



Village of Mount Prospect
Village Board
Regular Meeting Agenda
50 S. Emerson St. Mount Prospect, IL 60056

**September 17,
2024**

Village Hall - 3rd Floor Board Room

7:00 PM

1. CALL TO ORDER

2. ROLL CALL

- 2.1. Pledge of Allegiance - Trustee Grossi

3. APPROVAL OF MINUTES

- 3.1. Minutes of the regular meeting of the Village Board - September 3, 2024

4. MAYORS REPORT

- 4.1. EMPLOYEE RECOGNITION - Employees Celebrating Quinquennial Anniversaries
- 4.2. PRESENTATION: ETC Award Presentation - "Leading the Way" for the 2023 Community Survey
- 4.3. 1st reading of an ORDINANCE AMENDING CHAPTER 13 (ALCOHOLIC LIQUORS) OF THE VILLAGE CODE OF MOUNT PROSPECT. This ordinance increases the number of Class "F-3" liquor licenses by one (1) HONG DAE INC. d/b/a HONG DAE KOREAN BAR & GRILL located at 125 Randhurst Village Drive, Mount Prospect, IL.
- 4.4. REAPPOINTMENT TO BOARDS AND COMMISSIONS
Board of Fire and Police Chair ~ Jim Powers
Finance Commission ~ Vincent Grochocinski
Special Events Commission ~ Jeannie Macatangay and Fred Steinmiller

5. COMMUNICATIONS AND PETITIONS - CITIZENS TO BE HEARD

6. CONSENT AGENDA

- 6.1. List of Bills - August 28, 2024, to September 10, 2024 - \$2,726,093.02
- 6.2. Motion to approve the purchase of 29 Motorola Mobile Radios for an amount not to exceed \$234,081.91.
- 6.3. RESOLUTIONS APPROVING PLATS OF EASEMENT FOR PROPERTIES LOCATED AT 411 BUSINESS CENTER DRIVE AND 412 BUSINESS CENTER DRIVE FOR THE CONSTRUCTION OF A BIKE PATH.
- 6.4. Motion to approve a change order in the amount of \$17,172.54 to the Schroeder Asphalt Company contract for the rehabilitation of the access road

and parking lot at Fire Station 11.

6.5. A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO FUND A PORTION OF THE BUSSE ROAD IMPROVEMENTS PROJECT (GOLF ROAD TO CENTRAL ROAD) UTILIZING THE ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM (ITEP).

6.6. A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO FUND A PORTION OF THE RAND/KENSINGTON/IL ROUTE 83 INTERSECTION IMPROVEMENTS (RKE) UTILIZING THE ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM (ITEP).

6.7. Motion to purchase one (1) Police Department vehicle through the Northwest Municipal Conference Suburban Purchasing Cooperative for an amount not to exceed \$60,000.00.

6.8. Motion to accept Sourcewell joint purchasing agreement pricing for the purchase of nine Boss snowplows, one Boss tailgate salt spreader, and two electric/hydraulic dump body assemblies for the upfitting of nine new Ford F-series trucks for an amount not to exceed \$125,616.

7. OLD BUSINESS - None

8. NEW BUSINESS

8.1. Motion to accept the proposal from Civiltech Engineering, Inc. to provide consulting services for the Transit Study in an amount not to exceed \$98,000.

8.2. Motion to accept the proposal from Initium Health to provide consulting services for the Community Needs Assessment for an amount not to exceed \$99,550.

8.3. Waive the bid process and accept the GM Government Pricing for the purchase of two 2025 Chevrolet Tahoe pursuit rated police interceptors from Miles Chevrolet for an amount not to exceed \$124,000.00.

9. VILLAGE MANAGER'S REPORT

9.1. As submitted

10. ANY OTHER BUSINESS

11. ADJOURNMENT

ANY INDIVIDUAL WHO WOULD LIKE TO ATTEND THIS MEETING BUT BECAUSE OF A DISABILITY OR NEEDS SOME ACCOMMODATION TO PARTICIPATE, SHOULD CONTACT THE VILLAGE MANAGER'S OFFICE AT 847/392-6000, EXTENSION 5327

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Village of Mount Prospect Regular Meeting of the Village Board Tuesday, September 3, 2024 / 7:00 PM

CALL TO ORDER

Mayor Hoefert called the Regular Meeting of the Village Board to order at 7:06 p.m. in the Board Room at Village Hall, 50 S. Emerson St.

ROLL CALL

Members present upon roll call by the Village Clerk: Mayor Paul Hoefert, Trustee Vincent Dante, Trustee Terri Gens*, Trustee Bill Grossi, Trustee John Matuszak, Trustee Colleen Saccotelli, Trustee Agostino Filippone

Absent: None

**Trustee Gens excused herself from the meeting at 8:36 p.m.*

2.1. Pledge of Allegiance - Trustee Terri Gens

APPROVAL OF MINUTES

3.1. Minutes of the regular meeting of the Village Board - August 20, 2024

Motion by Vincent Dante, second by Bill Grossi to approve minutes of August 20, 2024

Yea: Vincent Dante, Terri Gens, Bill Grossi, John Matuszak, Colleen Saccotelli

Abstain: Agostino Filippone

Nay: None

Final Resolution: Motion Passed

MAYORS REPORT

Mayor Hoefert acknowledged the success of the annual Celebration of Cultures event held on August 24 at Kopp Park.

COMMUNICATIONS AND PETITIONS - CITIZENS TO BE HEARD

Louis Goodman
310 N. School Street

- Asked for updates on issues brought forward by residents during recent Village Board and Coffee with Council meetings. *Mr. Goodman did not specify any specific issue.*

Mayor Hoefert responded, stating any issue brought to the attention of the Board is followed up

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by Village staff appropriately.

CONSENT AGENDA

Motion by Bill Grossi, second by Colleen Saccotelli to approve the consent agenda as presented.

Yea: Vincent Dante, Terri Gens, Bill Grossi, John Matuszak, Colleen Saccotelli, Agostino Filippone

Nay: None

Final Resolution: Motion Passed

6.1. Monthly Financial Report - July 2024

6.2. List of Bills - August 14, 2024, to August 27, 2024 - \$5,204,875.71

6.3. Motion to accept the lowest cost, responsive bid for the 2024 Backyard Drainage Program for an amount not to exceed \$64,300.

6.4. Motion to accept public improvements installed as part of the Raising Cane's restaurant development at 915 East Rand Road.

OLD BUSINESS

7.1. 2nd reading of AN ORDINANCE AMENDING CHAPTER 8, "VILLAGE GOVERNMENT MISCELLANEOUS PROVISIONS," SECTION 115, "CONFLICTS OF INTEREST," OF THE VILLAGE CODE OF MOUNT PROSPECT, ILLINOIS.

Village Attorney Lance Malina provided a few minor revisions from the ordinance presented on August 20, 2024:

- The inclusion of "any subsidiary public body of the village" in the anti-nepotism policy
- The definition of immediate family of public officials was modified to include domestic partner and cohabitant
- Annual disclosure statements will apply to the tax year instead of a 12-month period.

A short discussion ensued to clarify definitions in the proposed ordinance.

Mr. Malina provided the following in response to questions from the Board:

- While the term co-habitant is similar to a domestic partner and is intended to be more inclusive.
- The distinction between a dependent and non-dependent child pertains to the financial support expected for a dependent child.

Public Comment:

A robust discussion among the public followed. Board members answered questions and provided comments throughout the discussion.

Louis Goodman

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310 N. School Street

- Asked if a specific situation or conflict triggered the need for an ethics ordinance.

Mayor Hoefert mentioned that the Board set the goal of implementing an ethics ordinance in 2024 during the Strategic Planning Workshops held in May. This topic was discussed, at length, during a Committee of the Whole meeting in July. The proposed ordinance was presented and discussed at the August 20, 2024, meeting of the Village Board and was held as a first reading.

Ronak McFadden
Mount Prospect resident

- Brought forward concerns regarding the validity of this ordinance. She asked the Board who would be most affected by this ordinance and suggested the ordinance is targeted toward one Board member (Trustee Filippone) whose wife serves on the Village's Finance Commission. She expressed concern regarding the proposed ordinance's restriction on allowing spouses to serve on Village boards and commissions, noting several spouses of Board members have previously served on commissions. She stated that there is value in spouses serving together in the community.
- Expressed concern regarding the proposed ordinance's definition of "dependent child/children" and suggested it should include non-dependent children as well.

Trustee Saccotelli responded that the ordinance impacts the entire Board.

- Requested clarification from Mr. Malina regarding non-profit membership. Mr. Malina provided clarification regarding Board procedures and guidelines for recusal. Mr. Malina added that this ordinance will be codified and will require disclosure of conflict which is different from previous common law practice.

Trustee Dante referred to a recent editorial published in the Daily Herald supporting the proposed ethics ordinance.

Joann Smith

- She stated that this ordinance is a vendetta against one member of the Board.
- Questioned why this ordinance is being brought forward now.

Carole Delahunty
Mount Prospect resident

- Asked if the rules would be grandfathered.

Mr. Malina explained that if the proposed ordinance is approved, it will go into effect immediately. However, it will apply to terms when they expire and require reappointment; it will not be applied immediately to existing terms.

Jill Friedrichs
615 S. School Street

- Supports volunteerism among family members

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- Other volunteer opportunities are available in our community and elsewhere.
- The proposed ordinance is just tweaking existing policies already in place.
- Noted the many ways the Lions Club gives back to the community, including donations to support National Night Out, Family Bike Ride, Scholarships, Tree Lighting Ceremony, Public Works Open House, etc.

Mae DiBenedetto
Mount Prospect resident

- Stated this ordinance has the appearance of targeting a specific elected official.
- Noted the importance of historically significant families in our community who founded and served Mount Prospect and questioned why we would enact an ordinance that would deter volunteerism
- Questioned the timing of this ordinance

Board closing comments:

- Thanked those who spoke for sharing their thoughts and concerns; stated that she supports the revised changes as it will clarify what is expected of board and commission members; this ordinance does not target one person; it will affect the entire Board (Gens)
- The purpose of this proposed ethics ordinance is to establish boundaries and guidelines; it is important to get diverse views from members on our boards and commissions (Matuszak)
- Supports the revised proposed ordinance that enhances and clarifies existing ethics ordinances already in place; employees follow a separate Employee Handbook and Union rules where applicable; this ordinance will codify common law (Grossi)
- The ordinance adds consequences for leaking confidential information; the responsibility of a Board member is to serve the residents and be fiscally responsible stewards. (Dante)

Trustee Filippone read a prepared statement. He stated he supports the establishment of an ethics ordinance. He stated that he submitted his recommendations to the Board for a draft ordinance that followed Illinois law and the policies of neighboring municipalities. Trustee Filippone stated he believes the proposed ordinance is not broad-based and targets himself, his wife, and his business. Trustee Filippone expressed concerns with the draft ordinance and does not support the proposed ordinance as presented. He stated that he remains open to collaborating on an ethics ordinance that is equitable, ethical, comprehensive and consistent with well-established principles.

Mayor Hoefert provided closing comments supporting the proposed ordinance.

Motion by Colleen Saccotelli, second by Bill Grossi to approve the ordinance amending Chapter 8 of the Village Code:

Yea: Vincent Dante, Terri Gens, Bill Grossi, John Matuszak, Colleen Saccotelli

Nay: Agostino Filippone

Final Resolution: Motion Passed

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Ordinance No.6748

Trustee Gens left the meeting at 8:36 p.m.

NEW BUSINESS - None

VILLAGE MANAGER'S REPORT

9.1. Motion to accept lowest-cost, responsive bid for the 2024 Burning Bush Lane Streetlight Improvements Project for an amount not to exceed \$229,500.

Director of Public Works Sean Dorsey presented background information, bid results, and staff recommendations for the 2024 Burning Bush Lane Streetlight Improvements Project.

Mr. Dorsey stated the 2024 streetlight improvements are targeted for Burning Bush Lane between Euclid Avenue and Camp McDonald Road. Burning Bush is classified as a collector street that includes Burning Bush Trails Park and Indian Grove Elementary School. The streetlights will be constructed along the east side of the street. The Village contracted Ciorba Group to perform design and construction engineering. The engineering design services are complete and staff is seeking to enter into a construction contract. Mr. Dorsey stated work is expected to begin in October and be completed before the end of the year.

Staff received two bids for this project. The lowest cost bid was submitted by Utility Dynamics of Oswego. Utility Dynamics has successfully completed several lighting improvement projects within the Village. Staff recommends including a 10% contingency in the project award to allow for unanticipated construction conflicts. Mr. Dorsey stated staff recommends awarding the 2024 Burning Bush Lane Streetlight Improvements project to Utility Dynamics for an amount not to exceed \$229, 500.

Mr. Dorsey answered a few questions from the Board.

Motion by John Matuszak, second by Vincent Dante to accept the lowest cost bid from the 2024 Burning Bush Lane Streetlight Improvements Project.

Yea: Vincent Dante, Bill Grossi, John Matuszak, Colleen Saccotelli, Agostino Filippone

Absent: Terri Gens

Nay: None

Final Resolution: Motion Passed

9.2. As submitted

No additional business

ANY OTHER BUSINESS

No additional business

ADJOURNMENT

With no additional business to conduct, Mayor Hoefert asked for a motion to adjourn. Trustee

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Matuszak seconded by Trustee Dante motioned to adjourn the meeting. By unanimous voice vote, the September 3, 2024 Regular Meeting of the Village Board of Trustees adjourned at 8:46 p.m.

Respectfully submitted,

Karen M. Agoranos
Village Clerk



Item Cover Page

Subject	EMPLOYEE RECOGNITION - Employees Celebrating Quinquennial Anniversaries
Meeting	September 17, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD
Fiscal Impact (Y/N)	
Dollar Amount	
Budget Source	
Category	MAYORS REPORT
Type	Presentation

Information

Village employees celebrating twenty plus quinquennial years of service will be recognized.

Discussion

Alternatives

Staff Recommendation

Attachments

None



Item Cover Page

Subject	PRESENTATION: ETC Award Presentation - "Leading the Way" for the 2023 Community Survey
Meeting	September 17, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD
Fiscal Impact (Y/N)	
Dollar Amount	
Budget Source	
Category	MAYORS REPORT
Type	Presentation

Information

The Village is a recent recipient of ETC Institute's "Leading the Way Award" for the 2023 Community Survey. The award was created to recognize local governments for outstanding achievement in the delivery of services to residents. Results of the 2023 Community Survey are available on the Village website www.mountprospect.org/community/2023-community-survey and a presentation on the results occurred at the [April 9, 2024, Committee of the Whole](#) meeting.

Recipients of the *Leading the Way* award rank in the top 10% of all local governments in the United States with regard to their composite performance in the three core areas that are assessed on ETC institute's DirectionFinder® Survey:

- Satisfaction with the overall quality of services
- Satisfaction with customer service provided by employees, and
- Satisfaction with the value residents think they receive for local taxes and fees.

A maximum of 100 points are awarded in each of these three areas based on the results of the survey. In order to rank in the "Top 10% of All Cities", a city must have received a composite score of 210 or more, which means the city scored an average of at least 70 points in all three areas. The threshold of 210 was established using the results of surveys from more than 450 communities that have participated in ETC Institute's DirectionFinder® Survey over the past two years.

The Village of Mount Prospect's composite rating was 250, which is 72 points above the average composite score of 178 for all cities in the United States.

In addition to ranking in the top 10% overall for all cities that participated in our DirectionFinder®, the Village ratings exceeded the national average by more than 20% for the 42 areas listed below.

- Quality of customer service (+52%)
- Maintenance of Village streets (+48%)
- Maintenance of the Village's Downtown (+44%)
- Emergency preparedness (+44%)
- Availability of information on services/activities (+43%)
- Quality of services provided by the Village (+42%)
- Snow removal on streets in your neighborhood (+42%)
- Timeliness of information (+41 %)
- Effectiveness of Village communication (+40%)
- Quality of Village's website (+37%)
- Cleanliness of streets & other public areas (+37%)
- Fire Department EMS education programs (+37%)
- Conditions of streets in your neighborhood (+36%)
- Quality of residential curbside recycling service (+36%)
- Police education programs (+36%)
- Snow removal on major Village streets (+35%)
- Overall quality of public schools (+35%)
- Value you receive for tax/fees (+35%)
- Mowing/tree trimming along streets & public areas (+34%)
- Condition of major Village streets (+34%)
- Quality of electrical service (+34%)
- Quality of organics, yard waste & brush collection service (+34%)
- Maintenance of Village owned buildings (+33%)
- Overall quality of Park District services (+32%)
- Enforcement of Village codes/ordinances (+32%)
- Overall quality of police protection (+32%)
- Quality of Village's social media (+32%)
- Quality of wastewater services (+31 %)
- Overall quality of police response times (+29%)
- Overall image of the Village (+28%)
- Quality of residential garbage collection service (+28%)
- Maintenance of street signs & traffic signals (+27%)
- Quality of drinking water (+27%)
- Overall quality of Library services (+26%)
- Condition of sidewalks in your neighborhood (+26%)
- Overall feeling of safety in the community (+25%)
- Street lighting on major streets (+24%)
- Feeling of safety in parks/trails/recreational areas (+24%)
- Overall quality of emergency medical services (+22%)
- Quality of stormwater management & drainage (+22%)
- Enforcement of traffic laws (+20%)
- Efforts to prevent crime (+20%)

More information on the history of the award, as well as ETC's promotion of the Village's accomplishments, is included in the attached award letter and on their website at etcinstitute.com.

Discussion

Alternatives

1. Discuss receiving ETC Institute's *Leading the Way* award.
2. Action at the discretion of the Village Board.

Staff Recommendation

ETC Presentation and open a discussion on the Village of Mount Prospect receiving ETC Institute's *Leading the Way* award.

Attachments

1. Leading the Way Award Winners - Summer 2024 Announcement



ETC INSTITUTE

MARKETING RESEARCH, DEMOGRAPHY, STATISTICAL APPLICATIONS

725 W. FRONTIER CIRCLE, OLATHE, KANSAS 66061
(913) 829-1215 FAX: (913) 829-1591

July 10, 2024

Michael J. Cassidy
Village Manager
Village of Mount Prospect
50 S Emerson St.
Mount Prospect, IL 60056

Subject: Leading the Way Award Winners – Summer 2024 Announcement

Dear Mr. Cassidy,

On behalf of ETC Institute, **I want to congratulate the Village of Mount Prospect for winning our Leading the Way Award.**

ETC Institute's "Leading the Way Award" was created to recognize local governments for outstanding achievement in the delivery of services to residents. Recipients of the award rank in the top 10% of all local governments in the United States with regard to their composite performance in the three core areas that are assessed on ETC Institute's DirectionFinder® Survey:

- satisfaction with the overall quality of services
- satisfaction with customer service provided by employees, and
- satisfaction with the value residents think they receive for local taxes and fees.

A maximum of 100 points are awarded in each of these areas based on the results of the survey. In order to rank in the "Top 10% of All Cities", a community must have received a composite score of 210 or more, which means the community scored an average of at least 70 points in all three areas. The threshold of 210 was established using the results of surveys from more than 450 communities that have participated in ETC Institute's DirectionFinder® Survey over the past two years. **The Village of Mount Prospect's composite rating was 250 which was 72 points above the average composite score of 178 for all communities in the United States.**

The Village of Mount Prospect is truly setting the standard in many areas. In addition to ranking in the top 10% for all cities in the United States, the Village of Mount Prospect's ratings exceeded the national average by more than 20% for the 42 areas listed below and on the following page:

- Quality of customer service (+52%)
- Maintenance of Village streets (+48%)
- Maintenance of the Village's Downtown (+44%)
- Emergency preparedness (+44%)
- Availability of information on services/activities (+43%)
- Quality of services provided by the Village (+42%)
- Snow removal on streets in your neighborhood (+42%)
- Timeliness of information (+41%)
- Effectiveness of Village communication (+40%)
- Quality of Village's website (+37%)
- Cleanliness of streets & other public areas (+37%)
- Fire Department/EMS education programs (+37%)
- Conditions of streets in your neighborhood (+36%)

- Quality of residential curbside recycling service (+36%)
- Police education programs (+36%)
- Snow removal on major Village streets (+35%)
- Overall quality of public schools (+35%)
- Value you receive for tax/fees (+35%)
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- Overall quality of emergency medical services (+22%)
- Quality of stormwater management & drainage (+22%)
- Enforcement of traffic laws (+20%)
- Efforts to prevent crime (+20%)

Since 1999, ETC Institute's DirectionFinder® Survey has been administered to nearly 2.3 million residents in all 50 states. Although ETC Institute has provided "benchmarking" data that has allowed communities, like Mount Prospect, to compare their results with other communities for many years, ETC Institute did not formally recognize the top performers until 2020.

The crystal award that you are receiving weighs 11 pounds to represent the 11 communities that participated in ETC Institute's DirectionFinder® Survey the first year the survey was conducted in 2000.

More details about the Leading the Way Award, including the names of other award winners, are now available on our website at etcinstitute.com.

ETC Institute will feature the Village of Mount Prospect as a winner of the award on our website and social media pages over the next few weeks. If you would like us to present the award virtually at a future meeting, we would be glad to do so. We can even provide a sample press release if needed.

Once again, congratulations to you, the Mayor, the Board of Trustees, and all Village staff for your outstanding achievements!

Sincerely,



Christopher Tatham, CEO
 Chris.Tatham@etcinstitute.com
 913-669-6053



Item Cover Page

Subject	1st reading of an ORDINANCE AMENDING CHAPTER 13 (ALCOHOLIC LIQUORS) OF THE VILLAGE CODE OF MOUNT PROSPECT. This ordinance increases the number of Class "F-3" liquor licenses by one (1) HONG DAE INC. d/b/a HONG DAE KOREAN BAR & GRILL located at 125 Randhurst Village Drive, Mount Prospect, IL.
Meeting	September 17, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD
Fiscal Impact (Y/N)	
Dollar Amount	
Budget Source	
Category	MAYORS REPORT
Type	Action Item

Information

On Thursday, September 5, the Village Manager and executive assistant met with Ms. Ji Young Lim and advisor Mr. Tai Park to request a Class "F-3" liquor license for her upcoming Hong Dae restaurant located in Randhurst Village. The Class "F-3" license provides for full service of alcohol in a restaurant with a lounge. This location has been vacant since 2020, previously housing E&O and Minta restaurants.

Ms. Lim, introduced to the Randhurst location through Mr. Park (owner of Mr. Kimchi Korean BBQ also in Randhurst Village), has managed a restaurant in Rockford for Mr. Park and is now branching out on her own. Ms. Lim brings a wealth of experience, having managed Treasure Island restaurants in Las Vegas for 8 years after moving from Korea where she ran a hotel. Opening her own restaurant is an "American Dream" come true for her.

Hong Dae, covering 6,300 square feet, will have 40 seats inside and a custom dining room for private events. Ms. Lim aims to offer a dining experience reminiscent of Hongdae, Seoul; offering a fusion of traditional Korean dishes along with a Korean street food menu and modern cocktails. The restaurant will be open seven days a week from 11.00 a.m. to midnight serving lunch and dinner. An October opening is anticipated.

A completed application along with fees and other required documentation is on file. Ms. Lim has submitted a background check in association with the Hong Dae liquor license. As required by the liquor code, she has completed a classroom certified liquor server course and all employees involved in the delivery of alcohol will also be Bassett certified.

Discussion

Alternatives

1. Approval of an ordinance creating a new Class “F-3” license for Hong Dae Korean Bar & Grill.
2. Action at the discretion of the Village Board.

Staff Recommendation

Staff recommends approval of an ordinance creating a new Class “F-3” license for Hong Dae Korean Bar & Grill.

Attachments

1. Hong Dae

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 13 OF THE
VILLAGE CODE OF MOUNT PROSPECT

BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF MOUNT PROSPECT, COOK COUNTY, ILLINOIS ACTING IN THE EXERCISE OF THEIR HOME RULE POWERS:

SECTION ONE: That in accordance with Subsection A of Section 13.108 of Chapter 13 of the Village Code of Mount Prospect, as amended, the Corporate Authorities shall determine the number of Liquor Licenses available in each Classification and shall establish a list specifying the number of Liquor Licenses authorized. Said list is hereby amended This Ordinance will increase the number of Class "F-3 licenses by (1) HONG DAE INC. d/b/a HONGDAE KOREAN BAR & GRILL located at 125 Randhurst Village Drive, Mount Prospect, IL. Said list is as follows:

Five (5)	Class P-1 License
Nine (9)	Class P-2 License
One (1)	Class P-3 License
Zero (0)	Class P-4 License
Zero (0)	Class P-5 License
Nine (9)	Class F-1 License
One (1)	Class F-1-V License
Seven (7)	Class F-2 License
Five (5)	Class F-2-V License
Seventeen (17)	Class F-3 License
Eleven (11)	Class F-3-V License
One (1)	Class F-4-V License
Three (3)	Class F-5 License
Two (2)	Class F-6 License
One (1)	Class F-7 License
One (1)	Class F-8 License
Two (2)	Class S-1 License
Three (3)	Class S-2 License
Zero (0)	Class S-3License
Zero (0)	Class S-4License
One (1)	Class S-5 License
Two (2)	Class S-6 License
One (1)	Class S-7 License
One(1)	Class S-8 License
Zero (0)	Class S-9(with conditions as Attached to License)

SECTION TWO: That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form in the manner provided by law.

AYES:

NAYS:

ABSENT:

PASSED and APPROVED this _____ day of _____, 2024.

Mayor

ATTEST:

Village Clerk

<u>Class</u>	<u>Establishment</u>	<u>Number</u>
P-1	Cardinal Wine & Spirits; D&H Liquors; Jay Liquors; Jenny's Liquors; Mount Prospect Liquors & Tobacco;	5
P-2	Caputo's Fresh Market; Costco; Fiesta Market; KD Market; Osco Drug Store; CVS Pharmacy; Walgreens #00209 (Kensington); Walgreens #05107(Elmhurst); Wal-Mart #1681	9
P-3	Aldi;	1
P-4		0
F-1	Chung Wa 827; Honey Biscuit; Izakaya Sankyu; LePeep Café; Los Arcos; MI Restaurant; Mr. Kimchi Korean BBQ; New Pusan Restaurant; Pueblo Viejo;	9
F-1-V	La Presa;	1
F-2	Buona; E-Sushi; Misoya Chicago; MOD Pizza; Sakae Restaurant; Trilokah Wingsnob	7
F-2-V	Avanti Café and Sandwich Bar; Jelly Café; Mr. Beef & Pizza; Rosati's Pizza; Tortas Locas	5
F-3	Balkan Taste; BlackFinn –Randhurst Grille; Buffalo Wild Wings Grill and Bar; Fellini Restaurant & Pizzeria; Hacienda El Sombrero; Hong Dae; Khepri Kitchen +Coffee; Lady Dahlia Tequila Bar; Mia's Cantina; Mr. Kimchi Korean BBQ; Mount Prospect Public House; Patina Wine Bar; Summertime; Tavern on Elmhurst; Texas Road House; The Prospect; Trezero's;	17
F-3-V	Big Fish's Icehouse; Canta Napoli; Draft Picks; Emerson's; Jameson's Charhouse; Langostino's Nayarit; Moretti's; Mrs. P & Me; Pap's Ultimate Bar & Grill; Station 34; The Red Barn;	11
F-4-V	Prospect Moose Lodge	1
F-5	Emerald Banquets; Olive Palace; Victoria in the Park	3
F-6	Mt. Prospect Park District-Golf Course; Prospect Heights Park District	2
F-7	Dave's Specialty Foods	1
F-8	Salerno's Pizzeria & Eatery & Whiskey Hill Brewing & Kitchen	1
S-1	Four Points by Sheraton Mount Prospect; Hampton Inn & Suites	2
S-2	Bowlero; Golf Factory; The Picklr	3
S-3		0
S-4		0
S-5	AMC Randhurst 12	1
S-6	Amethyst Skye; Lumi Studio & Shoppe	2
S-7	Northern Fork	1
S-8	Two Eagles Distillery	<u>1</u>
		83



Item Cover Page

Subject **REAPPOINTMENT TO BOARDS AND COMMISSIONS**
Board of Fire and Police Chair ~ Jim Powers
Finance Commission ~ Vincent Grochocinski
Special Events Commission ~ Jeannie Macatangay and Fred Steinmiller

Meeting September 17, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category MAYORS REPORT

Type Mayor's Report

Information

Board of Fire and Police Commission

<i>Reappointment</i>	Chair Term to expire September 2025
Jim Powers	Term to expire September 2027

Finance Commission

<i>Reappointment</i>	
Vincent Grochocinski	Term to expire September 2028

Special Events Commission

<i>Reappointment</i>	
Jeannie Macatangay	Term to expire September 2028
Fred Steinmiller	Term to expire September 2028

Discussion

Alternatives

Staff Recommendation

Mayor Hoefert recommends the above-listed individual for reappointment to the Finance, Board of Fire and Police and Special Events Commission. He believes all will continue to represent the Village fairly and objectively.

Attachments

1. September reappointments

Village of Mount Prospect
Mount Prospect, Illinois

INTEROFFICE MEMORANDUM



TO: BOARD OF TRUSTEES
VILLAGE MANAGER MICHAEL CASSADY
FINANCE DIRECTOR AMIT THAKKAR
POLICE CHIEF MICHAEL ETERNO
SPECIAL EVENTS CHAIR BRIAN LAMBEL

FROM: MAYOR PAUL WM. HOEFERT

DATE: SEPTEMBER 10, 2024

SUBJECT: APPOINTMENT/REAPPOINTMENT TO BOARDS AND COMMISSIONS

I hereby nominate the following individuals for reappointment to the following Board & Commissions:

Board of Fire and Police Commission

Reappointment

Jim Powers

216 Eric Avenue

Chair Term to expire September 2025

Term to expire September 2027

Finance Commission

Reappointment

Vincent Grochocinski

607 S. William

Term to expire September 2028

Special Events Commission

Reappointment

Jeannie Macatangay

705 N. Windsor

Term to expire September 2028

Fred Steinmiller

232 N. Cathy

Term to expire September 2028

I recommend the above-listed individuals for reappointment and believe all will represent the Village fairly and objectively.

A handwritten signature in black ink, appearing to read "Paul Wm. Hoefert", is written over a light blue horizontal line.

PAUL WM. HOEFERT
Mayor PH/dj



Item Cover Page

Subject **List of Bills - August 28, 2024, to September 10, 2024 - \$2,726,093.02**

Meeting September 17, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category CONSENT AGENDA

Type Action Item

Information

Attached is the List of Bills for August 28, 2024, to September 10, 2024 - \$2,726,093.02

Discussion

Alternatives

1. Approve the attached List of Bills for August 28, 2024, to September 10, 2024 - \$2,726,093.02.
2. Action at the discretion of the Village Board.

Staff Recommendation

Staff recommends approval of the attached List of Bills for August 28, 2024, to September 10, 2024 - \$2,726,093.02

Attachments

1. List of Bills - August 28, 2024 to September 10, 2024

VILLAGE OF MOUNT PROSPECT
List of Bills
August 28, 2024 - September 10, 2024

Fund	Vendor Name	Invoice Description	Amount
001	General Fund		
	ACS State & Local Government Solutions	Illinois State Disbursement Unit	\$ 3,614.31
	Advanced Tree Care	Removal of Parkway Trees 7/24-8/16/24	9,584.00
	Air One Equipment, Inc.	Helmet numbers and name patches for turnout gear	199.00
		SCBA Parts and Supplies	265.92
		Turnout Gear	3,417.00
		Helmet numbers and name patches for turnout gear	117.00
	Alert-All Corporation	300 Mini Fire Hydrant Stress Toys	690.00
		500 Sparky Sticker Sheets for Open House	275.00
	Allscape, Inc.	Turf Mowing throughout the Village 8/19/24	2,150.00
		Turf Mowing throughout the Village 8/26/24	2,150.00
	Amazon Capital Services	Publication for Dept. library 09/02/24	20.02
		Publications for Dept. library 08/26/24	353.96
		Cultural flag and glue dots	26.89
		Post-It Notes, Invisible Tape, Calculator Paper Rolls	70.23
		Tote bags for aging in community	65.98
		Tent stakes for the nozzle rack for training	8.99
		Phone chargers and holsters 09/03/24	89.14
		Rescue buoy for dive team	59.39
		Shower Curtains for PD	251.88
		Braun Thermoscan Pro 6000 probe covers	91.96
		Fire blanket for a car used for training	469.99
		Credit Memo	(21.59)
		Coffee Cups & Yellow Highlighters	33.24
		C Batteries	74.84
		Flags, clip boards, pencil cases, binder clips	62.50
		Microphone for Zoom calls - St 12	41.00
	American Landscaping Inc.	Grass Cutting - 300 W. Central, 8/6/24	745.00
		Grass Cutting - 1100 W. NW Hwy., 8/7/24	596.00
		Grass Cutting - 1813 Wood St., 8/7/24	298.00
	Anderson Lock Company	St 13 bi fold door hardware	180.00
	Arrowhead Scientific Inc.	ET supplies 08/27/24	831.65
	Avanti Cafe & Sandwich Bar, Inc.	Food for 20th Anniversary CERT Team Reception 8/20/24	340.72
	Banner Sales and Consulting Inc	Injectable fertilizer	217.00
	Barchan, Marek	Refund Permit Fee #RB24-001311 (1103 Hemlock)	100.00
	Baxter & Woodman, Inc.	GIS Migration 07/18-08/07/2024	10,790.00
	Bedco Mechanical	2024 Maintenance Contract for HVAC repairs 8/23/24	661.10
	Board of Trustees of the University of Illinois	Training registration 05/06/24-08/22/24	14,868.00
		Training registration 07/01/24	420.00
	Builders Asphalt LLC	Various patching	462.66
		Various patching	232.32
		Various patching	270.60
	Case Lots, Inc.	Custodial Supplies	1,990.78
	CDS Office Systems, Inc.	Replacement power supplies for squads 08/27/24	716.13
	Chaudhary, Ashar	CDL Reimbursement	30.00
	Chem-Wise Pest Management	Monthly pest control - 2000 E Kensington - September 2024	30.00
		Monthly pest control - 911 E Kensington - September 2024	40.00
		Monthly pest control - 111 E Rand - September 2024	40.00
		Monthly pest control - 1700 W Central - September 2024	215.00
	Chicago Tribune	Chicago Tribune print and digital renewal thru 09/26/25	605.99
	Choi, Ann	2024 APA-IL State Conference Reimbursement 9/25-9/27/24	400.00
	Clerk of the Circuit Court of McHenry County	Garnishment	547.85
	Comcast	Comcast subscription for VMO 08/12/2024 - 09/11/2024	20.96
		Internet Service 9/1/2024-9/30/2024	167.90
		Cable Service - 8/18/2024-09/17/2024	41.91
	Cornerstone Partners Horticultural Services	Landscape Maintenance throughout the Village August 2024	17,203.50
	Des Plaines Journal Inc	Legal Notice PZ-12-24 2004 W Lonnquist Blvd	171.57
	Dogteampro Inc	Yearly fee for 2K-9 handler licenses 10/29/24-10/28/25	499.00
	Dupage Topsoil Inc.	Pulverized topsoil 8/22/24	478.80
	Eckert, Lisa	Newsletter Design June, July, August, Sep 2024	8,820.00
		Design of Journal & Topics Ads Summer 2024	275.00
		Banners & rack card design - Block Party 2024	1,850.00

VILLAGE OF MOUNT PROSPECT
List of Bills
August 28, 2024 - September 10, 2024

Fund	Vendor Name	Invoice Description	Amount
001	General Fund (continued)		
	Eckert, Lisa (continued)	FOTG 2024 rack card, poster & banner design	500.00
		Rack card & bus ad design - Celebration of Cultures 2024	950.00
	Endeavor Health Medical Group	Pre-employment physical 08/15/24	78.00
		Pre-employment physical 08/15/24	109.00
		Pre-employment physical 08/15/24	988.00
		Pre-employment physical 08/16/24	78.00
		Pre-employment physical 08/21/24	1,089.00
	Experian	Background checks 07/27/24-08/30/24	80.00
	Fahey, Paul	Helium for Celebration of Cultures	109.98
	Federal Express Corp	Shipping - SCBA Mask Fit Machine - 8/1/24	31.92
		Shipping Charges 08/19/2024	59.96
	Fire Pension Fund	Fire Pension	32,632.37
	Five Star Valet	Valet Services Restaurant Row 08/01/24-08/31/24	4,650.00
	G & J Associates, Inc.	Replacement Banners	1,001.93
	Galls, LLC	Squad emergency supplies 08/17/24	254.50
		Squad emergency supplies 08/17/24	254.50
		Squad emergency supplies 08/17/24	254.50
	Garvey's Office Products	Office supplies 09/03/24	235.94
	Gordon Flesch Company, Inc.	Leasing Contract M204292 09/22/24-10/21/24	3,186.49
		Print Usage 07/22/24-08/21/24-Contract M204292	1,631.87
	Graybar Electric Co.	Street light pole and pedestrian pole - HQ Residence redevelopment	3,550.65
	Gudmunson, Nicholas	Corn stalks, strawbale for Oktoberfest and pedestrian poles	1,820.00
	Home Depot USA Inc	Various Divisions parts and supplies	1,156.18
		Statement - 07/22/24 - 08/21/24	59.76
	Hygieneering Inc	Industrial Hygiene Assessment 8/22/24	4,950.00
	ICMA Retirement Trust - 457	MissionSquare 457	47,326.35
	Illinois American Water Company	Water Service 2000 E Kensington Rd 8/31/24 - 9/30/24	45.08
	Illinois Department of Revenue	IL State Withholding	55,684.94
		IL State Withholding	34.02
	Illinois EPA	Site Remediation Program Application - 310 W Northwest Hwy	2,500.00
	Illinois Sister Cities Association	2024 State Sister Cities dues 1/1/24-12/31/24	50.00
	Illinois Truck Enforcement Association Ltd.	Conference registration 11/13-15/24	300.00
	Intergovernmental Per.ben.coop	IPBC - September 2024	445.00
	Internal Revenue Service	Federal Withholding	251,222.56
		Federal Withholding	376.06
	International Assoc of Arson Investigators IL Chap	Terrence Hoyle Arson Invest. Training Conference 5/22-23/24	110.00
	International Association of Chiefs of Police	Annual conference registration 10/19-22/24	500.00
		Annual conference registration 10/19-22/24 and membership 2024	690.00
		Annual conference registration 10/19-22/24	500.00
		Annual conference registration 10/19-22/24 and membership 2024	635.00
	Jones and Bartlett Publishers Inc.	VMO, Rope Rescue, Fundamentals textbooks	250.38
	Emergency Assistance	Emergency Assistance	1,150.00
	Emergency Assistance	Emergency Assistance	108.00
		Emergency Assistance	108.00
	Lee Jensen Sales Co Inc	Generator for Celebration of Cultures 8/24/24	155.00
	Liquid Soul	Fridays on the Green 9/6/24	2,500.00
	Mac Strategies Group Inc	Legislative and Lobbying Services September 2024	5,000.00
	Masimo Americas Inc	SPO2 Sensors	520.00
		Adult central sensors	480.00
		Freight charge for invoice 3460611	9.00
	Maxx Contractors Corp	Debris Hauling and Aggregate Material Delivery 8/28/24	361.16
		Debris Hauling and Aggregate Material Delivery 8/29/24	78.85
	McMaster-Carr Supply Co	Bearing for 4524 hose reel	84.51
	Menard Inc.	Sprinkler replacement parts	109.06
		Basin Supplies	119.33
		ET supplies and supplies for Accident reconstruction team 8/27/24	35.43
		Cleaning Supplies	93.70
	Menelle, Mike	Sidewalk Square Rebate - 1703 Beech	610.00
	Metro Federal Credit Union	MP Fire Local 4119 Dues	3,073.00
		Gift cards for 2024 quinquennial recipients	949.50
	Michael Wagner & Sons, Inc.	VH bathroom parts	297.34

VILLAGE OF MOUNT PROSPECT
List of Bills
August 28, 2024 - September 10, 2024

Fund	Vendor Name	Invoice Description	Amount
001	General Fund (continued)		
	Michael Wagner & Sons, Inc. (continued)	Ejector pump for School House	411.04
	Midwest Power Industry Inc	St #12 BLD Generator issue 8/26/24	909.77
	Moran Consulting Inc	Training Building Effective Relationships 8/26/24	1,267.23
	Morton Suggestion Co.	Supplies for Community events 09/04/24	356.03
	Mount Prospect Chamber of Commerce	MPCC Website Improvement Grant Program August 2024	2,862.00
		Vouchers redeemed at celebration of cultures 2024	53.00
	Mount Prospect Emergency Food Pantry	Payroll 8/30/24 Village TTE Check	143.00
	Mount Prospect Historical Society	2024 Budget Allocation - September 2024	4,166.66
	Multisystem Management Company	Custodial Services for all Buildings - August 2024	14,585.68
	Murnane Paper Company	Copy Paper	878.00
	Nationwide Mutual Insurance Company	Nationwide 457	21,601.39
	NCPERS Group Life Insurance	NCPERS Group Life Insurance September 2024	409.60
	NICOR	Natural Gas - 11 E NWH - 7/22-8/21/24	44.30
		Natural Gas - 1807 N River - 7/18-8/19/24	47.33
	Northwest Central Dispatch System	Member Assessment - October 2024	33,102.73
	Northwest Electrical Supply	PD fire panel	73.24
	Novak & Parker Inc.	Com Dev Kitchen microwave	245.00
	ODP Business Solutions LLC	Pens markers & papers	61.45
		Office Supplies	7.62
	Per Mar Security Services	Celebration of Cultures Overnight Security 8/24/24	665.00
	Perma-Seal Basement Systems	Refund Permit Fee #RB24-000539 (601 Noah)	100.00
	Petty Cash	Petty cash 09/04/24	224.98
	Phoenix Irrigation Supply	Sprinkler replacement parts	163.92
	Emergency Assistance	Emergency Assistance	300.00
	Police Pension Fund	Police Pension	39,038.40
	Precise Digital Printing Inc	Holiday House Decorating Contest Yard Signs 2023	78.75
	Promos 911, Inc.	500 Microfiber Cloths for Cleaning Glasses	442.85
		General Pub Ed Giveaways and Open House	2,571.75
	Pueblo Viejo Inc	Vouchers redeemed at celebration of cultures 2024	138.00
	Ray O'Herron Co Inc	Uniform supplies 08/29/24	145.95
	Republic Services, Inc.	Refuse Disposal Program - August 2024	1,180.91
	Robert W. Hendricksen Co.	Tree Trimming throughout the Village 7/29-8/26/24	14,118.25
	Saidova, Ziedakhon	Refund Permit Fee #RB24-001131 (1717 Crystal)	200.00
	Stephen A Laser Associates PC	Pre-employment testing 08/27/24	4,600.00
	Stericycle, Inc.	Steri-Safe Select monthly - September 2024	212.08
	Sullivans Law Directory	Publication of VOMP vs Henry and Cecyia Karcz 8/20/24	627.21
	Superior Industrial Supply Co.	Custodial Supplies paper products	1,534.50
	Swat, Kevin	Illinois Boat Ed class registration 4/18/24	44.95
	Symbolarts, LLC.	Badges for Dept. inventory 08/29/24	190.00
	Tasty Tales LLC	Vouchers redeemed at celebration of cultures 2024	116.00
	Terrace Supply Company	Oxygen	147.02
	The Davey Tree Experts Company	Log disposal fees 8/13/24	150.00
	The Stevens Group LLC	Business cards 08/23/24	110.00
		Business cards for SW And Senior activities coordinator	115.00
		Business Cards	240.00
	T-Mobile USA Inc	Tower search for case #24-15363 08/23/24	50.00
		Charges for increased data lines 07/21/24-08/20/24	478.54
	TransUnion Risk and Alternative Data Solutions Inc	Background checks - August 2024	326.00
	Trilokah Inc	Vouchers redeemed at celebration of cultures 2024	72.00
	Trugreen Limited Partnership	Turf weed control/fertilizer for Village mowing sites 8/15/24	178.50
		Turf weed control/fertilizer for Village mowing sites 8/16/24	30.81
	TSWT Acquisitions	Refund Permit Fee #RB24-001262 (310 George)	100.00
	Uline Inc.	Vertical panels	196.16
		Photo/video evidence supplies 08/27/24	127.27
	UniFirst Corporation	Uniform Rental Services 8/16/24	248.94
		Uniform Rental Services 8/23/24	262.30
		Uniform Rental Services 8/30/24	354.51
	UniFirst First Aid Corp	AED check/First Aid kit refills - 1700 W Central - 9/3/24	92.62
		AED Monthly inspections - 50 S Emerson 9/3/24	50.40
		AED Monthly inspections - 111 E Rand 9/3/24	25.20
		AED Monthly inspections - 911 Kensington 9/3/24	63.00

VILLAGE OF MOUNT PROSPECT
List of Bills
August 28, 2024 - September 10, 2024

Fund	Vendor Name	Invoice Description	Amount
001 General Fund (continued)			
	UniFirst First Aid Corp (continued)	AED monthly inspections - 1601 W Golf 9/3/24	12.60
		AED monthly inspections -1711 W Algonquin 9/3/24	12.60
	United States Postal Service	EPS Postage - August 2024	5,013.03
	Veritext Corp.	Court reporter for Smoke & Vape 8/12/24	897.75
	Verizon Wireless Services LLC	Cellular Service & Equipment Charges 7/20/24-8/19/24	5,841.01
	Village of Mount Prospect	Flex - Mass Transit, Medical, and Dependent Care 8/15/24	410.45
	Village of Romeoville	VMO 8/12/24 - 8/16/24	900.00
	W. W. Grainger, Inc.	P100 filter for MSA half mask respirator	21.75
		Scene safety tape - 7 rolls	74.18
	West Central Municipal Conference	Membership Suburban Tree Consortium 5/1/24-4/30/25	575.00
	Willis, Theodore	Refund Permit Fee #RB24-001286 (1429 Chestnut)	100.00
	Wisconsin Department of Revenue	Wisconsin WH EFT August 2024	1,827.75
	Witmer Public Safety Group Inc	Helmet shield for Tim Spencer	98.38
	Wolf, Lisa	On camera announcer for MP Update 08-10-2024	200.00
		On camera announcer for MP Update 08-23-2024	200.00
	Z Search Recruiting, Inc.	Photography for Celebration of Cultures and FOTG 2024	1,000.00
001 General Fund Total			\$ 694,063.25
020 Capital Improvement Fund			
	Combined Roofing Services LLC	Fire Station 11 Replace Roof Drain Assembly 8/9/24	\$ 2,750.00
	Copenhaver Construction Inc	Kensington Business Park Basin#2 Dredging Project - 8/20/24	127,155.82
	Defranco Plumbing	Roof drain repairs fire st 11 8/30/24	1,058.77
	Flooring Resources Corp.	Fire Station 11 Flooring Installation 6/24/24	20,071.93
	Home Depot USA Inc	Various Divisions parts and supplies	1,257.37
		Statement - 07/22/24 - 08/21/24	2,212.95
	Menard Inc.	St 11 building maintenance supplies	106.28
	Schroeder Asphalt Services Inc	Fire Station 11 Site Improvements 7/30/24	203,710.09
020 Capital Improvement Fund Total			\$ 358,323.21
023 Street Improvement Construction Fund			
	Chicagoland Paving Contractors, Inc.	Asphalt Patching 8/20/24	\$ 9,282.27
023 Street Improvement Construction Fund Total			\$ 9,282.27
024 Flood Control Construction Fund			
	DeVinci Construction Inc	Catch basin/inlet repairs/storm pipe repairs 8/16-8/25/24	\$ 22,782.57
024 Flood Control Construction Fund Total			\$ 22,782.57
037 SMP TIF Fund			
	SB Friedman Development Advisors LLC	Professional Services- South TIF Amendment 07/20/24-08/16/24	\$ 13,649.59
037 SMP TIF Fund Total			\$ 13,649.59
040 Refuse Disposal Fund			
	Beilstein Enterprise	Utility Refund - 1743 Tano Ln	\$ 300.00
	ICMA Retirement Trust - 457	MissionSquare 457	4.26
	Illinois Department of Revenue	IL State Withholding	584.59
	Internal Revenue Service	Federal Withholding	3,649.79
	Nationwide Mutual Insurance Company	Nationwide 457	509.50
	NCPERS Group Life Insurance	NCPERS Group Life Insurance September 2024	16.00
	Republic Services, Inc.	Municipal Refuse Disposal 8/1-8/31/2024	15,306.27
		Refuse Disposal - 08/01/2024-08/31/2024	263,961.00
	Third Millennium Associates Inc	E-Bill Server & Transaction Fees Aug 2024	59.32
040 Refuse Disposal Fund Total			\$ 284,390.73
041 Motor Fuel Tax Fund			
	Constellation NewEnergy, Inc.	Electricity - 755 S Meier - 7/2-8/1/24	\$ 59.18

VILLAGE OF MOUNT PROSPECT
List of Bills
August 28, 2024 - September 10, 2024

Fund	Vendor Name	Invoice Description	Amount
041 Motor Fuel Tax Fund (continued)			
	Constellation NewEnergy, Inc. (continued)	Electricity - 1051 N Elmhurst - 7/5-8/5/24	281.36
041 Motor Fuel Tax Fund Total			\$ 340.54
042 CDBG			
	Chicago Title and Trust Company	CDBG PY2023 211 S Wille Title Search	\$ 50.00
	Children's Advocacy Center of NW Cook County	CDBG PY23 Q3 CAC Child Services 04/01/24-06/30/24	1,125.00
	Connections to Care	CDBG PY2023 Q3 Connections to Care 04/01/24-06/30/24	784.96
	North Suburban Legal Aid Clinic	CDBG PY23 Q2 Civil Legal Aid 01/01/24-03/31/24	1,016.52
	Northwest Center Against Sexual Assault	CDBG PY23 Q3 NW CASA Intervention Services 04/01/24-06/30/24	1,718.75
	Northwest Compass, Inc.	CDBG PY23 Q3 Housing Counseling 04/01/24-06/23/24	2,370.52
	Pads to Hope, Inc.	CDBG PY2023 Q3 Resident Services APR 2024-JUN 2024	904.50
042 CDBG Total			\$ 7,970.25
044 Federal Equitable Share Funds			
	United Parcel Service	Shipping for ELocker inventory system 08/07/24	\$ 1,111.86
044 Federal Equitable Share Funds Total			\$ 1,111.86
046 Foreign Fire Tax Board Fund			
	A Maestranzi Sons Knife Services	Knife Service for all stations - 7/1/24 - 12/31/24	\$ 432.00
	Comcast	Cable Service - 2000 E Kensington, 09/01/24 - 09/30/24	103.04
	North American Corporation	Floor scrubber for station 11	5,513.75
046 Foreign Fire Tax Board Fund Total			\$ 6,048.79
050 Water and Sewer Fund			
	ACS State & Local Government Solutions	Illinois State Disbursement Unit	\$ 11.54
	Alexander Chemical	Chlorine cylinder rental fee 7/28-8/27/24	24.01
	Badger Meter Inc	Monthly endpoint/gateway charges August 2024	2,068.08
	Baxter & Woodman, Inc.	Emergency Well Operations SOP development 07/24-08/05/24	1,200.00
	Constellation NewEnergy, Inc.	Electricity - Pump St - 7/3-8/15/24	13,990.30
	Cornerstone Partners Horticultural Services	Landscape Maintenance throughout the Village August 2024	5,734.50
	Defranco Plumbing	Annual Village owned RPZ testing/certification/repairs 8/27/24	6,460.00
		Village owned RPZ Repairs 8/27/24	2,714.00
	DeVinci Construction Inc	Catch basin/inlet repairs/storm pipe repairs 8/16-8/25/24	25,960.63
	Dupage Topsoil Inc.	Pulverized topsoil 8/22/24	281.20
	Fehr-Graham & Associates LLC	ILOSHA Required PPE and New Employee Training 7/30/24	1,500.00
	Gordon Flesch Company, Inc.	Leasing Contract M204292 09/22/24-10/21/24	159.83
		Print Usage 07/22/24-08/21/24-Contract M204292	41.47
	HBK Water Meter Service	Meter replacement and CW inspection program 8/15-8/28/24	13,424.00
		Meter tail pieces	368.30
	Hoffmann, Michael	Safety Shoe Reimbursement	166.83
	Home Depot USA Inc	Various Divisions parts and supplies	792.20
	ICMA Retirement Trust - 457	MissionSquare 457	1,871.26
	Illinois Department of Revenue	IL State Withholding	4,235.58
	Internal Revenue Service	Federal Withholding	25,345.72
	Lee Jensen Sales Co Inc	Swivel lifting hook for backhoe	346.00
	Maxx Contractors Corp	Debris Hauling and Aggregate Material Delivery 8/28/24	1,850.48
		Debris Hauling and Aggregate Material Delivery 8/29/24	404.02
	Micomp Computer Center	Plotter paper	495.00
	Moran Consulting Inc	Training Building Effective Relationships 8/26/24	1,123.77
	Nationwide Mutual Insurance Company	Nationwide 457	1,393.97
	NCPERS Group Life Insurance	NCPERS Group Life Insurance September 2024	121.60
	PreCise MRM LLC	AVL Monthly Data Charges - July 2024	520.00
	State Industrial Products Corporation	Waste water treatment program for Fats/oils/grease Aug 2024	869.47
	Suburban Laboratories, Inc.	Water sample testing - Aug 2024	72.00
	Third Millennium Associates Inc	E-Bill Server & Transaction Fees Aug 2024	529.34
	UniFirst Corporation	Uniform Rental Services 8/16/24	87.15
		Uniform Rental Services 8/23/24	91.82

VILLAGE OF MOUNT PROSPECT
List of Bills
August 28, 2024 - September 10, 2024

Fund	Vendor Name	Invoice Description	Amount
050 Water and Sewer Fund (continued)			
	UniFirst Corporation (continued)	Uniform Rental Services 8/30/24	124.11
	United States Postal Service	EPS Postage - August 2024	6,049.88
	Verizon Wireless Services LLC	Cellular Service & Equipment Charges 7/20/24-8/19/24	628.00
	W. W. Grainger, Inc.	Threaded rod	369.50
		Air filters for pump stations	(125.00)
		Air filters for pump stations	240.12
	Ziebell Water Service Products	Water main repair clamps and gaskets partial	4,715.00
050 Water and Sewer Fund Total			\$ 126,255.68
051 Village Parking System Fund			
	AT & T Corp.	Phone Service elevators Maple Street Deck 8/19-9/18/24	\$ 889.41
	Constellation NewEnergy, Inc.	Electricity - 301 S Maple - 7/11-8/9/24	605.71
	Multisystem Management Company	Custodial Services for all Buildings August 2024	951.24
051 Village Parking System Fund Total			\$ 2,446.36
052 Parking System Revenue Fund			
	Flowbird America Inc	Flowbird parking pay machine August 2024	\$ 583.00
		Main power supply 8/23/24	1,718.20
	Multisystem Management Company	Custodial Services for all Buildings - August 2024	317.08
052 Parking System Revenue Fund Total			\$ 2,618.28
060 Vehicle Maintenance Fund			
	Al Warren Oil Co Inc	87 Octane and On Road Diesel - August 2024	\$ 23,444.49
	Alexander Equipment Company Inc	4515 Chute pin	32.45
	Arlington Heights Ford	Exhaust for 634	1,197.29
		Parts And Supplies - Credit	(1,155.05)
	ATR Transmission Remanufacturing, Inc	Transmission for 530	7,430.00
	Castle Chevrolet North LLC	665 Program new BCM	195.00
		BCM for 665	340.58
	Chicago Parts & Sound LLC	Oil filters for stock	69.36
		665 Starter	133.24
		634 Blower resistor	70.97
		Oil filters for stock	209.16
		614 Headlight connector	17.41
		Water pump 619	204.96
		Thermostat 619	107.34
		Brakes for P-1 rear	318.93
		Parts And Supplies - Credit	(30.00)
		Batteries 4525A, 506, 523	371.43
		Batteries for stock	150.00
		Batteries for stock	210.00
	Everclean Group LLC	Car washes August 2024	448.00
	Home Depot USA Inc	Various Divisions parts and supplies	89.92
	ICMA Retirement Trust - 457	MissionSquare 457	1,352.55
	Illinois Department of Revenue	IL State Withholding	1,705.12
	Internal Revenue Service	Federal Withholding	10,349.55
	James Drive Safety Lane LLC	Truck/Trailer State Safety Lane Tests August 2024	41.00
	MacQueen Equipment LLC	Spot light for 530	266.77
		Latch for 530	39.83
		Seat cushion for 516	667.05
		Lug nut caps for engines	84.97
		Lug nut covers for engines	84.97
		516 Discharge valve seal kit	244.14
	McMaster-Carr Supply Co	Bearing for 4524 hose reel	12.69
	Mill Supply Inc	A/C and seat parts for 2730	652.39
	NAPA Auto Parts	4540 Ball joints and tie rod	245.69
		Trailer breakaway for stock	10.64
		A/C seals for stock kit	12.62

VILLAGE OF MOUNT PROSPECT
List of Bills
August 28, 2024 - September 10, 2024

Fund	Vendor Name	Invoice Description	Amount
060 Vehicle Maintenance Fund			
	NAPA Auto Parts (continued)	Spark plugs for stock small engines	25.40
		A/C compressor for 2742A	304.44
		Steering pump for 619	843.59
	Nationwide Mutual Insurance Company	Nationwide 457	22.50
	NCPERS Group Life Insurance	NCPERS Group Life Insurance September 2024	28.80
	Northwest Trucks, Inc.	524 Passenger seat bottom	139.57
	Rubber Inc.	Tire repair and wheel weight supplies 8/20/24	476.43
		Tire repair supplies	248.40
	Rush Truck Centers of Illinois, Inc.	Oil filters for stock	217.01
		2728 Brake valve	262.32
	Terrace Supply Company	Gas tank rental August 2024	23.25
	Verizon Wireless Services LLC	Cellular Service & Equipment Charges 7/20/24-8/19/24	267.78
	West Side Tractor Sales	Jack hammer Indeco parts for rebuild	1,222.90
	Woodstock Powersports	655 PM kit for Polaris	118.48
060 Vehicle Maintenance Fund Total			\$ 53,826.33
061 Vehicle Replacement Fund			
	Foster Coach Sales Inc.	New Ambulance 522	\$ 316,057.00
	Sutton Ford, Lincoln, Mercury, Inc.	New Ford F-250 for Fire Dept to replace 508	52,536.00
061 Vehicle Replacement Fund Total			\$ 368,593.00
063 Risk Management Fund			
	Intergovernmental Per.ben.coop	IPBC - September 2024	\$ 763,166.84
	Ricker, Jeffrey	PSEBA Reimbursement - August 2024	466.00
	Taylor, Jeffrey	Wellness Rewards Silver (Reissue Check)	50.00
063 Risk Management Fund Total			\$ 763,682.84
073 Escrow Deposit Fund			
	ABC Plumbing Heating Cooling	Refund Escrow Permit #RB238307 (1127 Juniper)	\$ 100.00
		Refund Escrow Permit #RB240142 (908 We Go)	100.00
		Refund Escrow Permit #RB240900 (800 Busse)	100.00
		Refund Escrow Permit #RB241129 (1826 Tano Ln)	100.00
		Refund Escrow Permit #RB241273 (1214 Sunset)	100.00
	Adams, John	Refund Escrow Permit #RB240641 (515 Eastman)	100.00
	Barchan, Marek	Refund Escrow Permit #RB241311 (1103 Hemlock)	100.00
	Boone, Henri	Refund Escrow Permit #RB239051 (1309 Lama)	100.00
	Cab Backflow Inc	Refund Escrow Permit #RB241334 (1423 Fern)	100.00
	Chicagoland Concrete Waterproofing	Refund Escrow Permit #RB239175 (505 Emerson)	100.00
	CK Construction	Refund Escrow Permit #CB240071 (214 Randhurst)	300.00
	Command Plumbing Inc	Refund Escrow Permit #RB241268 (118 William)	100.00
	Designers Point	Refund Escrow Permit #RB240749 (1823 Cree)	150.00
	Draganov, Ivo	Refund Escrow Permit #RB240380 (222 Yates)	100.00
	Empire Cooler Service LLC	Refund Escrow Permit #CB240151 (2416 Oakton)	100.00
	Farry, Gavin	Refund Escrow Permit #RB241301 (1007 Meadow)	100.00
	Flush Sewer & Drain	Refund Escrow Permit #RB241272 (415 Main)	100.00
	Fortis Ground Werks	Refund Escrow Permit #RB241144 (1928 Wood)	100.00
	Freedom Forever Illinois LLC	Refund Escrow Permit #RB241290 (107 Elm)	100.00
	Hamburg, Jason	Refund Escrow Permit #RB240347 (507 Wa Pella)	100.00
		Refund Escrow Permit #RB240520 (504 Lois)	100.00
	Home Improvement Services	Refund Escrow Permit #RB240432 (401 Hi Lusi)	100.00
	Illinois Sewer & Drain Inc	Refund Escrow Permit #RB241208 (604 Elmhurst)	100.00
	J&J Pavement Repairs	Refund Escrow Permit #RB241140 (617 S Louis)	100.00
	J&J Pavement Repairs Inc	Refund Escrow Permit #RB240422 (808 Can Dota)	100.00
	J&S Plumbing Inc	Refund Escrow Permit #RB241339 (1480 Lonnquist)	100.00
	JDK Acquisitions LLC	Refund Escrow Permit #RB240594 (409 I Oka)	100.00
	Jonathan Splitt Architects	Refund Escrow Permit #CB231186 (33 Prospect)	200.00
	JRC Design Build	Refund Escrow Permit #RB240352 (401 Main)	150.00
	Kaplan Paving	Refund Escrow Permit #RB241127 (218 S Main)	100.00

VILLAGE OF MOUNT PROSPECT
List of Bills
August 28, 2024 - September 10, 2024

Fund	Vendor Name	Invoice Description	Amount
073	Escrow Deposit Fund (continued)		
	Kaplan Paving (continued)	Refund Escrow Permit #RB241163 (220 Audrey)	100.00
		Refund Escrow Permit #RB241164 (218 Audrey)	100.00
	Kapps, Kenneth	Refund Escrow Permit #RB240728 (315 Russel)	100.00
	Ketterick, Margaret	Refund Escrow Permit #RB241285 (808 Maple)	100.00
	Kysella Investment Group	Refund Escrow Permit #RB241104 (1804 Cree)	100.00
	LMV Electric Corp	Refund Escrow Permit #RB241178 (604 Ironwood)	100.00
	McMahon, Lisa	Refund Escrow Permit #RB241239 (411 Berkshire)	100.00
	Mid America Contracting Inc	Refund Escrow Permit #CB240127 (200 Kensington)	300.00
	Mount Prospect Public Library	2024 PPRT 6th Allocation	3,307.47
	Nay, Tyler	Refund Escrow Permit #RB241023 (319 Maple)	100.00
	Nicolaie, Cristian	Refund Escrow Permit #RB240733 (122 Bobby)	100.00
	Norb & Sons Electric	Refund Escrow Permit #RB241251 (20 Hatlen)	100.00
	Olivo, Diana	Refund Escrow Permit #RB240609 (304 S Pine)	200.00
	One Hour Heating & AC	Refund Escrow Permit #RB24-000581 (1714 Martin Ln)	100.00
	Pavestone Brick Paving Inc	Refund Escrow Permit #RB240963 (308 George)	100.00
	Penco Electric	Refund Escrow Permit #RB240886 (1705 Mohawk)	100.00
	Perma-Seal Basement Systems	Refund Escrow Permit #RB240539 (601 Noah)	100.00
	Republic Services Inc	Refund Escrow Permit #CB240126 (2101 S Busse)	300.00
	Ricks Sewer & Drain	Refund Escrow Permit #RB241234 (12 George)	150.00
	RJ Concrete Inc	Refund Escrow Permit #RB240852 (606 Russel St)	100.00
		Refund Escrow Permit #RB241007 (1201 Busse)	100.00
	Ruszala, Marzena	Refund Escrow Permit #RB240404 (1727 Rusty)	250.00
	S&C Cement	Refund Escrow Permit #RB241271 (1424 Birch)	100.00
	Saidova, Ziedakhon	Refund Escrow Permit #RB241131 (1717 Crystal)	100.00
	Sajmil Builders Inc	Refund Escrow Permit #RB240567 (703 Harvest)	150.00
	SGD Rentals 13	Refund Escrow Permit #CB231334 (567 Dempster)	100.00
	Skor Construction Inc	Refund Escrow Permit #RB240859 (1640 Barberry)	150.00
	The Real Seal LLC	Refund Escrow Permit #RB241204 (2011 Woodview)	100.00
	TSWT Acquisitions	Refund Escrow Permit #RB241262 (310 George)	100.00
	Willis, Theodore	Refund Escrow Permit #RB241286 (1429 Chestnut)	100.00
	Xclusive Concrete & Brick Paving	Refund Escrow Permit #RB240158 (420 Wille)	100.00
		Refund Escrow Permit #RB240617 (509 We Go)	100.00
	Zual, Than	Refund Escrow Permit #RB241059 (907 Central)	100.00
073	Escrow Deposit Fund Total		\$ 10,707.47
Grand Total			<u>\$ 2,726,093.02</u>



Item Cover Page

Subject **Motion to approve the purchase of 29 Motorola Mobile Radios for an amount not to exceed \$234,081.91.**

Meeting September 17, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD

Fiscal Impact (Y/N)

Dollar Amount

Budget Source CIP

Category CONSENT AGENDA

Type Action Item

Information

There is an immediate need to replace the mobile radios (fixed in fire apparatuses), as the department's mobile radios are over 12 years old and Motorola no longer supports or services them. Staff would not have the means to fix them if any were to stop functioning properly. The current mobile radios should be replaced because radio communication is critical in every aspect of emergency response.

