



Agenda
Village of Glen Ellyn
Regular Meeting
Monday, September 23, 2019
7:00 PM
Glen Ellyn Civic Center, Galligan Board Room

Village Board Meeting Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Meetings are taped and also televised on WideOpenWest Channel 6, AT&T Channel 99, and Comcast Cable Services Channel 10. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact The Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Audience Participation

1. Open:

Members of the public are welcome to speak to any item not specifically listed on tonight's agenda for up to (3) three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, their topic and the group, if any, they are representing prior to addressing the Village Board. Individuals wishing to address the Board shall exercise proper decorum and respect for the proceedings and the business of the Village Board, and shall refrain from abusive demeanor and language. The practice of ceding time to other speakers shall be prohibited, except in the discretion of the presiding officer of the meeting. Public officials are not obligated to respond to questions.

E. Consent Agenda - The following items are considered routine business by the Village Board and will be approved in a single vote in the form listed below:

Motion to approve the following items including Payroll and Vouchers totaling \$3,000,165.18 (Trustee Thompson):

1. Total Expenditures (Payroll and Vouchers) - \$3,000,165.18 - The vouchers have been reviewed by Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.

2. September 9, 2019 Regular Village Board Meeting Minutes
3. Ordinance No. 6717-VC, An Ordinance Adopting the Purchasing Policy for the Village of Glen Ellyn and Amending Certain Provisions of the Glen Ellyn Municipal Code (Finance Director Coyle)
4. Ordinance No. 6718 - VC, An Ordinance Amending Chapters 9 and 15 of Title 7 of the Glen Ellyn Municipal Code and Authorizing Glenbard Wastewater Authority to Enforce the Village of Glen Ellyn Pretreatment Ordinance (Public Works Director Hansen)
5. Motion to Waive Competitive Bidding as Permitted by Section 1-10-2 of the Village Code Regarding Single Source Purchases and Authorize the Village Manager to Execute a Contract for the Purchase and Installation of Collectors from Water Resources of Elgin, IL in an Amount Not to Exceed \$27,200 to be Expensed to the Water & Sewer Fund (Public Works Director Hansen)
6. Motion to Waive Competitive Bidding as Permitted by Section 1-10-2 of the Village Code Regarding Single Source Purchases and Authorize the Village Manager to Execute a Contract for the Use of the Neptune 360 Advanced Software for Three Years (\$21,867.64 Yr. 1 and \$19,367.64 Yrs. 2 & 3) to be Expensed to the Water & Sewer Fund (Public Works Director Hansen)
7. Motion to Waive Competitive Bidding as Permitted by Section 1-10-2 of the Village Code Regarding Single Source Purchases and Authorize the Village Manager to Execute a Contract for the Use of the WaterSmart Software for Three Years (\$28,900 Yr. 1 and \$21,400 Yrs. 2 & 3) to be Expensed to the Water & Sewer Fund (Public Works Director Hansen)

F. Central Business District (CBD) Streetscape and Utility Improvements Phase II Engineering Services (Presented by Professional Engineer Daubert) (Trustee Thompson)

1. Authorize the Village Manager to execute an agreement with Civiltech Engineering, Inc. of Itasca, Illinois for Phase II Engineering Services - Second Phase for the CBD Streetscape and Utility Improvement Project in the not-to-exceed amount of \$1,003,174 to be expensed to the Capital Projects, Water and Sanitary Sewer Funds.

G. Reminders

1. A Special Village Board Workshop is scheduled for Monday, October 7, 2019 at 7:00 PM in Room 301 of the Glen Ellyn Civic Center.
2. A Special Village Board Workshop is scheduled for Thursday, October 10, 2019 at 7:00 PM in Room 301 of the Glen Ellyn Civic Center.
3. A Special Village Board Workshop is scheduled for Monday, October 14, 2019 at 5:30 PM in Room 301 of the Glen Ellyn Civic Center.
4. A Regular Village Board Meeting is scheduled for Monday, October 14, 2019 at 7:00 PM in the Galligan Board Room of the Glen Ellyn Civic Center.

H. Other Business

I. Adjournment



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/23/19 07:00 PM
Department: Finance
Department Head: Christina Coyle
Category: Vouchers
Prepared By: Lori Thomas

SCHEDULED

AGENDA ITEM (ID # 4146)

DOC ID: 4146

Total Expenditures (Payroll and Vouchers) - \$3,000,165.18 - The vouchers have been reviewed by Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.

Please see the attached report.

ATTACHMENTS:

- Vouchers 2019-09-23 (PDF)

Approval of Vouchers
For the Village Board Meeting of September 23, 2019

EXPENDITURES:

Accounts Payable Warrant 0819-6	8/30/2019	\$72,339.57
Accounts Payable Warrant 0919-1	9/6/2019	\$1,262,534.72
Accounts Payable Warrant 0919-2	9/13/2019	\$1,125,440.14
Sub-Total		\$2,460,314.43

Warrant Total **\$2,460,314.43**

PAYROLL EXPENDITURES**September 13, 2019**

Net Employee Payroll Checks \$ 339,315.29

Employee & Employer Payroll Deductions:

Employee Deductions*	\$	153,438.51
IMRF - Employer contribution	\$	19,271.42
Social Security/Medicare Tax Withheld - Employer portion	\$	27,825.53
Total Payroll	\$	<u>539,850.75</u>

\$ 539,850.75

GRAND TOTAL \$3,000,165.18

* Employee deductions include contributions for pensions, health insurance, union dues and other employee directed deductions such as tax withholdings, 457 & 125 plan contributions and supplemental life insurance.



VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
2021 A-RELIABLE PRINTING										
100353		08/29/2019		0919-2	237122	40.00	09/12/2019	INV	PD	PRINTING SERVICES
INVOICE:21843				CHECKDATE:09/13/2019						
100354		09/03/2019		0919-2	237122	139.00	09/12/2019	INV	PD	PRINTING SERVICES
INVOICE:21850				CHECKDATE:09/13/2019						
						179.00				
7645 ACRES ENTERPRISES, INC										
100100	20190029	07/31/2019		0919-1	237064	14,944.38	08/22/2019	INV	PD	LANDSCAPE MAINTENANCE
INVOICE:AEI_0347028				CHECKDATE:09/06/2019						
10229 ACCOUNTING PRINCIPALS										
100188		08/25/2019		0919-1	237065	680.00	09/03/2019	INV	PD	TEMP STAFF - w/E 8/25/19
INVOICE:10723652				CHECKDATE:09/06/2019						
100352		09/01/2019		0919-2	237123	680.00	09/12/2019	INV	PD	TEMP STAFF
INVOICE:10738877				CHECKDATE:09/13/2019						
						1,360.00				
10850 ANGELO GELATO ITALIANO, INC										
100356		08/30/2019		0919-2	237125	72.00	09/12/2019	INV	PD	FOOD RESALE
INVOICE:155954				CHECKDATE:09/13/2019						
100355		09/03/2019		0919-2	237124	36.00	09/12/2019	INV	PD	FOOD RESALE
INVOICE:155974				CHECKDATE:09/13/2019						
						108.00				
65 AT&T										
100214		08/16/2019		0919-1	237066	63.59	09/04/2019	INV	PD	630Z9901315407 0819 TELEPHONE
INVOICE:100214				CHECKDATE:09/06/2019						
67 ATLAS REFRIGERATION, INC.										
100187		08/09/2019		0919-1	237067	215.00	09/03/2019	INV	PD	SERVICE CALL
INVOICE:28020				CHECKDATE:09/06/2019						
6832 POWER UP BATTERIES LLC										
100357		09/04/2019		0919-2	237126	75.80	09/12/2019	INV	PD	REPLACEMENT UPS BATTERIES
INVOICE:P18391077				CHECKDATE:09/13/2019						
10010 BELLA BREW COFFEE & BEVERAGE CO										
100360		07/30/2019		0919-2	237127	196.16	09/12/2019	INV	PD	FOOD RESALE
INVOICE:136361				CHECKDATE:09/13/2019						
100358		08/27/2019		0919-2	237127	76.80	09/12/2019	INV	PD	FOOD RESALE
INVOICE:138038				CHECKDATE:09/13/2019						
100359		09/03/2019		0919-2	237127	196.16	09/12/2019	INV	PD	FOOD RESALE
INVOICE:86443				CHECKDATE:09/13/2019						



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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
6933 TIM/MICHELLE BLOMEKE						469.12				
100405		09/09/2019		0919-2	237128	85.00	09/12/2019	INV	PD	PARKWAY TREE REIMBURSEMENT
INVOICE:91219		CHECKDATE:09/13/2019								
9879 BREAKTHRU BEVERAGE ILLINOIS, LLC										
100404		08/22/2019		0919-2	237129	726.89	09/12/2019	INV	PD	BEVERAGE RESALE
INVOICE:333020089		CHECKDATE:09/13/2019								
100403		08/29/2019		0919-2	237129	1,265.39	09/12/2019	INV	PD	BEVERAGE RESALE
INVOICE:333094923		CHECKDATE:09/13/2019								
						1,992.28				
11732 BRINK'S INCORPORATED										
100106		08/01/2019		0919-1	237068	337.32	09/03/2019	INV	PD	AUG MONTHLY SERVICE
INVOICE:4455493		CHECKDATE:09/06/2019								
7039 MICHELLE CAHUE										
100107		08/20/2019		0919-1	237069	47.48	09/03/2019	INV	PD	UNIFORM REIMBURSEMENT
INVOICE:8202019		CHECKDATE:09/06/2019								
137 CDW GOVERNMENT, INC.										
100361		08/26/2019		0919-2	237130	2,317.00	09/12/2019	INV	PD	WINDOWS 10 LICENSES ON STATE O
INVOICE:TQF6266		CHECKDATE:09/13/2019								
11084 CHASE BANK NA										
100331		08/05/2019		0819-6	23252	3,183.17	08/08/2019	DIR	PD	DUE FROM GWA
INVOICE:83119		CHECKDATE:08/31/2019								
100332		08/05/2019		0819-6	23253	15,251.81	08/08/2019	DIR	PD	DUE FROM LIBRARY
INVOICE:83119-1		CHECKDATE:08/31/2019								
8921413		08/05/2019		0819-6	23103	403.35	08/08/2019	DIR	PD	GARVEY-SUPPLIES
INVOICE:ALLN-54		CHECKDATE:08/30/2019								
100103		08/05/2019		0819-6	23104	311.00	08/08/2019	DIR	PD	CARD IMAGING-ID CARD BLANKS, R
INVOICE:ALLN-55		CHECKDATE:08/30/2019								
100104		08/05/2019		0819-6	23105	425.00	08/08/2019	DIR	PD	GOLF INVITE-BALL LAUNCHER FEE
INVOICE:ALLN-56		CHECKDATE:08/30/2019								
8920111		08/05/2019		0819-6	23131	591.79	08/08/2019	DIR	PD	AMAZON-SERVICE CART, SUPPLIES
INVOICE:BBAL-20		CHECKDATE:08/31/2019								
8921514		08/05/2019		0819-6	23132	127.25	08/08/2019	DIR	PD	FAST ACCESS SECURITY-MAGNETIC
INVOICE:BINM-43		CHECKDATE:08/31/2019								
100151		08/05/2019		0819-6	23133	122.18	08/05/2019	DIR	PD	B&H PHOTO-PC CASE
INVOICE:BINM-44		CHECKDATE:08/31/2019								
100156		08/05/2019		0819-6	23137	14.99	08/05/2019	DIR	PD	UPS-RETURN SHIPPING
INVOICE:BINM-448		CHECKDATE:08/31/2019								
100153		08/05/2019		0819-6	23134	349.00	08/05/2019	DIR	PD	BLUEBEAM-SOFTWARE FOR PLAN INT
INVOICE:BINM-45		CHECKDATE:08/31/2019								
100154		08/05/2019		0819-6	23135	126.59	08/05/2019	DIR	PD	ATTBATT-UPS REPLACEMENT BATTER
INVOICE:BINM-46		CHECKDATE:08/31/2019								
100155		08/05/2019		0819-6	23136	480.04	08/05/2019	DIR	PD	PDF EXCHANGE-EDITING SOFTWARE

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
INVOICE: BINM-47			CHECKDATE: 08/31/2019							
8920812		08/05/2019	0819-6		23138	325.00	08/08/2019	DIR	PD	AMER PUB WKS ASSN-JOB AD
INVOICE: BROP-26			CHECKDATE: 08/31/2019							
100157		08/05/2019	0819-6		23139	299.00	08/08/2019	DIR	PD	YOURMEMBERSHPCAREERS-JOB AD
INVOICE: BROP-27			CHECKDATE: 08/31/2019							
100159		08/05/2019	0819-6		23140	257.98	08/08/2019	DIR	PD	PANERA-MGMT MEETING
INVOICE: BROP-28			CHECKDATE: 08/31/2019							
8921613		08/05/2019	0819-6		23141	176.40	08/08/2019	DIR	PD	DTN-WEATHER SERVICE
INVOICE: BUCD-55			CHECKDATE: 08/31/2019							
100162		08/05/2019	0819-6		23142	595.00	08/08/2019	DIR	PD	PROSNOWFIGHT-MEMBERSHIP
INVOICE: BUCD-56			CHECKDATE: 08/31/2019							
8921712		08/05/2019	0819-6		23121	369.00	08/08/2019	DIR	PD	HOME DEPOT-PORTABLE A/C UNIT
INVOICE: CAMM-32			CHECKDATE: 08/31/2019							
100135		08/05/2019	0819-6		23122	176.43	08/08/2019	DIR	PD	ALL STAR PRO GOLF-TEES
INVOICE: CAMM-33			CHECKDATE: 08/31/2019							
100138		08/05/2019	0819-6		23123	775.00	08/08/2019	DIR	PD	GOLF GENIUS-TOURNAMENT SOFTWARE
INVOICE: CAMM-34			CHECKDATE: 08/31/2019							
8921014		08/05/2019	0819-6		23107	69.98	08/08/2019	DIR	PD	BINNY'S-COGNAC
INVOICE: CHAB-147			CHECKDATE: 08/31/2019							
100117		08/05/2019	0819-6		23108	3,112.50	08/08/2019	DIR	PD	OPEN TABLE-ON LINE RESERVATION
INVOICE: CHAB-148			CHECKDATE: 08/31/2019							
100118		08/05/2019	0819-6		23109	397.95	08/08/2019	DIR	PD	RESTAURANT DEPOT-GLASSWARE, BE
INVOICE: CHAB-149			CHECKDATE: 08/31/2019							
100121		08/05/2019	0819-6		23110	864.24	08/08/2019	DIR	PD	WEBSTAIRANT-CUPS, LIDS, STEAME
INVOICE: CHAB-151			CHECKDATE: 08/31/2019							
100122		08/05/2019	0819-6		23111	100.00	08/08/2019	DIR	PD	N2 PUBLISHING-PRINT AD
INVOICE: CHAB-152			CHECKDATE: 08/31/2019							
100123		08/05/2019	0819-6		23112	320.00	08/08/2019	DIR	PD	PRO TIME CONSTRUCTION-HVAC REP
INVOICE: CHAB-153			CHECKDATE: 08/31/2019							
100127		08/05/2019	0819-6		23114	45.73	08/08/2019	DIR	PD	AMAZON-ADAPTER
INVOICE: CHAB-154			CHECKDATE: 08/31/2019							
100128		08/05/2019	0819-6		23115	14.99	08/08/2019	DIR	PD	SPOTIFY-MUSIC SERVICE
INVOICE: CHAB-155			CHECKDATE: 08/31/2019							
100129		08/05/2019	0819-6		23116	455.99	08/08/2019	DIR	PD	COMCAST-CABLE JUL/AUG
INVOICE: CHAB-156			CHECKDATE: 08/31/2019							
100130		08/05/2019	0819-6		23117	135.59	08/08/2019	DIR	PD	FACEBOOK-MARKETING
INVOICE: CHAB-157			CHECKDATE: 08/31/2019							
100131		08/05/2019	0819-6		23118	7.99	08/08/2019	DIR	PD	POSTERMYWALL-POSTER
INVOICE: CHAB-158			CHECKDATE: 08/31/2019							
100132		08/05/2019	0819-6		23119	136.67	08/08/2019	DIR	PD	PARTSTOWN-LIGHT SWITCH
INVOICE: CHAB-159			CHECKDATE: 08/31/2019							
100133		08/05/2019	0819-6		23120	120.00	08/08/2019	DIR	PD	LINKS-ED POSH UNIFORMS
INVOICE: CHAB-160			CHECKDATE: 08/31/2019							
100330		08/05/2019	0819-6		23251	43.20	08/08/2019	DIR	PD	STAPLES-SUPPLIES
INVOICE: CHAB-161			CHECKDATE: 08/31/2019							
8919313		08/05/2019	0819-6		23143	30.00	08/08/2019	DIR	PD	PAYFLOW-ONLINE BILL PAY
INVOICE: COYC-36			CHECKDATE: 08/31/2019							
100171		08/05/2019	0819-6		23144	12.85	08/08/2019	DIR	PD	CMT CHICAGO-TAXI LE BOUSCAT
INVOICE: COYC-37			CHECKDATE: 08/31/2019							
100172		08/05/2019	0819-6		23145	128.50	08/08/2019	DIR	PD	METRA-TRANSPORTATION LE BOUSCA
INVOICE: COYC-38			CHECKDATE: 08/31/2019							
100174		08/05/2019	0819-6		23146	96.55	08/08/2019	DIR	PD	POTBELLY-LE BOUSCAT
INVOICE: COYC-39			CHECKDATE: 08/31/2019							
891974		08/05/2019	0819-6		23147	20.55	08/08/2019	DIR	PD	USPS-CERTIFIED LETTERS PARKING
INVOICE: DAUR-4			CHECKDATE: 08/31/2019							

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
8920514		08/05/2019		0819-6	23124	402.38	08/08/2019	DIR	PD	AMAZON-TABLECLOTHS, SUPPLIES
INVOICE:DETA-123			CHECKDATE:08/31/2019							
100140		08/05/2019		0819-6	23125	281.25	08/08/2019	DIR	PD	SNAP LOCK-DANCE FLOOR
INVOICE:DETA-124			CHECKDATE:08/31/2019							
100141		08/05/2019		0819-6	23126	54.00	08/08/2019	DIR	PD	NOTHING BUNDT CAKES-DESSERTS
INVOICE:DETA-125			CHECKDATE:08/31/2019							
100143		08/05/2019		0819-6	23127	243.50	08/08/2019	DIR	PD	GOOGLE-MARKETING
INVOICE:DETA-126			CHECKDATE:08/31/2019							
100144		08/05/2019		0819-6	23128	157.50	08/08/2019	DIR	PD	TRIPLESEAT-EVENT SOFTWARE
INVOICE:DETA-127			CHECKDATE:08/31/2019							
100145		08/05/2019		0819-6	23129	14.99	08/08/2019	DIR	PD	ADOBE-PRO SOFTWARE
INVOICE:DETA-128			CHECKDATE:08/31/2019							
100146		08/05/2019		0819-6	23130	90.00	08/08/2019	DIR	PD	CD CLEANERS-TABLECLOTH CLEANIN
INVOICE:DETA-129			CHECKDATE:08/31/2019							
892043		08/05/2019		0819-6	23148	27.98	08/08/2019	DIR	PD	LEN'S-CABLE TIES
INVOICE:DOWA-4			CHECKDATE:08/31/2019							
9198110		08/05/2019		0819-6	23149	157.09	08/08/2019	DIR	PD	JEWEL-FOOD
INVOICE:FOTT-43			CHECKDATE:08/31/2019							
100179		08/05/2019		0819-6	23150	9.18	08/08/2019	DIR	PD	STAPLES-SUPPLIES
INVOICE:FOTT-44			CHECKDATE:08/31/2019							
100180		08/05/2019		0819-6	23151	150.64	08/08/2019	DIR	PD	AMAZON-SCALES, BOWLS
INVOICE:FOTT-45			CHECKDATE:08/31/2019							
8921814		08/05/2019		0819-6	23158	154.55	08/08/2019	DIR	PD	IL SECY OF STATE-CDL TEST, PLA
INVOICE:FRAF-67			CHECKDATE:08/31/2019							
100195		08/05/2019		0819-6	23159	640.33	08/08/2019	DIR	PD	NORTHERN HYDRAULICS-LIFT HYD P
INVOICE:FRAF-68			CHECKDATE:08/31/2019							
100196		08/05/2019		0819-6	23160	150.57	08/08/2019	DIR	PD	RHOMAR-SHOP SUPPLIES
INVOICE:FRAF-69			CHECKDATE:08/31/2019							
100197		08/05/2019		0819-6	23161	44.99	08/08/2019	DIR	PD	STAPLES-CALCULATOR
INVOICE:FRAF-70			CHECKDATE:08/31/2019							
100198		08/05/2019		0819-6	23162	1,496.85	08/08/2019	DIR	PD	HYDROTEX-LUBRICANTS
INVOICE:FRAF-71			CHECKDATE:08/31/2019							
100199		08/05/2019		0819-6	23163	2,699.95	08/08/2019	DIR	PD	MOTORCRAFT-FORD TECH SUPPORT
INVOICE:FRAF-72			CHECKDATE:08/31/2019							
8921914		08/05/2019		0819-6	23152	104.00	08/08/2019	DIR	PD	GE CHAMBER-EMPL APPRECIATION C
INVOICE:FRAM-77			CHECKDATE:08/31/2019							
100190		08/05/2019		0819-6	23153	62.05	08/08/2019	DIR	PD	SUSHI UKAI-MCGINLEY LUNCH
INVOICE:FRAM-78			CHECKDATE:08/31/2019							
100191		08/05/2019		0819-6	23154	45.26	08/08/2019	DIR	PD	BURGER SOCIAL-THOMPSON LUNCH
INVOICE:FRAM-79			CHECKDATE:08/31/2019							
100192		08/05/2019		0819-6	23155	39.90	08/08/2019	DIR	PD	GLEN OAK-FIRE CO B-FAST
INVOICE:FRAM-80			CHECKDATE:08/31/2019							
100193		08/05/2019		0819-6	23156	155.79	08/08/2019	DIR	PD	GLEN PRAIRIE-LE BOUSCAT DINNER
INVOICE:FRAM-81			CHECKDATE:08/31/2019							
100194		08/05/2019		0819-6	23157	1,600.62	08/08/2019	DIR	PD	INN AT WATER'S EDGE-LE BOUSCAT
INVOICE:FRAM-82			CHECKDATE:08/31/2019							
8922114		08/05/2019		0819-6	23164	425.51	08/08/2019	DIR	PD	QUILL-OFFICE SUPPLIES
INVOICE:HEFJ-26			CHECKDATE:08/31/2019							
891987		08/05/2019		0819-6	23165	17.17	08/08/2019	DIR	PD	MGM TARGETS-HARDWARE
INVOICE:HOLC-16			CHECKDATE:08/31/2019							
8922212		08/05/2019		0819-6	23247	1,774.71	08/08/2019	DIR	PD	BEST BUY-CONF ROOM TVS ORDER C
INVOICE:HOLW-34			CHECKDATE:08/31/2019							
100333		08/05/2019		0819-6	23254	151.08	08/08/2019	DIR	PD	TARGET-STORAGE CONTAINERS
INVOICE:HOLW-35			CHECKDATE:08/31/2019							
100334		08/05/2019		0819-6	23255	25.10	08/08/2019	DIR	PD	GLEN OAK-FIRE CO B-FAST

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
INVOICE:HOLW-36			CHECKDATE:08/31/2019							
100335		08/05/2019	0819-6		23256	56.02	08/08/2019	DIR	PD	MAIN ST PUB-GARAGE EASEMENT LU
INVOICE:HOLW-37			CHECKDATE:08/31/2019							
8922312		08/05/2019	0819-6		23166	646.50	08/08/2019	DIR	PD	AMAZON-ELECTRICAL SUPPLIES, IP
INVOICE:HORK-52			CHECKDATE:08/31/2019							
100201		08/05/2019	0819-6		23167	110.55	08/08/2019	DIR	PD	OFFICESUPPLY.COM-COFFEE CUPS
INVOICE:HORK-53			CHECKDATE:08/31/2019							
100202		08/05/2019	0819-6		23168	39.96	08/08/2019	DIR	PD	LEN'S-BATTERIES
INVOICE:HORK-54			CHECKDATE:08/31/2019							
100203		08/05/2019	0819-6		23169	226.15	08/08/2019	DIR	PD	PANERA-QTRLY STAFF MEETING
INVOICE:HORK-55			CHECKDATE:08/31/2019							
8920613		08/05/2019	0819-6		23170	49.94	08/08/2019	DIR	PD	STAPLES-OFFICE SUPPLIES
INVOICE:HUBJ-27			CHECKDATE:08/31/2019							
100204		08/05/2019	0819-6		23171	31.90	08/08/2019	DIR	PD	SMARTSIGN-WARNING SIGN
INVOICE:HUBJ-28			CHECKDATE:08/31/2019							
100205		08/05/2019	0819-6		23172	133.50	08/08/2019	DIR	PD	AWWA-MANUAL
INVOICE:HUBJ-29			CHECKDATE:08/31/2019							
100206		08/05/2019	0819-6		23173	99.75	08/08/2019	DIR	PD	AMAZON-BOOT DRYERS
INVOICE:HUBJ-30			CHECKDATE:08/31/2019							
8920914		08/05/2019	0819-6		23174	1,402.87	08/08/2019	DIR	PD	AMAZON-FRAMES, SUPPLIES
INVOICE:KAML-84			CHECKDATE:08/31/2019							
100207		08/05/2019	0819-6		23175	22.97	08/08/2019	DIR	PD	WALGREEN-LE BOUSCAT GIFT
INVOICE:KAML-85			CHECKDATE:08/31/2019							
100208		08/05/2019	0819-6		23176	39.42	08/08/2019	DIR	PD	JEWEL-LE BOUSCAT GIFT
INVOICE:KAML-86			CHECKDATE:08/31/2019							
100209		08/05/2019	0819-6		23177	23.60	08/08/2019	DIR	PD	CHOCOLATERIE STAM-LE BOUSCAT G
INVOICE:KAML-87			CHECKDATE:08/31/2019							
100213		08/05/2019	0819-6		23181	108.40	08/08/2019	DIR	PD	LYONS ROAR-POSTAGE METER INK
INVOICE:KAML-88			CHECKDATE:08/31/2019							
100210		08/05/2019	0819-6		23178	282.06	08/08/2019	DIR	PD	CHICKS N SALSA-LE BOUSCAT LUNC
INVOICE:KAML-89			CHECKDATE:08/31/2019							
100211		08/05/2019	0819-6		23179	206.00	08/08/2019	DIR	PD	LINKS-LE BOUSCAT DINNER
INVOICE:KAML-90			CHECKDATE:08/31/2019							
100212		08/05/2019	0819-6		23180	184.80	08/08/2019	DIR	PD	O'HARE LIMOSINE-LE BOUSCAT TRA
INVOICE:KAML-91			CHECKDATE:08/31/2019							
8922514		08/05/2019	0819-6		23183	2,142.00	08/08/2019	DIR	PD	K&J HEATING-A/C SERVICE
INVOICE:LUDM-195			CHECKDATE:08/31/2019							
100220		08/05/2019	0819-6		23184	208.00	08/08/2019	DIR	PD	CHICAGO METRO FIRE-ALARM SERVI
INVOICE:LUDM-196			CHECKDATE:08/31/2019							
100222		08/05/2019	0819-6		23185	1,889.22	08/08/2019	DIR	PD	ARMBRUST PLUMBING-SPRINKLER LI
INVOICE:LUDM-197			CHECKDATE:08/31/2019							
100223		08/05/2019	0819-6		23186	1,845.90	08/08/2019	DIR	PD	BURRIS EQUIP-MOTOR ASSY, HYDRO
INVOICE:LUDM-198			CHECKDATE:08/31/2019							
100224		08/05/2019	0819-6		23187	1,001.16	08/08/2019	DIR	PD	REINDERS-REPAIR PARTS
INVOICE:LUDM-199			CHECKDATE:08/31/2019							
100226		08/05/2019	0819-6		23188	710.45	08/08/2019	DIR	PD	R&R PRODUCTS-PARTS
INVOICE:LUDM-200			CHECKDATE:08/31/2019							
100228		08/05/2019	0819-6		23189	126.67	08/08/2019	DIR	PD	MCMaster CARR-PARTS
INVOICE:LUDM-201			CHECKDATE:08/31/2019							
100229		08/05/2019	0819-6		23190	342.79	08/08/2019	DIR	PD	STENS-TRIMMER LINE, BLADES, TI
INVOICE:LUDM-202			CHECKDATE:08/31/2019							
100231		08/05/2019	0819-6		23191	185.40	08/08/2019	DIR	PD	SERVICE SANTITATION-PORTABLE R
INVOICE:LUDM-203			CHECKDATE:08/31/2019							
100232		08/05/2019	0819-6		23192	241.90	08/08/2019	DIR	PD	PARTS TOWN-MOTOR
INVOICE:LUDM-204			CHECKDATE:08/31/2019							

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100233		08/05/2019		0819-6	23193	459.80	08/08/2019	DIR	PD	ADVANCE AUTO-PARTS, SUPPLIES
INVOICE:LUDM-205			CHECKDATE:08/31/2019							
100234		08/05/2019		0819-6	23194	97.64	08/08/2019	DIR	PD	MESSICK'S-MOWER DAMPER
INVOICE:LUDM-206			CHECKDATE:08/31/2019							
100236		08/05/2019		0819-6	23195	605.26	08/08/2019	DIR	PD	HARRIS GOLF CAR-REPAIR PARTS
INVOICE:LUDM-207			CHECKDATE:08/31/2019							
8922614		08/05/2019		0819-6	23237	477.59	08/08/2019	DIR	PD	JEWEL-JULY 4TH FOOD
INVOICE:MILC-124			CHECKDATE:08/31/2019							
100318		08/05/2019		0819-6	23238	160.80	08/08/2019	DIR	PD	LILAC BAKERY-COF W/COPS MEETI
INVOICE:MILC-125			CHECKDATE:08/31/2019							
100319		08/05/2019		0819-6	23239	44.99	08/08/2019	DIR	PD	WALL ST JOURNAL-SUBSCRIPTION
INVOICE:MILC-126			CHECKDATE:08/31/2019							
100320		08/05/2019		0819-6	23240	201.13	08/08/2019	DIR	PD	AMAZON-SUPPLIES
INVOICE:MILC-127			CHECKDATE:08/31/2019							
100321		08/05/2019		0819-6	23241	59.90	08/08/2019	DIR	PD	MICHAELS-DONATION BASKETS
INVOICE:MILC-128			CHECKDATE:08/31/2019							
100322		08/05/2019		0819-6	23242	160.58	08/08/2019	DIR	PD	SHUTTERFLY-HARVEY PHOTOBOOK
INVOICE:MILC-129			CHECKDATE:08/31/2019							
100323		08/05/2019		0819-6	23243	200.00	08/08/2019	DIR	PD	LEA DATA-SOFTWARE UPGRADE
INVOICE:MILC-130			CHECKDATE:08/31/2019							
100324		08/05/2019		0819-6	23244	175.24	08/08/2019	DIR	PD	CUSTOM CRIME LABS-BEAST LABELS
INVOICE:MILC-131			CHECKDATE:08/31/2019							
100325		08/05/2019		0819-6	23245	119.86	08/08/2019	DIR	PD	VERIZON-JUN/JULY
INVOICE:MILC-132			CHECKDATE:08/31/2019							
100327		08/05/2019		0819-6	23248	87.57	08/08/2019	DIR	PD	VERIZON-JUN/JULY
INVOICE:MILC-133			CHECKDATE:08/31/2019							
100326		08/05/2019		0819-6	23246	104.94	08/08/2019	DIR	PD	EINSTEIN-COF W/COPS MEETINGS
INVOICE:MILC-134			CHECKDATE:08/31/2019							
892077		08/05/2019		0819-6	23196	31.60	08/08/2019	DIR	PD	USPS-SHIPPING
INVOICE:MONJ-8			CHECKDATE:08/31/2019							
100248		08/05/2019		0819-6	23197	148.54	08/08/2019	DIR	PD	HOME DEPOT-SUPPLIES
INVOICE:MONM-1			CHECKDATE:08/31/2019							
100249		08/05/2019		0819-6	23198	11.99	08/08/2019	DIR	PD	MENARDS-ELECTRICAL SUPPLIES
INVOICE:MONM-2			CHECKDATE:08/31/2019							
892288		08/05/2019		0819-6	23182	750.00	08/08/2019	DIR	PD	CHICAGO COMMUNICATIONS-RADIOS
INVOICE:NORP-12			CHECKDATE:08/31/2019							
8922914		08/05/2019		0819-6	23199	3,021.10	08/08/2019	DIR	PD	AMAZON-UMBRELLAS, CHAIRS, PATI
INVOICE:PEKC-90			CHECKDATE:08/31/2019							
100257		08/05/2019		0819-6	23200	99.95	08/08/2019	DIR	PD	COMCAST-GROUNDS INTERNET
INVOICE:PEKC-91			CHECKDATE:08/31/2019							
100259		08/05/2019		0819-6	23201	82.40	08/08/2019	DIR	PD	ADDISON ENGRAVING-MEMORIAL TRE
INVOICE:PEKC-92			CHECKDATE:08/31/2019							
100260		08/05/2019		0819-6	23202	882.50	08/08/2019	DIR	PD	MIDWEST GROUNDCOVER-PERRENIALS
INVOICE:PEKC-93			CHECKDATE:08/31/2019							
100261		08/05/2019		0819-6	23203	75.00	08/08/2019	DIR	PD	IWNTCASH-THERMOSTAT
INVOICE:PEKC-94			CHECKDATE:08/31/2019							
100264		08/05/2019		0819-6	23204	531.97	08/08/2019	DIR	PD	FURNACEPARTSSOURCE-CARRIER THE
INVOICE:PEKC-95			CHECKDATE:08/31/2019							
100265		08/05/2019		0819-6	23205	219.00	08/08/2019	DIR	PD	K&J HEATING-AC REPAIR
INVOICE:PEKC-96			CHECKDATE:08/31/2019							
100266		08/05/2019		0819-6	23206	343.02	08/08/2019	DIR	PD	PARTS TOWN-TOASTER REPAIR PART
INVOICE:PEKC-97			CHECKDATE:08/31/2019							
8920014		08/05/2019		0819-6	23207	140.00	08/08/2019	DIR	PD	CONSTANT CONTACT-MARKETING
INVOICE:PLAM-61			CHECKDATE:08/31/2019							
100270		08/05/2019		0819-6	23208	82.49	08/08/2019	DIR	PD	HOBBY LOBBY-SISTER CITY GIFT

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
INVOICE: PLAM-62			CHECKDATE: 08/31/2019							
100271		08/05/2019	0819-6		23209	1.00	08/08/2019	DIR	PD	CANVA-GRAPHIC ART
INVOICE: PLAM-63			CHECKDATE: 08/31/2019							
100272		08/05/2019	0819-6		23210	28.93	08/08/2019	DIR	PD	JEWEL-SISTER CITY RECEPTION
INVOICE: PLAM-64			CHECKDATE: 08/31/2019							
100273		08/05/2019	0819-6		23211	59.00	08/08/2019	DIR	PD	SPROUT-SOCIAL MEDIA MARKETING
INVOICE: PLAM-65			CHECKDATE: 08/31/2019							
100274		08/05/2019	0819-6		23212	207.35	08/08/2019	DIR	PD	O'HARE LIMO-SISTER CITY TRANSP
INVOICE: PLAM-66			CHECKDATE: 08/31/2019							
927047		08/05/2019	0819-6		23213	17.99	08/08/2019	DIR	PD	LEN'S-RULE TAPE
INVOICE: SPRS-53			CHECKDATE: 08/31/2019							
100275		08/05/2019	0819-6		23214	35.00	08/08/2019	DIR	PD	GE CHAMBER-STEAK FRY
INVOICE: SPRS-54			CHECKDATE: 08/31/2019							
100276		08/05/2019	0819-6		23215	12.84	08/08/2019	DIR	PD	USPS-SHIPPING CC PARKING GARAG
INVOICE: SPRS-55			CHECKDATE: 08/31/2019							
100277		08/05/2019	0819-6		23216	1,375.00	08/08/2019	DIR	PD	PAYPAL-APWA SEMINAR 4 ATTENDEE
INVOICE: SPRS-56			CHECKDATE: 08/31/2019							
8923012		08/05/2019	0819-6		23217	105.03	08/08/2019	DIR	PD	RESTAURANT DEPOT-COFFEE SUPPLI
INVOICE: TAVE-22			CHECKDATE: 08/31/2019							
8920211		08/05/2019	0819-6		23218	144.05	08/08/2019	DIR	PD	COYOTE TACTICAL-MEDICAL POUCH
INVOICE: TERJ-38			CHECKDATE: 08/31/2019							
100291		08/05/2019	0819-6		23219	52.96	08/08/2019	DIR	PD	CAMELBAK PRODUCTS-HYDRATION PA
INVOICE: TERJ-39			CHECKDATE: 08/31/2019							
100292		08/05/2019	0819-6		23220	63.49	08/08/2019	DIR	PD	TACTICAL GEAR-GEAR
INVOICE: TERJ-40			CHECKDATE: 08/31/2019							
100293		08/05/2019	0819-6		23221	927.00	08/08/2019	DIR	PD	SAFARILAND-TACTICAL HEADSET
INVOICE: TERJ-41			CHECKDATE: 08/31/2019							
8920312		08/05/2019	0819-6		23222	9.99	08/08/2019	DIR	PD	AMAZON-OFFICE SUPPLIES
INVOICE: THOL-22			CHECKDATE: 08/31/2019							
100296		08/05/2019	0819-6		23223	4.33	08/08/2019	DIR	PD	DOLLAR TREE-AMECHE FAREWELL SU
INVOICE: THOL-23			CHECKDATE: 08/31/2019							
100297		08/05/2019	0819-6		23224	350.00	08/08/2019	DIR	PD	IGFOA-CONFERENCE
INVOICE: THOL-24			CHECKDATE: 08/31/2019							
100298		08/05/2019	0819-6		23225	164.00	08/08/2019	DIR	PD	BARONES-AMECHE FAREWELL
INVOICE: THOL-25			CHECKDATE: 08/31/2019							
8923111		08/05/2019	0819-6		23226	52.95	08/08/2019	DIR	PD	LEN'S-VELCRO, TAPE
INVOICE: VAVK-24			CHECKDATE: 08/31/2019							
100311		08/05/2019	0819-6		23231	386.39	08/08/2019	DIR	PD	GOOGLE-MARKETING
INVOICE: VESJ-100			CHECKDATE: 08/31/2019							
100312		08/05/2019	0819-6		23232	1,059.97	08/08/2019	DIR	PD	ASCAP-MUSIC LICENSE
INVOICE: VESJ-101			CHECKDATE: 08/31/2019							
100313		08/05/2019	0819-6		23233	902.00	08/08/2019	DIR	PD	SESAC-MUSIC LICENSE
INVOICE: VESJ-102			CHECKDATE: 08/31/2019							
100315		08/05/2019	0819-6		23234	1,068.00	08/08/2019	DIR	PD	121 MARKETING-WEBSITE SERVICE
INVOICE: VESJ-103			CHECKDATE: 08/31/2019							
100316		08/05/2019	0819-6		23235	60.00	08/08/2019	DIR	PD	LINKS-SECRET SHOPPER SVC
INVOICE: VESJ-104			CHECKDATE: 08/31/2019							
8923214		08/05/2019	0819-6		23227	14.99	08/08/2019	DIR	PD	ADOBE-PRO SOFTWARE
INVOICE: VESJ-96			CHECKDATE: 08/31/2019							
100307		08/05/2019	0819-6		23228	16.38	08/08/2019	DIR	PD	HOBBY LOBBY-SUPPLIES
INVOICE: VESJ-97			CHECKDATE: 08/31/2019							
100308		08/05/2019	0819-6		23229	14.97	08/08/2019	DIR	PD	RESTAURANTOWNER.COM-SUBSCRIPTI
INVOICE: VESJ-98			CHECKDATE: 08/31/2019							
100309		08/05/2019	0819-6		23230	91.91	08/08/2019	DIR	PD	AT&T-U-VERSE CLUBHOUSE
INVOICE: VESJ-99			CHECKDATE: 08/31/2019							



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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
8923310		08/05/2019		0819-6	23236	30.98	08/08/2019	DIR	PD	EINSTEIN-CARSEAT EVENT
INVOICE:WEBN-18						CHECKDATE:08/31/2019				
8502 NEW CHICAGO WHOLESALE BAKERY, INC						70,639.44				
100217		08/23/2019		0919-1	237070	143.15	09/04/2019	INV	PD	BAKERY RESALE
INVOICE:361657						CHECKDATE:09/06/2019				
100363		09/06/2019		0919-2	237131	92.75	09/12/2019	INV	PD	FOOD RESALE
INVOICE:362058						CHECKDATE:09/13/2019				
10301 GREAT LAKES COCA-COLA DISTRIBUTION, LLC						235.90				
100364		08/27/2019		0919-2	237132	408.60	09/12/2019	INV	PD	BEVERAGE RESALE
INVOICE:816211781						CHECKDATE:09/13/2019				
175 COMMONWEALTH EDISON COMPANY										
100215		08/13/2019		0919-1	237071	6,506.69	09/04/2019	INV	PD	2943055045 0819 ELECTRICITY
INVOICE:2943055045						CHECKDATE:09/06/2019				
100113		07/10/2019		0919-1	237072	912.26	09/03/2019	INV	PD	5373072000 0719 ELECTRICITY
INVOICE:7102019						CHECKDATE:09/06/2019				
100111		08/14/2019		0919-1	237072	107.80	09/03/2019	INV	PD	213156104 0819 ELECTRICITY
INVOICE:8142019						CHECKDATE:09/06/2019				
100112		08/16/2019		0919-1	237072	29.96	09/03/2019	INV	PD	6465153008 0819 ELECTRICITY
INVOICE:8162019						CHECKDATE:09/06/2019				
6610 COMCAST CABLE COMMUNICATIONS, LLC						7,556.71				
100362		08/22/2019		0919-2	237133	185.52	09/12/2019	INV	PD	8771 20 056 0545119 0819 CABLE
INVOICE:8771200560545119						CHECKDATE:09/13/2019				
4876 CONSTELLATION NEWENERGY, INC.										
100164		08/14/2019		0919-1	237073	36.68	09/03/2019	INV	PD	8367969 0819 ELECTRICITY
INVOICE:15489317001						CHECKDATE:09/06/2019				
10952 CONSUMERS PACKING COMPANY										
100221		08/26/2019		0919-1	237074	1,751.62	08/30/2019	INV	PD	FOOD RESALE
INVOICE:356603						CHECKDATE:09/06/2019				
100219		08/30/2019		0919-1	237074	1,748.06	08/30/2019	INV	PD	FOOD RESALE
INVOICE:356789						CHECKDATE:09/06/2019				
100218		08/30/2019		0919-1	237074	-75.20	08/30/2019	CRM	PD	CREDIT MEMO FOOD RESALE
INVOICE:356812						CHECKDATE:09/06/2019				
100366		09/03/2019		0919-2	237134	837.99	09/12/2019	INV	PD	FOOD RESALE
INVOICE:356838						CHECKDATE:09/13/2019				
100365		09/05/2019		0919-2	237134	1,077.19	09/12/2019	INV	PD	FOOD RESALE
INVOICE:356938						CHECKDATE:09/13/2019				
4547 CORE & MAIN LP						5,339.66				

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100110		08/27/2019		0919-1	237075	760.00	09/03/2019	INV	PD	OMNI COUPLINGS
INVOICE:L098927			CHECKDATE:09/06/2019							
100109		08/27/2019		0919-1	237075	238.59	09/03/2019	INV	PD	TEE FOR EXMOOR & FAIRVIEW, MJ
INVOICE:L099297			CHECKDATE:09/06/2019							
100108		08/28/2019		0919-1	237075	97.65	09/03/2019	INV	PD	STAINLESS T-BOLTS
INVOICE:L099345			CHECKDATE:09/06/2019							
3037 COZZINI BROS INC.						1,096.24				
100216		08/29/2019		0919-1	237076	27.00	09/04/2019	INV	PD	KNIFE SERVICE
INVOICE:C6932456			CHECKDATE:09/06/2019							
100367		09/05/2019		0919-2	237135	27.00	09/12/2019	INV	PD	KNIFE SERVICE
INVOICE:C6959245			CHECKDATE:09/13/2019							
11771 THE DAVEY TREE EXPERT COMPANY						54.00				
100114		08/20/2019		0919-1	237077	8,528.00	09/03/2019	INV	PD	ELM TREATMENTS FORESTRY
INVOICE:913925999			CHECKDATE:09/06/2019							
11791 DEVEGA CONCRETE										
100369		08/28/2019		0919-2	237136	50.00	09/12/2019	INV	PD	REGISTRATION FEE OVERPAYMENT
INVOICE:08282019			CHECKDATE:09/13/2019							
236 DREISILKER ELECTRIC MOTORS, INC.										
100317		08/20/2019		0919-1	237078	1,184.96	09/03/2019	INV	PD	RTU-1 MOTOR REPLACEMENT
INVOICE:1131312			CHECKDATE:09/06/2019							
262 DUPAGE WATER COMMISSION										
DPWC-129		09/11/2019		0919-2	23260	399,309.68	09/11/2019	DIR	PD	WATER COSTS
INVOICE:DPWC-145			CHECKDATE:09/11/2019							
3152 EMPIRE COOLER SERVICE INC.										
100237		08/22/2019		0919-1	237079	671.28	08/30/2019	INV	PD	ICE MACHINE MAINTENANCE
INVOICE:280324			CHECKDATE:09/06/2019							
1711 ERNIE'S TOWING SERVICE										
100371		08/30/2019		0919-2	237137	170.00	09/12/2019	INV	PD	TOWING SERVICES
INVOICE:E112538			CHECKDATE:09/13/2019							
291 EUCLID BEVERAGE, LLC										
100373		08/15/2019		0919-2	237138	3,544.55	09/12/2019	INV	PD	BEVERAGE RESALE
INVOICE:W-11874782			CHECKDATE:09/13/2019							
100374		08/22/2019		0919-2	237138	1,437.30	09/12/2019	INV	PD	BEVERAGE RESALE
INVOICE:W-11874857			CHECKDATE:09/13/2019							
100375		08/29/2019		0919-2	237138	1,210.85	09/12/2019	INV	PD	BEVERAGE RESALE
INVOICE:W-11874937			CHECKDATE:09/13/2019							

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DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
11334 EURO USA MIDWEST LLC						6,192.70				
100235		08/26/2019		0919-1	237080	601.60	08/30/2019	INV	PD	FOOD RESALE
INVOICE:483508-00						CHECKDATE:09/06/2019				
100230		08/30/2019		0919-1	237080	1,063.94	08/30/2019	INV	PD	FOOD RESALE
INVOICE:484424-00						CHECKDATE:09/06/2019				
100376		09/03/2019		0919-2	237139	330.67	09/12/2019	INV	PD	FOOD RESALE
INVOICE:485002-00						CHECKDATE:09/13/2019				
100377		09/06/2019		0919-2	237139	178.50	09/12/2019	INV	PD	FOOD RESALE
INVOICE:485462-00						CHECKDATE:09/13/2019				
346 GLEN ELLYN 4TH OF JULY COMMITTEE						2,174.71				
100058		08/29/2019		0919-1	237081	5,000.00	08/29/2019	INV	PD	ANNUAL CONTRIBUTION
INVOICE:82919						CHECKDATE:09/06/2019				
1180 GLEN ELLYN PARK DISTRICT										
100173		08/19/2019		0919-1	237082	300.00	09/03/2019	INV	PD	GLOW IN THE PARK
INVOICE:CONT-000188						CHECKDATE:09/06/2019				
7087 GLEN ELLYN POLICE DEPARTMENT										
100238		09/03/2019		0919-1	237083	50.00	09/03/2019	INV	PD	ALARM FEES FOR VILLAGE LINKS
INVOICE:9032019						CHECKDATE:09/06/2019				
9692 LOUIS GLUNZ BEER, INC										
100380		04/12/2019		0919-2	237140	170.00	09/12/2019	INV	PD	BEVERAGE RESALE
INVOICE:267795						CHECKDATE:09/13/2019				
100381		07/12/2019		0919-2	237140	442.45	09/12/2019	INV	PD	BEVERAGE RESALE
INVOICE:293006						CHECKDATE:09/13/2019				
100379		08/23/2019		0919-2	237140	634.45	09/12/2019	INV	PD	BEVERAGE RESALE
INVOICE:302551						CHECKDATE:09/13/2019				
11780 GMIS INTERNATIONAL						1,246.90				
100406		08/29/2019		0919-2	237141	300.00	09/12/2019	INV	PD	GMIS SUBSCRIPTION
INVOICE:300005757						CHECKDATE:09/13/2019				
368 GRACE LUTHERAN CHURCH										
968945		09/11/2019		0919-2	237142	320.00	09/11/2019	INV	PD	CUSTODIAL/TELECOM
INVOICE:GRACE-96						CHECKDATE:09/13/2019				
370 GRAYBAR ELECTRIC COMPANY INC										
100411		08/20/2019		0919-2	237143	1,754.55	09/12/2019	INV	PD	LIGHT POLE
INVOICE:9311739014						CHECKDATE:09/13/2019				
5049 GROOT INDUSTRIES INC.										



VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100115		08/01/2019		0919-1	237084	2,580.00 09/03/2019	INV	PD	REFUSE AND YARD STICKERS
INVOICE:3732361			CHECKDATE:09/06/2019						
100407		09/01/2019		0919-2	237144	645.00 09/12/2019	INV	PD	3107-61815-001 LINKS REFUSE SV
INVOICE:3836277			CHECKDATE:09/13/2019						
9795 MARK & MELINDA HACKER						3,225.00			
100251		07/19/2019		0919-1	237085	1,841.04 09/03/2019	INV	PD	COST SHARE REIMBURSEMENT
INVOICE:7192019			CHECKDATE:09/06/2019						
9766 HEARTLAND									
100105		08/31/2019		0819-6	23106	.13 08/31/2019	DIR	PD	CREDIT CARD PROCESSING FEES-PA
INVOICE:100105			CHECKDATE:08/31/2019						
6405 HIGHLAND BAKING CO									
100384		09/05/2019		0919-2	237145	12.05 09/12/2019	INV	PD	FOOD RESALE
INVOICE:002110511			CHECKDATE:09/13/2019						
100240		08/23/2019		0919-1	237086	18.30 09/03/2019	INV	PD	FOOD RESALE
INVOICE:2100133			CHECKDATE:09/06/2019						
100239		08/24/2019		0919-1	237086	122.65 09/03/2019	INV	PD	FOOD RESALE
INVOICE:2101026			CHECKDATE:09/06/2019						
100241		08/25/2019		0919-1	237086	164.37 09/03/2019	INV	PD	FOOD RESALE
INVOICE:2101358			CHECKDATE:09/06/2019						
100242		08/26/2019		0919-1	237086	101.90 09/03/2019	INV	PD	FOOD RESALE
INVOICE:2101690			CHECKDATE:09/06/2019						
100243		08/27/2019		0919-1	237086	155.52 09/03/2019	INV	PD	FOOD RESALE
INVOICE:2102927			CHECKDATE:09/06/2019						
100244		08/28/2019		0919-1	237086	123.92 09/03/2019	INV	PD	FOOD RESALE
INVOICE:2104043			CHECKDATE:09/06/2019						
100245		08/29/2019		0919-1	237086	99.69 09/03/2019	INV	PD	FOOD RESALE
INVOICE:2105114			CHECKDATE:09/06/2019						
100246		08/30/2019		0919-1	237086	134.44 09/03/2019	INV	PD	FOOD RESALE
INVOICE:2106152			CHECKDATE:09/06/2019						
100390		09/03/2019		0919-2	237145	108.86 09/12/2019	INV	PD	FOOD RESALE
INVOICE:2108510			CHECKDATE:09/13/2019						
100392		09/06/2019		0919-2	237145	111.46 09/12/2019	INV	PD	FOOD RESALE
INVOICE:2111299			CHECKDATE:09/13/2019						
100391		09/07/2019		0919-2	237145	111.82 09/12/2019	INV	PD	FOOD RESALE
INVOICE:2112362			CHECKDATE:09/13/2019						
11773 IL LEAP						1,264.98			
100125		08/19/2019		0919-1	237087	130.00 09/03/2019	INV	PD	LUNCHEON
INVOICE:8232019			CHECKDATE:09/06/2019						
3334 ILLINOIS LIQUOR CONTROL COMMISSION									
100329		08/31/2019		0819-6	23250	600.00 08/31/2019	DIR	PD	LINKS LIQUOR LICENSE
INVOICE:L1688373712			CHECKDATE:08/31/2019						

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
426 ILLINOIS STATE POLICE										
100120		06/30/2019		0919-1	237088	621.50	09/03/2019	INV	PD	COST CTR 06156 ILL14530S
INVOICE:235980		CHECKDATE:09/06/2019								
100116		07/31/2019		0919-1	237088	84.75	09/03/2019	INV	PD	COST CTR 06156, ILL14530S
INVOICE:236266		CHECKDATE:09/06/2019								
						706.25				
11795 MICHAEL JACKERT										
100389		09/12/2019		0919-2	237146	30.00	09/12/2019	INV	PD	VEHICLE STICKER REFUND
INVOICE:VR091219		CHECKDATE:09/13/2019								
6246 JAMES JANIK										
100136		08/07/2019		0919-1	237089	133.32	09/03/2019	INV	PD	REFUND OF STICKER SEPT-DEC 201
INVOICE:8072019		CHECKDATE:09/06/2019								
11794 ROBERT/NIKA JOHNSON										
100388		09/12/2019		0919-2	237147	1,170.00	09/12/2019	INV	PD	TRANSFER TAX REFUND
INVOICE:TXR091219		CHECKDATE:09/13/2019								
6470 JOHN S NEENAN										
100134		08/20/2019		0919-1	237090	351.00	09/03/2019	INV	PD	JULIE PAINT
INVOICE:82953		CHECKDATE:09/06/2019								
1632 KANE COUNTY CLERK										
100139		08/19/2019		0919-1	237091	11.00	09/03/2019	INV	PD	NOTARY APP FOR D. SCUITO
INVOICE:8192019		CHECKDATE:09/06/2019								
11774 BRIAN KEMP										
100142		08/23/2019		0919-1	237092	30.00	09/03/2019	INV	PD	REFUND OF LATE FEE
INVOICE:8232019		CHECKDATE:09/06/2019								
612 KONICA MINOLTA BUSINESS SOLUTIONS INC										
100409		08/14/2019		0919-2	237148	230.00	09/12/2019	INV	PD	PD 1ST FLOOR COPIER LEASE
INVOICE:260588970		CHECKDATE:09/13/2019								
100412		08/22/2019		0919-2	237149	226.00	09/12/2019	INV	PD	PD 1ST FLOOR COPIER USAGE
INVOICE:393189352		CHECKDATE:09/13/2019								
100413		08/23/2019		0919-2	237149	445.00	09/12/2019	INV	PD	PW COPIER LEASE/USAGE
INVOICE:393312368		CHECKDATE:09/13/2019								
100414		08/24/2019		0919-2	237148	776.49	09/12/2019	INV	PD	CIVIC CENTER COLOR COPIER USAG
INVOICE:9005997293		CHECKDATE:09/13/2019								
						1,677.49				
11797 MAX KONZELMAN										
100394		09/12/2019		0919-2	237150	1,995.00	09/12/2019	INV	PD	TRANSFER TAX REFUND
INVOICE:TXR091219		CHECKDATE:09/13/2019								

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
3044 KUSTOM SIGNALS, INC.										
100417		08/16/2019		0919-2	237151	157.03	09/12/2019	INV	PD	FALCON HR REPAIR
INVOICE:566593		CHECKDATE:09/13/2019								
5515 MICHAEL LANAGHAN										
100247		08/28/2019		0919-2	237152	296.00	09/03/2019	INV	PD	REFUND OF GREEN FEES
INVOICE:8282019		CHECKDATE:09/13/2019								
1197 LEOPARDO COMPANIES, INC.										
100338	20180063	06/10/2019		0919-1	237093	403,971.00	09/05/2019	INV	PD	CIVIC CENTER RENOVATION
INVOICE:49932		CHECKDATE:09/06/2019								
100340	20180063	07/08/2019		0919-1	237093	248,873.00	09/05/2019	INV	PD	CIVIC CENTER RENOVATION
INVOICE:50102		CHECKDATE:09/06/2019								
100337	20160001	08/21/2019		0919-1	237093	19,904.00	09/05/2019	INV	PD	POLICE STATION PROJECT
INVOICE:50282		CHECKDATE:09/06/2019								
100339	20180063	08/21/2019		0919-1	237093	113,174.00	09/05/2019	INV	PD	CIVIC CENTER RENOVATION
INVOICE:50292		CHECKDATE:09/06/2019								
						785,922.00				
595 MENARDS, INC.										
100147		08/02/2019		0919-1	237094	185.18	09/03/2019	INV	PD	HARDWARE SUPPLIES
INVOICE:22923		CHECKDATE:09/06/2019								
596 METRO PARAMEDIC SERVICES, INC.										
100314		07/17/2019		0919-2	237153	33,641.92	09/03/2019	INV	PD	SERVICE FEE AUG 2019
INVOICE:20-01161		CHECKDATE:09/13/2019								
10906 MIDCO INC										
100419		05/14/2019		0919-2	237154	451.02	09/12/2019	INV	PD	CARD READER REPAIR
INVOICE:335237		CHECKDATE:09/13/2019								
11775 PETER MOMOT										
100149		08/09/2019		0919-1	237095	30.00	09/03/2019	INV	PD	REFUND OF LATE FEE
INVOICE:8092019		CHECKDATE:09/06/2019								
470 JAMES MONSON										
100250		08/28/2019		0919-1	237096	234.96	09/03/2019	INV	PD	UNIFORM REIMBURSEMENT
INVOICE:8282019		CHECKDATE:09/06/2019								
11480 M.A. MORTENSON COMPANY										
100341	20190011	08/31/2019		0919-1	23257	296,223.00	09/05/2019	DIR	PD	GARAGE PRE-CONSTRUCTION DESIGN
INVOICE:18090015-02		CHECKDATE:09/05/2019								
8662 MURPHY ROOFING										
100148		08/28/2019		0919-1	237097	734.00	09/03/2019	INV	PD	ROOFING SVCS AT 960 STACY CT



VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
INVOICE:8282019						CHECKDATE:09/06/2019				
643 NEENAH FOUNDRY COMPANY										
100150		08/20/2019		0919-1	237098	414.00	09/03/2019	INV	PD	PURCHASE OF FRAMES
INVOICE:335293						CHECKDATE:09/06/2019				
651 NORTHERN ILLINOIS GAS COMPANY										
100152		08/08/2019		0919-1	237099	171.37	09/03/2019	INV	PD	33465210004 0819 COMMERCIAL NE
INVOICE:100152						CHECKDATE:09/06/2019				
100165		08/08/2019		0919-1	237099	117.05	09/03/2019	INV	PD	24990010001 0819 HEAT
INVOICE:80819						CHECKDATE:09/06/2019				
100158		08/08/2019		0919-1	237099	40.75	09/03/2019	INV	PD	65165210009 0819 COMMERCIAL NE
INVOICE:8082019						CHECKDATE:09/06/2019				
100160		08/15/2019		0919-1	237099	34.89	09/03/2019	INV	PD	28616010006 0819 COMMERCIAL NE
INVOICE:8252019						CHECKDATE:09/06/2019				
						364.06				
11784 ILIA/ALKA NUKE										
100347		09/10/2019		0919-2	237155	20.57	09/10/2019	INV	PD	WATER REFUND 232730
INVOICE:100347						CHECKDATE:09/13/2019				
738 RAY O'HERRON CO. INC.										
100254		08/13/2019		0919-1	237100	5.95	09/03/2019	INV	PD	US FLAG LAPEL PIN
INVOICE:1944224-IN						CHECKDATE:09/06/2019				
100255		08/22/2019		0919-1	237100	63.00	09/03/2019	INV	PD	UNIFORM ALTERATIONS
INVOICE:1946156-IN						CHECKDATE:09/06/2019				
100256		08/22/2019		0919-1	237100	52.50	09/03/2019	INV	PD	CAP, HATS
INVOICE:1946158-IN						CHECKDATE:09/06/2019				
						121.45				
1458 OFFICE DEPOT, INC										
100253		08/12/2019		0919-1	237101	90.85	09/03/2019	INV	PD	OFFICE SUPPLIES
INVOICE:360228231001						CHECKDATE:09/06/2019				
11781 OLD TOWN PARTNERS CONSTRUCTORS										
100344		09/10/2019		0919-2	237156	54.56	09/10/2019	INV	PD	WATER REFUND 130653
INVOICE:100344						CHECKDATE:09/13/2019				
670 DAVID B COULTER										
100342		08/05/2019		0919-1	237102	684.03	09/06/2019	INV	PD	TREE INVENTORY SERVICES
INVOICE:100342						CHECKDATE:09/06/2019				
100343		08/05/2019		0919-1	237102	232.50	09/06/2019	INV	PD	TREE PRESERVATION SERVICES
INVOICE:100343						CHECKDATE:09/06/2019				
						916.53				
10711 MR/MRS SEAN PFEIFFER										
100166		08/26/2019		0919-1	237103	30.00	09/03/2019	INV	PD	REFUND OF LATE FEE



VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
INVOICE:8262019		CHECKDATE:09/06/2019								
700 THE PITNEY BOWES BANK INC										
100349		09/11/2019		0919-2	23258	2,000.00	09/11/2019	DIR	PD	POSTAGE METER REFILL-PW
INVOICE:90419		CHECKDATE:09/04/2019								
100350		09/11/2019		0919-2	23259	2,000.00	09/11/2019	DIR	PD	POSTAGE METER REFILL
INVOICE:90519		CHECKDATE:09/11/2019								
						4,000.00				
6994 PITNEY BOWES, INC										
100258		08/08/2019		0919-1	237104	449.55	09/03/2019	INV	PD	DIGITAL MAILING SYS AT POLICE
INVOICE:3103327025		CHECKDATE:09/06/2019								
11776 HASSAN RASHEED										
100167		08/07/2019		0919-1	237105	60.00	09/03/2019	INV	PD	REFUND OF LATE FEES
INVOICE:8072019		CHECKDATE:09/06/2019								
10576 MICHAEL/LESLIE RENFRO										
100168		08/23/2019		0919-1	237106	128.36	09/03/2019	INV	PD	PARKING PERMIT REFUND
INVOICE:8232019		CHECKDATE:09/06/2019								
11782 RITE-WAY CUSTOM HOMES										
100345		09/10/2019		0919-2	237157	49.43	09/10/2019	INV	PD	WATER REFUND 135312
INVOICE:100345		CHECKDATE:09/13/2019								
11777 JEREMIAH SALMON										
100169		08/15/2019		0919-1	237107	60.00	09/03/2019	INV	PD	REFUND OF LATE FEES
INVOICE:8152019		CHECKDATE:09/06/2019								
11778 HENRY SCHMIDT										
100170		08/23/2019		0919-1	237108	30.00	09/03/2019	INV	PD	REFUND OF LATE FEE
INVOICE:8232019		CHECKDATE:09/06/2019								
5044 SCHROEDER & SCHROEDER, INC.										
100181	20190042	07/08/2019		0919-1	237109	99,832.14	09/03/2019	INV	PD	2019 SIDEWALK & CONCRETE REPAI
INVOICE:6224		CHECKDATE:09/06/2019								
11783 LEWIS C SCOTT										
100346		09/10/2019		0919-2	237158	20.10	09/10/2019	INV	PD	WATER REFUND 439388
INVOICE:100346		CHECKDATE:09/13/2019								
11768 SHI INTERNATONAL										
100176		08/26/2019		0919-1	237110	543.00	09/03/2019	INV	PD	REPLACEMENT PRINTER
INVOICE:B10475477		CHECKDATE:09/06/2019								

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
11644 SOL BOARDS LLC										
100328		08/12/2019		0819-6	23249	1,100.00	08/31/2019	DIR	PD	GOLF BOARDS - AUG 2019
INVOICE:100328		CHECKDATE:08/31/2019								
806 STANDARD EQUIPMENT COMPANY										
100351	20180077	09/09/2019		0919-2	237121	425,492.00	09/12/2019	INV	PD	VACTOR SEWER CLEANER
INVOICE:UFF320		CHECKDATE:09/12/2019								
2687 STAPLES CONTRACT & COMMERCIAL, INC.										
100177		08/17/2019		0919-1	237111	246.54	09/03/2019	INV	PD	OFFICE SUPPLIES
INVOICE:3422510141		CHECKDATE:09/06/2019								
5758 SWAHM										
7247103		09/11/2019		0919-2	23261	229,964.14	09/11/2019	DIR	PD	SWAHM INSURANCE PAYMENT
INVOICE:SWAHM-128		CHECKDATE:09/12/2019								
1147 TALLMAN EQUIPMENT CO., INC										
100183		03/29/2019		0919-1	237112	94.45	09/03/2019	INV	PD	COUPLERS
INVOICE:3221052		CHECKDATE:09/06/2019								
10558 TESTA PRODUCE, INC										
100288		08/26/2019		0919-1	237113	-21.75	09/03/2019	CRM	PD	FOOD RESALE
INVOICE:288479		CHECKDATE:09/06/2019								
100289		08/26/2019		0919-1	237113	-36.90	09/03/2019	CRM	PD	FOOD RESALE
INVOICE:288480		CHECKDATE:09/06/2019								
100290		08/24/2019		0919-1	237113	492.90	09/03/2019	INV	PD	FOOD RESALE
INVOICE:4789233		CHECKDATE:09/06/2019								
100284		08/28/2019		0919-1	237113	19.50	09/03/2019	INV	PD	FOOD RESALE
INVOICE:4789343		CHECKDATE:09/06/2019								
100286		08/26/2019		0919-1	237113	6.30	09/03/2019	INV	PD	FOOD RESALE
INVOICE:4789947		CHECKDATE:09/06/2019								
100287		08/26/2019		0919-1	237113	600.65	09/03/2019	INV	PD	FOOD RESALE
INVOICE:4789950		CHECKDATE:09/06/2019								
100285		08/27/2019		0919-1	237113	446.80	09/03/2019	INV	PD	FOOD RESALE
INVOICE:4790814		CHECKDATE:09/06/2019								
100283		08/28/2019		0919-1	237113	242.80	09/03/2019	INV	PD	FOOD RESALE
INVOICE:4791667		CHECKDATE:09/06/2019								
100282		08/29/2019		0919-1	237113	431.40	09/03/2019	INV	PD	FOOD RESALE
INVOICE:4792476		CHECKDATE:09/06/2019								
100281		08/29/2019		0919-1	237113	36.72	09/03/2019	INV	PD	FOOD RESALE
INVOICE:4792510		CHECKDATE:09/06/2019								
100280		08/30/2019		0919-1	237113	3.45	09/03/2019	INV	PD	FOOD RESALE
INVOICE:4792941		CHECKDATE:09/06/2019								
100278		08/30/2019		0919-1	237113	81.40	09/03/2019	INV	PD	FOOD RESALE
INVOICE:4793436		CHECKDATE:09/06/2019								
						2,303.27				
865 ACUSHNET COMPANY										

VILLAGE OF GLEN ELLYN

VENDOR INVOICE LIST

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
100268		08/14/2019		0919-1	237114	88.36	09/03/2019	INV	PD	PRODUCT RESALE
INVOICE:907934902		CHECKDATE:09/06/2019								
100267		08/16/2019		0919-1	237114	427.83	09/03/2019	INV	PD	PRODUCT RESALE
INVOICE:907947986		CHECKDATE:09/06/2019								
100263		08/26/2019		0919-1	237114	222.99	09/03/2019	INV	PD	PRODUCT RESALE
INVOICE:907994124		CHECKDATE:09/06/2019								
100262		08/26/2019		0919-2	237159	7,033.44	09/03/2019	INV	PD	PRODUCT RESALE
INVOICE:907994125		CHECKDATE:09/13/2019								
						7,772.62				
870 TOUR EDGE GOLF MFG INC										
100269		06/18/2019		0919-1	237115	253.00	09/03/2019	INV	PD	PRODUCT RESALE
INVOICE:IN-01288295		CHECKDATE:09/06/2019								
884 U.S. FOODSERVICE, INC.										
100304		08/12/2019		0919-1	237116	719.60	09/03/2019	INV	PD	SUPPLIES
INVOICE:1756264		CHECKDATE:09/06/2019								
100303		08/26/2019		0919-1	237116	4,102.65	09/03/2019	INV	PD	FOOD RESALE AND SUPPLIES
INVOICE:2219219		CHECKDATE:09/06/2019								
100302		08/28/2019		0919-1	237116	3,038.94	09/03/2019	INV	PD	FOOD RESALE AND SUPPLIES
INVOICE:2311099		CHECKDATE:09/06/2019								
100301		08/28/2019		0919-1	237116	195.71	09/03/2019	INV	PD	SUPPLIES
INVOICE:2311100		CHECKDATE:09/06/2019								
100300		08/28/2019		0919-1	237116	53.94	09/03/2019	INV	PD	FOOD RESALE
INVOICE:2315086		CHECKDATE:09/06/2019								
100299		08/29/2019		0919-1	237116	140.20	09/03/2019	INV	PD	OPERATING SUPPLIES
INVOICE:2365478		CHECKDATE:09/06/2019								
100295		08/30/2019		0919-1	237116	3,319.44	09/03/2019	INV	PD	FOOD RESALE & OPERATING SUPPLI
INVOICE:2397203		CHECKDATE:09/06/2019								
						11,570.48				
915 VERIZON WIRELESS SERVICES LLC										
100306		08/15/2019		0919-1	237117	235.31	09/03/2019	INV	PD	486486569-00002 0819 WIRELESS
INVOICE:9836149686		CHECKDATE:09/06/2019								
11785 WHITE HEN PANTRY SITE #0033737										
100348		09/10/2019		0919-2	237160	10.00	09/10/2019	INV	PD	WATER REFUND 410470
INVOICE:100348		CHECKDATE:09/13/2019								
962 WILSON GOLF DIVISION										
100186		08/15/2019		0919-1	237118	6,398.40	09/03/2019	INV	PD	OPERATING SUPPLIES
INVOICE:4528616222		CHECKDATE:09/06/2019								
7711 WINDY CITY DISTRIBUTION COMPANY										
100184		08/15/2019		0919-1	237119	1,053.08	09/03/2019	INV	PD	RESALE
INVOICE:340976		CHECKDATE:09/06/2019								
975 ZIEBELL WATER SERVICE PRODUCTS INC										

VILLAGE OF GLEN ELLYN



VENDOR INVOICE LIST

DOCUMENT	P.O.	INV DATE	VOUCHER	WARRANT	CHECK #	INVOICE NET	DUE DATE	TYPE	STS	INVOICE	DESCRIPTION
100185		08/16/2019		0919-1	237120	596.72	09/03/2019	INV	PD	HYDRANT	PARTS, BONNET
INVOICE:246869-000		CHECKDATE:09/06/2019				596.72					
313 INVOICES						2,460,314.43					

** END OF REPORT - Generated by Lori Thomas **



Minutes
Village of Glen Ellyn
Regular Meeting
Monday, September 9, 2019
7:00 PM

Glen Ellyn Civic Center, Galligan Board Room

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

Attendee Name	Title	Status	Arrived
Diane McGinley	Village President	Present	
Bill Enright	Village Trustee	Present	
Gary Fasules	Village Trustee	Present	
Craig R. Pryde	Village Trustee	Present	
Kelli E. Christiansen	Village Trustee	Present	
Steve Thompson	Village Trustee	Present	
Mark Senak	Village Trustee	Present	
John Chereskin	Village Clerk	Present	
Mark Franz	Village Manager	Present	
Greg Mathews	Village Attorney	Present	
William Holmer	Assistant Village Manager	Present	
Christina Coyle	Finance Director	Excused	
Julius Hansen	Public Works Director	Present	
Staci Springer	Director	Present	
Phil Norton	Chief of Police	Present	
Chris Clark	Volunteer Fire Company Chief	Present	
Patti Taves	Records Supervisor	Present	
Rich Daubert	Professional Engineer	Present	
John Hubsky	Utilities Superintendent	Present	
Megan Plahm	Communications Coordinator	Present	

D. Presentation

- Village Clerk Chereskin will administer the Oath of Office to Sergeant Dave Scuito.

Village Clerk Chereskin read a proclamation in recognition of The Year of Frida Kahlo. Diane Martinez, Director of the McAninch Arts Center, accepted the proclamation and shared information on ticket sales.

- Village Clerk Chereskin will read a proclamation in recognition of The Year of Frida Kahlo.

Village Clerk Chereskin read a proclamation in recognition of The Year of Frida Kahlo. Diane Martinez, Director of the McAninch Arts Center, accepted the proclamation and shared information on ticket sales.

- Executive Director Carol White of the Alliance of Downtown Glen Ellyn will present a quarterly report.

September 9, 2019

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Carol White, Executive Director for the Alliance of Downtown Glen Ellyn, presented the quarterly report and reviewed the events from the past quarter as well as the events to come through the end of the year.

4. Communications Coordinator Plahm will present new features of the Village's website.

Communications Coordinator Plahm presented new features of the Village's website and reviewed how the new website is doing since its launch in May.

Trustee Senak asked if the number of visits is broken down by months. Communications Coordinator Plahm stated she has these numbers, but not with her at the moment. Trustee Senak asked if there has been an increase in visits since the launch. Communications Coordinator Plahm stated there are an increase in visits during peak times such as the Fourth of July, but the visit numbers have stayed consistent. Trustee Thompson thanked Communications Coordinator Plahm on building this new website.

E. Audience Participation

1. Open:

None

- F. Consent Agenda - The following items are considered routine business by the Village Board and will be approved in a single vote in the form listed below:

Consent Agenda Item #13 was pulled from the Consent Agenda to be voted on separately.

RESULT:	APPROVED [6 TO 0]
MOVER:	Kelli E. Christiansen, Village Trustee
SECONDER:	Bill Enright, Village Trustee
AYES:	Enright, Fasules, Pryde, Christiansen, Thompson, Senak
PRESENT:	McGinley

Motion to approve the following items including Payroll and Vouchers totaling \$7,592,153.42 (Trustee Christiansen):

1. Total Expenditures (Payroll and Vouchers) - \$7,592,153.42 - The vouchers have been reviewed by Manager Franz prior to this meeting, and are consistent with the Village's purchasing policy.
2. Glen Ellyn Village Board - Regular Meeting - Jul 22, 2019 7:00 PM
3. Glen Ellyn Village Board - Special Workshop Meeting - Jul 22, 2019 7:30 PM
4. Glen Ellyn Village Board - Special Meeting - Aug 19, 2019 6:15 PM
5. Glen Ellyn Village Board - Special Workshop Meeting - Aug 19, 2019 7:00 PM
6. Designate Trustee Enright as Village President Pro Tem for the Four Month Period from September 1, 2019 through December 31, 2019

September 9, 2019

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7. Ordinance No. 6713-VC, An Ordinance to Amend the Liquor Control Code Chapter 19 of Title 3, Section 12 (Restriction on Number of Licenses) of the Village Code, to Increase the Number of Permitted Class A-1 and Class B-5 for Pete's Fresh Market located at 880 Roosevelt Road (Village Attorney Mathews)
8. Ordinance No. 6714-VC, An Ordinance to Amend (Liquor Control Code) Chapter 19 of Title 3, Section 49 (Certain Sales Prohibited), of the Village Code of Glen Ellyn, Illinois by Adding a Provision to Define Permitted Happy Hours (Village Attorney Mathews)

Regarding Item #8, Trustee Senak asked how Home Rule authority allows the Village to vary from state law on this issue. Attorney Mathews stated the Village's laws can be more restrictive than the state's laws, but not less restrictive.

9. Ordinance No. 6715 - VC, An Ordinance to Amend Title 1, Chapter 13, Article C (Additional Provisions Relating to Real Property Citations) to allow Food and Beverage Tax Violations to Proceed through the Administrative Ordinance Hearing Department (Village Attorney Mathews)
10. Resolution 19-12, A Resolution Regarding the Zoning, Regulation, and Licensing of Recreational Cannabis Businesses for the Village of Glen Ellyn (Assistant Village Manager Holmer)

Regarding Item #10, Trustee Pryde asked if there was a need for a resolution to study changes to the zoning code as the Village does not do resolutions for other things like this. Village Manager Franz stated the Illinois Municipal League and DuPage Mayors and Managers Conference have indicated that communities should take a proactive measure to draft this and then take action.

Patrick Ryan, who resides at 539 Dawes Avenue, thanked the Village Board for taking public opinion on Item #10. Mr. Ryan stated the Village Board should follow Naperville's Trustees who voted 6-3 to opt out of this. Mr. Ryan stated it could cost the Village more to go with marijuana in the Village, and his main concern is for the children. Mr. Ryan stated the Village Board should vote to opt out on this.

11. Resolution No. 19-13, A Resolution Accepting Public Utility and Drainage Easements Associated with Raising Cane's Chicken Fingers at 495 - 499 Roosevelt Road (Community Development Director Springer)
12. Ordinance No. 6716, An Ordinance Approving a Minor Subdivision for the Properties Located at the Southwest Corner of the Hill Avenue and Taylor Avenue Commonly Known as 723 Hill Avenue, 727 Hill Avenue, 737 Hill Avenue, and 356 Taylor Avenue and Named the Karch's Hill and Taylor Resubdivision (Community Development Director Springer)

Regarding Item #12, Trustee Senak asked what authority the Village Board and the Plan Commission have to not comply with certain areas of the Code. Attorney Mathews stated he researched this, and staff cannot waive provisions in the Village Code. Attorney Mathews stated in this case, the petitioners could not supply certain information as these pieces did not exist; however, the staff told the Plan Commission that the staff would supply this information to the Plan Commission if they needed to see this and to the

September 9, 2019

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Village Board as well. Trustee Senak stated he is comfortable with leaving this Item on the Consent Agenda as some elements of the ordinance are improbable or impossible to comply with. Trustee Thompson suggested in the future, a petitioner should enter "Does Not Apply," and this puts the onus on the applicant to answer the questions.

14. Motion to Authorize the Village Manager to Execute a Contract with A Lamp Concrete Contractors, Inc. of Schaumburg, Illinois, in the Amount not to Exceed \$49,578 for the Central Business District (CBD) Streetscape Material Treatments Mockups to be Expensed to the Capital Project Fund (Public Works Director Hansen)

Items Removed from the Consent Agenda and Voted on Independently

13. Motion pursuant to 1-10-1 of the Village Code which allows the Village Board to Waive Competitive Bidding by an Affirmative Two Thirds Vote (Four Trustees) and Authorize the Village Manager to Execute a Contract for the Purchase of a Garage for the Newton Tower Grounds (69 Newton Ave.) from CarPort1 of Mount Airy, NC, in an Amount Not to Exceed \$27,925 and a Separate Contract for the Concrete Footings & Floor to Elliot Construction of Glen Ellyn, IL, in an Amount Not to Exceed \$14,600, both t

Trustee Senak asked what part of the ordinance states the Village can waive bidding. Village Manager Franz stated the Village can get a better price by not bidding certain things out. Utilities Superintendent Hubsky stated they needed to see quotes and possibly get a variation at the same time on this so the staff did not do advertised bids, but did get quotes from specific companies. There was a discussion regarding waiving the competitive bidding.

Trustee Fasules called the question.

Trustee Senak stated the Village Board should amend Section 1-10-1 of the Village Code for higher amounts. Village Manager Franz stated this topic is on the next Village Board Meeting agenda to be increased to \$25,000.

RESULT:	APPROVED [5 TO 1]
MOVER:	Kelli E. Christiansen, Village Trustee
SECONDER:	Bill Enright, Village Trustee
AYES:	Enright, Fasules, Pryde, Christiansen, Thompson
NAYS:	Senak
PRESENT:	McGinley

G. Fire Company Command Cars (Presented by Volunteer Fire Company Chief Clark) (Trustee Fasules)

1. Motion to Approve the Purchase of Two (2) 2020 Ford Utility Police AWD from Curry Motors, Frankfort, Illinois, Pursuant to Section 1-10-7 of the Glen Ellyn Village Code and under the Competitive Bidding Procedures of the Suburban Purchasing Cooperative at a Cost not to Exceed \$75,918, to be Expensed to the Fire Services Fund

September 9, 2019

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Volunteer Fire Company Chief Clark presented background on the purchase of two 2020 Ford Utility Police vehicles. Volunteer Fire Company Chief Clark stated the Glen Ellyn Volunteer Fire Company relies on its Chiefs and Assistant Chiefs to serve as duty officers on a 24/7 basis, and the duty officer oversees daily operations and assumes command at emergency incidents. Volunteer Fire Company Chief Clark stated the Fire Company currently has three vehicles in its fleet, one of which is a 2007 Ford Expedition that is due for replacement. Volunteer Fire Company Chief Clark stated the Fire Company was under-budget on the new fire trucks which allows the Fire Company to buy the two new vehicles.

Trustee Enright asked how many vehicles the Fire Company has and if they need more. Volunteer Fire Company Chief Clark stated the Fire Company will have four vehicles after the purchases, but the budget does not allow for six vehicles.

Trustee Fasules thanked Volunteer Fire Company Chief Clark and the Fire Company who responded promptly to a minor issue at his home a few months back.

RESULT:	APPROVED [5 TO 0]
MOVER:	Gary Fasules, Village Trustee
SECONDER:	Bill Enright, Village Trustee
AYES:	Enright, Fasules, Pryde, Thompson, Senak
PRESENT:	McGinley
RECUSED:	Christiansen

H. Reminders

1. A Village Board Workshop is scheduled for Monday, September 16, 2019 at 7:00 PM in Community Room of the Glen Ellyn Police Department.
2. A Village Board Meeting is scheduled for Monday, September 23, 2019 at 7:00 PM in the Galligan Board Room of the Glen Ellyn Civic Center.

I. Other Business

J. Adjournment

1. Adjournment to Executive Session for Discussion Regarding Pending or Threatened Litigation Matters Pursuant to 5 ILCS 120/2 (C)(11) Without Returning to Open Session Thereafter.

RESULT:	APPROVED [5 TO 1]
MOVER:	Mark Senak, Village Trustee
SECONDER:	Gary Fasules, Village Trustee
AYES:	Fasules, Pryde, Christiansen, Thompson, Senak
NAYS:	Enright
PRESENT:	McGinley

Respectfully Submitted, Debbie Solomon Recording Secretary

Reviewed and Approved, John A. Chereskin Village Clerk



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/23/19 07:00 PM
Department: Finance
Department Head: Christina Coyle
Category: Policy
Prepared By: Christina Coyle

SCHEDULED

ORDINANCE (ID # 4149)

DOC ID: 4149

Ordinance No. 6717-VC, An Ordinance Adopting the Purchasing Policy for the Village of Glen Ellyn and Amending Certain Provisions of the Glen Ellyn Municipal Code (Finance Director Coyle)

Background

In July, the Village Board reviewed recommended changes to the Village's purchasing policy at a Board workshop. A copy of the agenda item from that workshop is attached.

Issues

Attached to this item is a red-lined and final clean copy of the purchasing policy for the Board's review. The draft remains the same as what was discussed at the workshop, excepting the approval limit. At the September 9, 2019, Village Board Meeting, the Board indicated to increase the approval thresholds. Therefore, all limits that were previous referenced at a \$25,000 limit at the workshop have been increased to \$35,000.

Also included with this agenda item is an ordinance so that the policy can be incorporated into the Village code where appropriate.

Action Requested

Approve the attached ordinance so that the purchasing policy updates are included within the Village code, where appropriate.



Village of Glen Ellyn

Ordinance No. 6717-VC

**An Ordinance Adopting the Purchasing Policy for the Village of
Glen Ellyn and Amending the Glen Ellyn Municipal Code**

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

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

PREPARED BY AND MAIL TO:
VILLAGE OF GLEN ELLYN
ATTN: VILLAGE CLERK
535 DUANE STREET
GLEN ELLYN, IL 60137

Ordinance No. 6717-VC**An Ordinance Adopting the Purchasing Policy for the Village of Glen Ellyn and Amending the Glen Ellyn Municipal Code**

WHEREAS, the Village of Glen Ellyn (the "Village") is an Illinois municipal corporation organized and operating pursuant to authority granted by the Constitution and Laws of the State of Illinois;

WHEREAS, the Village is a home rule unit of government pursuant to Section 6(a), Article VII of the 1970 Illinois Constitution; and

WHEREAS, pursuant to its home rule power, the Village may exercise any power and perform any function relating to its government and affairs; and

WHEREAS, the Village Board deems it in the best interest of the Village to periodically review and modify the Purchasing Policy of the Village; and

WHEREAS, The Village Board has determined that change order provision of the Village Code should be amended in accordance with the updated Purchasing Policy; and

WHEREAS, the Village Board deems it advised to establish and adopt the updated Purchasing Policy and amend the Village of Glen Ellyn Municipal Code;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule authority, as follows:

SECTION 1. RECITALS. The foregoing recitals shall be and are hereby incorporated

into and made a part of this Ordinance as if fully set forth in this Section 1.

SECTION 2. ADOPTION OF PURCHASING POLICY. The Purchasing Policy attached to this Ordinance is hereby adopted as the Purchasing Policy of the Village of Glen Ellyn and supersedes any previously adopted Purchasing Policy.

SECTION 3. ENACTMENT. The following sections of the Village of Glen Ellyn Municipal Code, shall be and hereby is amended to read as follows:

Section 1-10-1. - Contracts requiring competitive bidding.

All purchase orders or contracts for labor, services or work, or for the purchase of personal property, materials, equipment or supplies, involving amounts estimated to be in excess of \$35,000.00 made by or on behalf of the Village, shall be let only by competitive bidding after advertisement for bids to the lowest responsible bidder submitting a bid in conformance with the bid advertisement; provided, however, that the Board of Trustees by the affirmative vote of at least two-thirds of the Board of Trustees then in office may waive competitive bidding on specific contracts.

1-10-8. - Change orders.

The Village Manager is authorized to approve any change order to a Village contract which is less than \$35,000.00. Any change order in excess of \$35,000.00 shall be submitted to the Village Board as an agenda item for the Board's approval. The Village Manager is also authorized to execute change orders above \$35,000.00 in instances where the change order falls within a contract contingency authorized by the Village Board.

SECTION 3. RESOLUTION OF CONFLICTS.

All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4. SAVING CLAUSE.

If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance, which are hereby

declared to be separable.

SECTION 5. EFFECTIVE DATE.

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

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

Ayes		Diane McGinley		Steve Thompson		Mark Senak
		Craig Pryde		Bill Enright		Gary Fasules
		Kelli Christiansen				
Nayes		Diane McGinley		Steve Thompson		Mark Senak
		Craig Pryde		Bill Enright		Gary Fasules
		Kelli Christiansen				
Absent		Diane McGinley		Steve Thompson		Mark Senak
		Craig Pryde		Bill Enright		Gary Fasules
		Kelli Christiansen				

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

Village President

Attest:

Ordinance (ID # 4149)

Meeting of September 23, 2019

Village Clerk

AFFIX VILLAGE SEAL

(Published in pamphlet form and posted on the ____ day of _____, 20____.)

ATTACHMENTS:

- QBS Memo for Finance Commission (PDF)
- IDOT BLRS Update on Engineering Procurement (PDF)
- Survey of Purchasing Thresholds (PDF)
- Purchasing Policy - Redlined Version 2019-09-18 (PDF)
- Current Glen Ellyn Municipal Code - Chapter 10 - Contracts (PDF)
- Current Glen Ellyn Purchasing Policy (PDF)
- Purchasing Policy Agenda Item from 2019-07-22 Workshop (PDF)



MEMORANDUM

TO: Finance Commission

FROM: Rich Daubert, Professional Engineer

DATE: July 2, 2019

RE: Procurement of Professional Engineering Services

Background

The Village of Glen Ellyn regularly engages the use of both in-house staff as well as consultant engineering firms for the planning, design, and oversight of capital improvement projects. While the Village's in-house staff has exceptional credentials and capabilities to complete engineering assignments, there are limitations to the volume of work that can be completed in-house given the resources required to implement the Village's fairly aggressive Capital Plan. As such, the Village's engineers including the Professional Engineer, Senior Civil Engineer, and Civil Engineer are substantially engaged in procurement and management of consultant engineers.

When procuring engineers for assignments, the Village typically uses Request for Proposal (RFP) document. In summary, the document is tailored to each assignment with the project thoroughly described including a defined scope of services/tasks that the Village requests firms provide a proposal for. The RFP document is sent to firms that the Village's engineering staff feels may likely have a good team available for the assignment. Proposals are typically submitted within 2 weeks of the Village's request and then evaluated by staff.

Upon receipt, proposals are reviewed and scored based on the following criteria:

1. Firm Information
2. Experience in Similar Projects
3. Qualifications of Personnel
4. Ability to Meet Project Deadlines
5. Completeness of Project Approach
6. Additional Services/Tasks
7. Project Costs

This method of procurement is consistent with the Village's purchasing policy, as outlined in the attached Administrative Order No. 3, which is attached to this memo.

In conformance with Federal directive, the Illinois Department of Transportation updated Chapter 5 of its Bureau of Local Roads and Streets (BLRS) Policy Manual to better align procedures for the procurement of professional engineering services with Federal Qualification Based Selection procedures. In summary, when State and/or Federal Dollars are used for Professional Engineering Services municipalities must follow the Qualification Based Selection Process for procuring said services. In summary, the process involves the following:

- 1) The scope of the proposed engineering assignment is defined.
- 2) The proposed engineering assignment is advertised (via Public Notice in a newspaper, website, magazines, etc.) with a request for statements of interest, qualifications, and performance data from consultants interested in the assignment.
- 3) The received statements of interest and qualifications are evaluated to short-list the firms that are capable of completing the assignment within the specified parameters. Interviews can be conducted as part of this process along with presentations by firms.
- 4) A minimum of three firms are selected based on the evaluations, discussions and presentations (if selected) as the most qualified to provide the services for the project. The firms are ranked on the merits of their qualifications to provide the services for the project.

It is emphasized that during steps 1-4, cost is not part of the evaluation process.

- 5) The most qualified firm is then contacted and an attempt is made to negotiate an agreement at a fair and reasonable means of compensation based on the Municipality's estimated value of the services being rendered. This process involves developing a specific scope of services with the project schedule, staffing and hours, engineering effort, responsibility/liability, and other critical parameters clearly identified and agreed to as part of the negotiation of the agreement. The independent estimate is to be prepared by the municipality prior to negotiating the agreement.

Municipalities must have their QBS procedures in writing and cannot simply refer to the QBS procedures outlined in the IDOT Bureau of Local Roads and Streets Manual. To slightly complicate matters, there are different QBS procedures depending on whether the funds are State or Federal. In summary, when the funds are Federal, a more restrictive process that is fully aligned with Federal Procedures is required. This is referred to as the Brooks Act. A PDF of the applicable pages of the IDOT Circular and Chapter 5 of the BLRS Policy Manual is attached for reference. The document summarizes key differences between the procedures for assignments utilizing State versus Federal dollars.

It is noted that these procedures do not need to be followed when local funds are used for Engineering Services and municipalities can default to their own procurement procedures.

IDOT indicates with Chapter 5 of the BLRS that local agencies need to follow the Illinois Compiled State Statute 50 ILCS 510 (attached), however home rule municipalities are not included within the definition of a political subdivision, as contained in the document.

The following are some of the advantages to Qualification Based Selection:

- 1) Ensures that an agency attempts to negotiate a fair agreement with the most qualified firm.
- 2) Studies have demonstrated that using a QBS process to procure engineering services results in lower construction costs and timelier project implementation. In summary, a more qualified project team should result in less change orders and project delays.
- 3) More firms are likely to propose knowing that cost is not a factor in an agency's decision to attempt to negotiate with a firm. This may be especially true for small and minority firms.
- 4) Price is still a factor; if in the owner's view, the firm cannot agree to a fair and reasonable price, negotiations may proceed with the next highest-rank firm.

Subject

Based on input from the Capital Improvements Commission, it is recommended that the Village only follow Qualification Based Selection Procedures when required due to the use of Federal Funds for Engineering Services. Consistent with staff's recommendations, the procedures would strictly follow IDOT's QBS procedures as summarized earlier in this memorandum.

While initially somewhat divided, the CIC recommended that for all locally funded engineering assignments, the Village does not follow QBS procedures, and rather it continues to use its standard RFP process which includes cost as a consideration in evaluating proposals. The CIC feels that given the involvement of taxpayer dollars, cost should be considered in procuring engineering services with the understanding that the lowest proposal may not always be the best. The CIC supports staff's determination and recommendations in selecting engineers for assignments provided cost is considered, but other factors compel staff that the lowest proposal is not in the best interest of the Village. The CIC and staff did discuss some improvements to the process including the following:

- 1) The Village should publish a legal notice in the paper requesting statements of interest/qualifications from engineering firms on a three year basis. The intent of this process is to ensure that Village reaches out to the engineering community and offers firms a formal opportunity to submit their qualifications and express interest in proposing on Village projects. Staff would then evaluate the statements of interest/qualifications and short-list firms to be included within future Requests for Proposals.
- 2) While cost should be a component of consideration, the factor should be reduced, especially for higher profile/higher risk projects. For common engineering assignments, staff has evaluated proposals using the following general weighting factors for the 7 evaluation criteria:

Proposal Evaluation Criteria (Listed in RFP)	Max Points
1. Firm Information (size, location, history, resources, etc.);	5
2. Experience on similar projects with reference (name, title, address, phone, email & fax numbers) within last three years only;	10
3. Qualifications (resumes) of personnel assigned to work on the project (project team), organizational chart, etc.;	10
4. Ability to meet project deadlines (provide schedule with work items/staff hours needed, critical path items, etc.);	10
5. Completeness of project approach (detailed scope of services/tasks, etc.);	30
6. Any additional services/tasks not identified in this RFP that the consultant believes will improve the project, reduce costs and time, etc.;	5
7. Price	30

The CIC ultimately felt that staff shall use its discretion to adjust the factors as it prepares requests for proposal for projects with reduction of the price criteria to 20 points reasonable for more complex/critical assignments.

Recommendation and Action Requested

While the Capital Improvements Commission has already finalized its recommendation concerning the matter, staff would also like to solicit input from the Finance Commission as it brings this issue and other purchasing policy changes to the Village Board for their consideration. Staff will be present at the July 12th meeting of the Finance Commission to present on this item and solicit input. Should the Finance Commission be comfortable with the CIC and staff recommendations, the following motions could be made by the Finance Commission:

When it comes to procuring professional engineering services, the Finance Commission recommends the following:

- 1) IDOT's Qualification Based Selection Procedures, as summarized in this memorandum and detailed in the attached IDOT Circular and Local Roads Manual, shall be utilized for procuring professional engineering services when required for federally funded engineering assignments. The QBS procedures shall be incorporated into the Village's Purchasing Policy as summarized by staff in this memorandum and required by the Illinois Department of Transportation.
- 2) For locally funded engineering assignments, the Village shall procure engineering services in conformance with the Village's current purchasing policy section "D."

Procurement of Professional Engineering Services

July 2, 2019

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Professional Services” and as detailed in this memorandum utilizing the described proposal evaluation criteria in which cost may be considered in evaluating proposals.

Attachments

IDOT BLRS Update on Engineering Procurement
Administrative Order #3 Purchasing Policy



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

BLRS PROCEDURE MEMORANDUM

NUMBER: PM2017-02

SUBJECT: BLRS POLICY MANUAL REWRITE - CHAPTER 5

ISSUED DATE: November 29, 2017

EFFECTIVE DATE: November 29, 2017

This memorandum replaces Chapter 5 of the Bureau of Local Roads & Streets Policy Manual.

The Department has further revised Chapter 5 of the Bureau of Local Roads & Streets (BLRS) Policy Manual with regard to Procurement, Management, and Administration of Engineering and Design Related Services, commonly known as Qualification Based Selection (QBS). The revisions to Chapter 5 explain the specific requirements which must be followed when local public agencies are using federal funds to procure professional services.

The most significant change since the June 1, 2017 revision to Chapter 5 includes the requirement for each local public agency using federal funding for professional services to have their QBS procedures in writing. Simply referencing Chapter 5 of the BLRS Policy Manual is not an acceptable procedure. If the local public agency's written QBS procedures follow the guidance outlined in Chapter 5 of the BLRS Policy Manual, then individual approval of the procedures from IDOT is not required. However, if the local public agency's QBS procedures differ from the guidance outlined in Chapter 5 of the BLRS Policy Manual, then approval will be required from IDOT before the procedures may be used.

In addition to the revisions for Chapter 5 of the BLRS Policy Manual, revisions were also made to BLR Form 05610 – Preliminary Engineering Services Agreement for Federal Participation and BLR Form 05611 – Construction Engineering Services Agreement for Federal Participation. These forms now include a QBS checklist (Exhibit C) to ensure the proper QBS procedures have been followed for the procurement of professional services with federal funding.

Finally, revisions were made to Chapter 5 regarding the standard engineering services agreements. Section 5-5.08 now references three forms for standard engineering services agreements: BLR 05510, BLR 05520, and BLR 05530. These forms are in final development by the Department and will be released in the near future.

PM2017-02
November 29, 2017
Page 2 of 2

Form BLR 05510 – Engineering Services Agreement, will consolidate and replace the following forms:

1. BLR 05510: Preliminary Engineering Services Agreement for Motor Fuel Tax Funds (11/06)
2. BLR 05511: Preliminary Engineering and Construction Guidance Agreement for MFT Funds (11/06)
3. BLR 05512: Preliminary/Construction Engineering Services Agreement for Motor Fuel Tax Funds (1/10/12)
4. BLR 05610: Preliminary Engineering Services Agreement for Federal Participation (11/21/13)
5. BLR 05611: Construction Engineering Services Agreement for Federal Participation (11/21/13)

Form BLR 05520 – Maintenance Engineering to be Performed by a Consulting Engineer, will be revised but continue with the same name, number, and no consolidation with other forms.

Form BLR 05530 – Request for Engineering Services Performed by Local Forces, will be a revision of the following form with no consolidation of other forms:

1. BLR 05612: Request for Construction Engineering Services Performed by Local Agency Employees (3/30/10)

Until BLR Forms 05510, 05520, and 05530 are released by the Department, local public agencies should continue to use the agreements in the numbered lists above.

Please contact the BLRS Local Policy & Technology Unit, at DOT.LocalPolicy@illinois.gov with any questions.



Maureen E. Kastl, P.E.
Engineer of Local Roads and Streets

TW/

Attachment

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4. IDOT employees shall not participate in the procurement, management, and administration of engineering and design related consultant services on behalf of the LPA.

5-5.05 Retainage

The LPA may withhold retainage on state, MFT, or TBP funded engineering services agreements. However, withholding retainage provides no substantial benefits to the LPA. The LPA shall not withhold retainage on federally funded engineering agreements.

5-5.06 Qualifications Based Selection for Engineering and Professional Services**5-5.06(a) Introduction**

The principal objective of the QBS procedures is to allow a LPA to locate a qualified consultant to undertake the project; then, through negotiations, engage the consultant to provide the creative and technical work required at a fair and reasonable cost. The area and magnitude of responsibility in the process can vary widely according to project type.

5-5.06(b) Applicability

The procurement procedures outlined in Section 5-5.06(c) and (e) apply to the selection of all engineering and professional services based on the following funding type parameters:

1. State, MFT or TBP Funded Engineering and Professional Services. QBS procedures for public notice, evaluation, selection, and contract negotiations shall be used whenever a project requiring architectural, engineering, or land surveying services is proposed for a LPA of fewer than 3,000,000 inhabitants, except home rule units, unless the LPA has a satisfactory relationship for services with one or more firms ([50 ILCS 510](#)).

A LPA may also waive the requirements of public notice, evaluation and selection if the LPA determines, by resolution, that an emergency situation exists and a consultant must be selected in an emergency manner, or if the total cost of services from a consultant is estimated to be less than \$25,000 ([50 ILCS 510/8](#)). If the LPA estimates the total cost of services within the contract will be less than \$25,000, IDOT will not approve any agreement or supplemental that exceeds the \$25,000 threshold; unless the LPA followed state statutes.
2. Federally Funded Engineering Services. LPAs shall use QBS in accordance with The Brooks Act, (40 USC 11) and the FHWA's requirements for Procurement, Management, and Administration of Engineering and Design related Services (23 CFR 172) to promote open competition by advertising, ranking, selecting, and negotiating contracts based on demonstrated competence and qualifications for the type of engineering and design related services being procured, and at a fair and reasonable price.

If a consultant is selected to work on multiple phases of a project, the dollar limits apply to the total combined cost of all included phases. If the LPA included an option to perform one or more other phases as part of the original solicitation, the LPA is then not required to conduct another QBS unless the LPA elects to select a different consultant for subsequent phases.

