



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.org>

**BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE
TUESDAY, OCTOBER 20, 2020
7:00 p.m.
MAPLE PARK CIVIC CENTER
302 WILLOW STREET, MAPLE PARK**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL/QUORUM ESTABLISHED

- 4. PUBLIC COMMENTS** – *Any resident wishing to address the Board may do so according to the guidelines set forth in the “Rules for Public Comments at Public Meetings” handout. Please complete a speaker request form and submit it to the Village Clerk. You may also send an email to villageclerk@villageofmaplepark.com in advance of the meeting. The Village Clerk will read such comments during the Public Comment portion of the meeting.*

5. INFRASTRUCTURE ITEMS

- A. Capital Improvement Plan/Maintenance Plan (CIP/MP)
- B. Recommendation of Awarding HR Green the RRA/ERP

6. PERSONNEL ITEMS

- A. Village Administrator Evaluation Process

7. FINANCE ITEMS

- A. Tax Increment Finance (TIF) District General Improvement Assistance Grant Program Discussion
- B. TIF Bond Issue Discussion
 - a. New Water Tower

8. VILLAGE ADMINISTRATOR REPORT

9. VILLAGE PRESIDENT REPORT

- A. Discussion of Appointment of Infrastructure Committee Liaison
- B. Discussion of Appointment of President Pro Tem

10. OTHER BUSINESS

11. GOALS LIST

12. ADJOURNMENT



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MEMORANDUM

TO: Infrastructure Committee Liaison JP Dries

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: October 13, 2020

SUBJECT: CAPITAL IMPROVEMENT PLAN/MAINTENANCE PLAN (CIP/MP)

BACKGROUND

Following the July Finance Committee Meeting, the Infrastructure Committee considered the Finance Committee's recommendation to split the projects/equipment based on a \$20,000 threshold. Projects over \$20,000 would be moved into a Capital Improvement Plan (CIP) and projects/equipment under \$20,000 would move into a Maintenance Plan (MP.) The Infrastructure Committee examined the revised document and was okay with the MP; but would revisit the CIP at their September meeting. The Infrastructure Committee's CIP review includes whether they agreed with the \$20,000 threshold, which is the dollar value the auditors consider as the baseline for capital improvements and the prioritization of the projects and the year the project/equipment purchases are placed will be examined. The September Infrastructure Committee Meeting was cancelled so the Board should consider if the \$20,000 threshold is acceptable for an item or project to be placed on the CIP list. If the Board agrees with the \$20,000 threshold the Board should consider the prioritized order of the items/projects and advise if they would like the order revised.

The Infrastructure Committee Chair also discussed referring the MP portion of the CIP/MP back to the Finance Committee so they could look align the expenditures with revenues as we moved closer to the start of the FY2022 Budget preparation cycle. Staff thought that an additional three (3) months of revenue receipts may make the alignment less difficult; however, even in October Staff does not believe we have seen the fallout from COVID in our revenues. Village revenues continue to be watched closely and funds expended to address daily maintenance issues or to move the Village ahead to achieve shovel ready status of certain projects, such as the televising/jetting/root cutting with optional smoke of the sanitary and storm sewers in Area 1 (the bid for the project will be let by mid-November.)

The CIP/MP has been changed from a Five-Year Plan to an eight-year plan to accommodate the next street resurfacing project.

RECOMMENDATION

That the Board concur with the \$20,000 threshold for placing projects on the CIP list. Projects under \$19,999 be placed on the MP list.

That the Board review the CIP priority list and re-arrange the priorities list if necessary.

Attachment

Capital Improvement Plan and Maintenance Plan (CIP/MP)



VILLAGE OF MAPLE PARK
CAPITAL IMPROVEMENT AND
MAINTENANCE (CIP/MP) PLAN
APPROVED:



Village of Maple Park

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MEMORANDUM

TO: Village President and Board of Trustees

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: October 9, 2020

SUBJECT: CAPITAL IMPROVEMENT PLAN AND MAINTENANCE PLAN (CIP/MP)

OVERVIEW

The Village of Maple Park has talked about completing a Five-Year Capital Improvement Plan and having a Maintenance Plan (CIP/MP) for the last several years. The CIP/MP is a process that assesses the capital needs of the Village against its overall goals and objectives, using a multi-year planning timeframe of eight (8) years. However, the actual CIP/MP file is projected out for 18 years, but only eight (8) years of the plan show in the CIP/MP document. The expenditures for the CIP/MP Plan will be prioritized through coordination of goals and priorities established through the Village Board's Strategic Plan, TIF District Policies and budget process. The CIP/MP is not a legally binding document, and it can change from year-to-year depending on the financial position of the Village and/or the cost of the particular project.

The Government Finance Officers Association (GFOA) has identified capital planning as a best practice ... *Capital planning is critical to water, sewer, transportation, sanitation, and other essential public services. It is also an important component of a community's economic development program and strategic plan. Capital facilities and infrastructure are important legacies that serve current and future generations. It is extremely difficult for governments to address the current and long-term needs of their constituents without a sound multi-year capital plan that clearly identifies capital and major equipment needs, maintenance requirements, funding options, and operating budget impacts.*

The Capital Improvement Plan (CIP) focuses on long-range planning of infrastructure investments. The Village has evaluated and prioritized the assets for eventual replacement over an eight-year period. Each asset is scheduled for replacement based on current condition, regulatory or functional requirements, life expectancy and replacement costs. Assets targeted for replacement is based on need. Even with ongoing maintenance, assets have varying service lives; sanitary and water mains are expected to last up to 50 years and roads may last 10. Replacing these types of items are a huge strain on the Village's financial resources so long-term planning is essential. The CIP will be reviewed annually and where the assets lay in the plan may be adjusted based on the condition of the asset. Repair or replacement of the assets identified on the CIP list will be reviewed during the budget process where the cost of their replacements can be balanced against incoming revenue. The Top CIP Priorities are listed on Page 1 of the CIP spreadsheet. The remainder of projects valued at \$20,000 or greater follow on the next five (5) pages. As projects are completed, they will be removed and placed in the next projected replacement year.

The Maintenance Plan (MP) focuses on annual and long-range planning for the replacement of such as computers, pumps and valves and vehicle purchases, etc. The Village has evaluated and prioritized the assets for eventual replacement over five-year period. Each asset is scheduled for replacement based on current condition, regulatory or functional requirements, life expectancy and replacement costs. Assets targeted for replacement is based on need. Even with ongoing maintenance, assets have varying service lives; police vehicles for Maple Park are usually replaced after 10 years based on mileage and historical maintenance costs and wastewater lift station pumps are evaluated every five (5) years and are either repaired or replaced based on the condition of the pump. Replacing these types of items are a strain on the Village's financial resources so annual and long-term planning is essential. The MP will be reviewed annually and assets and the repair/replacement year may be adjusted based on the condition of the asset. Repair or replacement of the assets identified on the MP list will also be reviewed during the budget process where the cost of their replacements can be balanced against incoming revenue.

Types of Capital Improvement Projects

Capital projects are classified into one (1) of seven (7) of the following categories and are valued at over \$20,000.

Facilities – Façade upgrades, carpet and flooring repairs/replacements, HVAC repair/replacement and upgrades, retrofitting of lighting, generators, roof repairs on public buildings.

Parks & Grounds – Playground equipment, shelter structure repairs/replacements, and roofing.

Stormwater - Detention ponds and storm sewer mains.

Streets – Maintenance of streets, rights-of-way, sidewalks, street lighting, utility boxes, curbs, gutters and catch basins. The CIP looks at the current street replacement program budgeted and proactively looks ahead to the next street replacement project so that it serves as a visual reminder to the Village Board and Staff.

TIF District – Street and storm sewer projects, water and water treatment facility projects; and wastewater and wastewater treatment facility projects.

Water & Water Treatment Facility – Water treatment plant, water softeners, valves, pumps, chemical storage tanks, water storage tanks, water control system, control panels, alarm systems, customer water meters, effluent and brine meters, wells, chemical residue analyzers, utility billing software and generators. Also includes the cost associated with implementing the Risk and Resilience and Emergency Response Plan for the Village's Water Treatment Facilities.

Wastewater & Wastewater Treatment Facility – Wastewater treatment plant facility, lagoon maintenance, effluent meters, lift stations and lift station pumps, blowers, control panels, alarm systems and generators.

Types of Maintenance Items/Projects

Maintenance items/projects are classified into one (1) of nine (9) categories, items/projects are less than \$20,000.

Information Technology & Equipment – Hardware and software systems and components, which address the communication and information processing needs for daily Village operations such as public safety and emergency services, wireless networks, communications to the residents, etc.

Vehicles – Police vehicles and public works motorized equipment such as backhoes, skid steer loaders, dump trucks, mowers, etc.

Facilities – Façade upgrades such as lenti repair, carpet and flooring repairs/replacements, HVAC repair/replacement and upgrades, retrofitting of lighting, and minor roof repairs on public buildings, etc.

Parks & Grounds – Playground equipment repairs, shelter structure repairs, minor roof repairs, park benches, and picnic tables, etc.

Streets – Maintenance of streets, rights-of-way, sidewalks, street lighting, utility boxes, curbs, gutters and catch basins. May include crack sealing, pavement rejuvenation, and catch basin cleaning, etc.

Stormwater – Detention pond maintenance, pond aerators and storm sewer mains.

TIF District – May include the General Improvements Assistance Grant Program; minor street and storm sewer projects, water and water treatment facility projects; and wastewater and wastewater treatment facility projects.

Water & Water Treatment Facility – Repair/replacement of water softeners, valves, pumps, chemical storage tanks, water storage tanks, water control system, control panels, alarm systems, customer water meters, effluent and brine meters, wells, chemical residue analyzers, utility billing software and generators. Also include the cost associated with implementing the Risk and Resilience and Emergency Response Plan for the Village's Water Treatment Facility.

Wastewater & Wastewater Treatment Facility – Lagoon maintenance, effluent meters, lift stations and lift station pumps, blowers, control panels, and alarm system.

CIP/MP Detail Information

The CIP/MP contains the following details:

1. Work Area – The Village has been divided into six (6) work areas. Each item is identified in the Work Area in which the item is located. See Work Area Map.
2. Department – Defines the Department or Fund in which the item is budgeted/expensed under.
3. Fund/Department Number – This identifies the Fund Number the items are budgeted/expensed under. The following Village funds are applicable to the CIP/MP: General, Motor Fuel Tax, Road & Bridge, Water and Sewer Fund, Water Improvement, Sewer Improvement, Tax Increment Finance (TIF) District and the Utility Tax.
4. CIP/MP ID# - Each item is assigned a CIP/MP ID # that is used as a tracking measure and is listed in Budget Detail when the capital item is to be purchased.
5. Description – Identifies what the item is and may include the position to which the item is assigned.
6. Manufacturer/Work to be Done – If the manufacturer's name is known it is listed; otherwise, the location and type of work to be done is listed.
7. Make/Model – If known, the make and model of the item is listed.
8. Replacement Year & Replacement Cost – These columns include the past fiscal year and then the Current Fiscal Year serves as Year 1 of the program. The CIP and the MP are rolling plans. Cost for items are updated each year and new items are added as the repair/replacement cycle continues.
9. The last page of the CIP and MP is where the capital item costs are totaled by Fund and then by year in the CIP/MP.

As time permits, a specification sheet will be developed for each item on the CIP/MP list. The specification sheet will include a picture and expected lifespan of the item.

CIP/MP projects appearing in the Current Fiscal Year – Year 1 have been included in the FY2020 – 2021 Budget.

Annual Review Process

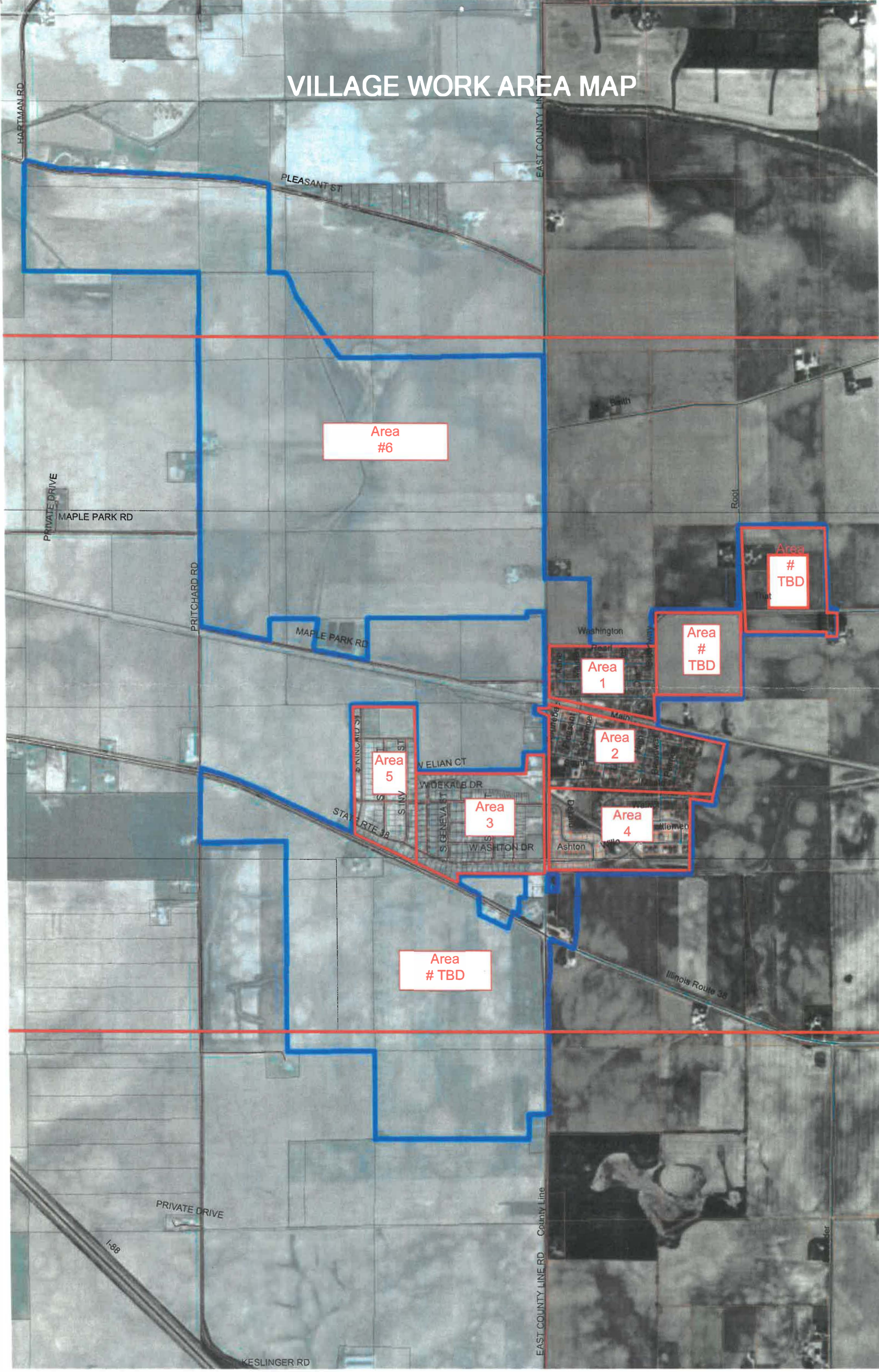
Each year the CIP/MP will be reviewed by the Infrastructure Committee. New items may be added to the list as the Village continues to maintain a complete inventory of Village assets; as existing items are replaced and projects completed, they will be added back onto the CIP/MP list in the next appropriate future replacement/repair year based on the life expectancy of the item.

Once the Infrastructure Committee has reviewed and recommended the list for the next budget year, the information will then be reviewed and considered by the Finance Committee. This review process ensures that both the physical and financial aspects of the list are evaluated. The Finance Committee recommends a budget to the Village Board for final approval. Once the Village Board approves the budget, the items/projects will be included in the appropriate line items of the appropriation ordinance and budget. Staff will then move forward with implementing the budget through the purchasing of good/services or projects throughout the fiscal year.

Conclusion

The Village of Maple Park is fiscally conscious of the revenues it receives from various sources and is fiscally conservative with its expenditures. Annual review of the CIP/MP will ensure that the Village continues to maintain functional facilities, equipment and vehicles so that it can continue to deliver daily operations without interruption. Having a Capital Improvement Plan and Maintenance Plan (CIP/MP) in place illustrates that the Village Board are acting as good financial stewards for the residents and business/property owners within the Village by having this best management practice in place.

VILLAGE WORK AREA MAP



VILLAGE OF MAPLE PARK
WORK AREA BOUNDARY DEFINITIONS

Area 1

North: Washington Street
South: Railroad Tracks
East: North Broadway Street
West: West County Line Road

Area 2

North: Railroad Tracks
South: Maple Street
East: Eastern Village of Maple Park Municipal Border
West: West County Line Road

Area 3

North: Elan Court
South: West Ashton Street
East: Elizabeth Street
West: South Huntley Street

Area 4

North: Willow Street
South: West Ashton Street
East: Eastern Village of Maple Park Municipal Border
West: Elizabeth Street

Area 5

North: Northern Village of Maple Park Municipal Border
South: West Ashton Street
East: South Huntley Street
West: Western Village of Maple Park Municipal Border

Area 6

North: Northern Village of Maple Park Municipal Border
South: Maple Park Road
East: County Line road
West: Pritchard Road



VILLAGE OF MAPLE PARK
CAPITAL IMPROVEMENT PLAN (CIP)

**VILLAGE OF MAPLE PARK
CAPITAL IMPROVEMENT PLAN**

TOP CIP PRIORITIES

CIP							Replacement Year & Replacement Cost								
Work Area	Department	Fund/Dept. Number	CIP/MP	Description	Manufacturer/Work To Be Done	Make/Model	Past Fiscal Year - FY2020	Curent Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028

WATER & WATER TREATMENT FACILITY

WA1	Water Improv.	54-00	W-0015	Water Tower - Engineering				25,000							
WA1	Water Improv.	54-00	W-0022	Water Tower - Construction							1,825,000				
							0	25,000	0	0	1,825,000	0	0	0	0

WASTEWATER & WASTEWATER TREATMENT PLANT

WA6	WWTP	56-10	WWTP-0002	WWTP Facility (New) - 3.23 Acre Land Purchase, Appraisal, Legal/Closing							275,000				
							0	0	0	0	275,000	0	0	0	0

STREET REPAIR/REPLACEMENT

WA1	Road & Bridge	15-00	RB-0001	Center Street - East of Broadway	Engineering - Road/Stormwater		15,000								
WA1	MFT	19-00	MFT-0001	Center Street - East of Broadway	Construction - Stormwater			25,000							
WA1	MFT	19-00	MFT-0002	Center Street - East of Broadway	Construction - Pavement					85,000					
WA1	Road & Bridge	19-00	RB-0002	Pearl Street - Maiden to North Broadway	Engineering - Road			25,000							
WA1	Road & Bridge	19-00	RB-0003	Pearl Street - Charles	Engineering - Stormwater			15,000							
WA1	Road & Bridge	15-00	RB-0006	Pearl Street - Maiden to North Broadway	Construction - Stormwater					60,000					
WA1	MFT	19-00	MFT-0003	Pearl Street - Maiden to North Broadway	Construction - Pavement					147,000					
							15,000	65,000	0	292,000	0	0	0	0	0
							15,000	90,000	0	292,000	2,100,000	0	0	0	0

CIP							Replacement Year & Replacement Cost								
Work Area	Department	Fund/Dept. Number	CIP/MP	Description	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY2020	Curent Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028

FACILITIES

WA4	Admin	01-10	A-0016	Civic Center - Space Needs Study											
WA4	Admin	01-10	A-0017	Civic Center - Kitchen Cabinets						2,000					
WA4	Admin	01-10	A-0018	Civic Center - Roof											
WA4	Admin	01-10	A-0019	Civic Center - Gym Floor											
WA4	Admin	01-10	A-0020	Civic Center - Gym HVAC											
WA4	Admin	01-10	A-0021	Civic Center - Gym Electrical/Plumbing											
WA4	Admin	01-10	A-0022	Civic Center - Stage											
WA4	Admin	01-10	A-0023	Civic Center - Lintels				30,000							
WA4	Admin	01-10	A-0024	Civic Center - Gutters											
WA4	Admin	01-10	A-0025	Civic Center - Board Room Floor, screening			400								
WA4	Admin	01-10	A-0026	Civic Center - HVAC -Site Survey & Design Prep.						41,280					
WA4	Admin	01-10	A-0027	Civic Center - HVAC - Install New Equipment						567,600					
WA4	Admin	01-10	A-0028	Civic Center - Exterior Brick Tuckpointing				10,000							
WA4	Admin	01-10	A-0029	Police Department - Bathroom Remodel						41,854					
WA4	Admin	01-10	A-0030	Police Department - Emergency Operations Center Work - IT/Electrical						10,000					
WA4	Admin	01-10	A-0031	Civic Center - Generator, Pad and ATS						250,000					
WA4	Admin	01-10	A-0032	Civic Center - Wheelchair Lift							32,475				
WA4	Admin	01-10	A-0033	Civic Center - Tile Removal/Replacement*						24,000					
WA4	Admin	01-10	A-0034	Public Works Garage						120,000					
WA4	Admin	01-10	A-0035	Welcome Sign - County Line Road						2,000					
							400	40,000	0	1,058,734	0	32,475	0	0	0

*Estimate at \$40 sf X 600 sf

CIP							Replacement Year & Replacement Cost								
Work Area	Department	Fund/Dept. Number	CIP/MP	Description	Manufacturer/Work To Be Done	Make/Model	Past Fiscal Year - FY2020	Curent Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028
PARKS & GROUNDS															
WA1	Parks	01-20	PK-0005	Washington Park - Playground Equipment						20,000					
WA4	Parks	01-20	PK-0006	McAdams Park - Pavilion Roof											25,000
WA4	Parks	01-20	PK-0007	McAdams Park - Playground Equipment											
WA4	Parks	01-20	PK-0008	Civic Cener - Playground							20,000				
WA4	Parks	01-20	PK-0011	Willow Park - Playground Equipment									20,000		
							0	0	0	20,000	20,000	0	20,000	0	25,000


CIP							Replacement Year & Replacement Cost								
Work Area	Department	Fund/Dept. Number	CIP/MP	Desscription	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY2020	Curent Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028
STREET REPAIR/REPLACEMENT															
WA4	MFT	19-00	MFT-0004	Maple - Walnut to end of street at corn field	Engineering - Stormwater						15,000				
WA4	MFT	19-00	MFT-008	Maple - Walnut to end of street at corn field	Engineering - Road							25,000			
WA4	Road & Bridge	15-00	RB-0007	Maple - Walnut to end of street at corn field	Construction - Stormwater								61,800		
WA4	MFT	19-00	MFT-0005	Maple - Walnut to end of street at corn field	Construction - Pavement								151,410		
WA4	MFT	19-00	MFT-0006	State Street											
WA2	TIF	13-00	TIF-0001	Wayside Horns	Preliminary Engineering									7,500	
WA3	TIF	13-00	TIF-0002	Wayside Horns	Horn Installation										600,000
							0	0	0	0	15,000	25,000	213,210	7,500	600,000

CIP							Replacement Year & Replacement Cost								
Work Area	Department	Fund/Dept. Number	CIP/MP	Description	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY2020	Curent Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028
WATER & WATER TREATMENT FACILITY															
WA1	Water	52-10	W-0021	Source Water Protection Plan		Regulatory				30,000					
WA1	Water	52-10	W-0027	Generator - ATS, electric, pad, natural gas piping							175,000				
WA1	Water	52-10	W-0028	Chemical Chloride Feed System & Storage Tank							85,000				
WA1	Water	52-10	W-0050	Well No. 4	220 gpm @ 485 ft	40 HP									
WA1	Water	52-10	W-0051	Softener No. 1	Tonka	Media replaced 2018									
WA1	Water	52-10	W-0052	Softener No. 2	Tonka	Media replaced 2018									
WA1	Water	52-10	W-0053	Well No. 5	350 gpm @ 520 ft	75 HP									
WA1	Water	52-10	W-0054	Chlorine Residual Analyzer	Evoqua	Depolox 3 Plus									
WA1	Water	52-10	W-0055	Loss of Head Gauge	US Filter Control Systems	Model A300									
WA1	Water	52-10	W-0056	Water Treatment Control Panel/PLC	Wunderlich-Malec										
							0	0	0	30,000	260,000	0	0	0	0

CIP							Replacement Year & Replacement Cost								
Work Area	Department	Fund/Dept. Number	CIP/MP	Desscription	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY2020	Curent Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028
WASTEWATER & WASTEWATER TREATMENT PLANT															
WA6	WWTP	56-10	WWTP-0001	WWTP - Cesspool vegetation management - burn/removal				20,000							
WA6	WW	52-10	WW-0002	WTP Effluent Meter	Sparling	Monitor and check in FY22									
WA6	WW	52-20	WW-0004	County Line Lift Station Submersible Pump #1	How old - 20 years	\$16,000 Pull/repair		10,000					375,000		
WA6	WW	52-20	WW-0005	County Line Lift Station Submersible Pump #2	How old - 20 years	\$16,000 Pull/repair			16,000				375,000		
WA6	WWTP	56-10	WWTP-0003	WWTP Facility (New) - Engineering/Design/Permitting							125,000				
WA6	WWTP	56-10	WWTP-0004	WWTP Facility (New) Construction							5,500,000				
WA6	WWTP	56-10	WWTP-0011	Decommission/Remove Cesspools at WWTP							275,000				
WA6	WWTP	56-10	WWTP-0005	Blower #1, Enclosures & VFD* w/Control Panel	Gardner Denver					70,000					
WA6	WWTP	56-10	WWTP-0006	Blower #2, Enclosures & VFD*	Gardner Denver										
WA6	WWTP	56-10	WWTP-0008	WWTP - Generator, ATS, electric, pad, natural gas piping							175,000				
	WWTP	56-10	WWTP-0009	Point Source Protection Plan							30,000				
WA6	WWTP	56-10	WWTP-0012	Lift Station - WWTP							450,000				
WA3	WWTP	56-10	WWTP-0013	Lift Station - County Line Road											
WA4	Administration, Water, Sewer*	01-10, 52-10, 52-20	A-0017	Generator	Generac										
							0	30,000	16,000	70,000	6,555,000	0	750,000	0	0

*Can be transferred to new WWTP Facility based on proposed design.

