieve our objective. Each party would be responsible for the costs related to their relevant scope of work. We concluded that utilizing the same engineering firm and/or firms with strong synergies would be cost effective and would minimize opportunities for dispute.

We reviewed the following options and time frames:

1. **Current Plan:** Village of Glen Ellyn current plan for Crescent Boulevard is to re-surface the existing road. The scheduled date for this plan is currently 2015 with a budget of \$650,000. It is our understanding that this is a simple roadway surface replacement plan which will add a curb but not sidewalk and will eliminate all the parking on the south side of Crescent Boulevard. This parking is currently utilized as overflow and special event parking.

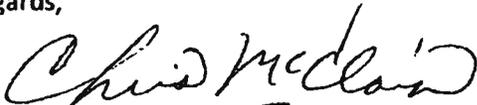
2. **DuPage Mayor & Manager Program - Surface Transportation Program (STP) Plan:** Village of Glen Ellyn team indicated that they would be submitting an application under this program for funding consideration. The Village would consider expanding the scope of work that entails widening the roadway, installing the median and cross walks as shown in District 87's Master Plan developed by Legat Architects and Eriksson Engineering. Application is due August 2010 and relevant factors for STP consideration are: safety, air quality, traffic flow improvement, etc. This program provides funding of up to 70% of the overall cost. Engineering and survey work would be required to submit this application. The best case date for implementation would be 2013 under this program.
3. **Alternate Plan:** In parallel, District 87 personnel intends on having discussions with local legislators to determine if federal funding would be available to implement this plan in near term. Many constituencies would be positively impacted by the implementation of the Crescent Boulevard Project.

Per our agreement, Legat Architects has sent out Requests for Qualification to the list of engineering firms that we collectively agreed upon. Project scopes should be sent from each of our respective teams for response.

Finally, we mentioned that over 50 parking spaces will be 'lost' to the school district once the Crescent Boulevard plan is implemented. We inquired as to whether or not a potential Metra Parking Lot due south of Biester Gym was still a project that could be funded 100% by the Village of Glen Ellyn and Metra. You advised that this is still a very real possibility. We will have further discussions with our board to determine if this is a path that they are interested in pursuing, so that we could 'recover' all parking spaces lost for after school and weekend activities.

Again, we appreciate your co-operation and look forward to working with you on this project.

Regards,



Chris McClain
Assistant Superintendent for Business Services
Glenbard Township High School District 87

cc: Dr. Michael Meissen, Superintendent
Bob Verisario, Director of Buildings and Grounds
District 87 Board of Education
Robert Minix, Village of Glen Ellyn, Professional Engineer
Joseph Caracci, Village of Glen Ellyn, Public Works Director



January 29, 2010

TO: INTERESTED ENGINEERING CONSULTANTS

SUBJECT: **REQUEST FOR PROPOSAL
CRESCENT BOULEVARD CONCEPT STUDY
VILLAGE OF GLEN ELLYN**

Village President
Mark Pfefferman

Trustees
Jim Comerford
Peter E. Cooper
Phillip Hartweg
Carl L. Henninger
Peter F. Ladesic
Michelle Z. Thorsell

Village Clerk
Suzanne R. Connors

Village Manager
Steve Jones

Civic Center
535 Duane Street
Glen Ellyn, IL 60137
630 469-5000
Fax 630 469-8849
Web: www.glenellyn.org

Police Department
535 Duane Street
630 469-1187
Fax 630 469-1861

Public Works Department
30 South Lambert Road
630 469-6756
Fax 630 469-3128

The Village of Glen Ellyn wishes to engage a qualified consulting firm to assess the Crescent Boulevard corridor between Park Boulevard and Riford Road for the purpose of identifying needed road improvements and developing an application for the FY 2011 – 2016 DuPage Surface Transportation Program (STP) for the project. It is anticipated that applications to the DuPage Mayors and Managers Conference will be due in mid-August 2010.

A major stakeholder in the corridor is Glenbard West High School and Glenbard School District #87. Planned improvements to the athletic field areas on the south side of Crescent across from the school, coupled with ongoing challenges to traffic flow and parking, will factor heavily into the scope of possible improvements on Crescent. Project goals would be increased safety (especially for pedestrians), upgraded traffic flow, enhanced aesthetics and improved roadway conditions for the entire study area, but particularly around the Glenbard West. One possible concept plan in the high school area is attached for review. The Village and our consultant will be working very closely with District 87 throughout the Crescent Boulevard project.

The Village also wishes to develop a concept plan for a possible surface parking facility on the south side of Crescent west of the proposed field area improvements, with the goals of maximizing the available spaces in an environmentally friendly and aesthetically pleasing facility. It is anticipated that Metra funds would be available for parking lot construction.