Northwest Central Dispatch (NWCD) will be replacing the Fire Department's portable radios (carried by staff) in 2025. This item was originally projected to be paid for by each individual department. As such, the department had originally set aside \$750,000 for this purchase and because NWCD has taken on the cost for each department, a portion of that money can be used for the purchase of the mobile radios.

Through the competitive bid process, NWCD has identified the Motorola APX 8500 as the replacement product for the mobile radios that will meet the requirements, be a seamless installation, and be an easy transition for training. NWCD negotiated a contract with Motorola that would give departments a 35% discount on the purchase of these mobile radios.

Currently, the department has 24 mobile radios. However, due to limited inventory, some vehicles have gone without a mobile radio. Staff are asking the Board to purchase 29 mobile radios, which will aid in the efficiency of new vehicle installations and create a reserve of 1-2 radios for any future vehicles.

The new mobile radios will arrive by the end of the year and will be installed by a Motorola technician onsite at the fire department.

Discussion

Alternatives

1. Approve purchase of 29 mobile radios at a cost of \$234,081.91.
2. Action at the discretion of the board.

Staff Recommendation

The cost of 29 mobile radios and the parts needed is a total of \$350,681.92. With the discount offered by Motorola of \$116,600.01, we are asking the Board to approve the purchase price of \$234,081.91.

Attachments

1. APX8500_DataSheet



APX 8500

ALL-BAND P25 MOBILE RADIO



UNLIMITED MOBILITY. MAXIMUM CONNECTIVITY.

Your next incident doesn't care about frequencies and neither should your first responders. Give them the communication tools to stay connected and stay safe wherever the call takes them. Give them the APX 8500 all-band mobile radio.

The APX 8500 radio enables you to exchange critical voice and data seamlessly with multiple agencies and jurisdictions operating on different radio bands. The available high-power transmitter gives you extraordinary P25 range while the integrated Wi-Fi, Bluetooth or tethered

in-vehicle broadband modem can extend communication beyond P25 radio service areas. Offload data to a broadband connection and create a data ecosystem in and around your vehicle. Or, use your broadband connection to send and receive P25 voice and data when outside of P25 coverage. And when your vehicle sustains a high impact, the radio can automatically send an alert to dispatch.

Stay connected and stay safe in more ways than ever with the all-band APX 8500 mobile radio.





ALL-BAND CONNECTIVITY

ALL BANDS. NO BOUNDARIES.

With a 4-in-1 mobile radio and an all-band antenna, you now have the ability to stay connected and expand communications across multiple agencies with one device. Extend your reach further with an available high-power transmitter and communicate with widely dispersed teams across different bands.



BUILT-IN Wi-Fi

VOICE AND DATA, ALL AT ONCE

Packed with all the connections you need, the APX 8500 keeps your team in touch and within reach of over-the-air updates. Receive new codeplugs, firmware updates and software features at the speed of Wi-Fi—without interruptions to voice communications.



SMARTCONNECT

GET CONNECTED AND STAY CONNECTED

When the mission takes you out of range, you risk being left in the dark. The APX 8500, equipped with SmartConnect, can reroute P25 voice and data communication over broadband via built-in Wi-Fi or a tethered LTE/satellite router. Stay connected to your P25 radio system, even when outside of P25 coverage.



RF antenna port

GPS

Wi-Fi/
Bluetooth

Accessory
connector

DC power



DESIGNED TO SECURE AND PROTECT

KEEP VOICE AND DATA PROTECTED

The APX 8500 secures voice and data using multiple hardware encryption algorithms and the ability to rekey over the air, so it's protected from scanners and eavesdroppers. What's more, P25 Radio Authentication ensures only valid users can access the system while the available two-factor authentication secures database logins.



DEVICE MANAGEMENT SERVICES

ALL THE SUPPORT YOU NEED

Choose the level of support that suits you best, from simple support of technical troubleshooting to additional provisioning services.

02 CONTROL HEAD

EXTREME USABILITY

The 02 control head provides rugged simplicity for efficient and confident communication. Extreme controls with easy to read color display and a built-in 7.5 watt speaker provides clear visual and audible user experiences. Available in high impact green or black.



03 HANDHELD CONTROL HEAD

HANDHELD FLEXIBILITY

The 03 corded control head fits all your mobile controls in your hand. With the 03 your radio controls are never out of reach.



APX 8500 CONTROL HEADS*



E5 CONTROL HEAD

UNMATCHED READABILITY. OPTIMIZED USABILITY.

A bright color display and intelligent lighting makes the E5 easy to read under any condition while the optimized tactility and button placement reduces inadvertent actuations.



07 CONTROL HEAD

INTEGRATED MULTI-FUNCTIONALITY

The 07 is a sophisticated control head with a color display and built-in keypad. It can integrate your radio vehicle control into a single ergonomic interface and supports dual radio installations.

FEATURES

OPERATION MODES

Digital Trunking: 9600 Baud APCO P25 Phase 1 FDMA and Phase 2 TDMA

Digital Conventional: APCO 25

Analog Trunking: 3600 Baud SmartNet, SmartZone, Omnilink

Analog Conventional: MDC 1200

ASTRO® 25 Integrated Voice and Data

SmartConnect Multi-net Connectivity*

FREQUENCY BANDS

All-band: Simultaneous Operation in VHF, UHF Range 1, UHF Range 2, 700 and 800 MHz Bands

100 Watt High-Power available in VHF and UHF Range 1 bands (High-Power model only)

Up to 3,000 Channels

ADDITIONAL CONNECTIVITY

Wi-Fi 802.11 b/g/n*

Data Modem Tethering*

SmartConnect***

Bluetooth (Version 4.2)**

MANAGEMENT

Radio Management

Customer Programming Software (CPS)

LOCATION-TRACKING

Integrated GPS/GLONASS for Outdoor Location Tracking

Mission-Critical Geofence*

SECURITY

265-bit AES, ADP, DES, DVP*

FIPS 140-3 Level 3, FIPS 197

P25 Authentication*

Multikey for 128 keys and Multi-algorithm*

Over-The-Air-Rekeying (OTAR)*

USER INTERFACE

07 Multi Functional Control Head

E5 Enhanced Control Head

03 Handheld Control Head

02 Extreme Usability Control Head

Supports the discontinued 09 Control Head and the 05 Control Head

OTHER FEATURES

Intelligent Priority Scan

Instant Recall

Impact Detection*

Intelligent Lighting

Tactical Inhibit*

Digital Tone Signaling*

12 Character RFID Asset Tracking*

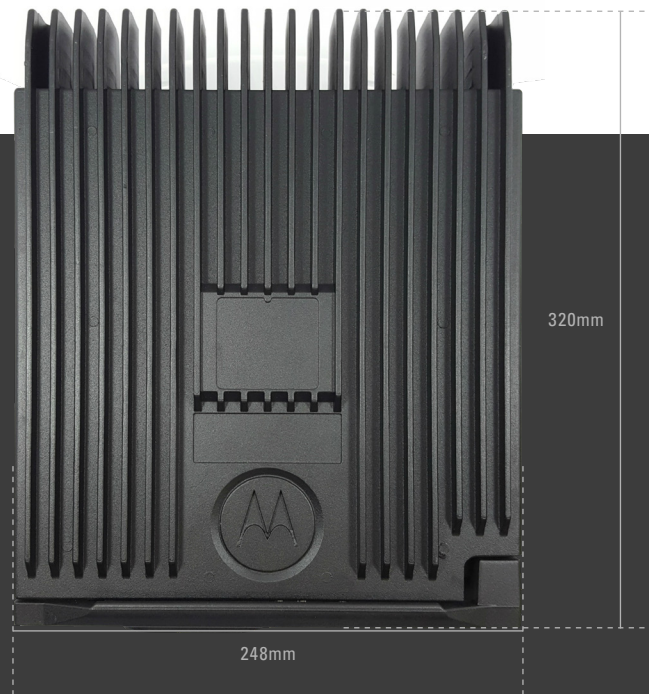




DIMENSIONS AND WEIGHT

	Dimensions (H x W x D)	Weight
O7 Control Head - Remote Mount	51 x 178 x 81 mm (2.0 x 7.0 x 3.2 in)	-
E5 Control Head - Remote Mount	51 x 178 x 79 mm (2.0 x 7.0 x 3.1 in)	-
O5 Control Head - Remote Mount	51 x 178 x 74 mm (2.0 x 7.0 x 2.9 in)	-
O2 Control Head - Remote Mount	68 x 206 x 96 mm (2.7 x 8.1 x 3.8 in)	-
Mid Power Radio Transceiver and O7 Control Head - Dash Mount	51 x 178 x 256 mm (2.0 x 7.0 x 10.1 in)	3.1 kg (6.8 lbs)
Mid Power Radio Transceiver and E5 Control Head - Dash Mount	51 x 178 x 255 mm (2.0 x 7.0 x 10.0 in)	3.1 kg (6.8 lbs)
Mid Power Radio Transceiver and O5 Control Head - Dash Mount	51 x 178 x 250 mm (2.0 x 7.0 x 9.8 in)	3.1 kg (6.8 lbs)
Mid Power Radio Transceiver and O2 Control Head - Dash Mount	68 x 206 x 271 mm (2.7 x 8.1 x 10.7 in)	3.3 kg (7.23 lbs)
Mid Power Radio Transceiver and Remote Mount with Ethernet Faceplate*	51 x 178 x 248 mm (2.0 x 7.0 x 9.8 in)	2.9 kg (6.4 lbs)
Mid Power Radio Transceiver and Remote Mount with Standard Faceplate	51 x 178 x 232 mm (2.0 x 7.0 x 9.1 in)	2.9 kg (6.4 lbs)
High Power Radio Transceiver and Remote Mount	88 x 248 x 320 mm (3.4 x 9.7 x 12.6 in)	8.0 kg (17.6 lbs)

*Compatible with Sierra Wireless MG90 only



APX 8500 High-Power Model Shown

PERFORMANCE AND REGULATORY

TRANSMITTER- TYPICAL PERFORMANCE SPECIFICATIONS										
	VHF		UHF R1		UHF R2		700 MHz		800 MHz	
Frequency Range Band Splits	136-174 MHz		380-470 MHz		450-520 MHz		764-776, 794-806 MHz 806-825, 851-870 MHz		764-776, 794-806 MHz 806-825, 851-870 MHz	
Channel Spacing	30/25/12.5 kHz		25/20/12.5 kHz		25/20/12.5 kHz		25/20/12.5 kHz		25/20/12.5 kHz	
Maximum Frequency Separation	Full Bandsplit		Full Bandsplit		Full Bandsplit		Full Bandsplit		Full Bandsplit	
Rated RF Output Power1 (Adjustable)	1-50 W (Mid Power) 1-100 W (High Power)		1-40 W (Mid Power) 1-100 W (High Power)		1-45 W (450-485 MHz) 1-40 W (485-512 MHz) 1-25 W (512-520 MHz)		1-30 W		1-35 W	
Frequency Stability ¹ (-30°C to +85°C; +25°C Ref.)	±0.8 PPM		±0.8 PPM		±0.8 PPM		±0.8 PPM		±0.8 PPM	
Modulation Limiting	±5/±2.5 kHz		±5/±2.5 kHz		±5/±2.5 kHz		±5/±2.5 kHz		±5/±4 (NPSPAC) / ±2.5 kHz	
Modulation Fidelity (C4FM) 12.5 kHz Digital Channel	1.10%		1.10%		1.10%		1.10%		1.10%	
Emissions ¹	Conducted -85 dBc	Radiated -20 dBm	Conducted -85 dBc	Radiated -20 dBm	Conducted -85 dBc	Radiated -20 dBm	Conducted -75/-85 dBc	Radiated -20/-40 dBm	Conducted -75 dBc	Radiated -20 dBm
Audio Response ¹	+1, -3 dB (EIA)		+1, -3 dB (EIA)		+1, -3 dB (EIA)		+1, -3 dB (EIA)		+1, -3 dB (EIA)	
FM Hum & Noise ¹ (25 kHz / 12.5 kHz)	53 dB/ 52 dB		53 dB/ 50 dB		53 dB/ 50 dB		50 dB/ 48 dB		50 dB/ 48 dB	
Audio Distortion ¹ (25 & 20 kHz / 12.5 kHz)	0.50% / 0.50%		0.50% / 0.50%		0.50% / 0.50%		0.50% / 0.50%		0.50% / 0.50%	

RECEIVER - TYPICAL PERFORMANCE SPECIFICATIONS										
	VHF		UHF R1		UHF R2		700 MHz		800 MHz	
Frequency Range Band Splits	136-174 MHz		380-470 MHz		450-520 MHz		764-776 MHz	799-806 MHz	851-870 MHz	
Channel Spacing	30/20/12.5 kHz		25/20/12.5 kHz		25/20/12.5 kHz		25/20/12.5 kHz		25/20/12.5 kHz	
Minimum Frequency Separation	Full Bandsplit		Full Bandsplit		Full Bandsplit		Full Bandsplit		Full Bandsplit	
Audio Output Power 3% distortion, 8/3.2 Ohm speakers	7.5 W/15 W		7.5 W/15 W		7.5 W/15 W		7.5 W/15 W		7.5 W/15 W	
Frequency Stability ¹ (-30 °C to +85 °C; +25 °C Ref.)	±0.8 PPM		±0.8 PPM		±0.8 PPM		±0.8 PPM		±0.8 PPM	
Analog Sensitivity ¹ (12 dB SINAD)	Pre-Amp -123 dBm (0.158 µV)	Standard -119 dBm (0.251 µV)	Pre-Amp -123 dBm (0.158 µV)	Standard -119 dBm (0.251 µV)	Pre-Amp -123 dBm (0.158 µV)	Standard -119 dBm (0.251 µV)	-121 dBm (0.199 µV)	-120 dBm (0.224 µV)	-121 dBm (0.199 µV)	
Digital Sensitivity (5% BER)	-123 dBm (0.158 µV)	-119 dBm (0.251 µV)	-123 dBm (0.158 µV)	-119 dBm (0.251 µV)	-123 dBm (0.158 µV)	-119 dBm (0.251 µV)	-123 dBm (0.158 µV)	-120 dBm (0.224 µV)	-121.5 dBm (0.188 µV)	
Intermodulation Rejection (12.5 kHz / 25 kHz)	Pre-Amp 84 dB / 85 dB	Standard 86 dB / 96 dB	Pre-Amp 82 dB / 83 dB	Standard 86 dB / 86 dB	Pre-Amp 82 dB / 83 dB	Standard 86 dB / 86 dB	85 dB / 85 dB		85 dB / 85 d	
Spurious Rejection	90 dB		90 dB		90 dB		100 dB		100 dB	
Audio Response ¹	+1, -3 dB (EIA)		+1, -3 dB (EIA)		+1, -3 dB (EIA)		+1, -3 dB (EIA)		+1, -3 dB (EIA)	
Audio Distortion at rated ¹	1.20%		1.20%		1.20%		1.20%		1.20%	
Selectivity ¹ (12.5 kHz / 25 kHz / 30 kHz)	76 dB 87 dB 90 dB		76 dB 82 dB -		76 dB 82 dB -		72 dB 82.5 dB -		72 dB 82.5 dB -	

POWER AND BATTERY DRAIN					
	VHF	UHF R1	UHF R2	700 MHz	800 MHz
Frequency Range Band Splits	136-174 MHz	380-470 MHz	450-520 MHz	764-775, 794-806 MHz	806-825, 851-870 MHz
RF Power Output	1-50 W (mid-power) 1-100 W (high-power)	10-40 W (mid-power) 1-100 W (high-power)	1-45 W (450-485 MHz) 1-40 W (485-512 MHz) 1-25 W (512-520 MHz)	1-33 W	1-35 W
Operation	13.8 V DC ±20% Negative Ground	13.8 V DC ±20% Negative Ground	13.8 V DC ±20% Negative Ground	13.8 V DC ±20% Negative Ground	13.8 V DC ±20% Negative Ground
Standby at 13.8 V	1.4 A	1.4 A	1.4 A	1.4 A	1.4 A
Receive Current at Radio Audio at 13.8 V	3.2 A	3.2 A	3.2 A	3.2 A	3.2 A
Transmit Current at Rated Power (mid-power)	8 A @ 15 W 15 A @ 50 W	8 A @ 15 W 15 A @ 40 W	8 A @ 15 W 13 A @ 45 W	8 A @ 15 W 13 A @ 33 W	8 A @ 15 W 13 A @ 33 W
Transmit Current at Rated Power (high-power)	8 A @ 15 W 30 A @ 100 W	8 A @ 15 W 30 A @ 100 W	-	-	-

LOCATION - TRACKING

Channels	12
Tracking Sensitivity	-164 dBm
Accuracy ²	<5 meters (95%)
Cold Start	<60 seconds (95%)
Hot Start	<5 seconds (95%)
Mode of Operation	Autonomous (Non-Assisted) GNSS or SBAS

FCC/IC TYPE ACCEPTANCE

FCC/IC ID	Band and Power Level
FCC ID: AZ492FT7089 IC ID: 109U-92FT7089	764-776 MHz (10-30 W)
	794-806 MHz (10-30 W)
	806-824 MHz (10-35 W)
	851-870 MHz (10-35 W)
	136-174 MHz (10-50 W)
	380-470 MHz (10-40 W)
	450-485 MHz (10-45 W)
FCC ID: AZ492FT7118 IC: N/A	485-512 MHz (10-40 W)
	512-520 MHz (10-25 W)
	136-174 MHz (1-100 W)
	380-470 MHz (1-100 W)

ENVIRONMENTAL SPECIFICATIONS

Operating Temperature	-30°C/+60°C
Storage Temperature	-40°C/+85°C
Humidity	Per MIL-STD
ESD	IEC 61000-4-2
Water & Dust Intrusion	IP56

ENCRYPTION

Supported Encryption Algorithms	256-bit AES, ADP, DES, DES-XL, DES-OFB, DVP-XL
Encryption Algorithm Capacity	8
Encryption Keys per Radio	Module capable of storing 1024 keys. Programmable for 128 Common Key Reference (CKR) or 16 Physical Identifier (PID)
Encryption Frame Re-sync Interval	P25 CAI 300 mSec
Encryption Keying	Key Loader
Synchronization	XL – Counter Addressing OFB – Output Feedback
Vector Generator	National Institute of Standards and Technology (NIST) approved random number generator
Encryption Type	Digital
Key Storage	Tamper protected volatile or non-volatile memory
Key Erasure	Keyboard command and tamper detection
Standards	FIPS 140-3 Level 3, FIPS 197

INTEGRATED WI-FI, BLUETOOTH, GPS AND DATA CONNECTIVITY

Frequency Range/Band Splits	WLAN (Wi-Fi): 2412 - 2472 MHz; 5180 - 5320 MHz; 5500 - 5825 MHz	
WLAN (WiFi) 802.11 b/g/n (2.4GHz) 802.11 a/n/ac (5GHz)	Security protocols SSIDs	WPA-2, WPA, WEP Up to 20 pre-provisioned
Data Modem Tethering ¹		
Bluetooth (Version 4.2)/Wireless Pair	2402-2480 MHz. Supports MPP Pairing ³ and compatible with HSP, PAN, DUN and SPP Profiles found in Off-the-shelf Bluetooth accessories. Supports up to 6 data connections and 1 audio connection.	

RED CERTIFICATION

Designator	Band and Power Level
MMD905PE35	136-174MHz, (1-50W) 380-470MHz, (1-40W)

¹ Measured in the analog mode per TIA / EIA 603 single-tone method under nominal conditions

² Measured conductivity with >6 satellites visible at a nominal -130 dBm signal strength.

³ Only for E5 control head



MOBILE MILITARY STANDARDS 810, C, D, E, F & G

	MIL-STD 810C		MIL-STD 810D		MIL-STD 810E		MIL-STD 810F		MIL-STD 810G	
	Method	Proc./Cat.	Method	Proc./Cat.	Method	Proc./Cat.	Method	Proc./Cat.	Method	Proc./Cat.
Low Pressure	500.1	I	500.2	II	500.3	II	500.4	I/II	500.5	II
High Temperature	501.1	I, II	501.2	I/A1, II/A1	501.3	I/A1, II/A1	501.4	I/Hot, II/Hot	501.5	I/A1, II/A1
Low Temperature	502.1	I	502.2	I/C3, II/C1	502.3	I/C3, II/C1	502.4	I/C3, II/C1	502.5	I/C3, II/C1
Temperature Shock	503.1	I Proc	503.2	1/A1C3	503.3	1/A1C3	503.4	I	503.5	I/C
Solar Radiation	505.1	II	505.2	I	505.3	I	505.4	I	505.5	I/A1
Rain	506.1	I, II	506.2	I, II	506.3	I, II	506.4	I, III	506.5	I, III
Humidity	507.1	II	507.2	II	507.3	II	507.4	I Proc	507.5	II/Aggravated
Salt Fog	509.1	I Proc	509.2	I Proc	509.3	I Proc	509.4	I Proc	509.5	I Proc
Blowing Dust	510.1	I	510.2	I, II	510.3	I, II	510.4	I, II	510.5	I, II
Vibration	514.2	VIII/F, Curve-W	514.3	I/10, II/3	514.4	I/10, II/3	514.5	I/24	514.6	I/24
Shock	516.2	I, III, V	516.3	I, V, VI	516.4	I, V, VI	516.5	I, V, VI	516.6	I, V, VI

For more information, please visit us on the web at: www.motorolasolutions.com/APX



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Item Cover Page

Subject	RESOLUTIONS APPROVING PLATS OF EASEMENT FOR PROPERTIES LOCATED AT 411 BUSINESS CENTER DRIVE AND 412 BUSINESS CENTER DRIVE FOR THE CONSTRUCTION OF A BIKE PATH.
Meeting	September 17, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD
Fiscal Impact (Y/N)	Y
Dollar Amount	Not applicable.
Budget Source	Not applicable.
Category	CONSENT AGENDA
Type	Action Item

Information

Staff is seeking Village Board approval of Plats of Easement for properties located at 411 Business Center Drive and 412 Business Center Drive. The Plats of Easement are required to construct a new shared use path along the north side of Harvest Lane, connecting Business Center Drive to the Kensington Business Center path network, and to construct a new shared use path along the west side of Business Center Drive from Rand Road to Harvest Lane. These two new paths will provide a link to the on-street bike route on Gregory Street, the Kensington Business Center path network, and the future path along Rand Road.

The Plats of Easement are required for the paths to be publicly owned and maintained. Harvest Lane has a limited 40' wide right-of-way with no sidewalk on the north side of the street. A 15' permanent easement and 5' temporary construction easement are necessary to construct an 8' wide shared use path along the south property of 411 Business Center Drive.

Business Center Drive has an 85' wide right-of-way with a 5' wide sidewalk on the west side of the street. A 10' wide permanent easement is necessary to replace the sidewalk with an 8' wide shared use path and increase the parkway width for the safety of bicyclists along the south property of 412 Business Center Drive.

Construction of the shared use paths along Harvest Lane and Business Center Drive will complete the Business Center Drive Road Diet Project started last year. As part of the project, a new crosswalk was installed across Business Center Drive at Harvest Lane. Additionally, buffered bike lanes were installed on Business Center Drive and Wheeling Road. The new shared use paths will directly connect to the crosswalk and buffered bike lanes.

Staff sought a third easement from the property owner at 600 E. Rand Road in order to have a consistent design of the shared use path along Business Center Drive from Rand Road to Harvest Lane, but the property owner does not support the project. Staff has revised the

design to narrow the path and keep it within the existing right-of-way to avoid the need for an easement. A path was considered on the opposite side of Business Center Drive but limited right-of-way, cost, and safety concerns for bicyclists crossing Business Center Drive at Rand Road did not make it a preferred alternative. Staff believes replacing the sidewalk with a path along the west side of Business Center Drive is the best option to expand and connect the Village's bike network.

Staff reviewed the plats and found them to be prepared to all Village codes and requirements. Public Works has obtained all the necessary signatures and approvals from the property owners.

Discussion

Not applicable.

Alternatives

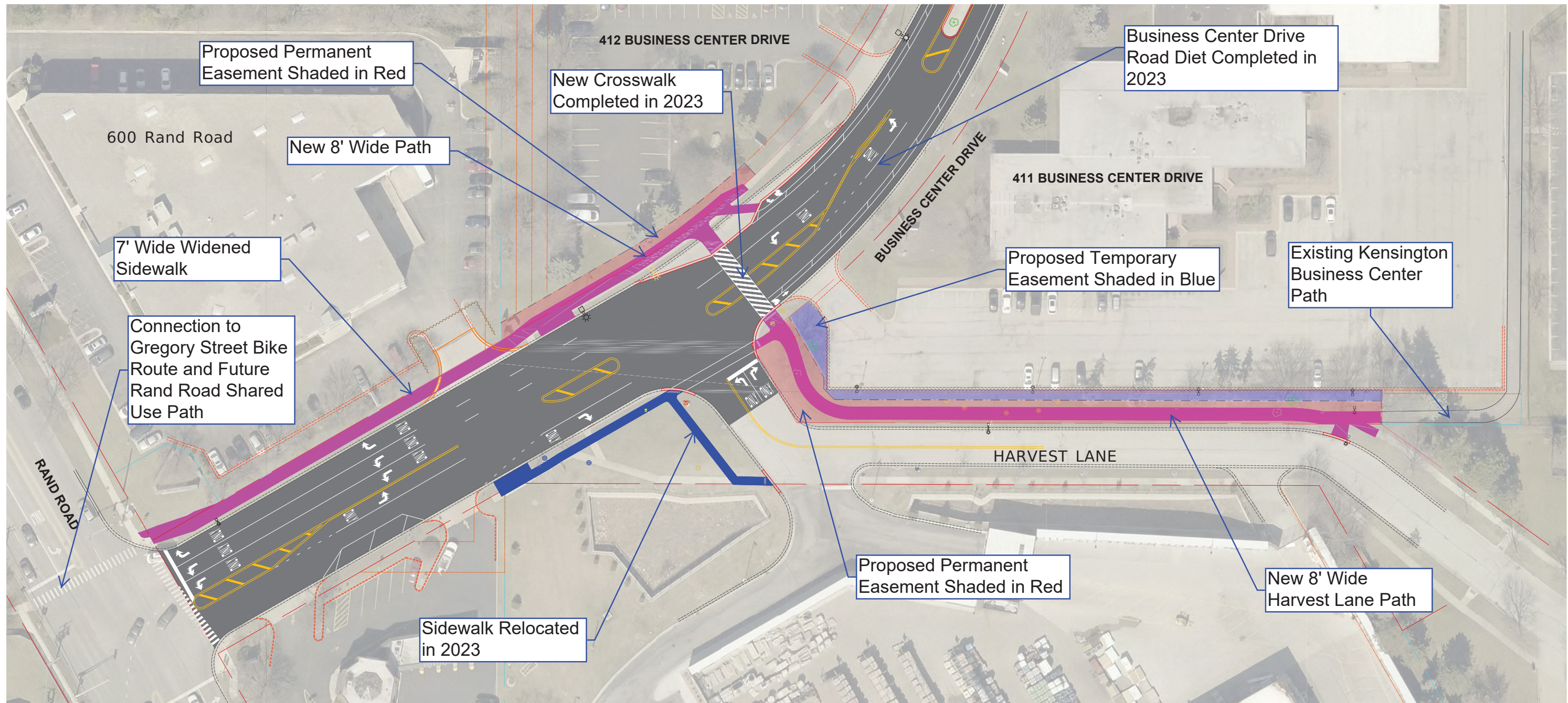
1. Pass resolutions approving easements for a new bike path from 411 and 412 Business Center Drive.
2. Action at the Village Board's discretion.

Staff Recommendation

Staff recommends that the Village Board pass a resolution accepting grants of easements from 411 and 412 Business Center Drive for the construction of a new bike path.

Attachments

1. Path Plan
2. Plat of Easement for 411 Business Center Drive
3. 411 Resolution
4. Plat of Easement for 412 Business Center Drive
5. 412 Resolution



LEGEND

- NEW PATH
- NEW SIDEWALK
- ROADWAY RESURFACING
- CURB REPLACEMENT
- PERMANENT EASEMENT
- TEMPORARY EASEMENT
- EXISTING ROW
- EXISTING UTILITY EASEMENT



VILLAGE OF
Mount Prospect

• **Public Works Department**

Engineering Division

BUSINESS CENTER DRIVE OVERALL VIEW

Design : LJF

Date: 9-9-24

Scale: 1:80

Drawing: LJF

County: Cook

Sheet:

1 of 239



MURRY AND MOODY, LTD.

Land Surveyors

Illinois Professional Land Surveying Firm Corporation License No. 184-002845

933 S. Plum Grove Road, Suite 101

Palatine, Illinois 60067

www.murrysurvey.com

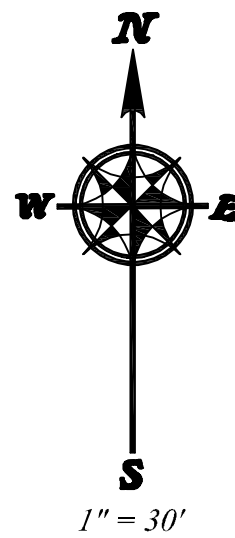
info@murrysurvey.com

Phone: (847)358-5960

PLAT OF EASEMENT FOR PUBLIC WALK

OF

OVER, ACROSS, AND UPON THAT PART OF LOT 10, IN KENSINGTON, ETC. IN KENSINGTON CENTER PHASE ONE, A SUBDIVISION IN THE EAST ½ OF SECTION 34 AND THE WEST ½ OF SECTION 35, TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 2, 1979, AS DOCUMENT 25173362, IN COOK COUNTY, ILLINOIS.



0 15 30 60

Business center drive easements 23-1125 A
PIN# 03-35-102-007

15 FT. PERMANENT EASEMENT: EASEMENT A

THE SOUTH 15 FEET OF THAT PART OF LOT 10 IN KENSINGTON BUSINESS PARK CENTER PHASE ONE, BEING A SUBDIVISION IN THE EAST HALF OF SECTION 34 AND THE WEST HALF OF SECTION 35 IN TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 2, 1979, AS DOCUMENT NO. 25173362, IN COOK COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 10 THENCE NORTH 0 DEGREE 03 MINUTES, 14 SECONDS EAST ALONG THE EAST LINE OF LOT 10, A DISTANCE OF 15.00 FEET; THENCE WEST ALONG A LINE PARALLEL WITH THE SOUTH LINE OF SAID LOT 10, NORTH 89 DEGREES, 39 MINUTES, 56 SECONDS WEST A DISTANCE OF 478.77 FEET TO THE EASTERLY LINE OF THE PUBLIC RIGHT OF WAY, DEDICATED PER DOCUMENT 0020412371; THENCE SOUTHEAST ALONG SAID RIGHT OF WAY LINE SOUTH 28 DEGREES, 10 MINUTES, 11 SECONDS EAST, A DISTANCE OF 17.07 FEET TO A POINT ON THE SOUTH LINE OF SAID LOT 10; THENCE SOUTH 89 DEGREES, 39 MINUTES, 56 SECONDS EAST, A DISTANCE OF 470.70 FEET TO THE POINT OF BEGINNING.

5 FT. TEMPORARY EASEMENT: EASEMENT B

PIN# 03-35-102-007

THE NORTH 5 FEET OF THE SOUTH 20 FEET OF THAT PART OF LOT 10 IN KENSINGTON BUSINESS PARK CENTER PHASE ONE, BEING A SUBDIVISION IN THE EAST HALF OF SECTION 34 AND THE WEST HALF OF SECTION 35 IN TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 2, 1979, AS DOCUMENT NO. 25173362, IN COOK COUNTY, ILLINOIS DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF SAID LOT 10 THENCE NORTH 0 DEGREE 03 MINUTES, 14 SECONDS EAST ALONG THE EAST LINE OF LOT 10, A DISTANCE OF 15.00 FEET FOR THE POINT OF BEGINNING; THENCE CONTINUING NORTH 0 DEGREE 03 MINUTES, 14 SECONDS EAST ALONG THE EAST LINE OF LOT 10, A DISTANCE OF 5.00 FEET THENCE WEST ALONG A LINE PARALLEL WITH THE SOUTH LINE OF SAID LOT 10, NORTH 89 DEGREES, 39 MINUTES, 56 SECONDS WEST A DISTANCE OF 481.46 FEET TO THE EASTERLY LINE OF THE PUBLIC RIGHT OF WAY, DEDICATED PER DOCUMENT 0020412371; THENCE SOUTHEAST ALONG SAID RIGHT OF WAY LINE SOUTH 28 DEGREES, 10 MINUTES, 11 SECONDS EAST, A DISTANCE OF 17.07 FEET TO A POINT 15 FEET NORTH OF THE SOUTH LINE OF SAID LOT 10; THENCE SOUTH 89 DEGREES, 39 MINUTES, 56 SECONDS EAST, A DISTANCE OF 478.77 FEET TO THE POINT OF BEGINNING.

30 FT. PERMANENT EASEMENT: EASEMENT C:

PIN# 03-35-102-007

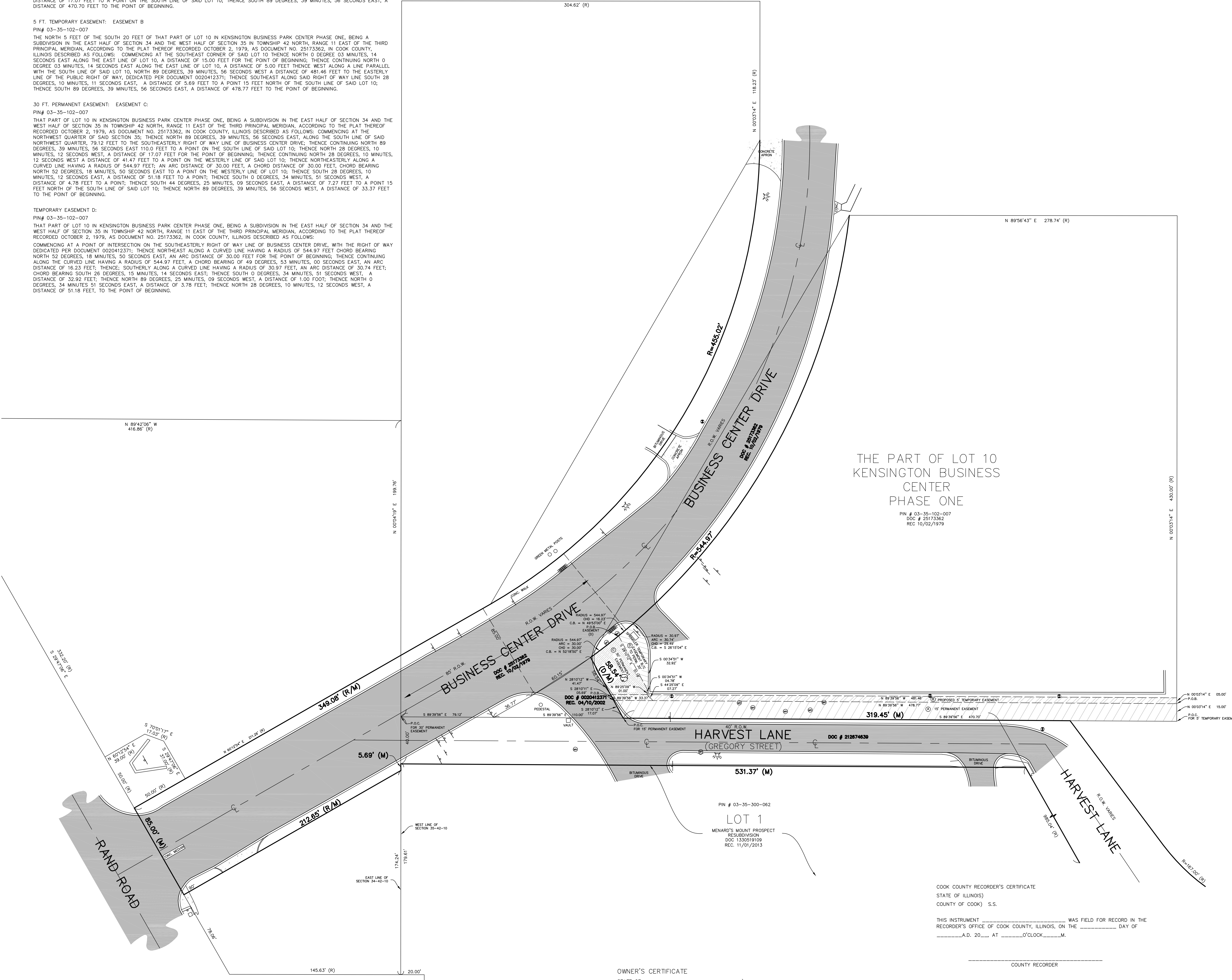
THAT PART OF LOT 10 IN KENSINGTON BUSINESS PARK CENTER PHASE ONE, BEING A SUBDIVISION IN THE EAST HALF OF SECTION 34 AND THE WEST HALF OF SECTION 35 IN TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 2, 1979, AS DOCUMENT NO. 25173362, IN COOK COUNTY, ILLINOIS DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST QUARTER OF SAID SECTION 35, THENCE NORTH 89 DEGREES, 39 MINUTES, 56 SECONDS EAST, ALONG THE SOUTH LINE OF SAID NORTHWEST QUARTER, 79.12 FEET TO THE SOUTHEASTERLY RIGHT OF WAY LINE OF BUSINESS CENTER DRIVE; THENCE CONTINUING NORTH 89 DEGREES, 39 MINUTES, 56 SECONDS EAST 110.0 FEET TO A POINT ON THE SOUTH LINE OF SAID LOT 10; THENCE NORTH 28 DEGREES, 10 MINUTES, 12 SECONDS WEST, A DISTANCE OF 17.07 FEET FOR THE POINT OF BEGINNING; THENCE CONTINUING NORTH 28 DEGREES, 10 MINUTES, 12 SECONDS WEST A DISTANCE OF 41.47 FEET TO A POINT ON THE WESTERLY LINE OF SAID LOT 10; THENCE NORTHEASTERLY ALONG A CURVED LINE HAVING A RADIUS OF 544.97 FEET, AN ARC DISTANCE OF 30.00 FEET, A CHORD BEARING OF 30.74 FEET, CHORD BEARING NORTH 52 DEGREES, 18 MINUTES, 50 SECONDS EAST TO A POINT ON THE WESTERLY LINE OF LOT 10; THENCE SOUTH 28 DEGREES, 10 MINUTES, 12 SECONDS EAST, A DISTANCE OF 51.18 FEET TO A POINT; THENCE SOUTH 0 DEGREES, 34 MINUTES, 51 SECONDS WEST, A DISTANCE OF 4.78 FEET TO A POINT; THENCE SOUTH 44 DEGREES, 25 MINUTES, 09 SECONDS EAST, A DISTANCE OF 7.27 FEET TO A POINT 15 FEET NORTH OF THE SOUTH LINE OF SAID LOT 10; THENCE NORTH 89 DEGREES, 39 MINUTES, 56 SECONDS WEST, A DISTANCE OF 33.37 FEET TO THE POINT OF BEGINNING.

TEMPORARY EASEMENT D:

PIN# 03-35-102-007

THAT PART OF LOT 10 IN KENSINGTON BUSINESS PARK CENTER PHASE ONE, BEING A SUBDIVISION IN THE EAST HALF OF SECTION 34 AND THE WEST HALF OF SECTION 35 IN TOWNSHIP 42 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 2, 1979, AS DOCUMENT NO. 25173362, IN COOK COUNTY, ILLINOIS DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT OF INTERSECTION ON THE SOUTHEASTERLY RIGHT OF WAY LINE OF BUSINESS CENTER DRIVE, WITH THE RIGHT OF WAY DEDICATED PER DOCUMENT 0020412371; THENCE NORTHEAST ALONG A CURVED LINE HAVING A RADIUS OF 544.97 FEET CHORD BEARING NORTH 52 DEGREES, 18 MINUTES, 50 SECONDS EAST, AN ARC DISTANCE OF 30.00 FEET FOR THE POINT OF BEGINNING; THENCE CONTINUING ALONG THE CURVED LINE HAVING A RADIUS OF 544.97 FEET, A CHORD BEARING OF 49 DEGREES, 53 MINUTES, 00 SECONDS EAST, AN ARC DISTANCE OF 16.13 FEET; THENCE SOUTHERLY ALONG A CURVED LINE HAVING A RADIUS OF 30.97 FEET, AN ARC DISTANCE OF 30.74 FEET; CHORD BEARING SOUTH 28 DEGREES, 15 MINUTES, 14 SECONDS EAST; THENCE SOUTH 0 DEGREES, 34 MINUTES, 51 SECONDS WEST, A DISTANCE OF 32.92 FEET; THENCE NORTH 89 DEGREES, 25 MINUTES, 09 SECONDS WEST, A DISTANCE OF 1.00 FOOT; THENCE NORTH 0 DEGREES, 34 MINUTES 51 SECONDS EAST, A DISTANCE OF 3.78 FEET; THENCE NORTH 28 DEGREES, 10 MINUTES, 12 SECONDS WEST, A DISTANCE OF 51.18 FEET, TO THE POINT OF BEGINNING.



COOK COUNTY RECORDER'S CERTIFICATE
STATE OF ILLINOIS
COUNTY OF COOK } S.S.

THIS INSTRUMENT _____ WAS FILED FOR RECORD IN THE
RECORDER'S OFFICE OF COOK COUNTY, ILLINOIS, ON THE _____ DAY OF
_____, A.D. 20____, AT _____ O'CLOCK _____ M.

COUNTY RECORDER

OWNER'S CERTIFICATE

STATE OF _____
COUNTY OF _____ } S.S.

THIS IS TO CERTIFY THAT _____ IS THE OWNER OF
THE LAND DESCRIBED HEREON, AND HAS CAUSED THE SAME TO BE PLATTED AS
INDICATED THEREON FOR THE USES AND PURPOSES THEREIN SET FORTH, AND DOES
HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE STYLE AND TITLE THEREON
INDICATED.

BY: _____
TITLE: _____

ATTEST: _____
TITLE: _____
DATED THIS _____ DAY OF _____, A.D., 2023

NOTARY PUBLIC

I, _____ A NOTARY PUBLIC IN AND FOR
SAID COUNTY IN THE STATE AFORESAID, DO HEREBY CERTIFY THAT
_____, IS/ARE PERSONALLY KNOWN TO ME
TO BE THE SAME PERSON(S) WHO/HOSE NAME(S) ARE SUBSCRIBED TO THE AFORESAID
INSTRUMENT AS SUCH OWNER(S), APPEARED BEFORE ME THIS DATE IN PERSON AND
ACKNOWLEDGED THAT THEY SIGNED THE PLAT AS THEIR OWN FREE AND VOLUNTARY
ACT FOR THE USES AND PURPOSES HEREIN SET FORTH.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS _____ DAY OF
_____, A.D. 2023.

NOTARY PUBLIC

VILLAGE ENGINEER CERTIFICATE
STATE OF ILLINOIS
COUNTY OF COOK } S.S.

APPROVED BY THE VILLAGE ENGINEER OF THE VILLAGE OF MOUNT PROSPECT, COOK COUNTY, ILLINOIS, THIS ____ DAY
OF _____, 20____.

VILLAGE ENGINEER

VILLAGE BOARD CERTIFICATE:
STATE OF ILLINOIS
COUNTY OF COOK } S.S.

THIS PLAT OF EASEMENT APPROVED BY THE VILLAGE BOARD OF THE VILLAGE OF MOUNT PROSPECT, COOK COUNTY,
ILLINOIS, AT A MEETING HELD ON _____

BY: _____ VILLAGE PRESIDENT

ATTEST: _____ VILLAGE CLERK

STATE OF ILLINOIS } S.S.
COUNTY OF COOK }

I, Barbara C. Murry, An Illinois Professional Land Surveyor, Do Herby
Certify That I Have Prepared The Plat Hereon Drawn For The Use And
Purpose Therein Set Forth, And As Described Above For The Use And A Public
Utilities And Drainage Easement

Palatine, Illinois, August 3, 2023



BARBARA C. MURRY, P.L.S. NO. 3529
LICENSE EXPIRATION DATE: NOVEMBER 30, 2024

Project Number: 23112500
Field Book: 275174-78
Drawing File: 23112500.dwg

LEGEND AND NOTES

Dimensions shown thus: 50.25 are feet and decimal parts thereof. Angular
data shown thus: 90°00'00" indicate degrees, minutes and seconds.

30.25' / N 90°00'00" E indicates measure dimension / bearing.
(30.25') / (N 90°00'00" E) indicates record dimension / bearing.
(30.25 4') / (N 90°00'00" E 4') indicates deed dimension / bearings.

Bearings shown hereon, if any, per local or assumed data,
unless shown otherwise.

Compare your points before using same and report any
differences immediately.

Check legal description with deed or title policy and report any
discrepancy immediately. Building lines and easements, if any,
shown hereon are as shown on the recorded subdivision plat
or as indicated.

Order Number: 23-1125
Survey Made For: Village of Mount Prospect

RESOLUTION NO.

A RESOLUTION APPROVING A PLAT OF EASEMENT
FOR PROPERTY LOCATED AT
411 Business Center Drive, Mount Prospect, IL 60056

WHEREAS, the Petitioner, the Village of Mount Prospect, has requested approval of a Plat of Easement dated 8/3/2023 for property located to 411 Business Center Drive and legally described as the following:

Lot 10 in Kensington, ECT. in Kensington Center Phase One, a subdivision in the East ½ of Section 34 and the West ½ of Section 35, Township 42 North, Range 11 East of the Third Principal Meridian, according to the Plat thereof recorded October 2, 1979 as Document 25173362, in Cook County, Illinois.

Property Index Number: 03-35-102-007

WHEREAS, the Corporate Authorities of the Village of Mount Prospect ("Village"), after due consideration, have determined it is in its best interests to approve dedicating new easements as reflected on the Plat of Easement including 15' Permanent Easement A, 5' Temporary Easement B, 30' Permanent Easement C and Temporary Easement D.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MOUNT PROSPECT, COOK COUNTY, ILLINOIS, A HOME RULE MUNICIPALITY:

SECTION ONE: That the Plat of Easement for the property located at 411 Business Center Drive is hereby approved for appropriate execution and simultaneous recording together with this resolution.

SECTION TWO: That this Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

AYES:

NAYS:

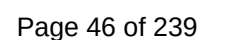
ABSENT:

PASSED and APPROVED this ____ day of September, 2024

Paul Wm. Hoefert, Mayor

ATTEST:

Karen M. Agoranos, Village Clerk



RESOLUTION NO.

A RESOLUTION APPROVING A PLAT OF EASEMENT
FOR PROPERTY LOCATED AT
412 Business Center Drive, Mount Prospect, IL 60056

WHEREAS, the Petitioner, the Village of Mount Prospect, has requested approval of a Plat of Easement dated 8/3/2023 for property located to 412 Business Center Drive and legally described as the following:

Over, across and upon that part of Lot 1 in Kensington, ECT. in Kensington Center Phase One, a subdivision in the East ½ of Section 34 and the West ½ of Section 35, Township 42 North, Range 11 East of the Third Principal Meridian, according to the Plat thereof recorded October 2, 1979 as Document 25173362, in Cook County, Illinois.

Property Index Number: 03-35-103-001

WHEREAS, the Corporate Authorities of the Village of Mount Prospect ("Village"), after due consideration, have determined it is in its best interests to approve dedicating a new easement as reflected on the Plat of Easement, 10' Permanent Easement E.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MOUNT PROSPECT, COOK COUNTY, ILLINOIS, A HOME RULE MUNICIPALITY:

SECTION ONE: That the Plat of Easement for the property located at 412 Business Center Drive is hereby approved for appropriate execution and simultaneous recording together with this resolution.

SECTION TWO: That this Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

AYES:

NAYS:

ABSENT:

PASSED and APPROVED this ____ day of September, 2024

Paul Wm. Hoefert, Mayor

ATTEST:

Karen M. Agoranos, Village Clerk



Item Cover Page

Subject	Motion to approve a change order in the amount of \$17,172.54 to the Schroeder Asphalt Company contract for the rehabilitation of the access road and parking lot at Fire Station 11.
Meeting	September 17, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD
Fiscal Impact (Y/N)	Y
Dollar Amount	\$17,172.54
Budget Source	South Mount Prospect Tax Increment Financing District Fund
Category	CONSENT AGENDA
Type	Action Item

Information

The Village Board awarded a construction contract to Schroeder Asphalt Services in the amount of \$209,172.00 at their April 16, 2024, meeting for site improvements at Fire Station 11. The scope of work included resurfacing the paved areas (access roadway and parking lot), adding curb & gutter and storm inlets along the access roadway to improve drainage, replacing storm sewer pipe in the parking lot, and grass restoration.

Bid items included calculated amounts of asphalt removal and replacement based on the paved area and estimated thickness of the asphalt. The project also estimated a percentage of the stone sub-base to be replaced with concrete once the asphalt was removed and sub-base evaluated by staff. During construction, it was evident that a greater than anticipated amount of sub-base needed replacement to provide a proper sub-base that would not lead to premature deterioration of the asphalt pavement. Staff determined additional asphalt pavement was necessary (both area and thickness) to properly drain the parking lot and access driveway, assuring no adverse impacts to adjacent properties. Measured quantities for asphalt removal and replacement, concrete patching, and associated items exceeded the original bid quantities.

The final construction amount is \$226,344.54, \$17,172.54 above the contract amount of \$209,172.00. An 8.2% increase above the contract amount. The contract amount of \$209,172 did not include a 10% contingency.

All work associated with this contract has been completed and found to be acceptable. The additional work directed by staff will ensure that the parking lot and access driveway will last for the expected life of 20 years with standard future maintenance.

The overall cost for the rehabilitation of Fire Station 11 remains well under the \$1,733,500 project budget.

Discussion

Not applicable.

Alternatives

1. Approve a change order to the Schroeder Asphalt Company contract for the rehabilitation of the access road, and parking lot at Fire Station 11 for an amount not to exceed \$17,172.54.
2. Action at the discretion of the Village Board.

Staff Recommendation

Staff recommends that the Village Board approve a change order to the Schroeder Asphalt Company contract for the rehabilitation of the access road and parking lot at Fire Station 11 for an amount not to exceed \$17,172.54.

Attachments

1. Final Construction Tab
2. 2024-9-9 Change Order

FIRE STATION 11 Site Improvements

Base Site Improvements

	Item Description	Unit	Unit Cost	Contract Quantity	As-Built Quantity	Total Contract Cost	Total As-Built Cost
1	Excavation	CU YD	\$90.00	36	36.00	\$3,240.00	\$3,240.00
2	Aggregate Base Course, Type B, 4"	SQ YD	\$10.00	485	487.30	\$4,850.00	\$4,873.00
3	Hot Mix Asphalt Surface Removal, 6.0"	SQ YD	\$13.00	1095	1,350.80	\$14,235.00	\$17,560.40
4	Hot Mix Asphalt Surface Removal, 8.0"	SQ YD	\$16.00	295	297.00	\$4,720.00	\$4,752.00
5	Pavement Removal	SQ YD	\$13.00	485	487.30	\$6,305.00	\$6,334.90
6	Hot Mix Asphalt Base Course, 6"	SQ YD	\$13.00	295	297.00	\$3,835.00	\$3,861.00
7	Hot Mix Asphalt Binder Course, N50, 4"	TON	\$103.00	250	273.07	\$25,750.00	\$28,126.21
8	Hot Mix Asphalt Surface Course, Mix "D", N50, 2.0"	TON	\$123.00	160	173.19	\$19,680.00	\$21,302.37
9	Bit. Material (Tack Coat)	POUND	\$0.01	675	1,000.00	\$6.75	\$10.00
10	Portland Cement Concrete Pavement, 10"	SQ YD	\$110.00	485	487.30	\$53,350.00	\$53,603.00
11	Class D Patch, 2"	SQ YD	\$24.00	60	0.00	\$1,440.00	\$0.00
12	Class C Patch, 9"	SQ YD	\$110.00	55	87.08	\$6,050.00	\$9,578.80
13	Temp Ramps	EACH	\$750.00	3	3.00	\$2,250.00	\$2,250.00
14	Combination PCC Concrete Curb & Gutter	FOOT	\$32.00	490	498.30	\$15,680.00	\$15,945.60
15	PCC Sidewalk, 5"	SQ FT	\$12.00	50	0.00	\$600.00	\$0.00
16	Inlets, Type A, Type 1, Frame & Open lid	EACH	\$3,750.00	1	1.00	\$3,750.00	\$3,750.00
17	Structures to be Adjusted	EACH	\$600.00	3	2.00	\$1,800.00	\$1,200.00
18	Storm Sewer, PVC SDR 35, Type 1, 12"	FOOT	\$175.00	10	10.00	\$1,750.00	\$1,750.00
19	Seeding, Special	SQ YD	\$11.00	750	333.87	\$8,250.00	\$3,672.57
20	Erosion Control Blanket	SQ YD	\$2.15	600	333.87	\$1,290.00	\$717.82
21	Traffic Control & Protection	L. SUM	\$4,000.00	1	1.00	\$4,000.00	\$4,000.00
22	Maintenance bond (24-month)	L. SUM	\$4,968.25	1	1.00	\$4,968.25	\$4,968.25
AUP	Manhole Reconstruction		\$2,550.00		1.00	\$0.00	\$2,550.00
SUBTOTAL						\$187,800.00	\$194,045.92

Alternate Site Improvements

	Item Description	Unit	Unit Cost	Contract Quantity	As-Built Quantity	Total Contract Cost	Total As-Built Cost
23	Hot Mix Asphalt Surface Removal, 3.0"	SQ YD	\$3.00	950	1,062.54	\$2,850.00	\$3,187.62
24	Hot Mix Asphalt Binder Course, N50, 1.5"	TON	\$100.00	80	173.65	\$8,000.00	\$17,365.00
25	Hot Mix Asphalt Surface Course, Mix "D", N50, 1.5"	TON	\$105.00	80	107.40	\$8,400.00	\$11,277.00
26	Bit. Material (Tack Coat)	POUND	\$0.01	200	900.00	\$2.00	\$9.00
27	Portland Cement Concrete Pavement, 10"	SQ YD	\$110.00	12	4.00	\$1,320.00	\$440.00
28	PCC Sidewalk Remove & Replace, 5"	SQ FT	\$14.00	50	0.00	\$700.00	\$0.00
29	Trench Backfill	CU YD	\$20.00	5	1.00	\$100.00	\$20.00
SUBTOTAL						\$21,372.00	\$32,298.62

TOTAL

\$209,172.00 **\$226,344.54**

OVER CONTRACT

\$17,172.54

CHANGE ORDER

Purchase Order No.: _____

Contract Date: _____

PROJECT NAME: Fire Station 11 – 2024 Site Improvements

OWNER: VILLAGE OF MOUNT PROSPECT

CONTRACTOR: Schroeder Asphalt Services, Inc..

ENGINEER: VILLAGE ENGINEER

The following changes are hereby made to the Contract documents:

Description: As work progress field changes were made to adjust the project to match existing field conditions. The class c patch was widened in several areas to repair a soft pavement base. The manhole in the center of the concrete pavement could not be adjusted. The manhole had to be reconstructed by removal of the cone section and installing a barrel section with adjusting rings.