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3. Small Purchases for Federally Funded Engineering Services. If the cost of any individual contract for engineering services (Phase I, II, III, etc.) will be less than \$25,000, then the small purchase procurement method may be used (23 CFR 172.7(a)(2)). The following additional requirements shall apply to the small purchase procurement method:
 - a. The scope of work, within one project phase shall not be broken down into smaller components merely to permit the use of small purchase procedures.
 - b. A minimum of three consultants are required to satisfy the adequate number of qualified sources reviewed. In instances where less than three qualified consultants respond to the solicitation, the LPA shall contact the District LR&S office for verification of the LPA's solicitation to determine the solicitation did not contain conditions or requirements which arbitrarily limited competition.
 - c. Contract costs may be negotiated in accordance with State small purchase procedures; however, the allowability of costs shall be determined in accordance with the Federal cost principles.
 - d. If the cost of any supplemental changes to the contract for the engineering services exceeds \$25,000 and federal QBS procedures were not followed, federal funds become ineligible above the \$25,000 on engineering services.
4. Locally Funded Engineering Services. The IDOT does not have oversight over contracts for engineering services funded entirely with local funds. However, the LPA is still required to comply with [50 ILCS 510](#).

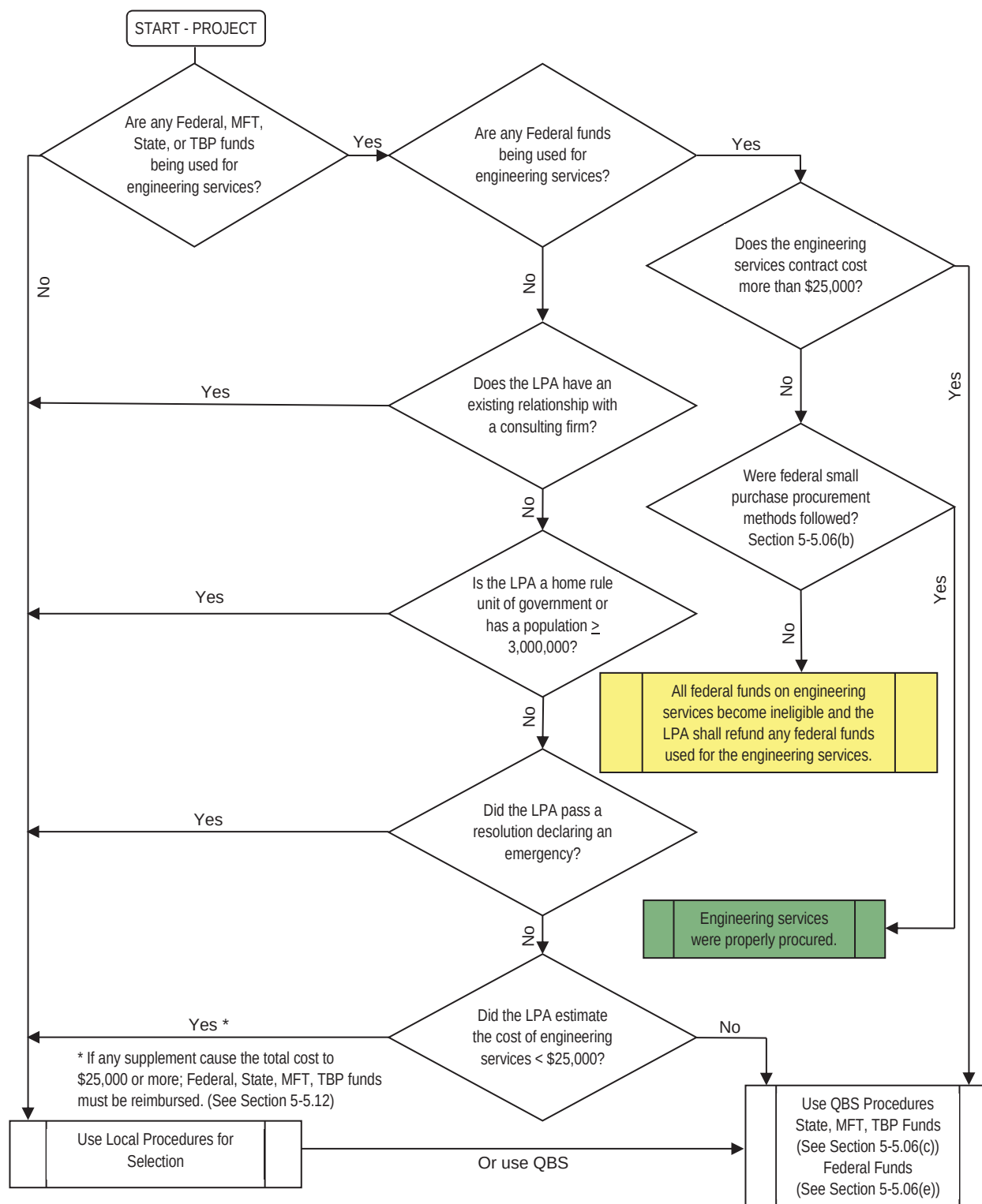
If a consultant is selected to work on multiple phases of a project, the dollar limits apply to the total combined cost of all included phases. If the LPA included an option to perform one or more other phases as part of the original solicitation, the LPA is then not required to conduct another QBS unless the LPA elects to select a different consultant for subsequent phases.

The procurement method used for selection of engineering services will not impact funding for the construction of a project.

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REQUIREMENTS FOR QBS

Figure 5-5A

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5-5.06(c) State Required QBS Procedures using State, MFT or TBP Funds

The procedure for State required QBS procurement consists of the following five basic steps:

1. Define the Project. Clearly define the scope of the services desired. Depending on the amount of data, this may be on one or more pages. This information should include the following:
 - describe in general terms the need, purpose, and objective of the project;
 - identify the various project components;
 - establish the desired timetable for the effort;
 - identify any expected problems; and
 - determine the total project budget.

A comprehensive evaluation of the problem or need that resulted in the project is essential to the procurement process. The solution, approach, and eventual design for the project will evolve out of the expertise offered by the consultant responding to the request for technical proposals. To ensure that the respondents address the project properly and effectively, clearly articulate all known parameters of the project.

The LPA may skip to Step 5 when both of the following criteria are met.

- The LPA elects to select a consultant that has a satisfactory working relationship with the LPA; and
 - The engineering services contract is not being paid for using federal funds.
2. Public Notice. Whenever a project requiring engineering services is proposed, the LPA shall post a public notice requesting a statement of interest along with the qualifications and performance data from consultants. This may be accomplished through an advertisement in a local newspaper, posting on the LPA's website, or through various trade magazines or websites.

Consider the following sources when preparing a list of potential firms:

- identification of consultants from the LPA's or IDOT's prequalification list;
 - a directory or source list identifying small, minority, and women owned businesses with capabilities relevant to the project;
 - discussions with other persons or agencies who have accomplished similar work;
 - lists of consultants secured from professional societies; and/or
 - lists of consultants secured from the agency's own experience of consultants.
3. Evaluation. The LPA shall evaluate the consultant submitting letters of interest, taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the consultant, and such other qualifications-based factors.

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The first objective of evaluation is the elimination of all respondents who are not qualified or who do not have the experience for the required work. The LPA may conduct discussions with and require presentations by consultants deemed to be the most qualified based on their qualifications, approach to the project, and ability to furnish the required services. When conducted, interviews shall occur separately with a minimum of three consultants, or all qualified consultants if less than three qualified consultants respond. If the LPA decides to conduct discussions with and/or require presentations by consultants deemed to be the most qualified, this should be included in the public notice.

In no case shall the LPA, prior to selecting a consultant for negotiation, seek formal or informal submission of verbal, written, or sealed estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation.

4. Selection. On the basis of evaluations, discussions and presentations, the LPA shall select no less than three consultants which it determines to be the most qualified to provide services for the project and rank them in order of qualifications to provide services regarding the specific project. The LPA shall then contact the consultant ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. Typical criteria for evaluating and ranking consultants are included in Figure 5-5B. If fewer than three qualified consultants submit letters of interest and the LPA determines that one or both are so qualified, the LPA may proceed to negotiate a contract.
5. Contract Negotiation. The LPA shall prepare a written description of the scope of the proposed services to be used as a basis for negotiations and shall negotiate a contract with the highest qualified consultant at compensation that the LPA determines in writing to be fair and reasonable. In making this decision, the LPA shall take into account the estimated value, scope, complexity, and professional nature of the services to be rendered.

An important objective of the negotiation process is to reach a complete and mutual understanding of the scope of professional services to be provided and the degree of performance desired. The general scope of professional services developed in the procurement process should be broad in order to serve as the basis for negotiation. The negotiation process offers the opportunity for refinement, amendment, and complete definition of the services to be rendered, as well as the areas of responsibility and liability for those services. Mutual understanding on these points at the negotiation stage can minimize the possibility of misunderstanding as the project progresses.

Special elements of the engineering portion of the project to be established during negotiation include:

- project schedule,
- manpower requirement and timing,
- level of engineering effort,
- avenues of research, and
- areas of responsibility/liability.

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Any percentage fee contract should be fully supported by an acceptable estimate of man-hours, anticipated hourly payroll rates by classification of employee for the project, and applicable overhead and burden rates. These rates should be evaluated and, if determined to be acceptable, the percentage fee may be approved by the district.

The consultant's method of dividing the project into work units and calculating related time units are to be such that the estimate can be readily reviewed. The consultant will use its own estimates of man-hours, rates of pay, overhead, profit, and itemized non-salary costs based on the consultant's work force and past job experience.

When the prime consultant requires the services of another consultant to provide expertise, advice, or information to the prime consultant, the prime consultant will complete an analysis of fee for engineering services (including a breakdown of direct salary and direct non-salary costs) or supply specific rate for services (e.g. testing). The prime consultant is responsible for ensuring that Disadvantage Business Enterprises (DBEs) will have an equitable opportunity to compete for subcontracts. See [Chapters 8 and 24](#) for information on DBEs for LPAs.

Contracts between LPAs and consultants must be set forth in fully executed agreements. If there is an agreement with the consultant, and if the fee is within range of the budget, then proceed to finalize an agreement. If problems arise with the scope of the project or the fee, further discussion and clarification may be required.

Selection of a consultant by qualification provides no guarantee that the LPA and the consultant will come to an agreeable fee. For that reason, the ranking process provides, in addition to the first preference, at least two alternative qualified consultant. If agreement cannot be reached on the scope and fee, the LPA may drop negotiations with the top-ranked consultant and continue the process with the second ranked consultant at Step 5.

6. Summary. Ranking and negotiations involve a considerable amount of subjective judgment. Engineering projects involve a large expenditure of public funds, accountability for decisions, and value judgments is most important. To ensure adequate accountability:

- involve more than one knowledgeable person in the evaluation process,
- be consistent in reviewing each applicant,
- keep accurate and complete records of all correspondence, memoranda, evaluations, and decisions.

The primary purpose of undertaking the QBS process is to locate the most qualified consultant to do the work and negotiate a fair and equitable agreement. Federal and Illinois law prohibits selecting consultants based on cost for any project exceeding \$25,000. The selection shall be based on the consultant's experience and expertise in projects of the same type as proposed.

5-5.06(d) Development of Selection Criteria and Weighting

LPAs must determine and publish selection criteria and weightings for projects requiring federal QBS. These criteria and weightings are suggested for all projects regardless of funding. The criteria "must assess the demonstrated competence and qualifications for the type of professional services solicited". LPAs must determine and publish selection criteria and

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weightings for projects requiring federal QBS. The total of all weights must equal 100%. Factors may include but are not limited to the following and Figure 5-5B:

- Technical Approach (10 - 30%)
 - e.g., project understanding,
 - innovative concepts,
 - quality control procedures, or
 - other items
- Firm Experience (10 - 30%)
- Specialized Expertise (10 - 30%)
- Staff Capabilities (Prime/Sub) (10 - 30%)
- Work Load Capacity (10 - 30%)
- Past performance (10 - 30%)

In addition there are two nominal non-qualifications based criteria for evaluation. They are limited to a combined weight of 10% or less*:

- *In-State or Local Presence
 - not based on political or jurisdictional boundaries and may be applied on a project by project basis,
 - used where a need to provide a local presence has been established, a local presence will add value to quality and efficiency of the contract and application of the criteria results in an appropriate number of qualified consultants, and/or
 - if the consultant indicates in the proposal that a local project office will be established the criteria is satisfied.
- *Participation of Qualified and Certified DBE Sub-consultants

The following shall not be used as a factor in the evaluation, ranking and selection:

- All price and cost related items.
 - This includes: cost proposals, direct salaries/wage rates; indirect costs (overhead), and other direct costs.
- In-State or Local Preference (other than as explained above).

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The weight given to each evaluation criterion in the ranking process may vary from project to project, with more weight towards the criteria that are critical to the success of the project. Typical technical criteria for both evaluating and ranking entities should include but not be limited to the following:

- (1) The education, experience, and expertise of the entity's principals and key employees.
- (2) The entity's general experience, stability, and history of performance on projects similar to the one under consideration.
- (3) Availability of adequate personnel, equipment, and facilities to do the required work expeditiously.
- (4) The name, or names, of individuals in the entity who will be assigned key project responsibilities, with particular attention to their qualification, competence, and past performance.
- (5) The entity's approach to the planning, organizing, and management of a project effort, including communication procedures, approach to problem solving, data gathering methods, evaluation techniques, and similar factors.
- (6) Facilities and equipment owned by the entity, including computer capability, reproduction and communication equipment, laboratory and testing equipment, or other specialized equipment applicable to the project under consideration.
- (7) Present workload with attention to current and future commitments of available personnel, particularly those key persons expected to be assigned to your project.
- (8) Financial stability, with particular attention to avoiding a situation in which the entity is solely dependent on income from the project at hand for its existence.
- (9) Recommendations and opinions of each entity's previous clients as to its ability to meet deadlines and remain within budget. Prior clients may also be able to advise you as to each entity's sense of responsibility; attitudes of key personnel; concern for economy, efficiency, and environment; and quality of service.
- (10) If practical, observation of each entity's facility and the sites of current and/or completed projects.
- (11) The reputation and integrity of the engineering entity within the professional field and the community.
- (12) Awards received by the entity and technical papers authored by employees.
- (13) Special considerations for some projects might include staff conversant in foreign languages.

Non-technical criteria may not exceed 10% of the total evaluation and rank weighting. Typical non-technical criteria for both evaluating and ranking entities may include but not be limited to the following:

1. Proximity of the engineering entity to the proposed project site and/or the agency's office.
2. Qualified minority representation.
3. How DBE goals are addressed.

CONSULTANT RANKING CRITERIA

Figure 5-5B

5-5.06(e) Federal QBS Requirements

For engineering agreements \$25,000 or greater which include federal funds, LPAs are required to use QBS which is fully compliant with Federal requirements of 23 CFR 172 and the Brooks Act. As sub-grantees, LPAs must use competitive negotiation supported by qualification based selection procedures. This is the primary method of procurement for engineering and design related services using federal funding. See Figure 5-5C for specific requirements.

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The procedure for federal QBS procurement consists of the following steps. Section 5-5.07 provides an example of a LPA's QBS policies and procedures.

A box (similar to this) will indicate minimum requirements to be addressed for each step. If the LPA's QBS policies and procedures will match the existing language in any step from Section 5-5, their QBS cannot reference the *BLRS Manual* but must include the language.

1. Initial Administration. LPAs shall develop and sustain organizational capacity and provide the resources necessary for the procurement, management, and administration of engineering and design related consultant services.

The LPA must include in their QBS procedures the organizational structure for the procurement, management, and administration for consultant services.

2. Written Policies and Procedures. The LPA shall prepare and maintain written policies and procedures for the procurement, management, and administration of engineering and design related consultant services. All LPAs must have their own QBS procedure. When it follows the policies and procedures as outlined in Section 5-5 and specifically Section 5-5.06(e), further approval is not required. However; if the LPA's QBS procedure has significant differences then IDOT approval is required, see Section 5-5.06(g).

An example of a significant difference would be a multi-step selection process, which would require submission to IDOT for approval.

LPAs who decide their procedures will result in significant differences from that shown in Section 5-5.06(e) must submit their QBS procedures for review and approval by IDOT.

3. Define the Project. Clearly define the scope of the services desired. Depending on the amount of data, this may be on one or more pages. This information should include the following items:
 - describe in general terms the need, purpose, and objective of the project;
 - identify the various project components;
 - establish the desired timetable for the effort;
 - identify any expected problems; and
 - determine the total project budget.

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A comprehensive evaluation of the purpose and need that resulted in the project is essential to the procurement process. The solution, approach, and eventual design for the project will evolve out of the expertise offered by the consultant responding to the request for technical proposals. To ensure that the respondents address the project properly and effectively, clearly articulate all known parameters of the project. This may be the appropriate time to prepare an independent in-house estimate of engineering costs as discussed in Step 9.

The LPA must include at a minimum the five (5) items outlined above in their QBS procedures to define the scope and services desired for the project.

4. Public Notice. Whenever a project requiring engineering services is proposed, the LPA shall post a public notice for a Request for Proposal (RFP) along with the qualifications and performance data expected of consultants. This may be accomplished through an advertisement in a local newspaper, posting on the LPA's website, or through various trade magazines or websites. The notice shall provide no less than 14 calendar days from the last date of acceptance of proposals.

As a minimum, the following must be included in the LPA's QBS procedures:

- if an interview will or will not be required;
- where the public notice will be published;
- the time periods the public notice will be published.

Consider the following sources when preparing a list of potential firms:

- identification of consultants from the LPA's or IDOT's file;
- a directory or source list identifying small, minority, and women owned businesses with capabilities relevant to the project;
- discussions with other persons or agencies who have accomplished similar work;
- lists of consultants secured from professional societies; and/or
- lists of consultants secured from the agency's own experience of consultants.

If the LPA plans to use a multi-step process to minimize the efforts of the LPA in narrowing the list of qualified and interested consultants, this must be described in their QBS procedures and submitted to IDOT for approval. The process must also be described in the initial public notice.

As a minimum, the following must be included in the LPA's QBS procedures:

- if an interview will or will not be required;
- where the public notice will be published;
- the time periods the public notice will be published.

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5. Conflicts of Interest. See Section 5-5.04.

As a minimum, the LPA must include Section 5-5.04, when determining a conflict of interest for engineering services. The LPA may also require the consultants to submit a disclosure statement with their SOI or RFP. IDOT uses the [BDE DISC 2 Template](#), which provides an example of a consultant's disclosure statement. A copy of the LPA's consultant's disclosure statement shall be included in their QBS procedures, if required by their QBS procedures.

6. Suspension and Debarment. Verify any suspension or debarment actions and eligibility of consultants as specified in 2 CFR Part 1200 and 2 CFR Part 180. This may be accomplished by checking the System for Award Management Exclusions (SAM Exclusions); obtaining a disclosure statement; or adding a clause or condition to the covered transaction with the consultant. A LPA may want to also verify by checking the [Chief Procurement Office's \(IDOT\) \(CPO\) website](#), including the other three associated CPOs (Capital Development Board, General Services, and Higher Education), the Illinois Department of Labor and the Illinois Department of Human Rights. Hyperlinks to these other websites can be found on the [CPO IDOT website](#).

As a minimum, the LPA must include the procedure to verify consultant suspension or debarment. The LPA may also require the consultants to submit a disclosure statement with their SOI or RFP. IDOT uses the [BDE DISC 2 Template](#), which provides an example of a consultant's disclosure statement. A copy of the LPA's consultant's disclosure statement shall be included in their QBS procedures, if required by their QBS procedures.

7. Evaluation. The LPA shall evaluate the consultant submitting letters of interest, taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, workload of the consultant, and other qualifications-based factors.

The first objective of the evaluation is to determine the most qualified respondents who have the experience for the required work. The LPA may conduct discussions with and require presentations by consultants deemed to be the most qualified based on their qualifications, approach to the project, and ability to furnish the required services. When conducted, interviews shall occur separately with a minimum of three consultants, or all qualified consultants if less than three qualified consultants respond. If the LPA decides to conduct discussions with and/or require presentations by consultants deemed to be the most qualified, this must be included in the public notice.

Criterion and weighting for the evaluation is discussed further in Section 5-5.06(d) and Figure 5-5B.

In no case shall the LPA, prior to selecting a consultant for negotiation, seek formal or informal submission of verbal, written, or sealed estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation.

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If the LPA plans to use a multi-step process to minimize the efforts of the LPA in narrowing the list of qualified and interested consultants, this must be described in their QBS procedures. This is discussed in Step 4 – Public Notice above.

The criterion and weighting for evaluation and selection is discussed in Section 5-5.06(d) and Figure 5-5B. If there is a possibility of additional discussions or presentations being required, this must be described in their QBS procedures. The criterion and weighting need to be included in all RFPs.

If a form will be used during the evaluation, a copy of a typical form must be included in their QBS procedures.

8. Selection. The selection committee is typically composed of individuals, who have some knowledge of the project and procedures. This could be the county / city engineer, public works director, LPA staff, an elected official, municipal manager, private citizen, etc. On the basis of evaluations (Step 7), discussions and presentations, the LPA shall select no less than three consultants which it determines to be the most qualified to provide services for the project and rank them in order of qualifications to provide services regarding the specific project. The LPA shall contact the consultant ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered.

If fewer than three qualified consultants submit letters of interest and the LPA determines that one or both are so qualified, IDOT approval is required. After IDOT approval is received, the LPA may proceed to negotiate a contract.

The LPA must include who (titles) will serve on the selection committee. Procedures for selecting must also be described, an example of IDOT's selection procedures may be found in [Section 8-2.05](#) of the *BDE Manual*.

9. Estimate of Cost for Engineering. The LPA must prepare an independent in-house estimate for the cost of engineering prior to the start of negotiations. This will be used during the contract negotiation process.

The LPA must prepare an independent in-house estimate for the cost of engineering prior to the start of negotiations. This should be prepared early in the process, but must be completed before starting contract negotiations.

10. Contract Negotiation. The LPA shall prepare a written description of the scope of the proposed services to be used as a basis for negotiations. The LPA shall negotiate a contract with the highest qualified consultant at compensation that the LPA determines in writing to be fair and reasonable. In making this decision, the LPA shall take into account the estimated value, scope, complexity and professional nature of the services to be rendered.

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An important objective of the negotiation process is to reach a complete and mutual understanding of the scope of professional services to be provided and the degree of performance desired. The general scope of professional services developed in the procurement process should be broad in order to serve as the basis for negotiation. The negotiation process offers the opportunity for refinement, amendment, and complete definition of the services to be rendered, as well as the areas of responsibility and liability for those services. Mutual understanding on these points at the negotiation stage can minimize the possibility of misunderstanding as the project progresses.

Special elements of the engineering portion of the project to be established during negotiation include:

- project schedule,
- manpower requirement and timing,
- level of engineering effort,
- avenues of research, and
- areas of responsibility/liability.

Any percentage fee contract should be fully supported by an acceptable estimate of man-hours, anticipated hourly payroll rates by classification of employee for the project, and applicable overhead and burden rates. These rates should be evaluated and, if determined to be acceptable, the percentage fee may be approved by the district.

The consultant's method of dividing the project into work units and calculating related time units are to be such that the estimate can be readily reviewed. The consultant will use its own estimates of man-hours, rates of pay, overhead, profit, and itemized non-salary costs based on the consultant's work force and past job experience.

When the prime consultant requires the services of another consultant to provide expertise, advice, or information to the prime consultant, the prime consultant will complete an analysis of fee for engineering services (including a breakdown of direct salary and direct non-salary costs) or supply specific rate for services (e.g. testing). The consultant is responsible for ensuring that DBEs will have an equitable opportunity to compete for subcontracts. See [Chapters 8](#) and [24](#) for information on DBEs for LPAs.

Contracts between LPAs and consultants must be set forth in fully executed agreements. See Section 5-5.08 for the BLR forms, which must be used for the agreement between the LPA and the consultant when federal funds are used for professional services. If there is an agreement with the consultant, and if the fee is within range of the budget, proceed to finalize an agreement. If problems arise with the scope of the project or the fee, further discussion and clarification may be required.

Selection of a consultant by qualification provides no guarantee that the LPA and the consultant will come to an agreeable fee. For that reason, the ranking process provides at least two alternative qualified consultants, in addition to the first preference. If agreement cannot be reached on the scope and fee, the LPA may drop negotiations with the top-ranked consultant and continue the process with the second ranked consultant at Step 9. The LPA shall develop procedures for proper disposal of concealed cost proposals of unsuccessful bidders.

The LPA must describe their procedures for contract negotiations, including procedures if a contract cannot be negotiated with the selected consultant along with the proper disposal of sealed cost proposals.

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11. Acceptable Costs. IDOT will review and approve the engineering agreement to verify elements of contract costs, acceptable indirect cost rate(s) for application to contracts, and assuring consultant compliance with the Federal cost principles.

The LPA must describe their process for review, if one exists; before forwarding the engineering agreement to IDOT for further review and approval.

12. Invoice Processing. See Section 5-10.

The LPA must describe their process for review and approving for payment; before forwarding the request for reimbursement to IDOT for further review and approval.

13. Ongoing and Finalizing Administration. The following are ongoing and finalizing requirements:

- Monitoring the consultant's work and compliance with the terms, conditions, and specifications of the contract;
- Preparing a consultant's performance evaluation when services are completed and using such performance data in future evaluation and ranking of consultant to provide similar services;
- Closing-out a contract;
- Retaining supporting programmatic and contract records;
- Determining the extent to which the consultant, who is responsible for the professional quality, technical accuracy, and coordination of services, may be reasonably liable for costs resulting from errors and omissions in the work furnished under its contract;
- Assessing administrative, contractual, or legal remedies in instances where consultants violate or breach contract terms and conditions, and providing for such sanctions and penalties as may be appropriate; and
- Resolving disputes in the procurement, management, and administration of engineering and design related consultant services.

This is a compilation of items 12 through 18 as shown in Figure 5-5C and further discussed in Sections 5-5.13 and 5-5.14. The LPA must describe their process for these items.

In summary, the ranking and negotiations involve a considerable amount of subjective judgment. Because engineering projects involve a large expenditure of public funds, accountability for decisions and value judgments is most important. To ensure adequate accountability:

- involve more than one knowledgeable person in the evaluation process,
- be consistent in reviewing each applicant,
- keep accurate and complete records of all correspondence, memoranda, evaluations, and decisions.

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The primary purpose of undertaking the QBS process is to locate the most qualified consultant to do the work and negotiate a fair and equitable agreement. Current federal regulations limit contracts in the amount to the lesser of \$150,000 or the state limits ([50 ILCS 510/8](#)). The state limit on contracts is currently less than \$25,000, therefore; contracts above this amount require federal QBS in the selection of a consultant (see Section 5-5.06(b) Item 2). For contracts below this amount the Small Purchases requirements need to be followed (see Section 5-5.06(b) Item 3). The selection shall be based on the consultant's experience and expertise in projects of the same type as being solicited.

Per 23 CFR 172.5 - Program management and oversight.

- (a) **STA responsibilities.** STAs or other recipients ... (*i.e. STA State Transportation Agency – IDOT*)
- (b) **Subrecipient responsibilities.** Subrecipients shall develop and sustain organizational capacity and provide the resources necessary for the procurement, management, and administration of engineering and design related consultant services, reimbursed in whole or in part with FAHP funding as specified in 23 U.S.C. 106(g)(4)(A). Responsibilities shall include the following:
 - (1) Adopting written policies and procedures prescribed by the awarding STA or other recipient for the procurement, management, and administration of engineering and design related consultant services in accordance with applicable Federal and State laws and regulations; or when not prescribed, shall include:
 - (i) Preparing and maintaining its own written policies and procedures in accordance with paragraph (c) of this section; or
 - (ii) Submitting documentation associated with each procurement and subsequent contract to the awarding STA or other grantee for review to assess compliance with applicable Federal and State laws, regulations, and the requirements of this part;
 - (2) Procuring, managing, and administering engineering and design related consultant services in accordance with applicable Federal and State laws, regulations, and approved policies and procedures, as specified in 23 CFR 1.9(a).
- (c) Written policies and procedures. The contracting agency shall prepare and maintain written policies and procedures for the procurement, management, and administration of engineering and design related consultant services. The FHWA shall approve the written policies and procedures, including all revisions to such policies and procedures, of the STA or recipient to assess compliance with applicable requirements. The STA or other recipient shall approve the written policies and procedures, including all revisions to such policies and procedures, of a subrecipient to assess compliance with applicable requirements. These policies and procedures shall address, as appropriate for each method of procurement a contracting agency proposes to use, the following items to ensure compliance with Federal and State laws, regulations, and the requirements of this part:
 - 1. Preparing a scope of work and evaluation factors for the ranking/selection of a consultant;
 - 2. Soliciting interests, qualifications, or proposals from prospective consultants;

Federal QBS Requirements

Figure 5-5C

(Sheet 1 of 2)

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3. Preventing, identifying, and mitigating conflicts of interest for employees of both the contracting agency and consultants and promptly disclosing in writing any potential conflict to the STA and FHWA, as specified in 2 CFR 200.112 and 23 CFR 1.33, and the requirements of this part.
4. Verifying suspension and debarment actions and eligibility of consultants, as specified in 2 CFR part 1200 and 2 CFR part 180;
5. Evaluating interests, qualifications, or proposals and the ranking/selection of a consultant;
6. Determining, based upon State procedures and the size and complexity of a project, the need for additional discussions following RFP submission and evaluation;
7. Preparing an independent agency estimate for use in negotiation with the selected consultant;
8. Selecting appropriate contract type, payment method, and terms and incorporating required contract provisions, assurances, and certifications in accordance with § 172.9;
9. Negotiating a contract with the selected consultant including instructions for proper disposal of concealed cost proposals of unsuccessful bidders;
10. Establishing elements of contract costs, accepting indirect cost rate(s) for application to contracts, and assuring consultant compliance with the Federal cost principles in accordance with § 172.11;
11. Ensuring consultant costs billed are allowable in accordance with the Federal cost principles and consistent with the contract terms as well as the acceptability and progress of the consultant's work;
12. Monitoring the consultant's work and compliance with the terms, conditions, and specifications of the contract;
13. Preparing a consultant's performance evaluation when services are completed and using such performance data in future evaluation and ranking of consultant to provide similar services;
14. Closing-out a contract;
15. Retaining supporting programmatic and contract records, as specified in 2 CFR 200.333 and the requirements of this part;
16. Determining the extent to which the consultant, which is responsible for the professional quality, technical accuracy, and coordination of services, may be reasonably liable for costs resulting from errors and omissions in the work furnished under its contract;
17. Assessing administrative, contractual, or legal remedies in instances where consultants violate or breach contract terms and conditions, and providing for such sanctions and penalties as may be appropriate; and
18. Resolving disputes in the procurement, management, and administration of engineering and design related consultant services.

FEDERAL QBS REQUIREMENTS

(Sheet 2 of 2)

Figure 5-5C

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5-5.06(f) Major Differences between Federal and State Requirements

The major differences between federal and state requirements are:

- The existing relationship and home rule requirements permitted with state, MFT, and TBP QBS are not allowed for federal QBS.
- IDIQ contracts are limited to a maximum term length of five years for federal QBS and ten years for non-federal.
- A maximum of 10% of the evaluation criteria can be assigned to local presence and DBE participation for federal QBS.
- Notification must be provided to responding applicants of the final ranking of the three most highly qualified applicants for federal QBS.
- Preparing a consultant's performance evaluation when services are completed and using such performance data and ranking of the consultant with regard to providing similar services in the future is required for federal QBS.
- Additional work which was not included in the scope of services and evaluation criteria may not be allowed to be added to contracts for federal QBS.
- If non-competitive procurement (sole source, emergency, or less than three consultants) is used; it must be approved by IDOT in advance for federal QBS.
- LPAs are responsible for ensuring a consultant's costs billed are allowable in accordance with the federal cost principles and consistent with the contract terms for federal QBS.

5-5.06(g) Approval of LPA's Federal QBS Procedures

When federal funds are used to fund a portion of engineering and design related services, LPAs must have their own QBS procedures. If it follows the policies and procedures as outlined in Section 5-5 and specifically Section 5-5.06(e), further approval may not be required. However; if the LPA's QBS procedures has significant differences then IDOT approval is required.

An example of a significant difference would be a multi-step selection process, which would require submission to IDOT for approval.

The LPA's QBS procedures should address items discussed in Section 5-5.06, along with:

- Purpose and applicability.
- Definitions.
- Program management and oversight.
- Procurement methods and procedures.
- Contracts and administration.
- Allowable costs and oversight.

The above topics are expanded in 23 CFR 172 – *Procurement, Management, And Administration of Engineering and Design Related Services*.

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5-5.07 Federal QBS Examples

In order to assist LPAs in implementing Federal QBS requirements two examples are provided with a) written policies and procedures and b) project specific information. Either example can be modified by LPAs to meet their individual organization structures and needs or project specific details. Contact the appropriate District LR&S office, if your QBS requires IDOT approval (see Section 5-5.06(g)) or for additional questions.

5-5.07(a) Written Policies and Procedures Example

[LPA Name] receives federal funds, which may be used to fund the engineering and design related consultant services. Our written policies and procedures as describe herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration – [LPA Name] QBS policy and procedures assigns responsibilities to the following [**describe the titles and/or other departments**] within [LPA Name] organization for the procurement, management, and administration for consultant services.
2. Written Policies and Procedures – [LPA Name] believes their adopted QBS written policies and procedures substantially follows Section 5-5 of the *BLRS Manual* and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.
3. Project Description – [LPA Name] will use the following five items when developing the project description and may include additional items when unique circumstances exist.
 - Describe in general terms the need, purpose, and objective of the project;
 - Identify the various project components;
 - Establish the desired timetable for the effort;
 - Identify any expected problems
 - Determine the total project budget.
4. Public Notice – [LPA Name] will post an announcement on our website [**website address**] and/or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 14 days prior to the acceptance of proposals, and at least twice in the newspaper and/or on continuous display on our website.
5. Conflict of Interest – [LPA Name] require consultants to submit a disclosure statement with their procedures. [LPA Name] require the use of the IDOT BDE DISC 2 Template as their conflict of interest form.
6. Suspension and Debarment – [LPA Name] will use of SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites to verify suspensions and debarments actions to ensure the eligibility of firms short listed and selected for projects.
7. Evaluation Factors – [LPA Name] allows the following [**specify title**] to set the evaluation factors for each project, but must include a minimum of [**number**] criterion and stay within the established weighting range. The maximum of DBE and local presence combined will not be more that 10% on projects where federal funds are used.

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Project specific evaluation factors will be included at a minimum in the Request for Proposals. **[List the criterion and weighting range].**

8. Selection – **[LPA Name]** require a **[number]** person selection committee. Typically the selection committee members include **[specify title 1, title 2 ..., title x]**. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the **[specify title]** for **[each project or a specific period of time]**. **[LPA Name]** require each member of the selection committee to provide an independent score for each proposal using the form below prior to the selection committee meeting.

Criteria	Weighting	Points	Firm 1	Firm 2 ...	Firm x
<i>Criterion 1</i>					
<i>Criterion 2 ...</i>					
<i>Criterion x</i>					
<i>Total</i>	<i>100%</i>				

The selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking. If there are other firms within **[xx%]** of the minimum score, the **[specify title]** may choose to expand the short list to include more than three firms.

9. Independent Estimate – **[LPA Name]** will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.
10. Contract Negotiation – **[LPA Name]** require a **[number]** person team to negotiate with firms. The team consists of **[specify title 1, title 2 ..., title x]**. Members of the negotiation team **[may / may not]** delegate this responsibility to staff members.
11. Acceptable Costs – **[LPA Name]** require the **[specify title]** to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.
12. Invoice Processing – **[LPA Name]** require the **[specify title]** assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.
13. Project Administration – **[LPA Name]** require the assigned **[specify title]** to monitor work on the project in accordance with the contract and to file reports with the **[specify title]**. The **[LPA Name]** procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in **[LPA Name]** consultant information database. **[LPA Name]** follows IDOT's requirements and the required submission of BLRS Form 05613 to the IDOT district at contract close-out along with the final invoice.

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5-5.07(b) Project Specific Information Example

The City of Giant Springs plans to reconstruct Main Street and improve their sidewalks along the street to comply with ADA requirements. In order to proceed with Phase I and II engineering, the city decided to hire an engineering consultant to handle the design. The city has federal funds available to help fund the design of the project and realizes the total engineering costs will exceed \$25,000. The city knew they were required to use written QBS procedures which complied with state and federal guidelines. Their QBS procedures and example forms are included along with discussion in this example.

City of Giant Springs Qualification Based Selection Procedure (*Project Specific Information is italicized*)

1. Initial Administration – Giant Springs has a City Engineer. The City Engineer's office has two junior engineers and a technician and an administrative assistant, who will handle the day-to-day management and administration. The City Engineer's office will work with the City Purchasing office in procurement.
2. Written Policies and Procedures – Giant Springs believes their written procedures substantially follows Section 5-5 of the *BLRS Manual* and specifically Section 5-5.06(e), therefore; approval from FHWA is not required.
3. Project Description – Giant Springs will use the following five items when developing the project description and may include additional items under unique circumstances.
 - Describe in general terms the need, purpose, and objective of the project;
 - Identify the various project components;
 - Establish the desired timetable for the effort;
 - Identify any expected problems
 - Determine the total project budget.

Project Description:

The scope of services desired is to have Phase I and II engineering provided for the reconstruction of Main Street between Price Street and Oak Street. Main Street is the primary transportation corridor through the city. This reconstruction is necessary because the existing street and sidewalks are older and in poor condition. The major components of the design are roadway and pavement design, parking and traffic control, sidewalks, and drainage. Phase I is expected to last 18 months and Phase II is expected to last another 12 months. Providing detours for both vehicular traffic and pedestrians will be challenging because there are both businesses and the elementary school located along this section of Main Street. Minimizing impacts to both the school and businesses is an important consideration in the design of this project. Because both a school and part of the city's business district are located within the limits of the project compliance with ADA requirements is also critical. The total budget for this project \$1,540,000.

4. Public Notice – Giant Spring's procedures requires the city to post an announcement on the city's website ([provide hyperlink](#)) and publish an ad in the Big City Telegraph, a

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newspaper with appropriate circulation. The item will be advertised at least 14 days prior to the acceptance of proposals and at least twice in the newspaper and will be on continuous display on the city's website for.

The ad for this project was placed on the city's website and in the newspaper on two consecutive Mondays. Here is the example advertisement.

"Giant Springs is accepting proposals from consultants for Phase I and Phase II engineering design of Main Street between Price and Oak Street. The evaluation criteria and weighting for this project is as follows: technical approach - 30%, firm experience - 20%, staff capabilities - 20%, work load capacity - 20%, and local presence - 10%.

Consultants should request a proposal packet from the city. The packet contains a detailed description of the project, conflict of interest forms, and specific requirements for the format and content of their submission.

Proposal responses are due October 18th, 2017 at 2:00 pm at City Hall, 205 W. Main Street, Room 205, Giant Springs, IL 62764. The technical proposal must not contain any cost information. All proposals shall include a conflict of interest form.

Proposals will be evaluated and at least three consultants will be selected to interview for this project. Interviews of consultants for this project will be held the week of November 1, 2017."

5. Conflict of Interest – Giant Spring's procedures require consultants to submit a disclosure statement with their procedures. The city uses the IDOT BDE DISC 2 Template as their conflict of interest form.

All three firms included a disclosure statement with their submittal; no conflicts of interest were discovered.

6. Suspension and Debarment – Giant Spring's procedures require verification of suspension and debarment actions to ensure the eligibility of firms short listed and selected for projects. The city uses the SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites to verify suspensions and debarments.

All three firms were checked and verified not to be suspended or debarred.

7. Evaluation Factors – Giant Spring's procedures for QBS allow the City Engineer to set the evaluation factors for each project, but will include a minimum of five criterion and stay within the established range. The maximum of DBE and local presence requirements combined cannot be more that 10% on projects where federal funds are being used. Project specific evaluation factors will be included at a minimum in the Request for Proposals.

Criteria and weighting per the city's QBS procedures

Technical Approach (10 - 30%)

Firm Experience (10 - 30%)

Specialized Expertise (10 - 30%)

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Staff Capabilities (Prime/Sub) (10 - 30%)
 Work Load Capacity (10 - 30%)
 Past Performance (10 - 30%)
 In-State or Local Presence*
 Participation of Qualified and Certified DBE Sub-consultants*
 (* The combined total of these two items cannot exceed 10%)

For this project the City Engineer set the following selection criteria and weighting.

<i>Technical Approach</i>	<i>30%</i>
<i>Firm Experience</i>	<i>20%</i>
<i>Staff Capabilities</i>	<i>20%</i>
<i>Work Load Capacity</i>	<i>20%</i>
<i>Local Presence</i>	<i>10%</i>

The city is requiring interviews with the top three firms. The interviews will be used to adjust the preliminary scores selection committee members individually develop based on the proposal.

8. Selection – Giant Spring's procedures require a five person selection committee. Typically the selection committee members include the director of public works, the city engineer, and at least one of the other public works staff members. Usually the city has at least one member, but not more than two members from outside the public works department. These outside members may be public works directors or engineers from nearby communities, their county engineer, council members, or members of the community. The selection committee members will certify that they do not have a conflict of interest. Selection committee members are chosen by the director of public works for each project. The selection committee members individually review and score each proposal prior to the selection committee meeting. Their scores are averaged for a committee score which is used to establish a short list of three firms. If there are other firms within 10% of the minimum score, the public works director may choose to expand the short list to include more than three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking.

For this project the city's selection committee was composed of the public works director, the city engineer, two staff engineers from the public works department and their county engineer.

The city's procedure requires the use of this basic form to score the submissions. Each member of the selection committee is to provide an independent score for each proposal using the form below prior to the selection committee meeting.

Their scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking. If there are other firms within [10%] of the minimum score, the public works director may choose to expand the short list to include more than three firms.

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Criteria	Weighting	Points	Firm 1	Firm 2	Firm 3
<i>Technical Approach</i>	30%	30			
<i>Firm Experience</i>	20%	20			
<i>Staff Capabilities</i>	20%	20			
<i>Work Load Capacity</i>	20%	20			
<i>Local Presence</i>	10%	10			
<i>Total</i>	100%	100			

9. Independent Estimate – Giant Spring's staff will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is to be used in the negotiation.

The City Engineer prepared a detailed estimate for the Phase I and II engineering for this project. His estimate was \$231,000.

10. Contract Negotiation – Giant Spring's procedures require a two person team to negotiate with firms. The team consists of the public works director and the city's manager. When necessary either the public works director or the city manager may delegate this responsibility to staff members.

For this project, the city engineer and city manager began negotiations with the highest ranked firm. The firm's cost exceeded the engineer's estimate by 40% and the firm did not believe they could adjust their scope or staffing in any way to reduce costs. The team moved to negotiation with the second ranked firm. The costs were slightly below the city's estimate and their project scope covered all the city's requirements. Negotiations with the second ranked firm were successful. A sealed cost proposal from the third ranked firm was returned to the firm unopened. The proposal from the first ranked firm was disposed of by shredding.

11. Acceptable Costs – Giant Spring's procedures require the city manager to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.

For this project, the city manager reviewed the costs and found no issues and forwarded to IDOT for final review and approval.

12. Invoice Processing – Giant Spring's procedures require the project manager assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.

13. Project Administration – Giant Spring's procedures require the assigned project manager to monitor work on the project in accordance with the contract and to file reports with the public works director. The city's procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in the city's consultant information database. The city follows IDOT's requirements and they require submission of form [BLR 05613](#) to the IDOT district at contract close-out along with the final invoice.

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When submitting form BLR 05510, the completion of Exhibit C (Figure 5-5D) is required. See Section 5-5.08 for information concerning the BLR forms for engineering agreements.

BLR 05610 (Rev. 11/09/17)

Packet Pg. 65

EXHIBIT A: SURVEY OF THRESHOLDS: OBSERVATIONS:**Council Approval and Formal Threshold level**

- Most entities set the threshold that requires a formal solicitation to equal the threshold that requires approval by city council .
- Four entities, Naperville, Schaumburg, Antioch, and Downers Grove set the threshold that requires a formal solicitation (\$25,000, \$20,000, \$5,000 and \$7,000 respectfully) much lower than the threshold that requires approval by city council (\$100,000, \$50,000, \$20,000 and \$15,000 respectfully).

No quote, or 1 quote, or Department Head discretion required

- <\$500 : Batavia
- <\$1,000 : Vernon Hills; Elgin; Naperville; Glen Ellyn; Downers Grove
- <\$1,500 : Round Lake;
- <\$2,000 : Antioch;
- <\$2,500 : Lisle; Schaumburg; Park Ridge; Oak Brook; Carol Stream
- <\$3,000 : Kane County; Joliet
- <\$5,000 : Glencoe; Oswego; DuPage County; City of DeKalb
- requires 3 quotes : Metro Water; Highland Park

Formal Threshold requiring Formal Solicitations

- >\$7,000 : Downers Grove
- >\$10,000 : Metro Water(services)
- >\$20,000 : Antioch; Elgin; Park Ridge; Oak Brook; Schaumburg; Glen Ellyn; City of DeKalb
- >\$25,000 : Round Lake; (nonServices); Lisle; Vernon Hills; Joliet; Highland Park; Glencoe; Oswego; Naperville; Carol Stream; DuPage County
- >\$30,000 : Kane County;

Performance Bonds:

- Only 12 (of the 21 entities surveyed) have a defined guideline for requiring Performance Bonds. Generally the guideline matches the requirement for a formal solicitation.

Waivers of Lien:

- Only 6 entities (of the 21 surveyed) have a defined guideline for requiring Waivers and Liens.

Services versus Goods

- Only 1 entity, Metro Water, differentiates thresholds for services and goods (\$10,000 v \$25,000 respectively).

EXHIBIT B: SURVEY OF THRESHOLDS: DATA

ENTITY	DOLLAR LEVEL	PROCESS	APPROVAL	Performance Bonds	Waivers of Lien
Round Lake	>\$25,000 \$10,000 - \$25,000 \$1,500-\$10,000 <\$1,500	Formal 3 Quotes 3 Quotes DH discretionary	City Council Dept. Head; Dir Fin;	>\$25,000 construction	not required
Metro Water Reclamation Dist.	>\$25,000 (nonServices) >\$10,000 (Services) \$1 - \$10,000 (Services) \$1 - \$25,000 (nonServices) <\$100,000 = Affirmative Action Requirements do not apply	Formal Formal 3 Quotes 3 Quotes	City Council	>\$10,000 (Services)	pending Department PM
Kane County	>\$30,000 \$3,000 - \$30,000 <\$3,000 > \$15,000 annual w/same vendor requires a Contractor Disclosure Letter	Formal 3 Quotes No written quote required	City Council	>\$50,000	when using Subcontractors
Lisle	>\$25,000 \$5,000-\$25,000 \$10,000-\$25,000 \$1,000-\$5,000 \$2,500-\$10,000 \$1,000 <\$2,500	Formal 3 Formal Quotes 3 informal Quotes No written quote required	City Council	>\$50,000	PW project w/o Bonds
Schaumburg	>\$50,000 \$20,000-\$50,000 \$2,500-\$20,000 <\$2,500 Purchasing Manager can request additional quotes up to \$20,000	Formal Formal 3 Quotes DH discretionary	City Council City Administrator Dept. Head	none specified	none specified
Vernon Hills	>\$25,000 \$5,000-\$25,000 \$1,000-\$5,000 <\$1,000	Formal 3 Formal Quotes 3 Quotes 1 informal quote	City Council	with unacceptable risk of cost if work is not completed	
Antioch	>\$20,000 \$5,000-\$20,000 \$2,000 - \$5,000 <\$2,000	Formal Formal 3 Quotes 1 quote	City Council City Administrator City Administrator		
Joliet	>\$25,000 \$3,000 - \$25,000 <\$3,000	Formal 3 Quotes No written quote required	City Council	>\$25,000 construction	>\$25,000 construction
Elgin	>\$20,000 \$5,000-\$20,000 \$1,000-\$5,000 <\$1,000	Formal 3 Quotes 2 Quotes No written quote required	City Council	>\$20,000	>\$20,000
Highland Park	>\$25,000 \$5,000 - \$25,000 <\$5,000	Formal 3 Formal Quotes 3 informal Quotes	City Council City Administrator Dept. Head	>\$50,000	Capital Construction All Engineering Large construction projects
Park Ridge	>\$20,000 \$2,500-\$20,000	Formal 3 Quotes	City Council	>\$50,000	don't require

	<\$2,500	1 informal quote			
Glencoe	>\$25,000 \$5,000 - \$25,000 <\$5,000	Formal 3 Quotes DH discretionary	City Council City Admin; DirFin Dept. Head; Purchasing		
Oak Brook	>\$20,000 \$2,500-\$20,000 <\$2,500	Formal 3 Quotes No written quote required			
Oswego	>\$25,000 \$5,000 - \$25,000 <\$5,000	Formal 3 Quotes No written quote required		>\$5,000	
Naperville	<\$100,000 \$25,000 - \$100,000 \$10,000 - \$25,000 \$1,000-\$10,000 <\$1,000 <i>Recommendation to increase thresholds to be requested in late 2019.</i>	Formal Formal 3 Written Quotes 3 Verbal Quotes No written quote required	City Council City Administrator	>\$25,000	pending Department PM
Carol Stream	>\$25,000 \$2,500-\$25,000 <\$2,500	Formal 3 Quotes No written quote required			
Glen Ellyn	>\$20,000 \$5,000-\$20,000 \$1,000-\$5,000 <\$1,000 <i>multi-year agreements</i>	Formal 3 Quotes 3 Quotes No written quote required	City Council City Administrator Dept. Head or Designee Dept. Head or Designee City Council		
City of Batavia	The City of Batavia does not utilize dollar thresholds. Our general policy is to solicit formal bids for all of our major capital projects, maintenance projects, public service contracts and equipment purchases. Exceptions to this policy occur when work is extremely specialized and the City desires to utilize a specific contractor. In those instances our City Council takes action to waive the formal bidding process.		Performance bonds are required for all of our major capital and maintenance projects. They are also required for our public services contracts. We do not require them for smaller scale repair projects or equipment purchases.		
	>\$500	3 Quotes			
DuPage County	>\$25,000 \$5,000-\$25,000 <\$5,000	Formal 3 Quotes (verbal=ok) No written quote required	County Board County Board	>\$25,000	Department Discretion
Downers Grove	>\$15,000 >\$7,000-\$14,000 \$4,000-\$7,000 \$1,000-\$4,000 <\$1,000	Formal Formal 3 Quotes 3 Quotes No written quote required	City Council City Administrator DirFin Director Director	fixed PW project	fixed PW project
City of DeKalb	>\$20,000 \$10,000-\$20,000 \$5,000-\$10,000 <\$5000	Formal 3 Quotes 3 Quotes No written quote required	City Council City Administrator DirFin Dept. Head or Designee		



ADMINISTRATIVE ORDER NO. #3

Subject: Village Purchasing Policies and Procedures

Original order approved December 7, 2011, revised September 16, 2013, ~~and~~ November 14, 2016, and September 23, 2019

Applicability

This policy shall apply to the procurement ~~or~~ and purchase of goods, supplies, equipment, and services by the Village.