TOTAL	15,400	160,000	16,000	1,470,734	8,950,000	57,475	983,210	7,500	625,000
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 =Amount Budgeted in FY2021

CAPITAL IMPROVEMENT PLAN (CIP) BY FUND

Fund	Fund/Dept. Number	Description	Replacement Year & Replacement Cost								
			Past Fiscal Year - FY2020	Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028
General Fund											
	01-10	Facilities	400	40,000	0	1,058,734	0	32,475	0	0	0
	01-20	Parks & Grounds	0	0	0	20,000	20,000	0	20,000	0	25,000
		TOTAL	400	40,000	0	1,078,734	20,000	32,475	20,000	0	25,000
Road & Bridge	15-00	Street Repair/Replace.	15,000	40,000	0	60,000	0	0	61,800	0	0
		TOTAL	15,000	40,000	0	60,000	0	0	61,800	0	0
MFT	19-00	Street Repair/Replace.	15,000	25,000	0	232,000	15,000	25,000	151,410	0	0
		TOTAL	15,000	25,000	0	232,000	15,000	25,000	151,410	0	0
TIF District	13-00	Wayside Horns	0	0	0	0	0	0	0	7,500	600,000
		TOTAL	0	0	0	0	0	0	0	7,500	600,000
Water Fund	52-10	Water/Water Treatment Plant	0	0	0	30,000	260,000	0	0	0	0
		TOTAL	0	0	0	30,000	260,000	0	0	0	0
Water Improvement Fund	54-10	Water/Water Treatment Plant	0	25,000	0	0	1,825,000	0	0	0	0
		TOTAL	0	25,000	0	0	1,825,000	0	0	0	0
Sewer Fund	52-20	WWTP & Lift Stations	10,000	16,000	0	0	0	750,000	0	0	13,333
		TOTAL	10,000	16,000	0	0	0	750,000	0	0	13,333
Sewer Improvement Fund	56-00	WWTP & Lift Stations	20,000	0	70,000	6,555,000	275,000	0	0	0	450,000
		TOTAL	20,000	0	70,000	6,555,000	275,000	0	0	0	450,000
TOTAL			60,400	146,000	70,000	7,955,734	2,395,000	807,475	233,210	7,500	1,088,333



VILLAGE OF MAPLE PARK
MAINTENANCE PLAN (MP)

**VILLAGE OF MAPLE PARK
MAINTENANCE PLAN**

MAINTENANCE PLAN							Replacement Year & Replacement Cost								
Work Area	Department	Fund/Dept. Number	CIP/MP	Desscription	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY2020	Curent Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028

INFORMATION TECHNOLOGY & EQUIPMENT

WA4	Administration	01-10	A-0001	Server	HP	ProLiant ML110 Gen10						13,000			
WA4	Administration	01-10	A-0002	Desktop - Village Clerk	HP	HP ProDesk 400 G4 SFF			1,000						
WA4	Administration	01-10	A-0003	Laptop - Village Accountant	Lenovo	20EV002JUS			1,000						
WA4	Administration	01-10	A-0004	Laptop - Village Administrator	Lenovo	20NB001JUS				1,300					
WA4	Police	01-30	PD-0001	Laptop - Police Department	HP	HP ProBook 450 G4			1,000						
WA4	Police	01-30	PD-0003	Desktop - Police Chief	HP	HP ProDesk 400 G4 SFF			1,000						
WA4	Police	01-30	PD-0004	Desktop - Sergeant	HP	HP EliteDesk 705 G4 DM 65W (TAA)					1,500				
WA4	Police	01-30	PD-0005	Desktop - Patrol 1	HP	HP EliteDesk 705 G4 DM 65W (TAA)					1,500				
WA4	Police	01-30	PD-0006	Desktop - Patrol 2	HP	HP EliteDesk 705 G4 DM 65W (TAA)					1,500				
WA4	Streets, Water, Sewer	01-50	ST-0001	Desktop - Public Works Dir/Bidg. Inspctr. (1/3)	LENOVO	10MR0004US			333						
WA4	Administration	01-10	A-0005	Desktop - Board Room	HP	HP ProDesk 600 G3 DM				1,000					
WA4	Administration	01-10	A-0006	Desktop -Village Accountant	Lenovo	20NB001JUS				1,000					
WA4	Administration	01-10	A-0007	Uninterrupted Power Source	APC	Model 1500						900			
WA4	Administration, Water, Sewer*	01-10, 01-30, 52-10, 52-20	A-0008, A-0009, A-0010, A-0011	Monitors - Six (6) 24"									600		
WA4	Police	01-30	PD-0007 - PD-0010	Monitors - Four (4) 24"										600	
WA4	Administration	01-10	A-0014	Copy Machine - Village Hall						15,000					
WA4	Police	01-30	A-0015	Copy Machine - Police Dept.								15,000			
WA4	Administration	01-10	A-0016	Automated External Defibrillators (AED) - Two (2) (LE 5 - 8 years)					1,700						1,750
WA4	Administration, Water, Sewer*	01-10, 52-10, 52-20	A-0017	Generator	Generac										
							0	0	6,033	18,300	4,500	28,900	600	600	1,750

MAINTENANCE PLAN							Replacement Year & Replacement Cost								
Work Area	Department	Fund/Dept. Number	CIP/MP	Desscription	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY2020	Curent Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028
VEHICLES															
WA4	Police	01-30	PD-0011	Police SUV	2007 Ford	Expedition	24,784								
WA4	Police	01-30	PD-0012	Police Squad	2004 Chevrolet	Impala									
WA4	Police	01-30	PD-0013	Police SUV	2017 Ford	Interceptor									
WA4	Police	01-30	PD-0014	Police Squad	2017 Ford	Taurus									
WA4	Street, Water, Sewer*	01-50, 52-10, 52-20	ST-0002	Dump Truck	1998 Ford	L850									
WA4	Street, Water, Sewer*	01-50, 52-10, 52-20	ST-0003	Pickup Truck w/Snow Plow	2004 Ford	F350									
WA4	Street, Water, Sewer*	01-50, 52-10, 52-20	ST-0004	Pickup Truck w/Snow Plow	2015 Ford	F350 Super Duty									
WA4	Parks & Grounds, Street, Water, Sewer**	01-20, 01-50, 52-10, 52-20	PK-0001	Lawn Mower	2007 Exmark	56" Zero Turn/Model #314633400			675						
WA4	Parks & Grounds, Street, Water, Sewer**	01-20, 01-50, 52-10, 52-20	PK-0002	Lawn Mower	2015 Exmark	Lazer Z - E Series/Model #LZE730KA60455						3,000			
WA4	Parks & Grounds, Street, Water, Sewer**	01-20, 01-50, 52-10, 52-20	PK-0003	Skidster	2001 Bob Cat	Model 873G High Flo							11,250		
*Split three ways.							24,784	0	675	0	0	3,000	11,250	0	0

*Split three ways.

**Split four ways.

MAINTENANCE PLAN							Replacement Year & Replacement Cost								
Work Area	Department	Fund/Dept. Number	CIP/MP	Desscription	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY2020	Curent Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028
FACILITIES															
WA4	Admin	01-10	A-0016	Civic Center - Space Needs Study											
WA4	Admin	01-10	A-0017	Civic Center - Kitchen Cabinets						2,000					
WA4	Admin	01-10	A-0018	Civic Center - Roof											
WA4	Admin	01-10	A-0019	Civic Center - Gym Floor											
WA4	Admin	01-10	A-0020	Civic Center - Gym HVAC											
WA4	Admin	01-10	A-0021	Civic Center - Gym Electrical/Plumbing											
WA4	Admin	01-10	A-0022	Civic Center - Stage											
WA4	Admin	01-10	A-0023	Civic Center - Lintels				30,000							
WA4	Admin	01-10	A-0024	Civic Center - Gutters											
WA4	Admin	01-10	A-0025	Civic Center - Board Room Floor, screening			400								
WA4	Admin	01-10	A-0026	Civic Center - HVAC -Site Survey & Design Prep.						41,280					
WA4	Admin	01-10	A-0027	Civic Center - HVAC - Install New Equipment						567,600					
WA4	Admin	01-10	A-0028	Civic Center - Exterior Brick Tuckpointing				10,000							
WA4	Admin	01-10	A-0029	Police Department - Bathroom Remodel						41,854					
WA4	Admin	01-10	A-0030	Police Department - Emergency Operations Center Work - IT/Electrical						10,000					
WA4	Admin	01-10	A-0031	Civic Center - Generator, Pad and ATS						250,000					
WA4	Admin	01-10	A-0032	Civic Center - Wheelchair Lift								32,475			
WA4	Admin	01-10	A-0033	Civic Center - Tile Removal/Replacement*						24,000					
WA4	Admin	01-10	A-0034	Public Works Garage						120,000					
WA4	Admin	01-10	A-0035	Welcome Sign - County Line Road						2,000					
*Estimate at \$40 sf X 600 sf							400	40,000	0	1,058,734	0	32,475	0	0	0

*Estimate at \$40 sf X 600 sf

MAINTENANCE PLAN							Replacement Year & Replacement Cost								
Work Area	Department	Fund/Dept. Number	CIP/MP	Desscription	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY2020	Curent Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028
PARKS & GROUNDS															
WA1	Parks	01-20	PK-0004	Washington Park - Pavillion											
WA4	Parks	01-20	PK-0010	Civic Center - Baseball Diamond	Fence replacement										
WA4	Parks & Grounds, Street, Water, Sewer**	01-20, 01-50, 52-10, 52-20	PK-0001	Lawn Mower	2007 Exmark	56" Zero Turn/Model #314633400			675						
WA4	Parks & Grounds, Street, Water, Sewer**	01-20, 01-50, 52-10, 52-20	PK-0002	Lawn Mower	2015 Exmark	Lazer Z - E Series/Model #LZE730KA60455						3,000			
WA4	Parks & Grounds, Street, Water, Sewer**	01-20, 01-50, 52-10, 52-20	PK-0003	Skidster	2001 Bob Cat	Model 873G High Flo							11,250		
							0	0	675	0	0	3,000	11,250	0	0

MAINTENANCE PLAN							Replacement Year & Replacement Cost								
Work Area	Department	Fund/Dept. Number	CIP/MP	Desscription	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY2020	Curent Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028
TIF District															
WA4	TIF	13-00	TIF-0004 through TIF-0008	General Improvemets Assistance Grants - 5 @ \$3,000 ea.							15,000	15,000	15,000		
							0	0	0	0	15,000	15,000	15,000	0	0

MAINTENANCE PLAN							Replacement Year & Replacement Cost								
Work Area	Department	Fund/Dept. Number	CIP/MP	Desscription	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY2020	Curent Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028
STREET REPAIR/REPLACEMENT															
WA1	Road & Bridge	15-00	RB-0004	Pearl Street - Survey Topography Pearl and Center	W.E. Hanna		5,400								
WA1	Road & Bridge	15-00	RB-0005	Pearl Street - Survey Topography Charles and Washington	W.E. Hanna		3,700								
WA1	MFT	19-00	MFT-0003	Pearl Street - Maiden to North Broadway	Construction - Pavement					147,000					
WA4	Road & Bridge	15-00	RB-0005	Maple - Survey Topography	W.E. Hanna			5,400							
WA4	MFT	19-00	MFT-0005	Maple - Walnut to end of street at corn field	Construction - Pavement					151,410					
WA4	MFT	19-00	MFT-0006	State Street											
WA1	MFT	19-00	MFT-0007	Kenebec - HD Rockers to Post Office	Engineering - Stormwater				20,000						
WA1	Road & Bridge	15-00	RB-0008	Main to Kennebec - Downtown	Parking Study				5,000						
WA4	Parks & Grounds, Street, Water, Sewer**	01-20, 01-50, 52-10, 52-20	PK-0001	Lawn Mower	2007 Exmark	56" Zero Turn/Model #314633400				675					
WA4	Parks & Grounds, Street, Water, Sewer**	01-20, 01-50, 52-10, 52-20	PK-0002	Lawn Mower	2015 Exmark	Lazer Z - E Series/Model #LZE730KA60455						3,000			
WA4	Parks & Grounds, Street, Water, Sewer**	01-20, 01-50, 52-10, 52-20	PK-0003	Skidster	2001 Bob Cat	Model 873G High Flo							11,250		
							9,100	5,400	25,675	298,410	0	3,000	11,250	0	0

MAINTENANCE PLAN							Replacement Year & Replacement Cost								
Work Area	Department	Fund/Dept. Number	CIP/MP	Desscription	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY2020	Curent Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028
STORMWATER															
WA3	Streets	15-00	ST-0005	Aerators - Heritage Hills Detention	3 aerators					11,000					
WA4	TIF	13-00	TIF-003	Televise, Root Cut, Jet Storm Sewer - WA4				15,930							
							0	15,930	0	11,000	0	0	0	0	0

MAINTENANCE PLAN							Replacement Year & Replacement Cost								
Work Area	Department	Fund/Dept. Number	CIP/MP	Desscription	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY2020	Curent Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028
WATER & WATER TREATMENT FACILITY															
WA1	Water	52-10	W-0001	Softener 1 Control Valve - A	Cla-Val	4" solenoid valve	3,500								
WA1	Water	52-10	W-0002	Softener 1 Control Valve - B	Cla-Val	4" solenoid valve	3,500								
WA1	Water	52-10	W-0003	Softener 2 Control Valve - B	Cla-Val	4" solenoid valve	3,500								
WA1	Water	52-10	W-0004	150,000 gallon waterspheroid* - Item #1 Overflow Pipe Discharge Replacement				3,900							
WA1	Water	52-10	W-0005	150,000 gallon waterspheroid - Item #2 Concrete splash Pad under Overflow Pipe Discharge				5,200							
WA1	Water	52-10	W-0006	150,000 gallon waterspheroid - Item #3 Frost-Free Pressure Vaccum Vent & Item #4 Weather Tight Cover over Access Tube				7,800							
WA1	Water	52-10	W-0007	Softener 2 Control Valve - A	Cla-Val	4" solenoid valve	Replaced								
WA1	Water	52-10	W-0008	Softener 1 Control Valve - C	Cla-Val	4" solenoid valve		3,500							
WA1	Water	52-10	W-0009	Softener 1 Control Valve - D	Cla-Val	4" solenoid valve		3,500							
WA1	Water	52-10	W-0010	Softener 1 Control Valve - E	Cla-Val	4" solenoid valve			3,500						
WA1	Water	52-10	W-0011	Softener 2 Control Valve - C	Cla-Val	4" solenoid valve		3,500							
WA1	Water	52-10	W-0012	Softener 2 Control Valve - D	Cla-Val	4" solenoid valve		3,500							
WA1	Water	52-10	W-0013	Softener 2 Control Valve - E	Cla-Val	4" solenoid valve			3,500						
WA1	Water	52-10	W-0014	Emergency Shower				1,000							
WA1	Water	52-10	W-0016	Well No.4 Well Pump Control Valve 6A - 4"	Cla-Val	Model 61-02			3,500						
WA1	Water	52-10	W-0017	Well No. 5 Well Pump Control Valve 6B - 4"	Cla-Val	Model 61-02			3,500						
WA1	Water	52-10	W-0018	Make up Control Valve	Cla-Val				3,500						
WA1	Water	52-10	W-0019	Softener Bypass Control Valve	Cla-Val	130-01			3,500						
WA1	Water	52-10	W-0020	Brine Pump	Met-Pro Global Pump Solutions					10,000					
WA1	Water	52-10	W-0023	Sodium Hypochlorite Pump #5	Stenner	No. 2 Tube					3,500				
WA1	Water	52-10	W-0024	Sodium Hypochlorite Pump #4	Stenner	No. 2 Tube					3,500				
WA1	Water	52-10	W-0025	Hypochlorite Scale #5	Scaletron						2,500				
WA1	Water	52-10	W-0026	Hypochlorite Scale #4	Scaletron						2,400				
WA1	Water	52-10	W-0029	Polyphosphate Pump #5	LMI	A151-91S						2,500			
WA1	Water	52-10	W-0030	Polyphosphate Pump #4	LMI	A151-91S						2,500			
WA1	Water	52-10	W-0031	Polyphosphate Scale #5	Scaletron							2,500			
WA1	Water	52-10	W-0032	Polyphosphate Scale #4	Scaletron							2,500			
WA1	Water	52-10	W-0034	150,000 gallon waterspheroid - Items #2 Abrasive Blast Clean; Item #3 Install Clips/Pressure Fitting for Cathodic Protection								22,600			
WA1	Water	52-10	W-0035	150,000 gallon waterspheroid - Item #4 Blast Clean Pit Pipe/Repaint; Item #5 Repair Spalling Concrete Foundation								5,300			

MAINTENANCE PLAN							Replacement Year & Replacement Cost								
Work Area	Department	Fund/Dept. Number	CIP/MP	Desscription	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY2020	Curent Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028
WA1	Water	52-10	W-0036	150,000 gallon waterspheroid - Item #7 Install Handrail/Painter's Railing on Roof; Item #9 Replace Globe/Cage for Light Fixture; Item #10 Install Ladder Extension on Condensate Plat.								14,300			
WA1	Water	52-10	W-0037	150,000 gallon waterspheroid - Item #14 Remove Glandular Expansion Joint Replc. w/Bellows; Item #15 Install AL Cover over Fill/Draw Pipe Insulation.								18,900			
WA1	Water	52-10	W-0038	150,000 gallon waterspheroid - Item #16 Install Mud Valve; Item #17 Replace Condensate Drain Line								6,600			
WA1	Water	52-10	W-0039	150,000 gallon waterspheroid - Inspection								4,000			
WA1	Water	52-10	W-0040	Globe style silent check valve	Valmatic	1806BN							5,000		
WA1	Water	52-10	W-0041	Globe style silent check valve	Valmatic	1806BN								5,000	
WA1	Water	52-10	W-0042	Well No. 4 Influent Meter 10A	Sparling	FT194						2,500			
WA1	Water	52-10	W-0043	Well No. 5 Influent Meter 10B	Sparling	FT194						2,500			
WA1	Water	52-10	W-0044	Make-up Water Meter	Badger Meter	Model ER with MS-ER1									
WA1	Water	52-10	W-0045	Brine Meter	Badger Meter										
WA1	Water	52-10	W-0046	Unit No. 1 Effluent Meter 32A	Sparling	FM 104 with FT194									
WA1	Water	52-10	W-0047	Unit No. 2 Effluent Meter 32A	Sparling	FM 104 with FT194									
WA1	Water	52-10	W-0048	Bypass Meter	Sparling	FM 104 with FT194									
WA1	Water	52-10	W-0049	Regeneration Waste Meter	Sparling	FM 104 with FT194									
WA1	Water	52-10	W-0050	Well No. 4	220 gpm @ 485 ft	40 HP									
WA1	Water	52-10	W-0051	Softener No. 1	Tonka	Media replaced 2018									
WA1	Water	52-10	W-0052	Softener No. 2	Tonka	Media replaced 2018									
WA1	Water	52-10	W-0053	Well No. 5	350 gpm @ 520 ft	75 HP									
WA1	Water	52-10	W-0054	Chlorine Residual Analyzer	Evoqua	Depolox 3 Plus									
WA1	Water	52-10	W-0055	Loss of Head Gauge	US Filter Control Systems	Model A300									
WA1	Water	52-10	W-0056	Water Treatment Control Panel/PLC	Wunderlich-Malec										
WA1	Water	52-10	W-0057	Fire Hydrant Replacement - Broadway & Center				7,000							
WA4	Streets, Water, Sewer	52-10	ST-001	Desktop - Public Works Dir/Bidg. Inspctr. (1/3)	LENOVO	10MR004US			333						
WA4	Administration, Water, Sewer	52-10	A-0012	Monitors - Six (6) 24"									150		
WA4	Administration, Water, Sewer*	01-10, 52-10, 52-20	A-0017	Generator	Generac										
WA4	Street, Water, Sewer*	01-50, 52-10, 52-20	ST-0002	Dump Truck	1998 Ford	L850									
WA4	Street, Water, Sewer*	01-50, 52-10, 52-20	ST-0003	Pickup Truck w/Snow Plow	2004 Ford	F350									
WA4	Street, Water, Sewer*	01-50, 52-10, 52-20	ST-0004	Pickup Truck w/Snow Plow	2015 Ford	F350 Super Duty									

MAINTENANCE PLAN							Replacement Year & Replacement Cost								
Work Area	Department	Fund/Dept. Number	CIP/MP	Desscription	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY2020	Curent Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028
WA4	Parks & Grounds, Street, Water, Sewer**	01-20, 01-50, 52-10, 52-20	PK-0001	Lawn Mower	2007 Exmark	56" Zero Turn/Model #314633400			675						
WA4	Parks & Grounds, Street, Water, Sewer**	01-20, 01-50, 52-10, 52-20	PK-0002	Lawn Mower	2015 Exmark	Lazer Z - E Series/Model #LZE730KA60455						3,000			
WA4	Parks & Grounds, Street, Water, Sewer**	01-20, 01-50, 52-10, 52-20	PK-0003	Skidster	2001 Bob Cat	Model 873G High Flo							11,250		
							10,500	38,900	22,008	10,000	11,900	89,700	16,400	5,000	0

MAINTENANCE PLAN							Replacement Year & Replacement Cost								
Work Area	Department	Fund/Dept. Number	CIP/MP	Description	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY2020	Curent Fiscal Year - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028
WASTEWATER & WASTEWATER TREATMENT PLANT															
WA6	WWTP	56-10	WWTP-0014	WWTP Sampler					15,281						
WA6	WWTP	56-10	WWTP-0015	Televise, Root Cut, Jet Storm Sewer - Pearl Street			17,817								
WA6	WW	52-10	WW-0002	WTP Effluent Meter	Sparling	Monitor and check in FY22									
WA6	WW	52-20	WW-0003	Lift Station Submersible Pump - Backup Pump			16,000								
WA6	WW	52-20	WW-0004	County Line Lift Station Submersible Pump #1	How old - 20 years	\$16,000 Pull/repair		10,000					375,000		
WA6	WW	52-20	WW-0005	County Line Lift Station Submersible Pump #2	How old - 20 years	\$16,000 Pull/repair			16,000				375,000		
WA6	WWTP	56-10	WWTP-0007	Water Well & Booster Tank	NOT USED										
WA4	Streets, Water, Sewer	01-10, 52-10, 52-20	ST-001	Desktop - Public Works Dir/Bidg. Inspctr. (1/3)	LENOVO	10MR0004US			334						
WA4	Administration, Water, Sewer	52-10	A-0012 - A-0013	Monitors - Six (6) 24"									100		
WA4	Administration, Water, Sewer*	01-10, 52-10, 52-20	A-0017	Generator	Generac										
WA4	Street, Water, Sewer*	01-50, 52-10, 52-20	ST-0002	Dump Truck	1998 Ford	L850									
WA4	Street, Water, Sewer*	01-50, 52-10, 52-20	ST-0003	Pickup Truck w/Snow Plow	2004 Ford	F350									
WA4	Street, Water, Sewer*	01-50, 52-10, 52-20	ST-0004	Pickup Truck w/Snow Plow	2015 Ford	F350 Super Duty									
WA4	Parks & Grounds, Street, Water, Sewer**	01-20, 01-50, 52-10, 52-20	PK-0001	Lawn Mower	2007 Exmark	56" Zero Turn/Model #314633400			675						
WA4	Parks & Grounds, Street, Water, Sewer**	01-20, 01-50, 52-10, 52-20	PK-0002	Lawn Mower	2015 Exmark	Lazer Z - E Series/Model #LZE730KA60455						3,000			
WA4	Parks & Grounds, Street, Water, Sewer**	01-20, 01-50, 52-10, 52-20	PK-0003	Skidster	2001 Bob Cat	Model 873G High Flo							11,250		
							16,000	27,817	32,290	0	0	3,000	761,350	0	0

*Can be transferred to new WWTP Facility based on proposed design.

TOTAL	60,784	128,047	87,357	1,396,444	16,400	163,075	812,100	5,600	1,750
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MAINTENANCE PLAN (MP) BY FUND

Fund	Fund/Dept. Number	Description	Replacement Year & Replacement Cost								
			Past FY2020	Current - Year 1 FY2021	Year 2 FY2022	Year 3 FY2023	Year 4 FY2024	Year 5 FY2025	Year 6 FY2026	Year 7 FY2027	Year 8 FY2028
General Fund											
	01-10	IT & Equipment	0	0	6,033	18,300	4,500	28,900	600	600	1,750
	01-20,01-30, 01-50, 52-10, 52-20	Vehicles	24,784	0	675	0	0	3,000	11,250	0	0
	01-10	Facilities	400	40,000	0	1,058,734	0	32,475	0	0	0
	01-20	Parks & Grounds									
	01-50	Street Repair/Replace.	0	0	675	0	0	3,000	11,250	0	0
	01-30	Parks & Grounds	0	0	675	0	0	3,000	11,250	0	0
	01-50	Stormwater	0	15,930	0	11,000	0	0	0	0	0
		TOTAL	25,184	55,930	8,058	1,088,034	4,500	70,375	34,350	600	1,750
Road & Bridge	01-15	Street Repair/Replace.	9,100	5,400	5,000	0	0	0	0	0	0
MFT	01-19	Street Repair/Replace.	0	0	20,000	298,410	0	0	0	0	0
TIF District	13-00	General Improvements Assistance Grants;Televis, Root Cut, Jet Storm Sewer	0	15,930	0	0	15,000	15,000	15,000	0	0
Water Fund	52-10	Water/Water Treatment Plant	10,500	38,900	22,008	10,000	11,900	89,700	16,400	5,000	0
Sewer Fund	52-20	WWTP & Lift Stations	16,000	10,000	17,009	0	0	3,000	761,350	0	0
Sewer Improvement Fund	56-00	WWTP & Lift Stations	0	17,817	15,281	0	0	0	0	0	0
		TOTAL	60,784	143,977	87,357	1,396,444	31,400	178,075	827,100	5,600	1,750



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151


Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.org>

MEMORANDUM

TO: Committee of the Whole – Infrastructure Committee Liaison

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: October 5, 2020

SUBJECT: WATER SYSTEM – RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN AWARD RECOMMENDATION

BACKGROUND

The Village of Maple Park released a Request for Proposals (RFP) for the Preparation of a Risk and Resilience Assessment and Emergency Response Plan on August 14, 2020. Engineering firms were required to submit questions regarding the RFP in writing via e-mail by 2:00 p.m. on Monday, August 24, 2020. The Village properly noticed the RFP in The Daily Chronical on Friday, August 14, 2020. The RFP was also posted on the Village's website. The Village received a few questions from two (2) vendors, the Village's response resulted in Addendum #1 being issued and distributed to the Engineering Group via e-mail on August 25, 2020.