The quantities for the binder and surface increase due to the following factors: The area of the access road at Algonquin was widened to better match the adject driveways. The parking area on the north and east side required additional material to promote drainage from the buildings to the inlet, proved a uniform slope across the parking area and to provide more cover over the new storm sewer.

Attachments: Spreadsheet showing the increase and decrease for each of the bid items

Change to Contract Price:

Contract Price Prior to this Change Order: \$ 209,172.00

Net (Increase) (~~Decrease~~) due to this Change Order: \$ 17,172.54

Current Contract Price including this Change Order: \$ 226,344.54

Change to Contract Time:

Contract Time Prior to this Change Order: June 14, 2024 (~~calendar days~~) (date)

Net (Increase) (Decrease) due to this Change Order: 0 (~~calendar days~~) (date)

Current Contract Time including this Change Order: June 14, 2024 (~~calendar days~~) (date)

The above changes are approved:

VILLAGE ENGINEER
Engineer

THE VILLAGE OF MOUNT PROSPECT
Owner

By _____

By _____

Date _____

Date _____

The above changes are accepted:

Schroeder Asphalt Services, Inc..
Contractor

By _____

Date _____

VILLAGE OF MOUNT PROSPECT
FIRE STATION 11 - AS-BUILT SITE IMPROVEMENTS
Schroeder Asphalt Services, Inc.

September 11, 2024

Change Order

	Item Description	Unit	Contract Quantity	As built Quantity	Increase	Decrease	Unit Cost	Total Cost
1	Excavation	CU YD	36	36.00			\$90.00	
2	Aggregate Base Course, Type B, 4"	SQ YD	485	487.30	2.30		\$10.00	\$23.00
3	Hot Mix Asphalt Surface Removal, 6.0"	SQ YD	1095	1,350.80	255.80		\$13.00	\$3,325.40
4	Hot Mix Asphalt Surface Removal, 8.0"	SQ YD	295	297.00	2.00		\$16.00	\$32.00
5	Pavement Removal	SQ YD	485	487.30	2.30		\$13.00	\$29.90
6	Hot Mix Asphalt Base Course, 6"	SQ YD	295	297.00	2.00		\$13.00	\$26.00
7	Hot Mix Asphalt Binder Course, N50, 4"	TON	250	273.07	23.07		\$103.00	\$2,376.21
8	Hot Mix Asphalt Surface Course, Mix "D", N50, 2.0"	TON	160	173.19	13.19		\$123.00	\$1,622.37
9	Bit. Material (Tack Coat)	POUND	675	1,000.00	325.00		\$0.01	\$3.25
10	Portland Cement Concrete Pavement, 10"	SQ YD	485	487.30	2.30		\$110.00	\$253.00
11	Class D Patch, 2"	SQ YD	60	0.00		60.00	\$24.00	(\$1,440.00)
12	Class C Patch, 9"	SQ YD	55	87.08	32.08		\$110.00	\$3,528.80
13	Temp Ramps	EACH	3	3.00			\$750.00	
14	Combination PCC Concrete Curb & Gutter	FOOT	490	498.30	8.30		\$32.00	\$265.60
15	PCC Sidewalk, 5"	SQ FT	50	0.00		50.00	\$12.00	(\$600.00)
16	Inlets, Type A, Type 1, Frame & Open lid	EACH	1	1.00			\$3,750.00	
17	Structures to be Adjusted	EACH	3	2.00		1.00	\$600.00	(\$600.00)
18	Storm Sewer, PVC SDR 35, Type 1, 12"	FOOT	10	10.00			\$175.00	
19	Seeding, Special	SQ YD	750	333.87		416.13	\$11.00	(\$4,577.43)
20	Erosion Control Blanket	SQ YD	600	333.87		266.13	\$2.15	(\$572.18)
21	Traffic Control & Protection	L. SUM	1	1.00			\$4,000.00	
22	Maintenance bond (24-month)	L. SUM	1	1.00			\$4,968.25	
AUP	Manhole Reconstruction			1.00	1.00		\$2,550.00	\$2,550.00
								\$6,245.92

Add Alternate Site Improvements

	Item Description	Unit	Contract Quantity	As built Quantity	Increase	Decrease	Unit Cost	Total Cost
23	Hot Mix Asphalt Surface Removal, 3.0"	SQ YD	950	1,062.54	112.54		\$3.00	\$337.62
24	Hot Mix Asphalt Binder Course, N50, 1.5"	TON	80	173.65	93.65		\$100.00	\$9,365.00
25	Hot Mix Asphalt Surface Course, Mix "D", N50, 1.5"	TON	80	107.40	27.40		\$105.00	\$2,877.00
26	Bit. Material (Tack Coat)	POUND	200	900.00	700.00		\$0.01	\$7.00
27	Portland Cement Concrete Pavement, 10"	SQ YD	12	4.00		8.00	\$110.00	(\$880.00)
28	PCC Sidewalk Remove & Replace, 5"	SQ FT	50	0.00		50.00	\$14.00	(\$700.00)
29	Structures to be Adjusted	EACH	0	0.00			\$600.00	\$0.00
30	Storm Sewer, 12" Removal & Replace with PVC SDR 35, Type 1	FOOT	0	0.00			\$113.00	\$0.00
31	Trench Backfill	CU YD	5	1.00		4.00	\$20.00	(\$80.00)
								\$10,926.62

Total Project Change Order Cost

\$17,172.54



Item Cover Page

Subject	A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO FUND A PORTION OF THE BUSSE ROAD IMPROVEMENTS PROJECT (GOLF ROAD TO CENTRAL ROAD) UTILIZING THE ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM (ITEP).
Meeting	September 17, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD
Fiscal Impact (Y/N)	N
Dollar Amount	Not applicable.
Budget Source	Not applicable.
Category	CONSENT AGENDA
Type	Action Item

Information

Attached is a resolution authorizing an application to the Illinois Transportation Enhancement Program (ITEP) to fund a portion of construction and construction engineering costs for Village-funded improvements included in the Cook County Department of Transportation and Highways (CCDOTH) planned Busse Road Reconstruction Project. Village-funded planned improvements include a shared-use path, sidewalks, street lighting, and upgrades to pedestrian crossing signals.

CCDOTH-funded improvements include widening to a 3-lane cross-section, installation of storm sewers, and traffic signal upgrades. CCDOTH is presently in the final design phase (Phase 2 engineering) for this project. Bid letting is slated for late 2025 or early 2026 with construction to begin in 2026.

The estimated cost for all improvements, including both CCDOTH-funded and Village-funded portions, is approximately \$10 million.

This ITEP application will be utilized exclusively to fund Village-funded improvements (shared-use path, sidewalks, streetlights, etc.). Staff estimates a grant request of \$1.2 million which, if awarded, would leave a local share of approximately \$485,000.

Discussion

Alternatives

1. Pass a resolution authorizing an ITEP application to fund certain portions of the planned Busse Road Reconstruction Project (Golf Road to Central Road).
2. Action at the discretion of the Village Board.

Staff Recommendation

Staff recommends that the Village Board pass a resolution authorizing the submission of an application to fund certain portions of the Busse Road Reconstruction Project (Golf Road to Central Road) utilizing the Illinois Transportation Enhancement Program.

Attachments

1. Busse Rd ITEP 2024 resolution

RESOLUTION NO.

**A RESOLUTION AUTHORIZING THE SUBMISSION OF A PROJECT APPLICATION FOR FUNDING
UNDER THE ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM (ITEP)**

WHEREAS; the Village of Mount Prospect desires to improve and enhance pedestrian and bike transportation within the Village and connectivity with regional facilities; and

WHEREAS; the Illinois Department of Transportation (IDOT) administers the Illinois Transportation Enhancement Program that provide and support alternate modes of transportation, enhances the transportation system through the preservation of visual and cultural resources and improves the quality of life for members of the community; and

WHEREAS, the Village of Mount Prospect has determined that it is in its best interests to submit an application for Illinois Transportation Enhancement Program funds for the Busse Road Improvements; and

WHEREAS, the project will include Construction and Construction Engineering; and

WHEREAS, Construction elements include a shared use path, sidewalk, roadway lighting, RRFB system, and pedestrian signals; and

WHEREAS; an Illinois Transportation Enhancement Grant will fund up to 80% of engineering and construction costs, with 20% to be paid by the local sponsor;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF MOUNT PROSPECT,
COOK COUNTY, ILLINOIS:**

SECTION ONE: The Village staff is authorized to apply to the Illinois Department of Transportation for Illinois Transportation Enhancement Program funding for the Busse Road Improvements; and

SECTION TWO: The Village certifies that they are willing and able to manage, maintain and operate the project; and

SECTION THREE: The Village possesses the legal authority to nominate the transportation enhancement project and to finance, acquire and construct the proposed project; including all understanding and assurances contained therein, and authorizes representative to act in connection with the nomination and to provide such additional information as may be required.

AYES:

NAYS:

ABSENT:

Passed and APPROVED this _____ day of September, 2024.

Paul Wm. Hoefert, Mayor

ATTTEST:

Karen M. Agoranos, Village Clerk

(Seal)



Item Cover Page

Subject **A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO FUND A PORTION OF THE RAND/KENSINGTON/IL ROUTE 83 INTERSECTION IMPROVEMENTS (RKE) UTILIZING THE ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM (ITEP).**

Meeting September 17, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD

Fiscal Impact (Y/N) N

Dollar Amount Not applicable.

Budget Source Not applicable.

Category CONSENT AGENDA

Type Action Item

Information

Attached is a resolution authorizing an application to the Illinois Transportation Enhancement Program (ITEP) to fund a portion of design and construction costs for the Rand/Kensington/IL Route 83 (RKE) Improvements.

The RKE Improvements look to improve traffic flow and safety at this multi-legged, high-volume intersection long plagued by delays and inefficiency. Proposed improvements will benefit motorists, pedestrians, bicyclists, nearby businesses, and Mount Prospect residents. This project also fulfills a key component of the Village's Strategic Plan to resolve troublesome intersections by leveraging a partnership with the Illinois Department of Transportation (IDOT).

In addition to roadway and traffic signal improvements, the project includes a bike path along Rand Road, sidewalks, pedestrian crossing signals, and street lighting.

ITEP funding resulting from this application will be utilized specifically for construction and construction engineering costs associated with the pedestrian, bicyclist, and street lighting improvements mentioned above.

The Village has already received almost \$12 million in grant funding for this project. The estimated cost of the project is \$15 million.

Discussion

Not applicable.

Alternatives

1. Pass a resolution authorizing submittal of an application to fund a portion of the Rand/Kensington/IL Route 83 Intersection Improvements Projects utilizing the Illinois Transportation Enhancement Program.
2. Action at the discretion of the Village Board.

Staff Recommendation

Staff recommends that the Village Board pass a resolution authorizing submittal of an application to fund a portion of the Rand/Kensington/IL Route 83 Intersection Improvements Projects utilizing the Illinois Transportation Enhancement Program.

Attachments

1. Rand-83-Kensington ITEP 2024 resolution

RESOLUTION NO.

**A RESOLUTION AUTHORIZING THE SUBMISSION OF A PROJECT APPLICATION FOR FUNDING
UNDER THE ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM (ITEP)**

WHEREAS; the Village of Mount Prospect desires to improve and enhance pedestrian and bike transportation within the Village and connectivity with regional facilities; and

WHEREAS; the Illinois Department of Transportation (IDOT) administers the Illinois Transportation Enhancement Program that provide and support alternate modes of transportation, enhances the transportation system through the preservation of visual and cultural resources and improves the quality of life for members of the community; and

WHEREAS, the Village of Mount Prospect has determined that it is in its best interests to submit an application for Illinois Transportation Enhancement Program funds for the Rand-IL83-Kensington Intersection Improvements; and

WHEREAS, the project will include Construction and Construction Engineering; and

WHEREAS, Construction elements include a shared use path, sidewalk, roadway lighting, and pedestrian signals; and

WHEREAS; an Illinois Transportation Enhancement Grant will fund up to 80% of engineering and construction costs, with 20% to be paid by the local sponsor;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF MOUNT PROSPECT,
COOK COUNTY, ILLINOIS:**

SECTION ONE: The Village staff is authorized to apply to the Illinois Department of Transportation for Illinois Transportation Enhancement Program funding for the Rand-IL83-Kensington Intersection Improvements; and

SECTION TWO: The Village certifies that they are willing and able to manage, maintain and operate the project; and

SECTION THREE: The Village possesses the legal authority to nominate the transportation enhancement project and to finance, acquire and construct the proposed project; including all understanding and assurances contained therein, and authorizes representative to act in connection with the nomination and to provide such additional information as may be required.

AYES:

NAYS:

ABSENT:

Passed and APPROVED this _____ day of September, 2024.

Paul Wm. Hoefert, Mayor

ATTEST:

Karen M. Agoranos, Village Clerk

(Seal)



Item Cover Page

Subject	Motion to purchase one (1) Police Department vehicle through the Northwest Municipal Conference Suburban Purchasing Cooperative for an amount not to exceed \$60,000.00.
Meeting	September 17, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD
Fiscal Impact (Y/N)	Y
Dollar Amount	\$60,000.00
Budget Source	Community Investment Program
Category	CONSENT AGENDA
Type	Budget Item

Information

The Board approved the purchase of four (4) new police vehicles for the Police Department at the June 4, 2024, Village Board Meeting. One of those vehicles was a 2024 Chevy Equinox from Miles Chevrolet for the Investigative Section. The Board approved the purchase of the Equinox at a cost of \$27,780.00. Unfortunately, the window to order the Chevy Equinox closed prior to Public Works being able to place an order for the vehicle. The Equinox was approved to be purchased to replace I-24, a Dodge Charger, with 74,024 miles.

Replacement Policy

The existing I-24 was evaluated utilizing Public Work's detailed comprehensive replacement policy. The policy uses a point-based criterion that rates the following four major factors: age, mileage, repair and maintenance (R&M) costs, and condition of the body/mechanical components. A point total equaling or exceeding eleven out of sixteen indicates that the vehicle should be replaced. The current I-24 has a replacement point score of 16. A copy of the Public Works Vehicle Examination Forms (Appendix A and B) are attached.

Discussion

Due to the order window closing prior to Public Works being able to purchase a Chevy Equinox, staff would like to replace I-24 with a 2025 Ford Explorer from Currie Motors.

The Police Department has utilized Ford Explorers for the past 15 years, primarily as frontline patrol vehicles. We have found them to be reliable during this time. The Ford Explorer will be unmarked, allowing Investigators to conduct surveillance and case follow-up in a vehicle not easily identified as a police vehicle.

The Village is a member of the Northwest Municipal Conference (NWMC), which has pricing available through the Suburban Purchasing Cooperative (SPC). The 2025 Ford Explorer is included in the Joint Purchasing Contract #231. This vehicle is available to purchase through Currie Motors in Frankfort, IL. This is a public bid contract that satisfies the procurement

requirements of the Village of Mount Prospect's Purchasing Policy.

Funding for the replacement of this vehicle is provided in the 2024 Annual Budget under the Community Investment Program section and listed under account number 061.60.90.00.1.708.660.003. The total budgeted amount for this purchase is \$60,000.00.

Alternatives

1. Accept the Suburban Purchasing Cooperative bid for the purchase of one (1) Ford Explorer from Currie Motors for an amount not to exceed \$60,000.00
2. Action at the discretion of the Village Board.

Staff Recommendation

Staff recommends acceptance of the Suburban Purchasing Cooperative joint bid results for the purchase of one (1) 2025 Ford Explorer from Currie Motors as a substitute for the Chevy Equinox order and installation of any associated emergency lighting and communications equipment for this vehicle in an amount not to exceed \$60,000.00.

Attachments

1. I-24 Order Form
2. I-24 Appendix A & B

2025
Ford Explorer
Currie Motors Fleet Department
Contract #231



Starting Price \$36,211.00
Rear Wheel Drive



2025 Model Year is Allocation Based upon Sales History and Subject to Commodity Restrictions

2025 Standard Equipment Active

SERIES/EQUIPMENT GROUP AVAILABILITY

- Series Line up; Active (200A), ST-Line (300A), ST (400A) and Platinum (600A)

Changed

- XLT is now referred to as Active (200A)
- ST-Line (250A) is now referred to as (300A) - Platinum (601A) is now referred to (600A)

MECHANICAL

Changed - None

Deleted - None

EXTERIOR CHANGES

Changed

- 4-Door Intelligent Access is now standard on All series
- Class III Trailer Tow Package is now Standard on all series.

Wheel Line Up

- 18" Five-Spoke Sparkle Silver-Painted Aluminum is Standard on Active (200A)
- 20" Luster Nickel-Painted Aluminum (649) is Available on Active (200A1). Standard on Platinum (600A).
- 20" Carbonized Gray-Painted 10-Spoke is Available on Active (200A1)
- 20" Polished Aluminum is Available on Platinum (600A1)
- 20" Ebony Machined-Painted Aluminum is Standard on ST Line (300A)
- 21" Magnatite-Painted Aluminum is Standard on ST (400A). Included in ST-Line Street Pack on ST-Line (300A). - 21" Dark Alloy Polished Aluminum is Available in Ultimate Package on Platinum (600A1)

INTERIOR/COMFORT

New - 12.3" Color LCD Productivity Screen is Standard on All series in Instrument Panel Cluster

Deleted - None

SAFETY/SECURITY

New - None

Changed - None

Deleted - None

FORD CO-PILOT360™ TECHNOLOGY

Deleted - Active Park Assist 2.0

FUNCTIONAL

Changed - None

Deleted - SecuriCode® Keyless Entry Keypad - SYNC® 3 - USB Ports, Second Row - One (1) "A" and one (1) "C" (replaces a Powerpoint 12V Port on the back side of the Front Console)

MECHANICAL

Electric Parking Brake with Auto Hold

Engine - 2.3L EcoBoost® I-4 with Auto Start-Stop Technology

Four-Wheel Disc Brakes with Anti-Lock Brake System (ABS), Electric Brake Boost and ESC

Standard-Duty Front and Rear Brake Calipers

Transmission - 10-Speed Automatic

EXTERIOR

18.6 Gallon Tank

Active Grille Shutters

Black - Molded-in-Color

Liftgate Scuff - Wheelip Molding

Body-Color - Bumpers, Front and Rear (Body-Color Upper, Black Lower) - Rear Spoiler

Class III Trailer Tow Package

Configurable Daytime Running Lamps (DRL) (Activates LED Low Beam Headlamps with Courtesy Delay)

Door Handles - Body-Color

Easy Fuel® Capless Fuel Filler

Front Air Curtain

Grille - Black Mesh Insert with Chrome Bars

LED Taillamps with Amber Turn Signals

Lower Bodyside Cladding - Black with Chrome Accent

Power Liftgate

Privacy Glass - Second Row, Third Row and Liftgate

Rear Bumper Step Pad - Molded-In-Color Black

Roof-Mounted Antenna

Exterior (Continued)

Roof-Rack Side Rails - Black

Tires - P255/65R18 All-Season (A/S) BSW - Mini Spare

Wheels - 18" Sparkle Silver-Painted Aluminum

Wipers

Windshield

Variable Intermittent/Continuous

Rear Window

Single-Speed Intermittent/Continuous

INTERIOR/COMFORT

Beverage Holders (10)

Front Row, four (4), Second Row, four (4), Third Row, two (2)

Center Floor Console - Front - Armrest - Storage Bin

Climate Control - Tri-Zone Electronic Temperature Control - Cabin Particulate Air Filter - Rear Auxiliary Controls

Door-Sill Scuff Plates, Front and Rear - Black Molded-inColor (MIC), embossed with "EXPLORER"

Driver and Front Passenger Seat Back Map Pockets

Driver's Side Footrest

Floor Mats - Black Carpet, Front and Second Rows

Grab Handles - Front-Passenger; Second Row - two (2), includes Coat Hooks

Illuminated Visor Vanity Mirrors (Driver and Front Passenger)

Instrument Panel Cluster

- 12.3" Color LCD Productivity Screen

- Message Center

- Outside Temperature Display

- Trip Computer

• Lighting

- Front Overhead Console Mounted Map Lights - Illuminated Entry System

- Rear Cargo Area Light

- Second and Third Row Dome Lights

Overhead Console with Sunglasses Storage

Powerpoints (12V)

- three (3)

- Front row; one (1) in Media Hub, one (1) in center console

- Second row; one (1) in rear section of center console

- Rear Cargo Area; one (1)

• Rotary Gear Shift Dial

• Seats

- Unique Cloth

- Front Captain's Chairs

- 10-way Power Driver's

- 4-way Power Passenger

- First Row Heated Seats

- Second Row 35/30/35 Bench with E-Z Entry1 and Armrests

• Steering Column

- Manual Tilt/Telescoping

• Steering Wheel with Mounted Features

- 5-Way Controls

- Audio Controls

- Cruise Controls

• Windows, Power

- Front and Rear. Front Row One-TouchUp/Down Feature (door mounted controls).

SAFETY/SECURITY

• AdvanceTrac™ with RSC® (Roll Stability Control™)

• Airbags

- First Row: Driver and Passenger Dual-Stage Front, Frontseat Side and Driver/Passenger Knee - All Rows: Safety Canopy® Side-Curtain with Rollover Sensor

• Center High-Mounted Stop Lamp (CHMSL)

• Curve Control

• Day/Night Rearview Mirror - Manually Adjustable

• Door Locks, Power

- Auto lock/Auto unlock

- Child-Safety Rear

• Head Restraints

- Two-Way Manually Adjustable (Up/Down)

- All Rows. Second Row Center Head Restraint is fixed position.

SAFETY/SECURITY (Continued)

• Headlamps

- LED Low and High Beams with Courtesy Delay - Wiper-Activated

- Hooks
- Cargo Net
- Four (4) - Load Floor Tie-Down - Four (4)
- Individual Tire Pressure Monitoring System (ITPMS)
- LATCH (Lower Anchors and Tether Anchors for Children) on Second and Third Row Outboard Seating Positions
- Mirrors, Sideview - Power and Heated Glass, Manual Folding, Security Approach Lamps and Black Caps
- Perimeter Alarm
- Personal Safety System™2
- Rear-Window Defroster and Washer
- Safety Belts
- Front Row
- Belt-Minder® (Front Safety Belt Reminder)
- Front Row - Adjustable Height
- Second Row - Outboard and Center Seat Shoulder
- Third Row - Outboard
- SecuriLock® Passive Anti-Theft System (PATS) • SOS Post-Crash Alert System™

DRIVER ASSIST TECHNOLOGY

- Ford Co-Pilot360™ Assist+
- Adaptive Cruise Control with:
 - Stop-and-Go
 - Lane Centering
- Auto High-Beam Headlamps
- BLIS® (Blind Spot Information System) with Cross-Traffic Alert, Exit Warning and Trailer Coverage
- Evasive Steering Assist
- Intersection Assist 2.0
- Lane-Keeping System
 - Lane-Keeping Alert
 - Lane-Keeping Assist
 - Driver Alert
- Pre-Collision Assist with Automatic Emergency Braking (AEB)
 - Pedestrian Detection
 - Forward Collision Warning
 - Dynamic Brake Support
- Rear Cross Traffic Braking
- Rear View Camera3
- Reverse Parking Assist
- Post-Collision Braking

- Headlamps - Autolamp (Automatic On/Off) 2
- Personal Safety System™ for driver and front passenger includes dualstage front airbags, safety belt pretensioners, safety belt energymanagement retractors, safety belt usage sensors, driver's seat position sensor, crash severity sensor, restraint control module and FrontPassenger Sensing System. 3 With Backup Assist Grid Lines

DRIVER ASSIST TECHNOLOGY

- Hill Start Assist
- Side-Wind Stabilization
- Trailer Sway Control

FUNCTIONAL

- 3.58 Non-Limited-Slip Rear Axle (RWD and 4WD)
- 4-Door Intelligent Access (Lock/Unlock) with Push-Button Start
- 5G LTE Modem and Hotspot
- Ford Power-Up Software Update Capability
- Audio

- AM/FM Stereo
- MP3 Capable
- Six (6) Speakers
- Speed-Compensated Volume
- SiriusXM® with 360L

Note: Includes a three (3)-month prepaid subscription. Service is not available in Alaska and Hawaii

Note: All SiriusXM services require a subscription, sold separately by SiriusXM after the trial period. Your SiriusXM service will automatically stop at the end of your trial unless you decide to subscribe. If you decide to continue service, the subscription plan chosen will automatically renew and be charged according to your chosen payment method at the then-current rates. Fees and taxes apply. See the SiriusXM Customer Agreement & Privacy Policy at ["http://www.siriusxm.com/"](http://www.siriusxm.com/) www.siriusxm.com for full terms and how to cancel, which includes online methods or calling 1-866-635-2349.

- Battery Saver
- Compass
- Electric Power-Assisted Steering (EPAS)
 - 5G LTE Wi-Fi Hotspot connects up to 10 devices4 (if equipped)

- Remotely start, lock and unlock vehicle5

- Schedule specific times to remotely start vehicle5

- Locate parked vehicle5

- Check vehicle status5

Note: Ford Telematics™ and Data Services Prep included for Fleet ONLY: FordPass Connect™ 4G Wi-Fi Modem provides data to support telematics and data services including but not limited to vehicle location, speed, idle time, fuel, vehicle diagnostics and maintenance alerts. Device enables telematics services through Ford or authorized providers. Activate at www.fleet.ford.com or call 833-FCS-Ford. (833-327-3673)

- Front and Rear Stabilizer Bars
- Independent Front and Rear Suspension
- Intelligent Oil-Life Monitor

® 4 Wi-Fi hotspot includes wireless data trial that begins upon AT&T activation and expires at the end of 3 months or when 3GB of data is used, whichever comes first, but cannot extend beyond the trial subscription period for remote features. To activate, go to www.att.com/ford. 5 FordPass Connect (optional on select vehicles), the Ford Pass App., and Complimentary Connected Services are required for remote features (see FordPass Terms for details). Connected Service and features depend on compatible AT&T network availability. Evolving

technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Connected services excludes Wi-Fi hotspot.

- Infotainment

- 13.2" Color LCD Touchscreen in IP Center-Stack

- Alexa Built-In

- Google Built-In o Google Assistant o Google Maps o Google Play Store

- Pinch-to-Zoom capability

- 911 Assist®

- Apple CarPlay® and Android Auto™ Wireless Compatibility

- USB Ports, First Row

- One (1) "A" and One (1) "C" in Media Bin and Two (2) "C" in Center Floor Console. Second Row

- Two (2) "C" and Third Row

- Two (2) "C".

• Terrain Management System™ (Deep Snow/Sand Mode - 4WD Only)

4WD MODELS INCLUDE:

- Hill Descent Control
- Intelligent 4WD

2025 Ford Explorer

Options Price List

Model

☐ K7D- Active (RWD)	\$36,211.00
☒ K8D- Active (4WD)	\$38,766.00
☐ K7K- St-Line (RWD)	\$41,147.00
☐ K8K- St-Line (4WD) - requires 68P	\$44,147.00
☐ K7G- ST (RWD)	\$51,713.00
☐ K8G- ST (4WD)	\$55,084.00
☐ K7H- Platinum (RWD)	\$48,199.00
☐ K8H- Platinum (4WD)	\$52,156.00

Transmission

☒ 44T- 10-Speed Automatic Transmission	N/C
--	-----

Engine

☒ 99H- 2.3L EcoBoost I-4 Engine with Auto Start-Stop Technology (Active, ST-Line, Platinum)	N/C
☐ 99C- EcoBoost V6 Engine with Auto Start-Stop Technology (Platinum Trim) (Requires Ultimate Package)	N/C

Wheels

Active

- ☐ 64Y- 20 Inch Carbonized Gray-Painted Aluminum Wheels \$1,311.00
- ☐ 649- 20 Inch Luster Nickel-Painted Aluminum Wheels
Requires: 4WD and Active Comfort Package. \$1,311.00
- ☐ 64U- 20 Inch Polished Aluminum Wheels \$653.00
- Not available on Active Trim

Other Options

- ☐ 21B- Platinum Lux Leather Package (99C/ 68U Not Selected)
Includes: Leather Seating Surfaces Sport Captain Chairs
Heated and ventilated. Includes multicontour seats with
Active Motion, tri-diamond micro perforated inserts, accent
stitching, 8-way power driver with memory (power function
for tilt, lumbar and recline) and 6-way power front
passenger (power function for lumbar and recline).
-Piping & Quilting on Seats
-Quilting & Stitching on Door Panels
\$1,593.00
Platinum Lux Leather Package (99C and 68U Selected)
N/C
- ☐ 68U- Platinum Ultimate Package \$4,338.00
Includes:
 - Lux Leather Package
 - Leather Seating Surfaces Sport Captain Chairs
Heated and ventilated. Includes multicontour seats
with Active Motion, tri-diamond micro perforated inserts,
accent stitching, 8-way power driver with memory (power
function for tilt, lumbar and recline) and 6-way power
front passenger (power function for lumbar and recline).
-Piping & Quilting on Seats
-Quilting & Stitching on Door Panels
 - Wheels: 21" Dark Alloy Polished Aluminum
 - Tires: P275/45R21 AS BSW

☐ 68A- Active Comfort Package	\$3,158.00
Includes:	
-Heated Steering Wheel	
-Front Fascia	
Includes LED fog lamps with silver-painted front skid plate elements and LED signature lighting.	
-Remote Start System	
-Heated ActiveX Seating Material Captain's Chairs	
-Universal Garage Door Opener (UGDO)	
-Requires to Add Option 649 (20" Luster Nickel-Painted Aluminum Wheels)	
☐ 21B- Luxury Leather Package (Requires 64U)	\$1593.00
☐ 439- Twin Panel Moonroof (Requires 68A)	\$1,593.00
☐ 68P- ST-Line Street Pack	\$935.00
Includes:	
-Wheels: 21" Magnatite-Painted Aluminum	
-Tires: P275/45R21 AS BSW	
-Performance Brakes	
-Red Painted Perf Front & Rear Brake Calipers	
☐ 68L- ST-Line Premium Package	\$2,576.00
Includes:	
-110V/150W AC Power Outlet	
-Ambient Lighting	
-Auto-Dimming Interior Rearview Mirror	
-Power-Folding Sideview Mirrors w/Autofold	
-Rain-Sensing Wipers (Front Only)	
-Heated ActiveX Seat Material Cap Chairs	
-2nd Row Heated Seats	
-3rd Row PowerFold Fold Flat Seats	
-2nd Row Sunblinds	
-Power Tilt/Telescoping Steering Column	
-Wireless Charging Pad	
☐ 60S- Black Painted Roof(Not available on Active)	\$4,601.00
☐ 18B- Ford BlueCruise Equipped	\$658.00
☐ 17H- Second Row Captain's Chairs with E-Z Entry and Armrest	N/C
☐ 153- License Plate Bracket	N/C
☐ 16A- All-Weather Floor Mats without Carpet Mats	\$150.00
☐ 16B- All Weather Floor Mats with Carpet Mats	\$188.00
☐ 90X- Wireless Charger Credit	\$-123.00
Fleet Options	
☐ 942- Daytime Runing Lamps (Fleet Only)	\$42.00
☐ 41H- Engine Block Heater	\$179.00

COLOR AND TRIM

Exterior

☐ AZ-	Star White Metallic Tri-Coat	\$747.00
☐ D4-	Rapid Red Metallic Tinted Clearcoat	\$465.00
☒ JS-	Iconic Silver Metallic	N/C
☐ K1-	Vapor Blue Metallic	\$465.00
☐ M7-	Carbonized Gray Metallic	N/C
☐ UM-	Agate Black Metallic	N/C
☐ YZ-	Oxford White (Fleet Only)	N/C

Interior

- ☒ Space Gray Interior Seating
- ☐ Light Space Gray Interior Seating

WARRANTIES

☐ 3 year/ 100,000 miles Premium Care -	\$2525.00
☐ 5 year/ 100,000 miles Premium Care-	\$2670.00
☐ 3 year/ 100,000 miles Extra Care -	\$2140.00
☐ 5 year/ 100,000 miles Extra Care -	\$2240.00
☐ 5 year/ 125,000 miles Power Train Care -	\$2465.00
☐ 6 year/ 125,000 miles Power Train Care -	\$2565.00

Miscellaneous Options

☐ Rustproofing (Does Not Undercoating)	\$395.00
☐ 4-Corner LED Amber Strobes	\$1,395.00
☐ Shop Manual- Thumb Drive	\$450.00
☐ License and Title - Municipal	\$203.00
(MP Plates require signed letter from Chief)	
☐ Certificate of Origin (Client to Complete Licensing)	N/C
☐ Delivery over 65 Miles from:	\$160.00
☒ Passenger Title and Plates	\$351.00

Title Name Village of Mount Prospect :
Title Address 50 S Emerson St :
Title City Mount Prospect :
Title Zip Code 60056 :
Contact Name Kevin DeLuca :
Phone Number 847-590-8834 :
PO Number _____ :
FIN Code _____ :
Tax Exempt Number E99981475 :
Total Dollar Amount \$39,117.00 :
Delivery Address 1700 W Central Rd Mount Prospect, IL 60056

***Orders Require a Signed Original Purchase Order and Tax-Exempt Letter**

Submitted to:

Currie Motors Commercial Center

10125 W Laraway

Frankfort IL 60423

Nic Cortellini

Phone: (815)464-9200

ncortellini@curriemotors.com

Tom Sullivan

Phone: (815)412-3227

tsullivan@curriemotors.com

*******Production is allocation based and limited by supply chain constraints*******

Village of Mount Prospect
Vehicle/Equipment Condition Evaluation Form

Unit # I-24 Assigned Dept./Div. Police

Year: 2016 Make: Dodge Model: Charger Mileage: 74,024

Hours: 2,900 Date of Evaluation: 4-24-24 Performed By: Carrillo

System	Diagnosis	Estimated Repair Cost
Engine	Fair Camshaft	2,500
Transmission	FAILURE	4,500
Differential	Fair	
Exhaust System	Fair	
Cooling System	Poor	1,000
Brakes	Fair	
Tires	Fair	
Steering	Fair	
Suspension	Poor	1,000
HVAC	Fair	
Electrical	ignition coils, alternator	800
Body/Frame	Fair	
Interior	Poor	1000
Other- describe		
Total Estimated Repair Cost		10,800

Diagnosis Code	Code Description
Good	Systems are functioning well and no major repairs are expected.
Fair	Some major repairs are needed, but unit can remain in service a little longer in current condition.
Poor	Major repairs are required as soon as possible to ensure unit safety and reliability.

Appendix - B
Village of Mount Prospect
Vehicle/Equipment Evaluation Summary Report

Unit # I-24 Assigned Dept./Div. Police

Year: 2016 Make: Dodge Model: Charger Mileage: 74,024

Date of Evaluation: 4-24-24 Performed By: K DeLuca

Ratings:

Unit age: 8 Base Policy Age: 5 Points: 4

Mileage/Hrs: 74,024/2,900 Base Policy Mileage/Hrs: 70,000/7,000 Points: 4

Maintenance Cost:

Repair and Maintenance Cost: \$ 10,500 ÷ Purchase Price: \$ 26,000

Repair and Maintenance Percentage of Purchase Price: 40 % Points: 4

Condition Evaluation: (attach Vehicle Condition Evaluation Form)

Estimated Repair Cost: \$ 10,800 ÷ Current Book Value: \$ 7,000

Repair Cost Percentage of Current Book Value: 154 % Points: 4

Total Ownership Cost Per Mile:

(Lifetime Fuel + R&M + Purchase Price) \$ 48,000

Less Salvage Value \$ 7,000

Net Lifetime Costs \$ 41,000

Divided by Mileage/Hours 74,024/2,900

Operating Cost Per Mile/Hour \$.55Mile/14.13HR

Total Points: 16

Comments and other considerations:

Major repairs in near future could exceed value of car.

Superintendent's recommendation:

~~This vehicle has met its life expectancy replacement is recommended~~

Total Point Evaluation: A point total equaling or exceeding eleven (11) indicates that the vehicle should be recommended for replacement. The point total is used to rank its replacement priority. The larger the number the higher the replacement priority will be.



Item Cover Page

Subject	Motion to accept Sourcewell joint purchasing agreement pricing for the purchase of nine Boss snowplows, one Boss tailgate salt spreader, and two electric/hydraulic dump body assemblies for the upfitting of nine new Ford F- series trucks for an amount not to exceed \$125,616.
Meeting	September 17, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD
Fiscal Impact (Y/N)	Y
Dollar Amount	\$125,616.00
Budget Source	Vehicle Replacement Fund
Category	CONSENT AGENDA
Type	Action Item

Information

In the current budget, there are sufficient funds available to procure components needed to up-fit nine Ford F-series pick-up trucks and 1-ton dump trucks purchased last year (2023) and recently received. These components, which include Boss snowplows, a Boss salt spreader, and Monroe Dump bodies are available through a Sourcewell joint purchasing agreement contract with Monroe Equipment of Menomonee, Wisconsin.

The components will be used to outfit nine new Ford F-Series Trucks ID #'s 2716, 2718, 2749, 2731, 2732, 2744, 2759, 4534, 4539 approved by the Village Board on September 5, 2023. A spreadsheet describing the components for each chassis is attached. Plows are to be installed by Monroe Equipment as soon as scheduling allows. The dumps and spreader will be installed by Public Works vehicle technicians along with additional upfitting (lighting, communications equipment, etc.) needed to place trucks into service.

Discussion

The Village has extensive experience purchasing Boss plows and Monroe dump bodies from Monroe Equipment. The proposed components will match existing vehicles.

Sourcewell has an existing contract (Sourcewell contract #062222-AEB-1) with Monroe Equipment. The Village is a member of Sourcewell. The Sourcewell contract satisfies the public bidding requirements of the Village of Mount Prospect purchasing policy.

Alternatives

1. Accept Sourcewell joint purchasing agreement pricing for the purchase of nine (9)

snowplows, (1) one salt spreader, and two (2) dump bodies for nine (9) Ford F-Series vehicles.

2. Action at the discretion of the Village Board.

Staff Recommendation

Staff recommends that the Village Board accept the Sourcewell joint purchasing agreement pricing for the purchase of nine (9) Boss snowplows, one (1) Boss tailgate salt spreader, and two (2) electric/hydraulic dump body assemblies for the upfitting of nine (9) new Ford F-series trucks in an amount not to exceed \$125,616.

Attachments

1. Boss DXT V-Plow PIC
2. Boss Tailgate Spreader Pic
3. MONROE D-SERIES DUMP BODY PIC
4. QUOTE BOSS PLOW TAIL GATE SPREADER
5. MONROE QUOTE FOR UNINSTALLED DUMP BODY
6. ASH-Aebi Contract 062222 (2)
7. Monroe Equipment Purchases







D-SERIES

Dump Bodies



1051 W 7th St
Monroe, WI 53566
Sales Rep: Tim Reynolds
Ph: 815-275-0223
www.MonroeTruck.com

J.O. #
Quotation ID: 9KK1000519
Date: 8/21/2024
Valid thru: 9/20/2024
Terms: NET 30
Quoted by: Kaden King
Ph/Fax: 608-329-8322 /

Quoted to:

MT PROSPECT, VILLAGE OF (ATTN:)
1700 WEST CENTRAL
MT PROSPECT, IL 60056
Ph: 847-870-5640 / Fax: 847-253-9377
Email:

Chassis Information

Year: 2025	Make: FORD	Model: F-250	Chassis Color:	Cab Type: REGULAR
Single/Dual: SRW	CA: 56.0	CT: -1.0	Wheelbase: 142.0	Engine: GAS
			F.O. Number #:	Vin:

Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:

Description	Amount
BOSS 8'2" STEEL V-DXT PLOW	\$10,084.00
- SMARTHITCH 2	
- SMARTTOUCH 2 CONTROLLER	
- SL3 L.E.D. LIGHTING W/ ICE SHIELD TECHNOLOGY	
- SMARTSHIELD	
- SMARTLOCK CYLINDERS	
- HIGH-PERFORMANCE HYDRAULIC PACKAGE	
- ENCLOSED HYDRAULICS	
- CHAINLESS HYDRAULIC CYLINDER LIFTING SYSTEM	
- DUAL TRIP DESIGN	
- REINFORCED MOLDBOARD WITH FLARED WINGS	
- HEAVY-DUTY PUSH FRAME	
- RUBBER SNOW DEFLECTOR	
- INSTALLED	
- TWO-YEAR LIMITED WARRANTY	
BOSS 9'2" STEEL V-DXT PLOW	\$10,335.00
- SMARTHITCH 2	
- SMARTTOUCH 2 CONTROLLER	
- SL3 L.E.D. LIGHTING W/ ICE SHIELD TECHNOLOGY	
- SMARTSHIELD	
- SMARTLOCK CYLINDERS	
- HIGH-PERFORMANCE HYDRAULIC PACKAGE	
- ENCLOSED HYDRAULICS	
- CHAINLESS HYDRAULIC CYLINDER LIFTING SYSTEM	
- DUAL TRIP DESIGN	
- REINFORCED MOLDBOARD WITH FLARED WINGS	
- HEAVY-DUTY PUSH FRAME	
- RUBBER SNOW DEFLECTOR	
- INSTALLED	
- TWO-YEAR LIMITED WARRANTY	
8' BOSS SUPER DUTY STEEL STRAIGHT BLADE SNOWPLOW	\$8,452.00
- SMARTHITCH 2	
- SMARTTOUCH 2 CONTROLLER	
- SL3 L.E.D. LIGHTING W/ ICE SHIELD TECHNOLOGY	
- SMARTSHIELD	
- HIGH-PERFORMANCE HYDRAULIC PACKAGE	
- ENCLOSED HYDRAULICS	
- CHAINLESS HYDRAULIC CYLINDER LIFTING SYSTEM	
- HEAVY-DUTY PUSH FRAME	
- REINFORCED STEEL MOLDBOARD	
- CAST-IRON PLOW SHOES	
- RUBBER SNOW DEFLECTOR	
- INSTALLED	
- TWO-YEAR LIMITED WARRANTY	

Description	Amount
9' BOSS SUPER DUTY STEEL STRAIGHT BLADE SNOWPLOW	\$8,841.00
- SMARTHITCH 2	
- SMARTTOUCH 2 CONTROLLER	
- SL3 L.E.D. LIGHTING W/ ICE SHIELD TECHNOLOGY	
- SMARTSHIELD	
- HIGH-PERFORMANCE HYDRAULIC PACKAGE	
- ENCLOSED HYDRAULICS	
- CHAINLESS HYDRAULIC CYLINDER LIFTING SYSTEM	
- HEAVY-DUTY PUSH FRAME	
- REINFORCED STEEL MOLDBOARD	
- CAST-IRON PLOW SHOES	
- RUBBER SNOW DEFLECTOR	
- INSTALLED	
- TWO-YEAR LIMITED WARRANTY	

BOSS 1100 TAILGATE SPREADER (DRY SALT OR DE-ICER) **\$2,992.00**

STANDARD EQUIPMENT

- 11 CUBIC FT, LOW-PROFILE POLY HOPPER W/ 800LB CAPACITY
- POLY HOPPER COVER
- ADJUSTABLE FEED GATE
- TOP SCREEN W/ BAG SPLITTER
- 12" POLY SPINNER
- POLY-ADJUSTABLE MATERIAL DEFLECTOR W/ 4'-30' SPREAD WIDTH
- ENCLOSED 12-VOLT ELECTRIC HIGH TORQUE MOTOR
- VARIABLE SPEED DIAL CONTROL W/ BLAST FEATURE & OVERLOAD PROTECTION
- STABILIZER ARMS & RATCHET TIE-DOWN STRAPS
- TWO-YEAR LIMITED WARRANTY

**** DUE TO CURRENT MARKET CONDITIONS, IF THE CHASSIS WILL NOT BE ON-GROUND AT MONROE TRUCK EQUIPMENT WITHIN 240 CALENDAR DAYS OF ORDER DATE, WE WILL REQUIRE A MINIMUM 50% DOWN PAYMENT BEFORE THE 210TH DAY. IF YOU ARE NOT ABLE TO PROVIDE A DOWN PAYMENT, YOUR MUNICIPALITY COULD BE SUBJECT TO A MINIMUM OF 3% - 5% PRICE INCREASE ON BID PRICE AT TIME OF INVOICE!**

Down Payment Due Date: _____

Additional Options:

Description	Amount	Add to quote?
PICKUP & DELIVERY	\$275.00	Yes / No

Terms & Conditions

- Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.
- State and Federal taxes will be added where applicable. **Out-of-state municipal entities may be subject to Wisconsin sales tax.**
- Restocking fees may be applicable for cancelled orders.
- MTE is not responsible or liable for equipment that does not meet local/state regulations if those laws are not made known at time of order.

By signing and accepting this quote, the customer agrees to the terms listed above and has confirmed that all chassis information listed above is accurate to chassis specs.

Re-Assign (Required for all pool units): ☐ Fleet ☐ Retail	MSO/MCO (ONLY check if legally required): ☐ MCO ☐ MSO
Customer Signature:	Customer P.O. Number:
	Date of Acceptance:



. General Terms and Conditions for the Sale of Goods by Subsidiaries of ASH North America, Inc.

SCOPE AND VALIDITY

- 1.1.** These General Terms and Conditions for the Sale of Goods (these "Terms") govern the sale and delivery of all goods and products (the "Products"), and all transactions incidental thereto, by such subsidiary of ASH North America, Inc. identified on the respective Confirmed Order (as defined below) as the seller or supplier ("Seller") to any of its customers (each a "Customer"). The liability of each such subsidiary under these Terms or any Confirmed Order shall be several and not joint. Customer acknowledges and agrees that nothing in these Terms or any Confirmed Order shall be construed as implying joint liability in any case of ASH North America, Inc. or any of its subsidiaries. Each Seller shall be solely responsible for its own acts or omissions under the respective agreement with Customer.
- 1.2.** No other terms or conditions shall be of any force or effect unless otherwise specifically agreed upon by Seller in a writing duly executed by an authorized officer of Seller. These Terms supersede any and all prior oral quotations, communications, agreements, or understandings of the parties in respect to the sale and delivery of the Products. The Seller may issue additional Terms and Conditions of Sale for certain products. These shall apply in addition to the present Terms. Any additional or different terms or conditions contained in Customer's Order (as defined below), response to Seller's confirmation, or any other form or document supplied by Customer are hereby expressly rejected and are rendered null, void, and of no effect. These Terms may not be modified, amended, waived, superseded, or rescinded, except by written agreement signed by an authorized officer of Seller. Delivery of the Products by Seller does not constitute acceptance of any of Customer's terms and conditions and do not serve to modify or amend these Terms.
- 1.3.** The issuance of an Order (as defined below) by Customer to Seller or any communication or conduct of Customer which confirms an agreement for the delivery of Products by Seller, as well as acceptance in whole or in part by Customer of any delivery of Products by Seller, shall be construed as Customer's acceptance of these Terms.

2. OFFERS, ORDERS AND CONFIRMATION

- 2.1.** Unless otherwise specified by Seller in writing, all offers made by Seller are not binding and may be revoked by Seller at any time without any liability to Customer.
- 2.2.** Customer shall issue to Seller orders for the purchase of Products, in written form via the order process determined by Seller from time to time (each, an "Order"). By issuing an Order to Seller, Customer makes an offer to purchase the Products pursuant to these Terms and the terms set forth on such Order. Provided that the Order contains the same terms as in Seller's corresponding offer, the Order shall be binding on Customer for six (6) weeks after Seller's receipt of such Order.
- 2.3.** Seller may refuse an Order for any or no reason. No Order is binding upon Seller until Seller's acceptance of the Order in writing, the issuance of any governmental permit, license, or authority to Seller, as may be required under applicable laws, rules and regulations, and the receipt by Seller of a resale license to be provided by Customer (a "Confirmed Order").
- 2.4.** Specifications and other information on drawings, data sheets, pictures, plans, brochures, catalogs, or Seller's website shall not be binding on Seller unless such specifications and information have been agreed to in writing by Seller in a Confirmed Order. Notwithstanding a Confirmed Order, Seller shall have no obligation to deliver Products to Customer or otherwise fulfill any of its obligations set forth in a Confirmed Order if Customer is in breach of any of its obligations hereunder or any Confirmed Order.
- 2.5.** Customer may submit to Seller written requests to change the terms of a Confirmed Order (each such request, a "Change Order Request"). Seller may, at its sole discretion, consider such Change Order Request, provided that Seller will have no obligation to perform any Change Order Request unless and until Seller has agreed in writing to adopt such Change Order Request. If Seller elects to consider such a Change Order Request, then Seller shall promptly notify Customer of any adjustment to the applicable purchase price for the Products.
- 2.6.** In the event Customer cancels any Confirmed Order for any reason, Customer shall reimburse to Seller all of Seller's costs and expenses associated with or incurred due to such cancellation, including but not limited to the cost of raw materials, labor, and storage if cancellation occurs before Seller's commencement of production. In the event Customer cancels any Confirmed Order for any reason and Seller has started the production of the Product on the respective Confirmed Order, Customer shall pay to Seller the full purchase price.
- 2.7.** Each Confirmed Order shall be considered a separate agreement between the parties, and any failure to deliver the Products under any Confirmed Order shall have no consequences for other deliveries of Products.

3. PRICES

- 3.1.** Unless otherwise agreed to by the parties in the applicable Confirmed Order, the prices of the Products shall be FCA (agreed delivery location on the applicable Confirmed Order), Incoterms 2022.
- 3.2.** Unless otherwise agreed by the parties in a Confirmed Order, the price of the Products shall not include transportation, insurance, packaging, and Tooling (as defined below) and other materials used for the manufacturing and delivery, sales or use tax or any other similar applicable federal, state or foreign taxes, duties, levies, or charges in any jurisdiction in connection with the sale or delivery of the Products ("Taxes"). Such Taxes shall be payable by Customer, and if Seller is responsible for the collection thereof, such Taxes shall either be added to the price invoiced or be separately invoiced by Seller to Customer. Any special requests concerning shipping, transportation, and insurance shall be communicated to Seller in a timely manner and subject to Seller's prior written approval. Customer shall bear all costs resulting from such requests.
- In case of lead delivery times of more than two (2) months, Customer hereby acknowledges and agrees that Seller, may, at its sole discretion, increase or decrease the agreed prices on any Confirmed Order in the event of material price changes in wages, materials, energy or raw material after the date of the Confirmed Order.

4. PAYMENT TERMS

- 4.1.** Except as set forth in Section 4.2 or unless otherwise agreed in writing by Seller, the purchase price for the Products and all other amounts due under a Confirmed Order shall be due and payable in US dollars within thirty (30) days following the date of Seller's invoice for such Products without any discount, deduction or offset whatsoever. In no event shall any loss, damage, injury or destruction, Force Majeure (as defined below), or any other event beyond Customer's control release Customer from its obligation to make the payments required herein. Payment of all amounts due hereunder shall be made by bank transfer or in any other manner set forth on Seller's invoice. Customer shall be solely responsible for any bank fees, or other fees, incurred due to the wire transfer or any other selected payment method. If Seller agrees to payment by credit card, Seller shall charge an appropriate transaction fee, which the Customer shall also pay.
- 4.2.** In the event Seller becomes aware of circumstances or has reason to believe that there are circumstances that may have an adverse effect on Customer's financial condition, Seller may require the Customer to pay the total amount of the purchase price or fees, or a portion thereof prior to the delivery of the Products. Seller may, without any liability to Customer, refuse the delivery of any Product in the event the Customer fails to make the payment as required under this Section 4.2.
- 4.3.** Time is of the essence for the payment of all amounts due to Seller under any Confirmed Order. If Customer fails to make payments of any amount when due, Customer shall pay interest to Seller at the rate of one percent (1%) per month or such lesser amount as may be permitted by applicable law starting from the due date until payment to Seller of such amount in full. In addition to the interest, Seller may, at its sole discretion, charge the Customer a flat fee of \$40 for each reminder notice issued to Customer due to late payments. If Customer fails to comply with these Terms or a Confirmed Order, or if Customer becomes insolvent, all balances then due and owing to Seller shall become due immediately, notwithstanding any payment terms agreed by the parties. All costs and expenses incurred by Seller with respect to the collection of overdue payments (including, without limitation, reasonable attorney's fees, expert fees, and other expenses of litigation) shall be borne by Customer. Every payment by Customer shall first be applied to pay for Seller's cost of collection, then interest owed by Customer, and then to the oldest outstanding claim.
- 4.4.** Notwithstanding anything in the foregoing Section 4.3 or Section 5, if the parties agreed on installment payments in a Confirmed Order and Customer fails to make any installment payment when due, the remaining balance including accrued interest, and any expenses incurred by Seller shall be due and payable to Seller promptly upon Customer's receipt of written notice of delinquency from Seller.

5. SECURITY INTEREST

- 5.1.** If Seller extends credit to Customer for the purchase price for any Products (including but not limited to pursuant to Section 4.1.), or any other amounts due to Seller, Customer hereby grants to Seller as security for the timely payment and performance of all Customer's payment obligations to Seller, a first priority security interest (the "Security Interest") in all Products heretofore or in the future delivered to Customer and in the proceeds thereof for as long as such Products shall not have been sold by Customer in the ordinary course of business (the "Collateral"). Seller shall be entitled to file any and all financing, continuation, or similar statements under the Uniform Commercial Code in any jurisdiction and take any and all other action necessary or desirable, in Seller's sole and absolute discretion, to perfect its Security Interest in the Collateral and to establish, continue, preserve, and protect Seller's

Security Interest in the Collateral. Customer agrees to take any and all actions and provide Customer with all information necessary to enable Seller to perfect and enforce its Security Interest in all jurisdictions and vis-à-vis any of Customer's creditors, and hereby irrevocably grants to Seller a power of attorney to execute all necessary statements or documents in Customer's name for the perfection and enforcement of such Security Interest. The Security Interest shall remain in force until payment in full of the entire purchase price for such Products, and any other amounts due to Seller by Customer. Seller may, without notice, change or withdraw extensions of credit at any time.

6. OBLIGATIONS OF CUSTOMER

6.1. Customer shall use the Products solely for their intended purpose and pursuant to Seller's instructions, and agrees to use only qualified personnel for the handling of the Products. Customer shall ensure that its customers, employees, agents, and other representatives comply with this Section 6.1. and shall be responsible for their acts and omissions.

7. DELIVERY AND ACCEPTANCE

7.1. Unless otherwise agreed in writing by Seller, all deliveries of Products shall be made FCA (agreed delivery location) (Incoterms 2020) and title to and risk of loss for the Products shall pass to Customer upon delivery pursuant to this Section 7.1.

7.2. Any delivery and performance times or dates communicated by or on behalf of Seller are estimates and shall not be binding on Seller. Seller may make partial delivery of Products to be delivered under any Confirmed Order and invoice Customer separately for such partial deliveries or performance. If Customer has not received the Products after six (6) weeks from the estimated delivery date, Customer may make a written request to Seller for delivery. Customer hereby acknowledges and agrees that the actual delivery date of the Products is conditioned upon the complete, accurate and timely delivery of materials from Seller's vendors and suppliers. No delay in delivery of any Products shall relieve Customer of its obligation to accept the delivery or performance thereof and make payments of any amounts due in accordance with these Terms, including but not limited to delays caused governmental restrictions on exports or imports and similar measures.

7.3. Customer's failure to accept the delivery of Products pursuant to a Confirmed Order shall not release or excuse Customer from its obligation to timely pay all amounts due in connection with such Confirmed Order. The Products shall be deemed delivered at the time they have been made available to Customer. If Customer rejects or revokes acceptance of Products, or fails to pay any amounts when due, Seller, in its sole and absolute discretion, may extend the period of delivery of Products by such period as Seller may deem reasonable with such period not exceeding three (3) months from the agreed delivery date, or withhold or cancel delivery of any Products, or cancel any or all Confirmed Orders without any further obligations to Customer whatsoever. In such event, Customer shall be responsible for any and all costs and expenses incurred, or damages or losses suffered by Seller in connection with any such delay notwithstanding any action or inaction by Seller with regard to such delay. Any remaining Products that have not been accepted by Customer within the extended delivery period determined by Seller will be delivered and invoiced by Seller to Customer and Customer agrees to accept such delivery and pay for the purchase price and other amounts payable for the delivered Products.

8. EXAMINATION AND CONFORMITY TO ORDER

8.1. Promptly upon receipt of any Products, Customer shall conduct a full and complete inspection of such Products as to any defects and to confirm compliance with all requirements of the applicable Confirmed Order. Customer shall notify Seller in writing of any packaging defects, apparent defects, or non-compliance of such Products with the applicable Confirmed Order that Customer has or could reasonably have discovered during such inspection within seven (7) days from the date of receipt of such Products, and Customer shall notify Seller in writing within three (3) days of the date on which Customer shall first have become aware of any hidden defect or non-compliance which could not reasonably have been discovered during Customer's initial inspection of the Products. Such notification shall include reasonable details (including images) on the alleged defects including lot, batch, or Order numbers.

8.2. If Customer fails to timely notify Seller of any defects or other non-compliance of any Products delivered or Customer (or its customers, employees, agents, or representatives) uses, destroys, or modifies any Products that Customer knows or should have known to be defective or non-compliant without Seller's prior written consent, Customer shall be deemed to have unconditionally accepted such Products and waived all of its claims for breach of warranty or otherwise in respect of such Products.

8.3. Customer may only return the Products to Seller with Seller's prior written approval. If the return has been approved by Seller, Customer shall return the Products to Seller at Customer's sole risk and expense to the destination directed by Seller.

8.4. Complaints of Customer in connection with the shipping or transport shall be directed to the carrier promptly upon receipt of the delivery or the freight documents.

9. LIMITED PRODUCT WARRANTY

9.1. Seller warrants to Customer that the Products will be free of defects in material and workmanship and conform with the requirements set forth in the applicable Confirmed Order for a period of twelve (12) months from the date of delivery. (the "Limited Product Warranty").

9.2. Unless expressly agreed to in writing by Seller, Seller makes no warranty that the Products comply with applicable law, regulations, or specifications in any jurisdiction in which the Products may be used, integrated or incorporated. Any governmental or other approvals necessary in connection with the use, integration or incorporation of the Products shall be Customer's sole responsibility.

9.3. The Limited Product Warranty shall be void if the Defect (as defined below) resulted from (a) improper or inadequate use, storage, handling, operation, integration, incorporation, assembly, maintenance, or unauthorized alteration, modification, repair of the Products (including without limitation, the use storage, handling, operation, or integration of the Products contrary to written instructions and/or recommendations of Seller or inadequate training of personnel), (b) changes to construction and materials pursuant to Customer's requests, (c) use of improper tools, resources, or accessories including those but not limited to any third party tools, resources, or accessories that are not approved by Seller or not in accordance with Seller's recommendations, instructions, or directions, (d) acts or omissions of Customer or third parties following delivery of the Product, (e) Customer's failure to properly communicate Seller's instructions and warnings to users of the Products, (f) Customer's, its employees, agents, representatives, customers or any third party's non-compliance with applicable laws, rules and regulation, (g) Force Majeure, or (h) ordinary wear and tear of the Products (e.g., sweep bristles).

9.4. In the event of an alleged breach of the Limited Product Warranty (a "Defect"), Customer shall, at Customer's sole expense, send the Product to Seller. Seller shall conduct the necessary tests on such Product within a reasonable period. If Seller confirms the Defect, Seller shall, at its sole option and discretion, repair or replace the Defective Product. If the repair or replacement of the Defective Product is commercially unreasonable to Seller, Seller may, at its sole discretion, issue a refund to Customer in the amount Seller deems adequate. Such repair, replacement, or refund shall be the sole liability of Seller and the sole remedy of Customer with respect to a Defect. In no event shall any warranty claims for a Defect be made after twelve (12) months from the date of Customer's receipt of the Products. Any Products or parts returned to Seller for removal or repair under this Section 9.4 shall be the property of Seller. Any applicable Limited Product Warranty period shall not start anew with the repair or replacement of the Defective Product (or any portion thereof).

9.5. Except for Limited Product Warranty, SELLER HEREBY EXPRESSLY EXCLUDES AND DISCLAIMS ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NONINFRINGEMENT. Seller makes no other warranties with respect to the Products, and no person is authorized to make any warranties on behalf of Seller that are inconsistent with the warranties set forth under this Section 9.