Through the offices of Legat Architects, District 87 wishes to retain a qualified consultant for site engineering related to the installation of a turf facility at Memorial Field. While it would be ideal for the same consultant be hired for both the Crescent Boulevard study and the Memorial Field improvement, the needs and schedules for the Village and District differ; in the event separate engineer's are retained, it is anticipated that the Village consultant will work closely with the District engineer in order to understand the field area needs so that future Crescent Boulevard and parking lot improvements mesh and complement each other. Details about the District 87 consultant needs are contained in a separate RFP package prepared by Legat. **Proposals are due for both projects by 12:00 noon on Friday, February 5, 2010.** Two copies of the proposal for the Crescent Boulevard Concept Study are to be submitted to:

Joe Caracci, Public Works Director
Glen Ellyn Public Works Department
30 South Lambert Road
Glen Ellyn, IL 60137

PROJECT DESCRIPTION

In 2003, an improvements study was performed along the Crescent Boulevard corridor from Park Boulevard to Scott to determine the cost of the reconstruction of the roadway. Daily traffic west of Riford Road was estimated to be 6,000 vehicles per day, with projected future traffic to be only slightly increased. Park Boulevard at Crescent was resurfaced in 2009. Riford Road will be reconstructed north of Crescent in 2010. The roadway between Park and Lake Road is currently in fair to poor condition. The roadway between Lake and Riford was resurfaced in 2004. Crescent, Park and Riford are all FAU routes. A copy of the Crescent roadway plan and profile between Park and Riford is enclosed for your information.

Project key points and issues include, but are not necessarily limited to, the following:

- Close interaction with primary project stakeholders, particularly during the design of the Memorial Field improvements
- Pedestrian crossing(s) of Crescent near Glenbard West: number, location and configuration
- Traffic patterns and flow during school and non-school times – need to look at intersections of Park, Ellyn, Lake, Crescent Court (both) for possible changes and improvements
- Existing and future street parking opportunities
- Drop-off / pick-up areas adjacent to Glenbard West on the north side of Crescent Boulevard
- Sidewalk configurations and extensions
- Memorial Field layouts and pending upgrades with respect to future Crescent Boulevard improvements
- Median configuration and treatments and other possible roadway treatments
- Stormwater detention and water quality issues
- Parking lot: configuration, stormwater, environmental friendliness

Key project stakeholders include:

- Village of Glen Ellyn, particularly the Police and Public Works departments
- Glenbard West High School students, faculty and staff
- Glenbard School District #87
- Metra
- Downtown Plan action committee(s)
- Corridor and nearby residents

Desired work products include:

- Concept Report
- STP Application

PROPOSALS

Please provide a letter proposal describing your approach, recommendations, schedule, limitations and fees for the Village study. Important features/critical items associated with the project should be identified and discussed. A description/discussion of the proposed engineering services work products should be included. A schedule with important milestones should also be provided. Proposal meetings and interactions with Village staff, as well as what items are required from the Village, should also be

discussed. Proposed project meetings, in addition to staff meetings, should be identified. Please note that the Village will make available whatever records or archival information it may possess; however it will be up to the consultant to review the records in person at the Reno Center.

Staff and firm qualifications and project experience may be consolidated into one package instead of repetitious separate submittals. Submission of voluminous qualification material is not necessary.

The form of the contract should be the cost-plus type. Proposed project personnel hours and associated compensation schedule should be provided. Engineering fees should also include an allowance for all direct expenses. It will be the Engineer's responsibility to provide detailed manpower and direct cost information with the project invoices so that all project activities and associated costs are clearly identified. The proposal should be configured or include a suitable contract form for signing by Village officials.

EVALUATION CRITERIA

Some key items will be looked at closely by staff in the evaluation of the consultant qualifications and proposals:

- Expertise in roadway and parking lot design
- Familiarity with the STP application process in DuPage County
- Experience with STP design projects
- Capabilities in stormwater, streetscape design and street lighting
- Experience in rehabilitation of infrastructure in established residential areas
- Schedule for engineering, including readiness to serve and level of commitment to meet the proposed milestone dates
- Project staffing and organization
- Project engineer / project manager background and experience
- Project understanding
- Project approach
- Quality control measures
- Overall quality of the proposal
- References for similar projects

Thank you for your interest in Village of Glen Ellyn projects and the favor of a response to this Request for Proposal in the short time allotted. Please contact me at 630-547-5514 or bobm@glenellyn.org with any questions.