The Village received a total of six (6) RFP responses. The following engineering firms submitted their proposals: AARC Consultants LLC; Christopher Burke Engineering, Ltd., Fehr Graham, HR Green, Trotter and Associates, Inc., and Civiltech Engineering. however, two (2) of the five (5) were received after the RFP filing deadline of 12:00 Noon on Friday, September 4, 2020. The two (2) firms whose RFPs were received after the submission deadline are: AARC Consultants and Christopher Burke. Both firms were notified via a telephone call regarding the date and time of the deliveries and the rejection of their submissions. One (1) company, Civiltech, prior to the RFP submittal deadline date, informed the Village that they would not be submitting an RFP on this project.

RFP responses, as stated in the document, were reviewed by the Village's Evaluation Committee based on RFP identified criteria. The team consisted of the Public Works Director/Building Inspector, the Village Accountant/Village Treasurer, the Village Engineer/Chief Water Operator and the Village Administrator. Committee Members were required to review the RFP, the RFP responses, complete a Purchasing Disclosure Statement and assign a score to each engineering firm for each criterion in the RFP. The Committee reviewed the RFPs, discussed the scores given. Listed below are the scores for the three (3) engineering firms that submitted their RFPs.

Engineering Firm	Evaluation Score	Pricing
HR Green, Inc.	378	\$15,583.50
Trotter & Associates	356	\$24,699.00*
Fehr Graham	343	\$29,250.00

*Originally submitted at \$23,967.00; however, there was a math error in the number of hours and the pricing was adjusted to reflect the increase in hours.

The Committee determined that based on their review of the documentation and the scores given, that there was no need to bring the firms in for an interview. The Committee felt that HR Green presented a straight forward Work Plan and that HR Green, Inc. should be recommended as the best firm to prepare the Village's first Risk and Resilience Assessment and Emergency Response Plan (RRA/ERP) for Village's water system, and that the Village Administrator should proceed with reference checks for HR Green, Inc. Further, the Committee determined if references checks were satisfactory, the Committee's recommendation of HR Green should be forwarded to the Committee of the Whole (COW) Meeting, under Infrastructure, and if the Board agreed at the COW Meeting the Agreement for the RRA/ERP should be presented at the November 3, 2020 Village Board Meeting for approval.

The Village contacted the three (3) references provided. The same questions were asked of each reference. All references stated that they were pleased with the work that had been done by HR Green on their RRA/ERPs. Among the comments received, "it went excellent," and they were "very pragmatic and thinking for them (meaning the reference) and provided more simple answers than complex." All three (3) references would consider HR Green reliable and would hire them for other projects.

The estimate to complete the RRA/ERP was \$20,000. The Village has been awarded a \$17,500 Kane County Grand Victoria Riverboat Fund Grant and the Village would utilize \$2,500 from the Water Improvement Fund to pay for the difference in the cost of the RRA/ERP and the estimate. The expenditure for this project will be paid for out of 54-00-5600 Maintenance & Repair.

If the Board concurs with Staff's recommendation, Staff will work with HR Green, Inc. and complete the preparation of the Professional Services Agreement for Risk and Resilience Assessment and Emergency Response (RRA/ERP) Plan Project to HR Green, Inc. in an amount not to exceed \$15,583.30 as attached. This project came in \$4,416.70 below the \$20,000 the Village had included in the FY2021 Budget. It should be noted that the grant, per terms of the grant agreement, will pay 88% of the project cost. This would mean that the Grant would pay \$13,713.30 of the \$15,583.30 and the Village would pay \$1,870, which is \$630 less than \$2,500 the Village would have expended out of the Water Improvement Fund.

Project Manager Ravi Jayaraman, PE and Client Services Manager Scott Marquardt, PE will be available to answer questions about the RRA and ERP process.

RECOMMENDATION

That the Committee of the Whole concur with the recommendation of awarding the Professional Services Agreement for a Risk and Resilience Assessment and Emergency Response (RRA/ERP) Plan Project to HR Green, Inc. in an amount not to exceed \$15,583.30 and that Staff work with HR Green, Inc. to prepare and present for approval at the November 3, 2020 Village Board Meeting a Professional Services Agreement for this project.

Attachments

Certificate of Publication dated August 31, 2020

RFP – Preparation of a Risk and Resilience Assessment and Emergency Response Plan (RRA/ERP)

RFP Response submitted by HR Green, Inc.

Certificate of the Publisher

Daily Chronicle

Description: MAPLE PARK FACILITIES
1805983

VILLAGE OF MAPLE PARK
P.O. BOX 220
MAPLE PARK IL 60151

Shaw Media certifies that it is the publisher of the Daily Chronicle. The Daily Chronicle is a secular newspaper, has been continuously published daily for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of DeKalb, County of DeKalb, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 1 time(s) in the Daily Chronicle, namely one time per week for one successive week(s). Publication of the notice was made in the newspaper, dated and published on
08/14/2020

This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

In witness, Shaw Media has signed this certificate by Laura Shaw, its publisher, at DeKalb, Illinois, on
14th day of August, A.D. 2020

Shaw Media By:



Laura Shaw, Publisher

Account Number 10024917

Amount \$107.26

RECEIVED

AUG 31 2020

VILLAGE OF MAPLE PARK

PUBLIC NOTICE

**REQUEST FOR
QUALIFICATIONS**

Engineering Services

Maple Park Water Facilities

The Village of Maple Park has been provided a grant towards the cost of a Risk and Resilience Assessment and Emergency Response Plan by the Kane County Board, through its Office of Community Reinvestment, with funds from the Grand Victoria Riverboat Casino. The Village of Maple Park is seeking a consultant to provide engineering services to conduct a Risk and Resilience Assessment and Emergency Management Plan (RRA/ERP) in compliance with Section 213 of the American's Water Infrastructure Act of 2018 (AWIA.) The purpose of the AWIA is to review existing infrastructure systems and operation practices and recommend actions to improve and minimize the impacts on public health, and the safety and supply of drinking water from natural hazards or malevolent acts. The selected consultant shall provide the full range of services for plan development including project management and obtaining data and information from Village Staff and applicable Village consultants.

Copies of the detailed Request for Proposal (RFP) packet can be obtained by contacting the Village of Maple Park, 302 Willow Street, P.O. Box 220, Maple Park, IL 60151 or by accessing the Village's web site at

www.villageofmaplepark.org.

For more information, please contact Dawn Wucki-Rossbach at 302 Willow Street, P.O. Box 220, Maple Park, IL 60151 or call 815-827-3309. All responses are due by 12:00 Noon on Friday, September 4, 2020.

Postmarks are not acceptable. Proposals received after that time will not be considered. Proposals must be completed or may be rejected as non-responsive.

(Published in the Daily Chronicle August 14, 2020.) 1805983



Village of Maple Park

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Fax: 815-827-4040

Website: <http://www.villageofmaplepark.com>

REQUEST FOR PROPOSAL

TO: Engineering Firms

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: August 14, 2020

SUBJECT: **REQUEST FOR PROPOSAL – PREPARATION OF A RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN (RRA/ERP)**

The Village of Maple Park (Village) is seeking a Request for Proposal (RFP) from interested and qualified engineering firms **for professional engineering services to assist the Village with preparation of a Risk and Resilience Assessment and Emergency Response Plan (RRA/ERP) to comply with Section 2013 of Senate Bill 3021 (S.3021), America's Water Infrastructure Act (AWIA) of 2018.** Enclosed for your consideration is a Request for Proposal (RFP) and a sample professional services agreement.

To be considered for this project, your firm must meet the qualifications and satisfy the requirements set forth in the RFQ. If you are interested in being considered, please:

1. **Submit your RFP by 12:00 Noon, Friday, September 4, 2020** to the person listed below.
2. The submission date for questions, clarifications, or **requests for general information is before 2:00 p.m., Monday, August 24, 2020.** Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or request for general information are to be **in writing via e-mail** or other mail carrier to the Village's Project Manager.
3. Obtain the RFP packet from the Village of Maple Park web site: www.villageofmaplepark.org or by calling the Village of Maple Park, 302 Willow Street, Maple Park, IL 60151 at (815) 827-3309.
4. Submit entire proposal in a sealed envelope with all original pages intact. Proposal envelopes must be plainly marked and submitted as follows:

“RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN”

The Village of Maple Park Staff will rate the RFPs using the evaluation criteria developed for this project. Said evaluation criteria is included in this RFP. Village Staff may interview one or more firms to further evaluate qualifications. Village Staff will present their recommendations to the Infrastructure Committee and then to the Village Board who will award the Professional Services Agreement for this project.

Any questions and correspondence should be directed to:

Dawn Wucki-Rossbach, Village Administrator
Village of Maple Park
302 Willow Street
Maple Park, IL 60151
(815) 827-3309
DWRossbach@villageofmaplepark.com

Contact regarding this project with any Village of Maple Park personnel or officials other than Mrs. Wucki-Rossbach or her designated representative after the issue date of this RFP will be grounds for removal of the firm from consideration.

REQUEST FOR PROPOSAL
Village of Maple Park
Preparation of a Risk Resilience Assessment and
Emergency Response Plan (RRA/ERP)

I. INTRODUCTION

A. General

The Village of Maple Park is requesting RFPs from qualified engineering firms to assist the Village in preparing the following plans:

Risk and Resilience Assessment and Emergency Response Plan (RRA/ERP)

There is no expressed or implied obligation for the Village of Maple Park to reimburse responding firms for any expenses incurred in the preparation of an RFP in response to this request. In no event will the Village or any of its respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise be obligated to reimburse, the costs incurred in preparation of any RFP, or any other related costs. The prospective firms shall be fully responsible for all costs incurred in the preparation and/or presentation of the RFP submittals. The RFP submittals will become the property of the Village upon submission and all proposals shall be subject to the Freedom of Information (FOIA) unless the respondent clearly and prominently identifies a particular submittal item as proprietary and said item unequivocally qualifies for this exception under the Act in accordance with the law.

The Village reserves the right to increase or decrease the scope of work related to this project as outlined in the RFQ after a firm is selected to accommodate changes in the needs of the Village and serve the best interest of the Village. The Village further reserves the right to terminate this process and to cancel or modify this solicitation at any time.

Any proposals may be withdrawn at any time prior to the scheduled closing Central Standard Time for receipt of proposals. Any proposals received after the Central Standard Time and date specified will not be submitted.

All entries must be typewritten or clearly completed in ink. Proposal prices shall encompass everything necessary for furnishing the item(s) specified, and in accordance with those specifications shall include proper packing costs and the cost of delivery.

By submitting his/her proposal, the Prospective Proposer agrees to execute the agreement and to provide the specified services within the agreed upon time.

All proposals must be complete, factual, and signed by an authorized Officer of the Prospective Proposer's organization.

Any material alterations to the proposal must be explained or noted over the signature of the Prospective Proposer.

B. Submittal Requirements

To be considered, **5 (five) hardcopies and 1 (one) electronic copy on CD** of the RFP must be received, as outlined in Section III in this RFP, by **September 4, 2020**. The Village of Maple Park reserves the right to reject any or all RFP's submitted.

C. Pricing

Prospective Proposers shall indicate all costs associated with all items necessary for completion of the project. Project cost shall be listed on the Cost Proposal Form. **Provide one (1) copy in a sealed envelope.**

D. Insurance

Proposer's will be required to meet the insurance requirements and indemnification clause as identified in the Sample Professional Services Agreement.

E. Evaluation and Selection

RFP's submitted will be evaluated by a committee consisting of Village of Maple Park Staff and its Village Engineer/Chief Water Operator. During the evaluation process, the Village of Maple Park reserves the right, where it may serve the Village of Maple Park's best interest, to request additional information or clarifications from responders, or to allow corrections or errors or omissions.

Review of Proposals:

1. The Staff will review the RFPs at its earliest convenience after the submittal deadline date.
2. The RFPs will be reviewed and rated relative to the evaluation criteria established for this project. Said evaluation criteria are attached to this RFP.
3. If necessary, the Staff will invite one or more responsive Proposers to make a presentation before Staff. Presentations would be scheduled the week of September 13, 2020.
4. After completing the evaluation process, Staff will recommend the Proposer deemed the most qualified to the Infrastructure Committee.
5. The Infrastructure Committee will review and make a recommendation to the Village Board.
6. The Village Board will consider the Staff and Infrastructure Committee's recommendation at its earliest convenience.
7. Following consultant selection, de-briefing meetings with Village Staff will be available only if time permits and will be by appointment with the Village's Project Manager.
7. The Village reserves the right to reject any or all Request for Proposal. The highest ranked Respondent(s) may be invited to enter into an Agreement with the Village. A sample Professional Services Agreement can be found at the back of this packet. If an agreement cannot be reached with the highest ranked Respondent, the Village shall notify the Respondent and terminate negotiations. The second highest respondent may be contacted for negotiations. The process may continue until successful negotiations are achieved. The Village reserves the right to terminate negotiations with any and all Respondents should it be in the Village's best interest.

II. NATURE OF SERVICES REQUIRED

A. General

The Village of Maple Park is soliciting the services of qualified consulting engineering firms to accomplish the project outlined in this RFP. This project is to be performed in accordance with the provisions contained in this RFP.

B. Background

The Village of Maple Park, Illinois is an incorporated municipality with a population of approximately 1,310 residents. The Village is located 50 miles from the Village of Chicago, 13 miles from the Village of DeKalb and eight (8) miles from the Village of Elburn, Illinois.

The Village of Maple Park (Village) is requesting a Request for Proposal (RFP) from interested and qualified engineering firms for professional engineering services to assist the Village with preparation of the Risk and Resilience Assessment and Emergency Response Plan (RRA/ERP) to comply with Section 2013 of S.3021, America's Water Infrastructure Act (AWIA). These services will include, but not limited to updating and/or developing a Risk and Resilience Plan and Emergency Response Plan to comply with S.3021.

Although, the Village Maple Park's population is approximately 1,310, it is technically not required by the AWIA to complete an RRA/ERP; however, the Village feels having the assessment and plan completed is in the best interest of the Village. The Village will comply with the certification deadlines established for communities that serve a population between 3,301 – 49,999. AWIA's deadline for the Village to complete the Risk and Resilience Assessment is June 30, 2021. The deadline for the Emergency Response Plan is December 31, 2021. The Village will require the selected firm to meet all required deadlines proposed by the Village and AWIA and purchase published presentations and documents from AWWA that will be of assistance with this project.

C. Scope of Work to be Performed

The selected firm will ensure that the Village of Maple Park implements any and all assessments, plans, and/or certification required by S.3021. The plans should be considered with a review of existing Village documents and other items outlined below.

The Village of Maple Park's Engineer Consultant scope of work will generally be expected to provide the following services on the project:

1. Conduct an assessment of existing Village documents, policies, and procedures to evaluate current compliance with AWIA.
2. Risk and Resilience Assessment: Conduct a Risk and Resilience Assessment **and complete the assessment no later than 90 days from the date the Professional Services Agreement is fully executed** to assess the utility's risks to and resilience of its system; develop and present a report of the findings and recommendations, including a plan for implementation; and submit the Certificate to the U.S. Environmental Protection Agency (EPA.) The assessment should consider and include:
 - Current risks to the water system malevolent acts and natural hazards (e.g. all hazards);
 - Resilience of water system/facility infrastructure (including pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer or other automated systems (including the security of such systems) utilized by the system;
 - Monitoring practices of the system;
 - Use, storage, handling of various chemicals by the system;
 - Financial infrastructure of the system (e.g. billing systems);
 - Operation and maintenance of the system;
 - Electronic, computer or other automated systems;

- Unintentional human caused risks, such as hazardous chemical spills, incorrect system operation, critical component failure, etc.;
 - Dependency hazard to include utility interruptions (including power outages, communications outages), supply chain, employee/consultant staffing issues (illness, strike), customers, transportation, proximity, etc.
3. Emergency Response Plan: Prepare and/or update the Village's Emergency Response Plan complete with the findings from the risk and resilience assessment and an implementation plan. Submit the Certification for the ERP **no later than 30 days from the date the ERP is approved by the Village Board**. The ERP should also consider and include:
- Strategies and resources to improve resilience
 - Plans and procedures that can be implemented and identification of equipment that can be used in case of a malevolent attack or natural hazard
 - Actions, procedures and equipment that lessen the impact on public health and safety and water supply that can be used in case of a malevolent attack or natural hazard
 - Strategies that aid in detection of a malevolent act or natural hazards that threatens water system security
 - Provide training and implementation tools on the Emergency Response Plan
4. A timeline (calendar days) indicating the important milestones of the project beginning with the Village Board approval of the contract. Please include time for contract execution and acquisition of insurance certificates.
5. Additional Work – The Proposer is encouraged in its proposal to identify any additional work that is not specified in this Scope of Work that be, in its opinion necessary to complete the Project has defined herein. If identified, this Additional Work must be included and separated out in the Cost Proposal Form.
6. Should the Proposer take exception to **ANY** of the terms and conditions or other content provided in this RFP, they should be identified on a separate page identified as EXCEPTIONS.

III. SUBMISSION OF INFORMATION REQUIRED

Interested and qualified firms or teams are invited to submit one (1) original, five (5) hard copies and one (1) electronic copy of materials on CD that demonstrate their experience in performing a project of this scale and complexity. The RFP shall be submitted by a lead firm but may contain services from subconsultants. A Submission Certification should accompany Proposer's documentation.

1. Professional Qualifications – 25 Points
 - A. State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation, please use the Proposer Identification Form.
 - B. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any subcontractors must also be included.

- C. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.
- 2. Past Involvement with Similar Projects – 35 Points
 - A. The written proposal must include a list of three (3) public agencies of similar size references for which comparable work has been performed. The organizations should demonstrate experience in the project area and indicate proven ability to implement projects. Please use the References Form.
- 3. Proposed Work Plan and Fees – 40 Points
 - A. Provide a detailed description of how the Proposer intends to provide the services requested in this RFP. This discussion shall include, but not be limited to: how the project(s) will be managed and scheduled, how and when data will be delivered to the Village of Maple Park, communication and coordination, the working relationship between the consultant and Village Staff, and the company's general philosophy regarding providing the requested services. Detail your initial project execution plan and major milestones to accomplish the scope of services herein.
 - B. Consultants shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time. Please use the Cost Proposal Form.

Submittals shall EITHER be mailed to:

Ms. Dawn Wucki-Rosbach, Village Administrator
Village of Maple Park
302 Willow Street
Maple Park, IL 60151

OR submittals shall be delivered to:

Ms. Dawn Wucki-Rosbach, Village Administrator
Village of Maple Park
302 Willow Street
Maple Park, IL 60151

All submittals must be received no later than 12:00 Noon on Friday, September 4, 2020.

IV. ADDITIONAL MATERIALS

Any information or material provided beyond that requested in this RFP may not be considered by the Village.

Support for this project has been provided by the Kane County Board, through its Office of Community Reinvestment, with funds from the Grand Victoria Riverboat Casino.

VILLAGE OF MAPLE PARK
RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN (RRA/ERP)

SUBMISSION FORMS

VILLAGE OF MAPLE PARK

RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN (RRA/ERP)

SUBMISSION CERTIFICATION

I hereby submit to the Village of Maple Park the following cost proposal for work outlined in plans and specifications entitled **“RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN (RRA/ERP)”**. All of the following documents (check below) are completed, fully executed, and included in my proposal as required in the RFP documents:

____ Submission Certification

____ Proposer Identification

____ Cost Proposal Form

____ Project References

My signature on this Submittal Certification is affirmation that all items listed above are fully completed and executed and are hereby submitted with the proposal as required. I understand that failure to complete and/or submit any of the required documents may be cause for rejection of my cost proposal.

Authorized Signature

Printed Name and Title

Date Signed

Telephone Number

**VILLAGE OF MAPLE PARK
RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN (RRA/ERP)**

PROPOSER IDENTIFICATION

1. Legal name of Proposer: _____
2. Street Address: _____
3. Mailing Address: _____
4. Business Telephone: _____
5. Facsimile Telephone: _____
6. Email Address: _____
7. Type of Business:
☐ Sole Proprietor ☐ Partnership ☐ Corporation Other: _____
If corporation, indicate State where incorporated: _____
8. Business License number issued by the municipality where the Proposer's principal place of business is located, if applicable
Number: _____ Issuing Municipality: _____
9. Contractors License number and expiration date, if applicable.
Number: _____ Expiration date: _____
10. Federal Tax Identification Number: _____
11. Proposer's Project Manager: _____

VILLAGE OF MAPLE PARK

RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN (RRA/ERP)

COST PROPOSAL FORM

[Staff]_____. \$_____per hour \$_____x_____hours \$_____

[Staff]_____. \$_____per hour \$_____x_____hours \$_____

[Staff]_____. \$_____per hour \$_____x_____hours \$_____

[Staff]_____. \$_____per hour \$_____x_____hours \$_____

TOTAL FOR TASK.....\$_____

ADDITIONAL CHARGES (SPECIFY)_____

The Village will not pay any separate costs for travel, lodging, per diem, printing, shipping, etc.
(Feel free to add additional sheets as needed).

Consultant's Name:_____

Address: _____

Email Address:_____

Phone:_____Fax_____

SIGNATURE:_____

**VILLAGE OF MAPLE PARK
RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN (RRA/ERP)
REFERENCES**

Village requests a minimum of three (3) references where work of a similar size and scope has been completed, for public agencies. Submit the appropriate number of subconsultant references on a separate REFERENCES sheet.

1. Public Agency Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email Address: _____

2. Public Agency Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email Address: _____

3. Public Agency Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email Address: _____

VILLAGE OF MAPLE PARK

RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN (RRA/ERP)

SAMPLE PROFESSIONAL SERVICES AGREEMENT

**PROFESSIONAL SERVICES AGREEMENT FOR
RISK AND RESILIENCE ASSESSMENT AND EMERGENCY
RESPONSE (RRA/ERP) PLAN PROJECT**

This Agreement is entered into by and between the Village of Maple Park, an Illinois Municipal Corporation ("Village"), acting by and through its Village Administrator, and _____ ("Consultant"), both of which may be referred to herein singularly as "Party" or collectively as the "Parties."

The Parties hereto severally and collectively agree, and by the execution hereof are bound, to the mutual obligations herein contained and to the performance and accomplishment of the tasks hereinafter described.

I. DEFINITIONS

As used in this Agreement, the following terms shall have meanings as set out below:

"Village" is defined in the preamble of this Agreement and includes its successors and assigns.

"Consultant" is defined in the preamble of this Agreement and includes its successors.

"Village Administrator" shall mean the Village Administrator and/or his designee.

II. TERM

2.1 Unless sooner terminated in accordance with the provisions of this Agreement, the term of this Agreement shall commence on _____ and terminate on _____.

2.2 If funding for the entire Agreement is not appropriated at the time this Agreement is entered into, Village retains the right to terminate this Agreement at the expiration of each of Village's fiscal year, and any subsequent agreement period is subject to and contingent upon such appropriation.

III. SCOPE OF SERVICES

Consultant agrees to provide the services described in this Article III entitled Scope of Services in exchange for the compensation described in Article IV. Compensation. Scope of Services are detailed in _____ which are incorporated by reference as if written and copied herein.

All work performed by Consultant hereunder shall be performed to the satisfaction of the Village Administrator. The determination made by Village Administrator shall be final, binding and conclusive on all Parties hereto. Village shall be under no obligation to pay for any work performed by Consultant, which is not satisfactory to Village Administrator. Village shall have the right to terminate this Agreement, in accordance with Article VII. Termination, in whole or in part, should Consultant's work not be satisfactory to Village Administrator; however, Village shall have no obligation to terminate and may withhold payment for any unsatisfactory work, as stated herein, even should Village elect not to terminate.

IV. COMPENSATION TO CONSULTANT

4.1 In consideration of Consultant's performance in a satisfactory and efficient manner, as determined solely by Village Administrator, of all services and activities set forth in this Agreement, Village agrees to pay Consultant an amount not to exceed \$ _____ as total compensation, to be paid to Consultant as further detailed in Exhibit 1.

4.2 No additional fees or expenses of Consultant shall be charged by Consultant nor be payable by Village. The parties hereby agree that all compensable expenses of Consultant have been provided for in the total payment to Consultant as specified in section 4.1 above. Total payments to Consultant cannot exceed that amount set forth in section 4.1 above, without prior approval and agreement of all parties, evidenced in writing and approved by the Village.

4.3 Final acceptance of work products and services require written approval by Village. The approval official shall be the Village Manager. Payment will be made to Consultant following written approval of the final work products and services by the Village Administrator. Village shall not be obligated or liable under this Agreement to any party, other than Consultant, for the payment of any monies or the provision of any goods or services.

V. OWNERSHIP OF DOCUMENTS

5.1 Any and all writings, documents or information in whatsoever form and character produced by Consultant pursuant to the provisions of this Agreement is the exclusive property of Village; and no such writing, document or information shall be the subject of any copyright or proprietary claim by Consultant.

5.2 Consultant understands and acknowledges that as the exclusive owner of any and all such writings, documents and information, Village has the right to use all such writings, documents and information as Village desires, without restriction. Any use of such writings, documents and information on extensions of this project or on any other project without specific adaptation by Consultant shall be at the Village's sole risk and without liability to the Consultant.