10. LIMITATION OF LIABILITY

10.1. IN NO EVENT SHALL SELLER BE LIABLE TO CUSTOMER, ITS CUSTOMERS, EMPLOYEES, AGENTS, AND OTHER REPRESENTATIVES FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, REVENUE, GOODWILL, OR USE, WHETHER IN AN ACTION IN CONTRACT, TORT, STRICT LIABILITY, OR IMPOSED BY STATUTE, OR OTHERWISE, EVEN IF SELLER WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOTWITHSTANDING ANY OF THE TERMS CONTAINED HEREIN, SELLER'S LIABILITY FOR ANY CLAIM – WHETHER BASED UPON CONTRACT, TORT, EQUITY, NEGLIGENCE, OR ANY OTHER LEGAL CONCEPT – SHALL IN NO EVENT EXCEED THE PURCHASE PRICE PAID BY THE CUSTOMER FOR THE PRODUCTS, GIVING RISE TO SUCH CLAIM. CUSTOMER HEREBY ACKNOWLEDGES AND AGREES THAT THE PROVISIONS OF THESE TERMS FAIRLY ALLOCATE THE RISKS BETWEEN SELLER AND CUSTOMER, THAT SELLER'S PRICING REFLECTS THIS ALLOCATION OF RISK, AND BUT FOR THIS ALLOCATION AND LIMITATION OF LIABILITY, SELLER WOULD NOT HAVE ENTERED INTO AN AGREEMENT WITH CUSTOMER FOR THE SALE OF THE PRODUCTS.

10.2. Seller shall not be liable for, and Customer assumes responsibility and shall indemnify, defend, and hold Seller harmless for any and all claims, including without limitation claims for personal injury or property damages, resulting from (a) the improper or inadequate use, storage, handling, operation, assembly, integration, incorporation, assembly, maintenance, or unauthorized alteration, modification, or repair of the Products (including without limitation, the use storage, handling, operation, or integration of the Products contrary to written instructions and/or recommendations of Seller or inadequate training of personnel), (b) changes to construction and materials pursuant to Customer's requests, (c) use of improper tools, resources, or accessories including those but not limited to any third party tools, resources, or accessories that are not approved by Seller or not in accordance with Seller's recommendations, instructions, or directions, (d) acts or omissions of Customer or third parties following the delivery of the Products, (e) Customer's failure to properly communicate Seller's instructions and warnings to users of the Products, or (f) Customer's, its employees, agents, representatives, customers or any third party's non-compliance with applicable laws, rules and regulation, (g) Force Majeure, or (h) ordinary wear and tear of the Products (e.g., sweep bristles).

10.3. In jurisdictions that limit or preclude limitations or exclusion of remedies, damages, or liability, such as liability for gross negligence or willful misconduct or do not allow implied warranties to be excluded, the limitation or exclusion of warranties, remedies, damages, or liability set forth in these Terms are intended to apply to the maximum extent permitted by applicable law, and these Terms shall be deemed amended to comply with such limitations or exclusions. Customer may also have other rights that vary by state, country or other jurisdiction.

11. CONFIDENTIALITY

11.1. "Confidential Information" means: (i) any know-how, trade secrets, and other business or technical information of Seller that is confidential or proprietary or due to its nature or under the circumstances of its disclosure the Customer knows or has reason to know should be treated as confidential or proprietary, including but not limited to quotations, drawings, project documentation, samples and models.

11.2. Confidential Information does not include information that: (i) is or becomes generally known to the public through no fault or breach of these Terms by the Customer; (ii) is rightfully known by the Customer at the time of disclosure without an obligation of confidentiality; (iii) is independently developed by the Customer without use of Seller's Confidential Information; (iv) is rightfully received by the Customer from a third party without restriction on use or disclosure; or (v) is disclosed with Seller's prior written approval.

11.3. Customer shall not use Seller's Confidential Information except as necessary to use the Products and will not disclose such Confidential Information to any third party except to those of its employees, agents, subcontractors, or representatives who have a bona fide need to know such Confidential Information to enable Customer to use the Products; provided that each such employee, agent, subcontractor, and/or representative is/are bound by a written agreement that contains use and nondisclosure restrictions not less stringent than the terms set forth in this Section 11.3. The Customer will employ all reasonable steps to protect Seller's Confidential Information from unauthorized use or disclosure, including, but not limited to, all steps that it takes to protect its own information of like importance. The foregoing obligations will not restrict the Customer from disclosing Seller's Confidential Information: (i) pursuant to the order or requirement of a court, administrative agency, or other governmental body, provided that the Customer gives reasonable notice to Seller to contest such order or requirement; (ii) to its legal or financial advisors; and (iii) as required under applicable securities regulations.

11.4. In the event of a violation or threatened violation of Customer's obligations under this Section 0, Seller shall be entitled to seek equitable relief, including in the form of a restraining order, orders for preliminary or permanent injunction, specific performance and any other relief that may be available from any court, without the requirement to secure or post any bond, or show actual monetary damages in connection with such relief. These remedies shall not be deemed to be exclusive but in addition to all other remedies available under these Terms, at law, or in equity.

12. INTELLECTUAL PROPERTY

Seller reserves the sole and exclusive ownership of the intellectual property rights in the Products (including but not limited to the technology used to manufacture the Products) and any improvements thereof regardless of inventorship or authorship. Customer shall not (and shall cause its employees, agents, representatives and customers to not) reverse engineer, decompile, disassemble, or decode any of Seller's intellectual property embedded or used in any of the Product.

13. FORCE MAJEURE

13.1. Seller shall not be responsible for any failure or delay in its performance under these Terms due to causes beyond its reasonable control, including, but not limited to, disruptions of the public power supply, communications, and transportation infrastructure, governmental measures, malware or hacker attacks, fire, extraordinary weather events, epidemics, pandemics (or any government restrictions implemented as a result thereof), nuclear and chemical accidents, earthquakes, war, terrorist attacks, labor disputes, strikes, lockouts, shortages of or inability to obtain labor, energy, raw materials or supplies, or other acts of God.

14. MISCELLANEOUS

14.1. If any provision contained in these Terms or any Confirmed Order is held by final judgment of a court of competent jurisdiction to be invalid, illegal, or unenforceable, such invalid, illegal, or unenforceable provision shall be severed from the remainder of these Terms or such Confirmed Order, and the remainder of these Terms or such Confirmed Order shall be enforced. In addition, the invalid, illegal, or unenforceable provision shall be deemed to be automatically modified, and, as so modified, to be included in these Terms, such modification being made to the minimum extent necessary to render such provision valid, legal, and enforceable.

14.2. Seller may assign its rights and/or delegate its liabilities under any Confirmed Order at any time. Customer may not assign its rights or delegate its responsibilities under a Confirmed Order without Seller's prior written consent.

14.3. Seller's waiver of any breach or violation of these Terms or the provisions of any Confirmed Order by Customer shall not be construed as a waiver of any other present or future breach or breaches by Customer.

14.4. The parties hereto are independent contractors and nothing in these Terms will be construed as creating a joint venture, partnership, employment, or agency relationship between the parties.

14.5. Notices by a party regarding the exercise of rights and obligations under these Terms must be signed by authorized representatives of such party, and delivered via courier, mail, or e-mail to the other party's address indicated in the applicable Confirmed Order, provided that a notice by e-mail shall only be validly given if receipt thereof is acknowledged in writing by the recipient.

15. ENTIRE AGREEMENT; CONFLICTS.

15.1. These Terms, including the applicable Confirmed Order, constitute the entire and exclusive agreement of the parties regarding the subject matter hereof and supersede any and all prior or contemporaneous agreements, communications, and understandings (both written and oral) regarding such subject matter. In the event of a conflict between the provisions of these Terms and the provisions of a Confirmed Order, the provisions of the Confirmed Order will govern and control. Seller may amend or modify these Terms from time to time. Seller may, at its sole discretion, provide Customer with written notice of any such changes, revisions, amendments, or modifications, provided, however that any such changes, revisions, amendments, or modifications shall become effective without any further action by any party and that they shall not apply to any Confirmed Order prior to the effective date of such changes, revisions, amendments, or modifications.

16. APPLICABLE LAW AND JURISDICTION

16.1. These Terms and the Confirmed Orders shall be governed by and construed in accordance with the laws of the State of Wisconsin without giving effect to any choice or conflict of law provision or rule that would defer to or cause the application of the substantive laws of any jurisdiction other than Wisconsin. The parties hereby expressly exclude the application of the 1980 United Nations Convention on Contracts for the International Sale of Goods.

16.2. Any dispute, controversy, or claim arising out of or relating to these Terms and any Confirmed Order, including but not limited to the execution, performance, or termination thereof or to any issue of liability arising out of the performance of these Terms or any Confirmed Order, which the parties have not been able to settle amicably shall be submitted to the exclusive jurisdiction of the state or federal courts with jurisdiction in the County of Calumet, Wisconsin, provided that notwithstanding the foregoing, Seller shall be entitled to seek specific performance and injunctive relief in any court of competent jurisdiction. Each party hereby waives any and all claims, pleas, or defenses (including without limitation a plea for *forum non conveniens*) that would permit such party to seek the jurisdiction of any courts or arbitration tribunals other than those set forth in the preceding sentence.

16.3. EACH PARTY HEREBY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN ANY LEGAL PROCEEDING DIRECTLY OR INDIRECTLY ARISING OUT OF OR RELATING TO THESE TERMS.

1051 W 7th St
Monroe, WI 53566
Sales Rep: Tim Reynolds
Ph: 815-275-0223
www.MonroeTruck.com



J.O. #
Quotation ID: 9KK1000518
Date: 8/21/2024
Valid thru: 9/20/2024
Terms: NET 30
Quoted by: Kaden King
Ph/Fax: 608-329-8322 /

Quoted to:
MT PROSPECT, VILLAGE OF (ATTN:)
1700 WEST CENTRAL
MT PROSPECT, IL 60056
Ph: 847-870-5640 / Fax: 847-253-9377
Email:

Chassis Information

Year: 2024	Make: FORD	Model: F-350	Chassis Color:	Cab Type: REGULAR
Single/Dual: SRW	CA: 60.0	CT: -1.0	Wheelbase: 145.0	Engine: GAS
			F.O. Number #:	Vin:

Notes:

Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:

Description	Amount
-------------	--------

**** ALL EQUIPMENT IS NOT INSTALLED SHIPPED LOOSE ****

9', MTE D-SERIES, 7 GA. STAINLESS STEEL, 3-4 YD CAPACITY, RIGID SIDE, DUMP BODY W/ AR FLOORING

- 7 GA. AR-400 (ABRASIVE RESISTANCE), 145,000 PSI YIELD STRENGTH FLOOR
- 7 GA., 45,000 PSI YIELD STRENGTH STAINLESS STEEL SIDES & ENDS
- 16" H DOUBLE WALL SIDES, 22" H TAILGATE
- HEAVY DUTY FRONT BULKHEAD WITH INTEGRAL 12" TAPERED CAB SHIELD & TAPERED LASER CUT WINDOW
- INTERNAL DIRT SHEDDING TOP RAILS & TAILGATE
- CROSS-MEMBERLESS UNDERSTRUCTURE W/ STAINLESS STEEL LONG SILLS
- SINGLE-LEVER RELEASE, QUICK DROP TAILGATE
- L.E.D. FMVSS108 LIGHTS & REFLECTORS
- LONG LIFE & CORROSION RESISTANT

HOIST

- ELECTRIC CHAMPION HOIST
- DOUBLE ACTING
- BODY PROP

Quote Total: \$15,880.00

**** DUE TO CURRENT MARKET CONDITIONS, IF THE CHASSIS WILL NOT BE ON-GROUND AT MONROE TRUCK EQUIPMENT WITHIN 240 CALENDAR DAYS OF ORDER DATE, WE WILL REQUIRE A MINIMUM 50% DOWN PAYMENT BEFORE THE 210TH DAY. IF YOU ARE NOT ABLE TO PROVIDE A DOWN PAYMENT, YOUR MUNICIPALITY COULD BE SUBJECT TO A MINIMUM OF 3% - 5% PRICE INCREASE ON BID PRICE AT TIME OF INVOICE!**

Down Payment Due Date: _____

Terms & Conditions

- Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.
- State and Federal taxes will be added where applicable. **Out-of-state municipal entities may be subject to Wisconsin sales tax.**
- Restocking fees may be applicable for cancelled orders.
- MTE is not responsible or liable for equipment that does not meet local/state regulations if those laws are not made known at time of order.

By signing and accepting this quote, the customer agrees to the terms listed above and has confirmed that all chassis information listed above is accurate to chassis specs.

Re-Assign (Required for all pool units): ☐ Fleet ☐ Retail	MSO/MCO (ONLY check if legally required): ☐ MCO ☐ MSO
Customer Signature:	Customer P.O. Number: Date of Acceptance:

. General Terms and Conditions for the Sale of Goods by Subsidiaries of ASH North America, Inc.

SCOPE AND VALIDITY

- 1.1.** These General Terms and Conditions for the Sale of Goods (these "Terms") govern the sale and delivery of all goods and products (the "Products"), and all transactions incidental thereto, by such subsidiary of ASH North America, Inc. identified on the respective Confirmed Order (as defined below) as the seller or supplier ("Seller") to any of its customers (each a "Customer"). The liability of each such subsidiary under these Terms or any Confirmed Order shall be several and not joint. Customer acknowledges and agrees that nothing in these Terms or any Confirmed Order shall be construed as implying joint liability in any case of ASH North America, Inc. or any of its subsidiaries. Each Seller shall be solely responsible for its own acts or omissions under the respective agreement with Customer.
- 1.2.** No other terms or conditions shall be of any force or effect unless otherwise specifically agreed upon by Seller in a writing duly executed by an authorized officer of Seller. These Terms supersede any and all prior oral quotations, communications, agreements, or understandings of the parties in respect to the sale and delivery of the Products. The Seller may issue additional Terms and Conditions of Sale for certain products. These shall apply in addition to the present Terms. Any additional or different terms or conditions contained in Customer's Order (as defined below), response to Seller's confirmation, or any other form or document supplied by Customer are hereby expressly rejected and are rendered null, void, and of no effect. These Terms may not be modified, amended, waived, superseded, or rescinded, except by written agreement signed by an authorized officer of Seller. Delivery of the Products by Seller does not constitute acceptance of any of Customer's terms and conditions and do not serve to modify or amend these Terms.
- 1.3.** The issuance of an Order (as defined below) by Customer to Seller or any communication or conduct of Customer which confirms an agreement for the delivery of Products by Seller, as well as acceptance in whole or in part by Customer of any delivery of Products by Seller, shall be construed as Customer's acceptance of these Terms.

2. OFFERS, ORDERS AND CONFIRMATION

- 2.1.** Unless otherwise specified by Seller in writing, all offers made by Seller are not binding and may be revoked by Seller at any time without any liability to Customer.
- 2.2.** Customer shall issue to Seller orders for the purchase of Products, in written form via the order process determined by Seller from time to time (each, an "Order"). By issuing an Order to Seller, Customer makes an offer to purchase the Products pursuant to these Terms and the terms set forth on such Order. Provided that the Order contains the same terms as in Seller's corresponding offer, the Order shall be binding on Customer for six (6) weeks after Seller's receipt of such Order.
- 2.3.** Seller may refuse an Order for any or no reason. No Order is binding upon Seller until Seller's acceptance of the Order in writing, the issuance of any governmental permit, license, or authority to Seller, as may be required under applicable laws, rules and regulations, and the receipt by Seller of a resale license to be provided by Customer (a "Confirmed Order").
- 2.4.** Specifications and other information on drawings, data sheets, pictures, plans, brochures, catalogs, or Seller's website shall not be binding on Seller unless such specifications and information have been agreed to in writing by Seller in a Confirmed Order. Notwithstanding a Confirmed Order, Seller shall have no obligation to deliver Products to Customer or otherwise fulfill any of its obligations set forth in a Confirmed Order if Customer is in breach of any of its obligations hereunder or any Confirmed Order.
- 2.5.** Customer may submit to Seller written requests to change the terms of a Confirmed Order (each such request, a "Change Order Request"). Seller may, at its sole discretion, consider such Change Order Request, provided that Seller will have no obligation to perform any Change Order Request unless and until Seller has agreed in writing to adopt such Change Order Request. If Seller elects to consider such a Change Order Request, then Seller shall promptly notify Customer of any adjustment to the applicable purchase price for the Products.
- 2.6.** In the event Customer cancels any Confirmed Order for any reason, Customer shall reimburse to Seller all of Seller's costs and expenses associated with or incurred due to such cancellation, including but not limited to the cost of raw materials, labor, and storage if cancellation occurs before Seller's commencement of production. In the event Customer cancels any Confirmed Order for any reason and Seller has started the production of the Product on the respective Confirmed Order, Customer shall pay to Seller the full purchase price.
- 2.7.** Each Confirmed Order shall be considered a separate agreement between the parties, and any failure to deliver the Products under any Confirmed Order shall have no consequences for other deliveries of Products.

3. PRICES

- 3.1.** Unless otherwise agreed to by the parties in the applicable Confirmed Order, the prices of the Products shall be FCA (agreed delivery location on the applicable Confirmed Order), Incoterms 2022.
- 3.2.** Unless otherwise agreed by the parties in a Confirmed Order, the price of the Products shall not include transportation, insurance, packaging, and Tooling (as defined below) and other materials used for the manufacturing and delivery, sales or use tax or any other similar applicable federal, state or foreign taxes, duties, levies, or charges in any jurisdiction in connection with the sale or delivery of the Products ("Taxes"). Such Taxes shall be payable by Customer, and if Seller is responsible for the collection thereof, such Taxes shall either be added to the price invoiced or be separately invoiced by Seller to Customer. Any special requests concerning shipping, transportation, and insurance shall be communicated to Seller in a timely manner and subject to Seller's prior written approval. Customer shall bear all costs resulting from such requests.
- In case of lead delivery times of more than two (2) months, Customer hereby acknowledges and agrees that Seller, may, at its sole discretion, increase or decrease the agreed prices on any Confirmed Order in the event of material price changes in wages, materials, energy or raw material after the date of the Confirmed Order.

4. PAYMENT TERMS

- 4.1.** Except as set forth in Section 4.2 or unless otherwise agreed in writing by Seller, the purchase price for the Products and all other amounts due under a Confirmed Order shall be due and payable in US dollars within thirty (30) days following the date of Seller's invoice for such Products without any discount, deduction or offset whatsoever. In no event shall any loss, damage, injury or destruction, Force Majeure (as defined below), or any other event beyond Customer's control release Customer from its obligation to make the payments required herein. Payment of all amounts due hereunder shall be made by bank transfer or in any other manner set forth on Seller's invoice. Customer shall be solely responsible for any bank fees, or other fees, incurred due to the wire transfer or any other selected payment method. If Seller agrees to payment by credit card, Seller shall charge an appropriate transaction fee, which the Customer shall also pay.
- 4.2.** In the event Seller becomes aware of circumstances or has reason to believe that there are circumstances that may have an adverse effect on Customer's financial condition, Seller may require the Customer to pay the total amount of the purchase price or fees, or a portion thereof prior to the delivery of the Products. Seller may, without any liability to Customer, refuse the delivery of any Product in the event the Customer fails to make the payment as required under this Section 4.2.
- 4.3.** Time is of the essence for the payment of all amounts due to Seller under any Confirmed Order. If Customer fails to make payments of any amount when due, Customer shall pay interest to Seller at the rate of one percent (1%) per month or such lesser amount as may be permitted by applicable law starting from the due date until payment to Seller of such amount in full. In addition to the interest, Seller may, at its sole discretion, charge the Customer a flat fee of \$40 for each reminder notice issued to Customer due to late payments. If Customer fails to comply with these Terms or a Confirmed Order, or if Customer becomes insolvent, all balances then due and owing to Seller shall become due immediately, notwithstanding any payment terms agreed by the parties. All costs and expenses incurred by Seller with respect to the collection of overdue payments (including, without limitation, reasonable attorney's fees, expert fees, and other expenses of litigation) shall be borne by Customer. Every payment by Customer shall first be applied to pay for Seller's cost of collection, then interest owed by Customer, and then to the oldest outstanding claim.
- 4.4.** Notwithstanding anything in the foregoing Section 4.3 or Section 5, if the parties agreed on installment payments in a Confirmed Order and Customer fails to make any installment payment when due, the remaining balance including accrued interest, and any expenses incurred by Seller shall be due and payable to Seller promptly upon Customer's receipt of written notice of delinquency from Seller.

5. SECURITY INTEREST

- 5.1.** If Seller extends credit to Customer for the purchase price for any Products (including but not limited to pursuant to Section 4.1.), or any other amounts due to Seller, Customer hereby grants to Seller as security for the timely payment and performance of all Customer's payment obligations to Seller, a first priority security interest (the "Security Interest") in all Products heretofore or in the future delivered to Customer and in the proceeds thereof for as long as such Products shall not have been sold by Customer in the ordinary course of business (the "Collateral"). Seller shall be entitled to file any and all financing, continuation, or similar statements under the Uniform Commercial Code in any jurisdiction and take any and all other action necessary or desirable, in Seller's sole and absolute discretion, to perfect its Security Interest in the Collateral and to establish, continue, preserve, and protect Seller's

Security Interest in the Collateral. Customer agrees to take any and all actions and provide Customer with all information necessary to enable Seller to perfect and enforce its Security Interest in all jurisdictions and vis-à-vis any of Customer's creditors, and hereby irrevocably grants to Seller a power of attorney to execute all necessary statements or documents in Customer's name for the perfection and enforcement of such Security Interest. The Security Interest shall remain in force until payment in full of the entire purchase price for such Products, and any other amounts due to Seller by Customer. Seller may, without notice, change or withdraw extensions of credit at any time.

6. OBLIGATIONS OF CUSTOMER

6.1. Customer shall use the Products solely for their intended purpose and pursuant to Seller's instructions, and agrees to use only qualified personnel for the handling of the Products. Customer shall ensure that its customers, employees, agents, and other representatives comply with this Section 6.1. and shall be responsible for their acts and omissions.

7. DELIVERY AND ACCEPTANCE

7.1. Unless otherwise agreed in writing by Seller, all deliveries of Products shall be made FCA (agreed delivery location) (Incoterms 2020) and title to and risk of loss for the Products shall pass to Customer upon delivery pursuant to this Section 7.1.

7.2. Any delivery and performance times or dates communicated by or on behalf of Seller are estimates and shall not be binding on Seller. Seller may make partial delivery of Products to be delivered under any Confirmed Order and invoice Customer separately for such partial deliveries or performance. If Customer has not received the Products after six (6) weeks from the estimated delivery date, Customer may make a written request to Seller for delivery. Customer hereby acknowledges and agrees that the actual delivery date of the Products is conditioned upon the complete, accurate and timely delivery of materials from Seller's vendors and suppliers. No delay in delivery of any Products shall relieve Customer of its obligation to accept the delivery or performance thereof and make payments of any amounts due in accordance with these Terms, including but not limited to delays caused governmental restrictions on exports or imports and similar measures.

7.3. Customer's failure to accept the delivery of Products pursuant to a Confirmed Order shall not release or excuse Customer from its obligation to timely pay all amounts due in connection with such Confirmed Order. The Products shall be deemed delivered at the time they have been made available to Customer. If Customer rejects or revokes acceptance of Products, or fails to pay any amounts when due, Seller, in its sole and absolute discretion, may extend the period of delivery of Products by such period as Seller may deem reasonable with such period not exceeding three (3) months from the agreed delivery date, or withhold or cancel delivery of any Products, or cancel any or all Confirmed Orders without any further obligations to Customer whatsoever. In such event, Customer shall be responsible for any and all costs and expenses incurred, or damages or losses suffered by Seller in connection with any such delay notwithstanding any action or inaction by Seller with regard to such delay. Any remaining Products that have not been accepted by Customer within the extended delivery period determined by Seller will be delivered and invoiced by Seller to Customer and Customer agrees to accept such delivery and pay for the purchase price and other amounts payable for the delivered Products.

8. EXAMINATION AND CONFORMITY TO ORDER

8.1. Promptly upon receipt of any Products, Customer shall conduct a full and complete inspection of such Products as to any defects and to confirm compliance with all requirements of the applicable Confirmed Order. Customer shall notify Seller in writing of any packaging defects, apparent defects, or non-compliance of such Products with the applicable Confirmed Order that Customer has or could reasonably have discovered during such inspection within seven (7) days from the date of receipt of such Products, and Customer shall notify Seller in writing within three (3) days of the date on which Customer shall first have become aware of any hidden defect or non-compliance which could not reasonably have been discovered during Customer's initial inspection of the Products. Such notification shall include reasonable details (including images) on the alleged defects including lot, batch, or Order numbers.

8.2. If Customer fails to timely notify Seller of any defects or other non-compliance of any Products delivered or Customer (or its customers, employees, agents, or representatives) uses, destroys, or modifies any Products that Customer knows or should have known to be defective or non-compliant without Seller's prior written consent, Customer shall be deemed to have unconditionally accepted such Products and waived all of its claims for breach of warranty or otherwise in respect of such Products.

8.3. Customer may only return the Products to Seller with Seller's prior written approval. If the return has been approved by Seller, Customer shall return the Products to Seller at Customer's sole risk and expense to the destination directed by Seller.

8.4. Complaints of Customer in connection with the shipping or transport shall be directed to the carrier promptly upon receipt of the delivery or the freight documents.

9. LIMITED PRODUCT WARRANTY

9.1. Seller warrants to Customer that the Products will be free of defects in material and workmanship and conform with the requirements set forth in the applicable Confirmed Order for a period of twelve (12) months from the date of delivery. (the "Limited Product Warranty").

9.2. Unless expressly agreed to in writing by Seller, Seller makes no warranty that the Products comply with applicable law, regulations, or specifications in any jurisdiction in which the Products may be used, integrated or incorporated. Any governmental or other approvals necessary in connection with the use, integration or incorporation of the Products shall be Customer's sole responsibility.

9.3. The Limited Product Warranty shall be void if the Defect (as defined below) resulted from (a) improper or inadequate use, storage, handling, operation, integration, incorporation, assembly, maintenance, or unauthorized alteration, modification, repair of the Products (including without limitation, the use storage, handling, operation, or integration of the Products contrary to written instructions and/or recommendations of Seller or inadequate training of personnel), (b) changes to construction and materials pursuant to Customer's requests, (c) use of improper tools, resources, or accessories including those but not limited to any third party tools, resources, or accessories that are not approved by Seller or not in accordance with Seller's recommendations, instructions, or directions, (d) acts or omissions of Customer or third parties following delivery of the Product, (e) Customer's failure to properly communicate Seller's instructions and warnings to users of the Products, (f) Customer's, its employees, agents, representatives, customers or any third party's non-compliance with applicable laws, rules and regulation, (g) Force Majeure, or (h) ordinary wear and tear of the Products (e.g., sweep bristles).

9.4. In the event of an alleged breach of the Limited Product Warranty (a "Defect"), Customer shall, at Customer's sole expense, send the Product to Seller. Seller shall conduct the necessary tests on such Product within a reasonable period. If Seller confirms the Defect, Seller shall, at its sole option and discretion, repair or replace the Defective Product. If the repair or replacement of the Defective Product is commercially unreasonable to Seller, Seller may, at its sole discretion, issue a refund to Customer in the amount Seller deems adequate. Such repair, replacement, or refund shall be the sole liability of Seller and the sole remedy of Customer with respect to a Defect. In no event shall any warranty claims for a Defect be made after twelve (12) months from the date of Customer's receipt of the Products. Any Products or parts returned to Seller for removal or repair under this Section 9.4 shall be the property of Seller. Any applicable Limited Product Warranty period shall not start anew with the repair or replacement of the Defective Product (or any portion thereof).

9.5. Except for Limited Product Warranty, SELLER HEREBY EXPRESSLY EXCLUDES AND DISCLAIMS ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NONINFRINGEMENT. Seller makes no other warranties with respect to the Products, and no person is authorized to make any warranties on behalf of Seller that are inconsistent with the warranties set forth under this Section 9.

10. LIMITATION OF LIABILITY

10.1. IN NO EVENT SHALL SELLER BE LIABLE TO CUSTOMER, ITS CUSTOMERS, EMPLOYEES, AGENTS, AND OTHER REPRESENTATIVES FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, REVENUE, GOODWILL, OR USE, WHETHER IN AN ACTION IN CONTRACT, TORT, STRICT LIABILITY, OR IMPOSED BY STATUTE, OR OTHERWISE, EVEN IF SELLER WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOTWITHSTANDING ANY OF THE TERMS CONTAINED HEREIN, SELLER'S LIABILITY FOR ANY CLAIM – WHETHER BASED UPON CONTRACT, TORT, EQUITY, NEGLIGENCE, OR ANY OTHER LEGAL CONCEPT – SHALL IN NO EVENT EXCEED THE PURCHASE PRICE PAID BY THE CUSTOMER FOR THE PRODUCTS, GIVING RISE TO SUCH CLAIM. CUSTOMER HEREBY ACKNOWLEDGES AND AGREES THAT THE PROVISIONS OF THESE TERMS FAIRLY ALLOCATE THE RISKS BETWEEN SELLER AND CUSTOMER, THAT SELLER'S PRICING REFLECTS THIS ALLOCATION OF RISK, AND BUT FOR THIS ALLOCATION AND LIMITATION OF LIABILITY, SELLER WOULD NOT HAVE ENTERED INTO AN AGREEMENT WITH CUSTOMER FOR THE SALE OF THE PRODUCTS.

10.2. Seller shall not be liable for, and Customer assumes responsibility and shall indemnify, defend, and hold Seller harmless for any and all claims, including without limitation claims for personal injury or property damages, resulting from (a) the improper or inadequate use, storage, handling, operation, assembly, integration, incorporation, assembly, maintenance, or unauthorized alteration, modification, or repair of the Products (including without limitation, the use storage, handling, operation, or integration of the Products contrary to written instructions and/or recommendations of Seller or inadequate training of personnel), (b) changes to construction and materials pursuant to Customer's requests, (c) use of improper tools, resources, or accessories including those but not limited to any third party tools, resources, or accessories that are not approved by Seller or not in accordance with Seller's recommendations, instructions, or directions, (d) acts or omissions of Customer or third parties following the delivery of the Products, (e) Customer's failure to properly communicate Seller's instructions and warnings to users of the Products, or (f) Customer's, its employees, agents, representatives, customers or any third party's non-compliance with applicable laws, rules and regulation, (g) Force Majeure, or (h) ordinary wear and tear of the Products (e.g., sweep bristles).

10.3. In jurisdictions that limit or preclude limitations or exclusion of remedies, damages, or liability, such as liability for gross negligence or willful misconduct or do not allow implied warranties to be excluded, the limitation or exclusion of warranties, remedies, damages, or liability set forth in these Terms are intended to apply to the maximum extent permitted by applicable law, and these Terms shall be deemed amended to comply with such limitations or exclusions. Customer may also have other rights that vary by state, country or other jurisdiction.

11. CONFIDENTIALITY

11.1. "Confidential Information" means: (i) any know-how, trade secrets, and other business or technical information of Seller that is confidential or proprietary or due to its nature or under the circumstances of its disclosure the Customer knows or has reason to know should be treated as confidential or proprietary, including but not limited to quotations, drawings, project documentation, samples and models.

11.2. Confidential Information does not include information that: (i) is or becomes generally known to the public through no fault or breach of these Terms by the Customer; (ii) is rightfully known by the Customer at the time of disclosure without an obligation of confidentiality; (iii) is independently developed by the Customer without use of Seller's Confidential Information; (iv) is rightfully received by the Customer from a third party without restriction on use or disclosure; or (v) is disclosed with Seller's prior written approval.

11.3. Customer shall not use Seller's Confidential Information except as necessary to use the Products and will not disclose such Confidential Information to any third party except to those of its employees, agents, subcontractors, or representatives who have a bona fide need to know such Confidential Information to enable Customer to use the Products; provided that each such employee, agent, subcontractor, and/or representative is/are bound by a written agreement that contains use and nondisclosure restrictions not less stringent than the terms set forth in this Section 11.3. The Customer will employ all reasonable steps to protect Seller's Confidential Information from unauthorized use or disclosure, including, but not limited to, all steps that it takes to protect its own information of like importance. The foregoing obligations will not restrict the Customer from disclosing Seller's Confidential Information: (i) pursuant to the order or requirement of a court, administrative agency, or other governmental body, provided that the Customer gives reasonable notice to Seller to contest such order or requirement; (ii) to its legal or financial advisors; and (iii) as required under applicable securities regulations.

11.4. In the event of a violation or threatened violation of Customer's obligations under this Section 0, Seller shall be entitled to seek equitable relief, including in the form of a restraining order, orders for preliminary or permanent injunction, specific performance and any other relief that may be available from any court, without the requirement to secure or post any bond, or show actual monetary damages in connection with such relief. These remedies shall not be deemed to be exclusive but in addition to all other remedies available under these Terms, at law, or in equity.

12. INTELLECTUAL PROPERTY

Seller reserves the sole and exclusive ownership of the intellectual property rights in the Products (including but not limited to the technology used to manufacture the Products) and any improvements thereof regardless of inventorship or authorship. Customer shall not (and shall cause its employees, agents, representatives and customers to not) reverse engineer, decompile, disassemble, or decode any of Seller's intellectual property embedded or used in any of the Product.

13. FORCE MAJEURE

13.1. Seller shall not be responsible for any failure or delay in its performance under these Terms due to causes beyond its reasonable control, including, but not limited to, disruptions of the public power supply, communications, and transportation infrastructure, governmental measures, malware or hacker attacks, fire, extraordinary weather events, epidemics, pandemics (or any government restrictions implemented as a result thereof), nuclear and chemical accidents, earthquakes, war, terrorist attacks, labor disputes, strikes, lockouts, shortages of or inability to obtain labor, energy, raw materials or supplies, or other acts of God.

14. MISCELLANEOUS

14.1. If any provision contained in these Terms or any Confirmed Order is held by final judgment of a court of competent jurisdiction to be invalid, illegal, or unenforceable, such invalid, illegal, or unenforceable provision shall be severed from the remainder of these Terms or such Confirmed Order, and the remainder of these Terms or such Confirmed Order shall be enforced. In addition, the invalid, illegal, or unenforceable provision shall be deemed to be automatically modified, and, as so modified, to be included in these Terms, such modification being made to the minimum extent necessary to render such provision valid, legal, and enforceable.

14.2. Seller may assign its rights and/or delegate its liabilities under any Confirmed Order at any time. Customer may not assign its rights or delegate its responsibilities under a Confirmed Order without Seller's prior written consent.

14.3. Seller's waiver of any breach or violation of these Terms or the provisions of any Confirmed Order by Customer shall not be construed as a waiver of any other present or future breach or breaches by Customer.

14.4. The parties hereto are independent contractors and nothing in these Terms will be construed as creating a joint venture, partnership, employment, or agency relationship between the parties.

14.5. Notices by a party regarding the exercise of rights and obligations under these Terms must be signed by authorized representatives of such party, and delivered via courier, mail, or e-mail to the other party's address indicated in the applicable Confirmed Order, provided that a notice by e-mail shall only be validly given if receipt thereof is acknowledged in writing by the recipient.

15. ENTIRE AGREEMENT; CONFLICTS.

15.1. These Terms, including the applicable Confirmed Order, constitute the entire and exclusive agreement of the parties regarding the subject matter hereof and supersede any and all prior or contemporaneous agreements, communications, and understandings (both written and oral) regarding such subject matter. In the event of a conflict between the provisions of these Terms and the provisions of a Confirmed Order, the provisions of the Confirmed Order will govern and control. Seller may amend or modify these Terms from time to time. Seller may, at its sole discretion, provide Customer with written notice of any such changes, revisions, amendments, or modifications, provided, however that any such changes, revisions, amendments, or modifications shall become effective without any further action by any party and that they shall not apply to any Confirmed Order prior to the effective date of such changes, revisions, amendments, or modifications.

16. APPLICABLE LAW AND JURISDICTION

16.1. These Terms and the Confirmed Orders shall be governed by and construed in accordance with the laws of the State of Wisconsin without giving effect to any choice or conflict of law provision or rule that would defer to or cause the application of the substantive laws of any jurisdiction other than Wisconsin. The parties hereby expressly exclude the application of the 1980 United Nations Convention on Contracts for the International Sale of Goods.

16.2. Any dispute, controversy, or claim arising out of or relating to these Terms and any Confirmed Order, including but not limited to the execution, performance, or termination thereof or to any issue of liability arising out of the performance of these Terms or any Confirmed Order, which the parties have not been able to settle amicably shall be submitted to the exclusive jurisdiction of the state or federal courts with jurisdiction in the County of Calumet, Wisconsin, provided that notwithstanding the foregoing, Seller shall be entitled to seek specific performance and injunctive relief in any court of competent jurisdiction. Each party hereby waives any and all claims, pleas, or defenses (including without limitation a plea for *forum non conveniens*) that would permit such party to seek the jurisdiction of any courts or arbitration tribunals other than those set forth in the preceding sentence.

16.3. EACH PARTY HEREBY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN ANY LEGAL PROCEEDING DIRECTLY OR INDIRECTLY ARISING OUT OF OR RELATING TO THESE TERMS.



Solicitation Number: 062222

CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and ASH North America, Inc., dba Aebi Schmidt North America, 201 M-B Lane, Chilton, WI 53014 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Snow and Ice Handling Equipment, Supplies, and Accessories from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires August 15, 2026, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended one additional year upon the request of Sourcewell and written agreement by Supplier.
- C. **SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above.

Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be

returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;

- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell

contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased

by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. **WAIVER.** Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. **CONTRACT COMPLETE.** This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
 - a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
 - b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.
2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers,

resellers, marketing representatives, and agents (collectively “Permitted Sublicensees”) in advertising and promotional materials for the purpose of marketing the Parties’ relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

- a. Neither party may alter the other party’s trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.
- b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party’s trademarks only in good faith and in a dignified manner consistent with such party’s use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party’s name or logo (excepting Sourcewell’s pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell’s written directions.

B. PUBLICITY. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. MARKETING. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. ENDORSEMENT. The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. **PERFORMANCE.** During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for products liability-completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Professional Liability*. During the term of this Contract, Supplier will maintain coverage for all claims the Supplier may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Supplier's professional services required under this Contract.

Minimum Limits:

\$2,000,000 per claim or event

\$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial

general liability insurance policy with respect to liability arising out of activities, “operations,” or “work” performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. **LAWS AND REGULATIONS.** All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. **LICENSES.** Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report

all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R.

§180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. **PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322).** A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. **FEDERAL SEAL(S), LOGOS, AND FLAGS.** The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. **NO OBLIGATION BY FEDERAL GOVERNMENT.** The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. **FEDERAL DEBT.** The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. **CONFLICTS OF INTEREST.** The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. **U.S. EXECUTIVE ORDER 13224.** The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

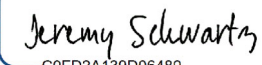
T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

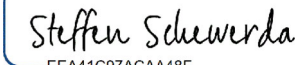
22. CANCELLATION

Sourcwell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcwell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcwell

ASH North America, Inc., dba
Aebi Schmidt North America

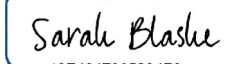
DocuSigned by:

By: C0FD2A139D06489...
Jeremy Schwartz
Title: Chief Procurement Officer
Date: 8/11/2022 | 1:04 PM CDT

DocuSigned by:

By: EEA41C97ACAA48F...
Steffen Schewerda
Title: CEO - North America
Date: 8/15/2022 | 7:32 AM CDT

Approved:

DocuSigned by:

By: 7E42B8F817A64CC...
Chad Coauette
Title: Executive Director/CEO
Date: 8/22/2022 | 11:46 AM CDT

DocuSigned by:

By: 13E4347365294F6...
Sarah Blashe
Title: CFO – North America
Date: 8/22/2022 | 10:49 AM CDT

RFP 062222 - Snow and Ice Handling Equipment, Supplies, and Accessories

Vendor Details

Company Name:	Aebi Schmidt North America
Does your company conduct business under any other name? If yes, please state:	Meyer Products, Swenson Spreader LLC, MB Companies Inc, Monroe Truck Equipment Inc, Monroe Towmaster LLC, Aebi Schmidt Canada, LLC
Address:	201 MB Lane Chilton, Wisconsin 53014
Contact:	Jason Bartuseck
Email:	jason.bartuseck@aebi-schmidt.com
Phone:	330-904-4720
HST#:	

Submission Details

Created On:	Thursday May 05, 2022 12:00:08
Submitted On:	Wednesday June 22, 2022 10:42:03
Submitted By:	Jason Bartuseck
Email:	jason.bartuseck@aebi-schmidt.com
Transaction #:	91a586e9-a139-41f3-b94d-660c65438fe8
Submitter's IP Address:	165.225.62.188

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	ASH North America, Inc. is the holding company for all Aebi Schmidt North America businesses	*
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	M-B Companies, Inc Swenson Spreaders, LLC Meyer Products, LLC Monroe Truck Equipment, Inc Monroe Towmaster, LLC Aebi Schmidt Canada, LLC	*
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	M-B CO Swenson Meyer Monroe or MTE Aebi Schmidt Canada	*
4	Provide your CAGE code or Unique Entity Identifier (SAM):	Monroe Truck Equipment CAGE - 9U356 M-B Companies Unique Entity Identifier - IDHMAYZXTA6475 M-B Companies CAGE - 66234	*
5	Proposer Physical Address:	201 M-B Lane Chilton, WI 53014	*
6	Proposer website address (or addresses):	www.aebi-schmidt.com www.m-bco.com www.swensonproducts.com www.meyerproducts.com www.monroetruck.com www.towmastertruck.com	*
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Our organization requires two signatures on all documents. Steffen Schewerda CEO - North America 201 M-B Lane Chilton, WI 53014 steffen.schewerda@aebi-schmidt.com 920-898-1062 Sarah Blashe CFO - North America 201 MB Lane Chilton, WI 53014 sarah.blashe@aebi-schmidt.com 920-898-1062	*
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Jason Bartuseck Vice President After Sales - North America 201 M-B Lane Chilton, WI 53014 jason.bartuseck@aebi-schmidt.com 330-904-4720	*

9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Dave Kabat Inside Sales - M-B Companies - Brush Division 1217 E Chestnut St. Chilton, WI 53014 dave.kabat@aebi-schmidt.com 920-898-1063 Carissa Lawless Inside Sales - Swenson 127 N. Walnut St. Lindenwood, IL 61049 carissa.lawless@aebi-schmidt.com Seth DeVoe Distributor Sales Manager - Monroe Truck Equipment 1051 West 7th St Monroe, WI 53566 sdevoe@monroetruck.com 608-329-8547 Sean Brunger MB Sales Coordinator 201 MB Lane Chilton, WI 53014 sean.brunger@aebi-schmidt.com 216-339-9272 Mike Moon Meyer Customer Support 18513 Euclid Ave Cleveland, OH 44112 mike.moon@aebi-schmidt.com 216-486-1313
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Table 2: Company Information and Financial Strength

Line Item	Question	Response *
10	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	The privately held Aebi Schmidt Group is the world's largest and oldest manufacturer of municipal maintenance equipment, dating back to 1883. Group vision for the Aebi Schmidt Group is to be the global leader in intelligent solutions for customers to fulfill their mission of clean and safe infrastructure of demanding areas. Group mission is to improve customers performance with dependable solutions and first class service. To allow our employees to thrive in an environment of team spirit, long-term development and growth mindset. The formation of the company dates back to 1883 in which the Aebi mechanical workshop was founded in Burgdorf, Switzerland. In 1920, Alfred Schmidt Sr. started the Schmidt workshop in St. Blasien, Germany. In 1936, Schmidt launched its first snow plow into the market. Fast forward to 2007, Aebi and Schmidt were brought together under the umbrella of Aebi Schmidt Holding AG. In 2015, the group entered the North America market with the acquisition of Meyer Products, LLC and Swenson Spreader, LLC to start the holding company ASH North America. In 2018, the group added M-B Companies, Inc. to the mix. M-B Companies has four divisions (Brush, Airport, Attachments, Pavement Marking) with four separate manufacturing plants. In 2019, Aebi Schmidt North America formed a new Canadian business called Aebi Schmidt Canada to support sales into Canada. In 2020, the group added to the portfolio by acquiring Quebec, Canada-based Equipements Lourds Papineau, Inc (ELP), which manufactures heavy duty snow and ice equipment for use in the harsh Canadian winters. In late 2021, Aebi Schmidt took the next step in growth by acquiring Monroe Truck Equipment based in Monroe, Wisconsin. Monroe Truck is an industry leading truck equipment manufacturer, upfitter and distributor with over 60 years of expertise. The Aebi Schmidt group has more than \$800 million in annual sales, 14 production facilities across the globe, over 3,000 employees, with a presence in 90 countries throughout the world.

More information about our North American Business units:

M-B Companies, Inc.

From clearing snow to painting lines for roads, M-B Companies, Inc. manufactures the highest quality products for many industries. Utilizing the latest in innovation and technology, M-B is the trusted manufacturer of airport runway maintenance equipment, pavement striping equipment, various size truck, tractor and loader attachment equipment, replacement brushes, and much more.

The origin of M-B Companies, Inc. dates back to 1907. The company was formed by three German craftsmen, brothers Otto and Fred Meili and Paul Blumberg. Not surprising, they adopted the name "MB", which is still used today. The Meili brothers were inventors and Blumberg was an expert metalworker. They started the company in a small shop in New Holstein, Wisconsin, building agricultural implements. The Meili brothers and Blumberg were inventing and building a variety of equipment from road graders to paint strippers. In fact, the firm was one of the first Ford dealerships in the state of Wisconsin. As the company evolved, its destiny as a broom and striper manufacturer became evident. M-B built its first broom (a horse drawn model) in 1922.

Through some ownership changes, M-B has enjoyed steady growth, including the construction in 1974 of an additional facility in Chilton, Wisconsin. In 2003, M-B acquired the Pro Chip family of wood and brush chippers. In 2004, M-B acquired the Lafarge Road Marking Equipment Division, located in Montgomery, Pennsylvania. In 2011, M-B released five (5) new products in the Airport Snow Removal Equipment market. In 2017, the Pavement Marking Division relocated to a new facility located in Muncy, Pennsylvania, and services customers across North America. M-B continues to focus on key niche markets and providing equipment to meet the needs of independent contractors, governmental agencies, and other road, turf, grounds maintenance and airport maintenance organizations around the world. In 2021, M-B Companies expanded their facility and opened up the North America Headquarters for the Aebi Schmidt Group.

Swenson Spreaders, LLC

Swenson was established in 1937 in Rockford, Illinois, area as the Cherry Valley Pulverizer Company by Exkil Swenson. Mr. Swenson quickly expanded his product line to include truck-mounted spreaders for agricultural and municipal use. Swenson introduced the first hydraulically operated spreading system in 1962 and the first ground speed regulated spreading mechanism in 1967. These innovations started what has become the ever increasing use of automation in snow and ice control.

Meyer Products, LLC

Meyer's decades of innovation are a history lesson in the evolution of snow plows. Founded in 1926 in Newburgh, New York, the company later moved to Cleveland Ohio, where it's still located today. In its early years, Meyer introduced the first hydraulic lift to the North American market and later invented power angling, which enabled operators to move the plow blade left or right without having to leave the comfort of the cab. Today, Meyer is the first choice of many private truck owners and contractors in the snow and ice industry.

Monroe Truck Equipment

Monroe Truck started in 1958 in Monroe, Wisconsin. Through years of growth and the hard work of employees across the Midwest, we are now one of the largest truck equipment manufacturing and upfitting companies in country - we are working towards many more decades of growth.

Aebi Schmidt Core Values (exhibit attached in document section)

Excellence - we exceed customer expectations to achieve results

Innovation - we break new grounds

Accountability - we take ownership for our actions

Passion - we strive to make a difference

Customer Focus - we build sustainable relationships

Collaboration - we are stronger together as a team

Key Points to Business Philosophy

Sustainability

Sustainability doesn't just happen by itself. It comes from how we think and act

		and ultimately how consistent we are about it. As a company, it is our responsibility to invest in the progress and in the future. But that also applies to our customers: everything we develop and produce also needs their commitment when put into practice. Sustainability is an essential part of our business activities. Our customers expect it of us, and we are convinced that sustainable companies are a step ahead of the rest and are more successful long term. Our economic, social, and environmental targets are being implemented along the entire value chain. We care about protecting the environment and use resources sparingly. As an industry leading employer we continue to invest in sustainable technologies. We will act in a responsible and credible way along the entire value chain. This has resulted in valuable progress being made in recent years in terms of environmental awareness at our plants, in our processes and in our machines. Code of Conduct The code of conduct defines the corporate responsibility and applicable ethical standards by which we operate and addresses issues such as data privacy, environmental protection, fair competition and anti corruption. By having a clear definition of responsibilities, risk management and efficient control systems, the Aebi Schmidt Group makes sure that all statutory provisions and industry standards in a complex regulatory environment are observed. Overview Aebi Schmidt North America offers long lasting, time tested brands with product offerings that have depth and breadth in the snow and ice industry. All the products offered along with the core values and business philosophy allow us to be considered the perfect partner for Sourcwell participating entities.	
11	What are your company's expectations in the event of an award?	We intend to offer our Sourcwell contract to all member and non-member entities. It will be our lead contract over any current state contract that we hold. We will promote Sourcwell to encourage non-participating entities to become members. We expect to help customers get the products they want and need rather than what is lowest bid by means of this contract, and allow customers to purchase products that provide them with a lower total cost of ownership rather than the lower acquisition costs which most traditional bids offer. We intend to work with our contract administrator to provide training for our dealer network to help them sell the Sourcwell contract to their customers. We also intend to work into Canada with CANOE and further expand our reach into that market. We will continue to promote the Sourcwell contract on our literature as we have with past contracts and on our websites and in our trade show booths.	*
12	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	Aebi Schmidt does not publish independent financial information as a privately held organization. Attached in the documents section is the 2021 Annual Report. Inside cover to page 5 covers most of the financial details. The numbers in the report are prior to the acquisition of Monroe Truck Equipment. 2021 produced a record high of order entry across our organization and a small growth in sales over 2020. Overall coming out of the Covid pandemic, the Aebi Schmidt Group is in solid financial shape and looking to grow over the upcoming years.	*
13	What is your US market share for the solutions that you are proposing?	Our industry does not report sales individually so defining an exact market share is not feasible. We feel for the solutions that we provide to the snow and ice industry we are the largest in the market with around 30-35% market share in the United States.	*
14	What is your Canadian market share for the solutions that you are proposing?	The industry does not report individually so an exact market share is not feasible. We feel for the solutions we provide in the snow and ice industry we provide about 10-15% of the products in Canada.	*
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No	*

16	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	We would be best described as a manufacturer and service provider. We have outside sales team members that are direct employees of the organization. In some cases, we sell directly to the the end users of the products and in some cases our sales people work with our dealer/distributor network. The dealer network is all third party. We have partnered with select dealers that represent our brands in their local markets. We have strategically chosen those dealers/distributors for specific areas to have the most comprehensive coverage across the United States and Canada. Many of our dealers have been doing business with our organization for over 20 years.	*
17	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	Our industry does not require licenses or certifications to do business. We do hold certifications of good standing in states that require them. We also have ISO certifications in many of our manufacturing plants. M-B Companies ISO 9001 certificate is included in the documents section of the response.	*
18	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	No suspensions or debarments have applied ever to an Aebe Schmidt Group organization.	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	
19	Describe any relevant industry awards or recognition that your company has received in the past five years	Swenson, Meyer and Monroe Truck Equipment all have NTEA MVP status. This is an award for outstanding business practices and successful implementation of quality standards. Monroe was also awarded 2021 Ford Top 5 award.	*
20	What percentage of your sales are to the governmental sector in the past three years	85% of our sales have been from the governmental sector the past three years.	*
21	What percentage of your sales are to the education sector in the past three years	Less than 5% of our sales are from the education sector the last three years.	*
22	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	Sourcewell Snow & Ice - 080818-SWE - Swenson Spreader -75k per year Sourcewell Road Maintenance Equipment - 080521-AEB - MB Companies - just awarded Sourcewell Street Sweepers - 093021-AEB - MB Companies - just awarded HGAC SM10-20 Street Maintenance Equipment - M-B Companies - 900k per year South Dakota DOT Contract - Monroe Truck Equipment - 5 million per year Kansas DOT Contract - Monroe Truck Equipment - 5 million per year Nebraska DOT Contract - Monroe Truck Equipment - 5 million per year Illinois DOT Contract - Monroe Truck Equipment - 5 million per year Iowa DOT Contract - Monroe Truck Equipment - 5 million per year Washington State DOT Contract - Monroe Truck Equipment - 350k per year Utah DOT Contract - Monroe Truck Equipment - 650k per year Arizona DOT Contract - Monroe Truck Equipment - 225k per year New Mexico DOT Contract - Monroe Truck Equipment - 125k per year Montana DOT Contract - Monroe Truck Equipment - 250k per year Oklahoma DOT Contract - Monroe Truck Equipment - 750k per year Minnesota DOT Contract - Monroe Towmaster - 1.75 million per year Michigan DOT Contract - Monroe Truck Equipment - 3 million per year Indiana DOT Contract - Monroe Truck Equipment - 4 million per year New Jersey DOT - Monroe Truck Equipment - 1.5 million per year Pennsylvania DOT Contract - Monroe Truck Equipment - 250k per year Ohio DOT Contract - Monroe Truck Equipment - 1 million per year South Carolina DOT Contract - Swenson Spreader - 1 million per year North Carolina DOT Contract - Swenson Spreader - 1.6 million per year Texas DOT Contract - Swenson Spreader - 1.2 million per year Nebraska DOT Contract - Swenson Spreader - 350k per year	*
23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	We do not currently hold any GSA, or standing offer or supply agreements at this time. We have dealers/distributors that do have these contracts, but none are held by Aebi Schmidt directly.	*

Table 4: References/Testimonials

Line Item 24. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Illinois Department of Transportation	Clint Faugust	217-206-0185	*
Iowa Department of Transportation	Jennifer Monserud	515-239-1607	*
South Dakota Department of Transportation	Tyler Green	605-280-9513	*
Ohio Department of Transportation	Doug Burke	614-351-2836	
Texas Department of Transportation	Kevin Fareri	512-571-4475	

Table 5: Top Five Government or Education Customers

Line Item 25. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
South Dakota Department of Transportation	Government	South Dakota - SD	Full turnkey snow and ice trucks	5 million	15 million	*
Kansas Department of Transportation	Government	Kansas - KS	Full turnkey snow and ice trucks	5 million	15 million	*
Nebraska Department of Transportation	Government	Nebraska - NE	Full turnkey snow and ice trucks	5 million	15 million	*
Illinois Department of Transportation	Government	Illinois - IL	Full turnkey snow and ice trucks	5 million	15 million	*
Iowa Department of Transportation	Government	Iowa - IA	Full turnkey snow and ice trucks	5 million	15 million	*

Table 6: Ability to Sell and Deliver Service

Describe your company’s capability to meet the needs of Sourcwell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
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26	Sales force.	Monroe Truck Equipment There are 5 outside sales people across the United States responsible for the municipal dealer network (approx. 75 dealers), they work with 7 internal sales people who help with the quoting process and customer service. Monroe's Municipal division also has 3 locations that sell directly to customers in Illinois, Wisconsin and Minnesota. There are 8 field sales people in this portion of the organization that work with 9 internal sales people, who provide customer service and work on quotes for customers. Swenson Spreader, LLC Swenson has 2 outside sales people that are responsible for their dealer network (approx. 75 dealers) across the United States. They also have 4 internal sales people that assist with customer services and quoting for their dealers. Meyer Products, LLC Meyer has 5 outside sales people across the United States that are responsible for their dealer network (approx. 120 dealers) and they have 2 internal sales people in customer service that assist their dealers as well. Aebi Schmidt Canada Aebi Schmidt Canada has 4 outside sales people in Canada that sell through our channels into Canada. M-B Companies, Inc. MB Companies has 1 external and 1 customer service support person to support the sales of our Brush division along with our European products. Monroe Towmaster Monroe Towmaster truck equipment has 3 sales people that handle snow and ice business for our Towmaster location in Minnesota. They handle all of the quoting and customer service in their areas. Overall we have 33 outside sales people across the United States and Canada and 23 internal sales support people. We have one of the largest and most robust sales forces in order to stay close to our customers and to provide them the service and support they need. Also, with over 250 dealer/distributors all with outside sales people across the United States and Canada we have many people representing the Aebi Schmidt brand.	*
27	Dealer network or other distribution methods.	Aebi Schmidt has one of the largest snow and ice distributor networks. We have around 250 certified dealers across the United States and Canada. Attached we will include in the documents section the list of distributors by brand.	*
28	Service force.	Our field service team consists of 11 individuals that respond in person to customer warranty and field service claims. These technicians will diagnose the problem, order parts and perform the service necessary. The technicians are located all across the lower 48 of the United States along with 1 in Alaska and 2 in Canada. We also have a number of internal service people across our business units that accept incoming calls from customers and dealers to support them with ordering parts. We believe if we don't provide proper service and support that customer will not come back, we are looking for long-term customer/manufacturer partnerships to grow the business.	*
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	Most of our business is through dealer channels. Primarily orders will be handled by dealers/distributors. The dealers then in turn place an order with the factory. Many dealers stock equipment and parts, but due to the nature of most units being custom, orders will be placed and manufactured when needed. In some cases (Monroe business in Illinois, Wisconsin and Minnesota) the orders would be placed directly through our service centers.	*
30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	As a company we understand that service and support is what helps us get repeat orders. We put a tremendous amount of focus on making sure the customer has what they need for support. Our dealer channel is the first line of support for most customers of Aebi Schmidt. They understand that we have expectations for them as far as response times. Our dealers and customers both can contact the factory direct to speak to a customer service person anytime between the hours of 7:30 am - 4:30 pm CST. Our customer support team can work with our engineering team to solve any problems in an expedited manner. If parts orders are placed by 2 pm CST, the order will be shipped next day for in stock parts. Our goal is to resolve customer issues as quickly as possible and all 1500 employees in North America have the understanding that our customers come first and are always top priority.	*

31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	We are fully able and eager to offer products and services to Sourcewell participating entities.	*
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	We are fully able and eager to offer our products to participating entities in Canada.	*
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	We will be able to service all geographic areas.	*
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	Aebi Schmidt can service any snow and ice customer in the United States or Canada.	*
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	No restrictions in Hawaii, Alaska or US Territories	*

Table 7: Marketing Plan

Line Item	Question	Response *
36	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	Aebi Schmidt North America's marketing strategy to promote the Sourcewell contract will include a multi-pronged approach as outlined below: Selling Strategy Once awarded, Aebi Schmidt will schedule sales meetings to train the inside and outside sales people across all Aebi Schmidt brands on the specifics of the Sourcewell contract including pricing, the bidding process and other procedures. The sales team will be provided tools to effectively communicate the award to all dealers, contractors, nonprofits and government agencies throughout the U.S. and Canada to ensure the success of the contract. Marketing Strategy Leveraging Aebi Schmidt's current marketing strategy for its North America brands, the Sourcewell contract will be promoted through an aggressive multi-channel approach utilizing digital and traditional initiatives. Digital Strategy Website - Add content to Aebi Schmidt's corporate and individual branded websites reflecting the award, adding the Sourcewell logo in high- traffic locations. - Create a Sourcewell dedicated landing page on each website to house all important information for Sourcewell customers - Create landing page and data capture form for municipal/government website visitors interested in receiving emails with Sourcewell information - Optimize websites with key words and updated metadata as needed to increase search engine response for Sourcewell - Blog announcing award on the Aebi Schmidt Group corporate blog (https://blog-en.aebi-schmidt.com/) Email marketing - Execute "onboarding" email campaign for all dealers and distributors - Series of emails that will educate the Aebi Schmidt North America dealer/distributor network on the Sourcewell award, its customers, and important contract information - Emails highlighting "good to know" contract information, products that are performing well on contract, and other relevant information so that our distributors can better serve Sourcewell members - Add Sourcewell logo on pre- and post-tradeshaw email campaigns - Executive email campaign for all municipality/government sales contacts in CRM - Series of emails to inform and promote the Sourcewell contract to customers and prospects - Email drip campaign for visitors providing contact information on website landing

page/data capture form

- Emails highlighting distributor information and products performing well on contract

Social

- Celebrate and promote Sourcewell award through organic and paid posts on Facebook, LinkedIn and Instagram channels across all brands
- Include Sourcewell logo on social posts when relevant to provide continued social presence for Sourcewell and brands.