Purpose

The purpose of this policy is to assist in obtaining supplies, equipment and services as economically and efficiently as possible. It is intended to:

1. Simplify and clarify existing purchasing practices and policies;
2. Provide guidance for compliance with applicable purchasing rules;
3. Ensure the fair and equitable treatment of all persons who deal with purchasing activities;
4. Promote increased economy in purchasing activities;
5. Foster broad-based competition within the free enterprise system; and
6. Provide safeguards for the maintenance of a procurement system of quality and integrity.

Policy

A. ETHICAL CONDUCT

1. Elected officials and employees shall adhere to the Village's Ethics Policy when making all purchasing decisions.
2. Elected officials and employees may not participate directly or indirectly in a purchase when the elected official or employee or any member of his immediate family will benefit. Any attempt by an employee to realize personal gain through public employment by conduct inconsistent with these policies is subject to discipline and/or dismissal.

3. No elected official or employee, either on that person's behalf or on behalf of any other person, shall have any financial or personal interest in any business or transaction with any Board, Commission, Committee or other public body of the Village unless that official or employee makes full public disclosure of the nature and full extent of such interest and ~~disqualifies-recuses~~ him or herself from participating in and acting upon the resolution of the business or transaction.
4. Employees shall adhere to this policy consistent with the philosophy above to ensure cost savings and efficiency. When competitive bidding, employees shall attempt to solicit as many bids as reasonably possible. Employees shall not subdivide any contract or purchase with the intent to circumvent the bidding requirements or approval limits established within this policy.
5. If any portion of this policy is found to be in conflict with any federal, state or local law, the federal, state or local law shall apply. However, if this policy is more restrictive than the federal, state or local law, the policy shall apply.

B. AUTHORITY ~~TO PURCHASE~~

1. **Up to \$5,000:** Department Directors may approve purchases up to \$5,000. It is the Department Director's responsibility to ensure budgeted funds are available and competitive pricing is obtained prior to purchase. A Department Director may delegate any level of purchasing authority under \$5,000 to other department employees with approval by the Village Manager and Finance Director.
2. **Up to \$2035,000:** The Village Manager may approve purchases up to \$2035,000. It is the Village Manager's responsibility to ensure budgeted funds are available and competitive pricing is obtained prior to purchase.
 - a. ~~The Village Manager is authorized to approve any change order to a Village contract which is less than \$10,000. Any change order in excess of \$10,000 must be submitted to the Village Board as an agenda item for the Board's consideration. The Village Manager is also authorized to execute change orders above \$10,000 in instances where the change order falls within a contract contingency authorized by the Village Board.~~
 - b. ~~The Village Manager may authorize disposal of any Village property valued up to \$20,000 in a manner deemed most beneficial to the Village. All items above \$20,000 must be authorized for disposal by the Village Board.~~
3. **Greater than \$2035,000:** Any single purchase or contract with a single vendor over \$2035,000 requires Village Board approval. Glen Ellyn Village Code (1-10-1) requires that all contracts for labor, services or work, or for the purchase of personal property, materials, equipment or supplies involving amounts estimated to be in excess of \$2035,000 shall be let only by competitive bidding after advertisement for bids to the lowest responsible bidder submitting a bid in conformance with the advertisement. Bi-annually, the Village Manager and Finance Director will review

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cumulative spending with the Village's vendors to identify if the scope of products and/or services provided by said vendor to determine if the aggregate purchases should be considered for approval by the Village Board. The Village Manager and Finance Director will base his or her decisions on this administrative order.

4. **Payments greater than \$2035,000 not requiring current purchase order or explicit Village Board approval:** Required or routine payments will be made through the normal check issuance procedures, without the need for prior purchase order or explicit Village Board authorization, under the following circumstances:
 - a. *Government or utility payments.* The Village is required to make payments to regulatory agencies or other governments with authority over the Village or Village activity. Examples include, but are not limited to: the State of Illinois, Federal Government, County of DuPage, each in their official or oversight capacity, the Illinois Department of Employment Security (unemployment insurance), the Illinois Municipal Retirement Fund, the Illinois Department of Revenue (sales tax remittances), and utility companies. These payments are not limited to the amount budgeted, but amounts spent over the budget amount will be reported to the Village Board in a timely manner as appropriate.
 - b. *Village Contracts.* The Village Board periodically approves contracts or service agreements that span multiple years, which later require periodic and ongoing payments that exceed \$2035,000 individually or in aggregate. Examples include, but are not limited to, DuComm, DuPage Water Commission, Glenbard Wastewater Authority, GIS Consortium legal services, insurance providers, debt service principal and interest, and waste haulers. Payments for these Village Contracts are not limited to the amount budgeted, but amounts spent over the budget amount will be reported to the Village Board in a timely manner as appropriate.
 - c. *Village support of other organizations.* Payments are made to various service providers, such as the Glen Ellyn Volunteer Fire Company, and the Downtown Alliance of Glen Ellyn. For such arrangements, payments for service shall be limited to the original Village Board approval and/or the Village budget for such services.
 - d. *Subdividing or Split Purchases.* Purchases shall not be split or subdivided to avoid a level of review or approval or to avoid competitive selection.
5. **Change Orders:** The Village Manager is authorized to approve any change order to a Village contract which is less than \$4035,000. Any change order equal to, or in excess of, \$4035,000 must be submitted to the Village Board as an agenda item for the Board's consideration. The Village Manager is also authorized to execute change orders above \$4035,000 in instances where the change order falls within a contract contingency authorized by the Village Board.

5. ~~**Rule of Three:** In order to ensure competitive pricing, at least three quotes shall be obtained prior to a purchase over \$1,000 whenever practical to do so. If a purchase of goods or services is recurring and/or ongoing, a quote may be obtained once every three years, so long as the cost remains competitive and there is no significant (i.e. 10%) change to the scope of goods/services. Documentation of quotes should be retained by the purchasing department for three years subsequent to the date of purchase.~~

~~a. **Selection of Lowest Price:** Invoices submitted for payment greater than \$1,000 must include the three quotes obtained. If the lowest price quote is not selected, there must be justification included on why the lowest price was not chosen.~~

~~b. **Local Preference:** Every effort should be made to solicit one of the three quotes from a business located in the Glen Ellyn corporate boundaries. In evaluating the quotes, costs such as delivery or freight should be considered to arrive at the lowest cost selection.~~

6. **Quotes:** Employees are responsible for obtaining quotes for purchases as follows:

<u>Amount</u>	<u>Quotes Required</u>	<u>Description</u>
<u>\$1,000-\$2,499</u>	<u>Informal Quotes</u>	<u>Employees are encouraged to seek one or more quotes when possible to ensure that competitive prices are obtained. Informal quotes include taking telephone prices, prices through catalogs/online, etc.</u>
<u>\$2,500-\$4,999</u>	<u>Combination of Formal/Informal Quotes</u>	<u>At least two quotes must be obtained. Documentation must be submitted to the Finance Department, but can include taking telephone prices, prices through catalogs/online, requests for proposals, and documented quotes from vendors. If less than two quotes were obtained, written justification must be submitted to the Finance Department.</u>
<u>\$5,000-\$24,999</u>	<u>Formal Quotes</u>	<u>At least three formal quotes must be obtained or sufficient justification to warrant the purchase from a specific vendor. Formal quotes should include documented quotations including sealed bids, requests for proposals, or any other appropriate form of written quotation. These quotations must be submitted to the Finance Department. If less than three quotes were obtained, written justification must be submitted to the Finance Department.</u>

a. Local Preference: Every effort should be made to solicit a quote from a business located in the Glen Ellyn corporate boundaries. In

evaluating quotes, -costs such as delivery or freight should be considered to arrive at the lowest possible cost.

b. Recurring purchases: If a purchase of goods or services is recurring and/or ongoing, a quote may be obtained once every three years, so long as the cost remains competitive and there is no significant (i.e. 10%) change to the scope of goods/services.

6. **Transportation and Delivery Charges:** The Department Director shall make every effort to determine any transportation or delivery charges prior to proceeding with a purchase. Transportation charges must be included when determining cost of a purchase.
7. **Maximum Practicable Competition:** All specifications for purchases shall be drafted so as to promote overall economy for the purposes and encourage competition in satisfying the Village's needs, and shall not be unduly restrictive.
8. **Budget:** Careful consideration of the budget must be undertaken when purchasing. It is the Department Manager's responsibility to ensure they are within their budget constraints. If an item would cause the fund to exceed budget, then it should be taken to the Village Board along with a budget amendment.
2. **Contracts:** All contracts must be reviewed and approved by the Village Attorney prior to execution. Contracts under \$5,000 may be signed by a Department Head. Contracts \$5,000 to under \$2035,000 may be signed by the Village Manager. Contracts greater than \$2350,000 must be approved by the Village Board and signed by the Village Manager.
- 9-10. **Disposal of Village property:** The Village Manager may authorize disposal of any Village property valued up to \$2035,000 in a manner deemed most beneficial to the Village. All items above \$2035,000 must be authorized for disposal by the Village Board.
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C. COMPETITIVE SEALED BIDDING

An openly publicized competitive process for the procurement of goods, supplies, equipment, services, and construction, is the most effective means of determining the lowest cost from a responsible source and should be utilized whenever possible.

1. **Exceptions to Competitive Bidding:** A purchase or contract over \$2035,000 that is by its nature not adapted to award by competitive bidding may be approved by a 2/3rd vote of the Village Board.

Examples of exceptions to competitive bidding are listed below.

- a. *Professional services* requiring individual skill or expertise shall be governed by the policy on professional services in Section D. Such services include, but are not limited to, engineers, financial advisors, search firms, accountants, architects, inspectors, attorneys, and professional consultants.
- b. *Emergency purchases* are purchases obtained in circumstances which include threats to public health or safety, where immediate repairs to Village property are required to protect or prevent against further loss or damage, or where immediate action is needed to prevent or minimize serious disruption to Village services. Emergency purchases shall be authorized if timing is critical. The Village Manager shall report to the Village Board regarding emergency purchases as soon as practicable.
- c. *State or federal contracts* are exempted from the competitive bidding process. The Village may take advantage of the favorable prices obtained under a State contract whenever practical to do so.
- d. *Cooperative purchases*, defined as more than one unit of government purchasing goods and services together by competitive bid.
- e. *Single Source purchases*, defined as material or services that are available from only one vendor but are deemed necessary to Village operations may be exempted from bidding requirements.
- f. *Standardization purchases*, defined as technical nature of certain items or services may result in the standardization of a particular supplier's specifications being necessary or desirable to Village operations. Competitive bidding may be waived if the Village requires compatibility with existing software, machinery or other existing equipment.
- g. *Certain items are purchased by the Village Links/Reserve 22 for resale.* These items are generally offered for resale in the Pro Shop or food/hospitality products. Merchandise items are chosen for their marketability and public demand and cannot be purchased through the formal bidding process. Food and hospitality items may be purchased based on immediate need or demand, product quality, availability schedule, or other factors deemed necessary to properly run the food and hospitality functions of the Department. The management of the Village Links/Reserve 22 will make every effort to obtain these items at the best possible prices.

2. Procedures for Competitive Bidding

- a. **Invitations for Bids:** An Invitation for Bids shall be issued and shall include a purchase description, and all necessary contractual terms, specifications, and conditions applicable to the purchase.
- b. **Bids for Installation of Equipment:** For all bids for the installation of products and equipment, consideration shall be given to requesting bids for the product or equipment

separate from bids for the labor involved in installing the equipment in order to reduce the overall costs.

- c. **Review by Village Attorney:** When practicable, all invitations for bids shall be reviewed and approved by the Village Attorney prior to being issued.
- d. **Public Notice:** Adequate public notice of the Invitation for Bids shall be given at a reasonable time prior to the date set for the opening of bids. It is the policy of the Village to seek as broad an advertisement for bids as is practical under the circumstances. As a minimum, advertisement for bids shall be as follows:
 - a. Notice inviting bids shall be published once in at least one newspaper of general circulation in the village and at least ten (10) days prior to the last day set for the receipt of bid proposals.
 - b. The newspaper notice required herein shall include at least a general description of the work to be performed or the articles to be purchased, shall state where bid proposals forms and detailed specifications may be secured, and shall state the time and place for opening bids.
 - c. Bids and proposals shall, to the extent possible, be solicited from all responsible prospective suppliers who have requested to be notified of purchases of the type being proposed or who are known to the village to do work or provide supplies of the type being sought, by sending those responsible prospective suppliers a copy of the notice to acquaint them with the proposed purchase or sale.
 - d. Bid announcements shall be advertised on the Village website.
- e. **Requirement for Bid Security:** Bid Security will be required for all competitive sealed bidding for construction contracts. Bid security shall be a bond provided by a surety company authorized to do business in the State of Illinois, or a certified check, bank draft, or cashier check, or other form satisfactory to the Village.
- f. **Amount of Bid Security:** Bid security amount is to be determined by the requisitioning department and shall be in an amount no less than 5% of the bid and no more than 10% of the bid.
- g. **Bid Opening:** Bids shall be opened publicly by the Finance Director or the Finance Director's designee and in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. The amount of each bid, together with the name of each bidder, shall be recorded, and the record of each bid shall be open to public inspection.
- h. **Bid Evaluation and Acceptance:** Bids shall be unconditionally accepted without alteration or correction, except as addressed in this policy statement. Bids shall be evaluated based on the requirements described in the Invitation for Bids, which may include criteria to determine acceptability such as inspection, testing, quality,

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workmanship, delivery and suitability for a particular purpose. The Invitation for Bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that is not set out in the Invitation for Bids. At no time should any information be made available to any prospective bidder which is not available to all prospective bidders.

- i. **Correction or Withdrawal of Bids:** After a bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the Village or fair competition shall be permitted. Decisions to permit correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes prior to approval by the Village Board should be based upon the following criteria:
 - a. A bidder will not be permitted to correct a bid mistake after bid opening that would cause the bidder to have the low bid, unless the mistake is clearly evident from examining the bid document, and is supported by proof that has evidentiary value--for example, extension of unit prices or errors in addition.
 - b. A low bidder will not be permitted to correct a bid for errors in judgment.
 - c. In lieu of bid correction, the Village may permit a low bidder alleging a material mistake of fact to withdraw its bid when there is reasonable proof that a mistake was made and the intended bid cannot be ascertained with reasonable certainty.
 - d. After bid opening, an otherwise low bidder will not be permitted to delete exceptions to the bid conditions which affect price or substantive obligations.
 - e. If the Village suspects a mistake has been made by a bidder, it may request confirmation of a bid.
- j. **Award:** Contracts shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to the price, the Village may consider the following factors:
 - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 - c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - d. The quality of performance of previous contracts or services;

- e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 - f. The sufficiency of the financial resources and the ability of the bidder to perform the contract or provide the service;
 - g. The quality, availability and adaptability of the supplies or contractual services to the particular use required by the village;
 - h. The ability of the bidder to provide future maintenance and service for the use of the contract; and
 - i. The number and scope of conditions attached to the bid, if any.
- k. After approval by the Village Board, the award shall be processed with reasonable promptness by written notice to the successful bidder.
- l. **Non-monetary Change Orders:** The Village Manager may execute change orders to extend the length of a construction contract by up to 30 days or other terms and conditions of a contract deemed necessary or in the best interest of the Village.

D. PROFESSIONAL SERVICES

~~D.~~

1. Qualification Based Selection (QBS) Procedures shall be utilized to procure all federally funded professional services, or as otherwise deemed applicable by the Village Manager. The Village's QBS Procedures shall follow the Federal QBS Requirements in IDOT's Bureau of Local Roads and Streets (BLRS) Manual. The Village's QBS Procedures, included within Appendix A of this Administrative Order, and shall be maintained and updated administratively as dictated by changes in the IDOT BLRS Manual.

2. For All locally funded professional services contracts/agreements related to Architectural, Engineering, and Land Surveying Services shall will be governed by the requirements of the Local Government Professional Services Selection Act (50 ILCS 510/1 et seq.). Proposals shall be requested and evaluated based upon the requirements set forth in the a request for proposals document, which may include qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time and budget requirements, location, workload of the firm, work on similar projects, past performance with the Village, and financial stability may include firm information, experience with similar projects, qualifications of personnel, ability to meet project deadlines, completeness of project approach, additional services/tasks, and project costs. Cost may be considered, but may not alone determine the provider of the professional services. Competitive proposals are required where the total contract is \$2035,000 or greater. Where the cost is less than \$2035,000, the respective Department Head and the Village Manager shall determine whether such contract will be awarded on the basis of obtaining at least three quotes or on the basis of competitive request for proposals. To aid staff in maintaining a list of qualified firms from which proposals may be requested, the Village shall publish a legal notice in the Daily Herald on a 3-year basis to request statements of interest/qualifications.

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~~2. All requests for proposals for professional services shall contain a request for a proposed Total Fixed Price for the contract work.~~

3. For professional services *other* than architectural, engineering, and land surveying services, where the cost is less than \$~~2035~~²⁰³⁵,000, the respective Department Head and the Village Manager shall determine whether such contract will be awarded on the basis of obtaining at least three quotes or on the basis of competitive request for proposals. For those where the cost is \$~~2035~~²⁰³⁵,000 or greater, the contract shall be awarded based upon a competitive request for proposal, unless it is determined that an exception listed in Section C(1) applies. The Village Attorney shall determine if an exception is applicable.

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E. RECEIPT

The person signing and approving the invoice for payment must determine that goods or services have been received in good order. By approving the invoice for payment with their signature, the individual is verifying proper receipt of goods or services has occurred.

F. SALES TAX EXEMPTION

The Village is a sales tax exempt organization in the State of Illinois. When making purchases for the Village, all reasonable attempts should be made to make purchases exempt from sales tax, which may require presenting the Village's sales tax exempt certificate and completing forms or other documentation. Village policy is that we do not pay sales tax or reimburse employees for sales tax paid out of pocket. In those unusual situations when sales tax payments are reasonably unavoidable, Department Managers can authorize payment or reimbursement of a nominal amount sales tax.

G. PAYMENT

1. **Checks:** Invoices for payment by check shall be submitted to the Finance Department. Invoices must be coded with the appropriate budget account and signed by the Department Director or valid designee. The invoice must also clearly state the purpose of the purchase. Purchases of food or meals must include a list of the individuals or groups receiving the food or meal. If purchase exceeds \$5,000, the Village Manager must also sign the invoice, except utilities, postage, developer donations, health insurance and routine refunds. All invoices must describe the Village business purpose for which the goods or services were purchased. Lien waivers from all contractors and subcontractors must be included with invoices for construction contracts and submitted to the Village Attorney before any payment will be authorized.

All invoices will be reviewed by the Accounts Payable Coordinator for proper approval and coding and entered into the accounting system. The Assistant Finance Director will review and approve the invoices and reports for proper approvals and accuracy prior to printing checks.

Checks will be printed every Friday. All invoices to be included in a Friday check run must be submitted to the Finance Department by 5PM the Wednesday before the check run. If the schedule is adjusted, Finance will alert departments as early as practical. Checks will not be sent out until all required signatures and documentation are received by the Finance Department. The Finance Department will distribute checks via U.S. mail. If a vendor wishes to pick up a check, the individual will need to provide identification sufficient to show their affiliation with the vendor, and will be required to sign a log provided by the Finance Department.

2. **Purchasing Cards:** Purchasing cards are issued to improve efficiency and make additional vendors available to provide goods for the Village through internet sales.
 - a. Issuance of Purchasing Cards: Employees may be issued a purchasing card upon request by the Department Director and approval by Finance Director and the Village Manager. Each card has a monthly purchase limit based upon the purchasing requirements of the employee. Employees must sign an agreement that they will use the card only for Village related purchases.
 - b. Use of Purchasing Cards: Use of a purchasing card does not change the approval structure established in Section B of this policy.

Each employee provided a Purchasing Card is responsible for the security of the card and should not permit its use for means other than those permitted by this policy. If an employee's card is used for egregious or repeated unauthorized purposes or uses, monthly reporting is not made in a timely manner, or it is used outside of the permissions of this policy, the employee's purchasing card may be immediately suspended or revoked, temporarily or permanently. If such action is taken, the employee's supervisor will be advised of the action and reasons for such action.

As with all purchases made on the Village's behalf, goods purchased with a purchasing card are exempt from sales tax. This is indicated on the front of all cards and should be pointed out to the vendor to prevent sales tax from being charged on any purchases made with the card. Depending on the vendor, card holders may still need to present the tax exempt letter or complete other documentation in order to receive the exemption.

The Village's purchasing card shall be used for Village purchases only. Absent approval from the Village Manager or Finance Director, the purchasing cards shall not be used for purchases for other people or organizations, even if the Village is reimbursed for the purchase.

- c. Submission of Purchasing Card Expense Reports: Each month, the Accounts Payable Coordinator will receive a summary of all employee charges. Individual statements will be sent to each card holder for coding and approval. Card holders must review their monthly statement and return it to the Finance Department with their signature and an itemized invoice or receipt for each purchase. Department heads must review and approve the purchasing card statements of their employees. Such information shall be submitted to the Finance Department no later than 3 business days prior to the due date on the statement, unless other arrangements are agreed upon, in advance, with the Finance Department. Each month, the Finance Department will advise card holders of the due date via email, providing at least one week notice. All receipts or invoices must describe the Village business purpose for which the goods or services were purchased. All purchases of food or meals must list the individuals or groups that benefited from the meal.

The Accounts Payable Coordinator will review all card purchases for proper

approval, coding and documentation and enter the charges into the accounting system. The Assistant Finance Director will review the invoices and accounting system reports for proper approvals and accuracy. All monthly purchasing card statements will be reviewed and signed off by the Department Director, Finance Director and the Village Manager.

3. **Open Accounts:** To allow for the efficient procurement of routine supplies, the Village has established a limited number of open accounts at local vendors. Only employees authorized by their Department Director may utilize an open account. When available, purchasing cards should be utilized rather than charging an item to an open account. The Department Director is responsible for ensuring all purchases made on an open account are utilized only for Village business purposes.

Use of an open account does not exempt an employee from obtaining quotes for items over \$1,000. If an item is over \$1,000, quotes must still be obtained as required in Section B (4).

Employees must submit receipts for all purchases made on an open account to the Finance Department. Receipts must describe the Village business purpose for which the items were purchased and include the signature of the employee approving the purchase.

4. **Petty Cash:** Petty cash has been established to expedite miscellaneous purchases and paying of small bills which need not be handled through check payment. These funds are to be used by all departments for facilitating purchases and are not to be used for the purpose of circumventing normal purchasing procedures.

Petty cash requests shall be limited to \$50, unless approved by the Finance Director. Any amount above \$50 must be reimbursed via a check request submitted to the Finance Department.

Each petty cash location shall have a designated custodian who is responsible for disbursing and maintaining the petty cash funds.

The petty cash custodian shall ensure that all petty cash disbursements are properly approved and that a record of each disbursement includes the following information:

- a. Description of purchase.
- b. Budget account.
- c. Signature of employee approving disbursement.
- d. Signature of petty cash custodian.
- e. Signature of petty cash recipient.
- f. Original itemized receipt.

As petty cash is depleted, the custodian shall submit a request to replenish petty cash to the Finance Department. The request shall include all the required documentation for disbursements made since the previous request. The AP Fiscal Clerk will review all purchases for proper approval, coding and documentation and enter the charges into the accounting system. The Assistant Finance Director will review the invoices and accounting system reports for proper approvals and accuracy and a check will then be issued to the petty cash custodian. The Finance Department may conduct periodic cash counts and/or audits of petty cash.

5. **Review of Vouchers:**

- 1.Accounts Payable Coordinator: The Accounts Payable Coordinator will review invoices submitted for payment to ensure proper documentation, amount, account coding, and approval.
- 2.Assistant Finance Director: The Assistant Finance Director will perform a detailed review of the vouchers after the Accounts Payable Coordinator to ensure proper documentation, amount, account coding, and approval.
- 3.Finance Director: The Finance Director will receive from the Accounts Payable Coordinator a list of the vouchers for review. The Finance Director shall review the list and pose questions and request documentation as he or she deems necessary.
- 4.Village Attorney: The Village Attorney shall review the vouchers in advance of the board meeting to review items of a legal nature.
- 5.Village Manager: The Accounts Payable Coordinator will provide the Village Manager with a listing of paid invoices for inclusion on a Village Board Agenda. The Village Manager shall review said listing.

6. **Village Board Approval of Vouchers:** All payments will be approved by the Village Board. The Accounts Payable Coordinator will provide the Village Manager's office with a listing of paid invoices for inclusion on a Village Board meeting agenda. The invoice list will also be provided to all Trustees and a Trustee will be designated to review the invoices prior to Village Board payment approval. To ensure prompt payment, checks will be released prior to the Village Board meeting if the purchase has been properly approved and all required signatures and documentation have been received by the Finance Department.

H. MANAGEMENT CONTROLS

1. **Purchase Orders:** Purchase orders will be created for amounts greater than ~~\$2305~~,000, which require board approval prior to purchasing. Purchase orders may be issued for lower dollar amounts if requested by a department. The Accounts Payable Coordinator will create the purchase orders in the accounting system following board approval of a purchase. The purchase order is then sent to the Finance Director for review. A copy of the original purchase order is forwarded to the department making the purchase. The purchase order number must be included on all payment requests.
2. **Inspection and Testing:** The inspection and testing of delivered materials or equipment should occur at the time of delivery. Department Directors are responsible for ensuring that the quantity and quality of the delivered goods are as ordered and that all purchases made within their department are received and utilized solely for Village business. In the case of items for inventory or resale, Department Directors are responsible for maintaining an ongoing inventory record of such items. The Finance Department may review inventory records on a periodic basis and as part of the annual audit process.
3. **Internal Audits:** The Finance Department will conduct periodic audits of purchases. It shall be the responsibility of each Department Director to provide the Finance Department with the necessary information to verify any purchases chosen for an audit.
4. **External Audits:** The Village will engage an external public accounting firm to perform an annual audit of the financial statements. Such an audit will include an assessment of internal controls related to purchasing.
5. **Treasurer's Report:** The Village will produce an annual Treasurer's Report in accordance with State statutes, which includes all payments to vendors for the past year. The report will be reviewed to assess potential areas to increase purchasing efficiencies.
6. **Public Disclosures:** The Village will produce and publish other reports and disclosures related to payments and disbursements, which may be published on the Village website, hard copy available for public inspection or in another manner as required or allowed by law.
7. **Additional Policies:** Village Management will periodically review and revise additional policies related to purchasing including, but not limited to, uniforms, travel, and cell phones. Such policies may be implemented as administrative orders.

 Mark Franz, Village Manager

 Revision Date

Appendix AVillage of Glen Ellyn QBS Procedures

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Background

The Village of Glen Ellyn receives federal funds, which may be used to fund engineering and design related consultant services. For federally funded engineering assignments, the Village's written policies and procedures as described hereinafter for Qualification Based Selection (QBS) Procedures will be utilized to procure engineering and design related services.

Overview of Village QBS Procedures

The Village's QBS Procedure is generally summarized as follows:

- 1) The scope of the proposed engineering assignment is defined in a request for qualifications/proposals document.
- 2) The proposed engineering assignment is advertised (via Public Notice in a newspaper, website, magazines, etc.) with a request for qualifications/proposals.
- 3) The received proposals are evaluated by a selection committee to short-list at least three firms that are capable of completing the assignment within the specified parameters.
- 4) A minimum of three firms are selected for interviews and presentations by the firms. Based on the evaluations, discussions and presentations, the short-listed firms are ranked on the merits of their qualifications to provide the services for the project.

It is emphasized that during steps 1-4, cost is not part of the evaluation process.

- 5) The most qualified firm is then contacted and an attempt is made to negotiate an agreement at a fair and reasonable means of compensation based on the Municipality's estimated value of the services being rendered. This process involves developing a specific scope of services with the project schedule, staffing and hours, engineering effort, responsibility/liability, and other critical parameters clearly identified and agreed to as part of the negotiation of the agreement. The independent estimate is to be prepared by the municipality prior to negotiating the agreement.

Specific Village QBS Procedures

The Village's QBS procedures meet the requirements of 23 CFR 172 and the Brooks Act. As it relates to the 13 specific procedural requirements in Section 5-5 of the BLRS Manual, the Village's QBS Procedures are as follows:

1. Initial Administration – The Village of Glen Ellyn QBS policy and procedures assigns responsibilities to the Village Manager, Village Attorney, Finance Director, Public Works Director, and Professional Engineer within the Village of Glen Ellyn organization for the procurement, management, and administration for consultant services.
2. Written Policies and Procedures – The Village of Glen Ellyn believes its adopted QBS written policies and procedures substantially follows Section 5-5 of the BLRS Manual and specifically Section 5-5.06(e), therefore; approval from IDOT/FHWA is not required.

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Appendix AVillage of Glen Ellyn QBS Procedures

3. Project Description – The Village of Glen Ellyn will include the following five items when developing the project description in its request for qualifications/proposals and may include additional items when unique circumstances exist.
- Describe in general terms the need, purpose, and objective of the project;
 - Identify the various project components;
 - Establish the desired timetable for the effort;
 - Identify any specific challenges, problems, and concerns;
 - Determine the total project budget.
4. Public Notice – The Village of Glen Ellyn will publish an ad/legal notice in the Daily Herald soliciting qualifications/proposals. The legal notice shall be published at least 14 calendar days prior to the last date of acceptance of qualifications/proposals. Interviews of short-listed firms will be required and so noted in the Public Notice.
5. Conflict of Interest – The Village of Glen Ellyn requires consultants to submit with their qualifications/proposals a disclosure statement through the use of the IDOT BDE DISC 2 Template as the conflict of interest form.
6. Suspension and Debarment – The Village of Glen Ellyn procedures require verification of suspension and debarment actions to ensure the eligibility of firms short listed and selected for projects. The Village shall utilize the SAM Exclusions, IDOT CPO's website and the three other state CPO's websites to verify suspensions and debarments.
7. Evaluation Factors – The Village of Glen Ellyn allows the Professional Engineer to set the evaluation factors for each project, but must include a minimum of 4 qualification based criterion including Technical Approach (10-30%), Firm Experience (10-30%), Specialized Expertise (10-30%), Staff Capabilities (Prime/Sub)(10-30%), Work Load Capacity (10-30%), Past Performance (10-30%), and other qualification based criterion included in Figure 5-5B of the BLRS Manual and as set by the Professional Engineer. The criterion and weighting form shall be included within each request for qualifications/proposals as to aid firms in understanding how they will be evaluated. The criterion weighting factors shall not include any consideration of costs.
8. Selection – The Village of Glen Ellyn requires a minimum (3) person selection committee. Typically, the selection committee members include the Village Manager, Public Works Director, Professional Engineer, and/or other staff as deemed necessary by the Village Manager. Members of the selection committee may delegate this responsibility to other staff members.

The selection committee members must certify that they do not have a conflict of interest. Following consultation by the Professional Engineer, the selection committee members are chosen by the Village Manager for each project. The Village of Glen Ellyn requires each member of the selection committee to provide an independent score for each proposal using the criterion, weighting factor, and evaluation form provided by the Professional Engineer in the Request for Qualifications/Proposals document, prior to the selection committee meeting. The

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Appendix AVillage of Glen Ellyn QBS Procedures

selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. If there are other firms within 10% of the top three firms' scores, the Village Manager may choose to expand the short list to include more than 3 firms. The short listed firms are then interviewed, including a presentation by the firms. The committee score is adjusted by the committee based on a group discussion and information gained from presentations and interviews to develop a final ranking of the short listed firms. The product of these efforts will yield identification of the most qualified firm for the assignment.

9. Independent Estimate – The Village of Glen Ellyn will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.

10. Contract Negotiation – The Village of Glen Ellyn requires a minimum (3) person team to negotiate with firms. The team typically consists of the Village Manager, Village Attorney, and Professional Engineer, and/or other staff as deemed necessary by the Village Manager. Members of the negotiation team may delegate this responsibility to other staff members. The Village will attempt to negotiate an agreement with the most qualified firm. Should

11. Acceptable Costs – The Village of Glen Ellyn requires the Village Manager, or delegate, to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.

12. Invoice Processing – The Village of Glen Ellyn requires the Finance Director, or delegate, to review and approve all invoices prior to payment and submission to IDOT for reimbursement.

+13. Project Administration – The Village of Glen Ellyn requires the Professional Engineer to monitor work on the project in accordance with the contract and to file reports with the Village Manager. The Village of Glen Ellyn procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in the Village of Glen Ellyn's project records. The Village of Glen Ellyn follows IDOT's requirements and the required submission of BLRS Form 05613 to the IDOT district at contract close-out along with the final invoice.

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Chapter 10 - VILLAGE CONTRACTS

1-10-1. - Contracts requiring competitive bidding.

All purchase orders or contracts for labor, services or work, or for the purchase of personal property, materials, equipment or supplies, involving amounts estimated to be in excess of \$20,000.00 made by or on behalf of the Village, shall be let only by competitive bidding after advertisement for bids to the lowest responsible bidder submitting a bid in conformance with the bid advertisement; provided, however, that the Board of Trustees by the affirmative vote of at least two-thirds of the Board of Trustees then in office may waive competitive bidding on specific contracts.

(Ord. 5964, 10-10-2011)

1-10-2. - Exceptions to competitive bidding.

A purchase or contract that is by its nature not adapted to award by competitive bidding, as for example professional or other services requiring individual skill or expertise, utility services available from a single source or a unique item of property, may be excluded from the requirements of section 1-10-1 of this chapter and approved by the affirmative vote of at least two-thirds of the Board of Trustees then in office.

(Ord. 5964, 10-10-2011)

1-10-3. - Prohibition against subdivision.

No contract or purchase shall be subdivided to avoid the requirements of section 1-10-1 of this chapter.

(Ord. 5964, 10-10-2011)

1-10-4. - Advertisement.

When competitive bidding is required, it is the policy of the Village to seek as broad an advertisement for bids as is practical under the circumstances. As a minimum, advertisement for bids shall be as follows:

(A)

Newspaper publication: Notice inviting bids shall be published once in at least one newspaper of general circulation in the Village and at least ten days preceding the last day set for the receipt of bid proposals.

- (B) *Scope of notice:* The newspaper notice required herein shall include at least a general description of the work to be performed or the articles to be purchased, shall state where bid proposals forms and detailed specifications may be secured, and shall state the time and place for opening bids.
- (C) *Bidders' list or individual solicitation:* Bids and proposals shall be solicited from all responsible prospective suppliers who have requested to be notified of purchases of the type being proposed or who are known to the Village to do work or provide supplies of the type being sought, by sending those responsible prospective suppliers a copy of the notice to acquaint them with the proposed purchase or sale.
- (D) *Village website:* Bid announcements shall be advertised on the Village website.

(Ord. 5964, 10-10-2011)

1-10-5. - Lowest responsible bidder.

Contracts shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to the price, the Village may consider the following factors:

- (A) The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- (B) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- (C) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- (D) The quality of performance of previous contracts or services;
- (E) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- (F) The sufficiency of the financial resources and the ability of the bidder to perform the contract or provide the service;

- (G) The quality, availability and adaptability of the supplies or contractual services to the particular use required by the Village;
- (H) The ability of the bidder to provide future maintenance and service for the use of the contract; and
- (I) The number and scope of conditions attached to the bid, if any.

(Ord. 5964, 10-10-2011)

1-10-6. - Award to other than low bidder.

When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be made and preserved as a public record.

(Ord. 5964, 10-10-2011)

1-10-7. - Joint purchases with other governmental bodies.

Pursuant to the provisions of the Governmental Joint Purchasing Act 1, the Village of Glen Ellyn hereby acknowledges and elects to participate with the United States government, the State of Illinois, DuPage County, and Municipal purchasing consortia in joint purchases and to adopt the competitive bidding procedures authorized by said statutory provisions and the appropriate rules and regulations of the General Services Administration of the United States government, the Department of Central Management Services of the State of Illinois, the Purchasing Division of DuPage County, and the purchasing divisions of the Municipal purchasing consortia or any of their successor agencies in lieu of the provisions of this chapter.

(Ord. 5964, 10-10-2011)

1-10-8. - Change orders.

The Village Manager is authorized to approve any change order to a Village contract which is less than \$10,000.00. Any change order in excess of \$10,000.00 shall be submitted to the Village Board as an agenda item for the Board's approval. The Village Manager is also authorized to execute change orders above \$10,000.00 in instances where the change order falls within a contract contingency authorized by the Village Board.

(Ord. 6453, 11-14-2016)

1-10-9. - Prompt payment act preempted.

The Village, as a home rule municipality, shall not be bound by nor subject to any obligations set forth in the Local Government Prompt Payment Act 2. The provisions of the Local Government Prompt Payment Act are hereby preempted, and the obligations for payment shall be determined solely by contract between the Village and the parties providing goods or services to the Village.

(Ord. 5964, 10-10-2011)



ADMINISTRATIVE ORDER NO. #3

Subject: Village Purchasing Policies and Procedures

Original order approved December 7, 2011, revised September 16, 2013, and November 14, 2016

Applicability

This policy shall apply to the procurement or purchase of goods, supplies, equipment, and services by the Village.

Purpose

The purpose of this policy is to assist in obtaining supplies, equipment and services as economically and efficiently as possible. It is intended to:

1. Simplify and clarify existing purchasing practices and policies;
2. Provide guidance for compliance with applicable purchasing rules;
3. Ensure the fair and equitable treatment of all persons who deal with purchasing activities;
4. Promote increased economy in purchasing activities;
5. Foster broad-based competition within the free enterprise system; and
6. Provide safeguards for the maintenance of a procurement system of quality and integrity.

Policy

A. ETHICAL CONDUCT

1. Elected officials and employees shall adhere to the Village's Ethics Policy when making all purchasing decisions.
2. Elected officials and employees may not participate directly or indirectly in a purchase when the elected official or employee or any member of his immediate family will benefit. Any attempt by an employee to realize personal gain through public employment by conduct inconsistent with these policies is subject to discipline and/or dismissal.

3. No elected official or employee, either on that person's behalf or on behalf of any other person, shall have any financial or personal interest in any business or transaction with any Board, Commission, Committee or other public body of the Village unless that official or employee makes full public disclosure of the nature and full extent of such interest and disqualifies him or herself from participating in and acting upon the resolution of the business or transaction.
4. Employees shall adhere to this policy consistent with the philosophy above to ensure cost savings and efficiency. When competitive bidding, employees shall attempt to solicit as many bids as reasonably possible. Employees shall not subdivide any contract or purchase with the intent to circumvent the bidding requirements or approval limits established within this policy.
5. If any portion of this policy is found to be in conflict with any federal, state or local law, the federal, state or local law shall apply. However, if this policy is more restrictive than the federal, state or local law, the policy shall apply.

B. AUTHORITY TO PURCHASE

1. **Up to \$5,000:** Department Directors may approve purchases up to \$5,000. It is the Department Director's responsibility to ensure budgeted funds are available and competitive pricing is obtained prior to purchase. A Department Director may delegate any level of purchasing authority under \$5,000 to other department employees with approval by the Village Manager and Finance Director.
2. **Up to \$20,000:** The Village Manager may approve purchases up to \$20,000. It is the Village Manager's responsibility to ensure budgeted funds are available and competitive pricing is obtained prior to purchase.
 - a. The Village Manager is authorized to approve any change order to a Village contract which is less than \$10,000. Any change order in excess of \$10,000 must be submitted to the Village Board as an agenda item for the Board's consideration. The Village Manager is also authorized to execute change orders above \$10,000 in instances where the change order falls within a contract contingency authorized by the Village Board.
 - b. The Village Manager may authorize disposal of any Village property valued up to \$20,000 in a manner deemed most beneficial to the Village. All items above \$20,000 must be authorized for disposal by the Village Board.
3. **Greater than \$20,000:** Any single purchase or contract with a single vendor over \$20,000 requires Village Board approval. Glen Ellyn Village Code (1-10-1) requires that all contracts for labor, services or work, or for the purchase of personal property, materials, equipment or supplies involving amounts estimated to be in excess of \$20,000 shall be let only by competitive bidding after advertisement for bids to the lowest responsible bidder submitting a bid in conformance with the advertisement. Bi-annually, the Village Manager and Finance Director will review cumulative spending with the Village's vendors to identify if the scope of products

and/or services provided by said vendor to determine if the aggregate purchases should be considered for approval by the Village Board. The Village Manager and Finance Director will base his or her decisions on this administrative order.

4. **Payments greater than \$20,000 not requiring current purchase order or explicit Village Board approval:** Required or routine payments will be made through the normal check issuance procedures, without the need for prior purchase order or explicit Village Board authorization, under the following circumstances:
- a. *Government or utility payments.* The Village is required to make payments to regulatory agencies or other governments with authority over the Village or Village activity. Examples include, but are not limited to: the State of Illinois, Federal Government, County of DuPage, each in their official or oversight capacity, the Illinois Department of Employment Security (unemployment insurance), the Illinois Municipal Retirement Fund, the Illinois Department of Revenue (sales tax remittances), and utility companies. These payments are not limited to the amount budgeted, but amounts spent over the budget amount will be reported to the Village Board in a timely manner as appropriate.
 - b. *Village Contracts.* The Village Board periodically approves contracts or service agreements that span multiple years, which later require periodic and ongoing payments that exceed \$20,000 individually or in aggregate. Examples include, but are not limited to, DuComm, DuPage Water Commission, Glenbard Wastewater Authority, GIS Consortium legal services, insurance providers, debt service principal and interest, and waste haulers. Payments for these Village Contracts are not limited to the amount budgeted, but amounts spent over the budget amount will be reported to the Village Board in a timely manner as appropriate.
 - c. *Village support of other organizations.* Payments are made to various service providers, such as the Glen Ellyn Volunteer Fire Company, and the Downtown Alliance of Glen Ellyn. For such arrangements, payments for service shall be limited to the original Village Board approval and/or the Village budget for such services.
 - d. *Subdividing or Split Purchases.* Purchases shall not be split or subdivided to avoid a level of review or approval or to avoid competitive selection.
5. **Rule of Three:** In order to ensure competitive pricing, at least three quotes shall be obtained prior to a purchase over \$1,000 whenever practical to do so. If a purchase of goods or services is recurring and/or ongoing, a quote may be obtained once every three years, so long as the cost remains competitive and there is no significant (i.e. 10%) change to the scope of goods/services. Documentation of quotes should be retained by the purchasing department for three years subsequent to the date of purchase.

- a. *Selection of Lowest Price:* Invoices submitted for payment greater than \$1,000 must include the three quotes obtained. If the lowest price quote is not selected, there must be justification included on why the lowest price was not chosen.
 - b. *Local Preference:* Every effort should be made to solicit one of the three quotes from a business located in the Glen Ellyn corporate boundaries. In evaluating the quotes, costs such as delivery or freight should be considered to arrive at the lowest cost selection.
- 6. **Transportation and Delivery Charges:** The Department Director shall make every effort to determine any transportation or delivery charges prior to proceeding with a purchase. Transportation charges must be included when determining cost of a purchase.
- 7. **Maximum Practicable Competition:** All specifications for purchases shall be drafted so as to promote overall economy for the purposes and encourage competition in satisfying the Village's needs, and shall not be unduly restrictive.
- 8. **Budget:** Careful consideration of the budget must be undertaken when purchasing. It is the Department Manager's responsibility to ensure they are within their budget constraints. If an item would cause the fund to exceed budget, then it should be taken to the Village Board along with a budget amendment.
- 9. **Contracts:** All contracts must be reviewed and approved by the Village Attorney prior to execution. Contracts under \$5,000 may be signed by a Department Head. Contracts \$5,000 to under \$20,000 may be signed by the Village Manager. Contracts greater than \$20,000 must be approved by the Village Board.

C. COMPETITIVE SEALED BIDDING

An openly publicized competitive process for the procurement of goods, supplies, equipment, services, and construction, is the most effective means of determining the lowest cost from a responsible source and should be utilized whenever possible.

1. **Exceptions to Competitive Bidding:** A purchase or contract over \$20,000 that is by its nature not adapted to award by competitive bidding may be approved by a 2/3rd vote of the Village Board.

Examples of exceptions to competitive bidding are listed below.

- a. *Professional services* requiring individual skill or expertise shall be governed by the policy on professional services in Section D. Such services include, but are not limited to, engineers, financial advisors, search firms, accountants, architects, inspectors, attorneys, and professional consultants.

- b. *Emergency purchases* are purchases obtained in circumstances which include threats to public health or safety, where immediate repairs to Village property are required to protect or prevent against further loss or damage, or where immediate action is needed to prevent or minimize serious disruption to Village services. Emergency purchases shall be authorized if timing is critical. The Village Manager shall report to the Village Board regarding emergency purchases as soon as practicable.
- c. *State or federal contracts* are exempted from the competitive bidding process. The Village may take advantage of the favorable prices obtained under a State contract whenever practical to do so.
- d. *Cooperative purchases*, defined as more than one unit of government purchasing goods and services together by competitive bid.
- e. *Single Source purchases*, defined as material or services that are available from only one vendor but are deemed necessary to Village operations may be exempted from bidding requirements.
- f. *Standardization purchases*, defined as technical nature of certain items or services may result in the standardization of a particular supplier's specifications being necessary or desirable to Village operations. Competitive bidding may be waived if the Village requires compatibility with existing software, machinery or other existing equipment.
- g. *Certain items are purchased by the Village Links/Reserve 22 for resale.* These items are generally offered for resale in the Pro Shop or food/hospitality products. Merchandise items are chosen for their marketability and public demand and cannot be purchased through the formal bidding process. Food and hospitality items may be purchased based on immediate need or demand, product quality, availability schedule, or other factors deemed necessary to properly run the food and hospitality functions of the Department. The management of the Village Links/Reserve 22 will make every effort to obtain these items at the best possible prices.

2. Procedures for Competitive Bidding

- a. **Invitations for Bids:** An Invitation for Bids shall be issued and shall include a purchase description, and all necessary contractual terms, specifications, and conditions applicable to the purchase.
- b. **Bids for Installation of Equipment:** For all bids for the installation of products and equipment, consideration shall be given to requesting bids for the product or equipment separate from bids for the labor involved in installing the equipment in order to reduce the overall costs.
- c. **Review by Village Attorney:** When practicable, all invitations for bids shall be reviewed and approved by the Village Attorney prior to being issued.

- d. **Public Notice:** Adequate public notice of the Invitation for Bids shall be given at a reasonable time prior to the date set for the opening of bids. It is the policy of the Village to seek as broad an advertisement for bids as is practical under the circumstances. As a minimum, advertisement for bids shall be as follows:
- a. Notice inviting bids shall be published once in at least one newspaper of general circulation in the village and at least ten (10) days prior to the last day set for the receipt of bid proposals.
 - b. The newspaper notice required herein shall include at least a general description of the work to be performed or the articles to be purchased, shall state where bid proposals forms and detailed specifications may be secured, and shall state the time and place for opening bids.
 - c. Bids and proposals shall, to the extent possible, be solicited from all responsible prospective suppliers who have requested to be notified of purchases of the type being proposed or who are known to the village to do work or provide supplies of the type being sought, by sending those responsible prospective suppliers a copy of the notice to acquaint them with the proposed purchase or sale.
 - d. Bid announcements shall be advertised on the Village website.
- e. **Requirement for Bid Security:** Bid Security will be required for all competitive sealed bidding for construction contracts. Bid security shall be a bond provided by a surety company authorized to do business in the State of Illinois, or a certified check, bank draft, or cashier check, or other form satisfactory to the Village.
- f. **Amount of Bid Security:** Bid security amount is to be determined by the requisitioning department and shall be in an amount no less than 5% of the bid and no more than 10% of the bid.
- g. **Bid Opening:** Bids shall be opened publicly by the Finance Director or the Finance Director's designee and in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. The amount of each bid, together with the name of each bidder, shall be recorded, and the record of each bid shall be open to public inspection.
- h. **Bid Evaluation and Acceptance:** Bids shall be unconditionally accepted without alteration or correction, except as addressed in this policy statement. Bids shall be evaluated based on the requirements described in the Invitation for Bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. The Invitation for Bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that is not set out in the Invitation for Bids. At no time should any information be made available to any prospective bidder which is not available to all prospective bidders.

- i. **Correction or Withdrawal of Bids:** After a bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the Village or fair competition shall be permitted. Decisions to permit correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes prior to approval by the Village Board should be based upon the following criteria:
 - a. A bidder will not be permitted to correct a bid mistake after bid opening that would cause the bidder to have the low bid, unless the mistake is clearly evident from examining the bid document, and is supported by proof that has evidentiary value--for example, extension of unit prices or errors in addition.
 - b. A low bidder will not be permitted to correct a bid for errors in judgment.
 - c. In lieu of bid correction, the Village may permit a low bidder alleging a material mistake of fact to withdraw its bid when there is reasonable proof that a mistake was made and the intended bid cannot be ascertained with reasonable certainty.
 - d. After bid opening, an otherwise low bidder will not be permitted to delete exceptions to the bid conditions which affect price or substantive obligations.
 - e. If the Village suspects a mistake has been made by a bidder, it may request confirmation of a bid.
- j. **Award:** Contracts shall be awarded to the lowest responsible bidder. In determining "lowest responsible bidder", in addition to the price, the Village may consider the following factors:
 - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 - c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - d. The quality of performance of previous contracts or services;
 - e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 - f. The sufficiency of the financial resources and the ability of the bidder to perform the contract or provide the service;

- g. The quality, availability and adaptability of the supplies or contractual services to the particular use required by the village;
- h. The ability of the bidder to provide future maintenance and service for the use of the contract; and
- i. The number and scope of conditions attached to the bid, if any.
- k. After approval by the Village Board, the award shall be processed with reasonable promptness by written notice to the successful bidder.
- l. **Non-monetary Change Orders:** The Village Manager may execute change orders to extend the length of a construction contract by up to 30 days or other terms and conditions of a contract deemed necessary or in the best interest of the Village.