VI. RECORDS RETENTION

6.1 Consultant and its subagreementors, if any, shall properly, accurately and completely maintain all documents, papers, and records, and other evidence pertaining to the services rendered hereunder (hereafter referred to as "documents"), and shall make such materials available to the Village at their respective offices, at all reasonable times and as often as Village may deem necessary during the Agreement period, including any extension or renewal hereof, and the record retention period established herein, for purposes of audit, inspection, examination, and making excerpts or copies of same by Village and any of its authorized representatives.

6.2 Consultant shall retain any and all documents produced as a result of services provided hereunder for a period of five (5) (hereafter referred to as "retention period") from the date of termination of the Agreement. If, at the end of the retention period, there is litigation or other questions arising from, involving or concerning this documentation or the services provided hereunder, Consultant shall retain the records until the resolution of such litigation or other such questions. Consultant acknowledges and agrees that Village shall have access to any and all such documents at any and all times, as deemed necessary by Village, during said retention period. Village may, at its election, require Consultant to return said documents to Village prior to or at the conclusion of said retention.

6.3 Consultant shall notify Village, immediately, in the event Consultant receives any requests for information from a third party, which pertain to the documentation and records referenced herein. Consultant understands and agrees that Village will process and handle all such requests.

VII. TERMINATION

7.1 For purposes of this Agreement, "termination" of this Agreement shall mean termination by expiration of the Agreement term as stated in Article II. Term, or earlier termination pursuant to any of the provisions hereof.

7.2 *Termination Without Cause.* This Agreement may be terminated by either Party upon 15 calendar days' written notice, which notice shall be provided in accordance with Article VIII. Notice.

7.3 *Termination For Cause.* Upon written notice, which notice shall be provided in accordance with Article VIII. Notice, Village may terminate this Agreement as of the date provided in the notice, in whole or in part, upon the occurrence of one (1) or more of the following events, each of which shall constitute an Event for Cause under this Agreement:

73.1 The sale, transfer, pledge, conveyance or assignment of this Agreement without prior approval, as provided in Article XII. Assignment and Subagreementing.

7.4 *Defaults with Opportunity for Cure.* Should Consultant default in the performance of this Agreement in a manner stated in this section 7.4 below, same shall be considered an event of default. Village shall deliver written notice of said default specifying such matter(s) in default. Consultant shall have fifteen (15) calendar days after receipt of the written notice, in accordance with Article VIII. Notice, to cure such default. If Consultant fails to cure the default within such fifteen-day cure period, Village shall have the right, without further notice, to terminate this Agreement in whole or in part as Village deems appropriate, and to agreement with another consultant to complete the work required in this Agreement. The Village shall also have the right to offset the cost of said new Agreement with a new consultant against Consultant's future or unpaid invoice(s), subject to the duty on the part of Village to mitigate its losses to the extent required by law.

74.1 Bankruptcy or selling substantially all of company's assets

74.2 Failing to perform or failing to comply with any covenant herein required

74.3 Performing unsatisfactorily

7.5 *Termination By Law.* If any State or Federal law or regulation is enacted or promulgated which prohibits the performance of any of the duties herein, or, if any law is interpreted to prohibit such performance, this Agreement shall automatically terminate as of the effective date of such prohibition.

7.6 Regardless of how this Agreement is terminated, Consultant shall affect an orderly transfer to Village or to such person(s) or firm(s) as the Village may designate, at no additional cost to Village, all completed or partially completed documents, papers, records, charts, reports, and any other materials or information produced as a result of or pertaining to the services rendered by Consultant, or provided to Consultant, hereunder, regardless of storage medium, if so requested by Village, or shall otherwise be retained by Consultant in accordance with Article VI. Records Retention. Any record transfer shall be completed within thirty (30) calendar days of a written request by Village and shall be completed at Consultant's sole cost and expense. Payment of compensation due or to become due to Consultant is conditioned upon delivery of all such documents, if requested.

7.7 Within forty-five (45) calendar days of the effective date of completion, or termination or expiration of this Agreement, Consultant shall submit to Village its claims, in detail, for the monies owed by Village for services performed under this Agreement through the effective date of termination. Failure by Consultant to submit its claims within said forty-five (45) calendar days shall negate any liability on the part of Village and constitute a **Waiver** by Consultant of any

and all right or claims to collect monies that Consultant may rightfully be otherwise entitled to for services performed pursuant to this Agreement.

7.8 Upon the effective date of expiration or termination of this Agreement, Consultant shall cease all operations of work being performed by Consultant or any of its subagreementors pursuant to this Agreement.

7.9 *Termination not sole remedy.* In no event shall Village's action of terminating this Agreement, whether for cause or otherwise, be deemed an election of Village's remedies, nor shall such termination limit, in any way, at law or at equity, Village's right to seek damages from or otherwise pursue Consultant for any default hereunder or other action.

VIII. NOTICE

Except where the terms of this Agreement expressly provide otherwise, any election, notice or communication required or permitted to be given under this Agreement shall be in writing and deemed to have been duly given if and when delivered personally (with receipt acknowledged), or three (3) days after depositing same in the U.S. mail, first class, with proper postage prepaid, or upon receipt if sending the same by certified mail, return receipt requested, or upon receipt when sent by a commercial courier service (such as Federal Express or DHL Worldwide Express) for expedited delivery to be confirmed in writing by such courier, at the addresses set forth below or to such other address as either Party may from time to time designate in writing.

If intended for Village, to:	Village of Maple Park Attn: Dawn Wucki-Rosbach Village Administrator 302 Willow Street Maple Park, IL 60151
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If intended for Consultant, to:	Name, Address
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IX. INSURANCE

9.1 Prior to the commencement of any work under this Agreement, Consultant shall furnish copies of all required endorsements and an original completed Certificate(s) to the Village, which shall be clearly labeled "Risk and Resilience Assessment and Emergency Response Plan (RRA/ERP)" in the Description of Operations block of the Certificate. The original Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The Village will not accept Memorandum of Insurance or Binders as proof of insurance. The original certificate(s) or form must have the agent's original signature, including the signer's company affiliation, title and phone number, and be mailed, with copies of all applicable endorsements, directly from the insurer's authorized representative to the Village. The Village shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the Village. No officer or employee, other than the Village Attorney, shall have authority to waive this requirement.

9.2 The Village reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by Village Attorney based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will Village allow modification whereupon Village may incur increased risk.

93 A Consultant's financial integrity is of interest to the Village; therefore, subject to Consultant's right to maintain reasonable deductibles in such amounts as are approved by the Village, Consultant shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Consultant's sole expense, insurance coverage written on an occurrence basis, by companies authorized and admitted to do business in the State of Illinois and with an A.M Best's rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

Village of Maple Park Insurance Requirements

Consultant performing work on Village property or public right-of-way for the Village of Maple Park shall provide the Village a Certificate of Insurance (COI) evidencing the coverage provisions identified herein. Consultant shall provide the Village evidence that all subagreementors performing work on the project have the same types and amounts of coverage as required herein or that the subagreementors are included under the agreementor's policy. The Village, at its own discretion, may require a certified copy of the policy.

All insurance companies and coverage must be authorized by the Illinois Department of Insurance to transact business in the State of Illinois and must be acceptable to the Village of Maple Park.

Listed below are the types and amounts of insurance required. The Village reserves the right to amend or require additional types and amounts of coverage or provisions depending on the nature of the work.

Type of Insurance	Amount of Insurance	Provisions
Commercial General Liability (CGL)	\$1,000,000 per occurrence, \$2,000,000 general aggregate	Village to be listed as additional insured and provide 30 days' notice of cancellation or material change in coverage Insurer to provide additional insured endorsements with the Certificate of Insurance Village requires that insurer be rated B+V1 or higher by A.M. Best or A or higher by Standard & Poors
Auto Liability	\$1,000,000 combined single limit	
Workers' Compensation & Employers Liability	Statutory Limits required under the Illinois Workers' Compensation Act	
Professional Liability (Errors and Omissions)	\$500,000 per occurrence \$500,000 annual aggregate	

Questions regarding this insurance should be directed to the Village of Maple Park (815) 827-3309. A agreement will not be issued without receipt of the Certificate of Insurance (COI) and the insurer providing the additional insured endorsements with the COI.

94 The Village shall be entitled, upon request and without expense, to receive copies of the policies, declaration page and all endorsements thereto as they apply to the limits required by the Village, and may require the deletion, revision, or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by law or regulation binding upon either of the Parties hereto or the underwriter of any such policies). Consultant shall be required to comply with any such requests and shall submit a copy of the replacement COI form to Village at the address provided below within 10 days of the requested change. Consultant shall pay any costs incurred resulting from said changes. COI and endorsements shall be submitted to the:

Village of Maple Park
Village Clerk
302 Willow Street
Maple Park, IL 60151

95 Consultant agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name the Village, its officers, officials, employees, volunteers, and elected representatives as **additional insured by endorsement under terms satisfactory to the Village**, as respects operations and activities of, or on behalf of, the named insured performed under agreement with the Village, with the exception of the workers' compensation and professional liability policies;

- Provide for an endorsement that the “other insurance” clause shall not apply to the Village of Maple Park where the Village is an additional insured shown on the policy;
- Workers’ compensation and employers’ liability policies will provide a waiver of subrogation in favor of the Village.
- Provide thirty (30) calendar days advance written notice directly to Village of any suspension, cancellation, non-renewal or material change in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.

9.6 Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Consultant shall provide a replacement Certificate of Insurance and applicable endorsements to Village. Village shall have the option to suspend Consultant’s performance should there be a lapse in coverage at any time during this Agreement. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

9.7 In addition to any other remedies the Village may have upon Consultant’s failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the Village shall have the right to order Consultant to stop work hereunder, and/or withhold any payment(s) which become due to Consultant hereunder until Consultant demonstrates compliance with the requirements hereof.

9.8 Nothing herein contained shall be construed as limiting in any way the extent to which Consultant may be held responsible for payments of damages to persons or property resulting from Consultant’s or its subagreementors’ performance of the work covered under this Agreement.

9.9 It is agreed that, excepting Professional Liability, Consultant’s insurance shall be deemed primary and non-contributory with respect to any insurance or self-insurance carried by the Village of Maple Park for liability arising out of operations under this Agreement.

9.10 It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement.

9.11 Consultant and any of its Subagreementors are responsible for all damage to their own equipment and/or property.

X. INDEMNIFICATION

10.1 CONSULTANT covenants and agrees to INDEMNIFY and HOLD HARMLESS, the VILLAGE and the elected officials, employees, officers, directors, volunteers and representatives of the VILLAGE, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, or liability for damages caused by or resulting from an act of negligence, intentional tort, intellectual property infringement, or failure to pay a subagreementor or supplier committed by the CONSULTANT or the CONSULTANT’s agent, CONSULTANT under agreement, or another entity over which the CONSULTANT exercises control. Such acts may include personal or bodily injury, death and property damage, made upon the VILLAGE directly or indirectly arising out of, resulting from or related to CONSULTANT’S activities under this Agreement, including any negligent or intentional acts or omissions of CONSULTANT, any agent, officer, director, representative, employee, consultant or subagreementor of CONSULTANT, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of VILLAGE, its elected officials,

employees, officers, directors, volunteers and representatives, in instances where such negligence causes personal injury, death, or property damage. In no event shall the indemnification obligation extend beyond the date with when the institution of legal or equitable proceedings for the professional negligence would be barred by any applicable statute of repose or statute of limitations.

102 The provisions of this INDEMNITY are solely for the benefit of the Parties hereto and not intended to create or grant any rights, agreemental or otherwise, to any other person or entity. CONSULTANT shall advise the VILLAGE in writing within 24 hours of any claim or demand against the VILLAGE or CONSULTANT known to CONSULTANT related to or arising out of CONSULTANT's activities under this AGREEMENT.

103 Duty to Defend – Consultant covenants and agrees to hold a DUTY TO DEFEND the VILLAGE and the elected officials, employees, officers, directors, volunteers and representatives of the VILLAGE, individually and collectively, from and against any and all claims, liens, proceedings, actions or causes of action, other than claims based wholly or partly on the negligence of, fault of, or breach of agreement by the VILLAGE, the VILLAGE'S agent, the VILLAGE'S employee or other entity, excluding the CONSULTANT or the CONSULTANT'S agent, employee or sub-consultant, over which the VILLAGE exercises control. CONSULTANT is required under this provision and fully satisfies this provision by naming the VILLAGE and those representatives listed above as additional insured under the CONSULTANT'S general liability insurance policy and providing any defense provided by the policy upon demand by VILLAGE.

104 Employee Litigation – In any and all claims against any Party indemnified hereunder by any employee of CONSULTANT, any subagreementor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation herein provided shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for CONSULTANT or any subagreementor under worker's compensation or other employee benefit acts.

105 Force Majeure - Village agrees that the CONSULTANT is not responsible for damages arising from any circumstances such as strikes or other labor disputes; severe weather disruptions, natural disasters, fire or other acts of God; riots, war or other emergencies; or failure of any third party governmental agency to act in timely manner not caused or contributed to by CONSULTANT.

XI. ASSIGNMENT AND SUBAGREEMENTING

11.1 Consultant shall supply qualified personnel as may be necessary to complete the work to be performed under this Agreement. Persons retained to perform work pursuant to this Agreement shall be the employees or subagreementors of Consultant. Consultant, its employees or its subagreementors shall perform all necessary work.

11.2 It is Village's understanding and this Agreement is made in reliance thereon, that Consultant intends to use the following subagreementors in the performance of this Agreement; any deviation from this subagreementor list, whether in the form of deletions, additions or substitutions shall be approved by Village prior to the provision of any services by said subagreementor.

11.3 Any work or services approved for subagreementing hereunder shall be subagreemented only by written agreement and, unless specific waiver is granted in writing by the Village, shall be subject by its terms to each and every provision of this Agreement. Compliance by subagreementors with this Agreement shall be the responsibility of Consultant. Village shall in no event be obligated to any third party, including any subagreementor of Consultant, for performance of services or payment of fees. Any references in this Agreement to an assignee, transferee, or subagreementor, indicate only such an entity as has been approved by the Village.

11.4 Except as otherwise stated herein, Consultant may not sell, assign, pledge, transfer or convey any interest in this Agreement, nor delegate the performance of any duties hereunder, by transfer, by subagreementing or any other means, without the consent of the Village Board, as evidenced by passage of an ordinance. As a condition of such consent, if such consent is granted, Consultant shall remain liable for completion of the services outlined in this Agreement in the event of default by the successor Consultant, assignee, transferee or subagreementor.

11.5 Any attempt to transfer, pledge or otherwise assign this Agreement without said written approval, shall be void ab initio and shall confer no rights upon any third person. Should Consultant assign, transfer, convey, delegate, or otherwise dispose of any part of all or any part of its right, title or interest in this Agreement, Village may, at its option, cancel this Agreement and all rights, titles and interest of Consultant shall thereupon cease and terminate, in accordance with Article VII. Termination, notwithstanding any other remedy available to Village under this Agreement. The violation of this provision by Consultant shall in no event release Consultant from any obligation under the terms of this Agreement, nor shall it relieve or release Consultant from the payment of any damages to Village, which Village sustains as a result of such violation.

VIII. INDEPENDENT AGREEMENTOR

Consultant covenants and agrees that he or she is an independent agreementor and not an officer, agent, servant or employee of Village; that Consultant shall have exclusive control of and exclusive right to control the details of the work performed hereunder and all persons performing same, and shall be responsible for the acts and omissions of its officers, agents, employees, agreementors, subagreementors and consultants; that the doctrine of respondent superior shall not apply as between Village and Consultant, its officers, agents, employees, agreementors, subagreementors and consultants, and nothing herein shall be construed as creating the relationship of employer-employee, principal-agent, partners or joint ventures between Village and Consultant. The Parties hereto understand and agree that the Village shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by the Consultant under this Agreement and that the Consultant has no authority to bind the Village.

XII. CONFLICT OF INTEREST

13.1 Consultant acknowledges that it is informed that the Charter of the Village of Maple Park and its Ethics Code prohibit a Village officer or employee, as those terms are defined in Section 11.06 of the Ethics Code, from having a financial interest in any agreement with the Village or any Village agency such as Village owned utilities. An officer or employee has a "prohibited financial interest" in a agreement with the Village or in the sale to the Village of land, materials, supplies or service, if any of the following individual(s) or entities is a Party to the agreement or sale: a Village officer or employee; his parent, child or spouse; a business entity in which the officer or employee, or his parent, child or spouse owns ten (10) percent or more of the voting stock or shares of the business entity, or ten (10) percent or more of the fair market value of the business entity; a business entity in which any individual or entity above listed is a subagreementor on a Village agreement, a partner or a parent or subsidiary business entity.

13.2 Pursuant to the subsection above, Consultant warrants and certifies, and this Agreement is made in reliance thereon, that it, its officers, employees and agents are neither officers nor employees of the Village. Consultant further warrants and certifies that it will comply with the Village's Ethics Ordinance.

XIII. AMENDMENTS

Except where the terms of this Agreement expressly provide otherwise, any alterations, additions, or deletions to the terms hereof, shall be affected by amendment, in writing, executed by both Village and Consultant, and, if applicable, subject to formal approval by the Village Board.

XIV. SEVERABILITY

If any clause or provision of this Agreement is held invalid, illegal or unenforceable under present or future federal, state or local laws, including but not limited to the Village Charter, Village Code, or ordinances of the Village of Maple Park, Illinois, then and in that event it is the intention of the Parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this Agreement shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein; it is also the intention of the Parties hereto that in lieu of each clause or provision of this Agreement that is invalid, illegal, or unenforceable, there be added as a part of the Agreement a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

XV. LICENSES/CERTIFICATIONS

Consultant warrants and certifies that Consultant and any other person designated to provide services hereunder has the requisite training, license and/or certification to provide said services, and meets all competence standards promulgated by all other authoritative bodies, as applicable to the services provided herein.

XVI. COMPLIANCE

Consultant shall provide and perform all services required under this Agreement in compliance with all applicable federal, state and local laws, rules and regulations.

XVII. NONWAIVER OF PERFORMANCE

Unless otherwise specifically provided for in this Agreement, a waiver by either Party of a breach of any of the terms, conditions, covenants or guarantees of this Agreement shall not be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, condition, covenant or guarantee herein contained. Further, any failure of either Party to insist in any one or more cases upon the strict performance of any of the covenants of this Agreement, or to exercise any option herein contained, shall in no event be construed as a waiver or relinquishment for the future of such covenant or option. In fact, no waiver, change, modification or discharge by either Party hereto of any provision of this Agreement shall be deemed to have been made or shall be effective unless expressed in writing and signed by the Party to be charged. In case of Village, such changes must be approved by the Village Board, as described in Article XVI. Amendments. No act or omission by a Party shall in any manner impair or prejudice any right, power, privilege, or remedy available to that Party hereunder or by law or in equity, such rights, powers, privileges, or remedies to be always specifically preserved hereby.

XVIII. LAW APPLICABLE

19.1 This agreement shall be construed under and in accordance with the laws of the State of Illinois and all obligations of the parties created hereunder are performable in DeKalb and Kane Counties.

19.2 Venue for any legal action or proceeding brought or maintained, directly or indirectly, as a result of this Agreement shall be heard and determined in a court of competent jurisdiction in DeKalb and Kane Counties, Illinois.

XIX. LEGAL AUTHORITY

The signer of this Agreement for Consultant represents, warrants, assures and guarantees that he has full legal authority to execute this Agreement on behalf of Consultant and to bind Consultant to all of the terms, conditions, provisions and obligations herein contained.

XX. PARTIES BOUND

This Agreement shall be binding on and inure to the benefit of the Parties hereto and their respective heirs, executors, administrators, legal representatives, and successors and assigns, except as otherwise expressly provided for herein.

XXI. CAPTIONS

The captions contained in this Agreement are for convenience of reference only, and in no way limit or enlarge the terms and/or conditions of this Agreement.

XXII. INCORPORATION OF EXHIBITS

Each of the Exhibits listed below is an essential part of the Agreement, which governs the rights and duties of the Parties, and shall be incorporated herein for all purposes:

Attachment "A" - Scope of Services, including Project Description/Scope of Services; Fee Summary for Professional Services and Proposed Project Schedule

XXIII. ENTIRE AGREEMENT

This Agreement, together with its authorizing ordinance and its exhibits, if any, constitute the final and entire agreement between the Parties hereto and contain all of the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the Parties hereto, unless same be in writing, dated subsequent to the date hereto, and duly executed by the Parties, in accordance with Article XIV. Amendments.

XXIV. MISCELLANEOUS VILLAGE CODE PROVISIONS

25.1 Representations and Warranties by Consultant. If Consultant is a corporation, partnership or a limited liability company, Consultant warrants, represents, covenants, and agrees that it is duly organized, validly existing and in good standing under the laws of the state of its incorporation or organization and is duly authorized and in good standing to conduct business in the State of Illinois.

25.2 Eligibility Certification. Consultant certifies that the individual or business entity named in the Agreement is not ineligible to receive payments under the Agreement and acknowledges that the Agreement may be terminated and payment withheld if this certification is inaccurate.

25.3 Payment of Debt or Delinquency to the State or Political Subdivision of the State. Pursuant to Title 2, *Village of Maple Park Code of Ordinances*, Consultant agrees that any payments owing to Consultant under the Agreement may be applied directly toward any debt or delinquency that Consultant owes the Village of Maple Park, State of Illinois or any political subdivision of the State of Illinois regardless of when it arises, until such debt or delinquency is paid in full.

EXECUTED and **AGREED** to as of the dates indicated below.

Village of Maple Park

Consultant

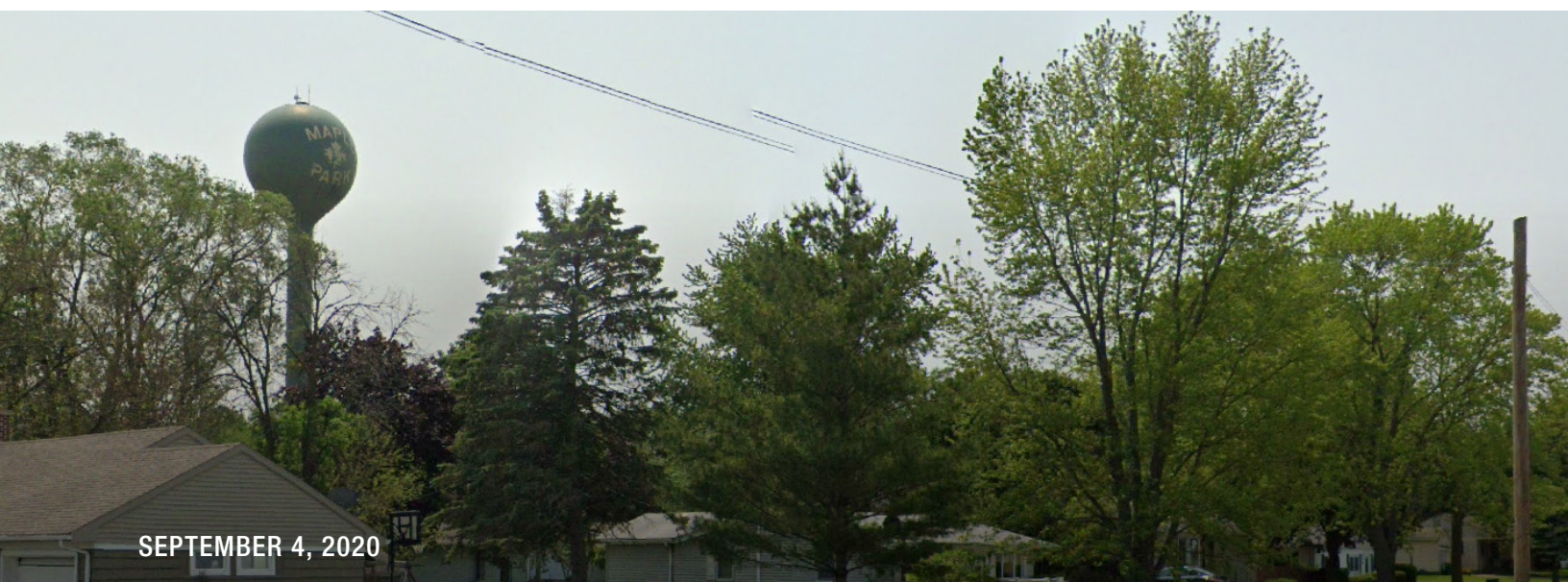
Title

Title

Date

Date

SUBMITTED BY



SEPTEMBER 4, 2020

PROFESSIONAL ENGINEERING SERVICES

RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN



HR Green® | Building Communities. Improving Lives.

RAVI JAYARAMAN, PE

420 N. Front Street
Suite 100
McHenry, IL 60050
Direct 815.759.8312
rjayaraman@hrgreen.com



▷ 420 N. Front Street | Suite 100 | McHenry, IL 60050
Main 815.385.1778

▷ HRRGREEN.COM

September 4, 2020

Ms. Dawn Wucki-Roszbach
Village Administrator
Village of Maple Park
302 Willow Street
Maple Park, IL 60151

RE: RFP for Preparation of a Risk and Resilience Assessment and Emergency Response Plan (RRA/ERP)

Dear Ms. Wucki-Roszbach:

HR Green is very interested and qualified to help the Village complete the Risk and Resilience Assessment (RRA) and develop the Emergency Response Plan (ERP) for its Water System in compliance with the requirements of the American Water Infrastructure Act of 2018 (AWIA). The proposed team of uniquely qualified professionals has completed the RRA for one Utility and is currently assisting four other Utilities in Illinois and one Utility in Iowa with completing the RRA of their systems.