Traditional Strategy

Trade Journal Advertising / Literature

- Use of Sourcewell logo in trade magazine advertisements
- Update product literature to include the Sourcewell logo

In-dealership Merchandising

- Create and distribute "in-store" materials to promote the Sourcewell award.
 - Counter cards
 - Posters
 - Counter mats
 - Signage

Trade Shows

- Include Sourcewell logo on signage at tradeshow
- Support trade shows with pre-show mailers, emails, and other digital promotion – including social posts – that include the Sourcewell logo

Earned Media/Public Relations Strategy

Aebi Schmidt will utilize unpaid, or earned, media to promote the Sourcewell contract. This includes garnering publicity in a variety of media outlets.

- Press release distribution and media outlet follow-up announcing the award
- Blog post with award announcement on Aebi Schmidt website (see website tactics)
- Additional blog posts with "how to" and "best practice" information regarding the contract
- Pitch stories for editorial placement in trade publications targeting snow and ice control for contractors and municipalities.

We will also ask to work with our Sourcewell representative to schedule training sessions with our dealer network. We want to partner closely with Sourcewell to promote the program across our network.

Attached in the document section will be a few examples of marketing materials.

37	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Aebi Schmidt North America is supported with strong digital marketing strategies executed through corporate and brand websites, content marketing, email automation, digital display and search ads, social media platforms, and emerging technologies, such as geo-fenced marketing. Key strategies and initiatives are detailed below. Content/Email Marketing -- Creating valuable content is a key initiative for Aebi Schmidt. Offering value-added content geared to educating prospects and customers on relevant topics helps them better perform their jobs and endears them to Aebi Schmidt's brands. The cookie-obtained data we gather via these efforts helps to understand the needs of end users, which leads to product innovation and timely marketing. Aebi Schmidt also intends to use content marketing in support of the distributor, dealer and municipal network by providing qualified leads through lead-generation tools such as data-capture forms and gated content. Automated Email campaigns are an offshoot of the content strategy and are often used in support of product-specific marketing and events, such as trade shows. The goal of email automation is to offer customers and/or prospects the right products, at the right times and prices, in addition to tracking activity on calls-to-action. Search Engine Marketing (SEM) -- Aebi Schmidt North America has focused on improving search engine performance and ranking by optimizing (SEO) all its websites for improved organic results. By focusing on new content, improved metadata, updating descriptions with keywords and phrases, more strategic labeling of files, etc., improvements have been realized in organic results. Once awarded, Aebi Schmidt plans to modify its search engine strategies in support of the Sourcewell award, thereby making it easier for stakeholders to find the products and services they seek. Digital Display, Search and Banner Advertising -- On a limited basis, Aebi Schmidt uses digital display and search advertising to help create awareness of products and special promotions. In-depth keyword research and search analytics are used to develop ad targeting to best reach audience segments at the optimum cost or bid. Additionally, websites with available advertising space that are relevant to target audiences may be used for banner ads. Social Media -- Aebi Schmidt North America and its brands leverage their presence on Facebook, LinkedIn, YouTube and Instagram to build brand and product awareness, while creating a strong relationship with end-users and key influencers. Organic content is posted regularly and strategic paid social campaigns with highly targeted segmentation are used. Social media channels also represent a means for Aebi Schmidt's customers and prospects to engage in two-way dialog -- social channels are used as an extension of customer service efforts, with responses provided to all posted questions.	*
38	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	Sourcewell Promotion Sourcewell can support the promotion of contracts through regular communications to drive membership with Sourcewell and to inform existing members of new vendors and products on awarded contracts. Sourcewell can also provide vendors with marketing information that can be shared out through the variety of communication channels. Sales Process Throughout the length of the contract, the Aebi Schmidt North America marketing team will regularly communicate with the sales team regarding the contract to reinforce the information they received during training provided at beginning of contract. Reiterating the pricing, bidding process and procedures will help the sales team keep Sourcewell top-of-mind. The sales team will schedule sales calls with dealers and public sector employees, including the top 200 municipalities from Aebi Schmidt's CRM system to inform them of the Sourcewell contract and explain the benefits if they are not Sourcewell members.	*
39	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	The www.m-bco.com website has a customer login area of the portal where customers are able to find particular parts and place an order. The portal generates an email that goes to customer service to enter the order. The website also has a configurator that the customer can use to find the brush that the need to fit their application. Meyer Products also offers an area for our dealers to go online and order parts. These orders are acknowledged internally and an email is generated to the person who placed the order.	*

Table 8: Value-Added Attributes

Line Item	Question	Response *
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40	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcwell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	We offer a program to municipal customers called Vprotect 365. This is where we offer to perform a 200 point inspection of their snow and ice truck. In the end we will provide a diagnosis with a list of parts for repair and the expected maintenance interval schedule. We will offer this for our customer that purchase a turnkey truck from our organization. This is optional. We also offer mechanic training programs and fleet maintenance programs from our service team. The costs will be listed for Sourcwell members on the pricing sheets. Our regional sales people also offer free training sessions that will be held at dealer locations that member entities can join. These are a combination of equipment and Sourcwell training to help member and non-member entities not only have a better understanding of the products, but also how to procure them.	*
41	Describe any technological advances that your proposed products or services offer.	We offer many products that are more technologically advanced than the competition. Some of the products are: Para-Glide wing post, the medium duty side dump body, blade light, Gen 4 RDS, Gen 4 FFDS, Expanded Anti-ice liquid capacity on spreaders/combination bodies, and wedge tank anti-ice inserts for dump bodies. Literature and explanations for these products will be included in the documents section of the response. We also offer a spreader called the Evolution that offers controlled spreading of a 70/30 mix of dry and liquid material for increased efficiency and more effective melting. This helps customers save up to 35% of salt usage. We also offer a small Aebi unit that can be outfitted with a snow plow, blower or any other attachment that can scale hills with up to 45 degree inclines. The Aebi unit has a lower center of gravity and wider wheel base has superior handling to any other machine in the industry, it is quite unique.	*
42	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	Aebi Schmidt also has a full commitment to sustainability in our factories. The following green initiatives were utilized during construction of the new manufacturing and office spaces in our recently completed plant expansion and North America corporate headquarters. Additional wall insulation = R29 to reduce heating/cooling costs Additional roof insulation = R43 to reduce heating/cooling costs Foundation insulation = R7.5 to substantially reduce heat loss through the floor High efficiency windows in both buildings Toilets and urinals with low GPF (low consumption per flush) LED lighting throughout both new spaces (ultra-low energy consumption units) Occupancy sensing light controls in offices and restrooms (lights turn on when someone enters and turn off after a pre-determined time) All exterior lighting is LED controlled by a photo eye VFD air compressors (variable speeds to supply the correct amount of air when required) State of the art Powder Coat system (the system uses energy only when required to perform a process) Switch to Zirconium based pre-treatment for both wet and powder paint lines (biodegradable product can be sent directly to sanitary sewer without a pre-treatment requirement) Multi-stream recycling compactor (cardboard, paper, plastic and glass can be recycled in the same container) All of our North America factories have LED lighting throughout. All factories have segregated waste material containers for metal and cardboard scrap to get recycled. Organizational commitment to reduce paper consumption by 30%. Our locations in Germany, Austria, Sweden and Norway are powered by up to 100% sustainably produced electric. In the Netherlands, we produce more than 54% of our electricity requirements. We have 8 projects in development in our organization for e-vehicles devices and modules. Pictures of our waste containers included in documents section along with a copy of our annual report which talks about sustainability and corporate responsibility on pages 26-38.	*
43	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	Aebi Schmidt does not have any third-party issued eco labels, ratings or certifications for the equipment that is included in this proposal. In an effort to be more sustainable we do offer electric powered spreaders and v-boxes to help protect the environment from harmful CO2 output. We are also working with chassis manufacturers to ensure that our equipment will work with the electric vehicles of the future. Ensuring that the PTO of these vehicles have the power necessary to work with plows, and other attachments.	*

44	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	Aebi Schmidt North America does not carry any WMBE designations directly. Aebi Schmidt does strive to work with organizations that do hold certifications. Approximately 6% of the parts we source for production of our equipment are from WMBE or SBE organizations. Attached you will see documentation and a letter of our intent and the some of the suppliers we work with. Aebi Schmidt North America does have dealers that we work with that are WMBE and/or SBE orientated. One such dealer we provide product to for the city of Chicago is Steve's Equipment Services. Attached in the documents is their MBE certification with the city of Chicago.	*
45	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	We have the ability to offer turnkey truck packages along with a full service team of 11 field technicians to support when necessary. Not many companies in the field of snow and ice are able to offer that to their customers. We also offer service contracts and preventative maintenance audits as add-ons for our customers. Meyer products offers the longest warranty in the industry on their plows. They offer a 5 year manufacturers warranty. This is 3 years longer than any of the competitors in the market. See warranty documents attached in the document section.	*

Table 9A: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
46	Do your warranties cover all products, parts, and labor?	The warranty covers all Aebi Schmidt manufactured products. The chassis is covered by the specific manufacturer's warranty. We will help to work with the chassis manufacturer on your claims to ensure all warranty items are taken care of. Our warranty disclosures are included in the document section.	*
47	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	All of our warranty information including limitation and restrictions are outlined in the documents provided in the response in the document section labeled Warranty. They vary by product category and with the large breadth of products offered it is best to refer to the specific product warranty included.	*
48	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Yes the warranty coverage would cover the technicians travel, time and other expenses if it is necessary for the technician to be onsite for repairs.	*
49	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	We have no regions in the United States or Canada where we are unable to provide a technician to perform repairs. We have technicians that work remotely across the United States including Alaska and two located in Canada.	*
50	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	We will assist the customer with processing the warranty claims, but those warranties are all based on the original manufacturer of the equipment.	*
51	What are your proposed exchange and return programs and policies?	Our manufactured units are custom pieces of equipment and are not eligible for return or exchange. Part returns or exchanges are accepted. The customer is responsible for the freight to return items and a 30% restocking fee unless the part being returned was shipped by error (wrong part) from Aebi Schmidt North America. Our goal is customer satisfaction so we will do our best to work with our customers at all times within reason.	*
52	Describe any service contract options for the items included in your proposal.	Many of our service contracts are tailored to the needs to the customer. We do offer some standard solutions which include machine audits (Vprotect 365) in which we will send out a technician to do a 200 point inspection on the machine prior to winter. The end result is the customer will receive a list of parts needed for repairs and will also receive a list of preventative maintenances that should be done. We will perform those maintenances on a service contract to be negotiated with the customer at that time. We also offer training packages for mechanics and operators and that pricing is included in pricing documents included in the response.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
53	Describe your payment terms and accepted payment methods.	Our preferred payment method is electronic funds transfer. We will also accept credit cards with a service fee of 3% on orders under \$10,000, check payments and ACH transactions.	*
54	Describe any leasing or financing options available for use by educational or governmental entities.	We offer both financing and leasing options for our customers through the Alliance Funding group. The program is for any transaction from 300,000 to 25 million. Flexible terms ranging from 24 to 96 months repayment of loans or leases for heavy equipment and smaller loans from 5,000 to 250,000 for less expensive items with repayment terms of 3 to 18 months. Brochure included in the documents section. After attending the Sourcewell H2O program and learning about NCL Government Capital we are interested in looking into working with them and their awarded Sourcewell contract.	*
55	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	Standard documents include: Price quotation in approved Sourcewell format with our Sourcewell member number We supply our standard terms and conditions with all quotes. Upon machine delivery we provide all warranty information and contact information of anyone who would be needed to be contacted for support Included in the documents section is our standard terms and conditions documents along with our Insurance documents.	*
56	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	We accept credit cards for any parts orders. Most often our products are beyond the threshold of any credit card or p-card so most often orders are placed via Purchase Order number and paid through an EFT transaction.	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
57	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	All of our pricing provided shows a list price and the Sourcewell member price, which is discounted from the list. Pricing is uploaded in the documents section.	*
58	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Monroe Truck Equipment is offering 20% discount off of list price. Swenson Spreader, LLC is offering 10% discount off of list price. Meyer Products, LLC is offering 20% discount on snowplows and 15% discount on spreaders. M-B Companies, Inc. is offering a 10% discount on all products and services offered. As a group Aebi Schmidt North America offers Sourcewell members a 10% discount off of list price for parts and accessories - most of these price lists are very comprehensive so they are not included in the documents.	*
59	Describe any quantity or volume discounts or rebate programs that you offer.	Volume discounts or rebate programs are determined on a case-by-case basis determined from our dealer channel and/or the factory.	*
60	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	Each request for a sourced, open market or nonstandard product will be quoted at the time of each request. The member will be provided with our method of calculating the price through a quote for each request.	*
61	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Freight is not included in the pricing. Due to the extreme uncertainty of the market and volatile cost freight will be calculated at delivery of the product at current cost. We contract with many freight providers and negotiate the absolute best terms that we can to provide our customers with the lowest cost freight we have available.	*
62	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Small equipment is shipped via LTL by common carriers. Truck mounted equipment is shipped via drive-away service to all points in the continental U.S. Hauled service is also available for those customers who require an alternative to driving the unit. A customer can pick up and drive away as an option as well.	*
63	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Alaska, Hawaii, Canada and the U.S. Islands orders will be shipped based on the best delivery option to the area and the type of unit. Orders can be shipped via boat or even air if required.	*
64	Describe any unique distribution and/or delivery methods or options offered in your proposal.	We offer the ability for our customers to pick up their units from the factory and have factory training while on site at the plant.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
65	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	This is our most complete offering of products with our most competitive pricing.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *	
66	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	The Accounting and IT teams will be responsible for establishing, using, auditing and maintaining the procedure for recording sales to Sourcewell members in order to ensure our ability to report member sales to Sourcewell quarterly and submit the appropriate fee. The management team will receive monthly reports that will identify Sourcewell member orders, pricing, invoicing, and administrative fee to be submitted to Sourcewell. Additionally, the Audit team at the Aebi Schmidt Group will be advised of the contract requirements so that they can periodically audit for adherence to the contract, including pricing, sales reports, administrative fee submittals, etc. We have documented price lists that will be shared with our dealers and sales people, which will be input into our financial system for orders labeled as Sourcewell with the contract number attached. Each quarter our controllers will roll up all of the sales and ensure the proper administrative fees are sent from our organization to Sourcewell.	*
67	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Aebi Schmidt North America utilizes the A3 project management process when defining sales targets for our business units, sales team members. Within each A3, targets for sales budgets and growth are broken down. We have created milestones (KPIs) for business units and individual regional territories. One milestone specific to Sourcewell will be created to track progress, usage, understanding, etc. Once awarded each business will be provided a sales growth target for "Sourcewell sales." Meetings are held monthly to track progress of these goals. All opportunities in the CRM system will be labeled as "Sourcewell" opportunities and that data will be tracked. We will develop KPIs for these opportunities to ensure progress is being made with these opportunities and they are trending in the direction of a sale. Metrics will be tracked, baselines for closing percentage are established and expectations will be set. Each salesperson in our organization will have a target established for sales created using Sourcewell.	*
68	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	Aebi Schmidt North America proposes to pay Sourcewell a 2% fee on all sales to Sourcewell members.	*

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *	
69	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	We are offering our full range of products available through our Swenson, Meyer, Monroe and European factories that fit in the snow and ice category. We have products that fit every application of snow and ice removal in the industry. We are also offering our full line of OEM parts, third party parts and service programs. We are also offering our customers full turnkey snow and ice truck packages to allow the customer to have a one stop shop for their entire truck.	*
70	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	All of the products we are proposing fall within the scope of the RFP. We don't have any subcategories at this time.	*

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments	
71	Plows, blades, wings, blowers, and brooms	☒ Yes ☐ No	We offer many types	*
72	Spreader or sprayer systems for the application of de-icing or anti-icing solids or liquids and snow melters	☒ Yes ☐ No	We offer may types	*
73	Dump bodies, specialty equipment, and air or hydraulic systems, related to the upfitting or modification primarily for snow and ice handling; and,	☒ Yes ☐ No	We offer many types	*
74	A complementary offering of parts, supplies, and accessories, related to the upkeep, repair, or maintenance of their offering of equipment as described in 71-73 above	☒ Yes ☐ No	We offer parts and accessories along with service contracts	*

Table 15: Exceptions to Terms, Conditions, or Specifications Form

Line Item 75. NOTICE: To identify any exception, or to request any modification, to the Sourcewell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcewell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification
N/A	N/A	N/A

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- [Pricing](#) - Pricing folder.zip - Tuesday June 21, 2022 20:12:56
- [Financial Strength and Stability](#) - Company Information.zip - Tuesday June 21, 2022 20:05:44
- [Marketing Plan/Samples](#) - Marketing.zip - Tuesday June 21, 2022 20:05:01
- [WMBE/MBE/SBE or Related Certificates](#) - MBE.zip - Tuesday June 21, 2022 20:13:24
- [Warranty Information](#) - Warranty Information.zip - Tuesday June 21, 2022 20:05:31
- [Standard Transaction Document Samples](#) - Standard Documents.zip - Wednesday June 22, 2022 10:32:28
- [Upload Additional Document](#) - Sales Organization.zip - Wednesday June 22, 2022 08:35:10

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
 1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
 3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Jason Bartuseck, Vice President of After Sales - North America, Aebi Schmidt North America

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

☒ Yes ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_3_Snow_Ice_Handling_Equipment_RFP_062222 Thu May 26 2022 01:38 PM	☒	2
Addendum_2_Snow_Ice_Handling_Equipment_RFP_062222 Fri May 20 2022 02:03 PM	☒	1
Addendum_1_Snow_Ice_Handling_Equipment_RFP_062222 Tue May 3 2022 03:55 PM	☒	1

AMENDMENT #1
TO
CONTRACT # 062222-AEB

THIS AMENDMENT is effective upon the date of the last signature below and is by and between **Sourcewell** and **ASH North America, Inc., dba Aebi Schmidt North America** (Supplier).

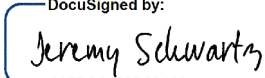
Sourcewell awarded the Supplier a contract to provide Snow and Ice Handling Equipment, Supplies, and Accessories to Sourcewell and its Participating Entities from August 22, 2022, through August 15, 2026 (Contract).

NOW, THEREFORE, the parties wish to amend the Contract as follows:

The supplier’s response to Proposal line item 58 under “Table 11: Pricing and Delivery” paragraph three is deleted in its entirety as it relates to Meyer Products and replaced with the following paragraph response: Meyer Products, LLC is offering a 10% discount on snowplows and related parts and a 17% discount on spreaders.

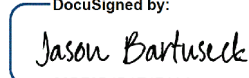
Except as amended above, the Contract remains in full force and effect.

Sourcewell

DocuSigned by:

By: _____
C0FD2A139D06489...
Jeremy Schwartz, Chief Procurement Officer

Date: 6/4/2024 | 9:05 PM CDT

**ASH North America, Inc.,
dba Aebi Schmidt North America**

DocuSigned by:

By: _____
28BF3B1B1E174AA...
Jason Bartuseck

Title: General Manager

Date: 6/4/2024 | 3:43 PM CDT

Monroe Equipment Purchases For 2024 F-Series Trucks

Vehicle ID	Make Model	Type of Boss Plow	Cost	Other Equipment	Other Equipment Cost	Total Truck Cost
2716	2024 F-550 4x4	9'2" V Plow	\$ 10,335.00			\$10,335.00
2718	2024 F-550 4x4	9'2" V Plow	\$ 10,335.00	Monroe 9' Dump body assembly	\$16,880.00	\$27,215.00
2749	2024 F-550 4x4	9'2" V Plow	\$ 10,335.00	Monroe 9' Dump body assembly	\$16,880.00	\$27,215.00
2731	2024 F-250 Pickup 4x4	8' Straight Plow	\$ 8,452.00			\$8,452.00
2732	2024 F-250 Pickup 4x4	9'2" V-Plow	\$ 10,335.00	Tailgate Spreader	\$2,992.00	\$13,327.00
2744	2024 F-250 Pickup 4x4	8' Straight Plow	\$ 8,452.00			\$8,452.00
2759	2024 F-250 Pickup 4x4	8' V Plow	\$ 10,084.00			\$10,084.00
4534	2024 F-250 Pickup 4x4	8' Straight Plow	\$ 8,452.00			\$8,452.00
4539	2024 F-250 Pickup 4x4	8' V-Plow	\$ 10,084.00			\$10,084.00
					Estimated Freight	\$2,000.00
					GRAND TOTAL	\$125,616.00



Item Cover Page

Subject **Motion to accept the proposal from Civiltech Engineering, Inc. to provide consulting services for the Transit Study in an amount not to exceed \$98,000.**

Meeting September 17, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD

Fiscal Impact (Y/N)
Yes

Dollar Amount \$98,000

Budget Source
American Rescue Plan
Grant (General Fund)

Category NEW BUSINESS

Type Action Item

Information

A key component of the Mount Prospect Strategic Plan is the Aging in Community initiative. The Age Friendly Task force completed a three-year action plan which identified five priority areas in 2023. Transportation, identified as one of the five priority areas, includes the goal of increasing access to transportation for all of Mount Prospect via public and other transportation programs. This goal includes two objectives:

- Hire an independent firm to conduct a Transit Study in Mount Prospect to identify gaps in service and barriers to accessing transportation for community members, with a focus on older adults and persons with disabilities.
- Implementation of recommendations from the Transit Study.

The last Transit Study completed for the Village in 2007 identified key issues, including service gaps and demand for continuous north-south bus service. These key issues still exist and impact residents who rely on public transportation. The current proposed study will include a review of existing conditions, public engagement, stakeholder engagement, transit analysis, and a recommendations report.

The Village received American Rescue Plan funds, a portion is allocated for a Transit Study. These funds are time-sensitive, and the Village will need to spend or encumber the dollar amount towards the project before the end of 2024. The approval of this agenda item will encumber the dollar amount towards the project and the Village will have an opportunity to spend this beyond December 2024 for the project if needed.

Discussion

A Request for Proposals for consultant firms to conduct a Transit Study in the Village was posted on Demandstar. Three consulting firms responded and submitted technical and cost proposals. Firms were asked to submit the following as part of their proposal:

- Description of the Transit Study process.
- Proposal
- The name and related work experience of each individual who will perform the work, including the project manager.
- Summary describing the firm and nature of the firm's previous and current work experience performing similar work for units of local government or the public sector.
- A minimum of three references.
- A statement describing any existing or potential conflicts of interest that might affect the individual or firm's ability to do the work.
- Any exceptions taken to the Request for Proposal.

Key tasks that are identified to be performed include:

- Assess current transportation options and identify service gaps.
- Identify barriers to using transportation services.
- Host a public meeting and/or meet with seniors and residents facing transportation barriers.
- Explore opportunities for local and regional partnerships.
- Prioritize recommendations for services that would address gaps and barriers and identify any future Village costs.
- Present final study to the Village Board.

Request for Proposal Results

The consulting firms' technical and cost proposals were reviewed based on their understanding of our goals and their methodology of the study process. They were rated (with a maximum score of 100 points) according to these specific categories: content, scope, understanding of project goals, cost and organizational capacity and experience. The rankings are:

Technical Proposals

Category	Max Points	Civiltech Engineering, Inc.	STV	Muse
Content	15	14	13	12
Scope	25	23	21	21
Understanding of Goals	20	19	17	13
Cost	20	19	18	11
Capacity & Experience	20	19	16	13
Total	100	94	85	70

Cost Proposals

Firm	Hours	Total Cost	Cost/Hour
Civiltech Engineering, Inc.	649	\$98,000	\$151
STV	648	\$96,546	\$149
Muse	537	\$99,981	\$186

Discussion

Civiltech Engineering, Inc. has put together a very strong project team with experience in transit studies for numerous local entities, including the Chicago Department of Transportation, Cook County Department of Transportation, and the City of Highland Park. They demonstrated a thorough understanding of the project goals both in their proposal and in the interview process.

Civiltech Engineering, Inc. is currently the Village's consultant for the Arterial Bike Network Study. Their work has been acceptable. It is the staff's opinion that Civiltech Engineering, Inc. will provide the best product at an appropriate number of hours dedicated to the study.

Alternatives

1. Accept proposal for the Transit Study.
2. Action at the discretion of the Village Board.

Staff Recommendation

Staff recommends that the Village Board accept the proposal from Civiltech Engineering, Inc. to provide consulting services for the Transit Study in an amount not to exceed \$98,000.

Attachments

1. Civiltech RFP

Transit Study



Village of Mount Prospect

June 21, 2024





Date
June 21, 2024

To
Ms. Julie Kane, LCSW
Director of Human Services
Human Services Department
Village of Mount Prospect
50 S. Emerson Street
Mount Prospect, IL 60056
Jkane@mountprospect.org

Re
Request for Proposal
Transit Study

Civiltech Engineering, Inc.

 www.civiltechinc.com

 **Itasca** 630.773.3900
Chicago 312.726.5910

 **Itasca**
Two Pierce Place, Suite 1400
Itasca, IL 60143
Chicago
30 N LaSalle Street, Suite 3220
Chicago, IL 60602

Follow us on social media.



Dear Ms. Kane:

The Civiltech team is excited about the opportunity to bring our Transit Planning capabilities to the Village of Mount Prospect. Through our work on the Arterial Bike Network Study, we have a strong working knowledge of the Village transportation infrastructure, as well as the differing characteristics and needs. We are including **Nelson\Nygaard** to support our Transit Planning efforts as they bring industry leading Transit Planning services centered on nationwide best practices. From our work on the Cook County Transit Plan, Nelson\Nygaard and Civiltech enjoy a strong working relationship and look forward to working together on the Mount Prospect Study.

The Civiltech team offers the following:

- **Local experts in all modes of transportation, from the planning phase through design and construction.** Planning, preliminary and final design engineering, traffic engineering, engagement, and graphic/rendering preparation are all in-house services. Additionally, we thrive in the space that exists between planning and engineering. Why is this important? At Civiltech, we strongly believe in sharing knowledge across all of our departments to produce projects that are visionary yet implementable.
- **Passionate about improving transit throughout the Chicago region.** The staff members assigned to this study are passionate about transit improvements and community engagement and bring proven working relationships with Pace, Metra, IDOT, and Cook County. Transit users ourselves, we understand both the planning, network and connectivity side, as well as user experience.
- **The Civiltech team brings community engagement and graphical resources that are second to none.** We see it as our mission to gather the maximum amount of community input to create strong and purposeful plan recommendations.
- **Community engagement and graphical resources that are second to none.** We see it as our mission to gather the maximum amount of community input to create the strongest plan recommendations.
- **Implementation strategies that are centered on funding opportunities.** We bring proven grant writing experience and have an awareness of all of the current funding opportunities. Our team members provide all of the transportation related grant writing services for the City of Chicago, and have secured more than a quarter-billion dollars of funding for our clients over the past ten years. Recent wins have included transit components, such as the Safe Streets and Roads for all grant for the Ogden Avenue Corridor Improvements Project.

On behalf of our team, we look forward to the opportunity of working with your group. Please reach out to me with any questions or the need for additional information. We will also focus on implementation strategies that are centered on funding opportunities. On behalf of our team, we look forward to the opportunity to continue working with your group. Please reach out to me with any questions or for additional information.

Very truly yours,

Michael J. Folkening, P.E., PTOE
Director of Urban Design & Traffic

CIVILTECH ENGINEERING, INC.



SECTION 1

Transit Study Process

Proposal

Team Experience

Firm Summary & Relevant Experience

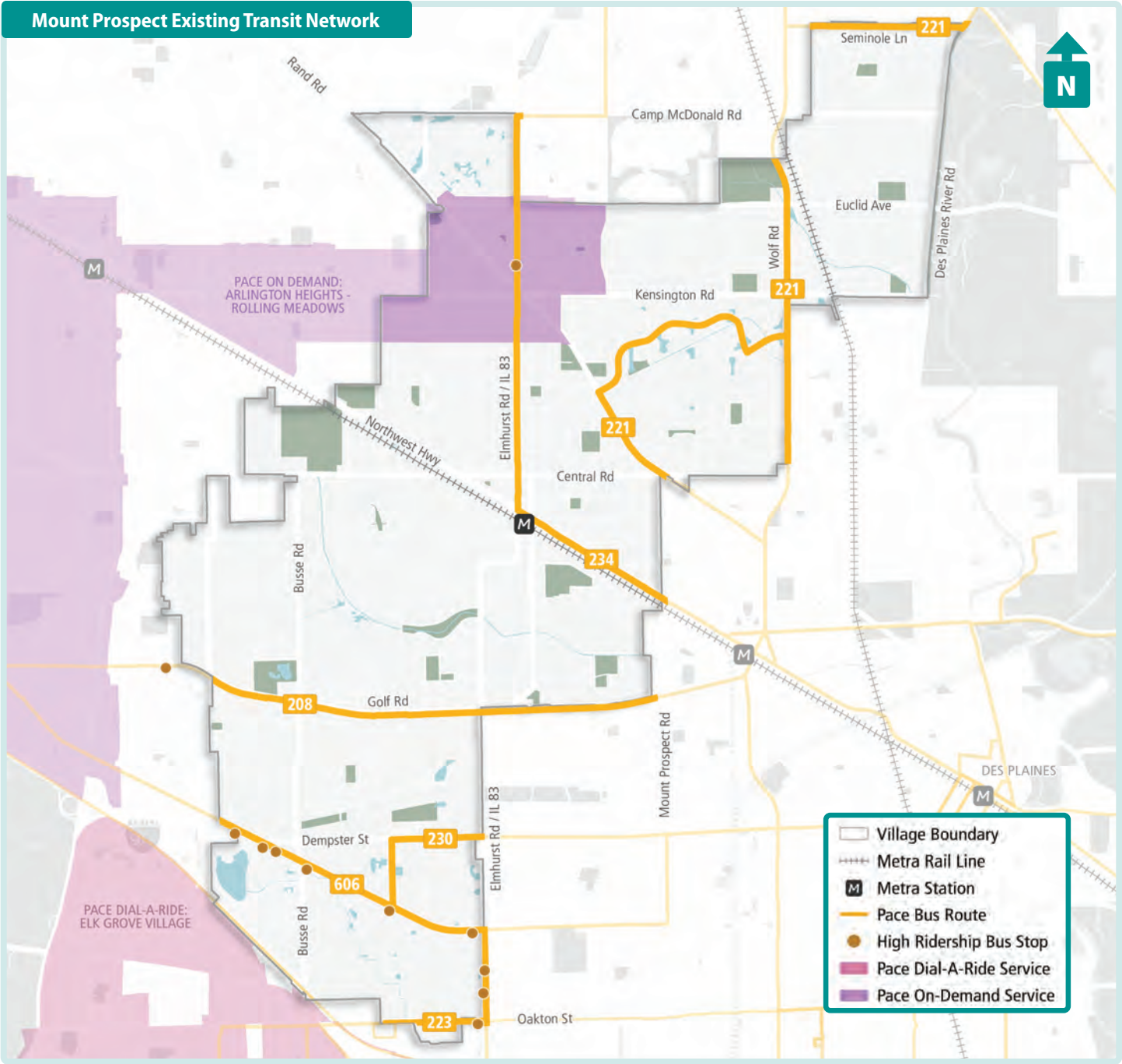
References

Subconsultant Qualifications



UNDERSTANDING AND APPROACH

The Village of Mount Prospect is considered home to many people, businesses, and other community assets, which make the Village an exceptional place for all who live, work, and visit. Civiltech understands that building on the core components that allow Mount Prospect to thrive is critical for continued prosperity. We are able to bring our transit and local planning expertise to help ensure that the Transit Study enhances the Village’s transportation network by providing the opportunity for all people and modes to safely and efficiently access all parts of the Village.





Proposal for Professional Services
Transit Study

Village of Mount Prospect



Our team is thrilled by the potential opportunity to continue working in Mount Prospect and progressing the transportation initiatives that make the Village a wonderful place to live, work, and play!



We are thrilled to collaborate with the Village of Mount Prospect on the Transit Study. Our team of planners, engineers, and engagement experts have relevant experience leading and supporting transit and transportation planning efforts. Civiltech is currently working with the Village on the Arterial Bike Network Study, providing our team an understanding of Village priorities, as well as connectivity opportunities and barriers. Through the Bike Network Study, we have also collaborated with local school districts, park departments, and Pace. The knowledge and experience from these efforts transfer into improving access and connectivity for everyone throughout the Village, and on public transportation in particular. We understand the Village and enjoy building on all of the initiatives the Village has undertaken. Additionally, our portfolio of work includes projects throughout Cook County, including the nearby communities of Elk Grove Village, Arlington Heights, and Des Plaines. With our offices located in Itasca and downtown Chicago, we understand local issues and are nearby for in-person site visits and meetings as needed.

We have experience on both countywide and local transit planning. We worked with Nelson Nygaard, our proposed partner on this study, on a first-of-its-kind Cook County Transit Plan. We are also leading the Highland Park Transit Study, assessing current and potential future public transportation improvements for the City. We have developed a foundational understanding of issues and opportunities that will allow us to hit the ground running. Transit users ourselves, we understand the importance of high-quality bus services and paratransit for first/last mile connections and to areas that are not served by rail.

Our team has relationships with key stakeholders on regional transit service boards and is committed to ensure this study aligns with recent and concurrent planning efforts to better serve residents of Mount Prospect. This includes collaborating with Pace on their current strategic planning efforts.

Additionally, we have experience understanding the needs of seniors and individuals with disabilities through our extensive Americans with Disabilities Act (ADA) work, such as developing ADA Transition Plans.

PROPOSED SCOPE OF SERVICES

A. Existing Conditions Review

Transit provides vital connectivity and can offer a safe, affordable, and convenient travel option for people of all ages and abilities. However, transit needs and access vary widely depending on where someone lives. The project team recognizes the power that data can play in the project and the story it tells to represent the existing conditions and transit opportunities.

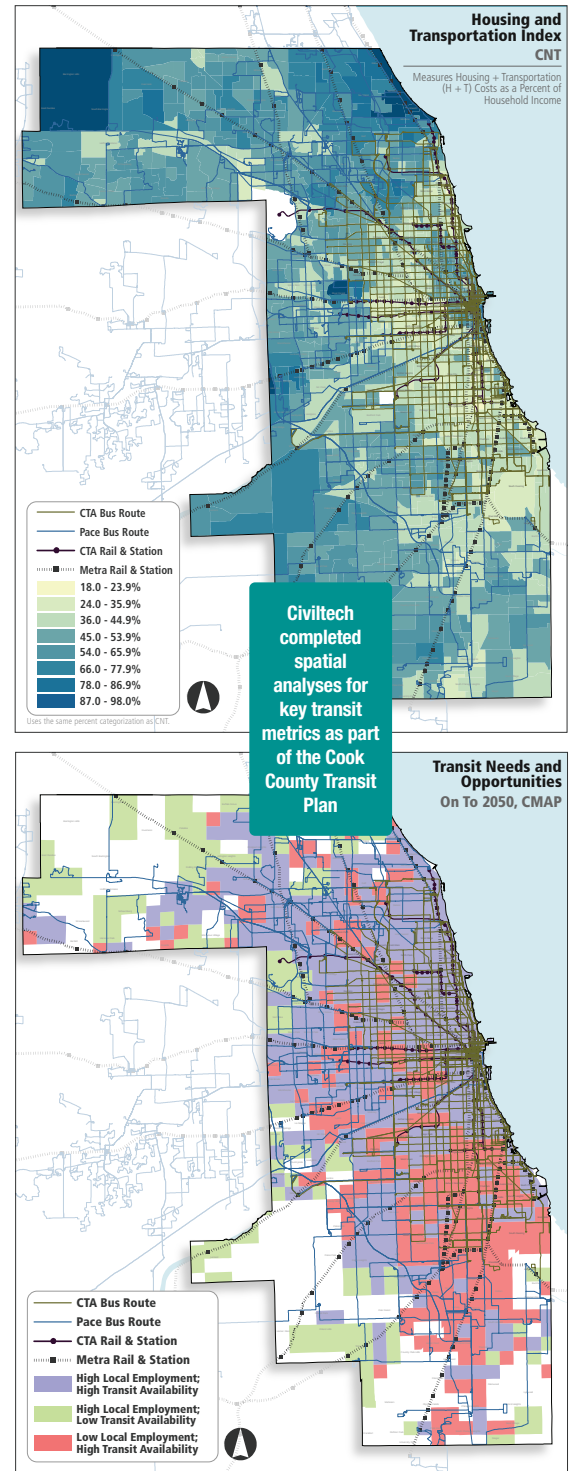
Once goals are established, we will review and analyze the current conditions that impact transit services in Mount Prospect and affect current and potential transit users. This includes assessing current transportation options, and identifying both service gaps and barriers to using transportation services. As part of the existing conditions review, the project team will collect information on service area, eligibility, times of operation, fares, potential fleet data, and user experience pertaining to trip reservation and service accessibility – all of which are important operational factors to running a successful and accessible transit service. We also understand that providing more effective, efficient, and coordinated transit services does not just depend on routing, schedules, and locations served. While these components are essential to providing high quality transit service, the administration of transit services is core to operational success. The project team will review relevant administrative roles and influences that may highlight forces that make it challenging to manage local transit services within this study area.

We will explore access to transit from a pedestrian's perspective. How easy is it for someone to walk to a bus stop? Are there sidewalks and crosswalks? We will assess this based on the datasets available from CMAP and from the Village.

Data and Plan Scan: Our team will review the Village's plans and policies (e.g. Envision Mount Prospect, Downtown Implementation Plan, Public Transportation Plan, Connect South MP) and other regional plans (e.g., Northwest Municipal Conference Multimodal Transportation Plan, Cook County Transit Plan, ON TO 2050) to help guide our understanding of the existing state and vision the Village has for growth and opportunity. Our team has already reviewed most of these plans from the Bike Network Study.

Some common themes found in various Village plans to address transit and other relevant transportation opportunities and gaps are listed below. Our team's approach to this study and potential recommendations would strive to align with all of these central themes.

- Dedication to improved public transit service and coverage
- Facilitate access to transit services
- Creation of resilient and adaptable transportation system
- Creation of multimodal transportation system
- Address pedestrian and bicycle safety issues





We will supplement key findings from these previous plan efforts by coordinating with the Village and researching other local and regional datasets that will help us to quantitatively and spatially understand where transit gaps and community needs exist. This includes utilizing census data to create a Transit Propensity Index.

Datasets Civiltech has access to:

1. Traffic / Transportation Characteristics: AADT, speed limit, signalized Intersections, crashes, truck routes
2. Transit: Transit Availability Index, Metra Lines and Stations, Pace Routes and Stops
3. Land Use: Community sensitive land uses; major industrial/commercial activity centers; residential
4. Sociodemographic: Census data
5. Pedestrian / Bicycle: Sidewalk inventory (regional)
6. Supplemental Platforms: Replica (e.g., origin-destination flows)

From the Bike Network Study, the Civiltech team has access and familiarity with analyzing many of Mount Prospect's local datasets.

Datasets Civiltech would request / look into:

1. Transit: Metra stop ridership; Pace stop ridership
2. Land Use: Community institutions and sensitive land uses (local)
3. Pedestrian / Bicycle: Current and future planned biked routes; sidewalk inventory (local)

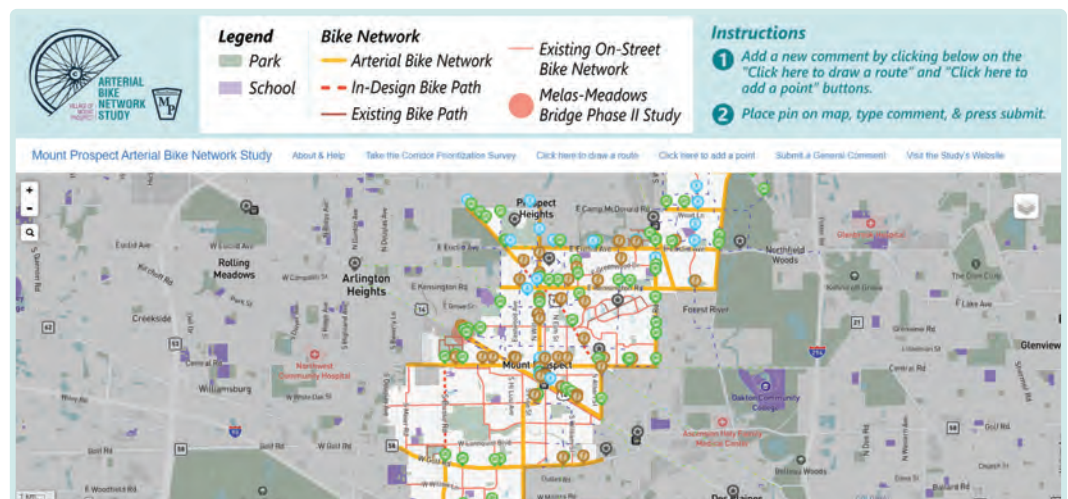
Deliverable

- Draft and Final Existing Conditions Report

B. Public and Stakeholder Engagement

The project team will develop a robust public and stakeholder engagement strategy to ensure study recommendations are grounded in community voice. The engagement strategy and framework will be formalized in a Public Involvement Plan, which will include a schedule of engagement activities, a list of stakeholders, and a project communications plan. The proposed strategy will include multiple touchpoints to ensure all voices are heard, including stakeholder meetings, focus groups, and a survey. To engage the most vulnerable residents, it is recommended to go to places where residents already are, instead of holding one large public meeting. We also pride ourselves in providing simple, clear visuals and messages that are public-friendly to ensure that community members understand how the study can benefit them and how they can provide meaningful feedback.

Our public engagement strategy is based in equity and will put an emphasis on hearing from those who are most transit-reliant in Mount Prospect. These could include low- income residents, seniors, persons with disabilities, those living in zero and one-car households, youth, and immigrant populations. Civiltech will work closely with the Village to identify community organizations, residents and agencies to participate in focus groups and key stakeholder interviews. To further ensure everyone in these communities can participate, Spanish in-house translation services will be provided as needed.





Stakeholder Meetings: One-on-one virtual meetings will be held with key stakeholders, such as transit providers and adjacent municipalities to document current transit operations, understand transit gaps and needs, and discuss potential opportunities for improvement. This will also provide the opportunity to understand regional needs or establish local partnerships. These could include Pace, Elk Grove Village and Arlington Heights.

Focus Groups: Small focus groups will be held to hear from current and potential transit users. Focus groups could include: Senior Centers, Disability Organizations, Residential Community Groups, and Schools.

Survey: A virtual survey will be distributed throughout Mount Prospect. Hard copies will also be made available at public locations. A robust campaign will spread awareness and encourage participation in the survey. This could include promotion on: Village website, Mount Prospect newsletter, Pace bus cards, attendance at pop-up meetings, distribution of hard copies and flyers at public locations, and signs with QR codes to access the survey throughout the Village.

Civiltech has vast experience conducting successful citywide and location-specific surveys. A recent citywide survey conducted for the North DuSable Lake Shore Drive project (www.ndlsd.org) yielded over 5,000 responses, and a survey for the Libertyville Bike Plan received nearly 400 responses.



The project team will explore additional outreach strategies to maximize our reach. The project team will work with the Village and key stakeholders to explore the placement of ads (promoting the project and survey) at stations and along transit routes for Pace and other local transportation services. In the digital space, we can also place Facebook ads to target certain geographies that correspond to the project study area. The project team will work with stakeholders to determine additional methods for reaching all current and potential transit users. The project team will also evaluate the effectiveness of our outreach during each engagement period to ensure we are receiving feedback from underrepresented populations and from a geographically diverse pool of community members. This will allow us to target certain groups or locations, as needed.

Pop-Up Meetings: To further promote the survey, we will hold two pop-up meetings. These meet people where they are, and take advantage of existing events, such as Fall Festival/Okttoberfest, Downtown Trick-or-Treat, or events through the Community Connections Center.

Deliverables

- Public Involvement Plan
- 3 Stakeholder meetings, including agenda and one meetings summary
- 2 Focus Groups, including agendas and one focus groups summary document
- Digital Survey (1)
- 2 Pop-Up Meetings, including meeting materials



C. Transit Analysis & Recommendations Report

Based on findings from the public and stakeholder engagement, and our existing conditions review, the project team will develop a Transit Recommendations Report. The recommendations will be consistent with the Cook County Transit Plan, RTA Strategic Plan (Transit is the Answer), and CMAP PART, all of which were generated through extensive outreach with key regional partners. The report will include a range of strategies to improve service, such as:

- Multi-jurisdictional coordination (e.g., integrating schedules and service routes, ways that Pace can support with their ongoing program)
- Expand transit systems (e.g., adding new local routes including recommended service frequency and service hours, on-demand services)
- Optimizing current Pace services (e.g., adjusting routes and schedules to better match demand and need, improving bus stop infrastructure (e.g. ADA improvements), enhancing the customer service experience)
- Policy and programming improvements to support transit coordination and improve service quality (e.g., providing incentives for transit ridership and improving transit-oriented development).
- Technology improvements (e.g., implementing real-time vehicle tracking, transit priority)
- Addressing first mile and last mile gaps to encourage transit trips (e.g., pedestrian and bicycle safety issues like sidewalk gaps)

Deliverables

- Draft and Final Transit Recommendations Report
- PowerPoint for Presentation to the Village Board

Prioritization and Implementation: We will outline the benefits and trade-offs of each possible recommendation so that the Village can determine a preferred approach. These will be clearly identified in a matrix, along with anticipated planning-level future Village costs. The team suggests evaluating the potential recommendations at this stage with relative “low, medium, high” ranking scales according to each of the desired outcomes (e.g., opportunities for coordination, cost savings).



Ease of Implementation: How difficult or easy is it for the County to implement?



Public Support: Was there strong support from the public?



Relative Contribution: Can the county make a significant contribution compared to the relative cost?



Stakeholder Support: Is it supported by the stakeholders?



Equity Considerations: What impacts if any would it have on transit-reliant populations?

Some of the key considerations used to evaluate and prioritize the projects, programs, studies, pilots, and policies recommended in the Cook County Transit Plan.

We will use our experiences identifying funding sources for the Cook County Transit Plan as well as our knowledge of all the federal funding opportunities available from managing the City of Chicago’s Department of Transportation grant program to identify external funding opportunities to support services. We will also identify which strategies would best qualify the Village to receive these funding streams.

Village Board Presentation: When the study nears completion, we will present the study process and recommendations to the Village Board.

D. Project Supervision and Administration

Civiltech will manage project initiation, planning, execution, quality control and closeout. Civiltech will coordinate virtual status meetings on a monthly basis with the Village to review progress, discuss details of upcoming community engagement activities, share interim deliverables as needed, and exchange feedback on the process. Meetings will be held via Microsoft Teams or Zoom. Civiltech will also ensure implementation of our quality control/quality assurance in-house review process.

Deliverables

- Monthly Meeting Agendas
- Monthly Invoicing and Budgeting



PROPOSED SCHEDULE

2024-25

SEPTEMBER 2024 – JANUARY 2025

Existing Conditions Review:

AUGUST

Project Kick-Off

SEPTEMBER

Data Analysis and Plan Scans

OCTOBER

Stakeholder Meetings

OCTOBER - NOVEMBER

Public Survey
Focus Groups and Pop-Up Meetings

DECEMBER

Draft Existing Conditions Report

JANUARY 2025 - MARCH 2025

Develop Transit Recommendations:

FEBRUARY

Draft Transit
Recommendations Report

MARCH

Finalize Report and Present
to Village Board



SECTION 2

Transit Study Process

Proposal

Team Experience

Firm Summary & Relevant Experience

References

Subconsultant Qualifications



COST ESTIMATE OF CONSULTANT SERVICES

Work Item	Staff Classifications, Billing Rate and Workhours						Total Workhours	% of Workhours	Labor Cost
	Director & QC/QA	Project Manager	Planner III	Planner II	Senior Traffic Engineer	Engineer V			
Billing Rate	\$78.00	\$55.50	\$41.50	\$34.50	\$60.25	\$57.50			
Item 1 - Existing Conditions Review	6	20	36	34	14	11	121	27%	\$5,721.00
Item 2 - Public and Stakeholder Engagement	3	37	39	39	0	0	118	27%	\$5,251.50
Item 3 - Transit Analysis and Recommendations Report	6	31	44	36	14	8	139	32%	\$6,560.00
Item 4 - Project Supervision and Administration	13	23	12	5	7	3	63	14%	\$3,555.25
Total Workhours by Staff Classification:	28	111	131	114	35	22	441		
Percentage of Total Workhours:	6%	25%	30%	26%	8%	5%	100%		
Direct Labor Cost by Staff Classification:	\$2,184.00	\$6,160.50	\$5,436.50	\$3,933.00	\$2,108.75	\$1,265.00			
								Total Labor Cost:	\$21,087.75
								2.80 Multiplier:	\$59,045.70
								Total In-House Direct & Subconsultant Costs (see separate calculation):	\$38,954.30
PROJECT TOTALS:							441	100%	\$98,000.00



WORKHOURS

Work Item and Sub-items		Staff Classifications & Workhours						Total Workhours	% of Workhours
		Director & QC/QA	Project Manager	Planner III	Planner II	Senior Traffic Engineer	Engineer V		
Item 1	Existing Conditions Review								
a.	Data Collection		5	8	8	3	2	26	21.5%
b.	Assess Current Transportation Options and Identify Gaps	2	5	8	8	4	2	29	24.0%
c.	Identify Barriers to Transportation Services	2	5	8	8	4	4	31	25.6%
g.	Draft and Final Existing Conditions Report	2	5	12	10	3	3	35	28.9%
Subtotal:		6	20	36	34	14	11	121	100%
Item 2	Public and Stakeholder Engagement								
a.	Stakeholder Meetings (3)		6	6				12	10.2%
b.	Focus Groups (2)	2	12	10	10			34	28.8%
c.	Survey (1)	1	7	10	15			33	28.0%
d.	Pop-Up Meetings (2)		8	10	10			28	23.7%
e.	Postcards		4	3	4			11	9.3%
Subtotal:		3	37	39	39	0	0	118	100.0%
Item 3	Transit Analysis and Recommendations Report								
a.	Explore Opportunities for Local and Regional Partnerships		3	8				11	7.9%
b.	Prioritization and Implementation (Prioritize recommendations for services that would address gaps and barriers and identify any future Village costs)	2	12	15	15	8	4	56	40.3%
c.	Draft and Final Report	2	10	15	15	6	4	52	37.4%
d.	Presentation	2	6	6	6			20	14.4%
Subtotal:		6	31	44	36	14	8	139	100.0%
Item 4	Project Supervision and Administration								
a.	Project Setup		1					1	1.6%
b.	Monthly invoicing and budgeting		6					6	9.5%
c.	Internal coordination meetings	3	5	5	5	3	3	24	38.1%
d.	Monthly client coordination meetings	6	7	7		4		24	38.1%
e.	General QC/QA	4	4					8	12.7%
Subtotal:		13	23	12	5	7	3	63	100.0%
Total:		28	111	131	114	35	22	441	
% of Workours:		6.35%	25.17%	29.71%	25.85%	7.94%	4.99%		



DIRECT COSTS

Item No.	Work Item	In-House Direct Cost	Sub-Consultant Cost
Item 1	Existing Conditions Review		
Sub-Consultant: Nelson\Nygaard			\$9,780.00
Item 1 Subtotal			\$9,780.00
Item 2	Public and Stakeholder Engagement		
Sub-Consultant: Nelson\Nygaard			\$7,440.00
Postcards		\$2,450.30	
Mileage: 2 tri 12 trips @ 50 mi./round trip @ \$0.655/mi		\$393.00	
Pop-Up Meeting Materials		\$200.00	
Survey		\$500.00	
Website		\$280.00	
Item 2 Subtotal		\$3,823.30	\$7,440.00
Item 3	Transit Analysis and Recommendations Report		
Sub-Consultant: Nelson\Nygaard			\$15,560.00
Item 3 Subtotal			\$15,560.00
Item 4	Project Supervision and Administration		
Sub-Consultant: Nelson\Nygaard			\$2,220.00
Mileage: 4 trips @ 50 mi./round trip @ \$0.655/mi		\$131.00	
Item 4 Subtotal		\$131.00	\$2,220.00
Total In-House Direct Costs:		\$3,954.30	-
Total Subconsultant Costs:		-	\$35,000.00
TOTAL IN-HOUSE DIRECT & SUBCONSULTANT COSTS:		\$38,954.30	



SECTION 3

Transit Study Process

Proposal

Team Experience

Firm Summary & Relevant Experience

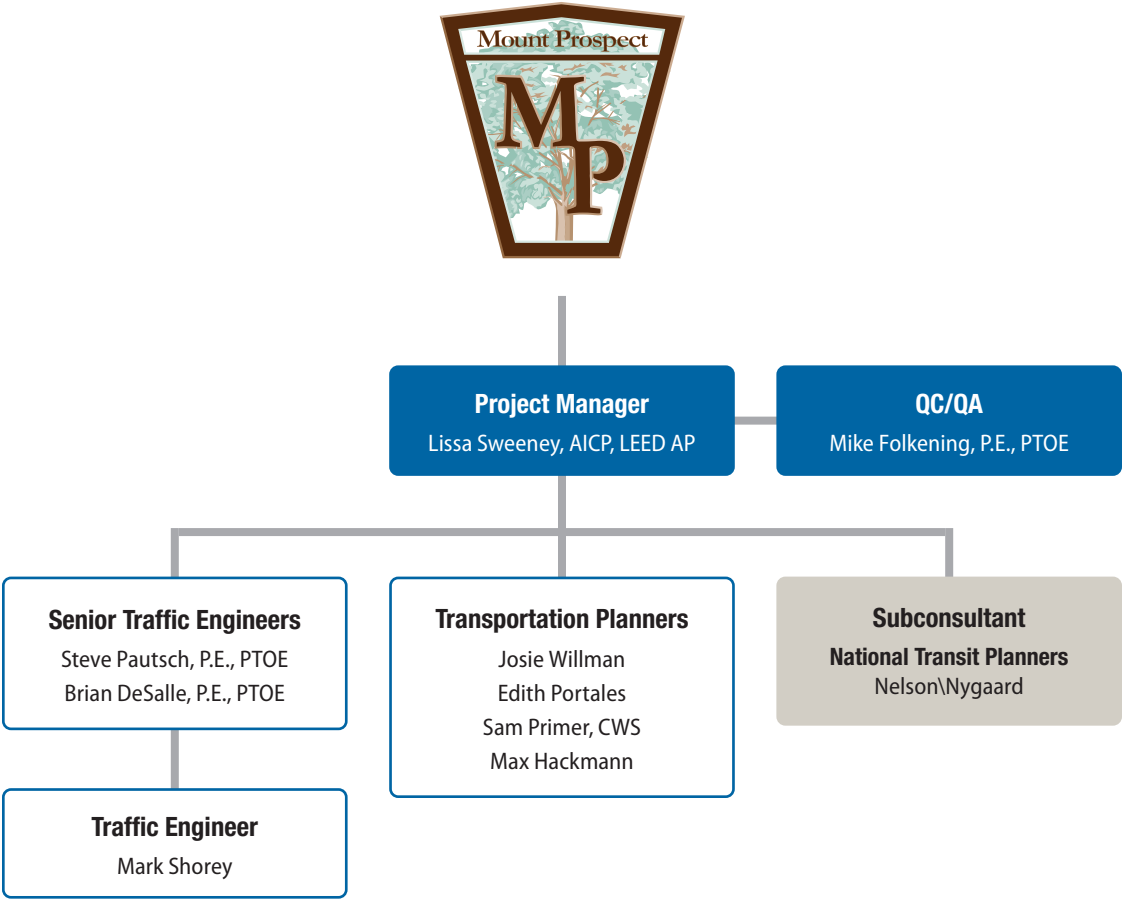
References

Subconsultant Qualifications



KEY PERSONNEL

Organizational Chart





Lissa Sweeney, AICP, LEED AP

Project Manager



Expertise

Transportation Planning
Stakeholder Coordination and
Public Involvement
Geographic Information Systems
Complete Streets
Grant Writing

Education

Master of Urban Planning & Policy, 2013
University of Illinois at Chicago
B.A. Psychology & Environmental Sciences, 2009
University of Michigan

Professional Registrations

American Institute of Certified Planners; 31796
LEED Accredited Professional;
10780748-AP-O+M

Professional Organizations

U.S. Green Building Council, Member
American Planning Association, Member
Women's Transportation Seminar (WTS),
Transportation YOU Co-Chair

Lissa Sweeney's talent lies in bringing multiple stakeholders to the table, guiding them through complex issues and advocating for creative solutions and action. She is passionate about improving the built environment and has managed transportation, stormwater management and sustainability projects. As a certified planner (AICP), Lissa takes a holistic approach to projects. Her experience in the not-for-profit, private and public sectors positions her to implement innovative and custom approaches for each client. In addition to assisting clients in working towards LEED certification, Lissa regularly piloted new sustainability programs and certifications including GRESB, BOMA 360, and TOBY Awards.

Representative Projects

Transportation Planning and Community Engagement

Cook County Transit Study; Cook County Department of Transportation and Highways (sub-consultant to Nelson Nygaard)

Transit Study; City of Highland Park

City Square Design; City of Joliet

Joliet ADA Transition Plan; City of Joliet

Grant Administration Assistance; Chicago Department of Transportation

South Cook County Truck Routing & Communities Study; Chicago Metropolitan Agency for Planning

North DuSable Lake Shore Drive Phase I Study; Chicago Department of Transportation, Division of Engineering

Ogden Avenue Corridor Improvements Project; Chicago Department of Transportation

Safe Routes to Transit Phase I Study; City of Milwaukee

Network-wide Bicycle and Pedestrian Planning

Old Plank Road Trail Extension Feasibility Study; Village of Sauk Village

Des Plaines River Trail Central Feasibility Study; Active Transportation Alliance

Impacts of Bicycling Study; Chicago Department of Transportation

Arterial Bike Network Study; Village of Mount Prospect

At a previous place of employment, Lissa worked on the following projects:

Stakeholder Coordination and Public Involvement

Stormwater Master Planning Program; Metropolitan Water Reclamation District

Randolph Street Corridor Improvement Study; Chicago Department of Transportation

Busse Road Phase I Study; Cook County Department of Transportation and Highways

Howard Street Corridor Improvement; City of Evanston, Illinois

Brown Line Capacity Vision Study; Chicago Transit Authority

South Halsted Bus Corridor Enhancement Project; Chicago Transit Authority and Pace



Lissa Sweeney, AICP, LEED AP

Project Manager

Representative Projects (Continued)

Stakeholder Coordination and Public Involvement (Continued)

Fulton Market Streetscape Section 2; Chicago Department of Transportation

Burnham Multimodal Connector Phase I Study; Cook County Department of Transportation and Highways

Illinois International Port District Master Plan; Chicago Metropolitan Agency
for Planning



Mike Folkening, P.E., PTOE

Director of Urban Design & Traffic



Expertise

Roadway and Highway Design
Street Rehabilitation and Reconstruction
Drainage Design
Preparation of Contract Plans,
Specifications and Estimates
Site Design Engineering
Bikeway and Pedestrian Facility Design

Education

B.S Civil Engineering, 1995
Valparaiso University

Professional Registrations

Professional Engineer - Illinois; 062-054315
Professional Engineer - Wisconsin; 47618-6
Professional Traffic Operations Engineer -
National Certification; 2483

Certifications

Think Bike Chicago Workshop – Dutch Cycling
Embassy, September 2013
Sustainable Streets for Chicago, June 2009
Designing Streets for Pedestrian Safety,
November 2007
Context Sensitive Solutions for Local Agencies,
October 2006

Professional Organizations

American Society of Civil Engineers
Lambda Alpha International – Ely Chapter

Mike has been providing civil, transportation, and urban design consulting services since 1995. His experience includes the design of roadways, streetscapes, on-street bicycle facilities, multi-use paths and trails, and other recreational facilities. Mike specializes in transportation projects within highly urbanized areas with high level pedestrian, bicycle, and transit accommodations. He is passionate about providing a Complete Streets approach to ensure the safety of all modes of transportation while respecting vehicular mobility and promoting commercial activity. Mike leads the Urban Design & Traffic department which also includes Civiltech's transportation planning and landscape architecture services.