D. PROFESSIONAL SERVICES

1. All professional services contracts related to Architectural, Engineering, and Land Surveying Services will be governed by the requirements of the Local Government Professional Services Selection Act (50 ILCS 510/1 et seq.). Proposals shall be evaluated based upon the requirements set forth in the request for proposals, which may include qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time and budget requirements, location, workload of the firm, work on similar projects, past performance with the Village, and financial stability. Cost may be considered, but may not alone determine the provider of the professional services. Competitive proposals are required where the total contract is \$20,000 or greater. Where the cost is less than \$20,000, the respective Department Head and the Village Manager shall determine whether such contract will be awarded on the basis of obtaining at least three quotes or on the basis of competitive request for proposals.
2. All requests for proposals for professional services shall contain a request for a proposed Total Fixed Price for the contract work.
3. For professional services *other* than architectural, engineering, and land surveying services, where the cost is less than \$20,000, the respective Department Head and the Village Manager shall determine whether such contract will be awarded on the basis of obtaining at least three quotes or on the basis of competitive request for proposals. For those where the cost is \$20,000 or greater, the contract shall be awarded based upon a competitive request for proposal, unless it is determined that an exception listed in Section C(1) applies. The Village Attorney shall determine if an exception is applicable.

E. RECEIPT

The person signing and approving the invoice for payment must determine that goods or services have been received in good order. By approving the invoice for payment with their signature, the individual is verifying proper receipt of goods or services has occurred.

F. SALES TAX EXEMPTION

The Village is a sales tax exempt organization in the State of Illinois. When making purchases for the Village, all reasonable attempts should be made to make purchases exempt from sales tax, which may require presenting the Village's sales tax exempt certificate and completing forms or other documentation. Village policy is that we do not pay sales tax or reimburse employees for sales tax paid out of pocket. In those unusual situations when sales tax payments are reasonably unavoidable, Department Managers can authorize payment or reimbursement of a nominal amount sales tax.

G. PAYMENT

1. **Checks:** Invoices for payment by check shall be submitted to the Finance Department. Invoices must be coded with the appropriate budget account and signed by the Department Director or valid designee. The invoice must also clearly state the purpose of the purchase. Purchases of food or meals must include a list of the individuals or groups receiving the food or meal. If purchase exceeds \$5,000, the Village Manager must also sign the invoice, except utilities, postage, developer donations, , health insurance and routine refunds. All invoices must describe the Village business purpose for which the goods or services were purchased. Lien waivers from all contractors and subcontractors must be included with invoices for construction contracts and submitted to the Village Attorney before any payment will be authorized.

All invoices will be reviewed by the Accounts Payable Coordinator for proper approval and coding and entered into the accounting system. The Assistant Finance Director will review and approve the invoices and reports for proper approvals and accuracy prior to printing checks.

Checks will be printed every Friday. All invoices to be included in a Friday check run must be submitted to the Finance Department by 5PM the Wednesday before the check run. If the schedule is adjusted, Finance will alert departments as early as practical. Checks will not be sent out until all required signatures and documentation are received by the Finance Department. The Finance Department will distribute checks via U.S. mail. If a vendor wishes to pick up a check, the individual will need to provide identification sufficient to show their affiliation with the vendor, and will be required to sign a log provided by the Finance Department.

2. **Purchasing Cards:** Purchasing cards are issued to improve efficiency and make additional vendors available to provide goods for the Village through internet sales.
 - a. Issuance of Purchasing Cards: Employees may be issued a purchasing card upon request by the Department Director and approval by Finance Director and the Village Manager. Each card has a monthly purchase limit based upon the purchasing requirements of the employee. Employees must sign an agreement that they will use the card only for Village related purchases.
 - b. Use of Purchasing Cards: Use of a purchasing card does not change the approval structure established in Section B of this policy.

Each employee provided a Purchasing Card is responsible for the security of the card and should not permit its use for means other than those permitted by this policy. If an employee's card is used for egregious or repeated unauthorized purposes or uses, monthly reporting is not made in a timely manner, or it is used outside of the permissions of this policy, the employee's purchasing card may be immediately suspended or revoked, temporarily or permanently. If such action is taken, the employee's supervisor will be advised of the action and reasons for such action.

As with all purchases made on the Village's behalf, goods purchased with a purchasing card are exempt from sales tax. This is indicated on the front of all cards and should be pointed out to the vendor to prevent sales tax from being charged on any purchases made with the card. Depending on the vendor, card holders may still need to present the tax exempt letter or complete other documentation in order to receive the exemption.

The Village's purchasing card shall be used for Village purchases only. Absent approval from the Village Manager or Finance Director, the purchasing cards shall not be used for purchases for other people or organizations, even if the Village is reimbursed for the purchase.

- c. Submission of Purchasing Card Expense Reports: Each month, the Accounts Payable Coordinator will receive a summary of all employee charges. Individual statements will be sent to each card holder for coding and approval. Card holders must review their monthly statement and return it to the Finance Department with their signature and an itemized invoice or receipt for each purchase. Department heads must review and approve the purchasing card statements of their employees. Such information shall be submitted to the Finance Department no later than 3 business days prior to the due date on the statement, unless other arrangements are agreed upon, in advance, with the Finance Department. Each month, the Finance Department will advise card holders of the due date via email, providing at least one week notice. All receipts or invoices must describe the Village business purpose for which the goods or services were purchased. All purchases of food or meals must list the individuals or groups that benefited from the meal.

The Accounts Payable Coordinator will review all card purchases for proper approval, coding and documentation and enter the charges into the accounting system. The Assistant Finance Director will review the invoices and accounting system reports for proper approvals and accuracy. All monthly purchasing card statements will be reviewed and signed off by the Department Director, Finance Director and the Village Manager.

3. **Open Accounts:** To allow for the efficient procurement of routine supplies, the Village has established a limited number of open accounts at local vendors. Only employees authorized by their Department Director may utilize an open account. When available, purchasing cards should be utilized rather than charging an item to an open account. The Department Director is responsible for ensuring all purchases made on an open account are utilized only for Village business purposes.

Use of an open account does not exempt an employee from obtaining quotes for items over \$1,000. If an item is over \$1,000, quotes must still be obtained as required in Section B (4).

Employees must submit receipts for all purchases made on an open account to the Finance Department. Receipts must describe the Village business purpose for which the items were purchased and include the signature of the employee approving the purchase.

4. **Petty Cash:** Petty cash has been established to expedite miscellaneous purchases and paying of small bills which need not be handled through check payment. These funds are to be used by all departments for facilitating purchases and are not to be used for the purpose of circumventing normal purchasing procedures.

Petty cash requests shall be limited to \$50, unless approved by the Finance Director. Any amount above \$50 must be reimbursed via a check request submitted to the Finance Department.

Each petty cash location shall have a designated custodian who is responsible for disbursing and maintaining the petty cash funds.

The petty cash custodian shall ensure that all petty cash disbursements are properly approved and that a record of each disbursement includes the following information:

- a. Description of purchase.
- b. Budget account.
- c. Signature of employee approving disbursement.
- d. Signature of petty cash custodian.
- e. Signature of petty cash recipient.
- f. Original itemized receipt.

As petty cash is depleted, the custodian shall submit a request to replenish petty cash to the Finance Department. The request shall include all the required documentation for disbursements made since the previous request. The AP Fiscal Clerk will review all purchases for proper approval, coding and documentation and enter the charges into the accounting system. The Assistant Finance Director will review the invoices and accounting system reports for proper approvals and accuracy and a check will then be issued to the petty cash custodian. The Finance Department may conduct periodic cash counts and/or audits of petty cash.

5.

Review of Vouchers:

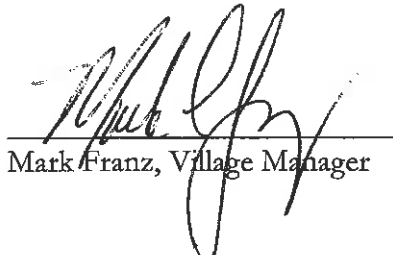
- 1.Accounts Payable Coordinator: The Accounts Payable Coordinator will review invoices submitted for payment to ensure proper documentation, amount, account coding, and approval.
- 2.Assistant Finance Director: The Assistant Finance Director will perform a detailed review of the vouchers after the Accounts Payable Coordinator to ensure proper documentation, amount, account coding, and approval.
- 3.Finance Director: The Finance Director will receive from the Accounts Payable Coordinator a list of the vouchers for review. The Finance Director shall review the list and pose questions and request documentation as he or she deems necessary.
- 4.Village Attorney: The Village Attorney shall review the vouchers in advance of the board meeting to review items of a legal nature.
- 5.Village Manager: The Accounts Payable Coordinator will provide the Village Manager with a listing of paid invoices for inclusion on a Village Board Agenda. The Village Manager shall review said listing.

6.

Village Board Approval of Vouchers: All payments will be approved by the Village Board. The Accounts Payable Coordinator will provide the Village Manager's office with a listing of paid invoices for inclusion on a Village Board meeting agenda. The invoice list will also be provided to all Trustees and a Trustee will be designated to review the invoices prior to Village Board payment approval. To ensure prompt payment, checks will be released prior to the Village Board meeting if the purchase has been properly approved and all required signatures and documentation have been received by the Finance Department.

H. MANAGEMENT CONTROLS

1. **Purchase Orders:** Purchase orders will be created for amounts greater than \$20,000, which require board approval prior to purchasing. Purchase orders may be issued for lower dollar amounts if requested by a department. The Accounts Payable Coordinator will create the purchase orders in the accounting system following board approval of a purchase. The purchase order is then sent to the Finance Director for review. A copy of the original purchase order is forwarded to the department making the purchase. The purchase order number must be included on all payment requests.
2. **Inspection and Testing:** The inspection and testing of delivered materials or equipment should occur at the time of delivery. Department Directors are responsible for ensuring that the quantity and quality of the delivered goods are as ordered and that all purchases made within their department are received and utilized solely for Village business. In the case of items for inventory or resale, Department Directors are responsible for maintaining an ongoing inventory record of such items. The Finance Department may review inventory records on a periodic basis and as part of the annual audit process.
3. **Internal Audits:** The Finance Department will conduct periodic audits of purchases. It shall be the responsibility of each Department Director to provide the Finance Department with the necessary information to verify any purchases chosen for an audit.
4. **External Audits:** The Village will engage an external public accounting firm to perform an annual audit of the financial statements. Such an audit will include an assessment of internal controls related to purchasing.
5. **Treasurer's Report:** The Village will produce an annual Treasurer's Report in accordance with State statutes, which includes all payments to vendors for the past year. The report will be reviewed to assess potential areas to increase purchasing efficiencies.
6. **Public Disclosures:** The Village will produce and publish other reports and disclosures related to payments and disbursements, which may be published on the Village website, hard copy available for public inspection or in another manner as required or allowed by law.
7. **Additional Policies:** Village Management will periodically review and revise additional policies related to purchasing including, but not limited to, uniforms, travel, and cell phones. Such policies may be implemented as administrative orders.


Mark Franz, Village Manager
Revision Date



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 07/22/19 07:30 PM
Department: Finance
Department Head: Christina Coyle
Category: Policy
Prepared By: Christina Coyle

SCHEDULED

AGENDA ITEM (ID # 4083)

DOC ID: 4083

Finance Director Coyle and Professional Engineer Daubert will present proposed revisions to the purchasing policy.

Background

The Village has purchasing guidelines both in the municipal code as well as in an administrative order on purchasing. The municipal code is the highest authority with the administrative order being more focused towards application of the municipal code and other internal policies and procedures. The municipal code was last updated in 2011, with one minor revision regarding change orders in 2016. The purchasing policy was last updated in 2016. Attached to this item are current copies of the purchasing policy and municipal code. As a best practice, we review our procedures and policies from time to time to determine if they need to be modified to better fit the needs and practices of the Village.

Issues and Recommendations

There are several facets of the purchasing policy that staff would like to review with the Village Board.

Procurement of Engineering Services (Section D of current policy)

Attached is a memo from Professional Engineer Rich Daubert that was presented to the Finance Commission and outlines proposed changes to the procurement policy in regards to engineering services.

Village Manager Authority (Section B (2) of current policy)

The current policy allows the Village Manager to approve purchases below \$20,000. This was set in alignment with the Illinois Municipal Code limit for purchasing and public works contracts (65 ILCS 5/8-9-1). The Village, as a home rule municipality, does have the ability to set limits above this threshold, but has traditionally elected to align with the requirements for non-home rule communities. In 2017, the Illinois Municipal Code was changed to raise the limit to \$25,000. We are recommending to allow the Village Manager to approve purchases below \$25,000 to remain aligned with the Illinois Municipal Code. As a point of reference, in 2018, the Board approved 61 items for purchase above \$20,000. If this threshold was \$25,000 in 2018, the Board would have reviewed 56 items. Staff also recommends aligning the Village Manager's authorization for contract change orders and disposal of Village property to the \$25,000 limit.

Rule of Three (Section B (5) of current policy)

The current policy requires three quotes will be obtained for a purchase over \$1,000. Documentation of these quotes is also required which must be maintained in the purchasing files. Staff feels that this current level is too low. Staff feels the cost of the staff time spent by both the operating department and the finance department obtaining and documenting the quotes often exceeds the cost of the item being purchased. Therefore, staff is recommending changing rule of three to a tiered process for informal and formal quotes as follows:

Amount	Quotes Required	Description
\$1,000 - \$2,499	Informal Quotes	Employees are encouraged to seek one or more quotes when possible to ensure that competitive prices are obtained. Informal quotes include taking telephone prices, prices through catalogs/online, etc.
\$2,500 - \$4,999	Combination of Formal/Informal Quotes	At least two quotes must be obtained. Documentation must be submitted to the Finance Department, but can include taking telephone prices, prices through catalogs/online, requests for proposals, and documented quotes from vendors. If less than two quotes were obtained, written justification must be submitted to the Finance Department.
\$5,000 - \$24,999	Formal Quotes	At least three formal quotes must be obtained or sufficient justification to warrant the purchase from a specific vendor. Formal quotes should include documented quotations including sealed bids, requests for proposals, or any other appropriate form of written quotation. These quotations must be submitted to the Finance Department. If less than three quotes were obtained, written justification must be submitted to the Finance Department.
\$25,000 and over	See section of purchasing policy regarding competitive bidding or professional services.	

Staff has also included a red-lined version of the current purchasing policy as well as a community survey that was conducted by the City of St. Charles which outlines purchasing thresholds for the various communities that responded to the survey.

Finance Commission Input

The Finance Commission reviewed these proposed changes at the July 12, 2019 meeting and were

supportive of the changes.

Action Requested

Staff is requesting feedback from the Village Board on the items proposed above.

COMMENTS - Current Meeting:

Finance Director Coyle stated the Village's purchasing policy was last updated in 2016.

Professional Engineer Daubert stated for the procurement of engineering services, the staff suggests staying with an RFP process for locally-funded projects such as the Streetscape project and a Qualified Based Selection Process (QBSP) for federally-funded projects such as the possible Train Station project. Professional Engineer Daubert explained both processes.

Trustee Senak stated they are looking at a policy that does not take cost into consideration until the final step in the process. Professional Engineer Daubert reviewed the Proposal Evaluation Criteria grid and stated the QBSP process would only be used for federally-funded dollar projects.

The consensus of the Village Board is to use the RFP process and QBSP process.

Finance Director Coyle stated the current policy allows the Village Manager to approve purchased below \$20,000; however, in 2017, the Illinois Municipal Code was changed to raise the limit to \$25,000. The Village Board agreed with changing the limit to \$25,000. Finance Director Coyle stated the staff is recommending changing the rule of three to a tiered process for informal and formal quotes and reviewed the tiered process. The Village Board agreed to going to a tiered process.

ATTACHMENTS:

- QBS Memo for Finance Commission (PDF)
- IDOT BLRS Update on Engineering Procurement (PDF)
- Survey of Purchasing Thresholds (PDF)
- Current Glen Ellyn Municipal Code - Chapter 10 - Contracts (PDF)
- Current Glen Ellyn Purchasing Policy (PDF)
- Purchasing Policy - Redlined Version 2019-07-17 (PDF)

RESULT:	DISCUSSION ONLY
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Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/23/19 07:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Ordinance
Prepared By: Julius Hansen

SCHEDULED

ORDINANCE (ID # 4143)

DOC ID: 4143

Ordinance No. 6718 - VC, An Ordinance Amending Chapters 9 and 15 of Title 7 of the Glen Ellyn Municipal Code and Authorizing Glenbard Wastewater Authority to Enforce the Village of Glen Ellyn Pretreatment Ordinance (Public Works Director Hansen)

Background

In September of 2015, the most recent Authority's National Pollutant Discharge Elimination System (NPDES) Permit was issued. One of the Special Conditions listed within the permit was to submit to USEPA and IEPA, a proposal to modify and update our approved Pretreatment Program to incorporate federal revisions to the general pretreatment regulations. Upon the creation of the Environmental Resources Coordinator position in 2015, one of the initial goals was to fulfill this special condition, and assist each member Village with updating the pretreatment language in their respective sewer use ordinances, to current EPA standards. Along with the updated language in the sewer use ordinances, an updated enforcement response plan and local limits evaluation was mandated.

Shortly after the NPDES permit was issued, GWA staff and the Villages (Lombard and Glen Ellyn) met and drafted the proposed language, which was then sent to the USEPA for tentative approval. The USEPA will not formally approve language until it is formally adopted by each Village. After obtaining tentative approval, the Village of Lombard wished to revise the format so that it would be more appropriately included in their existing sewer use ordinance. This triggered another review by USEPA to obtain tentative approval of the new format, which took an extended period of time to complete.

The local limits evaluation was completed in 2017 per the NPDES permit requirement in Special Condition 8. The data collected had shown that hexavalent chromium has not been a problematic pollutant in the industrial waste streams discharged to GWA from either village. The Environmental Resources Coordinator requested a variance to the local limits that industrial facilities are required to follow. Hexavalent chromium is already being tested for under total chromium. Therefore, in order to reduce cost and analytical burdens, GWA requested that hexavalent chromium no longer be required to be included in our local limits. The USEPA gave tentative approval, providing there is no public comment. The variance was opened for public comment July 19, 2019 and closed on August 19, 2019 with no comment.

Recently, GWA received full, tentative approval from the USEPA to move forward with adopting the new pretreatment language in the sewer use ordinance, the updated enforcement response plan, and to remove hexavalent chromium from the existing local limits. After each respective Village has adopted the new language, the formal resolutions will be sent to USEPA by GWA, and the USEPA will formally approve.

Subject

Changes to the National Pretreatment Regulations made as a result of the Streamlining Rule (2005) are more stringent than the previous Federal requirements and therefore require modifications to the POTW ordinance.

Budget Impact

There should be no budgetary impacts foreseeable as this update's main purpose was to comply with current federal pretreatment regulations. Since this revision was a condition of GWA's NPDES permit conditions, a positive impact will be that we avoid any potential fines for violating a condition of our permit.

By removing hexavalent chromium from our local limits, the industrial users will have decreased analytical costs, however this has no impact on GWA.

Strategic Plan

The resolution fulfills the following Village of Glen Ellyn Strategic Initiative:

Strategic Issue I: INFRASTRUCTURE. Invest in infrastructure to meet key needs, including downtown access, Village facilities, storm water issues and technology improvement.

Recommendation

Motion to pass the Ordinance to adopt the updated pretreatment ordinance with USEPA mandated pretreatment language, enforcement response plan, and local limits variance.

Attachments:

Pretreatment Ordinance Chapters 9 and 15

Glenbard Wastewater Authority ERP

GWA Final NPDES Permit Main Plant 2015

USEPA Tentative Approval Letter



Village of Glen Ellyn

Ordinance No. 6718-VC

An Ordinance Amending Chapters 9 and 15 of Title 7 of the Glen Ellyn Municipal Code and Authorizing Glenbard Wastewater Authority to Enforce the Village of Glen Ellyn Pretreatment Ordinance

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

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

PREPARED BY AND MAIL TO:

VILLAGE OF GLEN ELLYN
ATTN: VILLAGE CLERK
535 DUANE STREET
GLEN ELLYN, IL 60137

Ordinance No. 6718-VC

An Ordinance Amending Chapters 9 and 15 of Title 7 of the Glen Ellyn Municipal Code and Authorizing Glenbard Wastewater Authority to Enforce the Village of Glen Ellyn Pretreatment Ordinance

WHEREAS, changes to the National Pretreatment Regulations made as a result of the Streamlining Rule (2005) are more stringent than the previous Federal requirements and therefore require modifications to the Publicly Owned Treatment Works (POTW) ordinance to adopt the updated pretreatment language; and

WHEREAS, the Illinois Environmental Protection Agency and the United States Environmental Protection Agency have required and requested that the authority pass certain regulations regarding Industrial treatment; and

WHEREAS, the modifications are a condition of GWA's NPDES permit conditions; and

WHEREAS, the Village of Glen Ellyn has wishes to Amend Chapters 9, Sewer Use Regulations and Pretreatment Monitoring, and 15, Illicit Discharge Detection and Elimination Regulations, of the Glen Ellyn Municipal Code, under Title 7-Health and Sanitation, to conform with State and Federal law; and

WHEREAS, copies of said sections, as amended, are attached to this Ordinance as Exhibits A and B; and

WHEREAS, pursuant to Resolution R-1-86, the Village of Glen Ellyn grants certain

authorities and powers to the Glenbard Wastewater Authority to enforce the Pretreatment Ordinance, as subsequently amended; and

WHEREAS, a local limits variance is required since hexavalent chromium will no longer be required to be included in our local limits; and

WHEREAS, an enforcement response plan has now been updated as required;

WHEREAS, the Village of Glen Ellyn and the Village of Lombard will adopt similar Amendments to their Industrial Pretreatment Ordinances.

NOW, THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, DU PAGE COUNTY, ILLINOIS, in the exercise of its Home Rule authority, as follows:

Section 1: Sections 9 and 15 of Title 7 of the Glen Ellyn Municipal Code are amended in accordance with Exhibits A and B attached to this Ordinance.

Section 2: Glenbard Wastewater Authority is delegated the agency, duty and/or responsibilities to enforce the Pretreatment Ordinance of the Village of Glen Ellyn, as amended, a copy of which is attached to this Ordinance.

Section 3: The Executive Director of the Glenbard Wastewater Authority is hereby directed to enforce any and all provisions of the Village of Glen Ellyn as they relate to the Glenbard Wastewater Authority and the Pretreatment Ordinance, as amended, and to perform those duties and responsibilities that are delegated by the Village to the Executive Director. _____

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

Ayes		Diane McGinley		Steve Thompson		Mark Senak
		Craig Pryde		Bill Enright		Gary Fasules
		Kelli Christiansen				
Nayes		Diane McGinley		Steve Thompson		Mark Senak
		Craig Pryde		Bill Enright		Gary Fasules
		Kelli Christiansen				
Absent		Diane McGinley		Steve Thompson		Mark Senak
		Craig Pryde		Bill Enright		Gary Fasules
		Kelli Christiansen				

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

_____.

Village President

Attest:

Village Clerk

AFFIX VILLAGE SEAL

Ordinance (ID # 4143)

Meeting of September 23, 2019

(Published in pamphlet form and posted on the _____ day of _____, 20____.)

ATTACHMENTS:

- Chapter 9 GE Sewer Use Regulations Pretreatment Monitoring - Exhibit A (DOC)
- Chapter 15 Illicit Discharge Detection Elimination Regulations - Exhibit B(DOC)
- Glenbard Wastewater Authority ERP (Final) (PDF)
- GWA FINAL NPDES Permit Main Plant 2015 (PDF)
- USEPA Tentative Approval Letter (PDF)

Chapter 9 - SEWER USE REGULATIONS AND PRETREATMENT MONITORING

7-9-1. - Definitions.

Unless the context specifically indicates otherwise, the meanings of the terms used herein shall be as follows:

ACT I: The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended (33 USC 1215 et seq.), and/or the Illinois Environmental Protection Act 415 ILCS 5/1 as the text requires.

APPROVAL AUTHORITY: The designated Approval Authority shall be the Regional Administrator for USEPA Region V.

AUTHORIZED REPRESENTATIVE OF INDUSTRIAL USER:

(A) In the case of a corporation:

1. A President, Secretary, Treasurer or Vice President of the corporation in charge of a principal business function or any other person performing policy or decision-making duties for the corporation; or
2. The manager of one or more manufacturing, production, or operating facilities of the corporation or a member or manager of the LLC in charge of a principal business function, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for wastewater discharge permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate or LLC procedures.

(B) In the case of a partnership or sole proprietorship, a general partner or proprietor respectively; or

(C) In the case of a Federal, State or local governmental facility, a Director or highest official appointed or designated to oversee the operation and performance of activities at the facility or their designee.

(D) The individuals identified in subsections (A), (B) and (C) of this definition may designate an Authorized Representative if:

1. The authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates, or having overall responsibility for environmental matters for the facility; and
2. The authorization is submitted in writing to the Control Authority.

BASELINE REPORT: That report required by 40 CFR Section 403.12(b)(1-7).

BEST MANAGEMENT PRACTICES: A schedule of activities, prohibition of practices, maintenance procedures, and other management practices to implement the prohibitions listed in § 7-15-5. BMPs include treatment requirements, operating procedures, and practices to control plant runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

BIOCHEMICAL OXYGEN DEMAND (BOD): The quantity of oxygen, expressed in mg/l, utilized in the biochemical oxidation of organic matter under standard laboratory procedures as described in "Standard Methods", for the examination of water and wastewater.

BYPASS: The intentional diversion of waste streams from any portion of a User's treatment facility.

CATEGORICAL PRETREATMENT STANDARD OR CATEGORICAL STANDARD: Any regulation containing pollutant discharge limits promulgated by EPA in accordance with § 307 (b) and (c) of the Act (33 U.S.C. section 1317) that apply to a specific category of Users and that appear in 40 CFR Chapter I, Subchapter N, Parts 405-471.

CATEGORICAL INDUSTRIAL USER OR CIU: An Industrial User subject to a Categorical Pretreatment Standard or Categorical Standard.

CHEMICAL OXYGEN DEMAND (COD): The quantity of oxygen consumed from a chemical oxidant (standard potassium dichromate solution) under standard laboratory procedures as described in "Standard Methods".

CLEAN WATER ACT (CWA): The Federal Water Pollution Control Act (33 USC section 1251 et seq.), and any subsequent amendments thereto.

CLEANING: The rodding, flushing, or scouring of the inside of the sewer service line to remove obstructions or blockages caused by, or as a result of the actions of the property owner.

COMPOSITE SAMPLE: A sample of wastewater based on a flow proportional or time proportional method.

CONTROL AUTHORITY: The Glenbard Wastewater Authority.

CONTROL MANHOLE OR STRUCTURE: A structure constructed for the purpose of measuring flow and of sampling waste.

DAILY MAXIMUM: The arithmetic average of all effluent samples for a pollutant collected during a calendar day.

DAILY MAXIMUM LIMIT: The maximum allowable discharge limit of a pollutant during a calendar day. Where Daily Maximum Limits are expressed in units of mass, the daily discharge is the total mass discharged over the course of a day. Where Daily Maximum Limits are expressed in terms of concentration derived from all measurements taken that day.

DIRECTOR: Public Works Director of the Village of Glen Ellyn, or his duly authorized representative.

DOMESTIC SOURCE: A source of sanitary wastewater, as opposed to industrial wastewater, that is a primary residence for no more than four unrelated individuals or no more than four families.

ENVIRONMENTAL PROTECTION AGENCY (EPA): The U.S. Environmental Protection Agency or, where appropriate, the regional water management Director, or other duly authorized official designated as its representative.

EXECUTIVE OVERSIGHT COMMITTEE: The Executive Oversight Committee of the Glenbard Wastewater Authority, constituted in the intergovernmental agreement between the Village of Glen Ellyn and the Village of Lombard which created the Glenbard Wastewater Authority.

EXISTING SOURCE: Any source of discharge, the construction or operation of which commenced prior to the publication by the EPA of proposed Categorical Pretreatment Standards which will be applicable to such source if the standard is thereafter promulgated in accordance with section 307 of the act.

GARBAGE: The wastes from the preparation, cooking and dispensing of food and from the handling, storage and sale of produce.

GARBAGE, SHREDDED: The wastes from the preparation, cooking and dispensing of foods that have been shredded to such a degree that all particles will be carried freely under flow conditions normally prevailing in public sewers, with no particle greater than one-fourth inch in diameter.

GLENBARD WASTEWATER AUTHORITY OR AUTHORITY: The joint venture formed by an intergovernmental agreement between the Village of Glen Ellyn and the Village of Lombard, as that agreement is amended from time to time.

GRAB SAMPLE: A sample which is taken from a waste stream on a one-time basis without regard to the flow in the waste stream and over a period of time not to exceed 15 minutes..

INDIRECT DISCHARGE OR DISCHARGE: The introduction of pollutants into the publicly owned treatment works (POTW) from any source regulated under section 307(b), (c) or (d) of the act, other than a domestic source.

INDUSTRIAL USER: Any person who introduces pollutants into a POTW from any nondomestic source regulated under the act, state law, or local ordinance.

INDUSTRIAL WASTE: Any liquid, gaseous, solid or other waste substance or a combination thereof resulting from any process of industry, manufacturing trade or business or from the development, processing or recovery of any natural resources.

INSTANTANEOUS LIMIT: The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of any discrete or composited sample collected, independent of the industrial flow rate and duration of sampling event.

INTERFERENCE: A discharge which, alone or in conjunction with a discharge or discharges from other sources, either:

- (A) Inhibits or disrupts the POTW, its treatment processes or operations, or its sludge processes, use or disposal; or
- (B) Is a cause of violation of any requirement of the POTW's NPDES permit (including an increase in the magnitude or duration of a violation) or of the prevention of sewage sludge use or disposal in compliance with the following statutory provisions and regulations or permits issued thereunder (or more stringent state or local regulations): Section 405 of the Clean Water Act, the Solid Waste Disposal Act (SWDA) (including Title II more commonly referred to as the Resource Conservation and Recovery Act [RCRA]), and including state regulations contained in any state sludge management plan prepared pursuant to Subtitle D of the SWDA, the Clean Air Act, the Toxic Substances Control Act and the Marine Protection, Research and Sanctuaries Act.

INTERMEDIATE USER: Any entity which owns or operates a sanitary sewage collection system:

- (A) Which services multiple users;
- (B) Is operated in easements or public rights-of-way; and
- (C) Directly or indirectly discharges to the POTW.

Intermediate users shall include, but not be limited to, private utility companies, the County of DuPage and the Village of Villa Park. The Village of Lombard and the Village of Glen Ellyn are classified as primary users of the POTW.

MAY: Is permissive.

MEDICAL WASTES: Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

MONTHLY AVERAGE: The sum of all “daily discharges” measured during a calendar month divided by the number of daily discharges” measured during that month.

MONTHLY AVERAGE LIMIT: The highest allowable average of “daily discharges” over a calendar month, calculated as the sum of all “daily discharges” measured during a calendar month divided by the number of “daily discharges” measured during that month.

NATIONAL CATEGORICAL PRETREATMENT STANDARD (NCPS): Any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Section 307 (b) and (c) of the Act (33 USC 1317), which applies to Industrial Users and which appears in 40 CFR Chapter 1, Subchapter N, Parts 405-471.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT (NPDES PERMIT): A permit issued pursuant to Section 402 of the Federal Water Pollution Control Act or Clean Water Act(33 USC 1342).

NEW SOURCE:

- (A) Any building, structure, facility or installation from which there is (or may be) a discharge of pollutants, the construction of which commenced after the publication of proposed Pretreatment Standards under Section 307(c) (33 USC 1317) of the Act, which will be applicable to such source if such standards are thereafter promulgated in accordance with that section, provided that:
 - 1. The construction is a site at which no other source is located; or
 - 2. The process or production equipment that causes the discharge of pollutants at an existing source is totally replaced; or
 - 3. The production of wastewater generating processes are substantially independent of an existing source at the same site. In determining whether these are substantially independent factors, such as the extent to which the new facility is integrated with the existing plant and the extent to which the new facility is engaged in the same general type of activity as the existing source, should be considered.
- (B) Construction on a site at which an existing source is located results in a modification rather than a new source if the construction does not create a new building, structure, facility or installation meeting the criteria of subsection (C)1.(a) or (C)1.(b) of this definition but otherwise alters, replaces, or adds to existing process or production equipment.
- (C) Construction of a new source as defined under this subsection (C) has commenced if the owner or operator has:
 - 1. Begun, or caused to begin as part of a continuous on-site construction program:
 - (a) Any placement, assembly, or installation of facilities or equipment; or
 - (b) Significant site preparation work including clearing, excavation of structures or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or
 - 2. Entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this subsection (C)2.

NONCONTACT COOLING WATER: Water used for cooling which does not come into direct contact with any raw material, intermediate product, waste product or final product.

OVERHEAD SEWERS: A plumbing system having sewer lines from plumbing fixtures which are installed near the first-floor elevation and routed to the service line at an elevation above the basement floor elevation. Drainage from all basement floor drains and fixtures must be routed to an approved, vented, ejector pump and pumped up into the overhead sewer through a check valve, which shall be accessible for maintenance, and shall be installed on a vertical stretch of the pump discharge pipe.

PASS THROUGH: A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the POTW's NPDES permit (including an increase in the magnitude or duration of a violation).

PERSON: Any individual, partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity or any other legal entity, or their legal representatives, agent or assigns. The masculine shall include the feminine, the singular shall include the plural where indicated by the context.

pH: The logarithm (base 10) of the reciprocal of hydrogen ions expressed in moles per liter of solution.

POLLUTANT: Any dredged spoil, solid waste, incinerator residue, sewage garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, or industrial, municipal and agricultural waste or any other contaminant exhibiting certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, COD, toxicity, or odor).

POTW TREATMENT PLANT: That portion of the POTW which is designed to provide treatment (including recycling and reclamation) of wastewater and industrial waste. POTW means publicly-owned treatment works.

PRETREATMENT: The reduction, elimination, or alteration of pollutant properties to a less harmful state prior to or in lieu of discharge or introduction into a POTW. This can be accomplished by physical, chemical, or biological processes, process changes, or other means, except as prohibited by 40 CFR part 403.6(d).

PRETREATMENT REQUIREMENTS: Any substantive or procedural requirement related to pretreatment, other than a pretreatment standard, imposed on an industrial user.

PRETREATMENT STANDARDS: For any specified pollutant, prohibitive discharge standards as set forth in section 7-9-26 of this chapter, specific limitations on discharge as set forth in section 7-9-27 of this chapter, the State of Illinois Pretreatment Standards or the applicable national categorical Pretreatment Standards, whichever standard is most stringent.

PRIMARY USERS: The two major users of the POTW, being the Village of Glen Ellyn and the Village of Lombard.

PRIVATE SEWAGE DISPOSAL SYSTEM: Any arrangement of devices and structures used for treating wastewater on private property.

PRIVATE UTILITY COMPANY: A private investor-owned utility providing water or wastewater service within DuPage County.

PUBLIC SEWER: A sewer in which all owners of abutting properties have equal rights and is owned, operated or controlled by a public body or a utility controlled by the Illinois Commerce Commission.

PUBLICLY OWNED TREATMENT WORKS (POTW): The Glenbard Advanced Wastewater Treatment Plant, the Lombard Combined Sewage Treatment Facilities, the North Regional Interceptor and the South Regional Interceptor. This definition includes any devices and systems used in the storage, treatment, recycling and reclamation of sewage or industrial wastes of a liquid nature or that convey wastewater to the POTW regardless of ownership.

PUBLIC RIGHT-OF-WAY: Real property which has been formally dedicated for right-of-way purposes is subject to an easement for right-of-way purposes or is subject to a public utility easement.

SANITARY SEWER: A sewer which is generally located in a public right-of-way or easement and is designed to carry only wastewater and industrial wastewater from Users, directly or indirectly, to the POTW, and to which storm, surface, and ground water are not intentionally admitted.

SERVICE LINE: The sewer line connecting any building with the public sewer, and extends from the building to the point of connection with the public sewer main.

SEWAGE: Water carried human or related wastes.

SHALL: Is mandatory.

SIGNIFICANT INDUSTRIAL USER (SIU):

- (A) All Industrial Users subject to Categorical Pretreatment Standards under 40 CFR part 403.6 and 40 CFR Chapter I, Subpart N; or
- (B) Any Industrial User that:
 - 1. Discharges an average of 25,000 gallons per day or more of process wastewater to the POTW (excluding sanitary, noncontact cooling and boiler blowdown wastewater);
 - 2. Contributes a process waste stream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or
 - 3. Is designated as such by the Director or his designee on the basis that the Industrial User has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement (in accordance with 40 CFR part 403.6(f)).
 - 4. Upon a finding that an industrial user meeting the criteria in subsection (B)2. of this definition has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the manager may at any time, on its own initiative, or in response to a petition from an Industrial User, and in accordance with 40 CFR part 403.8(f)(6), determine that such Industrial User is not considered a Significant Industrial User.

SIGNIFICANT NONCOMPLIANCE (SNC):

- (A) Chronic violations of wastewater discharge limits, defined here as those in which 66 percent or more of all of the measurements taken during a six-month period exceed (by any magnitude) a numeric pretreatment standard or requirement, including instantaneous limits as defined by 40 CFR 403.3(l).
- (B) Technical review criteria (TRC) violations, defined here as in which 33 percent or more of all measurements for each pollutant parameter taken during a six-month period equal or exceed the product of a numeric pretreatment standard or requirement, including instantaneous limits as defined by 40 CFR 403.3(l) multiplied by the applicable TRC (TRC=1.4 for BOD, TSS, fats, oil and grease, and 1.2 for all other pollutants except pH);
- (C) Any other violation of a pretreatment standard that the Director or his designee determines has caused, alone or in combination with other discharges, interference or pass through (including endangering the health of POTW personnel or the general public);
- (D) Any discharge of a pollutant that has caused imminent endangerment to human health, welfare, or to the environment or has resulted in the POTW's exercise of its emergency authority to halt or prevent such a discharge;
- (E) Failure to meet, within 90 days after the scheduled date, a compliance schedule milestone contained in a local control mechanism or enforcement order for starting construction, completing construction, or attaining final compliance;

- (F) Failure to provide, within 45 days after the due date, required reports such as, but not limited to, baseline monitoring reports, 90-day compliance reports, periodic self-monitoring reports, and progress reports on compliance with compliance schedules;
- (G) Failure to accurately report noncompliance;
- (H) Any other violation or group of violations of BMPs the Control Authority determines will adversely affect the operation or implementation of the local pretreatment program.

SIGNIFICANT VIOLATION: A violation this Chapter which remains uncorrected 45 days after notification of such noncompliance; or which is part of a pattern of noncompliance over a 12-month period; or which involves failure to accurately report noncompliance; or which resulted in the POTW exercising the emergency authority under Article V.

SLUDGE: The settleable solids separated from the liquids during any wastewater treatment processes.

SLUG: Any discharge of a nonroutine, episodic nature, including, but not limited to, an accidental spill or nonroutine batch discharge, which in either flow rate or pollutant concentration could cause a violation of section 7-9-27 of this Chapter, or cause interference or pass through with the POTW.

STANDARD INDUSTRIAL CLASSIFICATION CODE (SIC): A classification pursuant to the "Standard Industrial Classification Manual" issued by the U.S. office of management and budget. **STANDARD METHODS:** The laboratory procedures set forth in the latest edition, at the time of analysis, of "standard methods" for the examination of water and wastewater prepared and published jointly by the American Public Health Association, and the Water Pollution Control Federation, and any other procedures recognized by the USEPA and IEPA.

STORM DRAINAGE SYSTEM: A facility by which stormwater is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

STORM SEWER: A conduit or sewer which carries storm water, but is designed to exclude wastewater and industrial wastes.

STORM WATER: Any flow, including snowmelt, occurring during, following or resulting from any natural form of precipitation.

SUSPENDED SOLIDS: The solids that either float on the surface of, or are in suspension in water, sewage or other liquids, and which are removable by laboratory filtering. Refer to "Standard Methods" for the examination of water and wastewater.

TOXIC POLLUTANT: Any pollutant or combination of pollutants identified as toxic pursuant to Section 307(a) of the Federal Water Pollution Control Act or other federal statute or in regulations promulgated by the state under state law.

UPSET: An exceptional incident in which there is unintentional and temporary noncompliance with Categorical Pretreatment Standards because factors beyond the reasonable control of the User.

USER: Any person who contributes, causes or permits the contribution of wastewater, industrial waste or storm water to the POTW treatment plant.

VILLAGE: The Village of Glen Ellyn, an Illinois Municipal Corporation in DuPage County.

WASTEWATER: Liquid and waterborne industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

- (A) **SANITARY WASTEWATER:** The combination of liquid and water carried wastes discharged from toilet and other sanitary plumbing facilities.
- (B) **INDUSTRIAL WASTEWATER:** A combination of liquid and water carried process waste, discharged from any industrial user, including the wastewater from pretreatment facilities and polluted cooling water.

WASTEWATER HAULER: Any person, partnership or corporation engaged in transporting sanitary wastewater as a commercial venture.

WATERS OF THE STATE OF ILLINOIS: All streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the State of Illinois or any portion thereof.

WATERS OF THE UNITED STATES: As defined in the CWA, "waters of the United States" applies only to surface waters, rivers, lakes, estuaries, coastal waters, and wetlands. Not all surface waters are legally "waters of the United States". Generally, those waters include the following: all interstate waters; intrastate waters used in interstate and/or foreign commerce; tributaries of the aforementioned; territorial seas at the cyclical high tide mark; and wetlands adjacent to all the aforementioned.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-2. - Scope of this chapter.

The provisions of this chapter shall apply to all users of any public sewer that directly or indirectly connects with any sewage system owned and operated by the Village so long as the Users' discharge, directly or indirectly, contributes to the Village's portion of the POTW total flow.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-3. - Connection to public sewer required.

The owner or occupant of any building for occupancy, employment, recreation, or other purpose situated within the corporate limits of the Village within the region served by the Glenbard Advanced Wastewater Treatment Facilities, and abutting on any street, alley, right-of-way or easement in which there is now located or may in the future be located any sanitary or combined sewer discharging into the POTW is hereby required at his expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper sanitary or combined sewer in accordance with the provisions of this chapter, within 90 days after the date of written notice to do so, provided that said sanitary sewer is within 250 feet (76.2 meters) of any property line. In the case of involuntarily annexed property, the time period for such connection may be extended as provided in subsection 7-11-31(D) of this title.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-4. - Private sewage disposal.

Where a sanitary sewer is not available under the provisions of section 7-9-3 of this chapter, a building shall be connected to a private sewage disposal system in the manner prescribed by the DuPage County Health Department, and/or state law.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-5. - Service line connection permit required.

No unauthorized person shall uncover, make any connections with, or opening into, use, alter, or disturb any sanitary or appurtenance thereof without first obtaining a Village written service line connection permit from the Director for nonindustrial users and from both the Director and the Control Authority for Industrial Users. This requirement for a service line connection permit shall apply to all sanitary sewers, whether located within or outside the Village limits, so long as the sewer discharge will, directly or indirectly, be part of the Village's portion of the POTW total flow.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-6. - Service line connection permits; permit procedure.

- (A) There shall be two classes of service line connection permits:
 - 1. Nonindustrial users; and
 - 2. Industrial users.
- (B) Prior to connection of any service line to a public sewer, including sanitary sewers and combined sewers, discharging directly or indirectly into the POTW, the owner or his agent shall make application on a form furnished as is necessary to allow the Director to determine compliance with the provisions of this Chapter.
- (C) The service line connection permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the Director .
- (D) An Industrial User, as a condition of permit authorization for a service line connection permit, must provide information describing its wastewater constituents, characteristics and type of activity.
- (E) The issuance of a service line connection permit for a service line serving or capable of serving an Industrial User shall confer no rights of use on any industrial user. Use of public sewers by an Industrial User shall be conditioned upon the continued compliance with the requirements of this chapter.
- (F) In addition to the requirements of this chapter, all connections to any sanitary sewer shall be subject to all requirements and permit procedures of the Illinois Environmental Protection Agency (IEPA) and state and federal statutes, rules and regulations.
- (G) Every Industrial User or owner of property which has a service line capable of servicing an Industrial User shall notify the Director of any change in Industrial Users, the wastewater constituents, characteristics or type of activity, no less than five days prior to the change. A copy of any notice of change received by the Director shall be sent to the Control Authority.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-7. - Sanitary sewer permits.

- (A) No sanitary sewer or combined sewer designed to constitute an integral part of the sewer system which discharges directly or indirectly into the POTW shall be constructed or connected to directly or indirectly discharge into the POTW until the Director has been furnished with three sets of plans and specifications prepared by a registered professional engineer of the state and has recommended issuance of a sewer connection permit to the Village President. This requirement shall apply to all sanitary sewers and combined sewers, whether located within or outside the Village limits, so long as the sewer discharge will, directly or indirectly, be part of the Village's portion of the POTW's total flow.

- (B) After approval of the permit by the Village President and by any other agency having jurisdiction over such permits, and payment of the applicable fees, and posting of the bond required by subsection (C) of this section, construction of the sewer and connection to an existing sanitary sewer may be commenced.
- (C) In addition to all other requirements, any person constructing a sanitary sewer pursuant to this section shall post a surety bond in the principal sum of one and one-fourth times the construction cost as reasonably estimated by the Public Works Director and conditioned upon the faithful performance of the construction as shown in the approved plans, compliance with the provisions of this chapter and other applicable laws and ordinances, that all damage to the existing public sewer shall be repaired and that all streets, sidewalks, pavements and other public utilities will be restored to the same condition as existed before the work was undertaken. The bond shall continue in full force and effect for at least two years after issuance of the permit.
- (D) No combined sewer shall be constructed or connected to the Village's sewer system.

(Ord. 4581, 4-13-1998, eff. 5-1-1998; Ord. 5454, 4-10-2006)

7-9-8. - Sewer connection bond.

Each person making an application to connect a service line to the sanitary sewer system shall furnish a surety bond in the principal sum of \$10,000.00 in a form approved by the Director, conditioned to indemnify and save the Village harmless from all costs, loss or damage caused in either the execution or protection of the work of making such connection, including all damage to persons or property; and, further, guaranteeing that the applicant, or persons employed by him, will conform to all conditions and requirements of this chapter, restore the street, sidewalks and pavement disturbed, and fill all excavations, so that the premises will be restored to the same condition as existed before the work was undertaken. The bond shall continue in full force and effect for at least two years after issuance of the permit.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-9. - Adequate capacity required.

A service line connection permit shall not be issued and a connection to the sanitary sewer shall not be allowed if the downstream sanitary sewer does not have sufficient reserve capacity to adequately handle the additional, anticipated wastewater flow, as determined by the Director.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-10. - Costs of installation.

All costs and expense incident to the installation and connection of the service line shall be the responsibility of the owner. The owner shall indemnify the Village and the POTW from any loss or damage that may directly or indirectly be occasioned by the installation of the service line.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-11. - Separate service lines.

A separate and independent service line shall be provided for at least every building.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-12. - Old service line.

- (A) An old service line may be used in connection with a new building only when it is demonstrated by the owner or his representative to be of sufficient capacity, integrity and construction to meet the reasonable standards established by the Director . If the old service line is not acceptable, it shall be replaced by the user.
- (B) Sewer service lines which are abandoned or taken out of service for more than six months shall be disconnected from the sanitary sewer main at the main by the owner or applicant. All costs incurred for this work, including excavation and restoration, shall be the responsibility of the owner or applicant.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-13. - Construction standards.

The service line shall be a minimum of six inches in diameter; it shall be vitrified clay, polyvinyl chloride (PVC), or cast or ductile iron in composition, as determined by the Director. A minimum slope of one percent and a maximum slope of ten percent shall be maintained. A larger service line may be required by the Director. The service line shall extend from the building to the sanitary sewer, where it shall be securely connected to the sanitary sewer. All methods of excavating, placing pipe, jointing and backfilling shall conform to the "Standard Specifications For Water And Sewer Main Construction In Illinois".

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-14. - Overhead service lines required.

Overhead service lines are required as follows: A building drain system wherein the building drain exits the building at a minimum depth below the grade and has no openings flowing by gravity inside the building below the grade of the adjacent street in which the sanitary sewer is located shall be required within the Village for all new construction and remodeling of existing structures whenever remodeling constitutes over 50 percent of the value of the structure, prior to the work.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-15. - Lifting means.

In all buildings in which any service line is too low to permit gravity flow to the sanitary sewer, sanitary sewage carried by such service line shall be lifted by a means which is approved in accordance with federal standards promulgated pursuant to the act and more stringent state and local standards, and discharged to the sanitary sewer.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-16. - Prohibited connections.

No person shall make or maintain connection of roof downspouts, exterior foundation drains, areaway drains or other sources of storm water, surface runoff or ground water to a service line, which in turn is connected, directly or indirectly, to a sanitary sewer or to otherwise discharge into the POTW.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-17. - Storm sewer connection.

For all new habitable structures, all building subsoil drain sump pump discharge pipes shall be connected to the storm sewer system wherever there is a storm sewer reasonably available for such connection or discharged onto the ground, at the discretion of the Director. This provision is not intended to require that storm sewers be extended to serve each and every lot in addition to providing adequate surface drainage of storm water.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-18. - Design criteria.

The connection of the service line into the sanitary sewer shall conform to the requirements of the Glen Ellyn Plumbing Code, or other applicable rules and regulations of the Village, or the procedures set forth in appropriate specifications of the "Water Pollution Control Federation Manual Of Practice No. 9" and "Standard Specifications For Water And Sewer Main Construction In Illinois". All such connections shall be made gastight and watertight.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-19. - Expiration of permits.

A service line connection permit or a permit for extension of a sanitary sewer under which no work has commenced within 90 days after issuance shall expire by limitations, and a new permit shall be secured before work is started. All work commenced shall continue uninterrupted and be completed within 18 months from the date initial work commences.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-20. - Notice of connection.

Before connection, the Director shall be notified when the service line is ready for inspection and connection to the sanitary sewer. The connection shall be made under the supervision of the Director or his representative.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-21. - Construction barricades.

All excavations for service line installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Village.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-22. - Cost of maintaining service line.

All Users shall maintain and repair any service line from the user to the sanitary sewer, including any lifting means required by section 7-9-15 of this Chapter, at their own cost and expense. Maintenance means keeping the sanitary sewer connection, service line, lifting means and other sewer facilities in satisfactory working condition and a good state of repair, including, but not limited to, preventing any

obstruction, extraneous material or excessive flows of storm water from entering the service line, protecting the service line and facilities from any damage, keeping the service line and facilities free from defects or malfunctions and making necessary provisions and taking necessary precautions to assure that the service line and other facilities are at all times capable of satisfactorily performing the services and adequately discharging the functions and producing the final results and purposes, which the facilities are intended to perform, discharge or produce.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-23. - Prohibited waste deposits.

It shall be unlawful for any person to place or deposit, or permit to be deposited upon public or private property within the Village or in any area under the jurisdiction of the Village, in any unsanitary manner, any human or animal excrement, garbage, industrial wastes, wastewater or other objectionable waste.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-24. - Prohibited discharges to natural outlets.