Ravi Jayaraman, who will serve as the Project Manager, has completed the AWWA Utility Risk and Resilience Certificate Program. We believe the combination of our technical experience and understanding of this work makes HR Green well suited to complete this project for the Village of Maple Park. We offer the following for your consideration:



- 1. Technical Experience** – In Illinois, we completed the RRA for Central Lake County Joint Action Water Agency (population 284,000) and are currently assisting the City of Waukegan Water System (population 88,182), Village of Oswego (population 30,350), Village of Frankfort (population 17,782), and Village of Lincolnshire (population 7,275) with their RRA. In Iowa, we are currently assisting the City of Anamosa (population 5,500) with their RRA and ERP. In Texas, we assisted the City of Pasadena, TX (population 153,219). With the experience of these projects, we are up to speed with the requirements of the AWIA and ready to assist the Village with the RRA and preparation of the ERP. We have developed detailed spreadsheets to assist with completing the RRA using the USEPA VSAT 2.0 Tool and the AWWA Cybersecurity Tool and can hit the ground running. The Village will benefit from the efficiency and effectiveness of the experience of HR Green.
- 2. Responsiveness and Project Delivery** – Our office and staff are located in McHenry. Our project team takes great pride in being very responsive to our clients and we realize the importance of this project.

Within our submittal, we have included detailed information on our people and the experience that they will bring to the project. Thank you for your thoughtful consideration. If you require additional information or have any questions, please contact me at **815-759-8312** or rjayaraman@hrgreen.com.

Sincerely,

HR GREEN, INC

Ravi Jayaraman, PE
Senior Project Manager

Andrew Marsh, PE
Principal In Charge

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Work Plan and Approach	9

Attachments Included

Submission Certification

Proposer Identification

References

Signed Addendum #1

Cost Proposal (Provided in Separate Envelope)

FIRM BIO

Established in 1913, HR Green, Inc. is employee owned. We collaborate across geographies and markets to provide the engineering, technical, and management solutions that connect and shape communities and are driven by the commitment of our clients.

For more than a century, HR Green has been dedicated to providing the services that our clients need to achieve success.



16 OFFICES IN 8 STATES

HR Green offices are located throughout the United States in California, Colorado, Iowa, Illinois, Minnesota, Missouri, South Dakota, and Texas.

▷ **LOCAL OFFICE**

420 N. Front Street
Suite 100
McHenry, IL 60050-5528
Phone 815.385.1778



500 Employees Strong

100+ WATER PROFESSIONALS

ENR
TOP500
Design Firms

▷ HR Green has continued to rank on Engineering News Record's (ENR) annual lists of top design and construction firms in the nation, currently coming in at 209.

Comprehensive Services



WATER

From feasibility studies through construction phase services, we help clients achieve reliable, cost-effective, and innovative solutions for potable and process water, wastewater, and water resources management.



TRANSPORTATION

Whether your infrastructure needs include design, construction, funding identification, innovative geometry, environmentally sensitive areas, sustainable and attractive structures, or difficult traffic challenges, we can provide the solutions you need.



GOVERNMENTAL SERVICES

Our professionals combine creativity with reliability to provide staff augmentation and consulting services to local governments. We provide engineering, public works, planning, and building departments with staff to meet the variable workloads.



LAND DEVELOPMENT

We unify engineering, surveying, construction, land planning, and landscape architecture consultants into a single, integrated team that excels at project efficiency, effective project management and outstanding communication.



ENVIRONMENTAL

Whether your environmental needs include the remediation of brownfields sites to allow for community redevelopment, environmental compliance for infrastructure and facilities, or NEPA services for transportation infrastructure, HR Green can provide environmental solutions.



CONSTRUCTION

Our construction professionals are experienced with projects for municipal, county, and state clients that include bridges, roads and highways; storm and sanitary sewers; water distribution systems; water treatment facilities; wells, and storage facilities; pumps and lift stations; and wastewater facilities.



WATER – Potable Services

High-quality potable and process water at an affordable price is a critical component of your success. Look to HR Green for a unique fusion of engineering and business acumen, helping public and private utilities and wet process industries develop sustainable, cost-effective solutions.

HR Green provides comprehensive water services to move public and private projects from conceptual planning through design, financing, permitting, construction, start-up and operation.

Our engineers make accountable decisions in the planning and design of well fields, reservoirs, treatment plants, storage, pumping and distribution systems.



500 Employees Strong

100+ WATER PROFESSIONALS

20+ IN-HOUSE STRUCTURAL, ELECTRICAL & MECHANICAL

▷ POTABLE SERVICES

▪ Funding Assistance

When our clients need help applying for grants or need assistance with funding options, HR Green can help.

▪ Master Planning

We understand the total cost of improvements to a water system, including construction and operation and maintenance (O&M), is a large investment not to be taken lightly.

▪ Well Fields + Reservoirs

Well fields and reservoirs help to secure sufficient water in your distribution system and provide water capacity during high consumer demand.

▪ Treatment Plants

HR Green can help you address needs such as upgrading or modernization of existing, as well as complete design of new facilities.

▪ Storage + Pumping

Understanding storage capacities and peak water consumption periods is critical to a community's successful supply of water to its residents and local industries.

▪ Distribution Systems

From the management of annual improvement programs to full design and replacement of distribution systems, HR Green provides the support communities need to prioritize and implement solutions to water distribution needs.

▪ Hydraulic Modeling

Our professionals are experienced in various software programs to accurately model hydraulics for future water systems needs and improving water system reliability and efficiency.

▪ Feasibility Studies

HR Green is experienced and qualified to help define the right direction for a community's water plan and help to identify priorities and timing of the improvements. We believe that sound judgment and high-quality engineering are critical to the success of any water system.

▪ Construction Phase Services

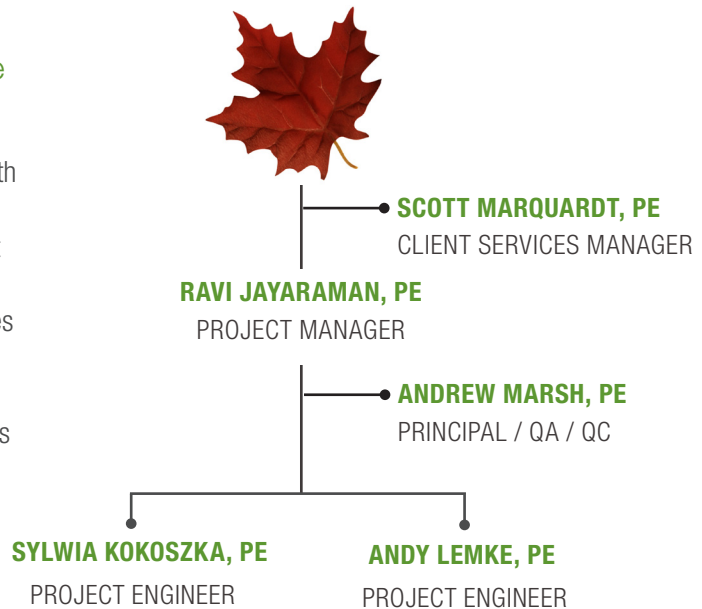
HR Green focuses the delivery of our construction observation/inspection and support services with an emphasis on personalized service.



KEY PERSONNEL

A Valuable Partner to the Village of Maple Park

We believe in supporting our neighboring communities. With service from our McHenry office, we have the technical expertise available to provide a timely response throughout the project. Our proposed staff are available to help the Village find a cost efficient solution to the unique challenges of this project. We strive for constant improvement, and we never forget our basic responsibility to deliver the right, sensible results for each other and our clients. Full resumes for our staff have been included.



Ravi Jayaraman, PE

Project Manager

Ravi Jayaraman, PE will serve as Project Manager for this Vulnerability Assessment. In addition to his experience managing water system Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) development projects, Ravi has completed the online course requirements for AWWA Utility Risk and Resilience Certificate Program.

Ravi brings over 30 years of project management experience from a variety of public and private sector utility infrastructure projects. He has extensive experience working with contractors to successfully complete projects and with elected officials and other community stakeholders affected by infrastructure construction projects. Ravi has the skills to develop and maintain client relationships while directing project budgets and maintaining costs. He led the branch office of a consulting engineering firm and mentored junior staff, developed workload projections and identified opportunities for staff to collaborate with other regional offices.

SELECTED PROJECT EXPERIENCE

- ▷ Risk and Resilience Assessment and Emergency Response Plan - Central Lake County Joint Action Water Agency (CLCJAWA) / Project Manager
- ▷ Water System Risk and Resilience Assessment - City of Waukegan, IL / Project Manager
- ▷ Risk and Resilience Assessment and Emergency Response Plan – Village of Oswego, IL / Project Manager
- ▷ Risk and Resilience Assessment and Emergency Response Plan – Village of Frankfort, IL / Project Manager
- ▷ Risk and Resilience Assessment and Emergency Response Plan - Village of Lincolnshire, IL / Project Manager
- ▷ Risk and Resilience Assessment and Emergency Response Plan - City of Anamosa, IA/ QA/QC / Project Manager

EXPERIENCE

30 Years

EDUCATION

MS, Civil Engineering,
University of Oklahoma -
1990

MS, Biological Sciences,
Birla Institute of Tech and
Science - 1986

BS, Civil Engineering,
Birla Institute of Tech and
Services - 1986

REGISTRATION / LICENSE

Professional Engineer, IL,
062052984

Professional Engineer, IA,
16102

Professional Engineer, IN,
PE11200102

Professional Engineer, WI,
35943

Professional Engineer, MI,
6201043013





Andrew Marsh, PE

Principal-In-Charge / QA/QC

Andrew has extensive experience in water and wastewater treatment, water distribution systems, sanitary and storm sewer collection system design and construction management. His communication skills, and his ability to meet schedule and budget requirements have earned him the respect of numerous clients in the public and private sectors. His satisfied clients include municipalities, water and sanitary districts, and major industries, and he currently serves as the dedicated City Engineer for two Iowa communities. Andrew has developed water and wastewater Facility Plans, including Capital Improvement Project (CIP) programs for municipal and industrial clients. He is also active in community relations and provides permitting coordination in relation to planning, design and implementation of public improvement projects.

EXPERIENCE

25 Years

EDUCATION

MS, Environmental Engineering, University of Illinois at Urbana-Champaign

BS, Civil Engineering, University of Iowa

REGISTRATION / LICENSE

Professional Engineer, IL, 062-058233

Professional Engineer, MN, 47925

Professional Engineer - Civil, IA, 16804

Professional Engineer, GA, PE038663

Professional Engineer - Civil, NE, E-13130

Professional Engineer - Civil, AZ, 32328

SELECTED PROJECT EXPERIENCE

▷ Water Treatment Plant Experience

- Amana, IA – Replacement of groundwater supply, chemical addition, pumping and storage.
- Anamosa, IA - Iron removal pressure filters and HMO for radium removal and chlorine disinfection Water Treatment Plant – Expansion and radium removal addition.
- Private Industry, Eddyville, IA – 5 MGD expansion of conventional surface water treatment plant.
- Fort Madison, IA - 5 MGD RO Water Treatment Plant – siting study, pilot, new WTP design, bidding construction, start-up, training and commissioning.
- Gilbert, AZ – 30 MGD expansion and ozone disinfection – design, permitting, construction, start-up and commissioning.
- Keokuk, IA – Solids Removal Study.
- Minneapolis, MN – Minneapolis Water Works Water Treatment Plant – residuals clarification and dewatering 160 MGD conventional softening Water Treatment Plant.
- Mount Pleasant, IA - Electro-Dialysis Reversal (EDR) Water Treatment Plant – iron removal study, disinfection modification and EDR expansion study.
- Muscatine, IA - Grandview Water Treatment Plant – 24 MGD expansion including chemical addition: phosphate, fluoride and chlorine.
- Palo, IA – New ammonia removal water treatment plant.
- Rock Island Arsenal, IL - Conventional (rapid mixing, flocculation, settling, filtration, chlorine disinfection) Water Treatment Plant – chemical improvements, tracer testing, clearwell baffling.
- University of Iowa, Iowa City, IA - Conventional (rapid mixing, flocculation, settling, filtration, chlorine disinfection) Water Treatment Plant – RO study, source water study, collector well study, dechlorination, powdered activated carbon addition.
- Waukegan, IL – Condition assessment of sedimentation, filtration, gaseous chlorination and pumping
- Wellman, IA - RO Water Treatment Plant – New RO plant.
- Wilton, IA - Iron removal pressure filters, chlorine disinfection and fluoride additional Water Treatment Plant.



Scott Marquardt, PE

Client Services Manager

Scott brings 35 years of municipal engineering and management experience coordinating all facets of village engineering operations, including but not limited to CIP project/program management, inter-agency coordination of multi-jurisdictional projects, funding procurement/administration, master planning, design engineering, plan review, and construction management.

EXPERIENCE

33 Years

EDUCATION

BS, Civil Engineering,
University of Milwaukee -
1985

REGISTRATION / LICENSE

Professional Engineer, IL,
062-047556

SELECTED PROJECT EXPERIENCE

▷ Village Engineering – Campton Hills, IL – Village Engineer

Since taking on this role just 2 years ago, projects have included annual MFT Resurfacing programs, design and construction observation of federal STP/LAFO-funded roadway resurfacing project, successful acquisition of grant funding over \$725K, MFT audits, pavement management analysis, and project coordination with Kane County and IDOT projects within the Village. One roadway resurfacing project was combined with a Township Highway District parking lot improvement project that resulted in a joint construction project with cost savings for both agencies.

▷ Village Engineering – Carpentersville, IL – Village Engineer

Over a six and a half year period, he was responsible for engineering plan and subdivision plat review oversight for private developments; design and construction management of projects with total value exceeding \$31 million, including roadway and bridge reconstruction; and successful grant applications and management, securing nearly \$10 million through 25 grants from County, State and Federal programs. He was also responsible for overseeing final construction, punchlist completion, closeout and acceptance of 29 development projects encompassing over 1,500 residential units and various infrastructure components.

▷ City Engineering – West Chicago, IL – Assistant/City Engineer

Over a 9 year period, he and his team was responsible for planning coordination, plan review and construction observation of public infrastructure for nearly 2,000 residential units, industrial parks encompassing nearly 900 acres, along with local and federally funded roadway and bikepath projects.

▷ Elgin O'Hare Tollway Program – Program Manager

Scott is nearing completion of a seven-year assignment where he served as the project manager representing four Northern Illinois municipalities' involvement with the Elgin O'Hare Tollway program. He led a team of engineers responsible for review and final approval, to date, of 26 design contracts valued over \$500 million. These contracts resulted in over \$30 million in value of new municipal underground infrastructure, including new sanitary sewers, watermains and storm sewers at NO expense to the communities. The design of all utilities was optimized to minimize service interruptions and maximize long-term maintenance accessibility and access for future extensions, development and growth. Over \$2 million in land acquisition credits were negotiated which were utilized for local agency improvements including bikepaths, sidewalk and aesthetic enhancements. Scott also led public outreach roles in presentations to groups ranging from City Councils, Village Boards, and HOA's to Senior Clubs. The presentations included updates on roadway impacts that changed travel patterns and access locations, optimizing utility relocations and minimizing local agency expenditures, concept planning and implementation of corridor aesthetic improvements.



Sylwia Kokoszka, PE, CFM

Project Engineer

Sylwia's experience includes analysis and design of stormwater systems, wastewater collection and treatment systems, and potable water treatment systems. Sylwia has been involved in planning, permitting, design, and construction. Agencies Sylwia has worked with for permitting include, IDNR, Kane/DuPage, McHenry/Lake, and Will County SWCD, IEPA, and USACOE (Chicago District). Examples of potable water experience include permitting, specification write-ups, treatment plant operational evaluation and design for repair of existing treatment systems. Sylwia is proficient with ArcMap, HEC-HMS, XP SWMM, HEC-RAS, GeoHECRAS, HY-8, and Microstation.

EXPERIENCE

4 Years

EDUCATION

BS, Civil Engineering,
University of Illinois - 2016

REGISTRATION / LICENSE

Professional Engineer, IL,
062-072488

Certified Floodplain
Manager, IL, 17-00782

SELECTED PROJECT EXPERIENCE

- ▷ Risk & Resilience Assessment and Emergency Response Plans Updates - Central Lake County Joint Action Water Agency / Project Engineer
- ▷ Water System Risk and Resilience Assessment - City of Waukegan, IL / Project Engineer
- ▷ Risk and Resilience Assessment and Emergency Response Plan, Village of Oswego, IL / Project Engineer
- ▷ Risk and Resilience Assessment and Emergency Response Plan, Village of Frankfort, IL / Project Engineer
- ▷ Risk and Resilience Assessment and Emergency Response Plan, City of Pasadena, TX / QA/QC
- ▷ Risk and Resilience Assessment and Emergency Response Plan - Village of Lincolnshire, IL / Project Engineer
- ▷ Risk and Resilience Assessment and Emergency Response Plan - City of Anamosa, IA / QA/QC / Project Engineer



Andy Lemke, PE

Project Engineer

Andy serves as a Project Engineer in the Water Business Line. He is located in the McHenry office and has been involved with several water and wastewater projects in the Illinois area. As a Project Engineer, Andy is responsible for completing assigned tasks with guidance from the Technical Director or Project Manager. He applies the concepts he has learned through his time at South Dakota State University where he earned his degrees in civil engineering.

Andy has worked on multiple water system modeling projects. He regularly coordinates with the client to gather important information to create or update the hydraulic model. Once the model has been updated, he performs analysis on the water distribution system. The analysis includes examining current and future water demands, fire flows, and water age. The analysis leads to recommendations for improvements including preparing estimated cost for improvements. He then develops a final water model report using the information obtained through the modeling process.

EXPERIENCE

7 Years

EDUCATION

MS, Civil Engineering,
SDSU - 2012

BS, Civil Engineering,
SDSU - 2011

REGISTRATION / LICENSE

Professional Engineer, IL,
062068207, 2016

SELECTED PROJECT EXPERIENCE

- ▷ 2013 Water Model Update - Village Of Oswego, IL / Staff Engineer
- ▷ Water System Improvements - City of LaSalle, IL / Staff Engineer
- ▷ Water Model Update - Village of Mundelein, IL / Staff Engineer

PAST INVOLVEMENT WITH SIMILAR PROJECTS

HR Green will prioritize and guide the Village in identifying key decision points early and seek input from Village water system staff as part of the Risk and Resilience Assessment to build consensus and expedite project delivery. HR Green has completed the RRA for one Utility in Illinois (CLCJAWA) and is currently assisting four Utilities in Illinois (City of Waukegan, Village of Oswego, Village of Frankfort, and Village of Lincolnshire) with completing their RRA. HR Green has started developing the ERP for CLCJAWA. In addition, HR Green assisted the City of Pasadena (TX) with completing their Water System RRA and is currently assisting the City with preparing the Water System ERP. Over the years, HR Green has completed Vulnerability Assessments for several water systems, and they have approached us to continue assisting them with meeting the requirements of Section 2013 of the America's Water Infrastructure Act of 2018 (AWIA). HR Green assisted these communities with budgeting for the requirements of AWIA as part of their annual capital improvement plans. HR Green's experience working on the CLCJAWA, City of Waukegan and the City of Pasadena (TX) RRA and ERP projects are detailed in this section.



In response to the requirements of AWIA, CLCJAWA retained HR Green to conduct the Risk and Resilience Assessment (RRA) and update to their existing Emergency Response Plan (ERP). The CLCJAWA is a public utility that provides drinking water to 284,000 people in Central Lake County, Illinois. CLCJAWA provides drinking water to 13 communities. The water system consists of a raw water intake; a raw water pumping station; two miles of transmission pipeline to transport Lake Michigan water to a water treatment facility capable of treating 50 million gallons per day (mgd) of water; a booster pump station to maintain water pressure to the outlying communities; and more than 32 miles of finished water transmission pipeline.

REFERENCE

Mr. William Soucie
Executive Director
CLCJAWA
200 Rockland Rd
Lake Bluff, IL 60044
E: soucie@clcjawa.com
P: (847) 295-7788

ANTICIPATED PROJECT COMPLETION

September 2020

KEY PERSONNEL

Ravi Jayaraman
Sylwia Kokoszka
Andrew Marsh (QC)

Based on the population served by the CLCJAWA, the RRA needed to be completed and certification submitted to U.S. EPA by March 31, 2020. HR Green completed the Risk and Resilience Assessment for the water system. This assessment was completed in a collaborative manner in which HR Green and appropriate representatives of the CLCJAWA participated. A large portion of this project is associated with the facilitation of meetings in which all stakeholders discuss and agree upon such matters as the mission of the CLCJAWA's water system, the critical assets of the system, the threats against which it must be protected, the consequences that would result from the loss of certain critical assets and the effectiveness of existing security measures where they exist. The Risk and Resilience Assessment was completed in March 2020 and HR Green is currently updating the Emergency Response Plan (ERP). The ERP is expected to be completed by early September 2020.



WATER TREATMENT PLANT RRA Waukegan, IL

REFERENCE

Mr. Antonio Dominguez
Water Superintendent
City of Waukegan Water
Filtration Plant
360 E Sea Horse Drive
Waukegan, IL 60085
E: Antonio.Dominguez@
waukeganIL.gov
P: (847) 599-2687

facilities. The project includes a site assessment of all WTP facilities for existing security and countermeasures against malevolent acts and natural hazards. The RRA includes assessment of critical system assets for the most likely threat categories, determination of vulnerability likelihood, and quantification of economic consequences and public health impacts resulting from asset damage. The final report will identify the Waukegan WTP's highest risk areas and will provide recommendations to improve resiliency.

ANTICIPATED PROJECT COMPLETION

December 2020

KEY PERSONNEL

Ravi Jayaraman
Sylwia Kokoszka
Andrew Marsh (QC)



RRA & ERP Pasadena, TX

REFERENCE

Mr. Mark Gardemal, PE
Asst. Public Works
Director
1149 Ellsworth Dr.
Pasadena, TX 77506
E: mgardemal@
pasadenatx.gov
P: 713-475-7835

KEY PERSONNEL

Ravi Jayaraman
Sylwia Kokoszka
Rebekkah Sandt
Don Mai
Andrew Marsh (QC)

In response to the requirements of AWIA, the City of Pasadena, Texas retained HR Green to assist with conducting a RRA and preparation of an ERP. The City's water system includes thirteen (13) water treatment plants, one (1) booster station, one (1) connection point with another water system, and four (4) elevated water storage tanks. HR Green completed the Risk and Resilience Assessment in March 2020. HR Green is currently assisting the City with updating its existing ERP, and expects to be completed by September, 2020.

ANTICIPATED PROJECT COMPLETION

September 2020

PROPOSED WORK PLAN AND FEES

HR Green understands that the Village is seeking assistance with conducting a Risk and Resilience Assessment (RRA) and updating the current Emergency Response Plan (ERP) per Section 2013 of the America's Water Infrastructure Act of 2018 (AWIA). From the Drinking Water Watch website maintained by Illinois EPA, we understand the Village's water system consists of:

- One (1) Elevated Storage Tank
- Two (2) Wells
- One (1) Ion Exchange Water Plant

The scope of the RRA study includes assessment of water system assets described above. Under Section 2013 of the AWIA, the Village needs to consider all critical components of the water system. Before analyzing the risks, we will need to identify which of the Village's assets are critical for providing safe drinking water, protecting public health, and sustaining the economy of the community. The assessment will include determination of relevant threats, vulnerabilities in the system that would increase the likelihood that a given threat would damage the asset and potential economic and public health consequences.

- 1. Physical Barriers:** Examples include fencing, gates and facility entrances, intrusion detection sensors and alarms, access control systems (e.g. locks, card reader systems), cameras, and hardened doors.
- 2. Source Water:** The service to the Village from the groundwater wells will be evaluated.
- 3. Pipes, Constructed Conveyances, Water Collection and Intake:** Includes infrastructure that collects and transports water to the Village's customers.
- 4. Water Treatment:** Includes Ion Exchange treatment processes and chemical feed facilities at the Water Treatment Plants (WTP).
- 5. Storage and Distribution Facilities:** Includes water main, and reservoirs for storage of finished water.
- 6. Electronic, Computer, or other Automated Systems (including security of such systems):** Includes process control systems, business enterprise system, communication systems, and processes used to secure such systems. The assessment is to account for security of these systems (e.g., cybersecurity).

7. Monitoring Practices: Includes monitoring processes not captured in other asset categories. Examples are contamination warning systems for source water or the water distribution system. Also included are monitoring equipment for chlorine, pressure flow, etc.

8. Use, Storage and Handling of Chemicals: Encompasses the chemicals and associated storage facilities, and handling practices used for water treatment and disinfection. Assessment to focus on the risk of uncontrolled release of potentially dangerous chemicals where applicable or tampering that would result in water contamination.

9. Operation and Maintenance of the Utility: Assessment to focus on risk to operations from loss of utilities (e.g., power outage), loss of suppliers (e.g., interruption of chemical delivery), and loss of employees (e.g., disease outbreak or employee displacement). The current situation in our State from COVID-19 pandemic is a wake-up call to plan for loss of employees due to disease outbreak. An option that we have seen Utilities plan for such situations is to consider cross-training staff to handle such emergencies.

10. Financial Infrastructure: Includes equipment and systems used to operate and manage the water system finances – billing and accounting systems and risks associated with third parties used for these services. The intent is not to address the financial health of the water system.

A general Scope of Services includes:

1.1 Project Coordination and Management

- Provide project management services for duration of the project
- Project Kick-off Meeting: Schedule a project kick-off meeting with the Village staff to discuss in detail the tasks associated with the proposed scope of services.

2.1 Risk and Resilience Assessment (RRA)

2.1.1 Asset Characterization

The first step in the RRA is asset characterization. As part of the AWIA requirements, HR Green will assist the Village with identifying critical assets within the previously mentioned ten asset categories:

1. Physical Barriers
2. Source water
3. Pipes and constructed conveyances, water collection, and intake
4. Water treatment
5. Storage and distribution facilities
6. Electronic, computer, or other automated systems (including the security of such systems)
7. Monitoring practices
8. The use, storage, or handling of chemicals
9. The operation and maintenance of the system
10. Financial infrastructure

HR Green proposes the following approach for asset characterization:

- i. Conduct a system evaluation for the water system assets identified at the above facilities. The evaluation will result in documentation of the function, communication, control, power, and existing security measures at each facility.
- ii. Identify and document the following items for each facility: SCADA systems, entry control procedures, hazardous chemicals, and interdependences of treatment systems, power systems, and communication systems.
- iii. Develop a preliminary critical asset characterization based on the site visits. Conduct a workshop with Village staff to review the preliminary asset characterization and whether any assets should be added or removed.