Representative Projects

Major Roadway and Arterial Design

Jackson Park Improvements/Obama Presidential Center; Chicago Department of Transportation

North DuSable Lake Shore Drive Phase I Study; Chicago Department of Transportation, Division of Engineering

North DuSable Lake Shore Drive over LaSalle Drive Bridge Rehabilitation; Chicago Department of Transportation, Division of Engineering; \$3.1 million

LaSalle Drive Reconfiguration, Clark Street to LSD – Phase I and II; Chicago Department of Transportation, Division of Engineering; \$10.5 million

63rd Street Improvement, Western Avenue to Wallace Street – Phase I and II; Chicago Department of Transportation, Division of Engineering; \$28.9 million

126th Place and Torrence Avenue Improvement – Phase I and II; Chicago Department of Transportation, Division of Engineering; \$17.7 million

Stony Island Avenue Improvement at 79th Street/South Chicago Avenue – Phase I and II; Chicago Department of Transportation, Division of Engineering; \$1.9 million

Arterial and Collector Streets

Oak Park Avenue, Irving Park Road to Forest Preserve Drive; Chicago Department of Transportation, Division of Engineering; \$3.6 million

Fullerton Avenue, Ashland Avenue to Racine Avenue – Phase I and II; Chicago Department of Transportation, Streetscape and Sustainable Design Program; \$6.0 million

Chicago West Side Safe Routes to School Enhancements; Chicago Department of Transportation, Division of Project Development; \$520,000

Cermak Road Vertical Clearance Improvement at Kenton Avenue – Phase I; Chicago Department of Transportation, Division of Engineering

Deerfield Road, Wilmet Road to Chestnut Avenue - Phase II; Village of Deerfield; \$3.0 million

Roadway and Roadside Enhancements

North Avenue Medians, Harlem Avenue to Austin Avenue and Kedzie Avenue to Western Avenue; Chicago Department of Transportation - Division of Engineering

Martin Luther King Drive, 35th Street to 51st Street; Chicago Department of Transportation, Division of Engineering



Mike Folkening, P.E., PTOE

Director of Urban Design & Traffic

Representative Projects (Continued)

Roadway and Roadside Enhancements (Continued)

79th Street Median Planters and Kedzie Triangle Improvement; Chicago Department of Transportation, Division of Engineering; \$3.3 million

Residential and Industrial Streets

City Construction Engineering, Chicago Aldermanic Menu Program; Chicago Department of Transportation, Division of Engineering

WPA, North Area Project 6; Chicago Department of Transportation, Division of Engineering

Special Assessment #213 – West Road, Roadway and Infrastructure; Village of Lombard; \$3.5 million

31st Street Bicycle/Pedestrian Path – Phase I and II; Village of Oak Brook; \$1.1 million

Bikeway and Pedestrian Facility Design

Central Business District Streetscape and Utility Improvements; Village of Glen Ellyn; \$20.0 million

Master Bike and Active Transportation Plan; Village of Wilmette

Vision Zero: Year One High Crash Corridor Improvements; Chicago Department of Transportation, Division of Engineering

Northcenter Town Square; Chicago Department of Transportation; \$1.0 million

Chicago Streets for Cycling Phase IV, Project 3 – Phase I and II; Chicago Department of Transportation, Division of Project Development; \$3.0 million

Lincoln Village Pedestrian and Bicycle Bridge – Phase I and II; Chicago Department of Transportation, Division of Project Development; \$2.0 million

Stony Island Avenue Cycle Track, 77th Street to 67th Street – Phase I and II; Chicago Department of Transportation, Division of Project Development; \$2.5 million

Des Plaines River Trail Improvements – Phase I and II; City of Des Plaines; \$900,000

Traffic Signals

Cermak Road Interconnect, Ashland Avenue to Martin Luther King Drive; Chicago Department of Transportation, Division of Engineering

Streeterville Interconnect; Chicago Department of Transportation, Division of Engineering

Traffic Engineering and Impact Studies

Chicago Cubs Post-Game Signal Timing Study; Chicago Department of Transportation, Division of Project Development

Addison Street/Lake Shore Drive Access Study; Chicago Department of Transportation, Division of Project Development

Chicago Stockyards Traffic Study; Chicago Department of Transportation, Division of Project Development

Transportation Planning

NATO Street Closure Permit Plan; Chicago Department of Transportation

Grade Separation Budgetary Cost; Illinois Department of Transportation - CREATE

Pavement Marking Record Plans; Chicago Department of Transportation, Division of Engineering

Site Design Engineering

Greenebaum Park (Artificial Turf Field and Playground); Chicago Park District, \$2.5 million



Steve Pautsch, P.E., PTOE

Project Manager



Expertise

Traffic Engineering and Impact Studies
Pedestrian Studies
Bicycle Studies
Traffic Signal and Signal System Design
Intersection Design Studies
School Studies
Parking Studies
Traffic Calming
Intelligent Transportation System Design

Education

B.S. Civil Engineering, 2001
Valparaiso University

Professional Registrations

Professional Engineer - Illinois; 062-058388
Professional Traffic Operations Engineer -
National Certification; 2020

Certifications

Traffic Signal Workshop, 2002
Northwestern University Center
for Public Safety
Traffic Signal Seminar,
CECI/IDOT, 2002

Professional Organizations

Institute of Transportation Engineers

Steve has been employed with Civiltech since June 2001. For over 13 years, he was a full-time consultant to the Chicago Department of Transportation, providing expert traffic engineering assistance, consultation, design, and review services in the development and design of auto, bicycle, pedestrian, and transit infrastructure improvements. His responsibilities at CDOT included conducting various types of traffic studies and presenting results to city staff and elected officials, reviewing plans and studies submitted to the department, designing pedestrian and bicycle infrastructure improvements, testifying at Plan Commission and other public meetings, and assisting with the development of department standards and policies. In 2019, he returned to Civiltech's Itasca office to serve as a Project Manager, specializing in Traffic, Bicycle, and Pedestrian Studies. Steve also has expertise in traffic signal, signal system, and Intelligent Transportation Systems design projects.

Representative Projects

Bicycle and Pedestrian Facility Studies

Bicycle and Pedestrian Improvement Plan; City of St. Charles

Crosswalk Safety Enhancements at Milwaukee Ave. & Maple Ave.;
Village of Libertyville; \$250,000

Old Plank Road Trail Extension Feasibility Study; Village of Sauk Village

Church Street Pedestrian and Bicycle Improvements; City of Evanston; \$3.0 million

**Farnsworth Avenue at Marshall Boulevard and Illinois Prairie Path Segment/
Intersection Improvements;** City of Aurora; \$250,000

Chicago Avenue, Latrobe Avenue to Kedzie Avenue HSIP; Chicago Department
of Transportation; \$2.9 million

Buffalo Grove High School Pedestrian Facilities; Cook County Department
of Transportation and Highways; \$100,000

Broadway Foster Avenue to Devon Avenue; City of Chicago; Chicago Department
of Transportation; \$8.5 million

Elmhurst Bicycle and Pedestrian Improvements Project; City of Elmhurst; \$250,000

Riverside Avenue Design Plans; City of St. Charles; \$100,000

Traffic Engineering, Safety and Pedestrian Studies

Traffic Calming Petitions & School Safety Plans; Village of Oak Park

94th Avenue and 159th Street Traffic Safety Study; Village of Orland Park

Fulton Market Traffic Study; Chicago Department of Transportation

Central Avenue Safety Study; Cook County Department of Transportation and Highways

Greggs Parkway & Huntington Drive; Village of Vernon Hills

Traffic Engineering Services; Chicago Department of Transportation

Cook County On-Call Traffic Engineering Services; Cook County Department
of Transportation and Highways

Elmhurst City Centre Traffic Review; City of Elmhurst

Vernon Hills Traffic Engineering Services; Village of Vernon Hills

Various Traffic Studies; Village of Libertyville



Steve Pautsch, P.E., PTOE

Project Manager

Representative Projects (Continued)

Traffic Engineering, Safety and Pedestrian Studies (Continued)

Traffic Engineering Services; City of Highland Park

Western Court Traffic Study; Village of Lisle

Northern Terminus Traffic Study; Chicago Department of Transportation

Bicycle Planning

Elmhurst Bicycle & Pedestrian Plan Update; City of Elmhurst

Libertyville Village Bicycle Plan; Village of Libertyville

Bicycle and Pedestrian Improvement Plan; City of St. Charles

Traffic Signal and Signal System Design

Project Development Report; Lake Street/Springfield Drive; Villages of Bloomingdale and Roselle

Biesterfield Road and Leicester Road Intersection Realignment and Widening; Village of Elk Grove Village; (Roadway and Highway Design); \$1.0 million

Flashing Beacon Installation, Wolf Road/Forest Avenue; City of Des Plaines

Emergency Vehicle Preemption System Improvements (68 Intersections); City of Joliet

Traffic Signal Modernizations, Signal Timing Optimization, Fairview Ave; Village of Downers Grove (7 Signal Fiber Optic Interconnect)

Temporary and Permanent Traffic Signal Installation and Interconnect with Autoscope Vehicle Detection, Washington Street, U.S. 45 to Hunt Club; Lake County Division of Transportation

Traffic Signal Installation, Washington Street, IL Route 83 to U.S. Route 45; Lake County Division of Transportation, (3 Signal Fiber Optic Interconnects)

Traffic Signal Modernization, 63rd Street; Chicago Department of Transportation

Traffic Signal Design, Big Hollow Road at U.S. 12 Frontage Road; Village of Fox Lake

District 1 Miscellaneous Traffic Signal Designs; Illinois Department of Transportation - Division of Highways

Naperville Road/Warrenville Road Traffic Signal Improvement; DuPage County Division of Transportation

Emergency Vehicle Preemption System Improvements (10 intersections); City of Des Plaines

Emergency Vehicle Preemption System Improvements (68 intersections); City of Joliet

Emergency Vehicle Preemption System Improvements (18 intersections); City of Elgin Fire Department

Grant Writing

On-Call Grant Writing Services; Chicago Department of Transportation

Highway Safety Improvement Applications; Cook County Division of Transportation and Highways

Lisle North Connector Bike Path ITEP Application; Village of Lisle

159th Street and 94th Avenue HSIP Application; Village of Orland Park



Expertise

Traffic Engineering and Impact Studies
Traffic Modeling and Simulation
Traffic Signal and Signal System Design

Education

M.S. Civil Engineering, 2002
Purdue University
B.S. Civil Engineering, 1999
University of Missouri-Rolla

Professional Registrations

Professional Engineer – Illinois; 062-058689
Professional Traffic Operations
Engineer – National Certification; 2550

Certifications

VISSIM Training, Summer 2023
PTV America
VISUM Intro Training, Summer 2023
PTV America
VISTRO Training, Summer 2023
PTV America
Synchro/SimTraffic Level II Training, August 2011
Cubic

Professional Organizations

Institute of Transportation Engineers

Municipal Affiliations

Village of Pingree Grove
Planning and Zoning Commissioner
2020 - Present

Brian serves as a Senior Traffic Engineer with over 21 years of experience at Civiltech. His specializations are in traffic engineering and impact studies, traffic simulation and modeling, and traffic signal design, timing, and optimization. He has experience using travel demand modeling data and analysis tools to view projects from a “big picture” perspective. He also has expertise evaluating transportation network performance using software packages such as Synchro, VISTRO, Sidra, and Highway Capacity Software (HCS). He has extensive experience using traffic microsimulation models such as VISSIM and SimTraffic for visualization and detailed analysis of transportation solutions.

Representative Projects

Traffic Engineering and Impact Studies

NorthPoint TIS Review; City of Joliet

Lake Cook Road West Phase I Study; Village of Buffalo Grove

Des Plaines River Trail Central Feasibility Study; Active Transportation Alliance

IL 43 and Everett Road Traffic Study; City of Lake Forest

South Cook County Truck Routing and Communities Study; Chicago Metropolitan Agency for Planning

Church Street Pedestrian and Bicycle Improvements; City of Evanston

Oakton Street Improvement Study; Christopher B. Burke Engineering, Ltd.

Park Boulevard/Sheehan Avenue Study; Village of Glen Ellyn

Finley Road/Belmont Avenue/Cross Street Study; DuPage County Division of Transportation

248th Avenue Phase I Study; City of Naperville

Manhattan-Monee Road Phase I Study; Will County Division of Transportation

Elmhurst City Centre Traffic Review; City of Elmhurst

Village of Huntley Traffic Services; Village of Huntley

Cook County On-Call Traffic Engineering Services; Cook County Department of Transportation and Highways

In-House Traffic Engineering Services; City of Chicago

Village of Wilmette Traffic Engineering Services; Village of Wilmette

TE-1 On-Call Traffic Engineering Services; Village of Schaumburg

Traffic Engineering Services; Village of Libertyville

Crystal Lake Traffic Engineering Services; City of Crystal Lake

Traffic Modeling and Simulation

North DuSable Lake Shore Drive Phase I Study; Chicago Department of Transportation/Illinois Department of Transportation

ISW North Lawndale: Ogden Ave; Pulaski to Roosevelt Corridor Improvements; City of Chicago

Belmont Avenue, Milwaukee Avenue to Western Avenue; City of Chicago



Representative Projects (Continued)

Traffic Modeling and Simulation (Continued)

Morton Arboretum Access Study; The Morton Arboretum

Biesterfield Road at I-290 Feasibility Study; Village of Elk Grove Village

Jackson Park Improvements/Obama Presidential Center; Chicago Department of Transportation

Fremont Center Road Phase I Study; Lake County Division of Transportation

Darrell Road Phase I Study; Lake County Division of Transportation

Stony Island Avenue Cycle Track; Chicago Department of Transportation

North York Road/Harger Road Intersection Improvement Phase I and II; Village of Oak Brook

Caton Farm-Bruce Road Phase I Study; Will County Division of Transportation

Traffic Signal and Signal System Design

Traffic Signal Interconnect – Broadway/Sheridan Road, Hollywood Avenue to Devon Avenue; TranSmart, Inc.

Weiland Road Improvements (Lake Cook Road to IL Route 22); Lake County Division of Transportation

Lake Cook Road Phase II; Village of Buffalo Grove; \$43.5 million

Woodfield Road Improvements – Martingale Road to IL 53 East Frontage Road; Village of Schaumburg

Elgin-O'Hare Western Access (EOWA) IL Route 390, Lively Boulevard to Supreme Drive; Illinois Tollway; \$88.9 million

Park/Pierce/Devon Synchro Analysis; Robinson Engineering



Mark Shorey

Engineer II



Expertise

- Traffing Engineering and Impact Studies
- Complete Streets
- Transportation Planning
- Traffic Signal and Signal System Design
- Public Outreach Meetings

Education

B.S. Civil Engineering, 2021
University of Colorado Boulder

Mark joined Civiltech in July 2023. He works within both Traffic Engineering and Transportation Planning. His experience includes work in traffic impact studies, traffic modeling, transit feasibility studies, Complete Streets design, and public outreach.

Representative Projects

Traffic Engineering, Safety and Pedestrian Studies

- Fulton Market Traffic Study; Chicago Department of Transportation
- Riverside Avenue Design Plans; City of St. Charles
- Truck Route and Overweight/Oversized Permit Fee Study; Village of Orland Park
- Traffic Study Review; City of Elmhurst

Bicycle and Pedestrian Facility Studies

- Bicycle and Pedestrian Improvement Plan; City of St. Charles
- Arterial Bike Network Study; Village of Mount Prospect

At a previous place of employment, Mark worked on the following projects:

- RTD Northwest Rail Peak Service Study; Regional Transportation District
- Western Hills Boulevard HAWK Signal Design; City of Cheyenne, Wyoming
- CO/WY Transit Feasibility Study; Colorado Department of Transportation
- Region 3 Passing Lanes Study; Colorado Department of Transportation



SECTION 4

Transit Study Process

Proposal

Team Experience

Firm Summary & Relevant Experience

References

Subconsultant Qualifications



FIRM PROFILE

Chicago's Leading Transportation Engineering Firm

Civiltech Engineering, Inc. is an engineering firm with its primary focus on transportation and civil engineering. The firm offers a wide range of services while maintaining a high level of integrity and attention to detail on each and every area of the job.

Civiltech's municipal client list includes over 85 villages and cities in the Chicago and Northern Illinois region, the Illinois Tollway, Illinois Department of Transportation, Chicago Department of Transportation, multiple county and township DOTs, additional public agencies, as well as private sector clients. Civiltech realizes that success lies in the individual service and attention we provide to our clients. We are committed to providing top quality consulting engineering services. Through the years, we have earned a reputation for professional excellence and integrity.

Doing Business with Civiltech

Civiltech Engineering, Inc. was established in 1988 as a privately held Illinois corporation. We are licensed to do business in the States of **Illinois and Wisconsin.**



Corporate Headquarters
Two Pierce Place, Suite 1400
Itasca, IL 60143



Chicago Office
30 N LaSalle St., Suite 3220
Chicago, IL 60602

35

Years of Service

3,800 Projects & Counting

260+ Satisfied Clients

140+

Dedicated Employees

52

Licensed P.E.'s

Technical excellence.
Responsive service.
Local knowledge.

Civiltech is a leader in innovative planning, design, and construction solutions.

Strong Reputation
We have developed a rapport with our municipal clients such that we have a clear understanding of the communications necessary with not only your staff but also the residents and business owners involved in any given project.

Responsiveness
Civiltech is responsive to our client's needs. We meet or exceed the client's schedule and requirements, and are always readily available if a problem arises in design or during construction. We stand behind our work.

Quality Work
We provide a quality product with a qualified and friendly staff. Our goal is to achieve 100% client satisfaction.

Adaptable
We continually keep abreast of current and/or changing federal and state funding programs that may be of financial benefit to the community.

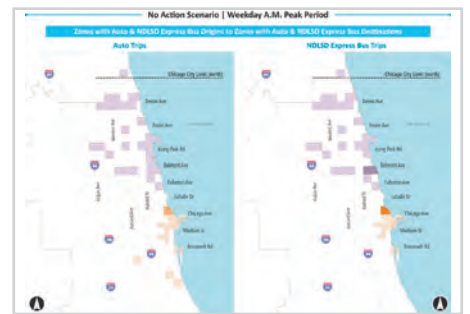
Knowledge Sharing
Civiltech performs engineering services for many other municipalities, and therefore can share our experiences and information on techniques, new products or innovations that other communities are using that might be of benefit in your community.

Creative Solutions
Civiltech's staff has an enthusiasm for practical, yet creative, design and engineering solutions.



North DuSable Lake Shore Drive Phase I Study

Chicago Department of Transportation | Illinois Department of Transportation



Scope of Services

Travel Demand Forecasting
Traffic Modeling and Simulation
Traffic Engineering
Alternatives Analysis
Interagency Coordination
Public Transit Planning
Environmental Impact Statement

Construction Cost

\$3.5 billion

Funding

State

Status

Ongoing

Client Contacts

David P. Miller, P.E.
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david.miller2@cityofchicago.org
312.744.0488

Lori S. Brown, P.E.
Illinois Department of Transportation
Lori.S.Brown@illinois.gov
847.705.4477

Redefine the Drive. Civiltech is analyzing travel demand data to inform decisions about the future vision for the corridor.

The Chicago Department of Transportation, in conjunction with the Illinois Department of Transportation, the Chicago Park District and Chicago Transit Authority, have undertaken a Phase I Study for the seven mile stretch of North DuSable Lake Shore Drive between Grand Avenue and Hollywood Avenue on the north side of the City of Chicago.

Travel along the NDLSD corridor is truly multimodal and complex, with 177,000 vehicles and 900 transit buses per day, as well as up to 30,000 pedestrian and bicycle users along the Lakefront Trail. Determining the alternative that will best serve this large number of users as well as avoiding significant impacts to Lincoln Park involves a detailed look at mobility within the corridor. Civiltech is evaluating how transit and auto users currently utilize NDLSD and how they may utilize it in the future under six potential alternative scenarios.

The travel demand analysis is being performed using data from the Chicago Metropolitan Agency for Planning's ONTO 2050 travel demand model. Data received from CMAP includes forecast traffic volumes, transit mode share and ridership data, and origin-destination data. These data were evaluated for each of the six finalist alternatives to inform decision-makers so that the alternative providing the most benefit to the most users can be selected without significant adverse impacts on Lincoln Park.



Belmont Avenue Complete Streets Improvements

Chicago Department of Transportation – Division of Project Development



Scope of Services

- Traffic Modeling and Simulation
- Traffic Engineering
- Public Transit Planning
- Corridor Planning
- Pedestrian Safety Design
- Bicycle Facility Design
- Transit Facility Design
- Roadway Design

Construction Cost

\$9.7M

Funding

Local

Status

Constructed 2023

Client Contact

Kurt Facknitz

Project Manager

CDOT Division of Project Development

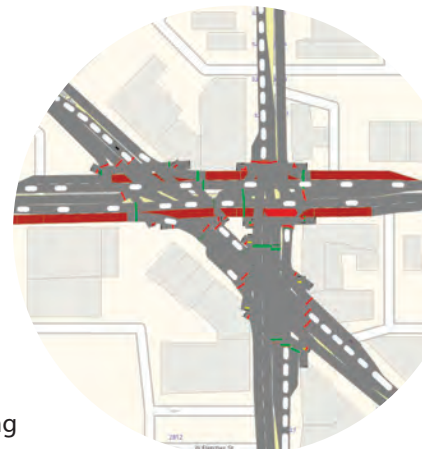
Kurt.Facknitz@cityofchicago.org

Designing a Flagship Complete Streets Improvement. Civiltech provided design for the transformation of a major transportation corridor, incorporating several innovative treatments.

Belmont Avenue is a complex transportation facility, with one of the busiest bus routes operated by the Chicago Transit Authority (CTA), as well as high volumes of pedestrians, bicyclists, and motorists traveling along the 3.7 mile segment from N. Kimball Avenue to N. DuSable Lake Shore Drive. Along this segment are two CTA rail stations, trail connections to the 312 RiverRun Trail and the Lakefront Trail along Lake Michigan for pedestrians and bicycles, and connections to numerous important north-south on-street bicycle routes. The Chicago Department of Transportation (CDOT) was interested in improving pedestrian safety, bicycle mobility, and transit access within the corridor, while minimizing the impacts to transit and auto users as much as possible. Civiltech worked with CDOT to analyze and design an array of design solutions, many of which were the first of its kind in Chicago.

VISSIM Transit Operations Modeling

CDOT considered several transit treatments to achieve their project goals, including bus-only lanes, in-lane bus stops, consolidation of existing bus stops, and relocation of bus stops at intersections. Standard traffic modeling software is not capable of analyzing the impacts of these proposed treatments on bus and traffic operations. Civiltech used VISSIM transportation microsimulation software to model the complex interactions of all road users with various configurations of transit-only lanes, transit stops, bicycle lanes, and on-street parking. One of the main outputs of the simulations was total travel time for buses, allowing CDOT iterate and optimize the corridor design.





Belmont Avenue Complete Streets Improvements

Chicago Department of Transportation – Division of Project Development

Cutting Edge Complete Streets Design

Once the concept was completed, Civiltech completed the Phase II design for the corridor. This is a true Complete Streets design, with numerous elements incorporated to benefit users of all transportation modes. Improvements include concrete protected bike lanes, elevated cycle tracks, bike path connections to existing routes and trails, pedestrian refuge islands, raised crosswalks, curb extensions, bus-only lanes, and bus boarding islands.

Chicago's First Fully Protected Intersection for Bikes

One of the most exciting safety improvements was the redesign of the dangerous Belmont/Kedzie intersection. The intersection is located underneath 8-lanes of Interstate 90/94, otherwise known as the Kennedy Expressway. There are on- and off-ramps from the Kennedy Expressway east and west of the intersection, and a Union Pacific/Metra Rail viaduct immediately to the east of the intersection. There is a large mix of pedestrians, transit users, bicyclists, vehicular, and heavy truck traffic. The intersection redesign includes the first fully protected intersection for bicyclists in the City of Chicago. Concrete bicycle medians and concrete corner medians were installed at all four corners to reduce turning traffic speeds and provide bicyclists with protected bicycle lanes through the entire intersection and in all directions. The design also included improved bicycle lane connections to N. Kedzie Avenue, an important north-south bicycle route. The redesign also benefited pedestrians with pedestrian refuge islands to decrease the distance required to traverse the intersection, wider sidewalks underneath the Kennedy viaduct, and ADA compliant connections.

Transit, Bicycle, and Pedestrian Enhancements

Throughout the corridor, bus boarding islands were constructed to allow buses to stop in the traffic lane so transit users can board and alight without the need for the bus to pull over, stop, and then merge back into traffic. The bus boarding islands reduce transit delays and dwelling time, and increases the ability for CTA buses to stay on schedule. At select locations, the bus boarding islands integrate with elevated cycle tracks and raised crosswalks. The elevated cycle track guides cyclists out of the roadway to the same elevation as the sidewalk thereby removing conflicts between vehicles, buses and cyclists. The raised crosswalks and smaller turning radii decrease vehicle speeds and increase the visibility of pedestrians and cyclists traveling along Belmont Avenue. Red colored bus-only lanes were installed in several locations to further prioritize transit performance.

On the Belmont Avenue Bridge over the North Branch of the Chicago River, a two-way protected bicycle lane was installed on the north side of Belmont to provide a new direct bike connection to the 312 RiverRun trail. The connection from Belmont to the RiverRun Trail was made with a curb cut on the sidewalk of the bridge on the east of the river, and a two-way protected crossing on the west side of the river at N. Rockwell Street.

Additional improvements Civiltech designed along Belmont Avenue included curb extensions, ADA ramps, pavement markings, signage, and new drainage connections.





Arterial Bike Network Study

Village of Mount Prospect



Scope of Services

Transportation Planning
Complete Streets
Community Engagement
Bicycle Facility Design

Status

Ongoing

Client Contacts

Matt Lawrie
Village of Mount Prospect - Public Works
mlawrie@mountprospect.org
847.870.5640

Enhancing Bicycle Connectivity Village-Wide. Civiltech is developing a strategy to construct bike facilities along arterial and other high traffic streets.

In 2012, the Village of Mount Prospect adopted a bicycle plan with the goal of creating a safe, comfortable, and bicycle-friendly environment to encourage people of all ages and abilities to use bicycles for everyday transportation and enjoyment. An important element of the plan is to install bicycle facilities on many arterial streets. However, these routes present barriers to implementation such as limited right of way, high speeds and traffic volumes, and utility conflicts. Civiltech was retained to develop a plan to overcome these barriers.

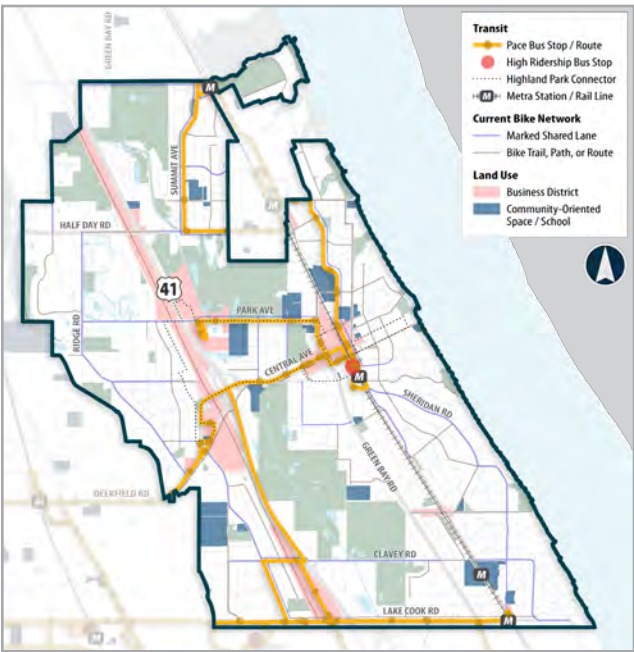
While this project is a planning study, many engineering elements are being considered to ensure that the recommendations are as shovel ready as possible. Analyses of available land uses/destinations, construction costs, right of way, potential utility conflicts, and traffic capacities are being undertaken. This plan will be accompanied by engineering drawings at 200 scale to illustrate details of the proposed alignments beyond a typical planning-level effort.

Public outreach is an important component of this project and will assist with prioritizing implementation of the bicycle facilities. Engagement efforts consist of a project website, a survey, two public meetings, and meetings with various stakeholders such as school district administration, park district staff, transportation agency officials



City of Highland Park Transit Study

City of Highland Park



Scope of Services

- Transit Planning
- Transportation Planning
- Data Analysis
- Community Engagement
- Funding Analysis
- Project Management

Status
Ongoing

Client Contact
Annette Cardiff
City of Highland Park
acardiff@cityhpil.com
847.926.1159

Creating Equitable Transportation Access. Civiltech is providing transit planning expertise to develop a Transit Study that enhances the City's transportation network and provides the opportunity for all people and modes to safely and efficiently access all parts of the City.

Civiltech is assisting the City in conducting a study of the transit system to improve equitable access and connection to transit by all modes of transportation within the network. The first step was to establish the Study goals. The team then reviewed and analyzed existing conditions including collecting data on existing fixed-route and on-demand service options. The team reviewed service areas, eligibility, times of operation, fares, potential fleet data and user experience. The team also developed a Transit Propensity Index to assess spatially the community areas with the most transit-dependent populations.

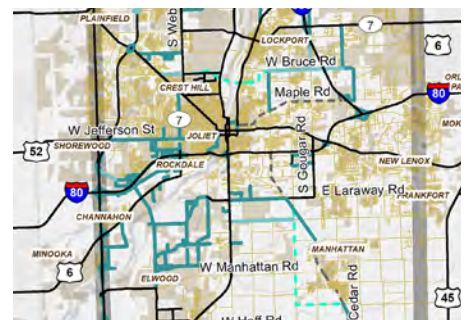
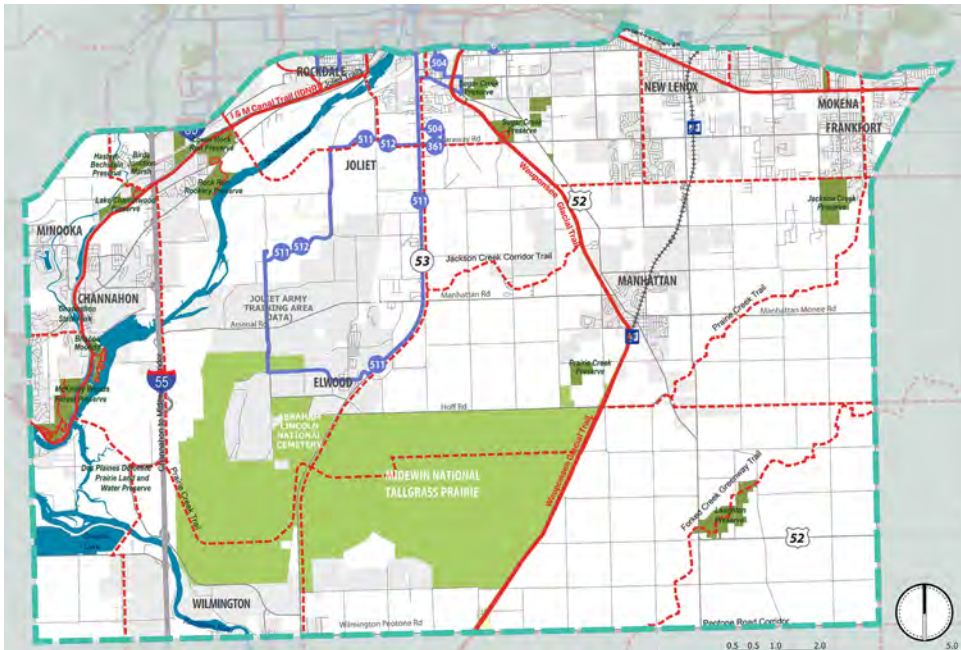
The team is conducting robust and strategic public and stakeholder engagement to ensure the study recommendations are grounded in community voice. A Public Involvement Plan guides the engagement strategy which includes an emphasis on hearing from those who are most transit reliant. Outreach will include a survey, along with pop-up meetings, focus groups, and mailings to ensure the team reaches those who use transit now or could in the future.

Based on the findings from the public and stakeholder engagement and the existing conditions assessment, the team will develop a Transit Recommendations Report. The report will include a range of strategies to improve service, such as technology improvements, optimization of current services, operating administrative efficiencies, and policy and programming improvements. The Civiltech team will also assist the City in identifying external funding opportunities and strategies to receive the funds.



2050 Long Range Transportation Plan

Will County Division of Transportation



Scope of Services

Transportation Planning
Complete Streets
Freight Planning
Community Engagement

Status

Ongoing

Client Contacts

Christina Kupkowski, P.E.
Will County Division of Transportation
ckupkowski@willcountyillinois.com
815.727.8476

Enhancing Bicycle Connectivity Village-Wide. Civiltech is providing professional Transportation Planning services to update Will County's existing Long Range Transportation Plan providing an implementable vision to 2050.

Since the adoption of the Will Connects 2040 LRTP in February 2017, numerous transportation studies have been completed or ongoing, including Civiltech's Moving Will County. Also, numerous substantial transportation projects are ongoing or have been completed by partner agencies that impact the regions transportation network. All of these studies and projects combined create the need to update the county's Long Range Transportation Plan.

The updated plan will determine the transportation investment priorities for WCDOT through 2050 along with the County's priorities in respect to partner agencies transportation networks. The plan will incorporate travel demand modeling based on CMAP's On to 2050 Plan. Also included will be analysis of freight movement and modal changes.

The Plan is looking at multimodal aspects of moving people and goods, County Highway System resiliency, and equitable implementation of recommended improvements. As part of this study, Civiltech is providing robust community engagement, stakeholder outreach, existing conditions and deficiencies analysis, and analysis of the needs of all users.



Cook County Transit Study

Cook County Department of Transportation and Highways



Scope of Services

- Transit Planning
- Pedestrian Planning
- Transit Priority Roadway Design
- ADA
- GIS
- Data Analysis
- Land Use Assessment
- Community Engagement

Status

Completed December 2022

Client Contacts

Thomas Wittmann
Nelson Nygaard
twittmann@nelsonnygaard.com
206.428.1926
Benet Haller
Cook County Department of
Transportation and Highways
benet.haller@cookcountyil.gov
312.603.1600

Expanding Equitable Multimodal Access to Transit in Cook County.

Civiltech partnered with Nelson Nygaard on a plan to propose County-wide improvements, including pedestrian connectivity to the transit network.

As 90% of Chicago area transit trips begin or end in Cook County, the County has a critical role within the entire region for improving access to transit. Civiltech is worked with Nelson Nygaard, the County, and other key stakeholders to leverage the existing network and propose recommendations.

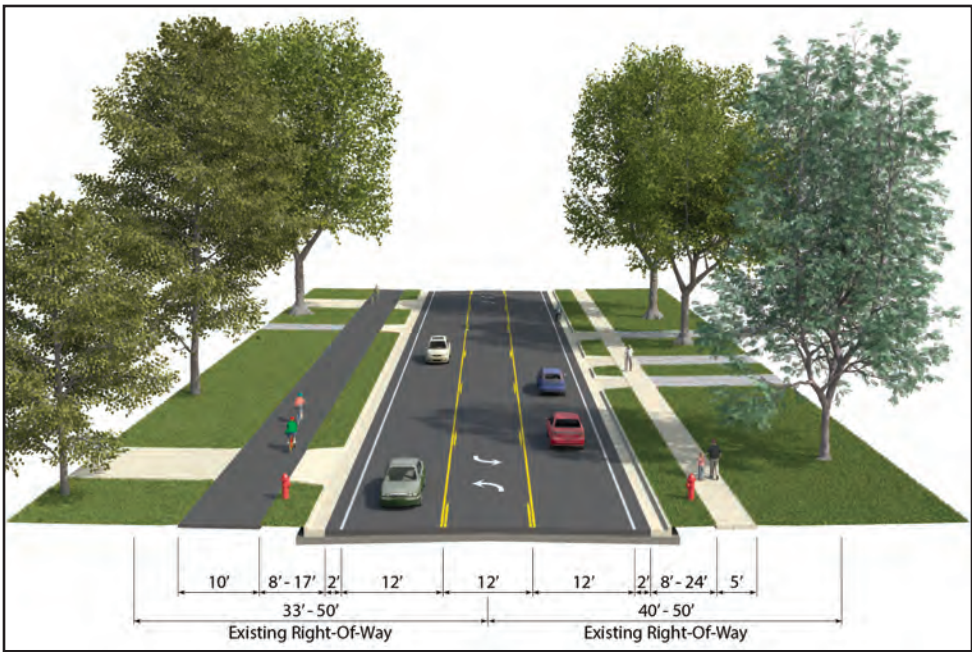
Civiltech completed a land use and major activity centers analysis as a part of the transit market assessment. Through this task, the team gained a deeper understanding of areas of growth in the County, economic development focus areas, demographics, and how the overall transportation network fits in, including deficiencies of transit services in under-served populations and other focus areas. The team also pivoted to meet the evolving needs of the project, including a shift to virtual public engagement during the Pandemic.

Improving walkability to transit was a key theme heard during community engagement. Civiltech developed pedestrian strategies for the Transit Action Plan. This included improvements to ADA access and pedestrian connectivity at transit stops and stations. To identify opportunities, the team conducted a sidewalk gap analysis on roadways near all bus routes and train stations in the region, and proposed transit priority in roadway design and bus shelter strategies. This included a GIS analysis to find high ridership bus stops without shelters. Civiltech identified ways that Cook County could partner with transit providers and other agencies to support and implement strategies in the Transit Action Plan. We developed funding recommendations and assisted with final plan infographics and production.



14th Street Improvements - IL Route 131 to Jackson Street

Lake County Division of Transportation



Scope of Services

- Project Development Report
- Interagency Coordination
- Traffic Analysis
- Crash Analysis
- Roadway Reconstruction
- 4(f) Evaluation
- Public Involvement
- Stakeholder Involvement
- Permitting

Construction Cost
\$16.5 million

Funding
STP

Status
Phase I completed in 2016
Phase II completed in 2018
Construction Completed 2021

Client Contacts
Tom Somodji, P.E.
Lake County Division of Transportation
tsomodji@lakecountyil.gov
847.377.7485

Narrowing of 14th Street and Addition of Shared-Use Path and Roundabout. Civiltech provided Phase I Engineering on this federal-aid project.

The 14th Street reconstruction was a federal-aid project that included narrowing 14th Street from four lanes to three lanes with one 12-foot lane in each direction with a 3-foot paved shoulder, 8'-6.24 curb and gutter, and 12-foot center shared turn lane. A 10-foot shared-use path was constructed on the north side of 14th Street, and a 5-foot sidewalk was constructed on the south side. 14th Street had limited pedestrian facilities that included intermittent sidewalks that varied in width and condition. The improvement included the installation of street lighting. Bus stop pads and shelters were installed along 14th Street to accommodate the local PACE users. A total of 11 bus stops were installed, and 6 of those stops have a shelter.

The all-way stop at the intersection of 14th Street and Dugdale Road was replaced with a single lane roundabout. The roundabout improves safety at the intersection and decreases vehicle delay. Crosswalks and pedestrian refuge islands were constructed to shorten the crossing distances for pedestrians.

The 10-foot shared-use path benefits both local and regional bicyclists. Regional bicyclists now have access to the continually growing Lake County Bikeways. The connection to the U.S. Bicycle Route 37, Robert McClory Bike Path provides the users access to other regional bike paths throughout Lake County.

This project was coordinated through the Cities of North Chicago and Waukegan. Public Involvement Meetings were held to inform the public of the project process. A Stakeholder Involvement Group, consisting of community leaders, business owners, and residents, was formed to ensure identified solutions balanced community and technical needs. Because of the impacts to the Greenbelt Forest Preserve, a 4(f) Evaluation was prepared. The 4(f) Evaluation resulted in a de minimis impact finding.



SECTION 5

Transit Study Process

Proposal

Team Experience

Firm Summary & Relevant Experience

References

Subconsultant Qualifications



REFERENCES

Jeff Sriver | City of Chicago

Director of Transportation Planning & Programming
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312.744.7080

As the Director of Transportation Planning & Programming at CDOT, Jeff is one of the Project Managers and the client on the North DuSable Lake Shore Drive Phase I Study. Civiltech is the lead consultant on this study and meets with Jeff Sriver on a weekly basis during project team meetings. Civiltech is leading all aspects of this monumental Phase I Study, and is assessing how best to reimagine this 7-mile stretch of NDLS, which traverses historic Lincoln Park. Travel along the corridor is truly multimodal and complex, with 177,000 vehicles and 900 transit buses per day, as well as up to 30,000 pedestrian and bicycle users along the Lakefront Trail. Determining the alternative that will best serve this large number of users as well as avoiding significant impacts to Lincoln Park involves a detailed look at mobility. The Civiltech approach to transportation planning considers the needs of existing and future stakeholders, including park goers, residents, agencies, and transit riders. The process also takes into account adjacent land uses, impacts on other travel modes, and minimizing the transportation footprint of the roadway to reduce impacts on parkland.



Benet Haller | Cook County

Transit Manager
69 W. Washington Street, Suite 2300
Chicago, IL 60602
Benet.Haller@cookcountyil.gov
312.603.1600

As the Transit Manager for Cook County, Benet Haller was the Project Manager and client on the Cook County Transit Study. Civiltech was a subconsultant on this study to Nelson Nygaard and met with Benet Haller on a regular basis during project team meetings. When developing the Cook County Transit Plan, Civiltech completed a land use and major activity centers analysis as a part of the transit market assessment. Civiltech also developed pedestrian strategies for the Transit Action Plan, and created funding recommendations and assisted with final plan infographics and production.



Christina Kupkowski | Will County

Project Manager
16841 W. Laraway Road
Joliet, IL 60433
ckupkowski@willcountyillinois.com
815.727.8476

As the Phase I Project Manager for Will County, Christina Kupkowski is the Project Manager and client for the Will County Long Range Transportation Plan (Our Way Forward 2050). Civiltech is the lead consultant for this plan and meets with Christina Kupkowski on a regular basis during project team meetings. This Long Range Transportation Plan provides an Existing Conditions Report which gives a baseline for the transportation planning process, illustrates a snapshot of recent trends, and helps inform recommendations. A robust public involvement and communications plan is in place to ensure input from the community in addition to input from the agencies. The study also includes the development of a customized Travel Demand Model to assist with evaluating proposed improvements.



“We have found your engineers to be smart, responsive, practical, and innovative. Your drawings, exhibits, and work products are high quality and informative. Your staff shows a real sense of ownership over the projects and designs, and your bench strength is impressive. You put thought into the proposed teams for our projects, and no issue is too small or insignificant to be taken seriously.”

CARL SCHOEDEL, P.E. | Director at Kane County Division of Transportation



SECTION 6

Transit Study Process

Proposal

Team Experience

Firm Summary & Relevant Experience

References

Subconsultant Qualifications



SUBCONSULTANT QUALIFICATIONS

Nelson\Nygaard

A DIFFERENT KIND OF TRANSPORTATION FIRM

Nelson\Nygaard Consulting Associates, Inc. is an internationally recognized firm committed to developing transportation systems that promote vibrant, sustainable, and accessible communities. Founded by two women in 1987, Nelson\Nygaard has grown from its roots in transit planning to a 155-person, full-service transportation planning firm with offices across the United States.

In keeping with the values set by the firm's founders, Nelson\Nygaard puts people first. They recognize that transportation is not an end by itself but a platform for achieving broader community goals of mobility, equity, economic development, and healthy living. The firm's hands-on, national experience informs but doesn't dictate local solutions. Built on consensus and a multimodal approach, their plans are renowned as practical and implementable.

Nelson\Nygaard specializes in:



Transit

Designing and developing great transit services for people



Cities and Streets

Balancing the mobility needs of everyone to create thriving places



Mobility Management, Access, and Policy

Creating strategies, policies, and systems that promote equitable access and mobility for all



Urban Corridors

Building vibrant, equitable communities with high-quality transit at the center



Parking and Demand Management

Creating livable places with better management of parking supply and demand



Active Transportation and Safety

Making places better for people to walk, bike, and gather

Recognized for projects around the world, Nelson\Nygaard has received awards and honors from professional organizations and government agencies including the American Planning Association, the Federal Transit Administration, the Association of Environmental Professionals, the American Society of Landscape Architects, the Congress for the New Urbanism, and the Canadian Institute of Planners.

Bethany Whitaker

Senior Principal



Bethany has more than 25 years of transit industry experience, through work as a consultant, with a public transit agency and at a nonprofit agency. Bethany's experience is focused on transit service development, design, feasibility analysis, and financial analysis. She has worked with a wide variety of communities ranging from large urban system redesign studies to rural and small urban systems.

Bethany has led numerous highly complex projects for states, regions, and transit agencies around the country. She is effective at working with transit agency leadership to think strategically about how to position agency development and translate concepts into actionable and fundable plans. Bethany is active in her community, serving as a Commissioner for her local electrical utility.

Education

Master of Public Policy, Evans School of Public Affairs, University of Washington, Seattle, WA
 B.A., History and Chinese Studies, Tufts University, Medford, MA

Experience

Nelson\Nygaard Consulting Associates, Inc.

Principal, 2008–Present; Senior Associate, 2006–2007

- **Ohio Department of Transportation Transit Development Plan On-Call (TDP) 2023 – Ongoing.**
 Bethany is working with the Ohio Department of Transportation (ODOT) Transit Division to update transit plans and address strategic planning issues for Ohio's rural and small urban transit agencies. As part of this assignment, Bethany is developing a governance and funding strategy for Washington County in eastern Ohio, facilitating a conversation to create a cost and governance structure to increase transparency, encourage coordination and maximize funding.
- **Ann Arbor Area Transit Agency (AAATA) On-Demand Transit Services Review – 2023.** Project Manager for effort to evaluate AAATA's portfolio of on-demand service with the goal of understanding the effectiveness of the service model, identify opportunities for improvements and help the agency gauge needs/opportunities for expansion. The study recommended a series of improvements, including changes to technology, service areas and integration with the fixed route network. AAATA started to implement recommendations in late 2023.
- **On-Call Transit Planning Support for Wake Transit Plan (Wake County, NC) 2019 –Ongoing.** Project manager for Nelson\Nygaard's on-call supporting transit planning contract for the Wake Transit Plan. On-call work assignments follow a successful transit tax in 2016. Bethany has been leading the Nelson\Nygaard team through multiple planning efforts, including projects to help set up and organize the Wake Transit Plan (Public Engagement Policy Plan, Staffing Plan and the Community Funding Area Program Management Plan) and two rounds of Multi-Year Bus Operating and Capital Plans and Short Range Transit Plans to guide implementation of bus service and capital investments in Wake County. This work involved evaluating individual transit investment projects and programming them in line with available funding. In 2024, Bethany and the Nelson\Nygaard team is preparing an update of the vision and investment strategy for the next 10 years (2026 – 2035).
- **TARTA Next Comprehensive Operations Analysis and Alternatives Analysis, Toledo Area Regional Transit Authority (TARTA), 2022–2023.** Project manager for a transit service improvement strategy to help restructure bus services in the wake of the COVID-19 pandemic and expand services to align with a recent county-wide funding stream. Nelson\Nygaard facilitated a stakeholder advisory group, conducted surveys, and held community meetings to design a set of service improvements and

prioritize new investments. Service changes have been implemented in phases with ridership increasing substantially.

- **City of Boston Link Bus Study (2023 – follow on work in 2024).** Bethany served as project manager for a project with the City of Boston to understand the need and opportunity for coordinated local bus services in the City of Boston. The Link Bus program was envisioned as an umbrella of services that would fill gaps and holes not filled by the regional transit provider (Massachusetts Bay Transportation Authority (MBTA)). Bethany worked with City staff and a team of stakeholders to develop a framework for LINK Bus service, create standards and expectations for implementation and a toolkit to support implementation of additional services. Follow on work, which started in 2024, is designed to consider how a new late night/early morning service (Night Link) could connect workers, jobs entertainment districts and other travel during late night hours when MBTA services do not operate.
- **Chatham Area Transit (CAT) Master Transit Plan (Savannah, GA) 2022-2023.** Project Manager to develop a medium- and longer-term vision for the Savannah Georgia area. Project goals are to identify service and capital investments that will better align services with demand, increase community support and expand agency funding. Team is developing a comprehensive market analysis, evaluating existing services and collaborating with stakeholders and members of the public to match service with desires and expectations. Project is scheduled to present recommendations in the summer 2023.
- **StarMetro Think Transit, City of Tallahassee (Tallahassee, FL) 2020-Ongoing (Two studies).** Bethany has been working with StarMetro and City of Tallahassee staff, initially leading a comprehensive operations analysis (COA) and currently leading a redesign of transit services to accommodate a new transit facility. StarMetro's new transit facility is in Tallahassee's southside where surrounding neighborhoods include some of the lowest income zip codes in the State of Florida. The team is holding a series of conversations with people living in the southside neighborhood, so transit investments capture and reflect their needs. The team has held multiple rounds of focus groups, interviews with community leaders, presentations at neighborhood groups and small group meetings with church leaders, housing authority staff and health care providers (among others). Implementation of the service changes is scheduled for 2025.
- **City of Buckeye Transit Master Plan (2024 – Ongoing).** Bethany is serving as project manager exploring potential transit solutions for the City of Buckeye in western Maricopa County, Arizona. Buckeye is a rapidly growing city and is the largest city in the Phoenix area in terms of geographic size. As part of this project, Bethany and her team are exploring a variety of creative solutions, including microtransit, partnerships with ride-hailing services and community shuttles.
- **Best Practices and Marketing to Increase Rural Transit Ridership and Investment, NHCRP Project 20-65, Task 73, (2018).** As Nelson\Nygaard's Project Manager for this research study, Bethany led an investigation into best practices and marketing strategies that have successfully increased ridership in rural transit agencies across the United States. The research also included an analysis of the ways rural transit agencies and State Department of Transportation (State DOTs) evaluate the return on investment associated with rural transit programs and projects. Research included literature review, interviews, panel discussions and facilitation of a roundtable. The final report was published in February 2019.
- **Central Yavapai Transit Implementation Plan Update (Yavapai County, AZ) Multiple Assignments (Ongoing).** Yavapai County, north of Phoenix, is nearly the same size of New Jersey. The central part of the county includes the region's largest cities (Prescott and Prescott Valley) and contains nearly 200,000 residents. In 2018, the region offered limited rural and human service transportation services and lacked a coordinated network of public services that provides transportation in urban and rural areas. Bethany led an initial study to develop a regional strategy for local and regional transportation investments building on available human transportation and rural services and adding local and inter-community connections to create a coordinated, integrated network of services that meets a broader set of needs. When CARES Act funding became available, Bethany worked with stakeholders to take advantage of available funding to craft and implement a 5-Year Transit Implementation Strategy with new on-demand services starting in 2022 and expanding in 2024. Bethany is currently supporting the Central Yavapai Metropolitan Planning Organization (CYMPO) to develop a regional transit governance structure to facilitated coordinated service delivery.

Sam Wright

Senior Associate



Sam has ten years of experience completing transit service plans and transit feasibility studies. He specializes in providing service recommendations for small to medium-size transit agencies and determining the local transit demand in cities across the country. Sam uses his skills in urban design and geospatial analysis to breakdown intricate transit solutions for local communities to make informed transit decisions. Through his transit work and previous experience at Cook County, IL, Sam understands the needs and processes of working with local municipalities, regional planning agencies, state DOTs, and federal agencies.

Education

M.U.P., Transportation and Infrastructure, Harvard University Graduate School of Design, Cambridge, MA, 2015
 B.A., Urban Studies, Stanford University, Stanford, CA, 2013

Experience

Nelson\Nygaard Consulting Associates, Inc.

Associate, 2015–2018, Senior Associate 2022 – Present

- **Hancock County Transit Development Plan, Hancock Area Transportation Services (Findlay, OH) 2023–2024.** Hancock Area Transportation Services is developing its first Transit Development Plan in two decades to determine the potential for enhanced transit services in Hancock County and Findlay, OH, the largest city in Ohio without fixed route transit service. As the project manager, Sam is leading the analysis of current on-demand services in Hancock County, establishing a phased implementation plan for future transit opportunities, and leading local public engagement initiatives.
- **Service Audit and Analysis, Galesburg Public Transportation (Galesburg, IL) 2024.** Operating four fixed routes, the City of Galesburg hired Nelson\Nygaard to provide a comprehensive analysis of all local transit services and facilities and examine the potential for expanded service into Knox County. As project manager, Sam is leading the service analysis for existing services and providing recommendations to identify a transit hub in Galesburg for both local fixed route services as well as potential regional connections.
- **Cary Microtransit Feasibility Study, GoCary Transit (Cary, NC) 2024.** From the success of the Morrisville Smart Shuttle, GoCary is studying the potential to provide microtransit services within areas of the Town of Cary that not currently served with fixed route transit. As the project manager for Nelson\Nygaard, Sam is leading the transit gap analysis and the implementation plan for the proposed microtransit services.
- **Wichita Transit Network Plan and WAMPO Regional Transit Implementation Plan (Wichita, KS) 2023–2024.** With new transit facilities planned in the city, Wichita Transit hired Nelson\Nygaard to redesign their fixed route services from a downtown based pulse system to a more comprehensive crosstown service. As the deputy project manager, Sam has led the stakeholder engagement sessions, the service design process, and coordination with the regional plan, WAMPO's Regional Transit Implementation Plan. As a subconsultant to that plan, Nelson\Nygaard is helping identify the market for transit services within the region but outside the City of Wichita. As the project manager for Nelson\Nygaard on the WAMPO project, Sam is ensuring that regional outreach and recommendations are coordinated between the two ongoing projects.
- **Downtown Charleston Transit Study, Berkeley-Charleston-Dorchester Council of Governments (Charleston, SC) 2023–2024.** In anticipation of the region's first BRT line, the Low Country Rapid Transit, BCDCOG and the Charleston Area Regional Transportation Authority have tasked

Nelson\Nygaard with evaluating current bus routes to better connect with the new high-capacity route. As the deputy project manager, Sam is overseeing the existing service analysis of all downtown based routes and will improve access and reliability of local bus services in conjunction with transit focused infrastructure improvements.

- **NEXTransit Bus Line Redesign, Pittsburgh Regional Transit (Pittsburgh, PA) 2023-2024.**
Nelson\Nygaard is leading the Bus Line Redesign project, a comprehensive analysis and redesign of Pittsburgh Regional Transit's bus system initiated from NEXTransit, the Long-Range Transportation Plan for PRT. As one of the regional transit leads, Sam led the analysis and redesign of one-third of the system with coordination across the consultant team.
- **Denton County Transit Needs Study, North Central Texas Council of Governments (Denton County, TX) 2022-2023.** On the heels of the Mobility 2045 plan, Nelson\Nygaard is working with NCTCOG to develop local transit services in Denton County, TX. Looking at demand outside of the existing transit service areas, recommendations include mobility-on-demand services to local bus and regional rail service and expanded regional services to developing areas. Sam is developing scenario strategies as part of the greater consultant team.
- **Bus Network Redesign, Massachusetts Bay Transportation Authority (Boston, MA) 2018.** As part of the larger Better Bus Project, the MBTA has been conducting the Bus Network Redesign to overhaul the T's bus services. In partnership with local municipalities and MassDOT, Nelson\Nygaard has been recommending revised routes in coordination with capital investment plans in bus infrastructure and fleet electrification. In 2018, Sam worked on the existing service and transit market analyses. He also helped lead regional meetings across the MBTA service area to get existing customer feedback.
- **High Capacity Transit Plan, Regional Transportation Commission of Southern Nevada (Las Vegas, NV) 2017-2018.** Las Vegas hired Nelson\Nygaard to identify and prioritize corridors for high capacity transit investments. As part of a multi-disciplinary team, Sam led the analysis of existing and future conditions, with an emphasis on identifying potential high-capacity transit corridors. He used existing transit ridership and productivity data to determine current and future areas for potential high-capacity transit in the Las Vegas area.
- **Comprehensive Service Analysis Study, Green Mountain Transit (Burlington, VT) 2017-2018.** Nelson\Nygaard provided a system-wide service analysis and recommendations for improvements for a fixed bus system that serves five counties in northwest Vermont. Analysis included existing and future conditions, peer analysis and review of key travel corridors. Routes include urban routes in the Burlington urbanized area, commuter routes between counties, rural human services routes, and seasonal ski routes. Sam conducted ridership and productivity analysis, map design, and scheduling for the recommended system improvements.
- **Western Wake Comprehensive Operations Analysis, GoCary Transit (Cary, NC) 2017-2018.** As part of the Wake County Transit Bus Plan, Nelson\Nygaard conducted a comprehensive service analysis for transit services in western Wake County. As the deputy project manager, Sam helped determine transit demand in the growing western Wake region, recommended new fixed routes to connect to regional express routes operated by GoTriangle, and designed a new on-demand micro-transit zone based on 15 nodes across a growing suburban region.
- **Bus Service Planning Support Services, Charlotte Area Transit Systems (Charlotte, NC) 2017.** Performed analysis and drafted recommendations for the redesign of 17 bus routes impacted by the extension of Lynx Blue Line light rail service into northeast Charlotte. Sam led the analysis of automatic passenger count ridership and productivity data for the evaluation of route-level performance, including the mapping of ridership in GIS for individual route service profiles. Conducted initial equity analysis of recommended service using system wide ridership survey.

Chinmai Deo

Associate



Chinmai is passionate about finding practical solutions to mobility challenges. He believes this can best be achieved by drawing on best practices established by model cities around the world and conducting thoughtful community engagement to adapt those solutions to the unique local context. Before joining Nelson\Nygaard, Chinmai advocated for better buses in Greater Boston with the Institute for Transportation and Development Policy (ITDP) and LivableStreets Alliance. He also interned as a data analyst with the Massachusetts Bay Transportation Authority and performed sustainable transportation policy research with The Energy and Resources Institute (TERI) in India. Through these experiences, Chinmai has built a solid mix of data analysis, planning, and policy expertise, which he uses to maximize the social benefits of his work.

Education

B.S., Math and Economics, Northeastern University, 2022

Experience

Nelson\Nygaard Consulting Associates, Inc.

Associate, 2023–Present

Transit

- **Equity Best Practices, American Public Transportation Association (APTA) 2023-2024.** Conducted desktop research and agency interviews to identify effective and innovative ways for agencies to envision and implement equitable service practices across agency functions.
- **Demand-Response Customer Engagement, Southeastern Regional Transit Authority (SRTA) 2023-2024.** Redesigned a committee for engaging demand-response/paratransit customers based on industry best practices to increase participation and receive better community feedback.
- **Fenway Transportation Access Plan, Boston Planning and Development Authority (BPDA) 2023-2024.** Performed geo-spatial analysis of transit and demographic data to identify key corridors and make recommendations for the neighborhood's long-term plan.
- **Transit Priority in Central Square, Massachusetts Bay Transit Authority (MBTA) 2023-2024.** Helped the MBTA envision people-first space by combining dedicated bus lanes, separated cycle tracks, widened sidewalks, outdoor dining, and delivery zones in a single vibrant travel corridor.
- **Bus Network Redesign Communicating Service Changes, Massachusetts Bay Transit Authority (MBTA) 2023-2024.** Developed a strategy for engaging grassroots community advocates in outreach, including a program to contract and compensate grassroots community leaders to staff pop-up meetings and canvas bus stops as in-person community-based ambassadors.
- **AAATA On-Demand Review, Ann Arbor Area Transportation Authority (Ann Arbor, MI) 2023.** Developed a dynamic performance dashboard which calculates and visualizes key performance indicators at both systemwide and zone-specific levels of detail.
- **Link Bus Implementation Plan, City of Boston Transportation Department 2023.** Created a toolkit to provide service planning, funding, and branding support to help establish and support community-run shuttles. Also advanced the implementation of a system of night bus routes that would serve late night commuters after the daytime network stops running.



Toledo, OH

TARTA Next

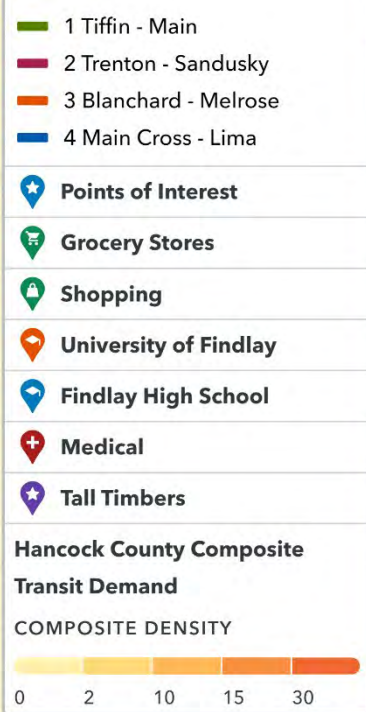


The Toledo Area Regional Transit Authority (TARTA) is the primary transit provider in northwest Ohio. TARTA provides fixed-route services, ADA complementary paratransit (TARPS), and a general-public “Call-A-Ride” service available in parts of the suburbs.