No person shall discharge to any natural outlet within the Village, or in any area under the jurisdiction of the Village, any wastewater, industrial waste or other polluted waters, without a valid NPDES permit.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-25. - Discharge of storm water to sanitary sewer prohibited.

No person shall discharge or cause to be discharged into any sanitary sewer system any storm water, unless specifically allowed per Village Code.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-26. - Other prohibited discharges.

- (A) No User shall contribute or cause to be contributed, directly or indirectly, any pollutant or wastewater which will result in interference with the operation or performance of the POTW or will pass through the POTW.
- (B) No person shall discharge or cause to be discharged any of the following described waters or wastes to any sanitary or combined sewer:
 - 1. Any pollutant, whether solid, liquid or gas which may create a fire or explosion hazard in the collection system or the POTW, including, but not limited to, waste streams with a closed cup flashpoint of less than 140 degrees Fahrenheit (60 degrees Celsius), using the test methods specified in 40 CFR part 261.21.
 - 2. Any waters or wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, to cause pass through or interference or to injure or interfere with any sewage treatment process or equipment of the POTW, so as to constitute a hazard to humans or animals, or create any hazard in the receiving waters of the sewage treatment plant.
 - 3. Any waters or wastes having a pH lower than five and one-half or higher than ten or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the sewage treatment plant or of interfering with any sewage treatment process.

4. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the POTW such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, or the like, either whole or ground by garbage grinders.
5. Any liquid or vapor having a temperature greater than 150 degrees Fahrenheit (65 degrees Celsius); or which will inhibit or interfere with biological activity at the POTW, but in no case which causes the temperature upon introduction to the POTW to exceed 104 degrees Fahrenheit (40 degrees Celsius).
6. Any waters or wastes containing toxic or poisonous materials, or oils, whether emulsified or not, in amounts that may cause pass through or interference, or containing substances which may solidify or become viscous at temperatures between 32 degrees Fahrenheit and 150 degrees Fahrenheit (0 degrees Celsius and 65 degrees Celsius).
7. Any garbage, except shredded garbage as defined herein. The installation and operation of any garbage grinder equipped with a motor of three-fourths horsepower (0.76 hp metric) or greater shall be subject to the review and approval of the Director, or his designee.
8. Waters or wastes containing substances which are not amenable to treatment or reduction by the POTW, or are amenable to treatment only to such degree that the POTW effluent cannot meet the requirements of all agencies having jurisdiction over discharge to the receiving waters.
9. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.
10. Any pollutant, including, but not limited to, oxygen demanding pollutants (BOD₅, etc.), discharged at a flow rate and/or concentration which, either singly or by interaction with other pollutants, will cause interference with the POTW.
11. Trucked or hauled pollutants, except at discharge points designated by the manager.
12. Wastewater which, either alone or in conjunction with other sources, will cause the receiving POTW's effluent to fail a toxicity test.
13. Detergents, soaps, surfactants or other substances which may cause excessive foaming in the POTW or pass through its effluent.
14. Any discharge which, either at the point of discharge into the POTW, or at any point within the POTW, causes two readings on an explosion meter of more than ten percent, or any single reading in excess of 20 percent of the lower explosive limit (LEL) of the meter.
15. Hazardous wastes as defined under 40 CFR part 261.
16. Medical Wastes, except as specifically authorized by the Director in a wastewater discharge permit. This prohibition includes, but is not limited to, unused or expired prescription or non-prescription drugs;
17. Pollutants, substances, or wastewater prohibited by this Section shall not be processed or stored in such a manner such that they could be discharged to the POTW.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-27. - Specific limitations on certain discharges.

Discharges from each separate discharge of a User, as measured under the provisions of this chapter, shall not contain in excess of the following concentrations based upon a 24-hour composite sample, or

from a grab sample where indicated. Multiple industrial wastewater discharges from a permitted facility may be combined in a flow weighted manner to determine compliance with the following limitations:

Pollutant	Maximum Concentration
Arsenic	0.60 mg/l
Cadmium	5.0 mg/l
Chromium (total)	1.5 mg/l
Copper	2.0 mg/l
Lead	0.50 mg/l
Manganese	2.0 mg/l
Mercury	0.0005 mg/l
Nickel	2.0 mg/l
Selenium	1.30 mg/l
Silver	0.1 mg/l
Zinc	7.0 mg/l

Data for the parameters listed above shall be obtained from a 24-hour composite sample.

Pollutant	Maximum Concentration
Cyanide	0.34 mg/l
Fats, oil and grease (hexane soluble or equivalent)	100.0 mg/l
pH	<5.5 STD >10.0 units

Ignitability	Any discharge with a closed cup flashpoint of less than 140 degrees Fahrenheit (60 degrees Celsius)
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Data for the above listed parameters shall be obtained from a grab sample.

Compliance with the limits listed herein are mandatory for all industrial users. The Control Authority shall make annual reports to the Village recommending amendments to the specific limitations, as necessary to protect the POTW.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-28. - Pretreatment Standards..

- (A) The national categorical Pretreatment Standards of the USEPA as listed in 40 CFR Chapter I, Subchapter N, Parts 405-471 are hereby incorporated.
- (B) Upon promulgation and incorporation of a national categorical Pretreatment Standard for a particular industrial category, said standard, when effective, shall be enforceable under the provisions of this chapter. The manager shall notify all known affected users of the applicable reporting requirements listed under 40 CFR part 403.12.
- (C) Where a categorical Pretreatment Standard is expressed only in terms of either the mass or concentration of a pollutant in wastewater, the Control Authority may impose equivalent concentration or mass limits in accordance with 40 CFR § 403.6(c).
- (D) Where a wastewater discharge subject to a categorical Pretreatment Standard is mixed with a wastewater discharge not regulated by the same standard, the Control Authority shall impose alternate limits using the combined waste stream formula contained in 40 CFR § 403.6(e).
- (E) A variance from a categorical Pretreatment Standard may be obtained, pursuant to the procedural and substantive provisions contained in 40 CFR § 403.13, if a User can prove that factors related to its discharge are fundamentally different from the factors used by USEPA in the development of the categorical Pretreatment Standard from which the variance is being sought.
- (F) A net /gross adjustment to a categorical Pretreatment Standard may be granted if a User meets the applicability and criteria outlined in 40 CFR § 403.15.(G) The Illinois Pretreatment Program requirements, found in Title 35 of the Illinois Administrative Code, Parts 307 & 310 are hereby incorporated.
- (H) The POTW reserves the right to establish, by regulation or in wastewater discharge permits more stringent standards or requirements on discharges to the POTW consistent with the purposes of this Chapter.
- (I) The POTW may develop best management practices (BMPs), by regulation or in individual and general wastewater discharge permits, to implement local limits and the requirements of § 7-9-26 of this Code.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-29. - Options of Village.

- (A) If any waters or wastes discharged or proposed to be discharged to the sanitary or combined sewers contain the substances or possess the characteristics enumerated in Sections 7-9-26 and 7-9-27 of this Chapter; or which are in violation of the pretreatment standards provided in Chapter 1, "EPA Rules And Regulations", Subchapter D, water programs part 128-pretreatment standards, "Federal Register" Volume 38, No. 215, Thursday, November 8, 1973, and any amendments thereto, and which in the judgment of the Director and/or Control Authority may have a deleterious effect upon the sewer, the POTW, the wastewater treatment process employed by the POTW, the POTW's equipment or receiving waters; or otherwise create a hazard to life or constitute a public nuisance, the Director and/or Control Authority may do any or all of the following:
1. Reject the wastes; or
 2. Require pretreatment to an acceptable condition for discharge to the sanitary sewers; or
 3. Require the user to restrict discharge during peak flows, designate that certain wastes be discharged only at specific sewers, relocate and/or consolidate points of discharge, separate sanitary waste streams from industrial waste streams, and such other requirements as may be necessary to protect the POTW and determine the User's state of compliance with the provisions of this Chapter.
 4. Require payment to cover the added costs of handling and treating the wastes not covered by existing taxes or sewer charges, under the provisions of this Code.
- (B) If the Control Authority requires the pretreatment or equalization of waste flows, the user shall provide, operate, and maintain at their expense all equipment and facilities necessary to comply with the most stringent standards of this chapter, national categorical pretreatment standards as established by 40 CFR, Chapter N, Subpart I, state standards, and any limitations imposed by the "discharge control document". The design and installation of such equipment shall be subject to prior review and approval of the Director and the Control Authority and are subject to all applicable codes, ordinances, and laws. No waste shall be discharged into the sanitary sewer until the provisions of this Section have been complied with in full.
- (C) Whether or not the Director and/or Control Authority exercises any of the options listed in subsection (A)1., (A)2., and (A)3. of this section, the User may in addition be subject to enforcement actions for violations of any applicable federal, state, or local pretreatment standards or requirements.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-30. - Fat, oil, grease, sand and petroleum product traps.

- (A) The purpose of this section is to establish certain minimum reasonable rules and regulations for any automotive service facility or food processing food sales, or food service facility or user connected to, or applying to connect to, the Village's sanitary sewer system regarding the collection and disposal of fats, oils, greases, sand or petroleum products in wastewater, not otherwise required to obtain and hold an Industrial Wastewater Discharge Permit from the U.S. Environmental Protection Agency and/or the Illinois Environmental Protection Agency. This section also establishes certain minimum reporting requirements for waste haulers in the disposal of fats, oils, greases, sand and petroleum product wastes.
- (B) *Definitions:* Unless the context specifically indicates otherwise, the meaning of the terms used herein shall be as follows:

DIRECTOR: The Village's Director of Public Works or his/her designated agent or representative.

FOG: Fats, oils, greases, sand, starch, proteins, waxes, free fatty acids, calcium and magnesium soaps, mineral oils, motor oil, gasoline, and certain other materials from animal, vegetable and petroleum origins. FOG may originate from discharges from scullery sinks, pot and pan sinks, dishwashing machines, soup kettles and floor drains located in areas where the aforementioned materials may exist.

FOG PRODUCING FACILITY: A food processing, food sales or food service facility, or motor vehicle repair facility, as herein defined.

FOG QUARTERLY MAINTENANCE REPORT: A document submitted to the Environmental Resources Coordinator, or his/her designee, at Glenbard Wastewater Authority, Village pursuant to subsection (I) below, along with the manifest when applicable, to certify that maintenance was performed by the business in accordance with the requirements of subsection (D) below.

FOG RECOVERY SYSTEM: A system of interceptors, separators, traps or FOG recovery devices, which prevents free floating FOG from entering the sewage system by recovering and removing the FOG from the wastewater. Such systems may be inside a building (typically less than 100-gallon capacity) or outside a building (typically 1,000 gallon or greater capacity).

FOOD: Any raw, cooked, processed edible substance, ice, beverage or ingredient used or intended for use, or for sale, barter or exchange, in whole or part for human consumption.

FOOD PROCESSING FACILITY: A commercial facility in which food is manufactured or packaged for human consumption. The term does not include a food service facility, retail food store or commissary.

FOOD SALES FACILITY: A retail and wholesale grocery store(s); retail seafood store(s); food processing plants(s); bakeries; confectionaries; fruit, nuts and vegetables store(s), and places of business; and, similar establishments, mobile or permanent, engaged in the sale of food primarily for consumption off premises.

FOOD SERVICE FACILITY: Any facility for the preparation and serving of meals, lunches, short orders, sandwiches, frozen desserts or other edible products. The term includes: restaurants, coffee shops, cafeterias, short order cafes, luncheonettes, taverns, lunchrooms, places which manufacture retail sandwiches, soda fountains, institutional cafeterias, catering establishments, food vending and operations connected therewith, and similar facilities by whatever name called or by whomever operated.

GRAVITY GREASE INTERCEPTOR: Any relatively large in ground or above-ground tank, with internal plumbing and baffling intended to act as a grease recovery system to serve one or more fixtures.

HAULER: A waste disposal or rendering business or firm, licensed by the Illinois Environmental Protection Agency, that hauls and disposes of FOG as described in this section.

HYDRO MECHANICAL GREASE INTERCEPTOR: Any relatively small appurtenance, generally of fabricated steel or polyethylene, with internal configuration and internal or external flow control, intended to function as a grease recovery system.

MANIFEST: A log or document record of the hauler name, address and State license/permit number; and, the volume, date of removal and disposal destination of pumped materials or wastes from a FOG trap, FOG recovery system, or other interceptor device. (See, 415 ILCS 5/22.30(d) and (e)).

MOTOR VEHICLE REPAIR FACILITY: Any facility which provides motor vehicle repair or motor vehicle service, which has floor or other drains that are required to be equipped with a FOG trap or a FOG recovery system pursuant to the Illinois Plumbing Code.

PUMP AND RETURN METHOD: The method of recanting or discharging removed waste or wastewater back into the FOG recovery system from which waste was removed or to any other FOG recovery system or sewer connection.

TWENTY-FIVE PERCENT RULE: All FOG traps and/or FOG recovery systems shall be cleaned based on the 25 percent rule. For example: If the total depth (TD) of a FOG trap or FOG recovery system is 40 inches, the maximum allowable depth (d) of floatable and settled FOG equals 40 inches multiplied by 0.25 or $d = TD \times 0.25 = 10$ inches. Therefore, the maximum allowable depth of floatable and settled FOG in the FOG trap or FOG recovery system should not exceed ten inches.

USER: Any FOG producing facility, its owner(s) or operator(s), or their agent(s), that contributes to the Village's wastewater collection system.

- (C) *System required.* All food processing, food sales or food service facilities newly constructed or with modifications made to the existing plumbing system, after June 1, 2018 effective date of this ordinance shall have a FOG recovery system sized at a minimum in accordance with the State of Illinois Plumbing Code, as locally adopted and amended by the Village. The FOG recovery system shall produce a continuous effluent quality of 100 mg/l FOG or less in accordance with the local limit for FOG found at section 7-9-27 of this Code. In addition, food processing, food sales or food service facilities must exercise proper kitchen best management practices to ensure that excess concentrations of FOG are not discharged to the collection system and the POTW.
- (D) *New construction or remodeled facilities requiring building permits.*
1. No person shall construct, modify or install a FOG recovery system without the prior approval of, and issuance of a building permit by the Village.
 2. All kitchen drains and any other drains that may carry grease-laden waste shall be connected to a FOG recovery system, this includes but is not limited to; preparation sinks, wok lines, hand sinks, mop basins, floor drains and bar sinks. No domestic sewage shall be routed to the FOG recovery system.
 3. All new construction or remodeled food processing, food sales or food service facilities that discharge to the collection system or the POTW shall be required to install, operate, clean and maintain a FOG recovery system of appropriate size and design to achieve compliance with requirements of this chapter.
 4. All new construction food processing, food sales or food service facilities shall have a control manhole or sampling chamber installed and located at a point downstream of the FOG recovery system.
- (E) *Existing users.*
1. Any existing food processing facility, food sales facility or food service facility without a FOG recovery system or a functional FOG recovery system shall be required to install one sized at a minimum in accordance with the State of Illinois Plumbing Code, as locally adopted and amended by the Village. The FOG recovery system shall be installed in an expedient manner in an agreed upon timeframe. Where feasible, all kitchen drains and any other drains that may carry grease-laden waste shall be connected to this FOG recovery system, this includes but is not limited to; vegetable sinks, preparatory sinks, wok lines, hand sinks, mop basins, floor drains, dishwashers and bar sinks. No domestic sewage shall be routed to the FOG recovery system.
 2. Any existing food processing facility, food sales facility or food service facility with a FOG recovery system that is not meeting the discharge limits for FOG as set forth in section 7-9-27 of this Code shall be given the period of one year to implement additional staff training and best management practices as defined by the Village to come into compliance with this chapter. If the discharge does not consistently comply with the limits after one year, the food processing facility, food sales facility or food service facility shall be required to upgrade to a

FOG recovery system that will produce a continuous effluent compliant with the limits found in section 7-9-27 of this Code. The new FOG recovery system shall be installed in an expedient manner in an agreed upon timeframe, no longer than three years. Where feasible, all kitchen drains and any other drains that may carry grease-laden waste shall be connected to this FOG recovery system, this includes but is not limited to; vegetable sinks, prep sinks, wok lines, hand sinks, mop basins, floor drains, dishwashers and bar sinks. No domestic sewage shall be routed to the FOG recovery system.

3. Any existing food processing facility, food sales facility or food service facility that is found to have caused or contributed to significant grease deposits in the sanitary sewer or a combined sewer overflow (CSO) or sanitary sewer overflow (SSO), as determined by the Environmental Resources Coordinator, or his/her designee, at Glenbard Wastewater Authority, shall be given the period of one year to implement additional staff training and best management practices as defined by the Village to come into compliance with this chapter. If the discharge does not consistently comply with the limits after one year, the food processing facility, food sales facility or food service facility shall be required to upgrade to a FOG recovery system that will produce a continuous effluent compliant with the limits found in section 7-9-27 of this Code. The new FOG recovery system shall be installed in an expedient manner in an agreed upon timeframe. Where feasible, all kitchen drains and any other drains that may carry grease-laden waste shall be connected to this FOG recovery system, this includes but is not limited too; preparatory sinks, wok lines, hand sinks, mop basins, floor drains and bar sinks. No domestic sewage shall be routed to the FOG recovery system.
4. Any existing food processing facility, food sales facility or food service facility that is found to have fixtures not routed to the FOG recovery system in compliance with this version of the Code in effect at the time, as determined by the Environmental Resources Coordinator, or his/her designee, at Glenbard Wastewater Authority, the fixtures were installed shall be required to re-route the fixtures to the existing FOG recovery system.

(F) *New businesses-existing facility.*

1. Any new food processing facility, food sales facility or food service facility which will occupy a space previously occupied by a food processing facility, food sales facility or food service facility may use the previously installed FOG recovery system provided that the FOG recovery system is in good working order. Should drainage fixtures be added or increased in size, the FOG recovery system shall be subject to upgrade to the adopted code requirements, as determined by the Building and Zoning Official of the Village, with input by the Environmental Resources Coordinator, or his/her designee, at Glenbard Wastewater Authority. Use of a previously existing FOG recovery system does not relieve the food processing facility, food sales facility or food service facilities of the requirement to comply with the limits found in section 7-9-27 of this Code.
2. All motor vehicle repair facilities shall install a FOG recovery system as required by, and in accordance with, the provisions of the State of Illinois Plumbing Code, any adopted local amendments and this Code.

(G) *System maintenance.*

1. General. All FOG recovery systems, both existing and new, shall be maintained in a safe and sanitary condition, and in good working order, in compliance with all applicable laws, rules and regulations.
2. Maintenance responsibility. The owner(s) of the FOG recovery system, and any designated agents for the owners, shall be responsible for the maintenance of the FOG recovery system for a FOG producing facility at all times. All costs and expenses relating thereto shall be the responsibility of the owner(s).
3. Property owner, business owner or tenant, whichever is applicable of any buildings that are used as a FOG producing facility are ultimately responsible for the payment of any fees required or fines imposed under this Code.

(H) *Maintenance requirements.*

1. All users shall maintain any FOG recovery system so that the discharges are in compliance with all applicable laws, rules and regulations in relation thereto. At a minimum, a gravity grease interceptor shall be cleaned at least once every 90 days and hydro-mechanical FOG recovery system shall be cleaned at least once every 30 days. The minimum frequency may be increased in order for the FOG recovery system to be compliant with the 25 percent rule. Cleaning frequencies may be extended with the approval of the director.
2. Gravity grease interceptors must be fully emptied at a minimum of twice per year. At other required cleaning intervals, skimming of the interceptor is acceptable. In addition, all internal plumbing must be inspected for damage and corrosion. If repairs are required, they shall be performed within 30 days of noting that the repair is required.
3. Hydro-mechanical FOG recovery systems may be maintained by the FOG producing facility. When cleaned, the FOG recovery system must have surface grease, oil and settled solids removed. These contents must be disposed of properly in accordance with federal, state, county and local laws, rules and regulations. In addition, the interior sides must be scraped and removable parts removed and cleaned. The hydro-mechanical FOG recovery system shall be inspected for damage and corrosion, and be properly reassembled. If repairs are required, they shall be performed within 30 days of noting the need for a repair. A cleaning log must be kept and available for the director to review during the FOG recovery system inspection.
4. The material that is removed in the process of cleaning a FOG recovery system shall not be discharged into any part of the collection system of the POTW, any private sewer, any drainage piping, or storm sewer system. All materials removed shall be handled and disposed of in accordance with federal, state, county and local laws, rules and regulations.
5. All motor vehicle repair facilities FOG traps, and all other motor vehicle repair facilities FOG recovery systems, shall be completely pumped out annually or when the content thereof exceeds the 25 percent rule. Semi-annual maintenance, annual maintenance and maintenance due to exceeding the 25 percent rule shall include the complete recovery of all contents, including floating materials, wastewater and bottom sludges and solids. The frequency of maintenance may be increased to comply with the applicable daily maximum discharge limit(s), the manufacturer's recommendation or the 25 percent rule. The frequency shall be as often as necessary to prevent overflows of FOG from entering the Village's wastewater collection system.
6. The pump-and-return method of decanting or discharging of removed waste or wastewater back into the FOG recovery system is prohibited.
7. Any removal and hauling of FOG as a result of the complete pumping of a FOG trap and all other FOG recovery systems shall be performed by a hauler licensed by the State of Illinois.
8. If any FOG recovery system discharge wastes fail to meet the applicable daily maximum limit(s), the director is authorized to require that the user repair, replace or upgrade its FOG recovery system, at the sole expense of the user.
9. No user may place an additive of any type into the FOG trap or FOG recovery system without the prior written approval of the director.

- (I) *Maintenance records.* Each User, at each FOG producing facility, shall maintain an accurate and complete record of all cleaning(s) or maintenance of its FOG producing facility's FOG recovery system, and shall file copies of same with the Environmental Resources Coordinator, or his/her designee, at Glenbard Wastewater Authority, on a quarterly basis (April 15th, July 15th, October 15th and January 15th) with said maintenance records to cover the three full calendar months preceding the filing date. The following records shall be kept on-site at the FOG producing facility for a minimum two-year period:

1. *Haulers.* The hauler shall provide the FOG producing facility, at the time of service, a manifest conforming to all state statutes and regulations (see, 415 ILCS 5/22.30(e)), and the provisions of this Code.
 2. *Manifest(s).* The removal of FOG recovery system contents shall be recorded on a manifest that identifies the pumping, hauling and disposing of the wastes, and whether collected from an interior or an exterior FOG recovery system.
 3. *Manifest information.* Each manifest shall contain the following information and such other information as may be required by State statute:
 - (a) User information, including name, address, the volume pumped from each FOG recovery system, and date and time of the pumping;
 - (b) Hauler information, including company name, address, state license/permit number and disposal/receiving facility location information; and
 - (c) Receiving facility information, including the facility name and address, date and time of receiving, and EPD number.
 - (d) A certification that the FOG trap or FOG recovery system was in working order.
 - (e) A certification that the maintenance requirements, as set forth in subsection (H) above, are being complied with by the user relative to the FOG trap or FOG recovery system.
 4. *Manifest/maintenance log.* The owner(s) of each FOG producing facility shall maintain, and keep available on the premises, a continuous log of manifests, FOG quarterly maintenance reports (and other similar record(s) regarding each cleaning or maintenance of the FOG recovery system for the previous 24 months. The log shall be kept on the FOG producing facility premises in a location where the log is available for inspection or review by the director, or his/her designated agent(s) or representative(s).
- (J) *Repairs.* Any repair that is required in regard to a FOG trap or FOG recovery system shall be made by the user within 30 days of the user receiving notice of the need for a repair from either the hauler or the Director.
- (K) *Inspections.*
1. The Building and Zoning Official of the Village, or his/her designated agent(s) or representative(s), shall make or conduct an inspection of each FOG producing facility as the he/she may deem necessary, to evaluate and enforce compliance with the provisions of this section.
 2. The Building and Zoning Official of the Village, or his/her authorized agent(s) or representative(s), shall have the authority to enter any property at any reasonable time to inspect for sanitation purposes and compliance with the provisions of this section and any other applicable provisions of this Code relating to the wastewater system. The Building and Zoning Official of the Village, may also make any necessary tests, measurements or sampling to determine compliance with the requirements of this section and any other applicable provisions of this Code relating to the wastewater system.
 3. The user shall make sure that the FOG trap and/or FOG recovery system are accessible for inspection at all times, and shall make sure that no obstructions block access to any FOG trap or FOG recovery system.
 4. The user shall, upon request by the Building and Zoning Official of the Village, or his/her authorized agent(s) or representative(s), open the access to the FOG trap or FOG recovery system for inspection, including, but not limited to, unbolting and removing covers and/or manholes.
 5. A user charged with a Notice of Violation (an "NOV"), issued by the Building and Zoning Official of the Village, shall be re-inspected at any time within 30 days of the date of the issuance of the NOV. Subsequent re-inspection(s) may occur at any time for as long as the

user is non-compliant under the original NOV. The user shall be responsible for payment of a re-inspection fee for all re-inspections in the amount of \$250.00, which shall be added to the sanitary sewer bill of the user.

6. When a sewer overflow or blockage occurs at or downstream of a FOG producing facility, a demand inspection may be made or conducted by the Building and Zoning Official of the Village, or his/her designated agent(s) or representative(s). If the user of the FOG producing facility is found to be in violation of any provision of this section, or any other applicable provision of this Code relating to the wastewater system, and that violation(s) is believed to have caused or resulted in the sewer overflow or blockage, the user shall be responsible for the payment of the demand inspection fee in the amount of \$250.00, as well as the labor, equipment and material cost(s) to correct the sewer overflow or blockage, which amounts shall be added to the sanitary sewer bill of the user.

(L) *Notice of violation.*

1. Whenever the Building and Zoning Official of the Village, or his/her authorized agent(s) or representative(s), determines that there are reasonable grounds to believe that there is, or has been, a violation of this section, the Building and Zoning Official of the Village, or his/her authorized agent(s) or representative(s), shall give notice of the alleged violation(s) to the user and/or the person in control of the FOG trap or FOG recovery system, as herein provided. Such notice shall:
 - (a) Be in writing;
 - (b) Include a statement of the reason(s) for issuance of the notice;
 - (c) Allow a reasonable time for the performance of any act it requires;
 - (d) Be served upon the user or operator of the FOG producing facility, as the case may require; provided that such notice shall be deemed to have been properly served upon such user or operator when a copy thereof has been sent by first class mail, postage prepaid, to his/her last known address as furnished to the Village, or personally delivered to the Executive Director or other person in charge of the FOG producing facility; and
 - (e) Contain an outline of remedial action which is required to affect compliance.
 - (f) In the event the alleged violation(s) are not remediated in a timely fashion, as determined by the Building and Zoning Official of the Village, or his/her designated agent(s) or representative(s), a citation will be issued which shall be adjudicated through the Village's Administrative Adjudication process set forth in Title I, Chapter 13 of the Glen Ellyn Municipal Code.
2. Whenever an emergency exists which requires immediate action to protect the public health, safety or welfare, or to protect public or private property from damage or destruction, the Building and Zoning Official of the Village, or his/her designated agent(s) or representative(s) may, without any administrative notice or procedure, seek an injunction to require that such action be taken as may be deemed necessary to meet the emergency.

(M) *Enforcement penalties/remedies.*

1. Any person or user, who violates any provision of this section, shall be fined not less than \$100.00 or more than \$750.00 for each violation, with each day that a violation has existed or continues to exist constituting a separate offense.
2. In addition to (1) above, any sewer or manhole overflow, or sewer back-up, resulting from a violation(s) of any provision of this section, or an inadequately operating FOG recovery system, or lack of an approved FOG recovery system, shall result in the imposition of a charge to the responsible owner(s) or user(s) equal to the costs incurred by the Village in cleaning the blockage out of the immediately adjacent Village wastewater collection system. Imposition of a charge under this subsection (2) shall not preclude other enforcement action(s). In addition, the responsible owner(s) or user(s) shall be responsible for payment of

any fine levied by the Illinois Environmental Protection Agency against the Village as a result of any overflow or blockage in the Village's wastewater collection system, or NPDES permit discharge violations attributable to the owner(s)' or user(s)' violation of any provision of this section, or an inadequately operating FOG recovery system, or lack of an approved FOG recovery system. Any such charges as referenced in this subsection (2) shall be added to the sewer bill of the user.

3. The Building and Zoning Official of the Village, or his/her designated agent(s) or representative(s) may also take any other available legal action necessary to prevent or to remedy any violation, including, but not limited to, appropriate equitable or injunctive relief or discontinuation of wastewater treatment service to the FOG producing facility.

(Ord. 6595, 4-23-2018)

Editor's note— Ord. 6595, adopted April 23, 2018, repealed § 7-9-30 and enacted a new section as set out herein. Former § 7-9-30 pertained to traps required and derived from Ord. 4581, adopted April 13, 1998.

7-9-31. - Dilution prohibited.

No user shall increase the use of process water, or in any other way attempt to dilute a discharge as a partial or complete substitute for adequate pretreatment to achieve compliance with any applicable Federal, State, and/or local pretreatment standard or requirement, unless expressly authorized by an applicable Pretreatment Standard or requirement. The Control Authority may impose mass limitations on users who use dilution to meet applicable pretreatment standards or requirements, or in cases where mass limitations are deemed appropriate.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-32. - Spill containment required.

- (A) Each Industrial User whose wastewater includes, or could include, compatible or incompatible pollutants in amounts or concentrations great enough to cause interference or pass through at the POTW treatment plant or to otherwise violate the provisions of this chapter shall provide protection from accidental discharge to the POTW of prohibited materials or other substances regulated by this Chapter. Slug control plans and/or facilities to prevent such accidental discharge shall be provided and maintained at the owner's or User's expense.
- (B) Each Significant Industrial User, and other Industrial Users as deemed necessary by the manager, shall be evaluated at least once every two years to determine the necessity for a slug control plan and/or facility to prevent the accidental discharge of compatible or incompatible pollutants. The Control Authority may require the user to develop, submit for approval, and implement a slug control plan.
- (C) Each Significant Industrial User, and other Industrial Users as deemed necessary by the POTW, shall be evaluated at least once every two (2) years to determine the necessity for a slug control plan and/or facility to prevent the accidental discharge of compatible or incompatible pollutants. The POTW may require the User to develop, submit for approval, and implement a slug control plan. At the POTW's discretion, such a plan may be developed for any User for which it is deemed necessary. Such a plan shall be developed in accordance with the requirements outlined in 40 CFR part 403.8(f)(2)(v)(A)—(D), and shall contain the following:
 1. A description of discharge practices, including nonroutine batch discharges;
 2. A description of stored chemicals;

3. Procedures for immediate notification to the POTW of slug discharges, including any discharge that would violate a prohibition under 40 CFR 403.5(b), with procedures for follow up written notification within five (5) business days;
 4. If necessary, procedures to prevent adverse impact from accidental spills, including inspection of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents) and/or measures and equipment for emergency response.
- (C) In the case of an accidental or deliberate discharge of compatible or incompatible pollutants, including, but not limited to, slug loadings, which may cause interference at the POTW or will pass through the POTW or violate requirements of this chapter, it shall be the responsibility of an authorized officer of the Industrial User to notify the Control Authority and Director or other officials of the POTW by telephone, within 24 hours of discovery of the incident. The notification shall include name of caller, location and time of discharge, type of wastewater, concentration and volume.
- (D) Within five working days following such an accidental or deliberate discharge or slug loading, the Industrial User shall submit to the Control Authority a detailed written report, signed by an authorized officer, describing the cause of the discharge and the measures to be taken by the user to prevent similar future occurrences. Follow up reports may be required by the Control Authority as deemed necessary. Such report, or reports, shall not relieve the Industrial User of any expense, loss, damage, or other liability which may be incurred as a result of damage to the POTW, fish kills or any other damage to person or property; nor shall such report relieve the user of any fines, civil penalties or other liability which may be imposed by this chapter or otherwise. Failure to report accidental or deliberate discharges may, in addition to any other remedies available to the Village or Authority under this Chapter, result in disconnection of the discharger's service line.
- (E) The Industrial User shall control production of all discharges to the extent necessary to maintain compliance with all applicable regulations upon reduction, loss, or accidental failure of its facility, until the facility is restored or an alternative method is provided. This requirement includes the situation where, among other things, the primary source of power of the facility is reduced, lost or fails.
- (F) In cases where violations of discharge standards have occurred, the Industrial User shall, in addition to providing 24-hour notification of violation to the POTW, resample its discharge for compliance with applicable discharge standards within 30 days.
- (G) A notice in English and the language of common use shall be permanently posted on the industrial user's bulletin Board or other prominent place advising employees whom to call in the event of an accidental or illegal discharge. Employers shall ensure that all employees who are in a position to cause, discover, or observe such discharges are advised of the emergency notification procedures.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-33. - Responsibility of intermediate user.

Any Intermediate Users shall be primarily responsible for complying with all provisions of this chapter. If any User serviced by an Intermediate User is violating any provision of this chapter, it shall be the responsibility of the Intermediate User to compel compliance by the User and, if necessary, disconnect the User from the Intermediate User's collection system.

Any enforcement procedures provided in this chapter, including fines, costs, and disconnection, may be instituted by the Control Authority directly against the Intermediate User, as well as the End User. In addition, the Intermediate User shall be responsible for providing monitoring facilities as set forth in section 7-9-37 of this chapter where such facilities are deemed to be required or necessary by the Control Authority.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-34. - Failure to pay sewer charges.

Any User, whether domestic, nonindustrial, industrial or intermediate, who fails to pay the sewer charges provided by Section 7-11-28 of this title shall be subject to late penalties, possible termination of service including disconnection from the sanitary sewer and a lien for delinquent charges upon the real estate to which the service is supplied or upon an Intermediate User's collection system, as provided by Sections 7-11-17 and 7-11-19 of this title.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-35. - Maximum allowable flow.

- (A) The maximum allowable daily flow from a service line to a sanitary sewer shall be no more than three times the average daily domestic water usage of the users served by the service line.
- (B) The maximum allowable daily peak flow of the intermediate users shall be no more than the amount determined by the following formula, plus uncorrected, non-excessive inflow and infiltration, as follows:

Three times domestic water usage plus permitted infiltration of 1,500 gallons per inch diameter per mile per day, plus allowable uncorrected, non-excessive inflow and infiltration as follows:

- 1. For private utility company service areas uncorrected, non-excessive inflow and infiltration of 2.2 million gallons per day;
- 2. For Glen Ellyn Heights area served by DuPage County uncorrected, non-excessive inflow and infiltration of 0.52 million gallons per day.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-36 Administration

The Village of Lombard and the Village of Glen Ellyn established Glenbard Wastewater Authority through an intergovernmental agreement pursuant to Article VII, Section 10 of the 1970 Illinois Constitution and 5 ILCS 220/1 et seq to provide wastewater treatment to the Villages (the "IGA"). Through the IGA, Glenbard Wastewater Authority has the responsibility and the authority to oversee all operations of the POTW and to implement and enforce the pretreatment program.

Properties located outside of the Glenbard Wastewater Authority Facility Planning Area are subject to Ordinances and Resolutions adopted by the respective sanitary district.

7-9-37 Wastewater Discharge Permits

- (A) No Significant Industrial User shall discharge wastewater to the POTW without first obtaining a wastewater discharge permit. Existing Users must submit a permit application within thirty (30) days of being notified by the POTW that a permit is required.
- (B) To ensure compliance with the industrial pretreatment program, the Director may deny or condition new or increased contributions of pollutants or changes in the nature of pollutants, to the POTW by industrial users where such contributions do not meet applicable Pretreatment Standards and requirements or where such contributions would cause the POTW to violate its NPDES permit.
- (C) Any categorical User that operates its regulated processes so that no industrial waste is discharged to the POTW may request that a zero-discharge permit be issued by the POTW. To be eligible for a zero discharge permit the User shall demonstrate to the POTW's satisfaction

that no industrial waste will be discharged and shall either permanently seal all accesses to the POTW other than those required for disposal of domestic sewage.

- (D) The POTW may require other Users to obtain individual or general wastewater discharge permits as necessary to carry out the purposes of this ordinance.
- (E) Any violation of the terms and conditions of an individual or general wastewater discharge permit shall be deemed a violation of this ordinance and subjects the wastewater discharge permittee to the sanctions set out in §7-9-44 through §7-9-54 of this Code. Obtaining an individual or general wastewater discharge permit does not relieve a permittee of its obligation to comply with all Federal and State Pretreatment Standards or any other Federal or State law.
- (F) All Users required to obtain an individual or general wastewater discharge permit must submit a permit application and any applicable permit fee. The permit application shall be developed and furnished by the POTW. Information required to be furnished in the application may require Users to submit all or some of the following information as part of a permit application:
 - 1. Identifying Information
 - (a) The name and address of the facility, including the name of the operator and owner.
 - (b) Contact information, description of activities, facilities, and plant production processes on the premises;
 - 2. Environmental Permits. A list of any environmental control permits held by or for the facility.
 - 3. Description of Operations.
 - (a) A brief description of the nature, average rate of production (including each product produced by type, amount, processes, and rate of production), and standard industrial classifications of the operation(s) carried out by such User. This description should include a schematic process diagram, which indicates points of discharge to the POTW from the regulated processes.
 - (b) Types of wastes generated, and a list of all raw materials and chemicals used or stored at the facility which are, or could accidentally or intentionally be, discharged to the POTW;
 - (c) Number and type of employees, hours of operation, and proposed or actual hours of operation;
 - (d) Type and amount of raw materials processed (average and maximum per day);
 - (e) Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge;
 - 4. Time and duration of discharges;
 - 5. The location for monitoring all wastes covered by the permit;
 - 6. Flow Measurement. Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined waste stream formula set out in 7-9-28(D) and (40 CFR 403.6(e)).
 - 7. Measurement of Pollutants.
 - (a) The categorical Pretreatment Standards applicable to each regulated process and any new categorically regulated processes for Existing Sources.
 - (b) The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the Standard or the POTW, of regulated pollutants in the discharge from each regulated process.

- (c) Instantaneous, Daily Maximum, and long-term average concentrations, or mass, where required, shall be reported.
- (d) The sample shall be representative of daily operations and shall be analyzed in accordance with procedures set out in §7-9-36 of this ordinance. Where the Standard requires compliance with a BMP or pollution prevention alternative, the User shall submit documentation as required by the POTW or the applicable Standards to determine compliance with the Standard.
- (e) Sampling must be performed in accordance with procedures set out in §7-9-37 of this ordinance.
- (f) Any requests for a monitoring waiver (or a renewal of an approved monitoring waiver) for a pollutant neither present nor expected to be present in the discharge based on § 7-9-37(E).
- (g) Any request to be covered by a general permit based on §7-9-37(F).
- (h) Any other information as may be deemed necessary by the POTW to evaluate the permit application.
- (i) Incomplete or inaccurate applications will not be processed and will be returned to the User for revision.

8. Application Signatories and Certifications

- (a) Certification of Permit Applications, User Reports and Initial Monitoring Waiver—The following certification statement is required to be signed and submitted by Users submitting permit applications in accordance with this Section; Users submitting baseline monitoring reports and periodic compliance reports under § 7-9-41 and Users submitting an initial request to forego sampling of a pollutant on the basis of § 7-9-41(A)(2)(8)(4)(a). The following certification statement must be signed by an Authorized Representative as defined in § 7-9-1:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

- (b) If the designation of an Authorized Representative is no longer accurate because a different individual or position has responsibility for the overall operation of the facility or overall responsibility for environmental matters for the company, a new written authorization satisfying the requirements of this Section must be submitted to the Authority prior to or together with any reports to be signed by an Authorized Representative.
- (G) At the discretion of the POTW, the Authority may use general permits to control discharges to the POTW if the following conditions are met. All facilities to be covered by a general permit must:
 1. Involve the same or substantially similar types of operations;
 2. Discharge the same types of wastes;
 3. Require the same effluent limitations;
 4. Require the same or similar monitoring; and
 5. In the opinion of the Authority, are more appropriately controlled under a general permit than under individual wastewater discharge permits.

6. To be covered by the general permit, the User must file a written request for coverage that identifies its contact information, production processes, the types of wastes generated, the location for monitoring all wastes covered by the general permit, any requests in accordance with § 7-9-37(E) (7) for a monitoring waiver for a pollutant neither present nor expected to be present in the Discharge, and any other information the POTW deems appropriate. A monitoring waiver for a pollutant neither present nor expected to be present in the discharge is not effective in the general permit until after the Authority has provided written notice to the User that such a waiver request has been granted in accordance with § 7-9-37(E).
 7. The POTW must retain a copy of the general permit, documentation to support the Authority's determination that a specific User meets the criteria in § 7-9-37(F) (1) to (5) and applicable State regulations, and a copy of the User's written request for coverage for three (3) years after the expiration of the general permit.
- (H) The POTW may not control a User through a general permit where the facility is subject to production-based categorical Pretreatment Standards or categorical Pretreatment Standards expressed as mass of pollutant discharged per day or for IUs whose limits are based on the Combined Wastestream Formula (§ 7-9-28(D)) or Net/Gross calculations (§ 7-9-28(F)).
- (I) All individual or general wastewater discharge permits shall include such conditions as are deemed reasonably necessary by the POTW to prevent pass through or interference, protect the quality of the water body receiving the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW and the collection system. At a minimum, individual or general wastewater discharge permits shall contain:
1. Effluent limits, including Best Management Practices, based on applicable Pretreatment Standards;
 2. Self-monitoring, sampling, reporting, notification, and record-keeping requirements. These requirements shall include an identification of pollutants (or best management practice) to be monitored, sampling location, sampling frequency, and sample type based on Federal, State, and local law.
 3. A statement that the wastewater discharge permit is nontransferable without prior notification to the POTW in accordance with § 7-9-37 (A) of this Ordinance, and provisions for furnishing the new owner or operator with a copy of the existing wastewater discharge permit;
 4. A statement of applicable civil and criminal penalties for violation of Pretreatment Standards and Requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable Federal, State, or local law.
 5. Requirements to control Slug Discharge, if determined by the POTW to be necessary.
 6. Any grant of the monitoring waiver by the POTW must be included as a condition in the User's permit.
 7. Issuance date, effective date and expiration date. The permit will be issued for a specific time period, not to exceed five (5) years. Permits may be issued for less than a five (5) year period at discretion of the POTW.
- (J) Individual or general wastewater discharge permits may contain, but need not be limited to, the following conditions:
1. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization;
 2. Requirements for the installation of pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of pollutants into the treatment works;

3. Requirements for the development and implementation of spill control plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or non-routine discharges;
 4. Development and implementation of waste minimization plans to reduce the amount of pollutants discharged to the POTW;
 5. The unit charge or schedule of User charges and fees for the management of the wastewater discharged to the POTW;
 6. Requirements for installation and maintenance of inspection and sampling facilities and equipment, including flow measurement devices;
 7. A statement that compliance with the wastewater discharge permit does not relieve the permittee of responsibility for compliance with all applicable Federal and State Pretreatment Standards, including those which become effective during the term of the wastewater discharge permit; and
 8. Other conditions as deemed appropriate by the POTW to ensure compliance with this ordinance, and State and Federal laws, rules, and regulations.
- (K) The POTW may modify an individual or general wastewater discharge permit for good cause, including, but not limited to, the following reasons:
1. To incorporate any new or revised Federal, State, or local Pretreatment Standards or Requirements;
 2. To address significant alterations or additions to the User's operation, processes, or wastewater volume or character since the time of the individual wastewater discharge permit issuance;
 3. A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;
 4. Information indicating that the permitted discharge poses a threat to the POTW and its personnel, the Village and its personnel, or the receiving waters; Violation of any terms or conditions of the individual wastewater discharge permit;
 5. Misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required reporting;
 6. Revision of or a grant of variance from categorical Pretreatment Standards pursuant to 40 CFR 403.13;
 7. To correct typographical or other errors in the individual wastewater discharge permit; or
 8. To reflect a transfer of the facility ownership or operation to a new owner or operator where requested in accordance with § 7-9-37 (A).
- (L) Individual or general wastewater discharge permits may be transferred to a new owner or operator only if the permittee gives at least ninety (90) days advance notice to the POTW and the Authority approves the wastewater discharge permit transfer. The notice to the Authority must include a written certification by the new owner or operator which:
1. States that the new owner and/or operator has no immediate intent to change the facility's operations and processes;
 2. Identifies the specific date on which the transfer is to occur; and
 3. Acknowledges full responsibility for complying with the existing individual wastewater discharge permit.
 4. Failure to provide advance notice of a transfer renders the individual wastewater discharge permit void as of the date of facility transfer.

- (M) The POTW may revoke a wastewater discharge permit or coverage under a general permit for good cause, including, but not limited to, the following reasons:
1. Failure to notify the Authority of significant changes to the wastewater prior to the changed discharge;
 2. Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application;
 3. Falsifying self-monitoring reports and certification statements;
 4. Tampering with monitoring equipment;
 5. Refusing to allow the Authority timely access to the facility premises and records;
 6. Failure to meet effluent limitations;
 7. Failure to pay fines;
 8. Failure to pay sewer charges;
 9. Failure to meet compliance schedules;
 10. Failure to complete a wastewater survey or the wastewater discharge permit application;
 11. Failure to provide advance notice of the transfer of business ownership of a permitted facility; or
 12. Violation of any Pretreatment Standard or Requirement, or any terms of the wastewater discharge permit or this ordinance.
13. Wastewater discharge permits shall be voidable upon cessation of operations or transfer of business ownership. All wastewater discharge permits issued to a User are void upon the issuance of a new wastewater discharge permit to that User.
- (N) A User with an expiring individual wastewater discharge permit shall apply for reissuance by submitting a complete permit application, in accordance with § 7-9-37 (A) of this ordinance, a minimum of ninety days (90) days prior to the expiration of the User's existing wastewater discharge permit.
- (O) Any intermediate users shall be primarily responsible for complying with all provisions of this chapter. If any user serviced by an intermediate user is violating any provision of this chapter, it shall be the responsibility of the intermediate user to compel compliance by the user and, if necessary, disconnect the user from the intermediate user's collection system. Any enforcement procedures provided in this Ordinance, including fines, costs, and disconnection, may be instituted by the POTW directly against the intermediate user, as well as the end user. In addition, the intermediate user shall be responsible for providing monitoring facilities as set forth in § 7-9-37 of this ordinance where such facilities are deemed to be required or necessary by the POTW.

7-9-38. - When pretreatment required.

All significant industrial users shall provide necessary wastewater pretreatment as required to comply with this chapter, and shall achieve compliance with all applicable pretreatment standards within the time limitations as specified by appropriate statutes, regulations, and this chapter. National categorical Pretreatment Standards shall be made a part of this Chapter as described in § 7-9-28 of this chapter. Any facilities required to pretreat wastewater to a level acceptable to the POTW shall be provided, properly operated and maintained at the User's expense. All industrial users shall obtain all necessary construction-operating permits from the IEPA. Such pretreatment facilities shall be under the control and direction of an IEPA certified wastewater treatment operator. Any subsequent significant changes in the pretreatment facilities or method of operation shall be reported to and required to be accepted by the Control Authority prior to the industrial user's initiation of the changes.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-39. - Monitoring facilities.

- (A) The Significant Industrial User shall provide, at its own expense, monitoring facilities to allow inspection, sampling and flow measurement of the service line in internal drainage systems. The monitoring facility will be situated on the User's premises unless such a location would be impractical and cause undue hardship to the User, and the Director, or his designee allows the facility to be constructed in the public street or sidewalk area and located so that it will not be obstructed by landscaping, parked vehicles, or other activities of the User.
- (B) Where required by the Director, or his designee, to meet the objectives of this chapter, additional control manholes or sampling chambers shall be provided at the end of each industrial process, at the expense of the industrial user, which are suitable for the determination of compliance with Pretreatment Standards.
- (C) Whenever required by the Director, or his designee, any significant industrial user shall install a large manhole or sampling chamber for each separate discharge into the service line in accordance with plans and specifications approved by the Director or his designee, installed and maintained at all times at the User's expense, which shall have ample room in each sampling chamber to permit the Director, or his designee to obtain accurate composite samples for analysis. The chamber shall be safely, easily and independently accessible to authorized representatives of the Glenbard Wastewater Authority at any time.
 - 1. Each sampling chamber shall contain a Palmer-Bowlus flume unless a weir or similar device is approved by the Director with a recording and totalizing register for measurement of the liquid quantity; or at the discretion of the Director the metered water supply to the industrial plant may be used as the liquid quantity where it is substantiated that the metered water supply and waste quantities are approximately the same, or where a measurable adjustment agreed to by the POTW is made in the metered water supply to determine the liquid waste quantity.
 - 2. The sampling chamber, metering device, and documentation of the frequency of sampling, sampling methods and analyses of samples shall be subject, at any reasonable time, to inspection and verification by the manager.
- (D) All devices used to measure wastewater flow and quality shall be calibrated annually to ensure their accuracy.
- (E) The Director, through his/her designees, shall carry out at least once yearly inspection and sampling of all significant Industrial Users to determine, independent of information supplied by Industrial Users, compliance or noncompliance with applicable pretreatment standards and requirements for Industrial Users;

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-40. - Testing standards.

All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in this chapter shall be determined in accordance with 40 CFR 136, and shall be determined at the control manhole provided or upon suitable samples taken at said control manhole. In the event that no such manhole has been required, the control manhole shall be considered to be the nearest downstream manhole, in the sanitary sewer, to the point at which the service line is connected. Sampling shall be carried out by customarily accepted methods to reflect the effect of constituents upon the sewage

treatment plant and to determine the existence of hazards to the treatment process and equipment and public health, safety and welfare. The particular analyses involved will determine whether a 24-hour composite of all outfalls of a premises is appropriate or whether a grab sample or samples should be taken.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-41. - Reporting requirements.

(A) *Industrial and Intermediate Users:* The following reporting requirements shall apply to all Industrial and Intermediate Users:

1. Industrial Users and Intermediate Users are required to complete and return questionnaires, which may include baseline monitoring reports within forty-five (45) days of receipt to the Director or the Control Authority. These questionnaires will inquire as to the nature and volume of wastes generated by particular Industrial Users. Additional information may be required concerning the disposal of byproducts or sludges generated by the Industrial User, or excessive inflow or infiltration into the service lines of all users discharging into a sanitary sewer of an Intermediate User or excessive infiltration or inflow into the sanitary sewer of an Intermediate User.
2. The Industrial User and Intermediate User are required to submit a baseline monitoring report or any information regarding the introduction of pollutants into the sewage system. All information gathered through Industrial User or Intermediate User reports with respect to effluent data will be available to the public without restriction.

Confidentiality may be granted to the Industrial User by the EPA once the Industrial User follows prescribed steps in claiming such confidentiality in compliance with 40 CFR part 2. In addition to the questionnaires as described in subsection (B)1. of this section, additional reports may be required at the discretion of the Control Authority in carrying forth the objectives of this Chapter.