2.1.2 Threat Characterization

The second step is to perform threat characterization. As a guideline, USEPA has identified threat categories for malevolent acts, natural hazards, and dependency/proximity threats. Each critical asset will be assigned the most relevant and probable threats that may adversely affect Village's facilities.

- i. Assign 2-3 of the most likely threat scenarios to pair with each critical asset based on the initial site visit and discussions with Village's staff.
- ii. Discuss at the workshop (see above) to discuss whether the Village agrees with the preliminary threat assignments for each critical asset and whether other threat scenarios should be considered. Based on input from Village, HR Green

will make adjustments and finalize the threat characterization analysis.

2.1.3 Vulnerability Analysis

The Vulnerability Analysis estimates the likelihood that each specific threat or hazard, given it occurs, will damage the asset while considering the utility's existing countermeasures. Vulnerability analysis involves an examination of existing security capabilities and structural components, as well as counter measures/mitigation measures and their effectiveness in reducing damages from threats and hazards.

- i. Discuss at the workshop to assess the Village's ability to detect, delay, and respond to the threats assigned to each critical asset.

2.1.4 Threat Analysis

Threat analysis estimates the likelihood of malevolent attack, dependency/proximity hazard, or natural hazard based on several factors for threat likelihood.

- i. The threat analysis will be developed in-house after obtaining some additional information on threat likelihood factors from the Village during the workshop discussed in Section 2.1.1.

2.1.5 Consequence Analysis

Consequence analysis is the identification and estimation of reasonable consequences generated by each specific threat-asset combination. Consequences that are quantified include utility financial consequences (asset replacement costs, remediation costs and revenue lost), regional economic consequences (regional economy impacts due to service outages), and public health impacts (injuries and fatalities).

HR Green will collect from Village available original construction costs associated with all critical assets. HR Green will calculate the present worth of the provided construction cost data to estimate an asset replacement cost.

- ii. If original construction cost data are unavailable, HR Green will develop approximate cost estimates for critical asset replacement. HR Green will develop a consequence matrix, which will include the assumptions made to quantify consequences.

2.1.6 Risk and Resilience Analysis

Once the above steps are completed, the risk and resilience analysis is conducted.

The risk and resilience analysis will calculate a baseline risk for each asset/threat pair, quantified as a monetary value. Risk and Resilience analysis creates the foundation for selecting strategies and tactics to counter or mitigate disabling events by establishing priorities based on the levels of risk and resilience and the extent they can be improved.

2.1.7 Submit Draft RRA to Village

Upon completion of an internal quality control review, HR Green will submit copies of the draft RRA to Village for review. A meeting will be held to discuss the results of the RRA and obtain Village's comments.

2.1.8 Finalize RRA and Submittal of Certification to U.S. EPA

The review comments from Village on the draft RRA will be incorporated and final RRA will be submitted to Village. HR Green will assist the Village with submitting certification to the U.S. EPA that the RRA has been completed.

3.1. Emergency Response Plan (ERP)

3.1.1 Submit Draft ERP to Village

The recommendations from the RRA will be incorporated into the ERP. Upon completion of an internal quality control review, HR Green will submit hard copies of the draft ERP to the Village for review. A meeting will be held to discuss and obtain Village's review comments.

3.1.2 Finalize ERP and Submittal of Certification to U.S. EPA

The review comments on the draft ERP will be incorporated and final ERP will be submitted to the Village. HR Green will assist the Village with submitting certification to U.S. EPA that the ERP has been completed.

Meetings, Site Visits and Workshop

HR Green has assumed for this proposal to conduct the project kick-off meeting, site visits, workshop, and the RRA and ERP report review meetings in person.

To recognize the current uncertainty with COVID-19, we will minimize our face-to-face meetings and site visits as much as appropriate to complete this work while practicing social distancing recommendations by the Centers for Disease Control and Prevention. Although site visits are still recommended to complete a holistic risk and resilience assessment, these visits will be completed during a time when COVID-19 risks are low. Further, the

Kick-off Meeting, Workshop, and various other meetings to discuss draft reports can be completed using video conferencing. At the time of the notice to proceed, HR Green will coordinate with the Village to understand Village's preferences for face-to-face or video conference meetings and to schedule the most appropriate time for a site visit. HR Green would have a minimum of two staff members participate in the meetings and Workshop.

The following assessment tools, systems, and guidance documents will be used:

Tools

- EPA's Vulnerability Self Assessment Tool (VSAT) Web 2.0
- AWWA Cybersecurity Tool
- EPA's Community Water System Emergency Response Plan Template

Guidance Documents

- Baseline Information on Malevolent Acts for Community Water Systems. Environmental Protection Agency, 25 Nov. 2019.
- WATER SECTOR CYBERSECURITY RISK MANAGEMENT GUIDANCE. American Water Works Association, 2019.
- WHEAT Water Health & Economic Analysis Tool: Model Documentation: WHEAT 3.1. Environmental Protection Agency, July 2018.

The following resources and documentation will be useful if provided by the Village:

1. Provide personnel knowledgeable about operations and maintenance of facilities to be available for discussions, to accompany HR Green on site visits, and to answer questions, as needed.
2. Provide personnel knowledgeable about Village emergency response to be available for discussions, participate in workshops, and to answer questions, as needed.
3. Provide data on past construction costs for existing critical assets, if available.

HR Green will turn over the electronic files of the analysis after they are finalized for the Village's future use. HR Green will not use proprietary software, and will forward working documents that are reusable by the Village. The Village can use the working documents to update the RRA and ERP when they are due for re-certification after five (5) years.

Quality Assurance

HR Green understands that QC/QA relies on more than just a quality product; it relies on the processes and management that it takes to deliver that product. The benefit of this to the Village is working with a consultant who has established a Quality Management Plan that is distributed company-wide, which streamlines processes and identifies roles on a project-by-project basis.

Andrew Marsh will be responsible for QC and assuring quality in the overall deliverable to the Village and our entire team will be responsible for assuring quality in the processes that will result in the final product.

Fee

Our fee has been provided in a separate envelope as requested per the RFP.

Schedule

HR Green understands that the Village, due to their size, is technically not required to complete an RRA/ERP, but desires to do so for the best interests of the Village. The Village desires, and HR Green understands that the RRA certification must be completed by June 30, 2021 and the ERP must be completed within 6 months from the

submittal of the risk assessment certification. From the Request for Proposals, HR Green understands that the Village wants to get the RRA completed within 90 days from issuance of Notice to Proceed. HR Green is prepared to meet this strict timeline and has already successfully assisted two larger communities with meeting the first tier of deadlines for RRA certifications in March 2020. The schedule below is prepared to complete the RRA within 90 days:

Contract Approval/Notice to Proceed (NTP).....	TBD
Workshop #1 for RRA.....	6 Weeks from NTP
Submit draft RRA to the Village	10 Weeks from NTP
Submit final RRA to the Village	12 Weeks from NTP
Draft ERP	19 Weeks from NTP
Final ERP	21 Weeks from NTP

VILLAGE OF MAPLE PARK

RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN (RRA/ERP)

SUBMISSION CERTIFICATION

I hereby submit to the Village of Maple Park the following cost proposal for work outlined in plans and specifications entitled **“RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN (RRA/ERP)”**. All of the following documents (check below) are completed, fully executed, and included in my proposal as required in the RFP documents:

 X Submission Certification

 X Proposer Identification

 X Cost Proposal Form

 X Project References

My signature on this Submittal Certification is affirmation that all items listed above are fully completed and executed and are hereby submitted with the proposal as required. I understand that failure to complete and/or submit any of the required documents may be cause for rejection of my cost proposal.



Authorized Signature

Andrew E. Marsh, PE / Practice Leader - Water

Printed Name and Title

08/25/2020

Date Signed

815.385.1778

Telephone Number

**VILLAGE OF MAPLE PARK
RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN (RRA/ERP)**

PROPOSER IDENTIFICATION

1. Legal name of Proposer: HR Green, Inc.
2. Street Address: 420 N. Front Street / Suite 100
3. Mailing Address: McHenry, IL 60050
4. Business Telephone: 815.759.8312
5. Facsimile Telephone: 815.385.1781
6. Email Address: rjayaraman@hrgreen.com
7. Type of Business:
☐ Sole Proprietor ☐ Partnership ☒ Corporation Other: _____
If corporation, indicate State where incorporated: Iowa
8. Business License number issued by the municipality where the Proposer's principal place of business is located, if applicable
Number: NA Issuing Municipality: NA
9. Contractors License number and expiration date, if applicable.
Number: NA Expiration date: NA
10. Federal Tax Identification Number: 42-0927178
11. Proposer's Project Manager: Ravi Jayaraman, PE

VILLAGE OF MAPLE PARK
RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN (RRA/ERP)
REFERENCES

Village requests a minimum of three (3) references where work of a similar size and scope has been completed, for public agencies. Submit the appropriate number of subconsultant references on a separate REFERENCES sheet.

1. Public Agency Name: Central Lake County Joint Action Water Agency (CLCJAWA), IL

Brief Description of Project: In response to the requirements of AWIA, CLCJAWA retained HR Green to conduct the Risk and Resilience Assessment (RRA) and update to their existing Emergency Response Plan (ERP).

Completion Date: September 2020

Contact Person: William Soucie / Executive Director

Telephone: 847.295.7788 Fax: NA

Email Address: soucie@clcjawa.com

2. Public Agency Name: City of Waukegan Water Filtration Plant, IL

Brief Description of Project: The City of Waukegan retained HR Green to conduct the Risk and Resilience Assessment (RRA) for their Water Treatment System.

Completion Date: December 2020

Contact Person: Antonio Dominguez / Water Superintendent

Telephone: 847.599.2687 Fax: NA

Email Address: Antonio.Dominguez@waukeganIL.gov

3. Public Agency Name: City of Pasadena, TX

Brief Description of Project: In response to the requirements of AWIA, the City of Pasadena, Texas retained HR Green to assist with conducting a RRA and preparation of an ERP.

Completion Date: September 2020

Contact Person: Mark Gardemal, PE / Asst. Public Works

Telephone: 713.475.7835 Fax: NA

Email Address: mgardemal@pasadenatx.gov



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151


Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.com>

MEMORANDUM

TO: Engineering Firms

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: August 25, 2020

SUBJECT: ADDENDUM #1 – VILLAGE OF MAPLE PARK RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN (RRA/ERP)

The following questions have been received as of August 24, 2020. The Village's responses are in bold blue text.

1. Has the Village established a budget for the RRA/ERP? **The Village is looking for engineering firms to submit proposals that encompass all costs necessary to complete the scope outlines in the RFP.**
2. Will the Village Engineer, LinTech, be precluded from submitting? **The Village Engineer, LinTech Engineering, LLC will not be bidding on the project.**
3. If so, will the Village Engineer be on the Selection Committee? **The Village Engineer will serve on the Committee as the Village's expert and Chief Water Operator.**
4. Will the Village Engineer recuse himself if sister company, Baxter Woodman submits? **The Village Engineer is only one member of the Committee and is no longer associated with the firm; the Committee will make a recommendation to the Village Board. The Village Board has the final authority and will award the contract.**
5. Per Section B, paragraph 3: stipulates that "the AWIA deadline for the Village to complete the Risk & Resilience Assessment is June 30, 2021 and for the Emergency Response Plan is December 31, 2021." This appears to conflict with Section C.2 that states "Conduct a Risk and Resilience Assessment and complete the assessment no later than 90 days from the date the Professional Services Agreement is fully executed...." The EPA rule stipulates that the ERP is to be certified no later than 6 months following certification of the RRA. Please clarify the expected due date for the RRA. **There is no conflict, the Village technically does not have to submit an RRA/ERP by the June 30, 2021 deadline; the Village is seeking to have the project completed as specified in the RFP.**
6. Section 4.3 of the sample contract states in part: "Final acceptance of work products & services require written approval by Village Payment will be made to consultant following written approval of the final work products & services by the Village Administrator." This statement appears to mean that there will be no progress payments for this work (other utilities are making monthly payments) and if this statement covers the entire contract (RRA + ERP) that could mean 6 months of work with no payment. Please

clarify the payment arrangements. **The Village is looking for engineering firms to submit proposals that encompass all costs necessary and anticipates paying for the project as presented in the RFP.**

7. Section 6.2 of the sample contract states “consultant shall retain any & all documents produced as a result of services provided hereunder for a period of five (5) ...” There appears to be a word or two missing. 5 days, months, years? Please clarify. **Five years.**

This concludes Addendum #1.

Sincerely,

Dawn Wucki-Rossbach
Village Administrator

Proposers shall acknowledge receipt of this Addendum by signing this acknowledgement line below and attaching this addendum to their submitted proposal.

ACKNOWLEDGEMENT



08/28/2020

Signature

Date

Practice Leader - Water

Title

HR Green, Inc.

Company



HRGreen®

TRANSPORTATION

+

WATER

+

GOVERNMENTAL SERVICES

+

LAND DEVELOPMENT

+

ENVIRONMENTAL

+

CONSTRUCTION

▷ HRGREEN.COM

VILLAGE OF MAPLE PARK
RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN (RRA/ERP)
COST PROPOSAL FORM

[Staff] Andy Lemke . \$ 119 per hour \$ 119 x 13.5 hours\$ 1,606.50

[Staff] Sylwia Kokoszka . \$ 91 per hour \$ 91 x 137 hours\$ 12,467.00

[Staff] Scott Marquardt . \$ 200 per hour \$ 200 x 2 hours\$ 400.00

[Staff] Ravi Jayaraman . \$ 222 per hour \$ 222 x 5 hours\$ 1,110.00

TOTAL FOR TASK..... \$ 15,583.50

ADDITIONAL CHARGES (SPECIFY)_____

The Village will not pay any separate costs for travel, lodging, per diem, printing, shipping, etc.
(Feel free to add additional sheets as needed).

Consultant's Name: HR GREEN, INC.

Address: 420 FRONT STREET, MCHENRY, IL 60050

Email Address: AMARSH@HRGREEN.COM

Phone: 815.385.1778 Fax: 815-385-1781

SIGNATURE: _____



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151


Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.com>

MEMORANDUM

TO: Finance Committee Liaison Chris Higgins

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: October 15, 2020

SUBJECT: **TIF DISTRICT FUNDS – GENERAL IMPROVEMENT ASSISTANCE GRANT**

BACKGROUND

On August 4, 2020, the Village Board approved the Tax Increment Finance (TIF) District Policy. Included in the policy is the TIF District General Improvements Assistance Grant (GIAG) Program. The purpose of the program “is to visibly enhance, preserve and rehabilitate the commercial properties within Maple Park’s Tax Increment Finance (TIF) District.” The program covers up to 50% of the TIF eligible costs, total project costs must not exceed \$10,000 and the maximum reimbursement possible is \$5,000. Applicants may seek reimbursement for such things as exterior doors, windows and siding; interior remodeling, electrical upgrades to bring the building up to code, etc. A maximum of \$15,000 per year would be available for this program and is administered on a first-come first-served basis.

In order to be considered for the program, applicants must complete the TIF District General Improvements Assistance Grant Program Application, attach the required documentation and then proceed through the review process. The existing TIF Policy requires that the application and documentation be reviewed by the Finance Committee; however, the TIF Policy, specifically the GIAG Program information would need to be updated to reflect review at the Committee of the Whole Meeting, under Finance. The change to the Policy, GIAG and the TIF Project Priority List would take less than two (2) hours to revise and prepare for Village Board approval at the November 3, 2020 Village Board Meeting.

In the past month, the Village President and the Village Administrator have met with two (2) property owners that have expressed interest in the TIF District, along with other business owners that have inquired directly to the Village President. The two (2) most recent contacts (Mr. Terry Keenan and Mr. Chuck Drew) and one (1) has asked if funding for businesses is available. The owners were informed that the Village recently approved the TIF District Policy and the Project Priority List; the GIAG Program would require a minor language revision for review at the COW Meeting and that the GIAG, per the TIF Project Priority List was not to slated to start until FY2024. However, the Village President would present the request to move the GIAG’s start date from FY2024 to FY2021 at the October 20, 2020 COW Meeting.

As a point of information, the estimated FY2021 Year-End Fund Balance for the TIF District Fund is \$ \$364,163, this is based on estimated expenditures for the Village’s TIF Advisor and for the completion of the televising, root cutting and jetting and possibly smoking of the storm (included in FY2021 TIF Improvements 13-00-8418)

sewers in Work Area 1. If the Village were to implement that GIAG Program this year and all \$15,000 was distributed, there would be a balance of \$349,163 that can be utilized towards other major project preparation work and/or held and utilized as an annual bond issue payment. A budget amendment would be needed if the \$15,000 were to be implemented in FY2021.

RECOMMENDATION

That the Village Board consider:

1. Changing the start date for the GIAG Program from FY2024 to FY2021. If the decision is yes, direct Staff to:
 - a. Update the TIF Project Priority List to reflect the change in the start date for the GIAG from FY2024 to FY2021; and,
 - b. Revise the GIAG Program narrative to reflect the change in review process from the Finance Committee structure to the Committee of the Whole Meeting structure, under the Finance section of the agenda.
2. Prepare a Resolution and revisions to the TIF Policy and Project Priority List for Village Board review and approval at the November 3, 2020 Village Board Meeting.
3. Once an application for the GIAC is reviewed and accepted by the Village Board, Staff shall prepare the budget amendment needed to expend TIF District Funds (13-00-8418 TIF Improvement Funds) for this program.

Attachments

TIF District Policy, Approved August 4, 2020

Village of Maple Park



Tax Increment Finance (TIF) District Policy

Approved August 4, 2020

**VILLAGE OF MAPLE PARK
TAX INCREMENT FINANCE (TIF) DISTRICT POLICY
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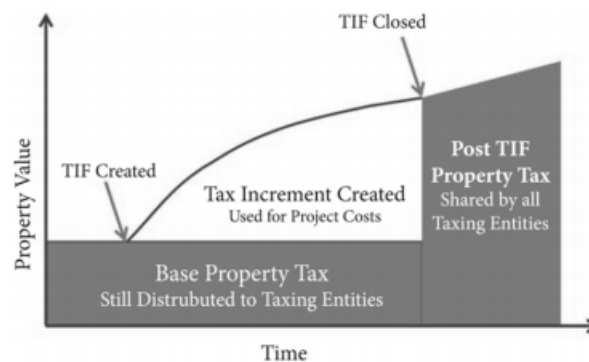
Village of Maple Park

TAX INCREMENTAL FINANCE POLICY

WHAT IS TIF?

A Tax Increment Finance (TIF) is an economic development funding tool used to stimulate redevelopment in the areas with blight where redevelopment would be unlikely without some form of government stimulus. TIF Districts can also be used to provide public improvements such as water and sanitary systems or street improvements. These public improvements, combined with expected private investment, work together to revitalize properties inside the district.

When a TIF District is created property owners within the district continue to pay the same property tax rates as those outside the district. The difference (increment) is the tax collected, over and above the “base value” and that increment is what is placed into a separate fund that is used to pay project costs. The TIF District does not generate the increment through additional taxes. Once all costs incurred by the creation of the TIF are recouped by the additional increment created, the TIF District is closed, any remaining property taxes will be returned to DeKalb and Kane Counties so that they can be distributed back to the other taxing bodies. Taxing bodies include: fire protection, library and school districts; townships and township road districts; colleges, counties and the State. A TIF District expires 23 years from the date the TIF was enacted through a municipal ordinance. The Village’s TIF District will expire on December 31, 2035, payable through December 31, 2026. From time-to-time the expiration date of a TIF District may be legislatively extended by the State Legislature, as it requires an Amendment to the TIF Act.



TIF funds can be used to finance public infrastructure projects such as a wastewater treatment plant and sanitary sewer system improvements; a new water tower and water system improvements; the construction of parking lots and/or decks and of course it can be used for street and storm sewer improvements. It can be used to assist existing business/property owners in rehabilitating their

buildings through façade or lighting improvement programs. It can also be used to assist the redevelopment of the land located within the TIF District. Redevelopment may include assistance to businesses looking to relocate and locate new commercial, light industrial, retail, residential, senior and elder assisting living facilities in Maple Park.

TIF Authority

The State of Illinois permits the formation of a TIF District pursuant to the Tax Increment Allocation Redevelopment Act, 65 ICL 5/11-74.4 *et seq.*

On January 3, 2012, the Village of Maple Park enacted the following ordinances establishing the TIF District. Ordinance 2012-01, that approved the Redevelopment Plans and Projects for the Maple Park Tax Increment Finance (TIF) District – Redevelopment Plans and Projects, see the Village’s website for the complete plan; Ordinance 2012-02 Designated the Redevelopment Project Area, see Attachment A; and Ordinance 2012-03 Adopts Tax Increment Finance for the Maple Park Tax Increment Financing District.

Purpose

The purpose of the Maple Park TIF District is to redevelop property that is currently underutilized for residential, commercial and light industrial development. The Redevelopment Plan allows the Village the ability to alleviate and/or remove blighted conditions such as the lack of public infrastructure or to repair/replace infrastructure that is in poor condition and it allows for public and private redevelopment projects that will benefit from tax increment financing.

“But For” TIF

The fundamental principle and one which the Village of Maple Park must determine based on the information submitted by the property owners/developers is that the project would not occur “but for” the assistance provided through Tax Incremental Financing. The burden is on the property owner/developer to make their case and not for the Village to make their case for owner/developer. Should the Village determination that the “but for” not be made, Tax Incremental Financing for the project cannot be approved.

TIF REDEVELOPMENT GOALS AND OBJECTIVES

The Maple Park TIF District Redevelopment Plan is expected to include, but is not limited to, the following general long-term goals and objectives:

1. Eliminate or reduce those conditions which qualify the Redevelopment Project Area as a Combination of Blighted and Conservation Areas.

2. Facilitate the completion of necessary public infrastructure to encourage residential, commercial and light industrial development within the Village of Maple Park.
3. Extend/upgrade storm drainage and sanitary sewer lines throughout the Area.
4. Improve and update antiquated and/or inadequate water lines, mains and distribution systems.
5. Improve and update streets, street lighting, landscaping, curbs, alleys, parks, public green space, recreational amenities, sidewalks, bike paths and other pedestrian walkways throughout the Redevelopment Project Area.
6. Leverages the maximum amount of non-Village funds into a development or redevelopment project back into the community.
7. Enhance the tax base for the Village and other taxing districts through coordinated, comprehensive planning efforts by either the public or private sectors which focus on efforts to improve infrastructure, property reuse, and the upgrade of existing buildings.
8. Attract new commercial development which complies with Village zoning and land use ordinances, increases assessed valuations and enhances the real estate tax base for the Village and creates additional employment opportunities within the community.
9. Attract tourism and retail/commercial businesses through the use of financial incentives offered by Tax Increment Financing and, thereby, increase retail business activity which will lead to an increase in municipal sales taxes for the Village.
10. Further improve the overall quality of life, health and well-being of the community.

WHAT REDEVELOPMENT IS TIF ELIGIBLE?

TIF eligible project costs are defined by Illinois State Statute, 65 ILCS 5/11-74.4-1 through 11-74.4-11. The Village believes that redevelopment within the TIF District Area would not occur without the use of tax increment financing; therefore, the Village plans to offer incentives to potential developers in order to encourage commitment and new private investment during the life of the TIF District. For specific incentive information, please refer to the Maple Park TIF District Redevelopment Plan dated January – 2012. Public and private projects that are in the Village's TIF Plan include, but are not limited to the following types of projects:

1. Public Infrastructure improvements that includes: Streets, sidewalks, curbs; water lines/mains and water treatment facility; sanitary sewer lines, lift stations and wastewater treatment facility; storm sewer and drainage facilities (retention ponds and detention basins); new municipal building, engineering, architectural, legal, administrative costs; other professional development, economic development staff, property assembly costs and marketing and capital costs of other taxing districts.

The Village Board shall establish a TIF Infrastructure Project Priority List (Attachment B.) The list shall be reviewed and may be modified from time-to-time based on project completion and a “pay-as-you-go,” strategy; however, that does not prevent the Village Board from issuing general obligation, revenue or other types of bonds to finance the work.

2. Commercial projects that consist of new building or rehabilitation or renovation of an existing commercial building.
3. Commercial General Merchandise projects that consist of new retail facilities requiring an investment between \$500,000 to \$3,000,000.
4. Commercial Convenience Store/Restaurant I project consists of a chain of convenience store/fast food facilities that employs at least three (3) supervisory personnel and 50 – 60 food service workers.
5. Commercial Restaurant II and III projects that construct or renovate an existing building and will employ at least two (2) supervisory personnel and 30 – 340 food service workers.
6. Commercial/Retail Strip Development project that requires a total investment that is projected to be \$5,000,000.
7. Commercial Hotel/Motel project that consists of 80 plus rooms, including a small meeting facility.
8. Commercial Storage/Mini-Warehouse projects that includes enclosed and/or outdoor miniature warehouse units.
9. Commercial Rehabilitation/Renovation for approximately ten (1) properties involving façade renovations, structural rehabilitation/expansion and other repairs to the existing buildings and facilities.
10. Light Industrial projects that consist of the construction of manufacturing facilities starting at 5,000 square feet to 100,000 square feet and employ between 10 and 75 employees or more.
11. Residential Townhome/Apartment Complex projects between 24 to 48 units with an average fair market value of \$150,000.
12. Residential Single-Family Housing Development between 100 to 400 homes phased in over a period between 10 and 15 years.
13. Residential Duplex projects that consist of 100 duplex units with a average fair market value of \$125,000.

14. Senior Living Facility project that consists of 65 senior housing units and facilities with an average fair market value of \$155,000.
15. Elder Assisted/Supportive Living Facility that consists of 10 private pay and 10 government subsidized housing units.
16. Residential Rehabilitation/Renovation projects that consist of approximately 24 residential buildings and includes work for such things as exterior siding, roof or other structural repairs.