In 2021, voters in Lucas County approved a countywide property tax that expanded TARTA’s service area and increased transit funding. A companion piece to the increased funding was a comprehensive operations analysis – branded as TARTA Next – to guide TARTA in updating its existing bus routes, expand service to the entire county and position the agency for continued success.

Nelson\Nygaard and TARTA worked closely on [TARTA Next](#), a process that included technical analysis, community input and collaboration with a group of stakeholders. We used this work to confirm priorities and embark on TARTA’s longer range vision and shorter-term implementation strategy. Most of the short-term strategies have moved forward with implementation and are expanding TARTA’s ridership:

- Simplification of several bus routes so they are faster, more direct, and easier to understand
- Increased frequency on TARTA’s highest ridership routes
- Development of new routes in alignment with TARTA’s expanded service area
- Introduction of microtransit service that combines parts of TARTA’s previous Call-A-Ride and into rural and suburban parts of the service area. TARTA [published a video](#) that explains the service



Statewide, OH

Transit Development Plans

Over the past several years, the State of Ohio has increased state support for public transit services. With increased funding, Ohio's Department of Transportation (ODOT) has increased responsibility to ensure the funding is invested in ways that increase mobility and are invested wisely. As part of managing funds, ODOT works with individual transit agencies to evaluate spending and outcomes, in part by providing transit agencies with technical support to help design, operate and manage their services.

Nelson\Nygaard is supporting ODOT in these efforts, working with rural and small urban transit agencies to help develop short- and longer-term transit development plans, funding and financial plans and organizational assessments. To date, we have received three assignments through this on-call contract – two transit development plans and one organizational and funding evaluation. While unique, each assignment includes technical data analysis, stakeholder and community involvement and collaboration.

Nelson\Nygaard's contract manager actively manages the contract with ODOT, by identifying Nelson\Nygaard staff and sub-consultant assistance to lead projects as appropriate and/or managing projects directly as directed by ODOT.



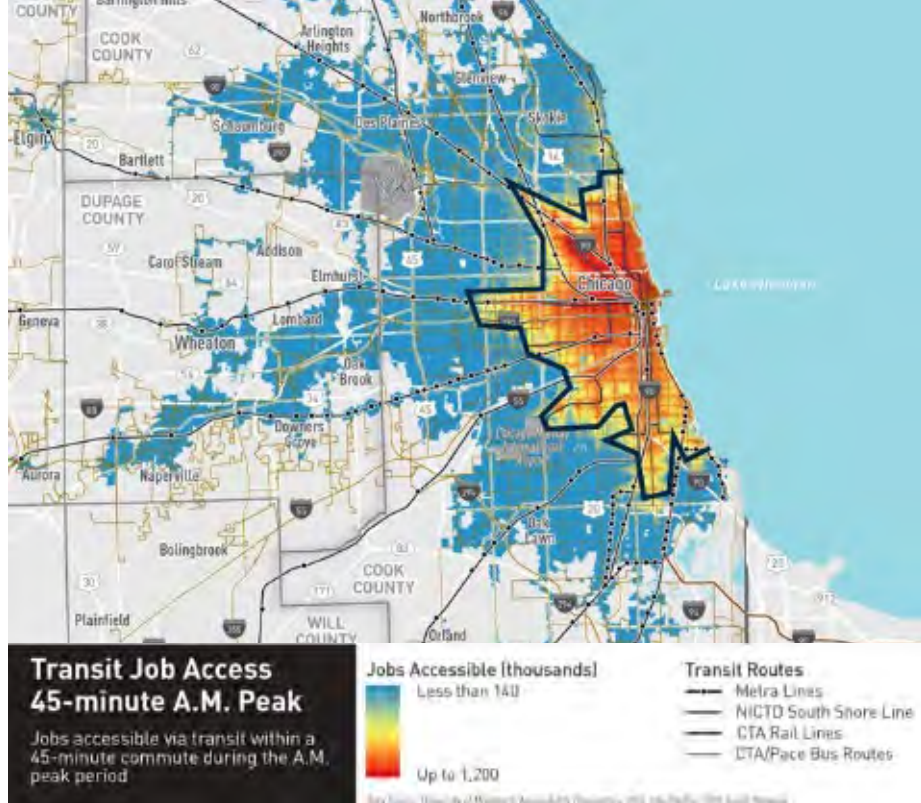
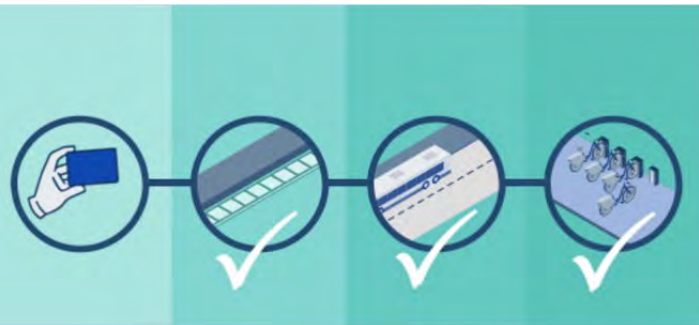
Joliet, IL

Joliet Employment Access Development Plan

As transit agencies seek to become more nimble to serve people who need reliable transportation, many, including Pace, are looking to adopting alternative strategies to better serve their communities. Suburban Chicago's Joliet area is experiencing job growth, particularly in warehousing and logistics. However, there is the question of how to get people to the jobs being located in the region. The diffuse land use patterns of downtown core in Joliet, residential neighborhoods, shopping centers, warehouses, and more make providing fixed-route transit service challenging.

Initially, the study evaluated whether an express bus service would be an effective tool to improve job access. Analyses of travel flows, employment center and residential area access, cost competitiveness, and time competitiveness suggested an express bus service would not be the best tool to resolve the jobs access challenges of the region. The study pivoted to identifying alternative strategies to improve job access. The study focused on the more immediate Joliet area, taking a more granular approach at where jobs in the region are located and on travel flows using post-COVID location-based data. The second analysis indicated that, due to the nature of the region with people from many places going to jobs scattered throughout a widely dispersed region, a package of strategies should be employed to improve access to jobs. The team outlined a menu of recommendations for Pace and other organizations to choose from and assemble to improve job access. A key feature of this work was to tie each tactic directly to a strategy in Driving Innovation, the Pace strategic plan, so that there was a tie directly between the agency strategic priorities and how they could be applied to solve employment access in the region. It was the first study to directly apply the over-arching strategy framework to address a regional issue.

Many communities are trying to find ways for people to reliably travel to and from work. Existing land use patterns and road networks can make it challenging for a traditional bus service to meet the needs of getting people to and from work. This plan exemplifies a non-traditional approach to addressing the challenges and moves Pace toward becoming a mobility manager in addition to being a regional transit agency.



Chicago, IL

Cook County Transit Master Plan

Cook County embarked on their first ever transit plan for the Chicago metropolitan region. A national transportation hub, Cook County exemplifies the modern issues and opportunities of transit in urbanized areas. The Cook County Transit Plan is a natural continuation of the County's previous efforts to support transit investments and is designed to increase overall transit ridership, increase seamlessness of transit services, and focus on the needs of transit reliant communities.

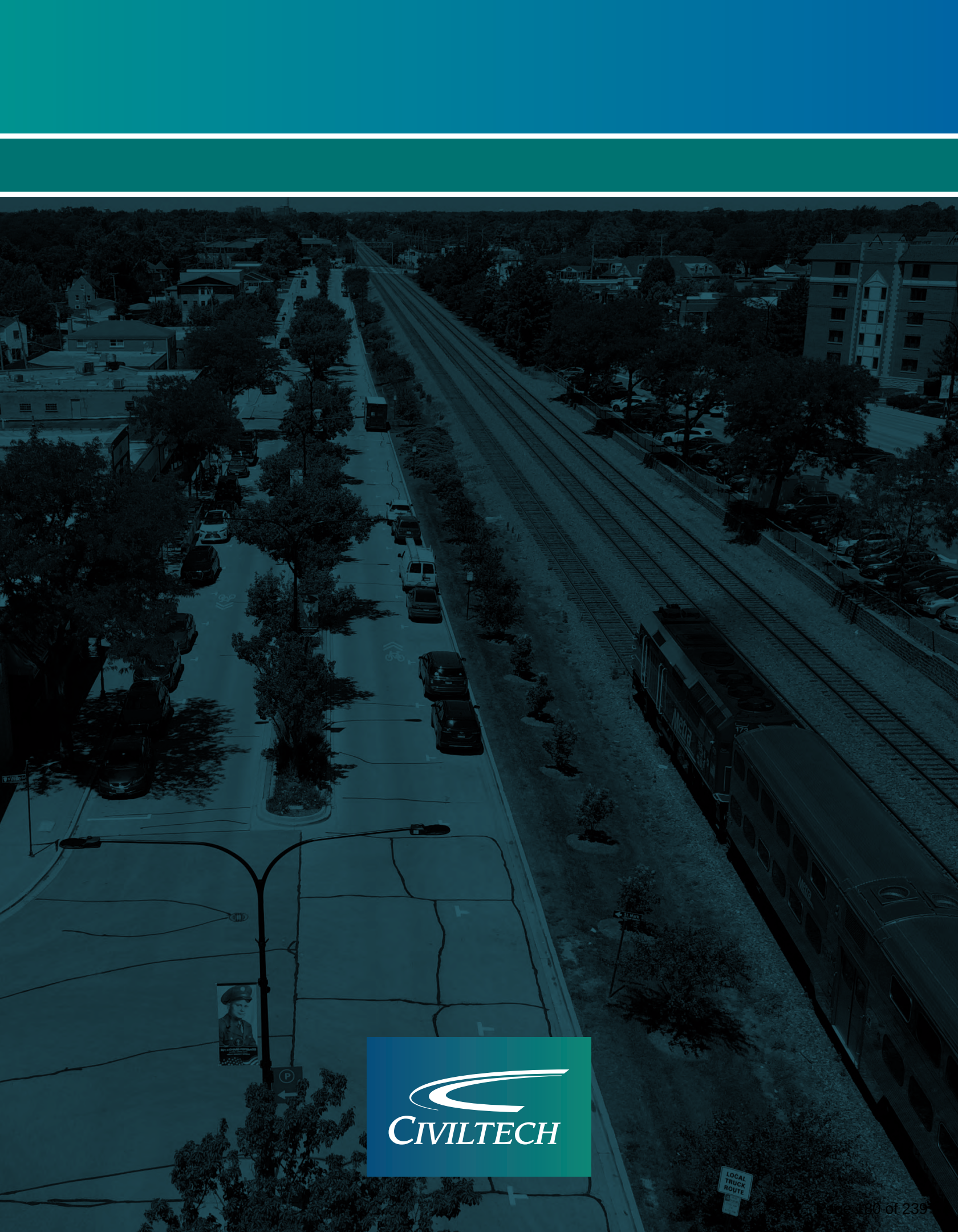
Nelson\Nygaard's overall effort focused on three key pillars: understanding the transit market, providing a data-driven assessment of potential capital and policy strategies, and facilitating community engagement. We completed a market assessment of Cook County, including demographics, travel demand, and an assessment of existing service. The opportunities identified by this market assessment were supplemented by a public engagement effort to ensure that typically underrepresented voices have a seat at the table. Opportunities for implementation include improving inter-agency transfers and fare payment, increasing off-peak service in transit-reliant communities, implementing transit signal priority, and improving accessibility at bus and rail stations.



SUBCONSULTANT - COST ESTIMATE OF CONSULTANT SERVICES

Nelson\Nygaard

Work Item	Staff Classifications, Billing Rate and Workhours			Total Workhours	% of Workhours	Labor Cost
	Senior Principal	Senior Associate 2	Associate 1			
<i>Billing Rate</i>	\$290.00	\$185.00	\$125.00			
Item 1 - Existing Conditions Review	8	16	36	60	29%	\$9,780.00
Item 2 - Public and Stakeholder Engagement	0	24	24	48	23%	\$7,440.00
Item 3 - Transit Analysis and Recommendations Report	16	32	40	88	42%	\$15,560.00
Item 4 - Project Supervision and Administration	0	12	0	12	6%	\$2,220.00
Total Workhours by Staff Classification:	24	84	100	208		
Percentage of Total Workhours:	12%	40%	48%	100%		
Direct Labor Cost by Staff Classification:	\$6,960.00	\$15,540.00	\$12,500.00			
Total Labor Cost:						\$35,000.00
				208	100%	\$0.00





Item Cover Page

Subject	Motion to accept the proposal from Initium Health to provide consulting services for the Community Needs Assessment for an amount not to exceed \$99,550.
Meeting	September 17, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD
Fiscal Impact (Y/N)	Yes
Dollar Amount	\$99,550
Budget Source	American Rescue Plan Act (General Fund)
Category	NEW BUSINESS
Type	Action Item

Information

A strategic goal of the Village is to conduct a Community Needs Assessment to guide future services provided by the Human Services Department and potential facilities' expansion, specifically the Community Connections Center. A needs assessment conducted in 2007 supported the need for a resource center in South Mount Prospect, which led to the opening of the Community Connections Center. This assessment will serve as an updated Community Needs Assessment that will identify needs and barriers related to social services, health care, housing and transportation, identify partnerships to meet community needs and make recommendations for future services and programs. The assessment process will include several components to engage the community, including a survey available in a variety of languages, focus groups with professional interpreters, key informant interviews and outreach to local agencies.

The cost of the Community Needs Assessment will be covered by funds from The American Rescue Plan Act. The funds from The American Rescue Plan are time-sensitive. The Village is required to spend the funds or encumber the amount for the project prior to December 2024. The approval of this agenda item will encumber the dollar amount towards the project and the Village will have the opportunity to spend the funds beyond December 2024, if needed, for this project.

Staff is seeking to enter into a contract with a consulting firm to complete this assessment. The final product will be a report that will provide direction on community needs, identifying partnerships to meet community needs and recommendations for future services and programs.

Discussion

The Village solicited proposals through a Request for Proposal (RFP) process from consulting firms to provide services for the implementation, facilitation and evaluation of a Community Needs Assessment. The RFP was posted on DemandStar, Illinois American Planning Association website and

the American Planning Association website, in addition to sending the RFP via email to municipal networking channels.

Firms were asked to submit the following information:

- Description of the proposed needs assessment process.
- A complete proposal.
- The names and related work experience of each individual who will perform the work, including the project manager.
- Summary describing the firm/individual and nature of previous and current experience performing similar work for units of local government or the public sector.
- A minimum of three references from local governments or public sector clients for which the consultant has performed similar projects.
- A statement describing any existing or potential conflicts of interest.
- Any exceptions taken to the Request for Proposal must be clearly identified.

Tasks identified in the RFP include

- Identify community needs related to social services, health care, housing, and transportation.
- Identify barriers to accessing social services, mental health care, substance abuse treatment, health care, housing, and transportation.
- Identify service and program needs with the goal of reducing barriers to accessing social services, health care, and transportation services.
- Identify partnerships that could collaborate in meeting community needs.
- Make recommendations for future services and programs to meet current and projected community needs.
- A broad outreach strategy to ensure engagement of hard-to-reach populations. Strategies include but are not limited to:
 - Develop, conduct, and distribute a Village-wide survey to the community in several languages (English, Spanish, Polish, Korean).
 - Conduct focus groups in several languages (English, Spanish, Polish, Korean) with community leaders, stakeholders, residents, and school personnel.
 - Key informant interviews
 - Outreach to local agencies that provide an array of services and programs for residents.

Request for Proposal Results

The Village received six proposals, and all were reviewed based on their understanding of the project goals and methodology to complete the needs assessment. Three of the six consultants were selected to be interviewed. The proposals were rated (with a maximum score of 75 points) according to the following criteria: understanding of project scope, background of firm and personnel, addressing topics of interest, methodology and evaluation, proposed schedule and cost. Below are the scores (averaged) for the three firms that were interviewed:

Firm	Understanding of Project Scope	Background of Firm	Addressing Topics	Methodology	Proposed Schedule	Proposed Cost
Initium	4.3	14.3	26.7	8.7	5	4.7
Activate	3.3	10.2	21.3	8.7	5	1.3

Care						
Katherine Faydash	4.3	10.8	29	6.7	4.3	4.2

Cost Proposals

Firm	Total Cost	Hours	Cost per Hour
Initium Health	\$99,550	650	\$153
Activate Care	\$93,000	Did not provide hours breakdown	
Katherine Faydash	\$72,700	450	\$161

Discussion

An interview panel reviewed and interviewed the top three firms. Initium Health is the preferred consultant for this project.

Initium was the highest rated firm; they provided a detailed cost proposal and the assessment framework was the most comprehensive. For this project, Initium has created a team with staff who have experience in implementing and facilitating community health assessments, including community engagement to solicit participation in the assessment process and experience working with the public sector on similar projects. Initium has completed needs assessment for Hays County, Texas and Lubbock County, Texas. They have also completed gap analyzes for substance use and behavioral health services.

Initium understands the Village's goals of identifying community needs and ensuring a broad outreach strategy is implemented to engage residents that typically are not heard from. The needs assessment will include a survey, focus groups and key informant interviews. Initium will use the framework MAPP 2.0 (Mobilizing for Action Through Planning and Partnerships) to complete this needs assessment. This structured framework will ensure all aspects of the project's goals will be achieved, with the final product being a comprehensive assessment and report to guide future services and programs and the potential expansion of the Community Connections Center. Village staff supports the cost proposal submitted by Initium Health in the amount of \$99,550 to provide the planning, implementation and completion of the Community Needs Assessment.

Alternatives

1. Accept proposal for the Community Needs Assessment.
2. Action at discretion of Village Board.

Staff Recommendation

Staff recommends that the Village Board accept the proposal from Initium Health to provide consulting services for the Community Needs Assessment in an amount not to exceed \$99,550.

Attachments

1. Village of Mount Prospect CNA Technical Proposal - Initium Health
2. Village of Mount Prospect CNA Team Expertise and Qualifications - Initium Health (002)
3. Final Cost Proposal - Village of Mount Prospect Community Needs Assessment

Request for Proposal

Village of Mount Prospect Community Needs Assessment



Prepared for:
Village of Mount Prospect, Illinois
Attn: Esther Salutillo, LCSW
Deputy Director of Human Services
50 South Emerson Street
Mount Prospect, IL 60056





1401 WEWATTA ST. SUITE 103 DENVER, CO 80202 PH 303.928.8511

May 23, 2024

Village of Mount Prospect, Illinois
Attn: Esther Salutillo, LCSW
Deputy Director of Human Services
50 South Emerson Street
Mount Prospect, IL 60056

Dear Ms. Salutillo,

I am pleased to present this bid on behalf of Initium Health, in response to The Village of Mount Prospect; Illinois' Request for Proposals to implement, facilitate and evaluate a Needs Assessment and guide a possible expansion of the Community Connections Center. Initium Health, a public benefit company (PBC), is dedicated to leveraging innovation to improve human health. We are a technology-enabled marketing and consulting firm that specializes in developing health strategies, healthcare gap analysis, behavioral health feasibility studies, community health assessments (CHAs), and community health improvement plans (CHIPs).

The Initium Health team holds over 20 years of experience in healthcare and public health, bringing a wealth of knowledge in strategic planning, grant funding, bridging community partnerships, needs assessments, and feasibility studies. Our firm's diverse healthcare background and intimate understanding of the health ecosystem uniquely positions us to conduct precise and impactful community engagements.

Our commitment to excellence and our dedication to serving the needs of the community set us apart as a trusted partner for this project. We are confident that our approach will contribute to meaningful improvements at the Community Connections Center and improve services within the Village community. Enclosed, you will find our detailed proposal, which outlines our project plan, methodology, and team qualifications. We are available to discuss any questions or concerns you may have and welcome the opportunity to further demonstrate our capabilities during the evaluation process.

We look forward to the possibility of working together to support the health and well-being of the Village of Mount Prospect community. If you have any questions, please do not hesitate to contact me at james@initiumhealth.org and 303-928-8511 ext. 702.

Sincerely,

A handwritten signature in cursive script that reads "James Corbett".

James Corbett, MDiv, JD
Principal, Initium Health

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Experience of the Firm

Company Overview

Initium is Latin for “origin” or “beginning.” Initium was created in 2018 by seasoned healthcare executives with decades of experience in hospital administration, process improvement, and community health. Initium Health has been providing services for 6 years. It was founded on the basis of returning to the origins of health with novel approaches. Initium is a public benefit corporation (PBC) committed to innovating to improve human health. A PBC is a relatively new corporate designation which allows benefit to be a charter purpose of an organization and differentiates it from a traditional for-profit organization. As a PBC, we do not exist for financial gain alone and we firmly believe that enhanced access to resources for all populations across the socioeconomic and cultural spectrum is critical.

The focus of our work is to map out a course for health improvement by creating strategies to generate positive and sustainable changes in communities. We capture current data and analyze local policy, systems, and environmental change. We believe all people deserve wellness and access to equitable care and resources, and we share responsibility to ensure a full continuum of culturally responsive services and supports are available. We bring a depth of experience incorporating the perspectives of vulnerable populations, including people experiencing homelessness, people with disabilities, people of color, as well as individuals and families affected by the use, misuse, and overdose of opioids, in the design of solutions to community health priorities.

We leverage our extensive healthcare experience to bridge the gap between local governments, healthcare, community-based organizations, and community members to create innovative partnerships that provide new momentum to address complex issues including crisis care for mental health and substance use disorders. Our passion for utilizing our skills in community engagement, creating technology-enabled resources for stakeholders, and assisting communities through sharing knowledge is in alignment with the proposed program.

Initium Health is highly experienced with community and stakeholder engagement, plus data collection, analysis, and presentation. We combine our skills with extensive research into current evidence-based practices to produce stellar community needs assessments and recommendations. Initium Health is well-positioned to assist the Village of Mount Prospect with its Needs Assessment to guide a possible expansion of the Community Connections Center.

Our team comes with expertise in:

- Engaging community stakeholders in health assessments and strategic initiatives
- Key informant interviews, focus groups, and culturally-sensitive targeted surveys
- Creation of survey instruments and actionable data sets, vetted by our statisticians
- Outreach to stakeholders and identification of partnerships
- Community needs assessments identifying health and social needs, and barriers
- Co-creation of final deliverables through a collaborative approach with our clients

Description of the Needs Assessment Process

At Initium Health, we prioritize dynamic, collaborative, and equitable partnerships that align with the values and aspirations of the communities we serve. Collaborating closely with the Village of Mount Prospect, our approach is finely tuned to identify and address the dynamic needs within the community. In response to the Village's call for a Community Assessment, our proposal incorporates a robust community needs assessment as a pivotal first step. After thoroughly examining the current landscape, challenges, and needs within the Village of Mount Prospect, we will collaborate with the village and stakeholders to create strategies that will guide the possible expansion of the Community Connections Center.

MAPP 2.0 Assessments

Initium Health utilizes the Mobilizing for Action through Planning and Partnerships (MAPP) 2.0 process recommended by the National Association of County and City Health Officials (NACCHO) when conducting a Community Needs Assessment.

The MAPP 2.0 process can help to ensure that the needs and perspectives of those most affected by health disparities are represented and addressed by engaging community members and other key partners in the planning process. Achieving health equity requires not only addressing individual behaviors and medical care but also addressing social, economic, and environmental conditions that affect health outcomes. The MAPP 2.0 process can lead to sustainable improvements in health outcomes for all members of the community by prioritizing and addressing the root causes of health inequities.

The MAPP 2.0 assessments consist of the Community Partner Assessment, the Community Status Assessment, and the Community Context Assessment. This strategic and structured process allows us to better the health of the community and will be utilized to complete the Community Needs Assessment.

1. Community Context Assessment

The Community Context Assessment (CCA) will be utilized to understand what strengths and resources the community has that can be utilized, what forces of change exist that alter the conditions for members of a community, and what solutions the community is identifying and taking to improve health outcomes. The CCA has a multi pronged approach that allows us to personalize and develop a MAPP experience suitable for the Village of Mount Prospect. This assessment utilizes three domains: Community Strengths and Assets, Built Environment, and Forces of Change.

Recognizing the variety of skills and promoting community well-being are key components of our strategy to a community's strengths and assets. The Built Environment domain will be addressed with an asset map that can highlight the most disadvantaged areas of the Village of Mount Prospect, the existing assets and built environment, and indicate which areas warrant more qualitative investigation. We will make use of the Forces of Change domain by focusing

on trends, factors, and events that have contributed to and/or perpetuated systemic inequities using a health equity approach.

In addition to qualitative data collection through these events, we will ensure that our community engagement efforts reach all intended community members through our in-house social media team and our unique skill-set conducting hyper-local outreach programs. We will:

- Reach the intended community members through different methods, such as:
 - Local media and social media campaigns
 - Web based surveys and email communications
 - Leaflets, posters, or newsletters distributed in partnership with community based organizations
 - A minimum of 4 in-person community focus groups (one in each language), with the addition of up to 2 other virtual sessions as needed.
 - A minimum of 12 key informant and stakeholder interviews
- Include physical locations/spaces that are convenient, comfortable, and accessible for key stakeholders and community members
- Identify and remove barriers to public participation by making the engagement equitable
 - Availability of public transportation
 - Meeting time and location
 - Languages spoken; including English, Spanish, Polish, and Korean

Initium Health employs a robust community engagement strategy that is shared in detail further in the proposal. We will gather information about what services are missing and, if available, would enable better experiences and better outcomes for individuals.

2. Community Status Assessment

Quantitative information is gathered through the Community Status Assessment (CSA) in order to find indicators that help tell the complete story of health status, behaviors, and outcomes, social determinants of health, and systems of power, privilege, and oppression. In order to target and address community inequities and advance equity, these system-level indicators will be crucial.

Our goal is to gain insight into the factors that affect the local public health and social services systems and the health of the community, and to identify the root causes of any disparities.

Our team will collect secondary data from a variety of sources, including:

- The U.S. Census and American Community Survey
- Illinois Department of Health and local health departments
- National, state, and local (city/county) public health surveys and data sources
- Hospitals and healthcare providers
- Educational institutions
- Law enforcement and first responders
- Illinois Behavioral Health Regional Data

Based on the analysis of the collected data, our team will identify key gaps and potential stakeholders in existing data and services.

3. Community Partner Assessment

The Community Partner Assessment will focus on evaluating and engaging key community partners to identify and assess existing partnerships and collaborations as well as identify and engage new partners. During this phase we will conduct interviews, administer survey instruments, and conduct focus groups to gather information about the strengths, resources and needs of the community partners, focusing on those providing social services, mental health care, substance use treatment, housing, and transportation.

To initiate the Community Partner Assessment, we will work closely with the Village of Mount Prospect to identify partners with whom they have existing partnerships. Through effective communication and engaging focus groups, we will seek their insights, perspectives and expertise to tap into their valuable knowledge and align our efforts to address priority health issues. Additionally, we will approach other potential partners relevant to addressing critical health issues in Mount Prospect. We will foster effective communication, collaboration and mutual understanding.

To further enhance collaboration, a minimum of 1 partner visioning sessions will be planned in conjunction with the Village of Mount Prospect. Invitations will be extended to partners, emphasizing the objectives and expectations for their participation. These sessions will facilitate collaborative discussions among partners, fostering an environment of open dialogue and mutual understanding. The aim is to identify potential resources, expertise, and strategies that can be employed to address the priority health issues effectively.

We will identify the available resources they can contribute to addressing the priority health issues by engaging partners in discussions. Opportunities for resource-sharing and collaboration will be explored, maximizing the impact of available resources. Facilitating connections between partners and community stakeholders will be prioritized to ensure efficient resource allocation and implementation.

Using all the information and resources collected during the Needs Assessment Process, we will identify actionable recommendations for expansion opportunities at the Community Connections Center. This will allow the Center to continue expanding its footprint and meet the greater and growing needs of the Village of Mount Prospect community.

Initium Health Detailed Strategies

Detailed Approach to Community Engagement

At Initium Health, we prioritize DEI (Diversity, Equity, and Inclusion) in our work. With an intentionally diverse team we understand and address the needs of various communities. Our success in community engagement is driven by the trust we build with each stakeholder by valuing their input, facilitating active participation, and encouraging belief in a shared vision. We've worked extensively with translators, producing materials in multiple languages and aim to overcome language barriers and reach diverse audiences, including community members who have a primary language other than English. We also consider the location and meeting preferences of participants, recognizing that certain populations feel more comfortable in hyper-local, less corporate meeting spaces.

Initium has convened over 75 events in a variety of states and settings all with the goal of convening stakeholders, garnering insight, and ensuring community feedback is solicited and included in recommendations. We leverage our marketing, branding, and social media expertise to ensure optimal attendance and resonance with the communities we serve.

We have developed a tried and true community engagement strategy. Our approach to effective community engagement originates from a dynamic, collaborative, and equitable strategy that satisfies the community's needs and values. In collaboration with the Village of Mount Prospect, Initium Health's engagement approach will be tailored to the community and will outline a set of specific outreach and public participation strategies. Our team will work to understand the geographical landscape of the Village and the surrounding communities to factor in any geographical limitations or barriers to ensure that we gather comprehensive feedback and insights from all necessary stakeholders, regardless of physical location. The community engagement process will follow the roadmap below and is woven throughout phases of the Needs Assessment:



1.) Define the Engagement Aims

Our journey begins with a clear vision. Together with the Village, we outline the mission, objectives, and expected impact of our engagement efforts. Drawing from past experiences and rigorous data analysis, we shape our strategy to reflect the pressing concerns and aspirations of Village of Mount Prospect residents. Key considerations include:

- Insights vital to community well-being, with a focus on historically underrepresented groups
- Assessment of existing social determinants of health and available resources
- Outcomes and lessons learned from past community engagement efforts in Sterling Heights
- Establishment of measurable key performance indicators (KPIs) for success

2.) Identify Stakeholders and Develop Engagement Strategy

Engagement begins with understanding. Leveraging insights from the village, we identify and empower stakeholders who will be most affected by our initiatives. Our approach prioritizes inclusivity and accessibility, with tailored strategies to engage every corner of the community.

Key elements include:

- Maximize involvement of underrepresented groups and vulnerable populations
- Employ diverse engagement methods, from traditional to innovative, to bridge gaps in participation
- Collaborating with community influencers to amplify voices and preferences

3.) Engage

Execution is where plans meet reality. This phase includes the execution of the community engagement process, including outreach, scheduling and convening. Primary data will be collected in two ways:

- Group meetings and community listening sessions in conjunction with the Village of Mount Prospect.
- Individual key informant interviews

The goal here is equitable participation and representation across all sectors of the community. Our focus extends beyond outreach to dismantling barriers and fostering genuine dialogue. Highlights included in this step are:

- Strategic distribution of key informant interviews to reflect regional diversity and challenges
- Leveraging behavioral and social determinants of health data to target areas of greatest need
- Prioritizing accessibility through inclusive meeting times, locations, and language options

Risks specific to this phase include not engaging a large enough sample size of affected community members such as people experiencing homelessness, people with disabilities, people of color, non-english speakers, working families, seniors, etc. Targeting socioeconomically disadvantaged populations can be challenging due to transportation, language, technological, institutional, and physical barriers. To counteract this, we will develop sensitive and varying methods to engage these communities, in collaboration with the village and its stakeholders.

Translation Services

Intium Health has a solid foundation in translation services, often collaborating with a professional firm to ensure linguistic accuracy and cultural relevance. In alignment with the project's bilingual deliverables requirement, we will enlist the expertise of professional translators proficient in multiple languages. These translators will play a pivotal role in

accurately translating interview transcripts, and meeting notes to preserve the integrity and authenticity of participants' narratives across languages. Additionally, our commitment to diversity, equity, and inclusion (DEI) extends throughout the data collection and translation process as we ensure that all voices are heard and represented authentically. Our team will work diligently to ensure that translations not only capture the linguistic nuances but also uphold cultural sensitivity and equity principles.

4.) Review

Reflection fuels progress. Throughout the engagement process, we remain committed to continuous improvement, guided by real-time feedback and data-driven insights. As we engage with stakeholders and the community, we are constantly refining which topics still need information, which questions are non-responsive, and areas where we still need information.

Evaluating the overall approach will include:

- Review of qualitative and quantitative data, identification of any gaps in data
- Number of individuals/groups reached and representation of historically marginalized groups
- Evidence of collaboration and commitment to support of future solutions among stakeholders and community members
- Review prior community needs assessments to glean insights and assess progress toward community goals.

5) Analyze

In the pursuit of meaningful change, analysis is key. Our comprehensive review culminates in a synthesis of community insights and priorities, presented in accessible formats for maximum impact. We will compile results of the community engagement process and describe for key audiences. Highlights include:

- Identification of priority issues and disparities voiced by community members
- Insights into systemic inequities and proposed indicators for monitoring progress
- Visualization of findings through dynamic presentations and infographics

We will summarize community input on the impacts of social services, healthcare, housing, and transportation needs, and examine through three lenses:

1. Thematic Analysis: Carefully coding and analyzing the feedback and perspectives received from stakeholders during the engagement process will provide valuable qualitative insights. We can identify common themes, concerns, and areas of improvement, which in turn will inform the recommendations and considerations for the Community Connections Center.
2. Demographic Analysis: Analyzing the demographic information collected during the community engagement process, such as age, gender, socioeconomic status, and cultural background, will help us understand how needs related to social services,

healthcare, housing, and transportation vary among different population segments. This analysis will enable us to think about targeted interventions and programs that could be responsive to the specific requirements of each demographic group.

3. Stakeholder Analysis: Identifying and analyzing the various stakeholders involved in the community engagement process can provide valuable insights into their perspectives, priorities, and expectations. This analysis will help us understand the diverse interests and concerns of key stakeholders, including community organizations, healthcare providers, advocacy groups, and local government, and enable us to align our strategies and foster collaborative partnerships.

Furthermore, our needs assessment will evaluate current services against best practices from reputable sources such as:

- SAMHSA's Strategic Prevention Framework
- The National Academy for State Health Policy
- The Association of State and Territorial Health Officials
- The Centers for Disease Control and Prevention

Connecting Social Determinants of Health (SDoH) In Community Assessments

There is increasing and strong evidence that a person's physical and mental wellbeing are predominantly impacted through social determinants of health (SDoH), which are conditions in the environments where people live, learn, work, and play that affect a wide range of health and quality-of-life conditions and outcomes. SDoH are often mapped using a social ecological model, which conceptualizes health broadly and focuses on the complex interplay between factors that might affect health, as well as the success or failure of attempts to address these problems. Additionally, it can bring to light some of the root causes of health disparities.

Figure 1: The Social Ecological Model



Due to the interactions and influence between these health determinants (individual, intrapersonal, community, and societal), it is necessary to address all levels of the model at the same time and the barriers that prevent individuals from accessing health care and other community resources. Initium will use this social-ecological approach as a framework for the Village of Mount Prospect's Needs Assessment, as part of the Mobilizing for Action through Planning and Partnerships (MAPP) 2.0 process recommended by the National Association of County and City Health Officials (NACCHO).

Deliverables and Timeline

Deliverables

The following deliverables will be provided to the Village of Mount Prospect as a result of this engagement:

- All Project Execution and Management of the Project led by Initium Health, with a meeting cadence for ongoing check in across teams
- All data collection instruments, including village-wide survey, focus group discussion guides, questionnaires, and surveys used for this project and developed by Initium Health, in all languages produced
 - Initium Health will develop, conduct, and distribute this survey, and report upon its results.
 - Quantitative raw data will also be provided in a format that can be used for further analysis.
- A minimum of 4 Focus groups conducted in several languages (English, Spanish, Polish, Korean) with residents, community leaders, stakeholders, and school personnel
- A minimum of 12 key informant and stakeholder interviews, utilizing interpreters, as needed
- A Community Needs Assessment Report including, but not limited to, the following:
 - A summarized narrative of the qualitative data
 - Data from community needs assessment related to social services, health care, housing, and transportation
 - Identification of program needs and barriers to accessing social services, mental health care, substance abuse treatment, health care, housing, and transportation
 - Identification of partnerships that could collaborate to meet community needs
 - Recommendations for future services and programs to meet current and projected community needs, including possible expansion of services at the Community Connections Center

Timeline

We are fully equipped to conduct a Community Needs Assessment with the Village of Mount Prospect in the proposed time frame. This project would begin in July 2024 through November 2024, with the complete comprehensive Needs Assessment document delivered to the Village of Mount Prospect by December 15, if not sooner.

We want to emphasize our flexibility and willingness to adjust as necessary to meet the specific needs and requirements of the Village if awarded the project. Our internal project management office ensures the allocation of resources and scheduling of projects are optimized to meet client needs. Our boutique consulting firm provides a high-touch, leadership-engaged experience with regular access to our most senior consultants. The team assigned to this engagement has the capacity to complete the proposed work. Upon contract

execution, we provide a project manager who is dedicated to the engagement and provides a single point of contact.

This visual representation (Gantt Chart) outlines the chronological sequence of major project milestones and tasks to complete a Community Needs Assessment for the Village of Mount Prospect

Village of Mount Prospect Community Needs Assessment	2024					
	July	Aug	Sept	Oct	Nov	Dec
Project Initiation						
Contract execution						
Kick off meeting						
Phase 1: Data Collection						
Identification, review, and analysis of local health trends compared to state and national benchmarks. Collection of public domain secondary data as available.						
Identify Stakeholders						
Report out on landscape analysis results and recommendations						
Phase 2: Community Needs Assessment						
Stakeholder Interviews & Focus Groups						
Develop and Launch village-wide survey						
Translation services						
Data compilation and analysis						
Phase 3: Report Development						
Presentation on Results Delivered to Stakeholders						
Develop Recommendations						
Report development, publishing, and dissemination						
Delivery of Final Materials						
Final Community Needs Assessment and Recommendations						
Deliver all materials including completed papers, survey instruments, raw qualitative data and narratives from stakeholder and community engagement						

Prior Examples of Similar Work

I. Hays County, Texas, Community Health Assessment & Improvement Plan

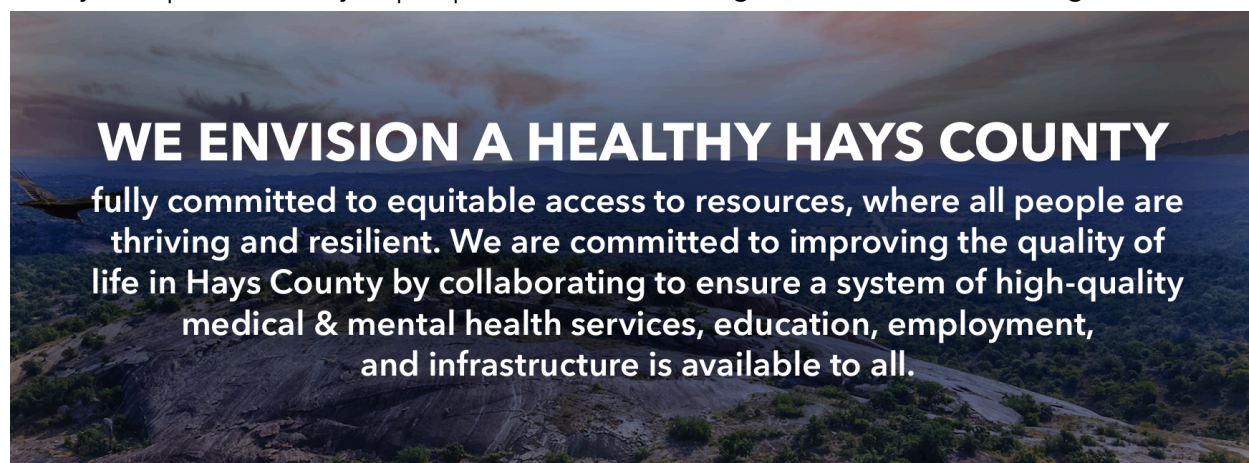
Initium Health engaged with the Hays County Local Health Department to conduct a community health assessment (CHA) and community health improvement plan (CHIP). Our efforts positioned the local health department to obtain accreditation by the Public Health Accreditation Board (PHAB), and to position itself for state funding for health improvement initiatives. The engagement came at a crucial time for the local health department, which serves a population of around 270,000 residents, which had recently grown in its capacity and had become positioned to lead the county to better health as the backbone of a collective impact approach.

Our team deployed the Mobilizing for Action through Planning and Partnerships (MAPP) 2.0 model provided by the National Association of City and County Health Officials (NACCHO) as a structured process for the health assessment.

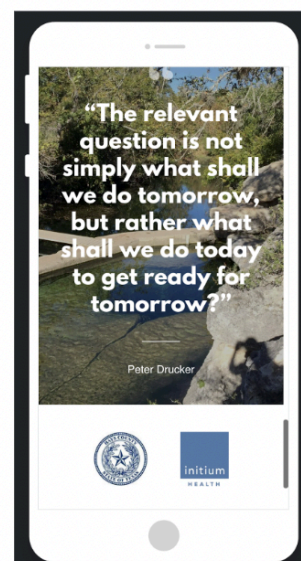
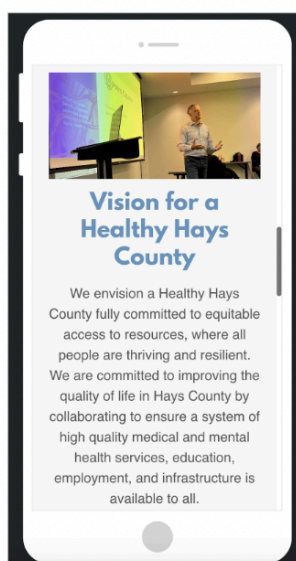
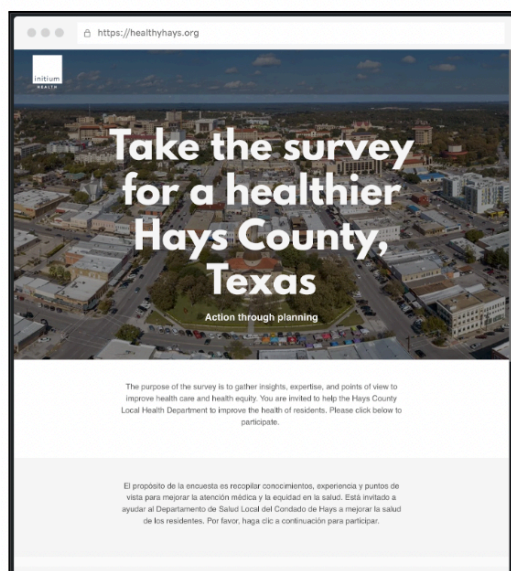


The session covered areas such as strengths and assets in Hays County, priority areas for improvement, and a vision for a healthier Hays County. We held such a successful community visioning session that the county judge requested that the event be replicated across the

county to capture a variety of perspectives. The visioning session statement emerged as:



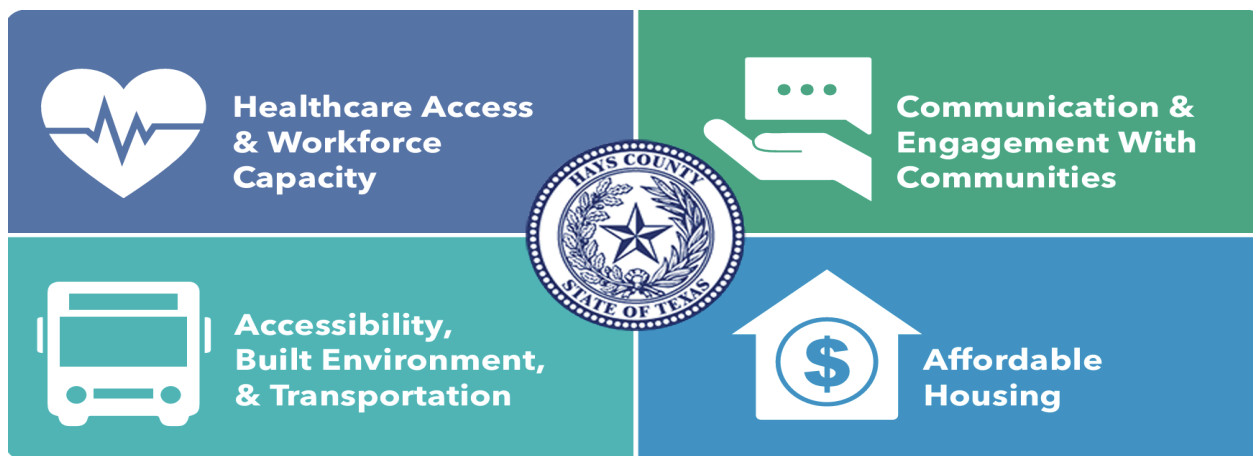
In our work with Hays County, we convened a broad array of stakeholders to form a steering committee to guide the process, including nonprofit organizations, school districts, Texas State University, faith-based organizations, healthcare providers, local government, and nonprofit organizations. They met twice monthly for four months for 60 to 90 minute sessions via Zoom, with the Hays County Local Health Department Team, and facilitated and organized by Initium Health. Additionally, key informant interviews conducted by Initium Health virtually included county commissioners, county epidemiologists, and the manager for the indigent care program. Following this, a survey in English and Spanish was developed and conducted distributed via a microsite created for this CHA, healthyhays.org. We collected over 595 responses, with responses to questions ranging from the ability to receive medical care or mental health services when needed, access to spaces for physical activity, accessibility for those living with disabilities, availability of public transportation and affordable housing, cost of living, health equity, where the community should focus its attention to make life better in Hays County, and if they knew of any assets that could contribute to constructing a healthier Hays County.



The website serves as a central platform featuring interactive surveys and relevant information to actively engage and inform the Hays community throughout the CHA process. Our goal to ensure that the community remains actively involved in shaping and understanding the progress of the CHA and CHIP initiatives was successful.

The community partner survey was conducted with over 45 organizations invited to participate with questions including who would further contribute to the improvements of the community, and what organizations are not known about. Findings such as leaders speaking the language of target populations, and collaboration and community engagement emerged as key topics. Our primary and secondary data collection included data from County Health Rankings, the National Center for Health Statistics-Mortality Files, USDA Food Environment Atlas, the Behavioral Risk Factor Surveillance System, and Census Population Estimates. We utilized the CSA Indicator matrix to determine the indicators in the report.

From the MAPP 2.0 assessments, four emerging themes were highlighted below:

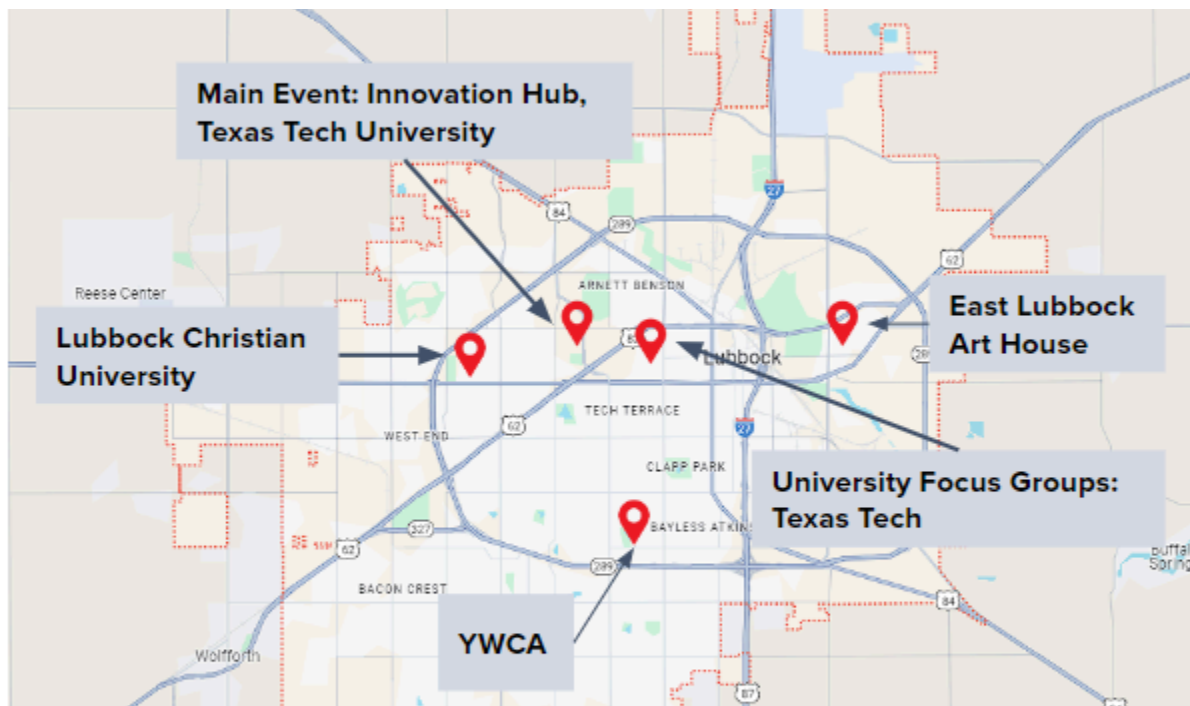


After the last phase of the CHA process, our team developed the CHIP process with the input of the Hays County Local Health Department and the steering committee. This was so successful that the Healthy Hays Coalition was formed from the steering committee to address the CHIP. The website and accompanying content can be found here: <https://healthyhays.org/> The final published report can be [found here](#).

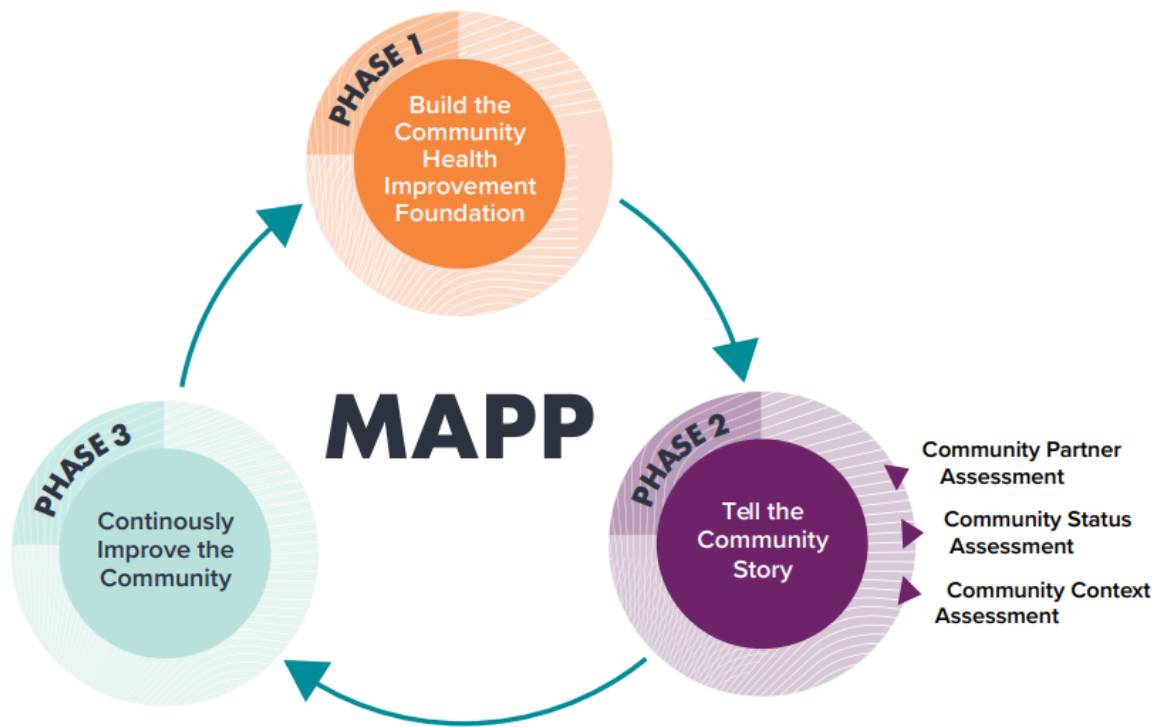
II. Lubbock County, Texas: Community Health Assessment & Improvement Plan

Initium Health is actively collaborating with the City of Lubbock to execute a comprehensive CHA and CHIP for over 318,000 residents. Our partnership involves close coordination with the City of Lubbock Local Health Department and the dedicated Community Health Assessment

Team. This project is an 8-month process, ending this month in April, where we conducted a Community Health Assessment (CHA) following the MAPP 2.0 process established by the National Association of County and City Health Officials (NACCHO). This work also engaged community stakeholders composed of representatives from nonprofits, healthcare organizations, community members, schools, city governments, faith communities, and others within Lubbock County who were a part of the steering committee. We began with a meticulous landscape analysis involving identifying, reviewing, and analyzing key stakeholders, including managed-care providers, healthcare tech entrepreneurs, and philanthropic organizations. We presented the landscape analysis to the Lubbock County Public Health Board at City and County Building.



We then embarked on the MAPP 2.0 process comprising the Community Partner Assessment, the Community Status Assessment, and the Community Context Assessment. This strategic approach empowers us to enhance the overall health of the community.



We are utilizing our data collection methods and marketing strategies which have proven highly effective, leveraging our adept design team to enhance readability, design, and various methods to hear a large sample of diverse voices, thereby ensuring that the CHA and CHIP materials stand out. This included stakeholder interviews, focus groups, steering committee meetings, the community visioning session, community survey, community partner survey, and primary and secondary data analysis.

The Initium team led an all-staff workshop to hear the voices of the staff who work closest with public health topics. The themes from this workshop helped to inform key informant interviews, surveys, and focus group questions. Themes such as mental health, teen pregnancy and STIs, access to care, and navigation were found. Another data method utilized were key informant interviews, where Initium Health conducted over 21 key informant interviews that included representation from the medical profession, law enforcement, school districts, politicians, non-profit leaders, religious leaders, the media, and community members such as a blue collar worker, and a person caring for an elderly frail adult. Interviews included people who identified as Black, white, or Hispanic, and covered a wide range of income-levels and neighborhoods in and around Lubbock. This allowed for other themes to emerge including chronic conditions, social determinants of health, health environment and built environment.

Additionally, Initium Health brings unique value due to our capabilities in data visualization, branding and marketing, and social media content development; with extensive and detailed public health research. We are actively engaged with many demographics of Lubbock County. For example, one area of research for the CHA is on STIs in Lubbock County. We have effectively identified our target population (pregnant women, healthcare providers, individuals with multiple sex partners, and the LGBTQ+ community), and have created message guidance for each target group. We have recommended advertising through dating apps, social media, one-on-one interactions, action kits, pregnancy apps, Google, Youtube, Planned Parenthood, WIC, and social services. Presently, we are immersed in the CHIP phase of the MAPP 2.0 process, where we are formulating goals, strategies, and an action cycle to guide our initiatives. This ongoing engagement has been marked by success, characterized by timely deliverables, outstanding collaboration, and a steadfast commitment to understanding and improving the health of the community.

III. Eastern New Mexico: Regional Behavioral Health Facility Feasibility Study

Initium Health completed a comprehensive gap analysis and feasibility study for a regional behavioral health facility for three municipalities representing an estimated 83,000 residents. Based on our guidance, the cities of Clovis and Portales; Village of Fort Sumner; Curry County, DeBaca County, Quay County, Roosevelt County, and Union County committed their opioid settlement dollar funds to the development of a regional behavioral health facility to close the gaps in care for their communities. Components of the engagement included:

- Assess the community's current behavioral health care service delivery model's ability to meet current and future needs, including crisis, inpatient, outpatient, and residential care
- Compare current service levels against state/national service benchmarks
- Provide examples of working models of regional behavioral health facilities in communities, including ownership models
- Gather data from existing publications; statewide research; and local hospitals, EMS, law enforcement, and healthcare providers
- Collate and present findings at city, county, and public meetings including to elected officials

By actively engaging the region's diverse and multilingual population via virtual and in-person interviews, community listening sessions, and emails, we garnered knowledge from a broad cross-section of community members, including medical and behavioral health providers, law enforcement, first responders, justice system representatives, detention centers, military, educational institutions, faith-based organizations, and individuals with lived experience.



Our qualitative and quantitative analyses actively contributed to the development of recommendations which highlighted community priorities, strengths, and areas of concern. We modeled the financial and operational aspects of the facility and provided criteria for selecting a site for the facility. We continue to provide technical assistance to these counties and municipalities, who recently received a \$10M state appropriation toward the facility, with other funding appropriations under development.

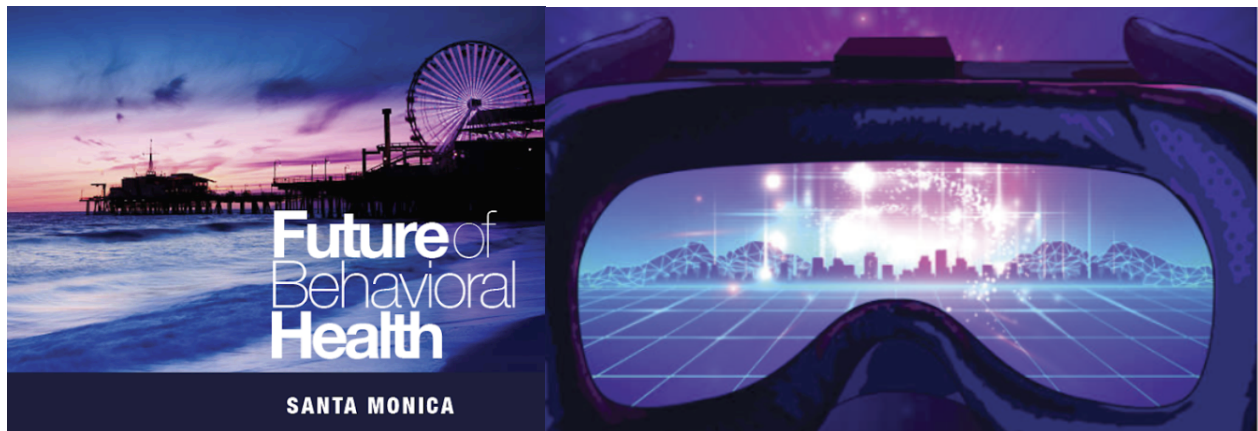
IV. Los Angeles County, City of Santa Monica, California: Behavioral Health Community Engagement Campaign and Strategy Development

Initium Health recently completed an engagement with the City of Santa Monica to develop a comprehensive behavioral health strategy that addresses the city's pressing needs for mental health and substance use crisis care. Santa Monica is facing a complicated crisis with rising numbers of unhoused community members suffering from mental health and substance use challenges compounded by a recent rise in fentanyl-related deaths in this city of 90,000 residents.

We deployed a broad community engagement campaign to gather the perspectives, experiences, and input of individuals across various city sectors. The results of our community engagement campaign informed our needs assessment and service gap analysis for behavioral health in Santa Monica, with recommendations drawing on regional and national precedents to inform city-specific models. Our final report will detail both qualitative and quantitative results and community input, and include an assessment of the feasibility of a 24/7 behavioral health center, along with financial and operational projections for recommended solutions.

To ensure we collect necessary feedback on priority needs, we conducted one-on-one interviews with key stakeholders in the City including local businesses, organizations

serving seniors and individuals living with disabilities, healthcare providers, individual community members with lived experience of behavioral health and/or homelessness, homelessness community organizations, and more.



We hosted 3 events in 3 venues where key stakeholders including city council members, business owners, community-based organizations, homeless coalitions, neighborhood associations, and first responders were in attendance. We also engaged youth in separate focus groups. In addition, we are soliciting community conversation via online feedback and online comment sections. By identifying community influencers at a hyper-local level, we have designed our methods according to the priorities and needs of the community and how residents may prefer to engage.

We co-create campaigns with our clients by involving all stakeholders in the process. We are flexible and can work within creative brand guidelines of government entities. For example, in Santa Monica, we developed our campaign within the City brand guidelines. We collaborate with our clients and partners to accomplish the best approach to meet the needs of the project. We invited community leaders and representatives from stakeholder groups to review and comment on current progress and future plans continuously at key meetings throughout the project.