Very truly yours,



Robert J. Minix, Professional Engineer
Glen Ellyn Public Works Department

cc: Steve Jones, Village Manager
Joe Caracci, Public Works Director



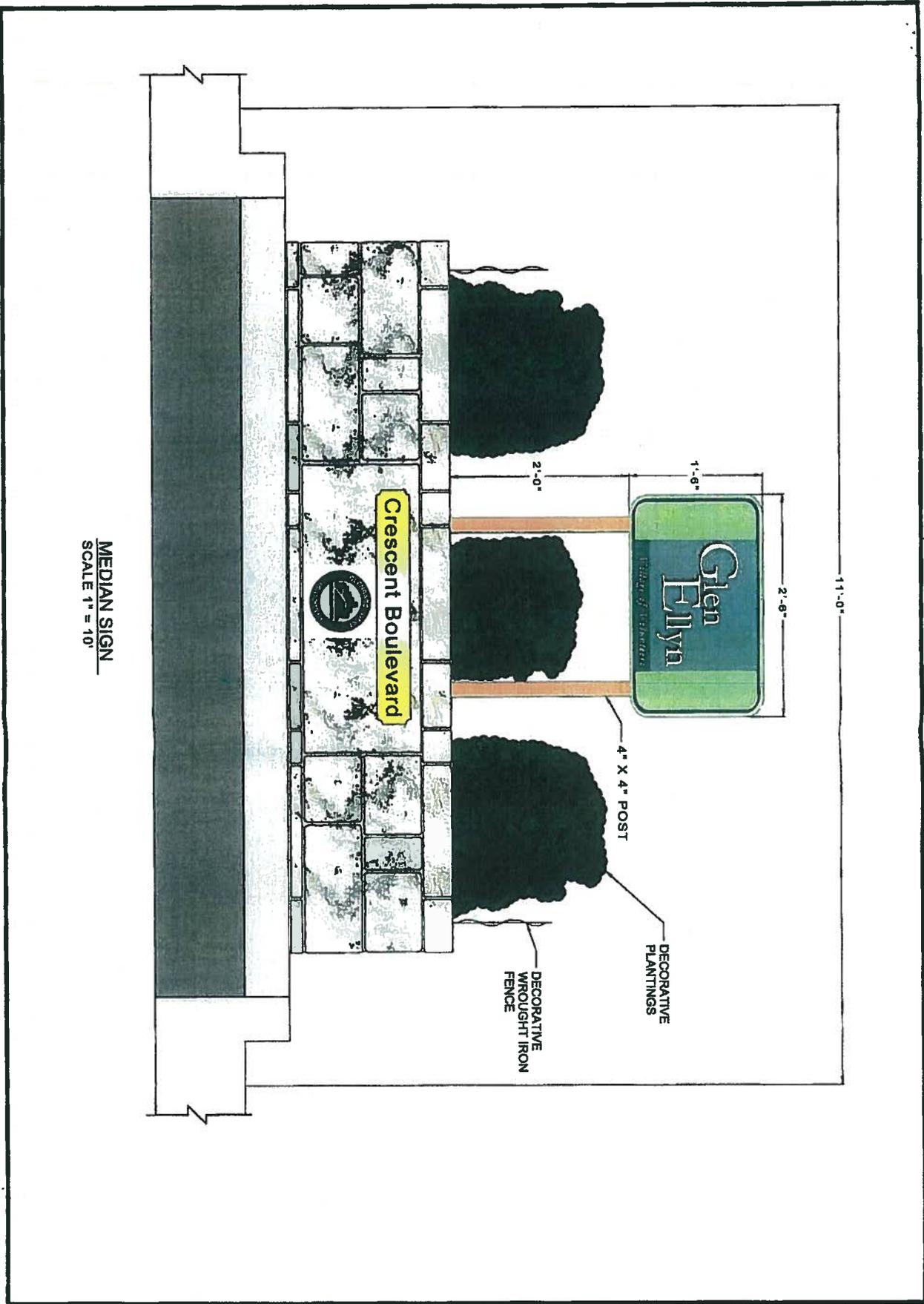
GLENBARD WEST HIGH SCHOOL

670 Crescent Boulevard
 Glen Ellyn, Illinois

ERIKSSON
ENGINEERING
ASSOCIATES, LTD.

1480 W. 15th Street, Suite 200
 Glen Ellyn, IL 60138
 Phone: 630-941-1100
 Fax: 630-941-1101
 Website: www.eriksson-engineering.com

<p>EX-2</p> <p>CONCEPTUAL LAYOUT LEVEL 2</p>	<p>DATE: 5/14/09</p> <p>BY: klneda</p> <p>CHECKED: []</p> <p>SCALE: []</p>
	<p>PROJECT: GLENBARD WEST HIGH SCHOOL</p> <p>SHEET: EX-2</p>



Project No.	
Client No.	
Contract No.	
Revision No.	
Revision Description	
DATE	02/14/09
BY	02/14/09
PROJECT	02/14/09
DATE	02/14/09
BY	02/14/09
PROJECT	02/14/09
DATE	02/14/09
BY	02/14/09
PROJECT	02/14/09

GLENBARD WEST HIGH SCHOOL

670 Crescent Boulevard
Glen Ellyn, Illinois



ERIKSSON
ENGINEERING
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145 ROUNDHURST DRIVE, SUITE 200
GLENBARD, ILLINOIS 60131
TEL: 630-471-8200
FAX: 630-471-8200
WWW.ERIKSSON-ENGINEERING.COM
REGISTERED PROFESSIONAL ENGINEERS
LICENSE NO. 043302011

MEDIAN
EXHIBIT

EX-4