Project must comply with the following:

- Land use as identified in the Zoning and Subdivision Ordinances.
- Certification of “No Displacement of Residential Units.”
- Commitment to fair employment.
- Will require a total investment of the developer of a certain dollar amount or higher, based on the type of project.
- Must generate an increase in real estate tax increment over the life of the TIF District.
- And, depending on the project, must generate a new municipal sales tax increment over the life of the TIF District.

TYPES OF INCENTIVES

The following is a list of potential incentives the Board may consider. Not all incentives will be appropriate for all projects and some projects may necessitate creative incentives that may not be listed below.

- Tax Increment Financing
- General Improvements Assistance Grant Program, see Attachment C – For existing commercial establishments located in the Village of Maple Park
- Other –
 - Use of Village property and/or right-of-way for development at a reduced or no cost, excluding previously vacated right-of-way.
 - Contribution toward public improvements or infrastructure
 - Fee waivers for zoning, permits, etc.
 - Cooperative provision of municipal services

The Village reserves the right to deny any request for TIF assistance. There many important criteria and considerations that must be taken into account when evaluating possible TIF projects. The following a list of criteria a developer, business owner or resident, should take into account when developing a request for TIF assistance and the Village Board should consider when determining when TIF assistance is warranted:

- Village incentives shall be limited to the minimum amount necessary to make the project feasible. Assistance will not be provided solely to increase the developer or business

owner's profit margin. It is up to the Village's discretion to determine how many, if any assistance is necessary to make the project feasible;

- The applicant shall demonstrate that the project would not otherwise take place "but for" the incentive;
- A maximum dollar amount and term will be determined. The level of assistance should be awarded at the lowest possible level in the least amount of time by maximizing the use of private debt and equity financing first;
- All projects shall be reviewed on a case-by-case basis. Meeting all the criteria for TIF assistance does not guarantee that assistance will be awarded, nor does the approval or denial of one (1) project set a precedent for approval or denial of another;
- Assistance will be provided by a "pay-as-you-go" method. Up-front financing requests will be considered on a case-by-case basis provided there is sufficient increment generation to meet initial financing and debt service costs;
- Assistance for land/property purchases will not exceed the fair market value of the property. The Village will hire an independent appraiser and the appraisal cost will be reimbursed by the developer;
- Assistance shall not be provided for projects that would result in extraordinary demands on Village infrastructure or services;
- The developer is responsible for providing any additional information, such as market and feasibility studies, and appraisals, which the Village deems necessary to review the need for TIF assistance;
- The developer owner must provide adequate financial guarantees and enter into a TIF Assistance/Developer Agreement with performance measures that ensure completion of the project, and are not limited to letters of credit, cash escrow and personal guarantees. The developer must also demonstrate to the Village's satisfaction, the ability to construct, operate and maintain the proposed project;
- All projects must demonstrate the probability of economic success. The developer shall submit to the Village preliminary sales, data projections, and/or pro forma analyses concerning the subject site. The Village will hire an independent consultant to verify the developer's submissions and the resulting cost will be reimbursed by the developer through an escrow;
- The developer must retain ownership of the overall project until final completion. For projects intended as for-sale developments, individual condominium units may be sold as they are completed. For all other projects, the developer must retain ownership at least long enough to complete the project (as evidenced by the issuance of a final certificate of occupancy), stabilize its occupancy, establish project management and initiate property tax payments based on the increased project value;
- The Village will not provide mortgage guarantees.

Exceptions to TIF Policy. Village reserves the right to amend, modify, or withdraw these policies or require additional statements or information as deemed necessary. Any party requesting waiver from the guidelines found herein or on any other forms provided for TIF assistance may do so on forms provided by the Village with the burden being on the requestor to demonstrate that the exception to these policies is in the best interests of the Village.

TIF SUBMITTAL GUIDELINES

The Village requires certain information from every applicant requesting TIF Funds. The information the Village requests is critical in order to allow the Village to make proper informed decisions. Existing commercial businesses that are interested in making improvements to their interior and exterior façade shall complete the Village of Maple Park General Improvements Assistance Grant Program Application, Attachment C. All General Improvement Assistance Grant Program applications for TIF Funding are on a first come, first serve basis and shall follow the review process identified in Attachment D.

New redevelopment applications for TIF Funding that do not qualify for the General Improvement Assistance Grant Program are also on a first come, first serve basis and shall follow the process listed below.

1. Pre-application meeting is held between developer and the Village;
2. A Tax Increment Financing Application, see Attachment D, is submitted by the developer to the Village;
3. Village Management, and its chosen consultant(s) will conduct a review of the submitted documentation –
 - A. Calculate potential sales tax, property tax, utility tax, water revenue, miscellaneous one-time fees (building permits, fee-in-lieu charges, water and sanitary sewer connection fees, etc.)
 - B. Determine if there are any State or County incentives available to coordinate a joint incentive package;
4. Presentation of request, management and analysis and recommendation to the Finance Committee;
5. Village Management prepares draft TIF Assistance/Developer Agreement as recommended by the Finance Committee; if applicable;
6. Finance Committee recommendation, management recommendation, and draft TIF Assistance/Developer Agreement is forwarded to the Village Board, if applicable; and
7. Village Board Meeting for final consideration of TIF assistance request.
8. Execution of the TIF Assistance/Developer Agreement between the Village and Developer.
9. TIF Assistance/Developer Agreements shall include the following provisions:
 - A. Reimbursement for Failure: The TIF Assistance/Developer Agreement will contain a claw-back provision to the Village for reimbursement of a pro-rates share of the assistance based on specific time periods should a developer associated with the assistance cease to operate during the terms of the agreement or another specified period of time;
 - B. Look-Back Provision: The look back mandates a developer to provide the Village or its Financial/Municipal Advisor with evidence of its annualized cumulative internal rate of return on the investment (IRRI) at specified periods of time after

project completion. The IRRI shall be calculated with equity, revenues, and expenses in accord with generally accepted accounting principles.

When the developer owns the subject property and rents space to tenants, supporting documentation shall include certified records of project costs and revenues including lease agreements and sales on a per square foot basis. If the records indicate that the developer has received a higher return on equity, a higher return on cost, or a higher internal rate of return than originally proposed to the Village at the time of development agreement, the developer and the Village shall split, on a 50/50 basis, the increase above the originally projected rates of return.

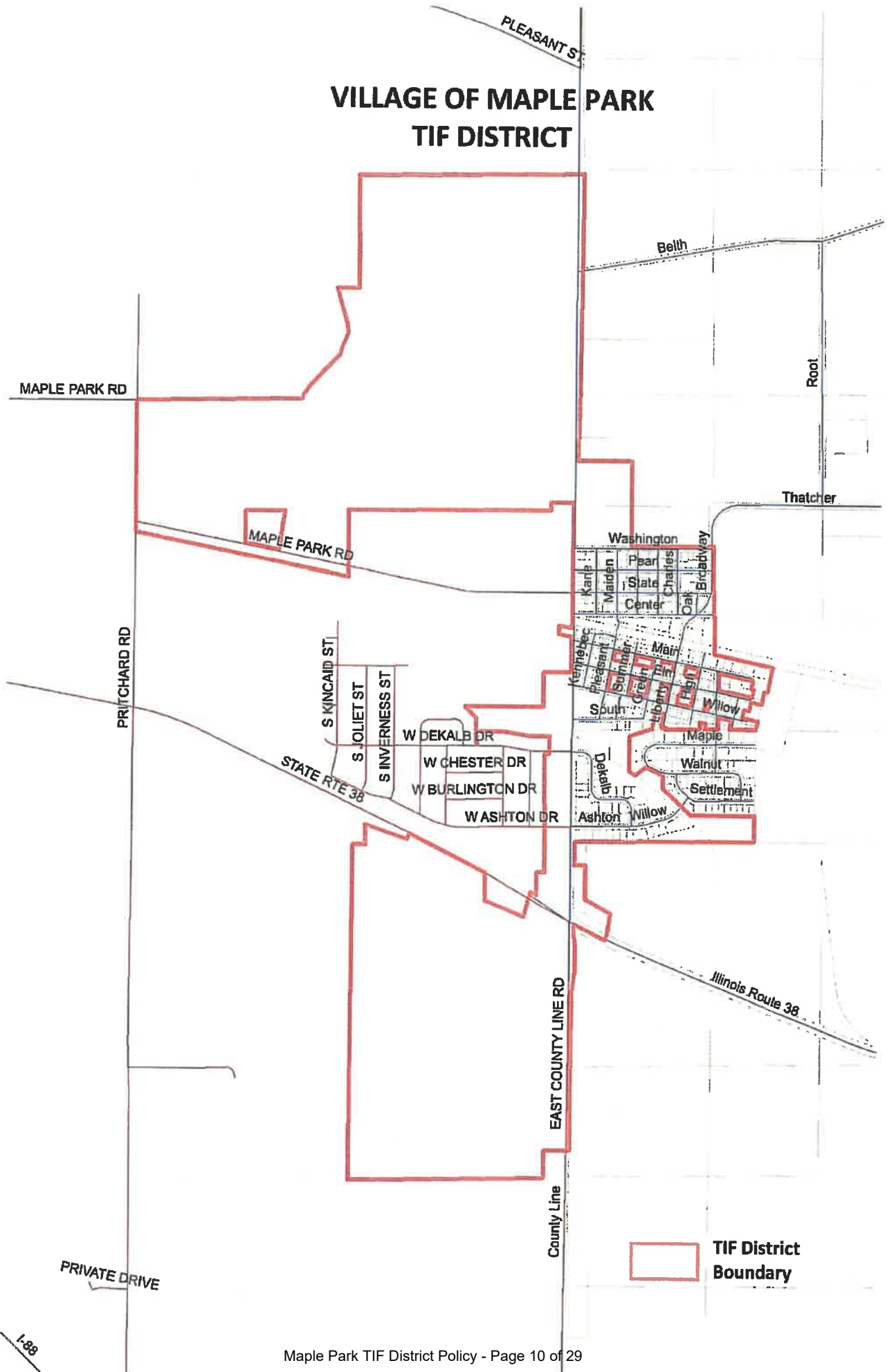
When the subject property is a for-sale development and the IRRI cannot be completed, the developer is to provide financial data after the project is completed. This shall include a calculation of profit on total development costs minus the TIF assistance. If the financial records indicate that the developer has received a higher return on equity, a higher return on cost, or a higher internal rate of return than originally contemplated at the time of development agreement approval, the developer and the Village shall split, on a 50/50 basis, any increase at or above original projected rates of return.

The Village Board has the final authority to negotiate the terms of any economic incentive or to deny approval of an incentive proposal. The proceeding guidelines do not limit Village Board action.



VILLAGE OF MAPLE PARK
ATTACHMENT A – TIF DISTRICT MAP

VILLAGE OF MAPLE PARK TIF DISTRICT





VILLAGE OF MAPLE PARK

ATTACHMENT B – TIF INFRASTRUCTURE PROJECT PRIORITY LIST

VILLAGE OF MAPLE PARK TIF DISTRICT - PUBLIC INFRASTRUCTURE PRIORITY LIST

TIF Priority #	Work Area	Category	Fund/Dept. Number	CIP ID #	Description	Manufacturer/ Work To Be Done	Make/Model	Past Fiscal Year - FY 2020	Current Fiscal Year - FY 2021	Year 2 FY 2022	Year 3 FY 2023	Year 4 FY 2024	Year 5 FY 2025
1	WA4	Streets	13-00	TIF-003	Televiser, Root Cut, Jet Storm Sewer - Pearl Street				15,930				
2	WA6	WWTP	56-10	WWTP-0002	WWTP Facility (New) - 3.23 Acre Land Purchase, Appraisal, Legal/Closing							275,000	
3	WA1	Water Improv.	54-00	W-0015	Water Tower - Engineering				25,000				
4	WA6	WWTP	56-10	WWTP-0003	Engineering/Design/Permitting							125,000	
5	WA1	Water Improv.	54-00	W-0022	Water Tower - Construction							1,825,000	
6	WA6	WWTP	56-10	WWTP-0004	WWTP Facility (New)							5,500,000	
7	WA6	WWTP	56-10	WWTP-0010	Construction								
8	WA1	Water	52-10	W-0033	Demolish/Remove WWTP Bldg. 150,000 gallon waterspheroid** - Item #1 Blast Clean/Repair/Containment; Item #6 Coat Foundation; Item #8 Ring Couplings; Items #11, 12 # 13								189,000
9	WA6	WWTP	56-10	WWTP-0011	Decommission/Remove Cesspools at WWTP							275,000	
10	WA1	Water	52-10	W-0034	150,000 gallon waterspheroid - Items #2 Abrasive Blast Clean; Item #3 Install Clips/Pressure Fitting for Cathodic Protection								22,600
11	WA6	WWTP	56-10	WWTP-0008	WWTP - Generator, ATS, electric, pad, natural gas piping							175,000	
12	WA1	Water	52-10	W-0035	150,000 gallon waterspheroid - Item #4 Blast Clean Pit Pipe/Repair; Item #5 Repair Spalling Concrete Foundation								5,300
13	WA1	Water	52-10	W-0036	150,000 gallon waterspheroid - Item #7 Install Handrail/Painter's Railing on Roof; Item #9 Replace Globe/Cage for Light Fixture; Item #10 Install Ladder Extension on Condensate Plat.								14,300
14	WA1	Water	52-10	W-0037	150,000 gallon waterspheroid - Item #14 Remove Glandular Expansion Joint Replc. w/Bellows; Item #15 Install AL Cover over Fill/Draw Pipe Insulation.								18,900
15	WA1	Water	52-10	W-0038	150,000 gallon waterspheroid - Item #16 Install Mud Valve; Item #17 Replace Condensate Drain Line								6,600
16	WA4	Admin	01-10	A-0016	Civic Center - Space Needs Study								
17	WA4	Admin	01-10	A-0031	Civic Center - Generator, Pad and ATS						250,000		
18	WA4	Admin	01-10	A-0034	Public Works Garage						120,000		
19	WA4	MFT	19-00	MFT-0005	Maple - W Walnut to end of street at corn field	Construction - Pavement							
20	WA3	TIF	13-00	TIF-0002	Wayside Horns	Horn Installation							
21	WA1	Road & Bridge	15-00	RB-0008	Main to Kennebec - Downtown	Parking Study			5,000				
22	WA4	TIF		13-00	General Improvements Assistance Grants - 5 @ \$3,000 ea.							15,000	15,000
					TIF-0004 through TIF-0008			0	40,930	5,000	370,000	8,190,000	275,700



VILLAGE OF MAPLE PARK

ATTACHMENT C – GENERAL IMPROVEMENTS ASSISTANCE GRANT PROGRAM



Village of Maple Park

TIF District General Improvements Assistance Grant Program

Maple Park Tax Increment Financing (TIF) District

In 2012, the Village of Maple Park established its first Tax Increment Financing (TIF) District an effort to stimulate new private investment, encourage economic development and improve public infrastructure. As a result, the Village now offers various ways of helping property owners and/or tenants located within the Maple Park TIF District area to reduce the costs of residential, commercial and industrial redevelopment projects. The *Maple Park General Improvements Assistance Grant Program* is one method of helping existing businesses.

Maple Park General Improvements Assistance Grant Program

PURPOSE:

The primary goal of the Village of Maple Park's *General Improvements Assistance Grant Program* is to visibly enhance, preserve and rehabilitate the commercial properties within Maple Park's Tax Increment Financing (TIF) District, an area which encompasses the historic downtown business district and includes commercial properties located along County Line Road. TIF District was established in 2012 to stimulate private, economic development and while also improving, updating and maintaining our public infrastructure. The Village utilizes TIF resources to annually fund the *Maple Park General Improvements Assistance Grant Program*, hereinafter "Program", which is outlined in this application.

FUNDING:

This grant covers up to 50% of the TIF Eligible Costs and are awarded on a first come, first served basis. Business and property owners within the Maple Park TIF District may be eligible for a maximum \$5,000.00 reimbursement grant. The Applicant is required to match or exceed any awarded program funding through an investment of their own capital toward the project's total cost.

PROPERTY ELIGIBILITY:

To be eligible for reimbursement of project costs under this Program, the following requirements and conditions shall be met:

- The property must be a commercial establishment that is located within Maple Park's TIF District (see TIF boundary map on Village's website www.VillageofMaplePark.org; and Properties must not be in arrears of property assessments, municipal utilities, or taxes; and
- The total project cost must not exceed \$10,000.00; and
- The Applicant must be either (1) the owner of a building within Maple Park's TIF District, or (2) the owner of a business within Maple Park's TIF District, who has a valid lease of at least a 1-year term and has written permission documentation from the property owner allowing them to make changes to the building; and
- The improvement project must be for one or more of the items listed as eligible for reimbursement below; and

- Repair, renovation, or installation projects started prior to the submission of a grant application are ineligible for reimbursement of project costs under this Program; and
- The Property must not have received a grant under this program within the immediately preceding three (3) years.

ELIGIBLE COSTS FOR REIMBURSEMENT:

Grants are issued in the form of reimbursements for eligible expenses once the work has been completed. This program allows for the reimbursement of the following exterior and interior work:

- Driveway/parking lot paving replacement (excluding new lot driveway patching, Sealcoating) must be replacement or resurfacing the entire lot, if less than 2,000 sq. ft., or a minimum of 2,000 sq. ft. if not entire lot.
- Sidewalk replacement (excluding crack repair, maintenance) connecting to adjacent property sidewalks, commercial properties along Main, County Line Road, and Route 38 must be a minimum of 8 ft. wide and extend to the curb and comply with all other Village requirements.
- HVAC Replacement
- Structural Repairs that have framed property unsafe
- Exterior Windows
- Exterior Doors
- Exterior Siding
- Interior ADA Compliance Upgrades
- Major Interior Remodeling, that includes a removal, additions or moving of walls to make space more usable.
- Interior Electrical Upgrade to Bring to Code
- Interior Installation or Fire Suppressions System

INELIGIBLE REIMBURSEMENT COSTS:

- Maintenance
- Painting
- Signage

PROGRAM REVIEW AND APPROVAL PROCESS:

All Applicants are on a first come, first serve basis. Applications are limited to one (1) grant per parcel, per fiscal year (Village of Maple Park's fiscal year is May 1st - April 30th.) The Village has established an initial annual program allocation of \$15,000.00 per fiscal year so Applicants are encouraged to file early and execute the improvements as soon as possible. The Village encourages you to employ or purchase services, products and materials available within the Village whenever possible. The Program process is as follows:

1. Application submitted along with required supportive documentation and photographs.
2. Attend Finance Committee meeting to discuss/answer questions about your application and subject property.
3. At the same meeting, the Finance Committee will review your application and either a) ask for clarification and re-submittal, or b) make a decision as to whether to grant or deny "preliminary approval" and recommend to the Village Board that the application is eligible to proceed.
4. Notice to Proceed letter from the Village Clerk. (*Steps 3 & 4* confirm your application's place in line for funding as long as the following steps are completed.)

5. Applicant will execute improvements within 5-months and completed within 11-months of Village's notice to proceed. Extension requests must be made in writing. However, the Applicant may risk a depletion of funds within the fiscal year. The Village may modify this time-line on a case-by-case basis based on the project's specific factors.
6. After project is completed, submit "close-out" items to Village Clerk and Finance Committee for review and final approval and the next scheduled Finance Committee Meeting.
7. "Close-out" items include:
 - Letter stating that the project is now complete and the applicant is seeking reimbursement for a specific dollar amount
 - Written documentation that all inspections have been passed – List the following:
 - Date of Inspection
 - Type of Inspection
 - If the inspection passed or failed (will be validated by the Village)
 - Invoices for purchases of goods/services for project costs – Invoices should be itemized
 - Invoice payment documentation – List the following:
 - Date of Transaction
 - Check # or credit card payment information
 - Bank or credit card statements that confirm payment
 - "After" photos of the completed work – Digital and hard copy should be provided with packet.
8. Upon recommendation from the Finance Committee, the Village Board shall approve the final disbursement of grant reimbursement funds at the following, monthly Board meeting.
9. If the Applicant has not met one or any of these requirements, the Finance Committee will re-evaluate the status of the project and may unilaterally rescind or modify the amount of the grant.

For more information and applications relating to the *Maple Park General Improvements Assistance Grant Program* please contact:

Maple Park Village Hall, 302 Willow Street, PO Box 220, Maple Park, IL 60151-0220; Phone (815) 827-3309



TIF District General Improvements Assistance Grant Program Application

Business owners within the Maple Park TIF District may be eligible for a *Maple Park TIF District General Improvements Assistance Grant* to improve deteriorated, structures within the Maple Park TIF District Redevelopment Area. General Improvements Grants for 50% of eligible costs up to \$5,000.00 are awarded on a first come, first served basis and are limited to one grant per property within the immediately preceding three (3) years. The *Maple Park TIF District General Improvements Assistance Grant* program is funded annually by the Village of Maple Park and the Village encourages you to buy within the Village whenever possible.

Name of Business Owner(s): _____ Address: _____
Name of Property Owner(s): _____ Address: _____
Applicant/Contact Person: _____ Address: _____
Applicant Daytime Telephone: _____ E-mail: _____

Property Owner Contact Information, if different from Applicant:

Property Owner Telephone: _____ E-mail: _____

Project Description: _____

Project Street **Address:** _____ Within TIF District? ☐ YES ☐ NO

Property **Tax PIN #:** _____ **Tax Bill** Attached? ☐ YES ☐ NO

Required Items to Include with Your Initial Application:

- ✓ Copy of the most recent, paid property tax bill with PIN Number.
- ✓ "Before" photos* of the proposed area(s) of improvement; exterior wall(s), roofs, doorways, etc.
- ✓ On a separate sheet of 8.5" x 11" paper, provide a simple, hand drawn diagram of the building's footprint dimensions. Below each footprint dimension, indicate that respective wall's height (to the best of your ability). Include your name and address on this diagram.
- ✓ Attend TIF Committee Meeting when your project application is an agenda item.

Required Close-Out Items for Final Reimbursement (see General Improvement Assistance Grant Program for full list):

- ✓ All invoices and receipts supporting project costs and accounting records validating payment.
- ✓ "After" photos* of the completed work.
- ✓ If requested, attend TIF Committee Meeting to review and approve project (close-out).

**All photo submissions can be: hard copy prints on regular 8.5 x 11 paper or photographs (3.5x5 or 4x6) The Village reserves the right to request digital files of photographs as well as field verify all submitted dimensions. Net Grant Amount:*

Grant Amount not to exceed \$5,000.00\$ _____
Less Application Fee - 5.00
Less Project Inspection Fee _____
Plus Project Inspection Fee Waiver + _____
Net Grant Amount\$ _____

NOTE: Applicant must provide itemized copy of receipts and a copy of most recently paid property tax bill prior to receiving *Maple Park TIF District General Improvement Assistance Grant Funds*. Village will measure the project and require before-and-after photos of the project prior to disbursement of funds.

Business Owner's Signature

Village of Maple Park

Property Owner's Signature if not the same as above.

ELIGIBLE ITEMS INCLUDE:

Exterior:

- Driveway/parking lot paving replacement (excluding new lot/driveway patching, Sealcoating) must be replacement or resurfacing the entire lot, if less than 2,000 sq. ft., or a minimum of 2,000 sq. ft. if not entire lot.
- Sidewalk replacement (excluding crack repair, maintenance) connecting to adjacent property sidewalks, commercial properties along Main, County Line Road, and Rt 38 must be a minimum of 8 ft. wide and extend to the curb and comply with all other Village requirements.
- HVAC Replacement.
- Structural Repairs that have framed property unsafe.
- Exterior Windows.
- Exterior Doors.
- Exterior Siding

Interior:

- ADA Compliance Upgrades.
- Major Interior Remodeling, that includes a removal, additions or moving of walls to make space more usable.
- Electrical Upgrade to Bring to Code.
- Installation or Fire Suppression System.

NON-ELIGIBLE ITEMS:

- Maintenance
- Painting
- Signage



VILLAGE OF MAPLE PARK
ATTACHMENT D – TIF FINANCING APPLICATION



TAX INCREMENTAL FINANCING APPLICATION

Please complete and submit the following information to the Village of Maple Park for a more detailed review of the feasibility of your request for Tax Incremental Financing (TIF) assistance. The application is comprised of four parts: 1) Applicant Information, 2) Project/Property Information, 4) Project Budget/Financial Information, and 4) Attachments.

Where there is not enough space for your response or additional information is requested, please use an attachment. Use attachments only when necessary and to provide clarifying or additional information.

The Finance Committee reviews all applications for TIF assistance. Failure to provide all required information in a complete and accurate manner could delay processing of your application and the Finance Committee reserves the right to reject or halt processing the application for incomplete submittals.

For further information please refer to the "Village of Maple Park Tax Incremental Financing Policy" document.

Applicant Information

Legal Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Legal Entity (check one):
☐ Individual(s) ☐ Joint Tenants ☐ Tenants in Common
☐ Corporation ☐ LLC ☐ Partnership
☐ Other: _____

If not a Illinois corporation / partnership / LLC, state where organized: _____

Will a new entity be created for ownership (check one)? ☐ Yes ☐ No

Principals of existing or proposed corporation / partnership / LLC and extent of ownership interests:

Name	Address	Title	Interest

Is any owner, member, stockholder, partner, officer, or director of any previously identified entities, or any member of the immediate family of any such person, an employee of the Village of Maple Park (check one)? ☐ Yes ☐ No

If yes, give the name and relationship of the employee: _____

Have any of the applicants (including the principals of the corporation / partnership / LLC) ever been charged or convicted of a misdemeanor or felony? ☐ Yes ☐ No

If yes, please furnish details: _____

Project / Property Information

Project Narrative

Overall Project Summary and Objectives: _____

Property Summary:	
Parcel / Land Area:	_____ SF
Building Area:	_____ SF
# of Dwelling Units:	_____
# of Stories:	_____
# of Parking Spaces:	_____

Current and Proposed Uses: _____

Description of End Users: _____

Describe any zoning changes that will be needed: _____

Identify any other approvals, permits, or licenses (i.e. Liquor License, Health Department, etc.): _____

Describe briefly what the project will do for the property and neighborhood: _____

Project Timeline	
Step	Date
Final Plan / Specification Preparation	
Bidding and Contracting	
Firm Financing Approval	
Construction / Rehabilitation	
Landscaping / Site Work	
Occupancy / Lease Up	

Development Team

Developer: _____ Architect: _____

Surveyor: _____ Contractor: _____

Other Members: _____

Describe Development Team expertise and experience in developing similar projects: _____

Other current Development Team projects in development: _____

Financial ability of the applicant to complete the project: _____

Full and part-time jobs to be created by the proposed project including estimated salary: _____

Professional Studies

Market Studies: Applications for commercial and residential projects must include a comprehensive market study. The market study must identify target markets, analysis of competition, demographics, market rents, letters of intent/interest from prospective tenants, or for housing developments, sale prices or rental rates of comparable properties.