3. In accordance with § 7-9-52 of this Chapter, the industrial user shall assist the Control Authority in his efforts to locate and identify all discharges into the sewage system which are in violation of this Chapter.

(B) *Baseline Monitoring Report:*

1. Industrial Users subject to national categorical Pretreatment Standards shall submit baseline monitoring reports to the POTW in a form prescribed and furnished by the POTW.
2. Within 180 days after the effective date of a national categorical pretreatment standard, or 180 days after a final administrative decision has been made upon a categorical determination submission in accordance with 40 CFR section 403.6(a)(4), whichever is later, Industrial Users which are existing sources subject to such national categorical Pretreatment Standards and currently discharging to the POTW shall submit to the Control Authority a properly completed baseline monitoring report.
3. New sources, and sources that become Categorical Industrial Users subsequent to the promulgation of an applicable categorical Standard, shall submit a baseline monitoring report no later than 90 days prior to commencement of any discharge to the POTW. A New Source shall provide the method of pretreatment it intends to use to meet applicable categorical Standards, and estimates of its anticipated flow and quantity of pollutants to be discharged.
4. In support of the baseline monitoring report, the Industrial User shall submit, in units and terms specified in the application, the following information:

- (a) All information required in §7-9-37 (E) of this Chapter.
- (b) Measurement of pollutants.
 - (i) The User shall provide the information required in §7-9-37 (E) (7) (a) through (e).
 - (ii) The User shall take a minimum of one representative sample to compile that data necessary to comply with the requirements of this subsection.
 - (iii) Samples should be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If other wastewaters are mixed with the regulated wastewater prior to pretreatment the User should measure the flows and concentrations necessary to allow use of the combined wastestream formula in 40 CFR 403.6(e) to evaluate compliance with the pretreatment standards. Where an alternate concentration or mass limit has been calculated in accordance with 40 CFR §403.6(e) this adjusted limit along with supporting data shall be submitted to the POTW;
 - (iv) Sampling and analysis shall be performed in accordance with §7-9-39(E) and §7-9-40 of this Chapter;
 - (v) The POTW may allow the submission of a baseline report which utilizes only historical data so long as the data provides information sufficient to determine the need for industrial pretreatment measures;
 - (vi) The baseline report shall indicate the time, date and place of sampling and methods of analysis, and shall certify that such sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW.
- (c) Compliance Certification. A statement, reviewed by the User Authorized Representative of Industrial User as defined in §7-9-1 and certified by a qualified professional, indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the pretreatment standards and requirements.
- (d) Compliance Schedule. If additional pretreatment and/or O&M will be required to meet the pretreatment standards, the shortest schedule by which the User will provide such additional pretreatment and/or O&M must be provided. The completion date in this schedule shall not be later than the compliance date established for the applicable Pretreatment Standard. A compliance schedule pursuant to this Section must meet the requirements set out in § 7-9-41(B) of this Chapter.
- (e) Signature and Report Certification. All baseline monitoring reports must be certified in accordance with § 7-9-41(B)(d)(4) of this ordinance and signed by an Authorized Representative of Industrial User as defined in §7-9-1 of this Chapter.
- (C) Samples collected to satisfy reporting requirements must be based on data obtained through appropriate sampling and analysis performed during the period covered by the report, based on data that is representative of conditions occurring during the reporting period.

1. Except as indicated in subsection (2) below, the User must collect wastewater samples using 24-hour flow-proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the POTW. Where time-proportional composite sampling or grab sampling is authorized by the POTW, the samples must be representative of the discharge. Using protocols (including appropriate preservation) specified in 40 CFR Part 136 and appropriate USEPA guidance, multiple grab samples collected during a 24-hour period may be composited prior to the analysis as follows: for cyanide, total phenols, and sulfides the samples may be composited in the laboratory or in the field; for volatile organics and oil and grease, the samples may be composited in the laboratory. Composite samples for other parameters unaffected by the compositing procedures as documented in approved USEPA methodologies may be authorized by the POTW, as appropriate. In addition, grab samples may be required to show compliance with instantaneous limits.
 2. Samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.
 3. For sampling required in support of baseline monitoring and 90-day compliance reports required in §7-9-41(B) and (E) of this Chapter and 40 CFR 403.12(b) and (d), a minimum of four (4) grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities for which historical sampling data are available, the POTW may authorize a lower minimum. For the reports required by paragraphs Section 6.4 (40 CFR 403.12(e) and 403.12(h)), the Industrial User is required to collect the number of grab samples necessary to assess and assure compliance by with applicable Pretreatment Standards.
- (D) Compliance schedules required by § 7-9-41(B)(d(4) of this Chapter shall comply with the following conditions:
1. The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the User to meet the applicable Pretreatment Standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
 2. No increment referred to above shall exceed nine (9) months;
 3. The User shall submit a progress report to the POTW no later than fourteen (14) days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the User to return to the established schedule; and
 4. In no event shall more than nine (9) months elapse between such progress reports to the POTW.
- (E) Within ninety (90) days following the date for final compliance with applicable categorical Pretreatment Standards, or in the case of a New Source following commencement of the introduction of wastewater into the POTW, any User subject to such Pretreatment Standards shall submit to the Authority a report containing the information described in § 7-9-37(E) and of this ordinance. For Users subject to equivalent mass or concentration limits established in accordance with the procedures in § 7-9-28 this report shall contain a reasonable measure of the User's long-term production rate. For all other Users subject to categorical Pretreatment Standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report shall include the User's actual production during the appropriate sampling period. All compliance reports must be signed and certified in accordance

with § 7-9-41(B)(d) (5) of this Chapter. All sampling will be done in conformance with § 7-9-37(E) of this Chapter.

- (F) All Significant Industrial Users, including categorical and significant non-categorical, except as specified in § 7-9-41(F)(b), must submit periodic compliance reports, at a frequency determined by the Authority. At a minimum periodic compliance reports shall be submitted no less than twice per year on January 15th and July 15th. The reports shall indicate the nature, concentration of pollutants in the discharge which are limited by Pretreatment Standards and other pollutants as required by the IU's discharge permit, and the measured or estimated average and maximum daily flows for the reporting period. In cases where the Pretreatment Standard requires compliance with a best management practices (BMPs) or pollution prevention alternative, the User must submit documentation required by the POTW or the Pretreatment Standard necessary to determine the compliance status of the User.
1. The POTW may authorize an Industrial User subject to a categorical Pretreatment Standard to forego sampling of a pollutant regulated by a categorical Pretreatment Standard if the Industrial User has demonstrated through sampling and other technical factors that the pollutant is neither present nor expected to be present in the Discharge, or is present only at background levels from intake water and without any increase in the pollutant due to activities of the Industrial User. To be eligible for a pollutant monitoring waiver, the IU must meet all the conditions found at 40 CFR 403.12(e) (2).
 2. The POTW may reduce the requirement for periodic compliance reports as outlined in §7-9-41(F) of this Chapter to a requirement to report no less frequently than once a year, unless required more frequently in the Pretreatment Standard or by the USEPA, where the Industrial User meets the criteria as set forth in (40 CFR 403.12(e)(1)).
 3. Reduced reporting is not available to Industrial Users that have in the last two (2) years been in Significant Noncompliance, as defined in §7-9-1 of this Chapter. In addition, reduced reporting is not available to an Industrial User with daily flow rates, production levels, or pollutant levels that vary so significantly that, in the opinion of the POTW, decreasing the reporting requirement for this Industrial User would result in data that are not representative of conditions occurring during the reporting period.
 4. All periodic compliance reports must be signed and certified in accordance with §7-9-41 (B) of this Chapter.
 5. All wastewater samples must be representative of the User's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a User to keep its monitoring facility in good working order shall not be grounds for the User to claim that sample results are unrepresentative of its discharge.
 6. If a User subject to the reporting requirement in this section monitors any regulated pollutant at the appropriate sampling location more frequently than required by the POTW, using the procedures prescribed in § 7-9-41 (C) of this ordinance, the results of this monitoring shall be included in the report.
- (G) Each User must notify the POTW of any significant changes to the User's operations or system which might alter the nature, quality, or volume of its wastewater at least fourteen (14) days before the change.
1. The POTW may require the User to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a wastewater discharge permit application under §7-9-37 of this Chapter.
 2. The POTW may issue or modify a wastewater discharge permit in accordance with §7-9-37(J) of this ordinance in response to changed conditions or anticipated changed conditions.
- (H) In the case of any discharge, including, but not limited to, accidental discharges, discharges of a non-routine, episodic nature, a non-customary batch discharge, a slug discharge or slug load, or

hazardous waste discharge, that might cause potential problems for the POTW, the User shall immediately telephone and notify the POTW of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the User.

1. Within five (5) days following such discharge, the User shall, unless waived by the POTW, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the User to prevent similar future occurrences. Such notification shall not relieve the User of any expense, loss, damage, or other liability which might be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the User of any fines, penalties, or other liability which may be imposed pursuant to this ordinance.
 2. A notice shall be permanently posted on the User's bulletin board or other prominent place advising employees who to call in the event of a discharge described in paragraph A, above. Employers shall ensure that all employees, who could cause such a discharge to occur, are advised of the emergency notification procedure.
 3. Significant Industrial Users are required to notify the POTW immediately of any changes at its facility affecting the potential for a slug discharge.
- (I) In the case of an upset, the User shall telephone and notify the POTW of the incident within twenty-four (24) hours of becoming aware of the upset. This notification shall include a description of the discharge, cause of the upset, the exact dates and time period of the non-compliance, or if not corrected, the anticipated time the non-compliance is expected to continue, and the steps being taken to reduce, eliminate and prevent recurrence of the non-compliance. The User shall submit a written report containing this information within five (5) days.
- (J) A User may allow any bypass to occur which does not cause Pretreatment Standards or Requirements to be violated, but only if it also is for essential maintenance to assure efficient operation.
1. Bypass Notifications
 - (a) If a User knows in advance of the need for a bypass, it shall submit prior notice to the Authority, at least ten (10) days before the date of the bypass, if possible.
 - (b) A User shall submit oral notice to the POTW of an unanticipated bypass that exceeds applicable Pretreatment Standards within twenty-four (24) hours from the time it becomes aware of the bypass. A written submission shall also be provided within five (5) days of the time the User becomes aware of the bypass. The written submission shall contain a description of the bypass and its cause; the duration of the bypass, including exact dates and times, and, if the bypass has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the bypass. The Director may waive the written report on a case by case basis if the oral report has been received within twenty-four (24) hours.
 2. Bypass is prohibited, and the POTW may take an enforcement action against a User for a bypass, unless
 - (a) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - (b) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
 - (c) The User submitted notices as required under paragraph (L)(1) of this section.

- (K) The Director or his designee may approve an anticipated bypass, after considering its adverse effects, if the Director determines that it will meet the three conditions listed in paragraph (D)(1) of this Section.
- (L) *Record keeping procedures:* Record keeping procedures shall be in accordance with 40 CFR 403.12(o). These provisions include the following:
 - 1. *Record keeping requirements:* Records shall include for all samples:
 - (a) Names of sampling persons.
 - (b) Dates analyses were performed.
 - (c) Names of who performed analyses.
 - (d) The analytical methods used.
 - (e) The results of such analyses.
 - 2. *Records retention:* The User shall keep the records for a minimum of three years.
 - 3. *Records inspection:* All records shall be made available for inspection and copying by the Director, the Control Authority, the Director of the Illinois Environmental Protection Agency, and the Regional Administrator of the USEPA or their designees. This period of retention of records shall be extended during the course of any unresolved litigation regarding the industrial user or POTW or when requested by the Director, the Control Authority, the Director of IEPA or the Regional Administrator of USEPA.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-42. - Required testing; expense.

- (A) Any Industrial User discharging industrial waste or industrial wastewater may be required by the Control Authority to take samples and provide laboratory measurements, tests and analyses of wastewater and wastes to demonstrate compliance with this Chapter and with any orders issued pursuant to the provisions of this chapter.
- (B) The number, type, and frequency of the sampling and testing shall be as stipulated by the Control Authority, and all samples and test results shall be reported within five days of completion.
- (C) The User shall be responsible for all expenses of sampling, measurements, testing, analyses and reporting required by the Control Authority.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-43. - Means for ensuring compliance.

To ensure compliance with the industrial pretreatment program, the manager may take the following actions:

- (A) Deny or condition new or increased contributions of pollutants, or changes in the nature of pollutants, to the POTW by industrial users where such contributions do not meet applicable pretreatment standards and requirements or where such contributions would cause the POTW to violate its NPDES permit.
- (B) Require compliance with applicable pretreatment standards and requirements by industrial users.
- (C) Control, pursuant to the requirements outlined in 40 CFR 403.8(f)(1)(iii), compliance with national categorical Pretreatment Standards, in those cases where such limits are applicable,

and local ordinance limits, which are applicable to all Industrial Users, through issuance of a discharge control document. Such a document shall contain the required elements stated in 40 CFR 403.8(f)(1)(iii)(A)—(E), and shall consist of:

1. Statement of duration (in no case more than five years);
 2. Statement of non-transferability (without prior written notification to the Control Authority and provision of a copy of the existing control document to the new owner or operator);
 3. Statement of applicable federal, state, and/or local effluent discharge limits;
 4. Statement of self-monitoring, sampling, reporting, notification, and record keeping requirements;
 5. Statement of applicable criminal and civil penalties and any applicable compliance schedule (such a schedule may not extend the compliance date past applicable federal deadlines).
- (D) Require the development of a compliance schedule by each industrial user for the installation of technology required to meet applicable Pretreatment Standards and requirements; and the submission of all notices and semiannual self-monitoring reports from industrial users as are necessary to assess and assure compliance by Industrial Users with Pretreatment Standards and requirements including, but not limited to, the reports required in 40 CFR 403.12; said schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of pretreatment facilities required for the User to meet applicable Pretreatment Standards (including, but not limited to, hiring an engineer, completing preliminary or final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
1. No increment required in a compliance schedule shall exceed nine months;
 2. The User shall submit progress reports no later than 14 days following each date in a compliance schedule and the final date of compliance. Such reports shall include, at a minimum, whether or not the increment of progress has been met, the reason for any delay, and, where necessary, the steps to be taken by the User to return to the established schedule.
- (E) Carry out at least once yearly inspection and sampling of all significant industrial users to determine, independent of information supplied by Industrial Users, compliance or noncompliance with applicable Pretreatment Standards and requirements by Industrial Users.
- (F) Obtain remedies for noncompliance by any Industrial User with any Pretreatment Standard and requirement.
- (G) Identify and locate all possible industrial users which might be subject to the pretreatment program. Any compilation, index, or inventory of industrial users made under this division shall be made available to the Regional Administrator or Public Works Director upon request.
- (H) Provide industrial users with information concerning applicable Pretreatment Standards.
- (I) Receive and analyze semiannual self-monitoring reports and other notices submitted by Industrial Users in accordance with the self-monitoring requirements of the pretreatment program.
- (J) Randomly sample and analyze the effluent from industrial users and conduct surveillance and inspection activities in order to identify, independent of information supplied by industrial users, occasional and continuing noncompliance with Pretreatment Standards. The results of these activities shall be made available to the Regional Administrator or Public Works Director upon request.
- (K) Investigate instances of noncompliance with Pretreatment Standards and requirements, as indicated in the reports and notices required or indicated by analysis, inspection, and surveillance activities. Sample taking and analysis and the collection of other information shall

be performed with sufficient care to produce evidence admissible in enforcement proceedings or in judicial actions; and

- (L) Notify the Village to instigate enforcement procedures, where necessary to obtain compliance, as set forth in sections 7-9-50 through 7-9-52 of this chapter.
- (M) The Director or his designee shall require all Industrial Users to:
 - 1. Identify the character and volume of pollutants contributed to the POTW by the Industrial Users and require the Industrial User to provide notification to the POTW of any discharge that could be considered a hazardous waste if disposed of in a different manner.
 - 2. Provide to the Control Authority, in writing, prior notification of any changes in the volume or character of the pollutants in their discharges.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-44. - Public notification of significant noncompliance.

The Control Authority shall annually publish in the largest daily newspaper published in the municipalities in which the authority is located, a list of industrial users and intermediate users who were determined to be in significant noncompliance with applicable pretreatment standards or requirements or excessive inflow or infiltration during the previous 12 months. The notification shall also summarize any enforcement actions taken against those Industrial Users or Intermediate Users during the same 12 months.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-45. - Compulsory compliance procedures.

- (A) *Notice of violation and compliance meeting:* Should a violation of this chapter by an industrial user or intermediate user occur, including a violation of the maximum permissible inflow and infiltration of storm water, whether or not a significant industrial user, the manager shall notify the offending user, in writing, through a "notice of violation" as to the particulars of such violation or violations and set a time and place for a meeting (hereinafter called a "compliance meeting") to be attended by representatives of the POTW and the industrial user and/or intermediate user. The purpose of such a meeting shall be to establish such procedures, investigations, studies and compliance measures as the manager deems necessary and desirable to control and prevent violation of this chapter. Prior issuance of a "notice of violation" is not required for the Control Authority to institute further enforcement actions, in addition to the procedures outlined above. The Industrial User and/or Intermediate User shall cooperate fully with the Control Authority in making such investigations and studies.
- (B) *Order:*
 - 1. Following the completion of any procedures, investigations or studies as described in subsection (A) of this section, the manager may issue an order which may:
 - (a) Require compliance with applicable pretreatment standards and requirements.
 - (b) Require the user to control the contribution to the POTW to ensure compliance with applicable treatment standards and requirements and the conditions of any NPDES permit of the Authority or the POTW.
 - (c) Require the development of a compliance schedule for the installation of technology required to meet applicable pretreatment standards and requirements; and the submission of all notices and self-monitoring reports as are necessary to assess and assure compliance by industrial users with pretreatment standards and requirements,

including, but not limited to, the reports required by sections 7-9-36 through 7-9-41 of this Chapter.

- (d) Require abatement of excessive inflow or infiltration of storm water.
 - (e) Require payment of any costs associated with sampling, analytical or testing purpose to detect or prove any violation of this chapter.
2. If the Control Authority has sufficient information at the time of the compliance meeting to determine necessary and desirable compliance measures, he may, at the time of the compliance meeting, issue an order directing and requiring the Industrial User and/or Intermediate User to take such action, including pretreatment, without further investigation or study.
 3. Failure to comply with the order of the manager shall be deemed a violation of this Chapter and may be grounds for such other actions as may be authorized for violation of this Chapter.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-46. - Order to show cause regarding disconnection.

- (A) *Order to show cause:* The Control Authority may, upon discovering an ongoing or potential discharge to the POTW which presents or may present a danger to the environment or which threatens to interfere with the operation of the POTW, including excessive inflow or infiltration of storm water, immediately issue an order to the responsible industrial user and/or intermediate user to show cause why the POTW or Village should not disconnect service, or seek injunctive relief to prohibit the industrial user or intermediate user from making the discharge to the POTW.
- (B) *Procedures for show cause hearing:*
 1. A notice shall be served on the industrial user and/or intermediate user specifying the time and place of a hearing to be held by the Director or his delegate regarding the ongoing or potential discharge of pollutants or excessive storm water to the POTW which reasonably appears to present an imminent danger to the health or welfare of persons, or the operation of the POTW, the reasons why the action is to be taken, the proposed action, and directing the Industrial User and/or Intermediate User to show cause why its service should not be disconnected. The notice of the hearing shall be served personally or by registered or certified mail, return receipt requested, at least ten days before the hearing. Service may be made on any agent or officer of a corporation or other business entity.
 2. The Executive Oversight Committee may itself conduct the hearing and take the evidence, or may designate any of its members or its attorney to conduct the hearing as a Hearing Officer and to:
 - (a) Issue in the name of the Executive Oversight Committee notices of hearings requesting the attendance and testimony of witnesses and the production of evidence relevant to any matter involved in such hearing;
 - (b) Take the evidence;
 - (c) Transmit a report of the evidence and hearing, including transcripts and other evidence, together with recommendations to the Executive Oversight Committee for action thereon.
 3. At any hearing held pursuant to this chapter, testimony taken must be under oath and recorded stenographically or by tape recording. The transcript of said hearing will be made available to any member of the public or any party to the hearing upon payment of the usual copying charges therefor.
 4. After the Executive Oversight Committee has reviewed the evidence, it may issue an order to the Industrial User or Intermediate User responsible for the discharge directing either:

- (a) That the service be disconnected; or
 - (b) That following a specified time, the sewer service shall be discontinued unless adequate treatment facilities, devices or other related appurtenances have been installed and operated properly; or
 - (c) Direct the User to cease the unauthorized discharge effective after a specified period of time; or
 - (d) That such other action as deemed necessary by the Executive Oversight Committee to abate the discharge be done by the Industrial User or by the Intermediate User. Further orders and directives as are necessary may be issued.
5. Following an order under this section, the Industrial User or Intermediate User shall cease discharging to the POTW in accordance with the terms of said order. Failure to do so shall be prima facie evidence of continuing harm to the POTW and provide grounds for the granting of injunctive relief or temporary restraining orders.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-47. - Excessive inflow or infiltration of storm water for Users other than Industrial Users or Intermediate Users.

- (A) This section applies to all users other than Industrial Users and Intermediate Users.
- (B) In the event the Director or the Control Authority determines that a user to whom this section applies, is discharging excessive flows of storm water to a sanitary sewer due to improper connections, inadvertence, lack of maintenance of the service line or due to any other cause, then the Director or the Control Authority may institute the compulsory compliance and show cause procedures set forth in sections 7-9-45 and 7-9-46 of this chapter as to the user, as though the user was an Industrial User. The remedy of disconnection of the service line from the sanitary sewer shall not apply in these instances, until the user has failed to eliminate the prohibited storm water connection or the excessive flow or infiltration of storm water for 120 days after being ordered to do so.
- (C) In addition to the remedies set forth herein, the remedies set forth in sections 7-9-50 through 7-9-53 of this Chapter shall apply.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-48. - Immediate disconnection of service.

- (A) *Conditions for immediate disconnection of service:* Any industrial user is subject to immediate disconnection of service whenever immediate disconnection is required to halt or prevent any discharge of pollutants to the POTW which reasonably appears to the Control Authority to present an imminent endangerment to the health or welfare of persons. The Control Authority may also immediately suspend an Industrial User's discharge, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW or which presents, or may present, an endangerment to the environment.
- (B) *Procedures of immediate disconnection:* Notwithstanding section 7-9-45 or 7-9-46 of this Chapter, the Director or the Control Authority shall have the authority, after informal notice to the Industrial User and the Village, to immediately and effectively halt or prevent any discharge of pollutants to the POTW that reasonably appears to present an imminent endangerment to the health or welfare of persons. When the Control Authority determines that such an emergency situation exists, he shall issue a verbal order (followed immediately by a written order) to the Industrial User stating the problem and requiring immediate cessation of discharge. The

Authority's actions may include disconnection of wastewater collection service, by blockage or severance of the sewer connection. The Control Authority shall obtain the concurrence of the attorney for the Village before disconnection. Methods of informal notice shall include, but not be limited to, any of the following: personal conversation between the Industrial User and authority employees, telephone calls, letters, hand delivered messages or notices posted at the Industrial User's premises or point of discharge.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-49. - Elimination of discharge; reinstatement.

Any Industrial User and/or Intermediate User notified of a disconnection of wastewater treatment service under sections 7-9-45 and 7-9-46 of this chapter shall immediately stop or eliminate the discharge. In the event of a failure of the Industrial User and/or Intermediate User to comply voluntarily with the disconnection order, the Control Authority shall take such steps as deemed necessary, including immediate blockage or severance of the sewer connection, to prevent or minimize damage to the POTW system or danger to any person. If the Director or Control Authority exercises his Authority under section 7-9-48 of this chapter, the Control Authority shall reinstate the wastewater treatment service upon satisfactory proof of the elimination of the noncomplying discharge.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-50. - Injunctive relief.

- (A) The Village may institute a civil action for an injunction to restrain violations of this chapter.
- (B) The Village may, upon discovering an ongoing or potential discharge of pollutants or of excessive storm water to the POTW which reasonably appears to present an imminent danger to the health or welfare of persons, or an ongoing or repetitive interference with proper operation of the POTW, including excessive flows of storm water, seek and obtain a temporary restraining order or preliminary injunction to halt or prohibit such discharge. Informal notice between the Village and the discharger shall be attempted, but shall not be considered a condition precedent to POTW petitioning for and obtaining a temporary restraining order.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-51. - Additional remedies.

- (A) In addition to remedies available to the Village set forth elsewhere in this chapter, if the POTW, the authority or the Village is fined by the State of Illinois or USEPA for violation of the POTW NPDES permit, violation of water quality standards or violation of the maximum capacity of the POTW as the result of discharge of pollutants or of excessive inflow or infiltration of storm water, then the fine, including all the POTW legal, sampling, analytical, and testing costs and any other related costs shall be charged to the responsible industrial user or intermediate user. Such charge shall be in addition to, and not in lieu of, any other remedies the Village may have under this Chapter, statutes, regulations, at law or in equity.
- (B) If the discharge from any user causes a deposit, obstruction or damage to any of the POTW, the manager shall cause the deposit or obstruction to be promptly removed or cause the damage to be promptly repaired. The cost for such work, including materials, labor and supervision, shall be the responsibility of the user causing such deposit, obstruction or damage.
- (C) The remedies provided in this chapter shall not be exclusive and other remedies as authorized by statute, at law or in equity may be sought against any user violating the provisions of this Chapter.

- (D) In addition to any fine levied under sections 7-9-52 and 7-9-53 of this chapter, where the circumstances of the particular case so dictate, injunctive relief to prohibit the user from discharging into the sanitary sewer system, or to provide such other affirmative relief as may be appropriate may be sought.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-52. - Fines and costs.

When a User has violated, or continues to violate, any provision of this ordinance, a discharge permit, or order issued hereunder, or any other Pretreatment Standard or Requirements, an Administrative fine shall be assessed in accordance with the Authority's Enforcement Response Plan, in an amount not less than \$50.00 or more than \$1000.00 per violation per day; in which case the standard of proof shall not be such standard as is applicable in an ordinance violation without a fine; or in the event that imprisonment up to six months in jail is sought, the standard shall be that applicable to a criminal penalty. For the purpose of this section, each day in which any such violation shall occur, shall be deemed a separate violation, and a separate violation shall be deemed to have occurred for each constituent which has limitations listed in section 7-9-28 of this chapter found to exceed the limits established in this chapter during any such day. In addition to the penalties provided herein, the Village may recover reasonable attorney fees, court costs, court reporter fees and other expenses of litigation such as sampling analytical and testing costs by appropriate suit at law against the person found to have violated this Chapter or the orders, rules, regulations and permits issued hereunder. Further, pursuant to the requirements of, and authority granted by, 40 CFR 403.8(f)(1)(vi)(A) and 35 Ill. Adm. Code 310.510(a)(6)(A), all POTWs shall be able to seek injunctive relief for noncompliance by Industrial Users with Pretreatment Standards and Requirements, and all POTWs shall have authority to seek or assess civil or criminal penalties in at least the amount of \$1,000 a day for each violation by Industrial Users of Pretreatment Standards and Requirements. As such, any Industrial User who has been found to have violated any of the wastewater Pretreatment Standards and Requirements, as set forth in Section 7-9-28 of this Code, shall be fined \$1,000.00 for each violation.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-53. - Falsification.

Any person who knowingly makes any false statements, representation or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to this chapter or wastewater discharge permit, or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under this chapter, shall be subject to the penalties and costs provided in section 7-9-52 of this chapter.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-54. - Power and authority of inspectors.

As a condition of the provisions of sewage collection and/or treatment, the Director and other duly authorized representatives of the Authority and/or of the Village, bearing proper credentials and identification, shall be permitted to enter all properties of any user for the purposes of inspection, observation, measurement, sampling and testing to determine compliance with the provisions of this chapter. The management or duly authorized representatives shall have authority to inquire into any processes, including metallurgical, chemical, oil refining, ceramic, paper or other industrial processes

beyond that point having a direct effect on the kind and source of discharge to the storm or sanitary sewers, natural outlet or facilities for wastewater treatment. Failure to allow such inspection, observation, measurement, sampling and testing at any reasonable time may result in the termination of service to such premises. Notification of such intention to terminate service to such premises shall be given in accordance with section 7-9-46 of this chapter.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-55. - Appeal from decision of Director.

Any person directly aggrieved by any provisions of this Chapter or any decisions of the Director made pursuant to this chapter shall have the right to request a variance from the provisions of this chapter or appeal any decision of the Director made pursuant to this Chapter to the Board of Trustees.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-56. - Appeal from decision of the Control Authority.

Any person directly aggrieved by any provisions of this chapter or any decision of the Control Authority made pursuant to this Chapter shall have the right to request a variance from the provisions of this Chapter or appeal any decision of the Control Authority made pursuant to this chapter to the authority.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-57. - Severability.

If any provision, paragraph, word, section or article of this chapter is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, sections and chapters shall not be affected and shall continue in full force and effect.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-58. - Waiver of liability.

All sewer connections applied for, and all sewer service used under this chapter shall be upon the express conditions that the Village shall not be liable for any claim made against it, for damages or injury caused by reason of the breaking of any main, branch, service pipe, apparatus or appurtenance connected with said pipe, apparatus or appurtenance connected with said system, or for any interruption of service by reason of the breakage of equipment or machinery or by reason of stoppage, alteration, extension or renewal.

(Ord. 4581, 4-13-1998, eff. 5-1-1998)

7-9-59. - Property owner's responsibility.

The sanitary service line serving a building and extending to the public sewer is owned by the property owner. The property owner is responsible for the maintenance and repair of the service line serving his property in accordance with section 7-9-22 of this chapter.

(Ord. 5318, 12-20-2004)

7-9-60. - Cost sharing for repair.

The Village will reimburse a property owner for one-half of costs to repair the service line where the area of repair occurs in the public right-of-way between the sanitary sewer main and a point ten feet from the edge of pavement or back of curb on the property owner's side of the street (the cost share area) when all the terms and conditions of this repair program are satisfied. A repair will typically consist of excavation, pipe replacement, pipe bedding, backfill, and temporary surface restoration to return the dig site to a safe and usable condition.

(Ord. 5318, 12-20-2004)

7-9-61. - Need for repair.

The property owner must determine, to the satisfaction of the Village and at his expense, the need for and location of the proposed repair of the service line.

(Ord. 5318, 12-20-2004)

7-9-62. - Repairs performed by property owner.

The property owner will be responsible for hiring the underground contractor to perform repairs. The contractor must have the requisite experience and ability; have sufficient capital, facilities, and plan to perform the intended repair successfully and promptly; and be properly licensed, bonded, and insured. The Village may assist the property owner by providing a list of contractors that could be contacted to perform the repair. The Village reserves the right to review the proposal provided by a contractor to the property owner for terms, completeness of the project scope, and reasonableness of costs.

(Ord. 5318, 12-20-2004)

7-9-63. - Permits required.

The property owner will be responsible for procuring the required Village permit prior to the start of repair work. The Village will inspect the work performed to verify the location of the repair and that the repair satisfies code requirements.

(Ord. 5318, 12-20-2004)

7-9-64. - Surface restoration costs.

The Village will be responsible for all final surface restoration costs associated with qualifying service line repairs that are required in the cost share area. Restorations may include pavement, curb and gutter, landscaping, sidewalk, shoulder and driveway. The Village may utilize its own forces or outside contractors to perform the final restorations required. The property owner is solely responsible for all sewer pipe repairs /replacement and surface restoration costs for service line repairs that occur from the building to the demarcation point located ten feet from the back of curb or edge of pavement.

(Ord. 5318, 12-20-2004)

7-9-65. - Maintenance responsibility.

Property owners are solely responsible for all maintenance activities on their private sanitary sewer service line from the building to the main public sewer. Maintenance activities include, but are not necessarily limited to, sewer rodding, flushing, cleaning, root cutting or other root eradication procedures, televising, and locating.

(Ord. 5318, 12-20-2004)

7-9-66. - Applicability to new construction projects.

Property owners may participate in the sanitary sewer service line repair cost sharing program if the work is part of a project to replace the entire private sanitary service line from the building to the Village sanitary sewer main and meets any one of the following requirements:

- (A) The existing building floor area is increased by not less than 75 percent or more than 150 percent.
- (B) The existing building exterior roof and wall area is structurally altered by not less than 50 percent or more than 75 percent.
- (C) The existing building is remodeled with a hard cost not less than \$15,000.00 and not more than \$200,000.00.

(Ord. 5996, 1-30-2012, eff. 3-1-2012)

7-9-67. - Sanitary sewer mains and services on private property.

Where a sanitary sewer service serving a property lies wholly or substantially outside of the public right-of-way, the Village will reimburse a property owner for one-half of the costs to repair the service line when the area of repair occurs between the sanitary sewer main and a point established toward the principal structure a length of one-third of the distance between the structure and the centerline of the main, but in any case not less than 15 feet nor greater than 25 feet (private property cost share area).

Private property surface restorations would be the responsibility of the property owner. The Village will reimburse the owner a lump sum amount of \$500.00 to defray restoration costs within the private property cost share area. The Village will not be responsible for extraordinary expenses associated with the removal and replacement of structures, landscaping and other impediments to performing the service line repairs within the private property cost share area.

(Ord. 5379, 7-25-2005)

Chapter 15 - ILLICIT DISCHARGE DETECTION AND ELIMINATION REGULATIONS

7-15-1. - Authority and purpose.

(A) *Statutory authority:*

1. This Chapter shall be known and cited as the Illicit Discharge Detection and Elimination Regulations of the Village of Glen Ellyn.
2. The Glen Ellyn Village Board promulgates these regulations pursuant to their authority to adopt ordinances regulating the quality of all stormwater runoff in channels, streams, and basins in Glen Ellyn, in accordance with the stormwater and floodplain regulations (stormwater regulations) of the Village of Glen Ellyn as adopted and amended from time to time. The stormwater regulations embody the Village's policy for management of stormwater quantity and quality.
3. The Village may promulgate and enforce these regulations pursuant to 65 Illinois Compiled Statutes 5 /1-2-1, 5 /11-12-12, 5 /11-30-2, 5 /11-30-8 and 5 /11-31-2 and such other authority as applicable.

(B) *Purposes:*

1. The purpose of this chapter is to protect and enhance water quality within the Village in a manner pursuant to and consistent with the federal water pollution control act (33 USC section 1251 et seq.) through the regulation of nonstormwater discharges to the storm drainage system. This chapter establishes methods for controlling the introduction of discharges other than those occurring as a direct result of precipitation and snowmelt into the municipal separate storm sewer system (MS4) and the storm drainage system in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) phase II permit process. Other purposes of this chapter include:
 - (a) To regulate the contribution of pollutants to the MS4 and the storm drainage system by nonstormwater discharges; and
 - (b) To prohibit illicit connections and discharges to the MS4 and the storm drainage system.
2. The purposes of this chapter are consistent with the stormwater regulations and advance the following objectives:
 - (a) Protect and enhance the quality, quantity, and availability of surface and ground water resources.
 - (b) Preserve and enhance existing aquatic and riparian environments and encourage restoration of degraded areas.
 - (c) Promote equitable, acceptable, and legal measures for stormwater management.

(Ord. 5804, 10-26-2009)

7-15-2. - Definitions.

The following words and terms shall have the meanings set forth except where otherwise specifically indicated. Words and terms not defined shall have the meanings indicated by common dictionary definition.

(A) *Interpretation of terms and words:* The terms and words used herein shall be interpreted as follows:

1. Words used in the present tense include the future tense; and

2. Words used in the singular number include the plural number and words used in the plural number include the singular number; and
3. The words "shall", "will", and "must" are mandatory, not permissive; and
4. The phrase "Director" refers to the individual responsible for the enforcement.

BUILDING: A structure that is constructed or erected partially or wholly aboveground and is enclosed by walls and a roof. The term "building" includes manufactured homes and includes both the aboveground and the belowground portions of the structure.

CLEAN WATER ACT (CWA): The Federal Water Pollution Control Act (33 USC section 1251 et seq.), and any subsequent amendments thereto.

COMMITTEE: The stormwater management committee of the DuPage County Board, authorized by 55 Illinois Compiled Statutes 5/5-1062.

COMMUNITY: Any municipality, or the unincorporated county, within DuPage County acting as a unit of local government.

COUNTY: The County of DuPage, Illinois.

DEPARTMENT: The Public Works Department of the Village of Glen Ellyn, Illinois.

DIRECTOR: The Public Works Director of the Village of Glen Ellyn or successor position or his or her designee.

DIVISION: The DuPage County Stormwater Management Division or successor agency.

DRAIN: Piping and appurtenances for conveying a fluid.

FACILITY: Something that is built, installed, or established to serve a particular purpose.

HAZARDOUS MATERIALS: Any material which may cause, or significantly contribute to, a substantial hazard to human health, safety, property, or the environment.

ILLICIT CONNECTIONS: An illicit connection is defined as either of the following:

1. Any drain or conveyance, whether on the surface or subsurface that allows an illicit discharge to enter the storm drainage system including, but not limited to, any conveyances that allow any non-stormwater discharge including sewage, process wastewater, and wash water to enter the storm drainage system and any connections to the storm drainage system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by the community, or
2. Any drain or conveyance connected from a commercial or industrial land use to the storm drainage system that has not been documented in plans, maps, or equivalent records and approved by the community.

ILLICIT DISCHARGE: Any direct or indirect non-stormwater discharge to the storm drainage system, except as exempted in subsection 7-15-5(A)3. of this chapter.

INDUSTRIAL ACTIVITY: Activities subject to an industrial NPDES stormwater permit, as defined in 40 CFR, section 122.26(b)(14).

INFLOW-INFILTRATION: Any water that enters the sanitary sewers through poor joints, cracked or damaged pipes, the walls of manholes, perforated manhole covers, and prohibited connections.

LINE: A hollow conduit through which fluids are transported between two or more points.

MS4 DISCHARGES: Discharges from municipal separate storm sewer systems, as are further defined within the general national pollution discharge elimination system.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4): A conveyance or system of conveyances (including, but not limited to, sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, and storm sewers) owned or operated by a governmental entity and designed or used for collecting or conveying stormwater, and that is not used for collecting or conveying sewage.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT: A permit issued by Illinois environmental protection agency (IEPA) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general areawide basis.

NONSTORMWATER DISCHARGE: Any discharge to the storm drainage system that is not the direct result of precipitation and/or snowmelt in the tributary drainage basin.

NOTICE OF INTENT (NOI): Illinois Environmental Protection Agency notice of intent to participate in coverage under the general permit to discharge stormwater associated with industrial activity.

PARCEL: Contiguous land under single ownership or control.

PERSON: Any individual, association, partnership, public or private corporation, municipality, political subdivision, government agency, or any other legal entity, including heirs, successors, agents, officers, and assigns of such entity.

pH NEUTRAL: pH value between six and one-half and nine standard units.

PLAN: The DuPage County stormwater management plan, adopted by the DuPage County Board in September 1989, as amended from time to time.

POLLUTANT: Anything that causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; filter backwash, medical wastes, non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, wastewater, dredged spoil, solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discharged equipment, rock, sand, cellar dirt, or industrial, municipal, and agricultural waste or any other contaminant exhibiting certain characteristics of wastewater (e.g. pH, temperature, TSS, turbidity, color, BOD, COD, toxicity, or odor) fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

POTABLE WATER: Is any water used for human or domestic consumption, including, but not limited to, water used for drinking, bathing, swimming, washing dishes, or preparing foods.

PREMISES: Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

RUNOFF: The waters derived from precipitation and/or melting snow within a tributary drainage basin that exceeds the infiltration capacity of that basin.

SEWAGE: Polluted stormwater, wastewater, or other refuse liquids usually conveyed by sewers.

SEWER: An artificial conduit to carry off sewage and/or surface water (as from rainfall), including sanitation, stormwater, and/or combined sewers.

SEWERAGE: A system of sewers and appurtenances for the collection, transportation, pumping, and treatment of sewage.

STORM DRAINAGE SYSTEM: A facility by which stormwater is collected and/or conveyed, including, but not limited to, any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and humanmade or altered drainage channels, reservoirs, and other drainage structures.

STORMWATER: Any surface flow, runoff, and drainage from any form of natural precipitation, and resulting from such precipitation.

STRUCTURE: Anything that is erected or constructed. The term "structure" includes, without limitation: buildings, manufactured homes, tanks, dams, sewers, constructed channels, outfalls, parking lots, driveways, roads, sidewalks, and concrete patios.

VILLAGE: The Village of Glen Ellyn, Illinois.

WASTEWATER: Water that has been used and is not for reuse unless treated by a wastewater treatment facility.

WATERS OF THE UNITED STATES: As defined in the CWA, "waters of the United States" applies only to surface waters, rivers, lakes, estuaries, coastal waters, and wetlands. Not all surface waters are legally "waters of the United States". Generally, those waters include the following: all interstate waters; intrastate waters used in interstate and/or foreign commerce; tributaries of the aforementioned; territorial seas at the cyclical high tide mark; and wetlands adjacent to all the aforementioned.

(Ord. 5804, 10-26-2009)

7-15-3. - General provisions.

(A) *Applicability:* This chapter shall apply to all water entering the storm drainage system from any developed or undeveloped lands within the jurisdiction of the Village, unless explicitly exempted by subsection 7-15-5(A)3. of this chapter including any amendments or revisions thereto.

(B) *Interpretation:*

1. The provisions of this chapter shall be held to be the minimum requirements for the promotion of the public health, safety, comfort, convenience, prosperity, and general welfare and the environment of the residents of the Village, and to effectuate the purposes of this chapter and enabling legislation.
2. Where the conditions imposed by any provision of this chapter are either more restrictive or less restrictive than comparable conditions imposed by any other applicable statute, law, ordinance, regulation, or rule, the provision that is most restrictive or imposes the higher standards or requirements shall apply.
3. The provisions of this chapter shall be interpreted to be cumulative of, and to impose limitations in addition to, all other ordinances, laws, codes, and regulations, in existence or which may be passed governing any subject matter of this chapter. To the greatest extent possible, the provisions of this chapter shall be construed to be consistent with, and not in conflict with, the provisions of such other ordinances, laws, codes, and regulations, and with each other, to the end that all such provisions may be given their fullest application.

(Ord. 5804, 10-26-2009)

7-15-4. - Administration.

(A) *Level of participation:* The Village shall promulgate and enforce this chapter as a full participant community with the county. The participation level shall be codified through the adoption of an intergovernmental agreement.

1. *Village duties as a full participant community:*
 - (a) Completion of an intergovernmental agreement for full participation in the illicit discharge detection and elimination program.
 - (b) Provide the division with a current storm sewer atlas. An updated storm sewer atlas shall be provided to the division annually.
 - (c) Provide assistance to the division in acquiring access to the storm drainage system as mutually deemed necessary.
 - (d) Provide timely prosecution of persons found to be in violation of this chapter when necessary per section 7-15-8 of this chapter.
 - (e) Provide the division with documentation of any enforcement action or prosecution from the previous one year for inclusion in the IEPA annual facility inspection report.
2. *County responsibilities:*
 - (a) The county agrees to undertake the monitoring of outfalls and tracing of illicit discharges within the municipal limits of the Village utilizing county personnel and equipment.
 - (b) The county agrees to prepare, at its sole expense, plans, processes, and procedures for the program meeting the requirements of the NPDES permit to monitor and trace illicit discharges into the MS4 on behalf of the Village.
 - (c) The county agrees to obtain copies of the notice of intent (NOI) for each facility within the jurisdiction of the county and the Village having an individual NPDES permit to discharge stormwater associated with industrial activity through the IEPA for the purposes of fair and accurate monitoring and tracing.
 - (d) The county agrees to monitor MS4 outfalls within the jurisdiction of the Village, and to the extent it is so authorized, trace all discharges determined to be illicit with the objective of identifying the source of such illicit discharge.
 - (e) The county agrees to notify the Village within a reasonable time prior to the county conducting dye testing as part of tracing procedures.
 - (f) The county agrees to notify the Village within 24 hours of detecting an illicit discharge within the municipal limits of the Village. Promptly upon completion of the county's investigation, the county shall inform the Village of the location of the illicit discharge, the time(s) and date(s) of the discharge, and any additional information that would be necessary or prudent for the Village to have in order to carry out enforcement proceedings.
 - (g) The county agrees to provide the Village with any information required for enforcement action and prosecution by the Village and produce county personnel in court, as necessary and upon adequate notice.
 - (h) The county agrees to create and manage a countywide hotline for reporting illicit discharges.
 - (i) The county agrees to prepare the illicit discharge detection and elimination section of the annual report on behalf of the Village. The annual report is required by the IEPA and is due by June 1 of each year in accordance with general NPDES permit no. ILR40. The county will submit a copy of the illicit discharge detection and elimination section of the annual report to both the IEPA and the Village.
- (B) *Responsibility for administration:* The department shall administer, implement, and enforce the provisions of this chapter. Any powers granted or duties imposed upon the department may be delegated in writing by the Director to persons or entities acting in the beneficial interest, or in the employ of, the department as representatives, contractors, designees and/or assigns.
- (C) *Duties of director:* The duties and functions of the Director shall include:

1. Determining policy related to and directing the enforcement of this chapter, as applicable.
 2. Supervising the execution of this chapter and
 3. Notifying the county and the IEPA of any modifications to this chapter.
- (D) Representative Capacity: In all cases when any action is taken by the Director, or his or her duly appointed designee, to enforce the provisions of this chapter, such action shall be taken in the name of and on behalf of the Village, and neither the Director nor his or her designee, in so acting for the Village shall be rendered personally liable.

(Ord. 5804, 10-26-2009)

7-15-5. - Discharge prohibitions.

(A) *Prohibition of illicit discharges:*

1. No person shall place, drain, or otherwise discharge, cause, or allow others under their control to place, drain, or otherwise discharge into the storm drainage system or MS4 any pollutants or waters containing any pollutants, other than normal stormwater unless specifically exempted in subsection (A)3. of this section.
2. The following discharges into the MS4 or the storm drainage system shall be prohibited:
 - (a) Discharges that are not a direct result of precipitation and/or snowmelt within the drainage area of the MS4;
 - (b) Discharges from an illicit connection;
 - (c) Wastewater from washout of concrete, unless managed by an appropriate control;
 - (d) Wastewater from washout and cleanout of stucco, paint, from release oils, curing compounds and other construction materials;
 - (e) Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance; and
 - (f) Soaps or solvents used in vehicle and equipment washing.
3. The following discharges are exempt from discharge prohibitions established herein provided they do not cause an adverse effect on water quality as determined by the Director:
 - (a) Discharges caused by governmental Public Works and stormwater management units as part of their standard operations in compliance with all applicable regulations.
 - (b) Discharges required by law or authorized by permit, including any non-stormwater discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered by the USEPA and/or IEPA.
 - (c) Water line and fire hydrant flushing.
 - (d) Landscape irrigation water.
 - (e) Rising groundwaters.
 - (f) Groundwater infiltration.
 - (g) Pumped groundwater.
 - (h) Discharges from potable water sources.
 - (i) Foundation drains.
 - (j) Air conditioning condensate.
 - (k) Irrigation water (except for wastewater irrigation).
 - (l) Springs.

- (m) Water from crawl space pumps.
- (n) Footing drains.
- (o) Storm sewer cleaning water.
- (p) Water from any outdoor residential or charitable car wash.
- (q) Routine external building washdown which does not use detergents.
- (r) Flows from riparian habitats and wetlands.
- (s) Dechlorinated pH neutral swimming pool discharges.
- (t) Residual street wash water.
- (u) Discharges or flows from firefighting activities.
- (v) Dechlorinated water reservoir discharges.
- (w) Pavement wash waters where spills or leaks of toxic or hazardous materials have not occurred (unless all spilled material has been removed).
- (x) Discharges associated with dye testing of water line, sanitary sewers, storm sewers, private drains or septic systems; however, this activity shall not take place until the discharger, or tester, has provided notification to the department at least two full business days prior to the test date, unless an emergency situation does not allow time for such notification.
- (y) Other discharges approved by the department as being substantially like any of the discharge types enumerated in this subsection (A)3.

(B) *Prohibition of illicit connections:*

1. The construction, use, maintenance, or continued existence of illicit connections to the storm drainage system or MS4 is prohibited.
2. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
3. A person is considered to be in violation of this chapter if the person connects a line conveying sewage to the storm drainage system or MS4, or allows such a connection to continue.
4. Connections in violation of this chapter must be disconnected and redirected, if necessary, to an approved wastewater management system or the sanitary sewer system upon approval of the department and the appropriate wastewater treatment facility.
5. Any drain or conveyance that has not been documented in plans, maps or equivalent, and which may be connected to the storm sewer system or MS4, shall be located by the owner or occupant of that property upon receipt of written notice of violation from the Director requiring that such locating be completed. Such notice shall specify a reasonable time period within which the location of the drain or conveyance is to be determined, that the drain or conveyance be identified as storm sewer, MS4, sanitary sewer or other discharge point be identified. Results of these investigations are to be documented and provided to the Director.

(Ord. 5804, 10-26-2009)

7-15-6. - Industrial activity discharges.

(A) *Submission of notice of intent (NOI) to the department and division:*

1. Any person operating a facility subject to the IEPA's general permit to discharge stormwater associated with industrial activity shall submit a copy of the notice of intent (NOI) to the

department and division at the same time the operator submits the original notice of intent to the IEPA as applicable.

2. The copy of the notice of intent may be delivered to the department and the division either in person or by mailing it to:

Department:

NOI to Discharge Stormwater
Glen Ellyn Public Works
30 South Lambert Road
Glen Ellyn, IL 60137

Division:

NOI to Discharge Stormwater
DuPage Co. Stormwater Management Div.
421 North County Farm Road
Wheaton, IL 60187

3. A person commits an offense if the person operates a facility that is discharging stormwater associated with industrial activity without having submitted a copy of the notice of intent to do so to the department.

(Ord. 5804, 10-26-2009)

7-15-7. - Compliance monitoring.

(A) *Notification of spills:*

1. Notwithstanding other requirements of law, as soon as any person owning, leasing or exercising control over a property, or responsible for emergency response for a property, has information of any known or suspected spill of materials which are resulting or may result in illicit discharges or pollutants discharging into the MS4 or the storm drainage system, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such spill.
 - (a) In the event of such a spill, said person shall immediately notify local emergency dispatch services and act in accordance with Illinois emergency management agency (IEMA) and IEPA regulations.
 - (b) Said person shall notify the department and the division of the spill in person or by phone, facsimile, or e-mail no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the department and the division within three business days of the phone notice.
 - (c) If the spill emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the spill and the actions taken to prevent its recurrence. Such records shall be retained for at least five years.
2. Proper notice, including containment and cleanup as outlined in this subsection (A), shall exempt the notifying parties from applicable fines set forth in subsection 7-15-8(F) of this chapter.
3. Failure to provide notification of a release as provided above is a violation of this chapter.
4. Notwithstanding the language of subsection (A)2. of this section, a party causing a spill that contaminates or harms a storm sewer system shall not be relieved of liability for damages resulting from such act.