Client References

	Reference #1	Reference #2	Reference #3	Reference #4
Organization	City of Clovis	OneFifteen	Hays County Local Health Department	Health Care District of Palm Beach County
Contact Name	Claire Burroughes	Marti Taylor	Matthew Gonzales	Jon Van Arnam
Contact Title	Assistant City Manager	President and CEO	Program Manager	Deputy County Administrator
Contact Phone	575-763-9653	781-430-8755	512- 214-5918	561-804-5607
Mailing Address	1033 Fifth Street, Clovis, NM 93612	257 Hopeland Street Dayton, OH 45417	2002 B Medical Parkway, San Marcos, TX 78666	1515 N. Flagler Drive Suite 101 West Palm Beach, FL 33401
Email	cburroughes@cityofclovis.org	martit@verily.com	matthew.gonzales@co.hays.tx.us	JVanArna@hcdpbc.org
Project Title	Regional Mental Health Gap Analysis & Feasibility Study	OneFifteen Recovery Housing Campus	Hays County Community Needs Assessment	Mental Health Gap Analysis & Feasibility Study
Project Description	Conduct a mental health service gap analysis for Eastern New Mexico and a feasibility study for a regional behavioral health facility.	Conduct needs analysis, community engagement, and precedent analysis to design an opioid use disorder recovery campus.	Community health needs assessment utilizing the MAPP 2.0 process, holding a visioning session, and biweekly focus group sessions. The outcome of our collaborative efforts resulted in the establishment of the ongoing Healthy Hays Coalition.	Conduct a mental health service gap analysis for Palm Beach Florida and a feasibility study for behavioral health facilities.

No Conflicts of Interest Statement

Initium Health hereby confirms that there are no existing or potential conflicts of interest that might affect our ability to perform the full scope of work for the Village of Mount prospect.

Exceptions to RFP: None

Initium Health has thoroughly reviewed the Request for Proposal and we do not have any exceptions to the requirements and conditions outlined therein. Our proposal complies fully with all stated terms and conditions.

Team Expertise and Qualifications

Initium Health employs a staff of over 20 individuals, all of whom are adept and actively engaged on various projects. Our team has expertise in community engagement, writing + research, needs assessments, data analysis, public health, and health communications. We have handpicked several whose expertise aligns with the vision and goals of the Village of Mount Prospect Community Needs Assessment. If additional workforce is necessary, we have the capacity to internally fill gaps should any of the listed personnel become unavailable at any time for any reason during the duration of the engagement. Please see team biographies below, with qualifications and expertise.

Executive Lead & Principal, James Corbett, MDiv, JD

As a former healthcare leader and executive, James's 20+ years of experience and background in behavioral health will be crucial to support this engagement. James has experience in leading mental health and substance use disorder (SUD) efforts in multiple states for health systems including Colorado, Kansas, Maine, and Massachusetts. Balancing community needs with hospital resources, capacities, and strategies will be an integral part of the work needed for Region A, and James's expertise in this area is strong, proven, and replicable. He has also facilitated stakeholder engagement meetings with a variety of stakeholders in numerous states including Maine, New Hampshire, and Massachusetts. James will work closely and collaboratively with the project team on all aspects of the project. James received a Bachelor of Arts from Syracuse University, a Juris Doctor from Saint John's University, a Master of Divinity from Duke University, and a Master of Applied Research from Denver University, and he was a Bioethics Fellow at Harvard Medical School. James founded Initium Health in 2018.

Partner & Public Health Consultant, Kate Bailey, MPH

Kate Bailey, MPH is an experienced consultant with 10+ years' experience leading clinical-community partnerships. She has designed and conducted comprehensive community health assessments, developed community health improvement plans, and led meaningful engagement of community partners. She secured \$4.5M Accountable Health Communities funding from the Centers for Medicaid and Medicare Innovation to support clinical-community partnerships for health-related social needs. Recently, she led a 25-member consortium of clinical providers, schools, county detention centers, universities and others to secure a \$2M grant from the Health Resources and Services Administration to address behavioral health needs across a four-county region. Kate works with health systems and local governments across the country to develop strategies to address pressing public health issues. Kate holds a Bachelor of Science degree from Gordon College and a Master of Public Health from Boston University, along with a Black Belt in Lean Six Sigma from Villanova University. Kate recently led and completed the CHA and CHIP MAPP 2.0 Process for Hays County, Texas with the rest of the team. She also is currently leading the CHA and CHIP process for Lubbock County, Texas. Kate will lead the public health team in all aspects of the MAPP process, ensuring

alignment with PHAB accreditation standards, and qualitative and quantitative research components, and community engagement.

Executive Creative Director, Elise Plakke

Elise is an award-winning designer and marketing/branding executive. She has a passion for connecting consumers emotionally to brands through elevated product experience. Elise has directed multiple lifestyle photoshoots across the country and internationally for L.L.Bean, JJill, and other retailers. Elise has developed integrated campaigns for national lifestyle brands that encourage healthy living: Trek Bikes, CampTrails, Eureka, and Jansport, with a philosophy to shape all touchpoints (social media, advertising, billboards, catalogs, etc.). In addition, Elise researches best practices for design for behavioral health built environments that encourage healing. She has accumulated international precedent studies for building environments that improve patient outcomes and reduce patient aggression through the power of design. Elise will oversee the creative content for this engagement, with years of experience designing reports such as the CHA and CHIP. Elise is a co-founder of Initium Health since its inception in 2018.

Project Manager, Ivonne Hernandez

Ivonne Hernandez is a project manager with over 10 years of experience in advertising and marketing. She has a passion for making extraordinary things happen for her clients and their customers, and enjoys building strong lasting relationships with them. She has served as the brand steward for well-known consumer packaged good companies at Perdue Farms. Ivonne led and managed the food truck and retailer activation programs for Petaluma Poultry in Sonoma County, California, as well as developed and implemented strategic brand objectives and tactical plans for Coleman Natural Foods. Ivonne has managed and executed projects related to marketing campaigns as well as events for the opening of new hospitals for Penn State Health. She received her Bachelor of Communication with an option in Public Relations and a minor in Sociology from Millersville University. As project manager, Ivonne will determine and define project scope and objectives, predict resources needed to reach objectives, manage resources in an effective and efficient manner, and develop and manage a detailed project schedule and work plan. She will provide project updates on a consistent basis and to various stakeholders about strategy, adjustments, and progress.

Senior Public Health Consultant, Erin Archer, RN, PHN, CIC

Erin Archer is a Registered Nurse with 20 years of experience in community health. She is also a researcher and health writer with over 15 years of publication experience. She loves to find, read, and compile the most reputable evidence-based content and then to present it as simply as possible. As a health writer, she has published everything from original research to research-based news stories with interviews. As a nurse, she has worked in family medicine FQHCs, in behavioral health/addiction, and in public health, infection prevention, and outbreak response. She is particularly passionate about health equity, harm reduction, and trauma-informed care. Her nursing practice has drawn her to work with marginalized groups, such as people who struggle with mental illness or addiction, lack of housing, refugee status,

and LGBTQ populations. She has a BA in English from the University of Missouri and a BS in Nursing from the University of Kansas. Other certifications include Certification in Infection Control (CIC), Board Certified Nurse Coach (NC-BC), and California Public Health Nurse (PHN).

Public Health Consultant, Katherine Zellner, MPH, PhD(c)

Katherine Zellner, MPH, is a public health researcher bringing a wealth of experience in needs assessment and designing, implementing, and evaluating new initiatives in healthcare technology and public health. Katherine has conducted human-centered research with clinicians to identify design needs and implement new technology to improve quality of care in a level one trauma center. She has also conducted health needs assessments with community leaders and members to identify focus areas for improvement in community health initiatives. Katherine also brings project management experience including monitoring and reporting key performance indicators. She has published her research in impactful venues such as the Proceedings in ACM SIGCHI Conference on Computer-Supported Cooperative Work & Social Computing and Proceedings in the American Medical Informatics Association Annual Symposium. She has experience in applying for, receiving, and managing grant funding for research ranging from clinical trials to secondary data analysis, and she employs health behavior theory to inform best practices in her work. Katherine had an extensive role with the team in developing the final report for the CHA and CHIP for Hays County, Texas including working with stakeholders and focus groups that ultimately created the Healthy Hays Coalition.

Public Health Analyst, Yasmeen Attia, MPH

Yasmeen Attia is a Public Health Analyst with a passion for improving the well-being of the community. This passion was formed during her undergraduate career when she obtained a Bachelor of Science in Neuroscience from William and Mary. During her undergraduate career, she started initiatives to increase the awareness and understanding of students' rights within the community. She also worked as a research assistant analyzing articles, dashboards, and data on emotion regulation and depression. This interest in health behavior transformed into her focus on achieving health equity. She obtained her Master of Public Health at Virginia Commonwealth University with a concentration in Cancer Health Equity Science. In the past year, Yasmeen has spent a significant amount of time researching and analyzing health disparities in underserved communities, such as an analysis on cancer and stress outcomes in Black and Brown communities. Yasmeen has been a consultant with Initium for over a year, including her pivotal role in the MAPP 2.0 process for Hays County, Texas to develop the CHA and CHIP report. For this project, Yasmeen will provide support to all aspects of research, analysis, and report development. Fluent in Arabic, Yasmeen is a bilingual public health educator with a passion to dismantle barriers in historically marginalized communities.

Attached, you will find the complete resume for each team member participating in this engagement.

James Corbett, J.D., M.Div.

207.272.9063 • james@initiumhealth.org

EXPERIENCE

Initium Health, Denver, Colorado

Principal, May 2018 — Present

- Provides strategic consulting and education to health systems, city, county and state municipalities in the areas of health, mental health, substance use disorder, Medicaid, pharmacy and real world evidence trials, promote health services, media campaign
- Established Real-world Evidence trials and advocated for policy change on Substance Use Disorder Mental Health, Behavioral Health, and Population Health.
- Consulted with large health systems in pharmacy and behavioral health strategy and operations.
- Created competitive audits and go-to-market strategies for a myriad of companies seeking to grow their healthcare vertical.
- Conducted research studies on behalf of health systems, pharmaceutical companies, agriculture and Food is Medicine; and real estate developers on behavioral health including pragmatic trials and behavioral health facility design.

Centura Health Corporation, Englewood, Colorado

SVP, Chief Mission Officer/ SVP, Chief Advocacy Officer , 2014–Present

- Providing strategic and operational leadership for, behavioral health, Medicaid, research operations, global health, advocacy, and insurance enrollment.
- Developed a comprehensive Medicaid strategy aligned with the state's Medicaid model and advanced population health management.
- Developed a comprehensive system behavioral health strategy which increased occupancy rates and revenue and established integrated behavioral and primary care health clinics.
- Implemented a Medicaid application processing site which processed applications for 18 hospitals and cut the processing time from 45+ days to 3 days.
- Consolidated 5 institutional review boards into 1 system institutional review board which increased capacity and provided oversight to 300+ clinical trials.
- Established a culture of innovation in research operations and partnered with innovators and start-ups to design scientifically rigorous pilots and test products within health systems.
- Acquired and leveraged a \$2 million grant from the Robert Wood Johnson Foundation (RWJF) to implement social screens in addition to medical screens in primary care settings.
- Established a community health worker program to reduce uninsured rates and advance population health management.
- Established helping babies breathe programs which reduced infant mortality in home births in Rwanda, Haiti, Peru, and Nepal and established a medical exchange program in Cuba.

Steward Healthcare System, LLC., Boston, Massachusetts

VP, Chief Mission Officer/ VP, Community Health & Ethics, 2010–2014

- Managed 40 FTE's in 10 different hospitals across Massachusetts.
- Responsible for \$80M in behavioral health service and over 388 acute based psych beds.
- Established a comprehensive behavioral health strategy for the system which increased occupancy rates by 25% and increased revenue.
- Created tele-psych and behavioral health navigator programs, which improved ER wait times and integrated behavioral and physical health.
- Developed on-call crisis evaluation system for psychiatry patients in hospital emergency rooms and a 24/7 centralized triage function which transferred 8,000 patients annually.

- Worked with regulatory authorities including the Attorney General and state health authorities on transfer and governance of nonprofit to for-profit status of the health system.
- Established a community health worker program and enrolled 2500 patients annually in health insurance and reduced unnecessary charity care.
- Participated on the internal M&A team by providing analytics and data support in the growth from 6 hospitals to 11.

Mercy Health System of Maine, Portland, Maine

Vice President of Mission Effectiveness, 2007–2010

- Managed \$10M in community health programs including Gary's House, which housed family members of hospital patients, and McAuley Residence, which housed vulnerable women suffering from substance abuse and their children.
- Developed innovative hospital-housing partnerships and expanded behavioral health footprint.
- Received \$1M in Federal Appropriations (earmark funding) to develop an innovative virtual behavioral health network.

Saint Andre Health Care Facility, Biddeford, Maine

Director of Mission, 2006–2007

- Improved resident satisfaction through community partnerships and programming.
- Chaired Ethics Advisory and Diversity Councils.
- Led the creation of a new mission statement approved by the Board of Directors.

EDUCATION

Harvard School of Medicine,

- Bioethics Fellow

Duke University, Durham, North Carolina

- Duke Graduate Student & Research Assistant to Dr. Emmanuel Katongole, 2001–2005
- Completed Master of Divinity with a focus on ethics and global health.
- Proofed and edited Emmanuel Katongole, *A Future for Africa: Critical Essays Christian Social Imagination*, Scranton (PA): University of Scranton Press, 2005.

Saint John's Law School

- Juris Doctor

Syracuse University

- Bachelor of Arts, International Relations

EXTERNAL LEADERSHIP

- Keynote, John Hopkins School of Medicine, 2019
- Keynote, Ohio State Mgmt Institute, 2018
- Keynote, World Congress: Integrating BH & Primary Care Models, 2018
- NIH Nursing Research Council, 2014-2018
- Fellow, Nashville HealthCare Council, 2018
- Thought Leader, Denver Business Journal, 2017
- Keynote, Iowa Primary Care Assoc., 2017
- Keynote, Harvard Medical School, 2016
- Fellow, Harvard Medical School, 2011-2014

Kathryn L. Bailey, MPH

700 South Main St. Haverhill, MA 01835 ▪ 508.280.0772 ▪ kate@initiumhealth.org

SUMMARY OF QUALIFICATIONS

Experienced leader offering expertise to health systems, government, hospitals and clinics on behavioral health strategy, systems integration, and performance metrics. Talented grants consultant with track record of leading successful collaborations and securing funds from federal, state and private sources.

RELEVANT EXPERIENCE

Partner, VP Enterprise Project Management, Initium Health, Denver, CO 2022 – present

- Provided executive direction for consulting engagements and advised clients on strategy development for behavioral health.
- Developed and led enterprise project management office to enable company growth and success across all business lines.
- Secured new business through request for proposals, grants, and other avenues.

Senior Consultant, Initium Health, Denver, CO 2018 – 2022

- Strategic and operational consulting to large health systems in areas including behavioral health, pharmacy, Medicaid market, and addressing social determinants of health through partnerships and technology. Advised c-suite leaders on strategic direction.
- Led process improvement efforts using Lean and Six Sigma to drive quality and efficiency within the organization and with clients.

Principal, GainWriting, LLC, Haverhill, MA 2016-2022

- Achieved over \$8M in grant funding for nonprofit organizations and health systems
- Developed and led cross-sector collaboration involving multiple entities working together on complex initiatives
- Executed entire grant process from prospect research to proposal and report preparation and evaluation

Performance Director, Steward Health Care Network, Boston, MA 2014-2016

- Led two local chapters of physicians in a large integrated health system to achieve performance metrics, quality measures, patient experience targets, and business goals. Reported to local governance boards.
- Promoted from Performance Improvement Advisor in 2014.

Director of Community Health, Steward Health Care System, Boston, MA 2012-2014

- Provided strategic direction and oversight to a community health worker program spanning 10 hospitals; led system-wide community health programming; provided process improvement (Lean/Six Sigma) support to behavioral health and community health projects.
- Promoted from Manager of Community Health in 2012.

Lead Report Writer/Intern, National Institute of Epidemiology, Tamil Nadu, India 2011

- Developed federal evaluation reports on emergency obstetric care in rural areas

Research Technician, Boston University Medical Center, Boston, MA 2006-2011

- Designed and conducted biomedical experiments on disease-related proteins

EDUCATION

Master of Public Health, International Health, 2011

- Boston University School of Public Health, Boston, MA

Bachelors of Science, Biology, 2006

- Magna cum laude
- Gordon College, Wenham, MA

SPECIALIZED TRAINING

- Lean Six Sigma Black Belt, Villanova University, 2013
- Apexus Certified Expert (ACE) in 340B Operations, Apexus, 2020-present

VOLUNTEER EXPERIENCE

Program Manager, LifeGate Program, Life Givers International Ministries, 2013-Present

- Developed and led community health trainings for indigenous leaders in low-resource countries

Secretary, Board of Directors, Somebody Cares New England, 2018-Present

- Nonprofit organization serving low-income residents of Haverhill, MA

PUBLICATIONS AND PRESENTATIONS

- Bailey K, Gusmano M, Mullen W, Wheeler A, Heidbreder C. Factors Impacting MOUD Treatment Decisions in Criminal Justice-Involved Populations. National Correctional Healthcare Conference. November 2021.
- Mullen W, Bailey K, Wheeler A, Heidbreder C. Access to Medications for Opioid Use Disorder Within Integrated Healthcare Systems: Barriers and Potential Solutions. The College of Psychiatric and Neurologic Pharmacists. 24th Annual Meeting. April 2021.
- Bailey, K, Corbett J. Advancing Universal Health Coverage through Hospital-Based Community Health Advocates: a sustainable model. American Public Health Association, 141st Annual Meeting & Exposition. November 2013.
- Laporte K, Collins D, Lee A. Are health systems strengthening interventions being properly measured for the link to health outcomes and impact? First Global Symposium on Health Systems Research. November 2010.

Elise Plakke

207.233.7467 • elise@initiumhealth.org

EXPERIENCE

Initium Health, Executive Creative Director May 2018 — Present

- Concept and execute campaign identity and assets across multi-media platforms (social, traditional, and OOH) for public awareness health promotions.
- Consult on best practices for healing spaces in recovery and behavioral health campus design. Strategic position clients in the healthcare ecosystem for market advantage in technology, pharma, healthcare design and supply chain.

Rue La La, Lead Art Director November 2012 — November 2013

- Directed photo studios in-house Boston and remotely directed Louisville, KY all concept hero photography.
- Managed team of 10 in-house designers to create boutique doors for flash sales across all mobile devices.
- Elevated and created a Home “Living” site for Rue La La with Executive VP GM of Living to concept branding guide for impact and product style guide for home photography.

The Last Word Films, CEO/President May 2010 — November 2012

- J.Jill, Art directed on-model studio shoots at Hudson Studios in NYC and directed on location shoots for J.Jill.
- Worked closely with VP of Creative Development to launch the new sub-brand look for Wearever Collection in still and video as well as the rest of the location catalog photography.
- Directed a denim fit-guide (video) on-line.
- Wrote, directed and produced award-winning short film, 14 Minutes.
- Received Best Short Film:
 - Twin Cities Film Fest 2011
 - Best Overall, Best Short Film in Portland Maine FF 2011
 - Officially selected in Milwaukee Short FF 2011
 - Officially selected Hollywood Film Trailer Fest 2011
 - 1st Place Manhattan Shorts Screenplay Competition 2009

LLBean, Sr. Photo Art Director May 2004 – May 2010

- Direct LLBean’s apparel on-figure location photography for Women’s, Men’s, Kid’s, Outdoor Gear, and Traveler.
- Create a new level of authenticity and spontaneity for the outdoor enthusiast and create an inspirational brand lifestyle for adult and kid customers. Direct LLBean Outdoor Gear & Kids’ photography both on-figure location and in-studio product (accountable to a approx \$1.5 M budget).
- Translate “the feeling of the brand” through the art direction of lifestyle photography that meets established goals of the Creative Director for multi-channels.
- Concept all aspects of photo shoots including: selection of all locations; hire new talent for photographers, stylists, prop stylists, hair & make-up artists, cast all models, including fit sessions for kid models.

- Collaborate with merchants, product designers and graphic designers to convey editorial messages in distinct and memorable ways.
- Edit and gain approval for assigned photography and ensure all projects meet marketing objectives on time and on budget.
- Direct color for imagery to meet technical standards on set with digital technician through final color correction with Quality Control team.
- Design gift cards and relaunch of corporate credit cards.

Hanson Dodge Creative, Sr. Art Director

May 1996 – 2004

- Directed brands across multi-channels.
- Annually art directed a comprehensive season of all imagery for Trek Bicycle's brand.
- Planned shoot coverage for national and international races and sponsored events including Tour de France.
- Art directed photographers on assignment remotely, and on-location for multiple lifestyle photoshoots and product launches.
- Created photo standard guidelines for all in-studio photography.
- Demonstrated expert skills in design process: concept, sketch, design layout, typography, present ideas to clients, collaborate with creative team.

EDUCATION

Harvard, Graduate School of Design

Career Discovery, Summer 2007

- Design the physical narrative of a landscape experience.

B.A. University of Northern Iowa

- Recipient of Full-tuition Art Scholarship

AWARDS

- GOLD & SILVER Award Print Channel for Multi-channel
- Merchant Awards
- LLBean Outdoor Gear Catalog, Winter 2008
- LLBean Kids Catalog, Spring 2008
- LLBean Kids' Catalog, Fall 2007
- LLBean Kids' Catalog, Winter 2006
- LLBean Outdoor Gear Catalog, Summer 2006
- LLBean Outdoor Gear Catalog, Winter 2005
- LLBean Outdoor Gear Catalog, Summer 2005
- Addy Award Recipient for Home Depot's
- Exterior Vision's Brand Launch 2002

Ivonne Hernandez

717.823.1689 ▪ ivonne@initiumhealth.org ▪ Lancaster, PA 17602

SUMMARY

Project Manager with experiential marketing, account and event management expertise. Proven ability to complete and oversee projects from inception through completion with excellent communication and relationship building skills.

EXPERIENCE

INITIUM HEALTH– Denver, CO

Project Manager, October 2022 – Present

- Manage multiple projects concurrently and collaborate with internal and geographically dispersed cross- functional teams, vendors and clients to develop strategies to successfully execute deliverables and monitor checkpoint progress
- Proactively maintain project mitigation activities including at-risk milestones with appropriate team members and senior management
- Create long and short-term detailed project plans and Gantt charts, including setting targets for milestones and adhering to deadlines to reach predetermined goals and metrics
- Delegate tasks on the project to team members best positioned to complete them
- Make effective decisions when presented with multiple options for how to progress with the project
- Adjust schedules and targets on the project as needs or resources for the project change
- Maintain documented history of meeting minutes
- Drive and track day-to-day project work, manage risks and resolve project team issues and facilitate decision making within the team

WILLIAMS FORREST– Lancaster, PA

Project Manager, August 2021 – March 2022

- Served as a creative engagement manager across multiple clients and initiatives
- Worked as a product delivery manager between WF and the client to prioritize project scope into several project deliverables within the project lifecycle
- Delegated project tasks to the team and managed the quality and testing of team development deliverables
- Ensured ongoing delivery management methodologies and practices were implemented appropriately and effectively for the benefit of clients and projects
- Engaged with internal and partner teams through continued process of product design and development to ensure tactics were being executed
- Assisted in the testing of usability and overall product quality of internal and partner product deliverables

PENN STATE HEALTH– Lancaster, PA

Project Manager, September 2020 – August 2021

- Lead the planning and implementation of hospital-based projects by applying professional skills in defining the project scope, building project plans, leading project team and goals and ensuring project completion

- Planned, managed and executed projects related to marketing campaigns as well as events for the new hospitals
- Worked and collaborated with Vice President, hospital executives, leadership and staff at all levels of the organization
- Monitored creative timelines to meet creative development and production deadlines
- Managed projects for new and on-going projects for Penn State Health Marketing and Communications
- Effectively delegated work, held others accountable for deliverables and effectively communicated with key project stakeholders of project status and issues
- Facilitated prioritization of projects within a program and ensured complete project documentation
- Oversaw multiple projects, programs, project teams and vendors

AVEE PRODUCTIONS – Allentown, PA

Project Manager, September 2019 – March 2020

- Developed timelines and status to ensure all parties were clear on expectations and responsibilities
- Managed documentation of client project communication
- Responsible for management of scope, timelines and budget on assigned projects
- Assisted in creating proposals
- Ensured both external and internal stakeholders were kept informed and updated on project progress
- Accountable for vendor management and deliverables
- Lead internal workflow to complete and manage projects
- Ensured projects and deliverables were executed on time and within budget

GODFREY – Lancaster, PA

Account Manager, March 2019 – September 2019

- Developed and contributed to marketing communications strategy connected to business and/or marketing goals and strategies as expressed by clients
- Developed, presented, implemented and managed tactical plans for increasingly large and/or complex client programs
- Collaborated with the creative, social and public relations teams to ensure effective messaging across all channels
- Monitored creative timelines to meet creative development and production deadlines
- Key day-to-day interface with clients and agency partners
- Responsible for researching, planning, proposing and managing marketing programs
- Delegated tasks and managed specific tasks of others for overall success of projects and programs
- Built strong working relationships with clients and worked effectively with internal teams
- Worked with and presented to a wide range of people at client companies
- Managed programs and projects, estimating, budget control and billing

DONOVAN CONNECTIVE MARKETING – Lititz, PA

Senior Account Executive/Event Manager, September 2013 – March 2019

- Served as the client's brand steward by developing strategic brand objectives, constantly assessing the brand's position and allocating agency resources to best fit individual client needs

- Provided oversight of the food truck/retailer activation program on the west coast, which included menu development, weekly status updates, event proposals, event reports and personnel management of the food truck team
- Planned and negotiated contracts for 40 – 50 events throughout the year, which included collaborating with the sales, marketing, creative and digital teams to build out retailer focused events, activations and tradeshow
- Liaised between clients to schedule digital/print ads, receive creative approvals and send final approved creative files as needed to meet run dates
- Developed strategic planning initiatives along with the chief operating officer for CPG brands with budgets ranging from \$300,000 to \$1.3+ million
- Provided post-event communication and evaluated success of events for future improvement.
- Managed day-to-day coordination of agency activities and client contact on multiple accounts
- Built strong lasting client-agency relationships based on achieving client's marketing objectives with efficiency
- Delivered on the agency's mission of making extraordinary things happen for our clients and their customers
- Proactively monitored and sourced new opportunities with current clients

EDUCATION

MILLERSVILLE UNIVERSITY, Millersville, PA

- May 2013 Graduate
- Bachelor of Science
 - Major: Speech Communication with an option in Public Relations
 - Minor: Sociology
 - Dean's Award for Academic Excellence Recipient

PACE UNIVERSITY, New York, NY

- Attended September 2009 – May 2010
- Dean's Award for Academic Excellence Recipient

SKILLS & ABILITIES

- Fluent in Spanish
- Event Planning & Management
- Project Management
- Brand Strategy Alignment
- Strategic & Contingency Planning
- Team Player
- Detail Oriented
- Adaptable
- Enthusiastic
- Project Trafficking
- Outside Vendor Management
- Self-motivated

Erin Archer, RN, PHN, CIC

(415) 609-3608 ▪ erin@initiumhealth.org

RELEVANT EXPERIENCE

MEDSCAPE NEWS *New York, NY.*

CONTRIBUTING WRITER TO MEDSCAPE (November 2022- January 2023)

Author of infectious disease/infection prevention news articles to date based upon research studies and using interviews from authors and others. (See germnurse.com/publications for examples.)

Notable Accomplishments:

- Author of 4 infectious disease articles to date on tight deadlines.

WORLDWIDE COUNTER THREAT SOLUTIONS, *Remote, contract.*

SENIOR CONTENT STRATEGIST. (June 2021- November 2021)

Senior writer on a 2-person team, supporting the Office of Product Effectiveness at the Veterans Health Administration (VHA).

Notable Accomplishments:

- Wrote multiple research-based blog posts about various quality initiatives within the VHA, to be published at a later date on their SharePoint site (in development).
- Wrote multiple research-based blog posts on quality tools such as Lean, Six Sigma, Section 508 compliance, and Value-Based Care.
- Editing of internal documents, public presentations, and studies submitted to peer-reviewed publication by members of the VHA's Office of Product Effectiveness
- Department of Homeland Security Training on Authoring Accessible Documents, per Section 508 and Plain Language.

EVERYDAYHEALTH.COM, *New York, NY.*

CONTRIBUTING WRITER TO EVERYDAYHEALTH.COM (July 2016- February 2021)

Author of over 10 evergreen "explainer" pieces known as "Health Guides," many of which had multiple parts. (See germnurse.com/publications for examples.) Plain-language writing for consumer-facing content.

Notable Accomplishments:

- Author of 6-part Parkinson's Disease Guide, still on the website 4 years later.
- Author of 6-part Epilepsy Guide, still on their website over 2 years later.
- Repeat business working with multiple editors.

CATHOLIC HEALTH ASSOCIATION, *St. Louis, MO.*

CONTRIBUTING WRITER TO HEALTH PROGRESS (January 2017- April 2024)

Provided science-based health content for a publisher with a century-long history and a broad base of health care facilities served worldwide.

Notable accomplishments:

- 7 features to date on MMR vaccine, addiction, psychedelic drugs, transgender care, and healthcare worker burnout/moral injury, workflow improvements, and trauma
- Ability to work with a faith-based publisher on topics challenging to their religious base

AMBU, USA, *New York, NY.*

CONTRIBUTING WRITER, CONSULTANT AND EDITOR (March 2017-January 2020)

Infection prevention subject matter expert writer and editor for content regarding proper

reprocessing of endoscopes, preventing healthcare-associated infections from endoscopes' use.

Notable Accomplishments:

- "Grid" comprising comparison of guidelines from multiple professional groups which became a cornerstone of their website content for years and was presented at conferences
- Writer of content and editor of other writers' content regarding proper testing and storage of endoscopes.

INSTITUT PASTEUR, *Paris, France.*

CONTRIBUTING WRITER/EDITOR to MICROBES AND INFECTION, (March 2016- July 2016)

Writer of overview editorial pieces for a peer-reviewed journal on emerging infections-- for an audience of infectious disease physicians and researchers.

Notable Accomplishments:

- Writer of one of the first research overview articles on Zika Virus in March 2016, which was later consulted and cited by many authors.
- Writer of overview of the emerging threat of the bacterial disease and special agent melioidosis, with an extensive transcribed interview with one of the clinical experts in the field.

AUNT MINNIE, *Arlington, VA*

CONTRIBUTING WRITER TO DRBICUSPID.COM (June 2008 – February 2013)

Production of research-based pieces on tight deadlines for an online journal for dentists. Utilization of embargoed articles. Interviews with authors required for each article, and sometimes multiple interviews for opposing viewpoints.

Notable Accomplishments:

- Production of almost 20 research-based news pieces on topics assigned to me or pitched by me.
- Interviews, transcription and pertinent quotes from at least one source per article.

EDUCATION

UNIVERSITY OF MISSOURI, Columbia, MO. Bachelor of Arts in English, with Honors. 1991.

UNIVERSITY OF KANSAS, Kansas City, KS. Bachelor of Science in Nursing, with Honors, 2004.

CERTIFICATIONS AND LICENSES

California RN license and Public Health Nurse (PHN) Certificate

Registered Nurse (RN)- Arizona Board of Nursing/Compact license.

Certification in Infection Control (CIC)- Certification Board of Infection Control and Epidemiology

Nurse Coach, Board Certified (NC-BC)

Certificates in Plain Language and Section 508 through the Department of Homeland Security

Katherine Zellner, MPH

katzellner@gmail.com | 267-683-2865 | www.linkedin.com/in/katzellner | katiezellner.com/portfolio

Education

- Drexel University** Philadelphia, PA
PhD Student | Information Sciences, concentration in Human Computer Interaction 2020- Present
- Johns Hopkins University Bloomberg School of Public Health** Baltimore, MD
Master of Public Health | Concentration in Biostatistics 2020
- The University of Chicago** Chicago, IL
Bachelor of Arts | Major in Biological Sciences | Minor in English & Creative Writing 2017

Work Experience

- Initium Health** Remote | Denver, CO
Public Health Consultant March 2023 - Present
- Collect, research, analyze, and synthesize health indicator data to assess current and projected health needs and gaps for state and local clients to develop strategic plans, recommendations, and media campaigns for public health promotion.
- Drexel University** Philadelphia, PA
Doctoral HCI Researcher September 2020-Present
- Conduct focus groups, semi-structured interviews, and usability testing simulations design, develop and test technologies to reduce errors and improve efficiency in high-risk, error-prone healthcare settings, such as emergency medical and trauma resuscitations.
 - Train and manage a team of undergraduate and medical student internships to transcribe audio of trauma resuscitations, increasing monthly output by 150%.
- Howard County Department of Health** Remote
Epidemiologist - Temporary Position for COVID-19 Support June 2020-June 2021
- Design, create, and manage COVID-19 Outbreak database for Howard County skilled nursing facilities, assisted living facilities, and schools.
 - Automate outbreak summary to send to Maryland Department of Health, replacing individual manual reports for each facility.
- Johns Hopkins Department of Health Policy and Management** Baltimore, MD
Research Assistant July 2019-May 2020
- Collect and analyze health indicator data to assess current and projected health needs and gaps for Delaware County, PA to write final report with recommendations the county can use to strengthen and enhance health and public health service delivery to its residents
- Cerner Corporation** Kansas City, MO
Population Health Delivery Consultant April 2018 – June 2019
- Monitor and report performance on over 50 Service Level Agreements (SLAs) for multiple population health clients including Montana Department of Health and Human Services, identifying and escalating SLA violations, saving the organization nearly \$1 million in fees
 - Research and present on operational needs, entry into new market modules, and competitor practices to leadership leading to funding for new team members to address gaps

Publications

Zellner, K., Villegas, L. J., Neff, C., Gestrich-Thompson, W., Burd, R. S., Marsic, I., and Sarcevic, A., "An analysis of speech during life-saving interventions to inform the design of a computerized system for delay detection," to appear in *Proceedings of the American Medical Informatics Association 2022 Annual Symposium (AMIA 2022)*, pp. TBA, November 5-9, 2022, Washington DC.

Swathi Jagannath, Neha Kamireddi, **Katherine Ann Zellner**, Randall S. Burd, Ivan Marsic, and Aleksandra Sarcevic. 2022. A Speech-Based Model for Tracking the Progression of Activities in Extreme Action Teamwork. *Proc. ACM Hum.-Comput. Interact* 6, CSCW21, Article 73 (April 2022),. DOI:<https://doi.org/10.1145/3512920>

Katherine Ann Zellner, Matt Coates, Alex Lee, Swathi Jagannath, Aleksandra Sarcevic, Emily C. Alberto, Allison Harvey, Randall S. Burd, and Ivan Marsic. 2021. Characterizing Speech in Life Saving Interventions to Inform Computerized Clinical Decision Support for Complex Medical Teamwork. *In Companion Publication of the 2021 Conference on Computer Supported Cooperative Work and Social Computing CSCW '21*. Association for Computing Machinery, New York, NY, USA, 199–202. DOI:<https://doi.org/10.1145/3462204.3481746>

Paulani Mui, Beth Resnick, Aruna Chadran, George Zhange, and **Katherine Zellner**. 2020. Examination of Health and Public Health Service Delivery in Delaware County, Pennsylvania. *Delaware County Council*. Media, PA, USA.

Zellner, Katie et al. "In vivo imaging of epithelial wound healing in the cnidarian *Clytia hemisphaerica* demonstrates early evolution of purse string and cell crawling closure mechanisms." *BMC Developmental Biology*, vol. 17, no. 17, 2017.

Skills: Qualitative Research Methods, Semi-structured Interviews, Survey Creation and Distribution, Qualitative Coding, Figma, Prototyping, Research Writing, R Programming Language, Shiny Apps, GitHub, STATA, ArcGIS, Tableau, Cerner EMR, Microsoft Excel, Adobe Creative Suite

Yasmeen Attia

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SUMMARY

Master of Public Health Candidate with a strong focus on improving health outcomes by examining social determinants of health and striving for health equity. Demonstrated expertise in collaborating with diverse and multicultural communities. A transformational leader with a deep commitment to cultivating partnerships with clients and effectively managing multifaceted high-budget projects.

EDUCATION

Virginia Commonwealth University, Richmond, VA Anticipated May 2024
Master of Public Health, Cancer Health Equity Science Concentration GPA: 4.0

- Delta Omega Honorary Society in Public Health
- Graduate School Scholarship

The College of William & Mary, Williamsburg, VA 2018 - 2022
Bachelor of Science in Neuroscience
Minor: Arabic Studies

- William & Mary Scholar: Highly selective scholarship awarded to first-generation students with academic distinction.

RELEVANT EXPERIENCE

Initium Health January 2023 - Present
Public Health Consultant and Analyst

- Participated in a part-time role and internship until August 2023, subsequently advancing to the position of Public Health Analyst. Demonstrated exceptional performance and leadership qualities, leading to a subsequent promotion to the role of Grant Writing Supervisor.
- Managed extensive community health needs assessments and improvement plans, by facilitating in conducting in-depth research, stakeholder interviews, and analyzing data to pinpoint crucial community needs and priorities.
- Crafted and presented compelling presentations to clients, skillfully conveying findings, strategic recommendations, and valuable insights.
- Developed and wrote multiple letters of intent in response to requests for proposals
- Collaborated closely with clients fostering an environment of shared understanding, strategic alignment, and developing actionable plans to address identified needs to enhance community well-being.

Capstone Project, Virginia Commonwealth University, Richmond, VA, January 2024 - Present

- Engaged in the development and execution of a compelling capstone project focused on cancer disparities, utilizing data from the Virginia Living Wells Survey
- Utilized the data from the Virginia Living Wells Survey to create comprehensive data analytics that comprised of survey findings, and discerning racial disparities in cancer outcomes in Richmond, Virginia

ADDITIONAL EXPERIENCE

William & Mary Sports Medicine, Williamsburg, VA January 2020 - May 2022
Student Athletic Trainer & Head Football Manager

- Provided post-injury treatment modalities, bracing, equipment fitting/removal, and first aid under supervision of Athletic Trainers and Chief Medical Officer, Director of Medical Services, Team Physician.
- Conducted more than 1000 hours of monitoring and assessing athletes' state of injury or illness to provide feedback on diagnosis, course of action, and analyze the progress of recovery.
- Demonstrated a holistic approach to cultivate trust by establishing clear communication, empathy, and reliability to help comprehend each athlete's needs for training and recovery.

Integrated Science Center VACU Lab, William & Mary, Williamsburg, VA Fall 2020 - May 2022
Research Assistant

- Assessed and summarized scholarly articles relating to emotion regulation and depression, conducting in-depth content analysis and initiating discussions on prospective research questions inspired by literature.

Fairfax Collegiate, Falls Church, VA Summers of 2020 & 2021
Teaching Instructor

- Taught advanced subjects such as Neuroscience, Materials Engineering, Introduction to Chemistry, Math Fundamentals 5-6 by incorporating creative instruction, and administering testing.
- Inspired young students by creating a positive environment and improving the quality of learning by building performance reports to help assess academic needs and identify individual difficulties in learning to offer feedback.

LEADERSHIP ROLES

Students Rights Initiative (SRI), William & Mary, Williamsburg, VA August 2020 - May 2022
Lead & Co-Founder

- Led an organization to address systemic racial injustice at William & Mary, collaborating with the Reparations Committee, and administration to drive impactful change.
- Directed a group of 50 students in advocacy efforts aimed to educate W&M students of their rights, ensuring that students are confident to assert their rights when confronted with law enforcement.
- Generated and maintained an inclusive environment that prioritized the involvement and well-being of all members.

Griffin School Partnerships, William & Mary, Williamsburg, VA

December 2020 - May 2022

School Program Coordinator

- Partnered with school administrators and teachers to implement volunteering programs at K-12 schools.
- Organized and led regular meetings to provide updates, streamline operations, and proactively address challenges.

OTHER EXPERIENCE

Griffin School Partnerships, William & Mary, Williamsburg, VA | 173 hours

September 2018 - March 2020

Orientation Aide, William & Mary, Williamsburg, VA | 308 hours

August of

2020 - August 2021

Richmond Habitat for Humanity, Virginia Commonwealth University, Richmond, VA | 20 hours October 2023 - Present

Cost Proposal

Village of Mount Prospect Community Needs Assessment



Prepared for:
Village of Mount Prospect, Illinois
Attn: Esther Salutillo, LCSW
Deputy Director of Human Services
50 South Emerson Street
Mount Prospect, IL 60056



Cost Proposal

Below, you will find Initium Health's complete cost proposal for the implement, facilitate and evaluate a needs assessment to guide a possible expansion of the Community Connections Center with the Village of Mount Prospect, Illinois. This proposal outlines both a Lump Sum (LS) Price for the overall project and our current hourly rate fee schedule.

Additionally, a detailed budget narrative is provided to offer transparency and clarity regarding the costs associated with each phase of the project. It is understood and agreed that all proposal prices shall remain valid for a minimum of ninety (90) days from the date of the proposal opening. We appreciate the opportunity to present our proposal and look forward to the potential collaboration on this important initiative.

Phase Fee Schedule		Deliverable Price
Deliverable 1	Project Kickoff: Initial Engagement, Define Scope, Stakeholder Identification, and Project Plan	\$9,000
Deliverable 2	Data Collection & Community Engagemement	\$40,000
Deliverable 3	Presentation of Findings and all Project Materials	\$25,550
Deliverable 4	Final Needs Assessment Report & Recommendations	\$21,000
Total Price		\$95,550

* Inclusive of travel and indirect costs for each phase

Pricing Narrative:

The following factors are included in the calculation of phase prices:

- Competitive hourly rates for all staff members and consultants
- Anticipated work hours required to complete each phase
- Fringe benefits at 20% of projected staff salaries
- Indirect expenses at 10% of program direct costs
- Estimated travel costs for four trips for three employees traveling to the Village of Mount Prospect, IL from different locations around the U.S. This is guided by federal per diem lodging and M&I rates, in addition to average round trip airfare costs between staff locations and Cook County, IL.

A team of seven staff members are expected to contribute to the project, including Executive Director (~75 hrs), Executive Creative Director (~60 hrs), Senior Consultant & Partner (~90 hrs), Senior Public Health Consultant (~75 hrs), Project Manager (~100 hrs), Public Health Consultant (~120 hrs), and Public Health Analyst (~130 hrs).

Budget Breakdown with Hourly Rates

Village of Mount Prospect - Initium Health Cost Proposal Community Needs Assessment						
Budget Period - 5 Months						
Direct Costs						
Hourly Rates for Personnel						
Title/ Description	Staff Name	Hourly Rate	Staff Hours	% of Project Time	Amount	% of FTE
Executive Director	James Corbett	\$160.00	75	12%	\$12,000.00	7.86%
Executive Creative Director	Elise Plakke	\$160.00	60	9%	\$9,600.00	6.29%
Senior Consultant & Partner	Kate Bailey	\$140.00	90	14%	\$12,600.00	9.43%
Senior Public Health Consultant	Erin Archer	\$120.00	75	12%	\$9,000.00	7.86%
Project Manager	Ivonne Hernandez	\$100.00	100	15%	\$10,000.00	10.48%
Public Health Consultant	Kat Zellner	\$80.00	120	18%	\$9,600.00	12.57%
Public Health Analyst	Yasmeen Attia	\$80.00	130	20%	\$10,400.00	13.62%
Total Personnel Costs			650	100%	\$73,200.00	
Non-Personnel Program Costs						
Description					Amount	
Supplies: Presentation Development, Report, and Marketing Materials					\$2,700.00	
Travel (4 trips to Mount Prospect, IL for 3 team members)					\$9,600.00	
Translation Services (\$50/hr at 100 hours)					\$5,000.00	
Total Non-Personnel Program Costs					\$17,300.00	
Total Direct Costs					\$90,500.00	
Indirect Costs						
Indirect Costs (10%)					\$9,050.00	
Total Indirect Costs					\$9,050.00	
Total Budget (Not to Exceed)					\$99,550.00	

Prepared for: Esther Salutillo
Village of Mount Prospect

Task	Subtasks	Team Members	Hours	Cost per Hour	Total Cost
Project Management and Kickoff	Initial meetings and project scoping Development of project plan Account Management Development of meeting and communication cadence, and project updates throughout engagement	JC, KB, IH	20,9,50	\$160, \$140, \$100	\$9,460
Identify Community Needs	Research on social services, health care, housing, transportation Analysis of existing data and reports	KB, EA, YA	9,15,25	\$140, \$120, \$80	\$5,060
Identify Barriers	Research on barriers to accessing services Analysis of existing data and reports	KB, EA, YA	9,10,15	\$140, \$120, \$80	\$3,660
Develop Outreach Strategy	Design survey and focus group methodology Translation of materials into multiple languages	JC, EP, KB, KZ, IH	10, 10, 9,25,15	\$160, \$160, \$140, \$80, \$100	\$7,960
Conduct Surveys & Focus Groups	Distribution of Village-wide survey Conducting focus groups in multiple languages Key informant interviews	KB, KZ, IH, YA	9,40,25,30	\$140, \$80, \$100, \$80	\$9,360
Outreach to Local Agencies	Engagement with local service providers Data collection on existing services	JC, KB, YA	15,9,15	\$160, \$140, \$80	\$4,860
Identify Partnerships	Research on potential partnerships Engagement with potential partners	JC, KB, YA	15,9,20	\$160, \$140, \$80	\$5,260
Data Analysis	Analysis of survey and focus group data Integration of data from key informant interviews	KB, KZ, YA	9,30,15	\$140, \$80, \$80	\$4,860
Report Writing and Design	Drafting report with findings and recommendations Reviewing and finalizing the report	EP, KB, EA, YA, KZ	35,9,50,10,25	\$160, \$140, \$120, \$80, \$80	\$15,660
Presentation of Findings	Preparation of presentation materials Presentation to stakeholders	JC, EP, KB, IH	15,15,9,10	\$160, \$160, \$140, \$100	\$7,060

Total Personnel Costs \$73,200

Non-Personnel Program Costs

Supplies \$2,700.00
Travel \$9,600.00
Translation Services \$5,000.00

Total Direct Costs \$90,500.00

Indirect costs (10% administrative overhead) \$9,050.00

Total Price \$99,550

Key Staff

JC James Corbett
EP Elise Plakke
KB Kate Bailey
EA Erin Archer
IH Ivonne Hernandez
YA Yasmeen Attia
KZ Katherine Zellner



Item Cover Page

Subject	Waive the bid process and accept the GM Government Pricing for the purchase of two 2025 Chevrolet Tahoe pursuit rated police interceptors from Miles Chevrolet for an amount not to exceed \$124,000.00.
Meeting	September 17, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD
Fiscal Impact (Y/N)	Y
Dollar Amount	\$124,000
Budget Source	Vehicle replacement fund
Category	NEW BUSINESS
Type	Action Item

Information

The Police Department is looking to purchase two vehicles, as replacements for two vehicles currently in the Department's fleet. The 2024 Budget has funds allocated, which were carried over from the 2023 Budget, to replace these two (2) vehicles. The current vehicles in need of replacement are 2017 Chevrolet Tahoe police pursuit rated vehicles (PPV). These two (2) Chevrolet Tahoes are marked, front line emergency vehicles, which are utilized by our patrol supervisors and serve as command vehicles during critical incidents. The vehicles in need of replacement are:

Vehicle Number	Miles
P-1	107,442
P-2	105,687

Replacement Policy

Both vehicles were evaluated utilizing Public Work's detailed comprehensive replacement policy. The policy uses a point-based criterion that rates the following four major factors: age, mileage, repair and maintenance (R&M) costs, and condition of the body/mechanical components. A point total equaling or exceeding eleven out of sixteen indicates that the vehicle should be replaced. A copy of the Public Works Vehicle Examination Forms (Appendix A and B) are attached. Both of these vehicles scored 16 points, which indicates the vehicles are recommended for replacement.

Discussion

Staff would like to replace the two patrol supervisor vehicles with two 2025 Chevrolet Tahoe PPV police interceptor pursuit rated utility vehicles.

The Police Department has utilized Chevrolet Tahoe's for several years as front line patrol vehicles for patrol supervisors. The department has found them to be reliable. The larger cargo area of the Tahoe's accommodates the increased equipment needs of our patrol supervisors.

The Chevrolet Tahoe PPV has not been available through the traditional bidding process for the past couple of years. This has caused the Police Department to have to extend the service life of these patrol supervisor vehicles. These vehicles are utilized by the patrol supervisors on every shift, every day of the week. High usage has led to a significant level of wear and tear on these two vehicles.

The 2025 Chevy Tahoe PPV is currently available to purchase through Miles Chevrolet in Decatur, IL. GM identified one dealer in Illinois to sell the 2025 Tahoe PPV and Miles Chevrolet was selected. Miles Chevrolet will have a limited number of vehicles allotted to their dealership. The last time Chevrolet opened-up orders, Miles Chevrolet was only allotted 100 Tahoe's. The hope is Miles Chevrolet will receive at least the same amount of Tahoe's for this round of ordering, if not more, however it's unknown how many they will receive.

Since September 9th, Miles Chevrolet has been accepting orders on a first come, first served basis. The vehicles are available through GM Government Pricing. GM Government Pricing is the price the dealer would have bid if there was a formal bid process through the State or Northwest Municipal Conference. Miles Chevrolet is the sole source provider of the 2025 Chevy Tahoe PPV vehicles in the State of Illinois. Since there is no formal bid process in place for the Chevrolet Tahoe, staff believe it is in the Village's best interest to waive the bid process and purchase two (2) Chevrolet Tahoe PPV vehicles from Miles Chevrolet, given that our current squads (P-1 and P-2) are overdue for replacement, combined with the short time frame we have to place an order, and the limited quantity of vehicles available.

Funding for the replacement of these vehicles is provided in the 2024 Annual Budget under the Community Investment Program section and listed under account number 061.60.90.00.1.708.660.003. The total budgeted amount for this purchase is \$124,000.00.

The vehicles being replaced will be evaluated by Public Works to determine whether or not they should be sold through GovDeals.com internet auction or repurposed within the Village as a pool car.

Alternatives

1. Waive the bid process and accept the GM Government Pricing for the purchase of two (2) 2025 Chevrolet Tahoe pursuit rated police interceptors from Miles Chevrolet for an amount not to exceed \$124,000.00.
2. Action at the discretion of the Village Board.

Staff Recommendation

It is staff's recommendation to waive the bid process and purchase two (2) 2025 Chevrolet Tahoe pursuit rated police interceptors from Miles Chevrolet for an amount not to exceed \$124,000.00.

Attachments

1. Chevy Tahoe PPV Order Form P-1&P-2
2. 601 Vehicle_Equipment Condition Evaluation Form
3. 602 Vehicle_Equipment Condition Evaluation Form
4. P-2 Chevy Tahoe Photo

Order Placement Form

2025 Chevrolet Tahoe PPV Police Interceptor

(2025 Tahoe will have redesigned front, rear and dashboard!!!)

☐ **\$ 54,388.00**

4WD 5W4 Special Service*

☒ **\$ 54,629.00**

4WD 9C1 Pursuit Rated

*The SSV is not pursuit rated (top speed 98 mph), has 18" Aluminum Wheels & the Premium Smooth Ride Suspension Pkg.

Base Equipment Includes:

Third Row Seat - Delete
Center Console - Delete
Headlamp & Taillamp Flasher
Common Key Fleet (6E2)
Programmable Door Locks
110 Power Outlets
Underbody Skid Plate
Frame Mounted Hooks (V76)
DRL On/Off Switch

5.3L EcoTec3 V8 Engine
10-Speed Auto Transmission
Transmission Oil Cooler
Anti-Lock Frt & Rr Disc Brakes
Locking Rear Differential (3:23)
20" Painted Steel Wheels (9C-1)
P275/55/R20SL Pursuit Rtd Tires
Full Size Spare Tire
Full Length Running Boards

HD Black Vinyl Floor Covering
Cloth Front 40/20/40 Power Seat
Vinyl Rear 60/40 Bench (5T5)
17.7" Touch Screen Display
Bluetooth w/ Hands Free Controls
Intermittent Rain Sensing Wipers
Driver & Passenger Air Bags
250 Amp Alternator
850 CCA Primary Battery

Deep Tinted Glass
Air Conditioning
Rear Heat & Air
Rear Window Defogger
Keyless Entry (2)
Heated Power Mirrors
Power Windows & Locks
Tilt & Cruise Control



Police Package: Includes all equipment listed below for:

\$ 1,995.00

LH LED Spotlight
Auxiliary Battery 760 CCR
Analog Instrumentation
Secure Idle
Rear Camera

Grille Light & Speaker Wiring (6J3)
Power supply - (4) 30-amp circuits
Headliner Wiring Harness
100 Amp - Rear Electrical Center
100 Watt Siren Speaker
Trailer Hitch w/ 7 Wire Harness

Horn & Siren Wiring (6J4)
StabiliTrak & Hill Start Assist
External Engine Oil Cooler
High Capacity HD Radiator
Hitch Guidance System
Night Saver LED Dome Light

Outside Mirror Wiring
HD Brakes w/16" Rotors
Front Brembo HT Calipers
Auxiliary Speaker Wiring (WX7)
(4) Additional Key Fobs

Additional Options - X Please check all options desired

☐	Disable Rr Door Functions (6N5/6N6)	\$	130.00	☐	Splash Guards (Molded Frt & Rr) (VQK)	\$	295.00
☐	Delete DRL/Auto Headlamps (9G8)	\$	70.00	☐	Corner LED 4 (White, Blue or Red)	\$	1590.00
☐	Carpet w/ Carpeted Mats (B30/B58)	\$	350.00	☐	Rear Cargo Lid Lights (Red & Blue) T53	\$	725.00
☐	Bucket Seats w/ Console # (A50) _(REAR CLOTH)	\$	400.00	☐	Signature Finish Paint Protection - Guards UV Rays, Acid Rain, Road Salt	\$	250.00
☒	# Safety Package (PQA)	\$	450.00	☐	Fabric Protection - Repels Spills/Stains	\$	250.00
☐	Rear Camera Mirror (N/A w Safety Pck)	\$	525.00	☐	Undercoating - Sound Shield	\$	299.00
☐	WeatherTech Rubber Floor Mats	\$	180.00	☐	Push Bumper	\$	690.00
☐	Cloth Second Row Seat (vinyl Std)	\$	N/C	☐		\$	
☐	Delete Spotlight	\$	-150.00	☒	Delivery in the State of IL	\$	350.00
☐		\$		☒	Illinois Title & Municipal Police Plates	\$	173.00

Safety Package includes: Forward Collision Alert; Lane Keep Assist & Lane Departure Warning; Automatic Emergency Braking; Front Pedestrian Braking; Following Distance Indicator. **(Safety Package required with Bucket Seats w/ Factory Console)**

Exterior Colors (int. Black) ☒ Black ☐ Ash ☐ Dark Blue ☐ Radiant Red + \$495
☐ White ☐ Beige ☐ Sterling Gray ☐ Victory Red + \$795

City, County or Village Village of Mount Prospect Tax Exemption # E99981475
Address 50 S Emerson St City Mount Prospect State IL Zip 60056
Contact Person Kevin Deluca Phone 847-590-8834 Email kdeluca@mountprospect.org
Total Price \$ 57,597 Quantity 2 Grand Total \$ 115,194

Rob Evans, Fleet Mgr.
(217) 877-4440

Miles Chevrolet 150 W. Pershing Rd. Decatur, IL 62526
EMAIL: rob@mileschevrolet.com Date: 9-11-24

Village of Mount Prospect
Vehicle/Equipment Condition Evaluation Form

Unit # P-1 Assigned Dept./Div. Police

Year: 2017 Make: Chevrolet Model: Tahoe Mileage: 107,442

Hours: 15,287 Date of Evaluation: 9-11-24 Performed By: DeLuca/Carrillo

System	Diagnosis	Estimated Repair Cost
Engine	fair	2,000
Transmission	good	
Differential	fair	
Exhaust System	fair	1,000
Cooling System	fair	1,000
Brakes	poor	1,000
Tires	good	
Steering	good	
Suspension	fair	1,200
HVAC	fair	
Electrical	fair	
Body/Frame	good	
Interior	poor	1,000
Other- describe		
Total Estimated Repair Cost		\$7,200

Diagnosis Code	Code Description
Good	Systems are functioning well and no major repairs are expected.
Fair	Some major repairs are needed, but unit can remain in service a little longer in current condition.
Poor	Major repairs are required as soon as possible to ensure unit safety and reliability.

Appendix - B
Village of Mount Prospect
Vehicle/Equipment Evaluation Summary Report

Unit # P-1 Assigned Dept./Div. Police

Year: 2017 Make: Chevy Model: Tahoe Mileage: 107,442

Date of Evaluation: 9-11-24 Performed By: DeLuca, Carrillo

Ratings:

Unit age: 7 Base Policy Age: 5 Points: 4

Mileage/Hrs: 107,442/15,287 Base Policy Mileage/Hrs: 70,000/7,000 Points: 4

Maintenance Cost:

Repair and Maintenance Cost: \$ 43,581 ÷ Purchase Price: \$ 38,000

Repair and Maintenance Percentage of Purchase Price: 114 % Points: 4

Condition Evaluation: (attach Vehicle Condition Evaluation Form)

Estimated Repair Cost: \$ 7,200 ÷ Current Book Value: \$ 8,000

Repair Cost Percentage of Current Book Value: 90 % Points: 4

Total Ownership Cost Per Mile:

(Lifetime Fuel + R&M + Purchase Price) \$ 112,504

Less Salvage Value \$ 8,000

Net Lifetime Costs \$ 104,504

Divided by Mileage/Hours 107,442Mi/15,287Hr

Operating Cost Per Mile/Hour \$.97Mi/6.83HR

Total Points: 16

Comments and other considerations:

Superintendent's recommendation:

~~This vehicle has fulfilled its life expectancy as a patrol car and is recommended for replacement.~~

Total Point Evaluation: A point total equaling or exceeding eleven (11) indicates that the vehicle should be recommended for replacement. The point total is used to rank its replacement priority. The larger the number the higher the replacement priority will be.

Village of Mount Prospect
Vehicle/Equipment Condition Evaluation Form

Unit # P-2 Assigned Dept./Div. Police

Year: 2017 Make: Chevrolet Model: Tahoe Mileage: 105,687

Hours: 14,800 Date of Evaluation: 9-11-24 Performed By: DeLuca/Carrillo

System	Diagnosis	Estimated Repair Cost
Engine	fair	1,800
Transmission	good	
Differential	fair	
Exhaust System	fair	
Cooling System	poor	1,200
Brakes	poor	1,500
Tires	good	
Steering	good	
Suspension	fair	1,500
HVAC	fair	
Electrical	fair	
Body/Frame	good	
Interior	poor	1,200
Other- describe		
Total Estimated Repair Cost		\$7,200

Diagnosis Code	Code Description
Good	Systems are functioning well and no major repairs are expected.
Fair	Some major repairs are needed, but unit can remain in service a little longer in current condition.
Poor	Major repairs are required as soon as possible to ensure unit safety and reliability.

Appendix - B
Village of Mount Prospect
Vehicle/Equipment Evaluation Summary Report

Unit # P-4 Assigned Dept./Div. Police

Year: 2017 Make: Chevy Model: Tahoe Mileage: 105,687

Date of Evaluation: 9-11-24 Performed By: DeLuca/Carrillo

Ratings:

Unit age: 7 Base Policy Age: 5 Points: 4

Mileage/Hrs: 105,687miles/14,800Hr Base Policy Mileage/Hrs: 70,000/7,000 Points: 4

Maintenance Cost:

Repair and Maintenance Cost: \$ 46,404 ÷ Purchase Price: \$ 38,000

Repair and Maintenance Percentage of Purchase Price: 122 % Points: 4

Condition Evaluation: (attach Vehicle Condition Evaluation Form)

Estimated Repair Cost: \$ 7,200 ÷ Current Book Value: \$ 8,000

Repair Cost Percentage of Current Book Value: 90 % Points: 4

Total Ownership Cost Per Mile:

(Lifetime Fuel + R&M + Purchase Price) \$ 110,124

Less Salvage Value \$ 8,000

Net Lifetime Costs \$ 102,124

Divided by Mileage/Hours 105,687Mi/14,800Hr

Operating Cost Per Mile/Hour \$.96Mi/6.90HR

Total Points: 16

Comments and other considerations:

Superintendent's recommendation:

~~This vehicle has fulfilled its life expectancy as a patrol car and is recommended for replacement.~~

Total Point Evaluation: A point total equaling or exceeding eleven (11) indicates that the vehicle should be recommended for replacement. The point total is used to rank its replacement priority. The larger the number the higher the replacement priority will be.





Item Cover Page

Subject

Meeting

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category

Type

As submitted

September 17, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT VILLAGE BOARD

VILLAGE MANAGER'S REPORT

Presentation

Information

Discussion

Alternatives

Staff Recommendation

Attachments

None