Appraisal: All projects that involve the transfer of land must include a recent appraisal. Projects that include land as a form of equity or collateral must also submit a recent appraisal. The appraisal must value the property "as is", and the impact on value must be considered for such items as demolition, environmental remediation, relocation of utilities, lease buy-outs, and other work necessary to make the site developable. The property must be valued assuming that the highest and best use is the proposed use.

Project Budget / Financial Information

Identify the sources of funds used to finance the project. Typical sources include equity, lender financing, mezzanine financing, government financing, other anticipated types of public assistance, and any other types or methods of financing.

Use of Funds	Amount (\$)	\$ per SF of Building Area
Land Acquisition		
Demolition		
Environmental Remediation		
Site Clearance and Preparation		
Soft Costs / Fees		
Soft Cost Contingency		
Hard Construction Costs		
Total Projected Costs		

Sources of Funds	Amount (\$)	% of total project costs	
Equity			_____ %
Developer Equity			_____ %
Other: _____			_____ %
Total Equity			_____ %
Loans	Rate	Term	
Construction Financing	_____ %	_____ mos.	
Permanent Financing	_____ %	_____ yrs.	_____ %
TIF Assistance			_____ %
Other: _____			_____ %
Total Sources of Funds			100%

Source Amount	Terms: Years / Interest	Contact Information
Equity: _____		
Loans:		
1.		
2.		
3.		
4.		

Detailed Pro Forma (must correspond to line items for Use of Funds on previous page)	
Land Acquisition	\$
Demolition	\$
Site Clearance	
Infrastructure	\$
Utilities / Removal	\$
Utilities / Relocation	\$
Utilities / Installation	\$
Hazardous Materials Removal	\$
Other: _____	\$
Total Site Clearance and Preparation	\$
Soft Costs / Fees	
Project Management (_____ %)	\$
General Contractor (_____ %)	\$
Architect / Engineer (_____ %)	\$
Developer Fee (_____ %)	\$
Appraisal	\$
Soil Testing	\$
Market Study	\$
Legal / Accounting	\$
Insurance	\$
Title / Recording / Transfer	\$
Building Permit	\$
Mortgage Fees	\$
Construction Interest	\$
Commissions	\$
Marketing	\$
Real Estate Taxes	\$
Other Taxes	\$
Other: _____	\$
Other: _____	\$
Sub-Total Soft Costs / Fees	\$
Soft Cost Contingency	\$

Pro Forma Income and Expense Schedule

Applicants whose projects involve the rental of commercial, retail, industrial, or living units must submit project pro formas that identify income and expense projections on an annual basis for a minimum five-year to a maximum eleven-year period. If you expect a reversion of the asset after a holding period please include that in your pro forma as well. Please check with Village staff to determine the time period needed for the pro forma. Identify all assumptions (such as absorption, vacancies, debt service, operational costs, etc.) that serve as the basis for the pro formas. **Two sets of pro formas are to be submitted. The first set should show the project without TIF assistance and the second set with TIF assistance.**

For owner-occupied industrial and commercial projects, detailed financial information must be presented that supports the need for financial assistance (see below).

Analysis of Financial Need

Each application must include financial analyses that demonstrate the need for TIF assistance. **Two analyses must be submitted: one WITHOUT TIF assistance and one WITH TIF assistance.** The applicant must indicate the minimum return or profit the applicant needs to proceed with the project and rationale for this minimum return or profit. The analyses will necessarily differ according to the type of project that is being developed.

Rental Property: For projects involving rental of space by the developer to tenants (tenants include offices, retail stores, industrial companies, and households), an internal rate of return on equity must be computed with and without TIF assistance based on the pro forma of income and expense prepared for the **Income and Expense Schedule** below. The reversion at the end of the ten-year holding period must be based on the capitalized 11th year net operating income. The reversionary value is then added to the 10th year cash flow before discounting to present value. State all assumptions to the analyses.

For Sale Residential: Show profit as a percent of project cost (minus developer fee and overhead and minus sales commissions and closing costs, which should be subtracted from gross sales revenue). Other measure of profitability may be submitted, such as profit as a percent of sales revenue.

Mixed Use Commercial / For-Sale Residential: Provide either separate analyses for each component of the project or include in the revenue sources for the for-sale portion, the sale value of the commercial component based on the net operating income of the commercial space at stabilization. Indicate how the sale value was derived.

Owner-Occupied Commercial: For projects, such as “big-box” retail projects, provide copies of the analyses that the company needs to meet or exceed the company’s minimum investment threshold(s) for proceeding with the project.

Competitive Projects: In instances where the Village is competing with other jurisdictions for the project (e.g., corporate headquarters, new manufacturing plant), present detailed analyses that demonstrate the capital and operating cost differential between the proposed location(s) in Maple Park and locations that are seriously being considered by the applicant.

Revenue Projections – Rental Project			
	Year 1	Year 2	>>Year 11
Income rent per sf (or avg.)	\$	\$	\$
Commercial Rent	\$	\$	\$
Commercial Expense Recoveries	\$	\$	\$
Residential Rent	\$	\$	\$
Other Revenue: _____	\$	\$	\$
Gross Potential Income	\$	\$	\$
Commercial Vacancy _____%	\$	\$	\$
Residential Vacancy _____%	\$	\$	\$
Effective Gross Income (EGI)	\$	\$	\$
Expenses			
Maintenance & Repairs	\$	\$	\$
Real Estate Taxes	\$	\$	\$
Insurance	\$	\$	\$
Management Fee	\$	\$	\$
Professional Fees	\$	\$	\$
Other Expense: _____	\$	\$	\$
Other Expense: _____	\$	\$	\$
Total Expenses	\$	\$	\$
Net Operating Income (NOI)	\$	\$	\$
Capital Expenses (reserves, tenant improvements, commissions)	\$	\$	\$
Debt Service	\$	\$	\$
Net Cash Flow (before depreciation)	\$	\$	\$
Reversion in Year 10			
Year 11 NOI before Debt & Capital Expenses	\$		
Capitalization Rate		%	
Gross Reversion	\$		

Revenue Projections – For-Sale Project			
Gross Sales Revenue	Unit Type*	Number	Price / Unit
Housing Units			\$
			\$
			\$
			\$
			\$
			\$
Total Housing Sales:			\$
*affordable units if any			
Housing Unit Upgrades:			\$
Commercial Space	Unit Type	Size (SF)	Price per SF
			\$
			\$
			\$
Total Commercial Sales			\$
Total Gross Sales Revenue			\$
Cost of Sales			
Commissions	%	\$	
Marketing	%	\$	
Closing	%	\$	
Other Costs:_____	%	\$	
Total Costs of Sales			\$
Net Sales Revenue			\$

Attachments

Summary Letter

Provide a summary of the project in the form of a letter addressed to the Village Administrator. The letter should not exceed two (2) pages in length and should include only the following essential information about the project:

- Description of site or building
- Description of end users
- Profitability
- Overview of private-sector financing
- Summary of increment projections
- Total development costs
- Current and proposed uses
- Project start and end dates
- Description of public benefits, including job creation
- Amount of TIF assistance requested
- Name of developer and owner
- Statement regarding why TIF is essential and why the “but for” provision will be met

Note: In the “but for” discussion, you must clearly describe why TIF is needed to help this project and why the project will not / cannot proceed without such support. Failure to clearly provide the “but for” explanation will delay action on your application.

Project Narrative

Provide an in-depth overview of the project in narrative format. The narrative must include a description of the following aspects of the project:

- Current condition of the site and historical overview that includes the size and condition of any existing structures, environmental conditions, and past uses of the site.
- Proposed use(s) of project (e.g. industrial, commercial, retail, office, residential for sale or rental, senior/assisted housing, etc.).
- Construction information about the project including: size of any existing structure to be demolished or rehabbed; size of any new construction: types of construction materials (structural and finish); delineation of square foot allocation by use; total number and individual square footage of residential units; type of residential units (e.g. for-sale, rental, condominium, single-family, etc.); number of affordable residential units; number and type of parking spaces; and construction phasing.
- A summary of the proposed “green” features to be included in the project. All projects that receive TIF assistance are encouraged to include environmentally friendly features.

Filing Requirements

You must provide all of the following items with your signed application:

- **Fee:** An application fee of 1% for projects with assistance up to \$100,000, 2% for projects with assistance between \$100,000 to \$499,999, or 3% for projects with assistance at \$500,000 or greater. This fee is to cover Village costs associated with evaluating the TIF application. Make your check payable to the Village of Maple Park.
- **Site Maps:** Provide a map that shows the location of the site. Also provide a map that focuses on the project and its immediate surroundings. Both maps should be no larger than 11x17 inches. Larger maps may be required for projects presented to the Plan Commission, Finance Committee, or Village Board.

- **Project Renderings:** Provide preliminary architectural drawings, plans, and renderings for the project. These drawings should be no larger than 11x17 inches. Larger drawings may be required for projects presented to the Plan Commission, Finance Committee, or Village Board.

Notes

- If the project requires planning and zoning approvals, you must make these applications concurrent with this request.

Agreement

I, by signing this application, agree to the following:

- I have read and will abide by all the requirements of the Village for Tax Incremental Financing.
- The information submitted is correct.
- I agree to pay all costs involved in the legal and fiscal review of this project. These costs may include, but not be limited to, bond counsel, outside legal assistance, and outside financial assistance, and all costs involved in the issuance of the bonds or loans to finance the project.
- I understand that the Village reserves the right to deny final approval, regardless of preliminary approval or the degree of construction completed before application for final approval.
- The undersigned authorizes the Village of Maple Park to check credit references and verify financial and other information.
- The undersigned also agrees to provide any additional information as may be requested by the Village after filing of this application.

Applicant Printed Name/Title

Applicant Signature

Date



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151


Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.com>

MEMORANDUM

TO: Finance Committee Liaison Chris Higgins

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: October 14, 2020

SUBJECT: TAX INCREMENT FINANCE (TIF) DISTRICT – MUNICIPAL ADVISOR REVIEW REGARDING POSSIBLE BOND ISSUE

BACKGROUND

TIF District Policy

In January 2012, the Village of Maple Park approved the formation of a TIF District. It has taken a number of years, but the Village's TIF District Fund now has a positive fund balance and the Village Board has acknowledged this fact when it included the best use of TIF Funds in its Strategic Plan and on its Quarterly Goals list. It has been thought that TIF funds would be utilized to issue bonds so that needed infrastructure improvements such as a new water tower and wastewater treatment (WWTP) facility could be constructed.

When the Board approved the Tax Increment Finance (TIF) District Policy on August 4, 2020, it also approved a TIF Public Infrastructure Priority List. The top five (5) projects on the list include:

1. Televiser, root cut, jet storm sewers in Area 1 - Estimated cost \$15,930
2. WWTP Facility land purchase - Estimated cost \$275,000
3. Water Tower Engineering – Estimated cost \$25,000
4. WWTP Engineering, design and permitting – Estimated cost \$125,000
5. Water tower construction – Estimated cost \$1,825,000*

*An updated engineering/construction estimate would be needed; the updated estimate would include a market increase in steel prices, radio telemetry, programming and soil borings and any additional water main work that would be necessary if the tower is constructed within the TIF District.

The Board also approved the Village entering into an agreement with a Municipal Advisor that would assist the Village in assessing the Village's fiduciary capability; identify and analyze financial solutions and alternatives for funding capital improvements; verify cash flow calculations and would assist with preparation for the sale of bonds, etc. Staff has consulted with the Economic Development Group (EDG), Ltd., the Village's Municipal Advisor. EDG reviewed and estimated the Village's tax increment between 2021 and 2036, specifically December 31, 2036 which is the final possible payout date for a bond issue prior to expiration and closure of the TIF District.

Based on discussions with Staff, EDG understood that the Village is interested in constructing a new water tower, rehabilitating the existing tower and having the ability to pay for preliminary work for larger infrastructure projects and to finance the General Improvement Assistance Grant (GIAG) at \$15,000 per year. EDG determined that the Village would be able to sustain annual bond payments and have limited funds available for preliminary

work for larger projects, such as televising, root cutting and jetting storm and sanitary sewers, and the \$15,000 for the GIAG, see EDG correspondence dated October 14, 2020 and the Preliminary Estimate for Review Only regarding proposed bond issues.

Based on EDG's calculations, Staff is recommending that the Board consider the \$2.7 million dollar bond issue with the new water tower being in the TIF District. The current siting for the new tower is outside the TIF District. The \$2.7 million dollar bond issue has two (2) advantages over the \$1.5 million dollar bond issue. The first advantage is that the General Obligation Alternate Revenue Bonds would not count against the Village's debt limit. The second is that the Village would not have to utilize other Village funds, such as the Water Improvement Fund, to pay for the difference between the \$1.5 and the cost of the new water tower and rehabilitation of the existing tower.

Staff has obtained a Work Order from Lintech Engineering, Inc. for New Elevated Tank Siting work. Lintech would investigate additional water storage tank locations within the TIF District boundaries. The cost for this project shall not exceed \$5,000. The estimated completion time for this project is approximately four (4) weeks. Once the Village selects a location and move forward with the project, the Village Engineer estimates it will take 90 – 120 days from drawing to being able to pull a permit and begin construction, assuming land would not need to be purchased.

As a point of information, the estimated FY2021 Year-End Fund Balance for the TIF District Fund is \$ 364,163, this is based on estimated expenditures for the Village's TIF Advisor and for the completion of the televising, root cutting and jetting and possibly smoking of the storm sewers in Work Area 1 (included in FY2021 TIF Improvements 13-00-8418.) If the Village were to implement that GIAG Program this year and all \$15,000 was distributed, there would be a balance of \$349,163 that can be utilized towards other major projects or preparation work and/or held and utilized as an annual bond issue payment. A budget amendment would be needed if the \$15,000 were to be implemented in FY2021.

Recently, the Utility Tax Fund has been realigned and the Village Administrator and the Village Accountant/Village Treasurer will begin evaluating the enterprise fund (Water and Sewer) in order to determine what range of project costs could be sustained through this fund. Staff and the Board should keep in mind that the Risk and Resilience Assessment and Emergency Response Plan (RRA/ERP) may suggest and the Village may wish to implement water system protections that need immediate attention and these types of projects should also be included in the project funding cost considerations when analyzing the Water and Sewer Funds, along with annual maintenance work. Staff will also begin to look at grant possibilities to see if we can further decrease Village costs for the implementation of RRA/ERP projects and for new water tower construction and existing water tower rehabilitation.

RECOMMENDATION

That the Board direct Staff to sign the Work Oder for a New Elevated Tank Siting with Lintech Engineering, Inc. so that additional water storage tank locations within the TIF District boundaries can be identified, including any additional water main construction costs associated with the proposed locations.

That the Village Board discuss the progress of the tank siting work and Staff's financial analysis regarding Village funds at the November 17, 2020 COW Meeting. Also, at that time, the Board can consider the \$2.7 million dollar bond issue and discuss Staff obtaining a separate Engagement Letters with the EDG, Bond Counsel and possibly an Underwriter for review.

Attachments

October 14, 2020 Letter from The EDG, Ltd. G.O. Bond for Water Tower and Water Tower Rehabilitation Projects

09-22-20 Work Order for Lintech Engineering, Inc. for New Elevated Tank Siting



THE ECONOMIC DEVELOPMENT GROUP, LTD.

October 14, 2020

Mayor Kathleen Curtis & Trustees
Village of Maple Park
302 Willow Street
P.O. Box 220
Maple Park, IL 60151

**Re: Village of Maple Park TIF District
G.O. Bonds for New Water Tower & Water Tower Rehabilitation Projects**

Dear Mayor Curtis and Trustees:

Pursuant to our Engagement Letter with the Village as an Independent Registered Municipal Advisor (IRMA) that was approved on August 4, 2020, we have been working with Dawn and Cheryl to evaluate the Village's options in issuing General Obligation (G.O.) Bonds for the new water tower and existing water tower rehabilitation projects, totaling approximately \$2,700,000. I have enclosed two projections that we prepared based on the estimated tax year 2020 equalized assessed value (EAV) for the TIF District that was provided by Kane County.

As far as paying for these two projects, a few options are as follows:

1. If the new water tower is located inside the Maple Park TIF District, the Village could issue the full amount of approximately **\$2,700,000** in G.O. Alternate Revenue Source Bonds, payable from the TIF increment generated each year. Based on the estimated 2020 EAV from the County and the enclosed projection, it appears that the Village would have sufficient annual debt service coverage, ranging from approximately 148% to 199% over the remaining 16 years in the TIF District. In addition, Alternate Revenue Source Bonds do not count against the Village's debt limit.
2. If the new water tower is NOT located in the TIF District, the Village can issue approximately **\$1,500,000** in G.O. Alternate Revenue Source Bonds payable from the TIF increment and the additional \$1,200,000 would need to be paid from other sources of revenue (General Fund, Water/Sewer Fund, Grants, etc.). Based on the enclosed projection, the Village would have between 266% and 358% debt service coverage over the remaining 16 years in the TIF District. If the Village also issued G.O. Bonds for the additional \$1,200,000, then most likely this amount would count against the Village's debt limit, which was \$2,746,685 in the Village's FY2020 Audit.

The Village also has the following options as far as placement of the Bonds:

1. If the Bonds are placed publicly, the Village will need to engage an Underwriter and Bond Counsel. This can offer a lower interest rate, but typically comes with higher costs of issuance.
2. If the Bonds are placed privately by the Village with a local Bank, the Village may only need to engage Bond Counsel. EDG will assist with preparing a Request for Proposals (RFP), but we would not be acting as a placement agent for the Village. This approach may result in a slightly higher interest rate, but lower costs of issuance as an Underwriter and a Bond Rating are not

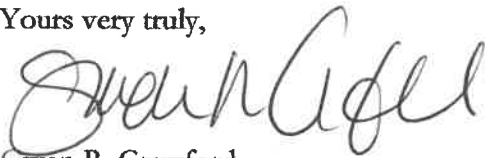
necessarily required. Interest rates have recently been very low, but the actual rates the Village obtains will depend on the market conditions when the Bonds are issued.

3. If the Bonds are placed privately with a local Bank and the Village engages Bond Counsel, it may also consider issuing a 10-Year G.O. Note. Although this approach would lower the debt service coverage for the Bonds and the remaining TIF funds that are available to the Village for this 10-year period, it can be an easier process and also have lower costs of issuance. The shorter term would also reduce the Village's overall interest costs.

In order to move forward with this specific financing, the Village will need to approve Engagement Letters with EDG, Bond Counsel and possibly an Underwriter. As the Village's IRMA, we can send the RFP to three (3) or more Banks or Underwriters if desired by the Village. Once the Village has chosen its Bank/Underwriter and Bond Counsel, we can proceed with the financing and discuss further options at that time.

If you have any questions or need any additional information, please call or email us.

Yours very truly,



Gwen R. Crawford
Vice President, Financial Analysis
gcrawford@tifillinois.com

Enclosure

cc: Ms. Dawn Wucki-Rossbach, Village Administrator
Ms. Cheryl Aldridge, Village Treasurer

H:\MAPLE PARK\Municipal Advisor\Projections\Ltr to Mayor & Trustees_Maple Park TIF GO Bonds_101320.wpd

PRELIMINARY ESTIMATE - FOR REVIEW ONLY

VILLAGE OF MAPLE PARK TIF DISTRICT

PROPOSED \$2,700,000 WATER TOWER BOND

TIF FORMED: 2012

TIF FORMED: 2012		1	2	3	4	5	6	7	8
Calendar Year of Receipts	2020	2021*	2022	2023	2024	2025	2026	2027	2028
Total Real Estate Tax Increment	\$225,012	\$300,998	\$307,018	\$313,158	\$319,421	\$325,810	\$332,326	\$338,973	\$345,752
Est. TIF Administration Fees	\$7,014	\$7,154	\$7,297	\$7,443	\$7,592	\$7,744	\$7,899	\$8,057	\$8,218
Net R. E. Tax Increment Available	\$217,998	\$293,844	\$299,721	\$305,715	\$311,829	\$318,066	\$324,427	\$330,916	\$337,534
Proposed \$2.7M Bond Payment		\$198,855	\$198,855	\$198,855	\$198,855	\$198,855	\$198,855	\$198,855	\$198,855
Debt Service Coverage		1.48	1.51	1.54	1.57	1.60	1.63	1.66	1.70
Balance of Net RE Tax Increment	\$217,998	\$94,988	\$100,865	\$106,860	\$112,974	\$119,211	\$125,572	\$132,060	\$138,679

	9	10	11	12	13	14	15	16	
<i>Calendar Year of Receipts</i>	2029	2030	2031	2032	2033	2034	2035	2036	TOTALS
Total Real Estate Tax Increment	\$352,667	\$359,720	\$366,915	\$374,253	\$381,738	\$389,373	\$397,160	\$405,104	\$5,835,399
Est. TIF Administration Fees	\$8,382	\$8,550	\$8,721	\$8,895	\$9,073	\$9,255	\$9,440	\$9,629	\$140,365
Net R. E. Tax Increment Available	\$344,285	\$351,170	\$358,194	\$365,358	\$372,665	\$380,118	\$387,721	\$395,475	\$5,695,035
Proposed \$2.7M Bond Payment	\$198,855	\$198,855	\$198,855	\$198,855	\$198,855	\$198,855	\$198,855	\$198,855	\$3,181,685
Debt Service Coverage	1.73	1.77	1.80	1.84	1.87	1.91	1.95	1.99	
Balance of Net RE Tax Increment	\$145,429	\$152,315	\$159,338	\$166,502	\$173,810	\$181,263	\$188,865	\$196,620	\$2,513,349

*Note: Tax Year 2020 payable 2021 real estate tax increment based on Estimated EAV Report from Kane County.

Variables	
Annual Inflation Rate	2.0%
Tax Rate (DeKalb Co)	10.02262%
Tax Rate (Kane Co)	9.85629%

Bond Assumptions	
Total Principal	\$2,700,000
Interest Rate	2.00%
# Payments	16
Annual Payment	\$198,855

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PRELIMINARY ESTIMATE - FOR REVIEW ONLY

VILLAGE OF MAPLE PARK TIF DISTRICT

PROPOSED \$1,500,000 WATER TOWER BOND

TIF FORMED: 2012		1	2	3	4	5	6	7	8
Calendar Year of Receipts	2020	2021*	2022	2023	2024	2025	2026	2027	2028
Total Real Estate Tax Increment	\$225,012	\$300,998	\$307,018	\$313,158	\$319,421	\$325,810	\$332,326	\$338,973	\$345,752
Est. TIF Administration Fees	\$7,014	\$7,154	\$7,297	\$7,443	\$7,592	\$7,744	\$7,899	\$8,057	\$8,218
Net R. E. Tax Increment Available	\$217,998	\$293,844	\$299,721	\$305,715	\$311,829	\$318,066	\$324,427	\$330,916	\$337,534
Proposed \$1.5M Bond Payment		\$110,475	\$110,475	\$110,475	\$110,475	\$110,475	\$110,475	\$110,475	\$110,475
Debt Service Coverage		2.66	2.71	2.77	2.82	2.88	2.94	3.00	3.06
Balance of Net RE Tax Increment	\$217,998	\$183,369	\$189,245	\$195,240	\$201,354	\$207,591	\$213,952	\$220,441	\$227,059

	9	10	11	12	13	14	15	16	
Calendar Year of Receipts	2029	2030	2031	2032	2033	2034	2035	2036	TOTALS
Total Real Estate Tax Increment	\$352,667	\$359,720	\$366,915	\$374,253	\$381,738	\$389,373	\$397,160	\$405,104	\$5,835,399
Est. TIF Administration Fees	\$8,382	\$8,550	\$8,721	\$8,895	\$9,073	\$9,255	\$9,440	\$9,629	\$140,365
Net R. E. Tax Increment Available	\$344,285	\$351,170	\$358,194	\$365,358	\$372,665	\$380,118	\$387,721	\$395,475	\$5,695,035
Proposed \$1.5M Bond Payment	\$110,475	\$110,475	\$110,475	\$110,475	\$110,475	\$110,475	\$110,475	\$110,475	\$1,767,603
Debt Service Coverage	3.12	3.18	3.24	3.31	3.37	3.44	3.51	3.58	
Balance of Net RE Tax Increment	\$233,810	\$240,695	\$247,719	\$254,883	\$262,190	\$269,643	\$277,245	\$285,000	\$3,927,432

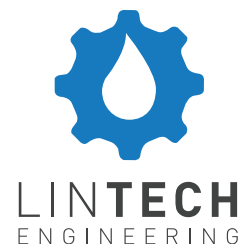
*Note: Tax Year 2020 payable 2021 real estate tax increment based on Estimated EAV Report from Kane County.

Variables	
Annual Inflation Rate	2.0%
Tax Rate (DeKalb Co)	10.02262%
Tax Rate (Kane Co)	9.85629%

Bond Assumptions	
Total Principal	\$1,500,000
Interest Rate	2.00%
# Payments	16
Annual Payment	\$110,475

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WORK ORDER

Client: Village of Maple Park
Date: September 22, 2020
Project Name: New Elevated Tank Siting

Services	Description	Fee
Engineering	Investigate possible locations for the future elevated water storage tank within the existing TIF District boundary. A recommendation will be provided based on available land, existing ground elevations, and connection to existing water system infrastructure.	Standard hourly rate not to exceed \$5,000.

Accepted by:

Village of Maple Park