(Ord. 5804, 10-26-2009)

7-15-8. - Violations, enforcement, and penalties.

(A) *Enforcement; violations:*

1. The Director shall have primary responsibility for the enforcement of the provisions of this chapter.
2. A person violates this chapter when that person:
 - (a) Performs any act expressly prohibited by any provision of this chapter; or
 - (b) Disobeys, neglects, or fails to carry out or comply with any provision of this chapter or of any order or notice issued by the Director; or
 - (c) Allows any condition or act that violates any provision of this chapter to continue unabated on property owned, leased, managed, or under the control of such person; or
 - (d) Directs, orders, permits, or allows a second person to do any act expressly prohibited by any provision of this chapter, or to maintain or continue unabated any condition or act that violates any provision of this chapter on property owned, leased, managed or under the control of the first person.

(B) *Notice to correct violations; director may take action:*

1. The Director may issue a notice of violation ordering a person to take action to achieve compliance with the provisions of this chapter and/or to cease and desist from any action conducted in violation of this chapter. Failure to comply with the terms and conditions of a notice of violation and/or order to cease and desist shall constitute a violation of this chapter.
 - (a) The Director shall set forth the form and content of any notices issued under this chapter.
 - (b) The Director may issue a warning of violation ordering a person to take action to achieve compliance with the provisions of this chapter. If a person fails to comply with the terms and conditions of a warning, the Director may, thereafter, issue a notice of violation.
 - (c) The Director may issue a warning of violation and disburse educational materials outlining appropriate measures to minimize the discharge of pollutants.
2. If a person fails to comply with an order issued under this section, the Director may direct the appropriate legal counsel to commence any legal proceeding authorized by this chapter, under the law or equity, necessary to enforce any provision of this chapter and/or to protect public health and safety. Any legal action brought under this chapter shall be in the name of the Village of Glen Ellyn.

(C) *Emergency cease and desist orders:*

1. The department may obtain an emergency order in the event of the following:
 - (a) Any person has violated, or continues to violate, any provision of this chapter or any order issued hereunder, or that the person's past violations are likely to recur; and
 - (b) That the person's violation has caused or contributed to an actual or threatened discharge to the MS4 or storm drainage system and an imminent threat of violation is present.
2. The department may issue the emergency order to the violator directing that the violator:
 - (a) Immediately cease and desist all such violations;
 - (b) Immediately comply with all chapter requirements; and
 - (c) Take such appropriate preventive action as may be needed to properly address a continuing or threatened violation, including immediately halting operations and/or terminating the discharge.

3. Any person notified of an emergency order under this subsection shall immediately comply and stop or eliminate its endangering discharge. In the event of a discharger's failure to immediately comply voluntarily with the emergency order, the department may take such steps as deemed necessary to prevent or minimize harm to the MS4, storm drainage system, or waters of the United States, and/or endangerment to persons or to the environment, including immediate termination of a facility's water supply, sewer connection, or other municipal utility services. The department may allow the person to recommence its discharge when it has demonstrated to the satisfaction of the department that the period of endangerment has passed, unless further termination proceedings are initiated against the discharger under this chapter. A person that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful discharge and the measures taken to prevent any future occurrence, to the department within 15 days of receipt of the emergency order. Issuance of an emergency cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the violator.
- (D) *Violations deemed a public nuisance:* Any condition caused or permitted to exist in violation of any provision of this chapter shall constitute a threat to public health and safety and is declared and deemed a public nuisance.
- (E) *Nuisance abatement:* Whenever a nuisance shall be found to exist on any premises, the Director may order such nuisance to be abated upon determination that the nuisance constitutes a threat to public health or safety.
1. In the event of an emergency situation, as determined by the Director, involving an immediate threat to public health and safety, the Director may direct legal counsel to immediately commence any legal or equitable proceeding necessary to restrain, abate, and/or remedy said situation. The Director may take such action without having to first issue a notice of violation to the person(s) having control of, or acting as agent for, such premises where the nuisance is located, or, waiting for such person(s) to abate or remove such nuisance as previously ordered by the Director.
 2. In all other cases, the Director may notify, in writing, the person(s) having control of, or acting as agent for, such premises where the nuisance is located and directing such person(s) to abate or remove such nuisance within such time as is stated on the notice. Upon the failure or refusal of such person(s) to comply with the notice, the Director may direct that appropriate proceeding commence to compel the abatement, or removal, of such a nuisance in any manner allowed by law, equity, or this chapter and/or authorizing the department to act to abate, or remove, such nuisance. The person(s) having control of such premises, in addition to the other remedies provided by this chapter, shall be liable to the department for any costs incurred by the department to effect such abatement, or removal, including reasonable attorney fees and other costs of enforcement, to be recovered by a court of competent jurisdiction.
- (F) *Fines:* Any person violating any provision of this chapter shall be guilty of a petty offense. Such violation shall be punishable by a fine of not more than \$1,000.00 each day, or any portion of a day, during which such violation is committed, continued, or permitted shall constitute a separate offense and shall be punishable as such.
- (G) *Remedies not exclusive:* The remedies listed in this chapter are not exclusive of any other remedy available under this chapter or under any applicable federal, state, or local law and do not supersede or limit, any and all other penalties provided by law. The Director may seek, at his discretion, cumulative remedies.

(Ord. 5804, 10-26-2009)

7-15-9. - Suspension of MS4 access.

- (A) *Suspension of MS4 access due to detection of illicit discharges:*

1. Any person discharging to the MS4 in violation of this chapter may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The department shall notify a violator of the proposed termination of its MS4 access. The violator may petition the department for a reconsideration and hearing. A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this section, without the prior approval of the department.
2. In emergency situations, the department may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge, which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4, storm drainage system, or waters of the United States. If the violator fails to comply with a suspension order issued in an emergency, the department may take such steps as deemed necessary to prevent or minimize damage to the MS4, storm drainage system, or waters of the United States, or to minimize danger to public health and safety. The department shall obtain an emergency court order authorizing such termination.

(Ord. 5804, 10-26-2009)

7-15-10. - Appeals.

(A) *Right to appeal:*

1. Every request for an appeal shall be made, in writing, to the Director. The Director may delegate the hearing of appeals to the Glen Ellyn Village Board in the manner provided for below.
2. Any person aggrieved by any decision, ruling, or determination by the Director, or by any interpretation or application of any provision of this chapter may appeal such matter. An appeal of any decision made by the Director shall be made within seven days of the decision contested, excepting an appeal involving the assessment charge or calculation of any fine or penalty in which cases which an appeal shall be brought before said amount becomes 30 days past due.
 - (a) The appeal procedure shall commence when the person aggrieved notifies the Director, in writing, of the intent to appeal the decision of the Director. Such notice shall contain a short, clear, statement stating the following:
 - (1) Identifying the decision of the Director which such person is appealing and how this chapter has been misread, misinterpreted, or misapplied in this instance and/or any mistakes of fact the aggrieved believes the Director to have relied upon.
 - (2) The name and both a mailing address and a telephone number of the person making the request, which contact information shall be used for giving notices related to the appeal. The person making the request shall attach all written materials on which he or she intends to rely upon in support of the request.
 - (b) The Director may, without conducting a hearing, grant relief sought by the appeal, or may set the matter over for a hearing in the manner provided in subsection (A)2.(c) of this section.
 - (c) Upon receipt of such notice of appeal, if relief is not granted by the Director in accordance with subsection (A)2.(b) of this section, the Director shall set a date for a hearing. Such hearing shall take place no fewer than 14 days nor more than 30 days from the date that the Director receives such notice of appeal unless the Director and party requesting the hearing agree to a different schedule. The Director shall notify the person making the appeal of the date of such hearing.
 - (d) At the hearing the person making the appeal may appear in person or represented by counsel, or submit his case in writing. The decision concerning the appeal shall be in

writing, shall be communicated to the person making the appeal, and shall state a finding upon which the decision is based.

3. The Village Board shall have the authority to reverse, modify, or affirm any decision, ruling, or determination by the Director made pursuant to this chapter upon appeal. The Village Board shall not act in a manner that would violate or in any way conflict with any federal or state standard or requirement. The Village Board may adopt such additional rules and procedures, as it deems appropriate for performing such matters.
- (B) **Enforcement Measures After Appeal:** If the violation has not been corrected pursuant to the requirements set forth in the notice of violation, or, in the event of an appeal, within seven days of the decision of the Director or Village Board upholding the decision of the department, then representatives of the department are authorized to take any and all measures necessary to abate the violation and/or restore the property. In no case shall an appeal stay or bar the county from commencing a legal action seeking emergency relief.

(Ord. 5804, 10-26-2009)

7-15-11. - Miscellaneous provisions.

- (A) **Severability:** The provisions of this chapter are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this chapter or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this chapter.
- (B) **Most restrictive provisions apply:**
1. The provisions of this chapter shall be interpreted to be cumulative of, and to impose limitations in addition to, all other ordinances, laws, codes, and regulations in existence or which may be passed governing any subject matter of this chapter. To the greatest extent possible, the provisions of this chapter shall be construed to be consistent with, and not in conflict with, the provisions of such other ordinances, laws, codes, and regulations, and with each other, to the end that all such provisions may be given their fullest application.
 2. This chapter is not intended to modify or repeal any other ordinance, rule, regulation, or other provision of law. Where any provision of this chapter imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.
- (C) **Ultimate responsibility:** The standards set forth herein and promulgated pursuant to this chapter are minimum standards; therefore, this chapter does not intend or imply that compliance by any person will ensure that there will be no contamination, pollution, or unauthorized discharge of pollutants.

(Ord. 5804, 10-26-2009)



**GLENBARD WASTEWATER
AUTHORITY
INDUSTRIAL PRETREATMENT
ENFORCEMENT RESPONSE PLAN**

INTRODUCTION

The Enforcement Response Plan (ERP) is a supporting document to Glenbard Wastewater Authority's Industrial Pretreatment Program. This document is required by and drafted in accordance with the Federal Regulations found at 40 CFR 403.8(f)(5) promulgated by the Environmental Protection Agency on July 5, 1990.

PURPOSE

This ERP describes the Authority's official policy and procedure for obtaining and evaluating information concerning compliance by Industrial Users and identifying cases of non-compliance. The purpose of the ERP is to provide guidance to ensure consistent program administration by providing a framework of appropriate responses to various pretreatment violations based on their nature, severity, frequency and other relevant factors.

ADMINISTRATION AND JURISDICTION

All Users and Intermediate Users discharging non-domestic waste to the Authority are subject to the provisions of the ERP. The Authority institutes enforcement actions under Title V, Chapter 50 of the Lombard Code of Ordinances, and Title VII, Chapter 9 of the Glen Ellyn Code of Ordinances, and has primary responsibility to enforce all applicable pretreatment standards and requirements under authority of Resolution R-1-86, adopted November 21, 1985.

The ERP does not limit the enforcement discretion of the Authority, nor does it create any rights, either substantive or procedural, that are enforceable by any party in litigation with the Authority. The enforcement response tables contained in this document do not limit the enforcement discretion of Authority. In any case involving repetitious violations or violations that have severe effects, the Authority's response will be escalated from the response listed in the table.

It is to be understood by the User that the enforcement actions taken by the Authority in no way restricts the United States Environmental Protection Agency or the Illinois Environmental Protection agency from proceeding to enforce directly against the User and/or the Authority. These agencies may also take enforcement action when the Control Authority, (GWA), has not taken timely action or has failed to impose adequate sanctions against the User in violation.

STAFF RESPONSIBILITIES

Environmental Resources Coordinator

The Environmental Resources Coordinator (ERC) is responsible for the day to day implementation and enforcement of the pretreatment program, including:

- identifying and screening Industrial Users for inclusion in monitoring programs
- scheduling and supervision of compliance monitoring and sampling activities
- conducting routine and non-routine site inspections and investigations

- tracking and reviewing required User reports
- maintaining all documentation of activities and reports required by the program
- initiating informal enforcement actions
- issuing violation notices
- serving as primary contact with Users , the Villages and regulatory authorities
- conducting Compliance Meetings, as appropriate

Executive Director

The Executive Director has responsibility for the overall implementation and enforcement of the pretreatment program, including:

- reviewing the monitoring and enforcement activities of the ERC
- approving formal enforcement actions, as appropriate
- referring civil and criminal actions, as appropriate
- initiating Show Cause hearings, as appropriate

Glenbard Wastewater Authority Attorney

The attorney for the Authority will provide legal consultation as requested as well as:

- provide assistance and counsel on program developments and changes
- advise technical and management staff on enforcement actions
- attend Show Cause hearings
- manage civil litigation on behalf of the Authority
- manage criminal trials on behalf of the Authority

GENERAL PROGRAM ADMINISTRATION

Procedures to Screen for User Inclusion in Monitoring Programs

The ERC will continually monitor various sources of information from the Village to identify Users moving into the GWA service area or modifying their processes to evaluate whether a User must be monitored under the pretreatment program. In addition, the ERC will conduct surveys and inspections of non-domestic users as required.

Users identified as needing to be monitored by the pretreatment program will be sent a certified letter requiring the User to apply for a wastewater discharge application within 30 days. This procedure does not relieve a User from their duty to apply for a discharge application if they are aware they must be monitored by pretreatment regulations.

The ERC will evaluate the completed application and issue a wastewater discharge permit within 90 days of receipt of the application.

Reports

Users subject to any Federal, State, or local pretreatment standard or requirement are required to submit various reports and information. Required reports and their associated due dates will be clearly documented in each Users Discharge Permit. The Authority will track each reports submission date. The reports and supporting data will be reviewed for timeliness, completeness, correctness and violations. Report due dates and submission dates will be tracked in a computer system. The reports will be filed in the Users master file and retained per the federal pretreatment program requirements. Should the required report contain errors or violations, the ERC will notify the User and take an appropriate enforcement action as outlined in the ERP.

Sampling

Sampling and flow monitoring of Users shall be conducted by the Authority, the frequency of which shall be determined by the Authority based on several factors such as compliance history or potential to cause pass through or interference at the POTW. In general Users will be sampled at a frequency based on average discharge flow as outlined in the following table. Users may request a stepped reduction in sampling frequency based on a demonstrated compliance of at least six months, after an initial year of monthly compliance monitoring. The ERC will review the request and issue a formal response in a timely manner.

Required Initial Compliance Monitoring for Permitted Industrial Users	
Average Discharge in Gallons/Day	Monitoring Frequency
<10,000	2/month
10,000-50,000	3/month
50,000-100,000	1/week
100,000-240,000	2/week
>240,000	3/week

Compliance monitoring shall not be prescheduled with the User. All sampling events shall be accompanied by a chain of custody form signed by each person receiving custody of the sample, documenting and maintaining its identity through each step of the analytical process. The results will be reviewed for violations. All results will be entered into a computer system be programmed to automatically flag violations of any applicable effluent limit. A copy of the data along with the chain of custody will be filed and retained per the federal pretreatment requirements. Should the sample analysis contain errors or violations, the ERC will notify the User and take an appropriate enforcement action in accordance with the ERP.

At the discretion of the Authority, the Authority may require the User to collect samples and have them analyzed for compliance purposes. Any requirement to do so will be clearly documented in the Industrial Users Discharge Permit, including the requirement to conduct the sampling in compliance with the federal regulations found at 40 CFR 136, the duty to notify the Authority within 24 hours of becoming aware of a violation, and the duty to retest within 30 days to demonstrate a

return to compliance. Any violations discovered in these samples will be subject to the enforcement actions contained in the ERP.

Inspection

The Authority shall conduct a facility inspection of each permitted Industrial User at least annually. Food Service Establishments in general will be inspected at least bi-annually, inspection frequency will be dependent on variables such as volume and type of food preparation. At the discretion of the Authority, additional site visits/inspections may be scheduled to track and/or verify compliance, establish a regulatory presence, and monitor any User whose discharge may have an impact on the POTW. An appropriate checklist shall be completed for each facility inspected along with any supporting documentation and follow-up information. All information obtained shall be entered in the Users master file.

Routine industrial facility inspections shall be scheduled in advance on a random basis by review of current regulated Industrial User List. The inspections will be tracked in a computer program. An inspection may also be scheduled at the request of an Industrial User to verify compliance with certain requirements, or to identify potential problems. An unscheduled inspection may be conducted as the result of a spill, accidental discharge, surveillance sampling, citizen complaint, or other extraordinary events.

Any instances of non-compliance discovered during inspections will be handled in accordance with the enforcement procedures outlined in this document.

ENFORCEMENT PROCEDURES

Procedures to Screen for Non-Compliance

Compliance screening shall involve a review of all information available in order to identify and initiate appropriate enforcement actions against non-complying dischargers. The review process shall access, as appropriate, compliance with schedules, reporting requirements, and applicable pretreatment standards.

Types of Violations

Determination of the appropriate enforcement response to noncompliance will be influenced by the type and severity of the violation. User violations of monitoring, reporting, and treatment requirements may range from “relatively” minor violations such as a report submitted a week late to major violations such as recurring effluent violations. Each instance of noncompliance is a violation and should be reviewed and appropriately addressed. The following sections describe varying types of violations.

- **Random Violations**

A random violation is defined as any violation that exceeds a federal, state, or local discharge limitation or compliance schedule. Random violations will usually be the first or

second offense and will not be severe or frequent enough to be classified as a Significant Violation or a Pattern Violation.

- **Pattern Violation**

A pattern violation consists of any violation, or series of random violations, that are not severe or frequent enough to be classified as a Significant Violation, but which contribute to a pattern of noncompliance when viewed over a rolling 6-month period. Two or more random violations occurring during a rolling 6-month period would constitute a Pattern Violation.

- **Significant Non-Compliance Violation**

A significant Non-Compliance violation is defined as any violation, which by its impact, severity, or frequency of occurrence presents a hazard or nuisance to the POTW, the collection system, general public, or the environment. In accordance with public participation requirements of 40 CFR 25, a list of Industrial Users that incur Significant Non-Compliance Violations during the previous 12 months will be published annually in a widely circulated newspaper published in the Authority's service area. Types of SNC are detailed below.

- **Chronic Violation of Discharge Limit:**

Defined as 66 percent or more of the samples taken for a pollutant during a rolling 6-month period exceed a numeric pretreatment standard or requirement, including instantaneous limits, per 40 CFR 403.3(l).

- **Technical Review Criteria (TRC) Violations:** Defined as 33 percent or more of the samples taken for a pollutant during a rolling 6-month period equaling or exceeding the numeric pretreatment standard, per 40 CFR 403.3(l), when multiplied by the applicable TRC (TRC = 1.4 for BOD, TOC, TSS, oil and grease, and 1.2 for all other parameters except pH).

- **Interference or Pass-Through Violation:** Any other violation of a pretreatment standard, as defined by 40 CFR 403.3(l), daily maximum, long-term average, instantaneous limit, or narrative standard, that has caused, alone or in combination with other discharges, interference or pass-through (including endangering human health).

- **Imminent Endangerment Violation:** Any discharge that has caused imminent endangerment to human health, welfare, or to the environment or has resulted in the Authority's exercise of its emergency authority under 40 CFR 403.8(f)(1)(vi)(B) to halt or prevent such a discharge.

- **Compliance Schedule Violation:** Defined as failure to meet a Compliance Schedule milestone within 90 calendar days after the schedule date contained in a discharge permit or Administrative Order for starting construction, completing construction, or attaining final compliance.

- **Reporting Violation:** Defined as failure to provide required reports such as baseline monitoring reports (BMRs), compliance reports, self-monitoring reports (SMRs), and reports on compliance with compliance schedules within 45 calendar days after the due date, or failure to accurately report noncompliance.
- **Other Violations:** Any other violation, which may include a violation of Best Management Practices (BMPs), which the Authority determines will adversely affect the operation or implementation of the pretreatment program.

Range Of Enforcement Actions

Enforcement responses range from an informal telephone call to judicial remedies that include criminal charges. When a violation is identified, the appropriate enforcement response to any particular case of non-compliance will take into consideration the following factors:

- magnitude of the violation
- duration of the violation
- effect of the violation on the collection system, POTW, biosolids, or receiving waters
- compliance history of the Industrial User
- extraordinary efforts and good faith of the Industrial User

For most noncompliance instances, the least severe enforcement action may be taken, which is an informal notification such as a telephone call or email. If the User continues to be in noncompliance, or if noncompliance becomes significant, enforcement action may be escalated.

Types of Enforcement Actions

Informal Notice (IN) (e.g., telephone call, email, site visit or warning letter): Although these actions are informal they are still documented and kept in the User's file. A warning letter encourages the User to enact corrective action prior to issuance of an NOV or implementation of progressively severe enforcement action. A warning letter shall indicate it is not a Notice of Violation. Informal Actions are normally performed by the Environmental Resource Coordinator, but may also be performed by the Executive Director or other designated Authority staff.

Notice of Violation (NOV): This is a formal letter indicating in writing that it serves as a Notice of Violation to the User. The NOV specifies the violation and requires some type of corrective action. The NOV is authorized by the Environmental Resource Coordinator.

Administrative Fines (AF): will be assessed as warranted based on the enforcement response guide found in the next section of this document. A fine structure has been developed to provide a logical and systematic basis for penalty calculation and to insure that penalties are levied in a fair and consistent manner. The penalties are designed to recover the cost to the Authority for non-compliance and to deter future incidence of non-compliance. Fines are normally levied by the

Environmental Resource Coordinator, but may also be performed by the Executive Director or other designated Authority staff.

Administrative Order: An administrative order is an enforcement document that requires the User to undertake or cease a specified activity and that requires compliance with pretreatment standards and requirements under the Pretreatment Ordinance. Administrative orders can include administrative penalties, compliance schedules and termination of service orders. The three types of administrative orders used are a Consent Order, Compliance Order, and Cease and Desist Order.

- **A Consent Order** is an agreement between the Authority and the User normally containing three elements: compliance schedules, stipulated fines or remedial actions and signatures of the Authority and authorized representatives of the User. The consent order is appropriate when the User accepts responsibility for its noncompliance and is willing to negotiate corrective actions in good faith. Examples of corrective actions include a compliance schedule, engineering studies, and implementation of best management practices (BMPs). The Environmental Resource Coordinator as well as the Executive Director may enter into a consent order on behalf of the Authority.
- **A Compliance Order (CO)** directs the User to achieve compliance according to specific actions (with specified due dates). The terms of a Compliance Order do not need to be discussed with the User. The Authority tracks the Users compliance with milestone dates set in the order. The Environmental Resource Coordinator is responsible for issuing compliance orders. They may also be issued by the Executive Director or other designated Authority staff.
- **A Cease and Desist Order (CDO)** directs the User to terminate illegal and/or authorized discharges immediately. This order is used when the discharge could threaten POTW operations, compliance or the environment. The order may be given immediately over the telephone, with a follow-up written order. The Authority has the power to immediately halt any actual or threatened discharge to the treatment plant that may represent an endangerment to the public health, the environment, or the treatment plant, upon informal notification to the User. The Executive Director will typically initiate this type of order but it be delegated to other designated Authority staff.

Order to Show Cause: An order issued to the User to attend a hearing and present a case as to why pending or proposed enforcement actions should not be taken the Authority including monetary penalties, water shut-off, civil and criminal actions. The Executive Director will typically initiate this type of order but it be delegated to other designated Authority staff.

Civil, Criminal, and Judicial Actions. These actions will be undertaken in the appropriate court of law when warranted. The Authority attorney will initiate these actions based on the recommendation of the Executive Director.

Enforcement Responses For Food Service Establishments

Recognizing that Food Service Establishments (FSE) as a group have a significant impact on the collection system and the treatment plant, they are regulated by the pretreatment program. FSE's are regulated by a general discharge permit that outlines specific Best Management Practices (BMP's) that must be adhered to. FSE's will be inspected on a frequency determined by several factors including volume of discharge and past compliance, generally at least bi-annually. FSE's may be sampled for compliance with the local limits. The results of inspections and sampling will be logged into a computerized tracking program. FSE's, are required to submit periodic reports detailing maintenance activities. These will be reviewed and tracked for compliance. The actual reports will be filed in a master file for the FSE.

As the types of instances of non-compliance from FSE's will be of a similar nature, but different from those of other Industrial Users, a specific range of enforcement actions was developed and is included in a separate table of the ERG.

General Procedures for All Enforcement Actions

1. Identify the violation.
2. Evaluate Significant Non-Compliance.
3. Identify the legal authority supporting the enforcement action.
4. Apply the enforcement response to the Industrial User, and specify corrective action or other responses required of the Industrial User, if any.
5. Require Industrial User to identify the cause of the violation and report on the cause.
6. Require Industrial User to correct the violation and report on corrective action(s).
7. If a discharge violation, require re-sampling of all parameters to demonstrate compliance within 30 days.
8. Establish a date or dates by which the above corrective measures are to be completed.
9. Notify Industrial User that failure to complete or maintain corrective measure(s) may result in escalated enforcement, including administrative penalties, fines, or legal action(s)
10. Document actions.
11. Follow up with escalated enforcement action if the User's response is not received or if violation continues.

Automatic Increase In Monitoring For Effluent Violations

If a User has more than one violation of any discharge limit in its discharge permit, whether a local limit or a categorical limit within a six month cycle, the Industrial User will be subject to an increased monitoring schedule. Generally, the monitoring schedule will double in frequency for example, if the User is being sampled once per month, they will be increased to twice a month. The increased monitoring will continue until the User is violation free for six months. The increased monitoring frequency shall commence within 7 days of receipt of the Notice of Violation. The cost of this enforcement activity will be billed to the User.

Application of Enforcement Actions

In order to determine the appropriate enforcement action that corresponds to the nature of the violation an Enforcement Response Guide was developed and made a part of the ERP. It is located in the next Section. The ERG shall serve as a minimum standard in determining enforcement responses.

ENFORCEMENT RESPONSE GUIDE

This section outlines various types of non-compliance and their associated range of responses including a schedule of administrative fines. In general the response to an incident of non-compliance will be based on the severity of the violation and the compliance history.

The following tables cannot possibly predict every type of non-compliance that may occur but may still be used as a guideline for taking enforcement actions for these actions.

Enforcement Actions and Responsible Personnel Enforcement Action		
Action	Code	Initiating Personnel
Informal notices including telephone calls, emails, site visits, and warning letters	IN	Environmental Resource Coordinator
Notice of Violation	NOV	Environmental Resource Coordinator
Compliance Meeting	CM	Environmental Resource Coordinator
Administrative Fine	AF	Environmental Resource Coordinator
Compliance Order	CO	Environmental Resource Coordinator
Cease and Desist Order	CDO	Executive Director, or designee
Order to Show Cause	OSC	Executive Director, or designee
Immediate Disconnection/Water Shut-Off	ID	Executive Director or designee, Authority Attorney
Civil Action	CA	Executive Director or designee, Authority Attorney
Criminal Action	CI	Executive Director or designee, Authority Attorney
Judicial Action	JA	Executive Director or designee, Authority Attorney

Sampling & Monitoring Violations			
Non-compliance	Circumstances	Response Range	
Failure to sample or monitor	Isolated or infrequent.	IN/ NOV	Written Explanation within 10 days
Failure to sample or monitor	Repeated in a 6 month cycle.	IN/ NOV/ AF Level 1-2	Written Explanation within 10 days
Minor violation of analytical procedures.	Any instance.	IN	
Minor violation of analytical procedures.	Repeated in a 6 month cycle.	IN/ NOV/ AF Level 1-2	
Major violation of analytical procedures.	No evidence of intent.	NOV/ CM/ CO	Repeat Sampling within 30 days.
Major violation of analytical procedures.	Evidence of negligence or intent	CO/ AF/ OSC/ CA/ CI SNC Level 4	Repeat Sampling within 30 days.
Failure to notify of self-monitoring effluent limit violation within 24 hours or slug discharge.	Isolated or infrequent. No known effects.	IN/ NOV/ AF Level 1	Written Explanation within 10 days
Failure to notify of effluent limit violation within 24 hours or slug discharge.	Repeated in a 6 month cycle.	IN/ NOV/ AF Level 2-3	Written Explanation within 10 days
Failure to notify of effluent limit violation within 24 hours or slug discharge.	Frequent or Continued Or Known environmental or POTW damage results.	CM/ CO/ AF/ OSC/ CA SNC-Level 4	
Exceeding limits (local, categorical or prohibited).	Infrequent or isolated.	IN/ NOV	
Exceeding limits (local, categorical or prohibited).	Repeated in a 6 month cycle. Result < 10%	NOV/ AF Level 1	
Exceeding limits (local, categorical or prohibited).	Repeated in a 6 month cycle. Result <50%	NOV/ AF/ CM Level 2	
Exceeding limits (local, categorical or prohibited).	Repeated in a 6 month cycle. Result >75%	NOV/ AF/ CM/ CO Level 3	
Exceeding limits (local, categorical or prohibited).	Repeated in a 6 month cycle. Result >100%	NOV/ AF/ CM/ CO Level 4	

Reporting Violations			
Non-compliance	Circumstances	Response Range	Corrective Action
Routine Report Incomplete submittal	Isolated or infrequent.	IN/ NOV/ AF	Correction submitted within 10 days
Routine Report Incomplete/Incorrect submittal	Reoccurring within a 12 month period.	IN/ NOV/ AF Level 1-2	Correction submitted within 10 days
Routine Report Incomplete/Incorrect submittal	Correction not submitted after notification.	NOV/ AF Level 2-3	Correction submitted within 10 days
Routine Report Late Submittal	Isolated or infrequent. Less than 10 days late.	IN	Report due immediately
Routine Report Late Submittal	Reoccurring within a 12 month period.	NOV/ AF Level 1-2	Report due immediately
Routine Report Late Submittal	Greater than 30 days late.	NOV/ AF Level 2-3	Report due immediately
Semi-Annual Report > than 45 days late	SNC as defined at 40 CFR §403.8 (f)(2)(vii)(F)	NOV/ AF Level 4	Report due immediately
Semi-Annual Report Incomplete/Incorrect	Isolated or infrequent.	IN/ NOV/ AF	Correction submitted within 10 days
Semi-Annual Report Incomplete/Incorrect	Reoccurring within a 12 month period.	IN/ NOV/ AF Level 1	Correction submitted within 10 days
Major or Gross Reporting Deficiencies	Isolated or infrequent.	NOV/ AF/ CM/ CO Level 1	Corrections to be made within 30 days.
Major or gross reporting deficiencies	Continued- Not corrected 30 days or more.	CO/ AF/ CA Subject to Daily Fine Until Compliant Level 3	Report due immediately
Falsification of information/documentation	Any instance.	AF/ CA/ ID SNC Level 4	

General Permit Violations			
Non-compliance	Circumstances	Response Range	Corrective Action
Missed Compliance Schedule Interim Date	Will not cause late final date or other interim dates.	IN /NOV /AF Level 1	Written Explanation within 10 days
Missed Compliance Schedule Interim Date	Will result in other missed interim dates. Violation for good or valid cause.	NOV /AF /CO Level 2-3	Written Explanation within 10 days
Missed Compliance Schedule Interim Date	Will result in other missed interim dates. No good or valid cause.	NOV/ CO/ AF/ CA SNC-Level 4	
Missed Final Date	Violation due to strikes, act of God, etc.	NOV	Written Explanation within 10 days
Missed Final Date	90 days or more outstanding. Failure or refusal to comply without good or valid cause.	CO/ AF/ OSC/ CA including penalty. Level 4	
Exceeding Final limits (categorical, local or prohibited).	Violation(s) which are SNC as defined at 403.8. Level 4	NOV/ AF/ CO/ CS/ CA including penalty.	
Reported Slug Load.	Isolated without known damage.	IN/ NOV	Written Explanation within 10 days
Reported Slug Load.	Isolated with known interference, pass through or damage.	CO/ AF/ CA including penalty. SNC Level 4	Written Explanation within 10 days
Reported Slug Load.	Recurring.	CO/ AF/ CA SNC Level 4	Compliance Meeting
Discharge without Permit or Approval.	One time without damage to environment or POTW	CO/ AF Level 1-3	

General Permit Violations			
Discharge without Permit or approval.	One time which causes continuing POTW or environmental damage or violation.	CO/ AF/ CA/ CI SNC Level 4	
Discharge without Permit or approval.	Continuing violation with known POTW or environmental damage	ID/AF/ CA/ CI SNC Level 4	
Minor violation of Permit condition(s).	No evidence of negligence or intent.	IN/NOV/AF Level 1	Immediate correction required.
Minor violation of Permit condition(s).	Evidence of negligence or intent.	NOV/ CO/ AF/ SNC Level 2-4	
Major violation of Permit condition(s).	Evidence of negligence or intent.	CO/ AF/ OSC/ CA/CI SNC Level 2-4	

Food Service Establishment Violations			
Failure to submit maintenance records.	Isolated or Infrequent	IN/NOV	Submit within 5 days
Failure to submit maintenance records.	Repeated in a 12 month cycle.	IN/NOV/AF Level 1-2	Submit within 5 days
Failure to Follow BMPS	Isolated or Infrequent	IN/NOV	
Failure to Follow BMPS	Repeated in a 12 month cycle.	IN/NOV/AF Level 1-2	
Failure to allow access for routine inspection.	Isolated Without valid cause.	IN/NOV/AF Level 1	Allow access within 48 hours.
Failure to allow access for routine inspection.	Repeated	IN/NOV/AF/CO Level 2-4	Allow access within 48 hours.
Demand inspection:	Excessive grease in sewer or SSO.	IN/NOV/AF Level 2	
Failure to clean GRS as required.	Isolated or Infrequent	IN/NOV/AF Level 1-2	Correct immediately
Failure to clean GRS.	Repeated in a 12 month cycle.	IN/NOV/AF Level 2-3	Correct immediately
Failure to increase pumping schedule as required.	First Offense	IN/NOV/AF Level 1-2	Correct immediately
Failure to increase pumping schedule as required.	Repeated	NOV/AF/CO Level 2-4	Correct immediately
Failure to repair	Required deadline missed without cause.	NOV/AF Level 2	Correct immediately
Failure to repair	Extended deadline missed.	NOV/AF/CO Level 3	Correct immediately
Failure to repair	Willful disregard.	NOV/AF/CO/OSC Level 4	Correct immediately

FOOD SERVICE ESTABLISHMENT VIOLATIONS continued			
Re-inspection for compliance	Inspections beyond first one due to lack of compliance.	NOV/ AF Level 2	
Contributing FOG to downstream sewer system, or storm sewer	Isolated	IN	
Contributing FOG to downstream sewer system, or storm sewer	Repeated	NOV/ AF/ CO/ OSC Level 1-4	
Causing or Contributing to a Sanitary Sewer Overflow	No previous violations of FOG program.	IN/ NOV	
Causing or Contributing to a Sanitary Sewer Overflow	Previous notification of deficiencies or violations.	NOV/ AF/ CO/ OSC Level 2-4	
Exceeding Local Limit for FOG	No previous violations of FOG program.	IN/ NOV	
Exceeding Local Limit for FOG	Previous notification of deficiencies or violations.	NOV/ AF/ CO/ OSC Level 2-4	
Falsification of information/documentation	Any instance.	AF/ CA/ ID SNC Level 4	

Schedule of Administrative Fines		
Magnitude	Range	
Level 1	\$50.00-100.00	per day per violation
Level 2	\$150.00-\$250.00	per day per violation
Level 3	\$300.00-\$700.00	per day per violation
Level 4	\$750.00-\$1000.00	per day per violation



ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-2829

BRUCE RAUNER, GOVERNOR

LISA BONNETT, DIRECTOR

217/782-0610

September 23, 2015

Glenbard Wastewater Authority
21 W. 551 Bemis Road
Glen Ellyn, Illinois 60137

Re: Glenbard Wastewater Authority - Main WWTP
NPDES Permit No. IL0021547
Final Permit

Gentlemen:

Attached is the final NPDES Permit for your discharge. The Permit as issued covers discharge limitations, monitoring, and reporting requirements. Failure to meet any portion of the Permit could result in civil and/or criminal penalties. The Illinois Environmental Protection Agency is ready and willing to assist you in interpreting any of the conditions of the Permit as they relate specifically to your discharge.

The Agency has begun a program allowing the submittal of electronic Discharge Monitoring Reports (NetDMRs) instead of paper Discharge Monitoring Reports (DMRs). If you are interested in NetDMRs, more information can be found on the Agency website, <http://epa.state.il.us/water/net-dmr/index.html>. If your facility is not registered in the NetDMR program, a supply of preprinted paper DMR Forms for your facility will be sent to you prior to the initiation of DMR reporting under the reissued permit. Additional information and instructions will accompany the preprinted DMRs upon their arrival.

The attached Permit is effective as of the date indicated on the first page of the Permit. Until the effective date of any re-issued Permit, the limitations and conditions of the previously-issued Permit remain in full effect. You have the right to appeal any condition of the Permit to the Illinois Pollution Control Board within a 35 day period following the issuance date.

Should you have questions concerning the Permit, please contact Francis Burba at 217/782-0610.

Sincerely,

Alan Keller, P.E.
Manager, Permit Section
Division of Water Pollution Control

SAK:FRB:12041102.bah

Attachment: Final Permit

cc: Records
Compliance Assurance Section
Des Plaines Region
Billing
CMAP
Baxter & Woodman, Inc.
USEPA
DuPage River Salt Creek Workgroup

4302 N. Main St., Rockford, IL 61103 (815) 987-7760
595 S. State, Elgin, IL 60123 (847) 608-3131
2125 S. First St., Champaign, IL 61820 (217) 278-5800
2009 Mall St., Collinsville, IL 62234 (618) 346-5120

9511 Harrison St., Des Plaines, IL 60016 (847) 294-4000
412 SW Washington St., Suite D, Peoria, IL 61602 (309) 671-3022
2309 W. Main St., Suite 116, Marion, IL 62959 (618) 993-7200
100 W. Randolph, Suite 10-300, Chicago, IL 60601 (312)

NPDES Permit No. IL0021547

Illinois Environmental Protection Agency

Division of Water Pollution Control

1021 North Grand Avenue East

Post Office Box 19276

Springfield, Illinois 62794-9276

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

Reissued (NPDES) Permit

Expiration Date: August 31, 2020

Issue Date: September 23, 2015

Effective Date: September 23, 2015

Name and Address of Permittee:

Glenbard Wastewater Authority
21 W. 551 Bemis Road
Glen Ellyn, Illinois 60137

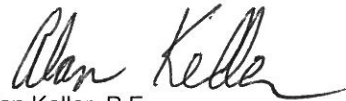
Facility Name and Address:

Glenbard Wastewater Authority - Main WWTP
21 W. 551 Bemis Road
Glen Ellyn, Illinois 60137
(DuPage County)

Receiving Waters: East Branch DuPage River

In compliance with the provisions of the Illinois Environmental Protection Act, Title 35 of the Ill. Adm. Code, Subtitle C, Chapter I, and the Clean Water Act (CWA), the above-named Permittee is hereby authorized to discharge at the above location to the above-named receiving stream in accordance with the standard conditions and attachments herein.

Permittee is not authorized to discharge after the above expiration date. In order to receive authorization to discharge beyond the expiration date, the Permittee shall submit the proper application as required by the Illinois Environmental Protection Agency (IEPA) not later than 180 days prior to the expiration date.



Alan Keller, P.E.
Manager, Permit Section
Division of Water Pollution Control

SAK:FRB:12041102.bah

NPDES Permit No. IL0021547

Effluent Limitations, Monitoring, and Reporting

FINAL

Discharge Number(s) and Name(s): 001 STP Outfall

Load limits computed based on a design average flow (DAF) of 16.02 MGD (design maximum flow (DMF) of 47.0 MGD).

From the effective date of this Permit until the expiration date, the effluent of the above discharge(s) shall be monitored and limited at all times as follows:

Parameter	LOAD LIMITS lbs/day DAF (DMF)*			CONCENTRATION LIMITS mg/L			Sample Frequency	Sample Type
	Monthly Average	Weekly Average	Daily Maximum	Monthly Average	Weekly Average	Daily Maximum		
Flow (MGD)							Continuous	
CBOD ₅ *****	1336 (3920)		2672 (7840)	10		20	2 Days/Week	Composite
Suspended Solids****	1603 (4704)		3207 (9408)	12		24	2 Days/Week	Composite
pH	Shall be in the range of 6 to 9 Standard Units						2 Days/Week	Grab
Fecal Coliform***	Daily Maximum shall not exceed 400 per 100 mL (May through October)						2 Days/Week	Grab
Ammonia Nitrogen: as (N) ² April-October.	200 (588)		401 (1176)	1.5		3.0	2 Days/Week	Composite
Nov.-Feb.	441 (1294)		1002 (2940)	3.3		7.5	2 Days/Week	Composite
March	334 (980)	842 (2469)	1657 (4861)	2.5	6.3	12.4	2 Days/Week	Composite
Total Phosphorus (as P) ¹	134 (392)			1.0			1 Day/Week	Composite
Total Nitrogen	Monitor only						1 Day/Month	Composite
Dissolved Phosphorus	Monitor only						1 Day/Month	Composite
Nitrate/Nitrite	Monitor only						1 Day/Month	Composite
Total Kjeldahl Nitrogen (TKN)	Monitor only						1 Day/Month	Composite
Alkalinity	Monitor only						1 Day/Month	Grab
Temperature	Monitor only						1 Day/Month	Grab
Chloride	Monitor only						1 Day/Month	Grab
				Monthly Average not less than	Weekly Average not less than	Daily Minimum		
Dissolved Oxygen March-July				N/A	6.0	5.0	2 Days/Week	Grab
August-Feb.				5.5	4.0	3.5	2 Days/Week	Grab

*Load limits based on design maximum flow shall apply only when flow exceeds design average flow.

Page 3

NPDES Permit No. IL0021547

Effluent Limitations, Monitoring, and Reporting

FINAL

Discharge Number(s) and Name(s): 001 STP Outfall (continued)

**Carbonaceous BOD₅ (CBOD₅) testing shall be in accordance with 40 CFR 136

***See Special Condition 9.

****See Special Condition 19.

¹ See Special Condition 17.

² See Special Condition 20.

Flow shall be reported on the Discharge Monitoring Report (DMR) as monthly average and daily maximum.

Fecal Coliform shall be reported on the DMR as a daily maximum value.

pH shall be reported on the DMR as minimum and maximum value.

Chlorine Residual shall be reported on DMR as daily maximum value.

Dissolved oxygen shall be reported on the DMR as a minimum value.

Total Phosphorus shall be reported on the DMR as a daily maximum and monthly average value.

NPDES Permit No. IL0021547

Influent Monitoring, and Reporting

The influent to the plant shall be monitored as follows:

<u>Parameter</u>	<u>Sample Frequency</u>	<u>Sample Type</u>
Flow (MGD)	Continuous	
BOD ₅	2 Days/Week	Composite
Suspended Solids	2 Days/Week	Composite
Total Phosphorus (as P)	1 Day/Month	Composite
Total Nitrogen	1 Day/Month	Composite

Influent samples shall be taken at a point representative of the influent.

Flow (MGD) shall be reported on the Discharge Monitoring Report (DMR) as monthly average and daily maximum.

BOD₅ and Suspended Solids shall be reported on the DMR as a monthly average concentration.

Total Phosphorus and Total Nitrogen shall be reported on the DMR as a maximum value.

Special Conditions

SPECIAL CONDITION 1. This Permit may be modified to include different final effluent limitations or requirements which are consistent with applicable laws and regulations. The IEPA will public notice the permit modification.

SPECIAL CONDITION 2. The use or operation of this facility shall be by or under the supervision of a Certified Class 1 operator.

SPECIAL CONDITION 3. The IEPA may request in writing submittal of operational information in a specified form and at a required frequency at any time during the effective period of this Permit.

SPECIAL CONDITION 4. The IEPA may request more frequent monitoring by permit modification pursuant to 40 CFR § 122.63 and Without Public Notice.

SPECIAL CONDITION 5. The effluent, alone or in combination with other sources, shall not cause a violation of any applicable water quality standard outlined in 35 Ill. Adm. Code 302.

SPECIAL CONDITION 6. The Permittee shall record monitoring results on Discharge Monitoring Report (DMR) Forms using one such form for each outfall each month.

In the event that an outfall does not discharge during a monthly reporting period, the DMR Form shall be submitted with no discharge indicated.

The Permittee may choose to submit electronic DMRs (NetDMRs) instead of mailing paper DMRs to the IEPA. More information, including registration information for the NetDMR program, can be obtained on the IEPA website, <http://www.epa.state.il.us/water/net-dmr/index.html>.

The completed Discharge Monitoring Report forms shall be submitted to IEPA no later than the 25th day of the following month, unless otherwise specified by the permitting authority.

Permittees not using NetDMRs shall mail Discharge Monitoring Reports with an original signature to the IEPA at the following address:

Illinois Environmental Protection Agency
Division of Water Pollution Control
Attention: Compliance Assurance Section, Mail Code # 19
1021 North Grand Avenue East
Post Office Box 19276
Springfield, Illinois 62794-9276

SPECIAL CONDITION 7. The provisions of 40 CFR Section 122.41(m) & (n) are incorporated herein by reference.

SPECIAL CONDITION 8. Samples taken in compliance with the effluent monitoring requirements shall be taken at a point representative of the discharge, but prior to entry into the receiving stream.

SPECIAL CONDITION 9. Fecal Coliform limits for Discharge Number 001 are effective May thru October. Sampling of Fecal Coliform is only required during this time period.

Any use of chlorine to control slime growths, odors or as an operational control, etc. shall not exceed the limit of 0.05 mg/L (daily maximum) total residual chlorine in the effluent. Sampling is required on a daily grab basis during the chlorination process. Reporting shall be submitted on the DMR's on a monthly basis.

SPECIAL CONDITION 10.

A. Publicly Owned Treatment Works (POTW) Pretreatment Program General Provisions

1. The Permittee shall implement and enforce its approved Pretreatment Program which was approved on February 4, 1988 and all approved subsequent modifications thereto. The Permittee shall maintain legal authority adequate to fully implement the Pretreatment Program in compliance with Federal (40 CFR 403), State, and local laws and regulations. All definitions in this section unless specifically otherwise defined in this section, are those definitions listed in 40 CFR 403.3. USEPA Region 5 is the Approval Authority for the administration of pretreatment programs in Illinois. The Permittee shall:

- a. Develop and implement procedures to ensure compliance with the requirements of a pretreatment program as specified in 40 CFR 403.8 (f)(2).
- b. Carry out independent inspection and monitoring procedures at least once per year, which will determine whether each significant industrial user (SIU) is in compliance with applicable pretreatment standards

Special Conditions

- c. Evaluate whether each SIU needs a slug control plan or other action to control slug discharges. If needed, the SIU slug control plan shall include the items specified in 40 CFR 403.8(f)(2)(vi). For IUs identified as significant prior to November 14, 2005, this evaluation must have been conducted at least once by October 14, 2006; additional SIUs must be evaluated within 1 year of being designated an SIU;
 - d. Update its inventory of Industrial Users (IUs) at least annually and as needed to ensure that all SIUs are properly identified, characterized, and categorized;
 - e. Receive and review self monitoring and other IU reports to determine compliance with all pretreatment standards and requirements, and obtain appropriate remedies for noncompliance by any IU with any pretreatment standard and/or requirement;
 - f. Investigate instances of noncompliance, collect and analyze samples, and compile other information with sufficient care as to produce evidence admissible in enforcement proceedings, including judicial action;
 - g. Require development, as necessary, of compliance schedules by each industrial user to meet applicable pretreatment standards; and,
 - h. Maintain an adequate revenue structure and staffing levels for continued operation of the Pretreatment Program.
2. The Permittee shall issue/reissue permits or equivalent control mechanisms to all SIUs prior to expiration of existing permits or prior to commencement of discharge in the case of new discharges. The permits at a minimum shall include the elements listed in 40 CFR § 403.8(f)(1)(iii).
 3. The Permittee shall develop, maintain, and enforce, as necessary, local limits to implement the general and specific prohibitions in 40 CFR § 403.5 which prohibit the introduction of any pollutant(s) which cause pass through or interference and the introduction of specific pollutants to the waste treatment system from any source of nondomestic discharge.
 4. In addition to the general limitations expressed in Paragraph 3 above, applicable pretreatment standards must be met by all industrial users of the POTW. These limitations include specific standards for certain industrial categories as determined by Section 307(b) and (c) of the Clean Water Act, State limits, or local limits, whichever are more stringent.
 5. The USEPA and IEPA individually retain the right to take legal action against any industrial user and/or the POTW for those cases where an industrial user has failed to meet an applicable pretreatment standard by the deadline date regardless of whether or not such failure has resulted in a permit violation.
 6. The Permittee shall establish agreements with all contributing jurisdictions, as necessary, to enable it to fulfill its requirements with respect to all IUs discharging to its system.
 7. Unless already completed, the Permittee shall within one (1) year of the effective date of this Permit submit to USEPA and IEPA a proposal to modify and update its approved Pretreatment Program to incorporate Federal revisions to the general pretreatment regulations. The proposal shall include all changes to the approved program and the sewer use ordinance which are necessary to incorporate the revisions of the Pretreatment Streamlining Rule (which became effective on November 14, 2005), which are considered required changes, as described in the Pretreatment Streamlining Rule Fact Sheet 2.0: Required changes, available at: http://cfpub.epa.gov/npdes/whatsnew.cfm?program_id=3. This includes any necessary revisions to the Permittee's Enforcement Response Plan (ERP).
 8. Within twenty-four (24) months from the effective date of this permit, the Permittee shall conduct a technical re-evaluation of its local limitations consistent with U.S. EPA's Local Limits Development Guidance (July 2004), and submit the evaluation and any proposed revisions to its local limits to IEPA and U.S. EPA Region 5 for review and approval. USEPA Region 5 will request Permittee to submit the evaluation and any proposed revisions to its local limits on the spreadsheet found at <http://www.epa.gov/region5/water/npdestek/Locallmt.XLS>. To demonstrate technical justification for new local industrial user limits or justification for retaining existing limits, the following information must be submitted to U.S. EPA:
 - a. Total plant flow
 - b. Domestic/commercial pollutant contributions for pollutants of concern
 - c. Industrial pollutant contributions and flows
 - d. Current POTW pollutant loadings, including loadings of conventional pollutants
 - e. Actual treatment plant removal efficiencies, as a decimal (primary, secondary, across the wastewater treatment plant)
 - f. Safety factor to be applied
 - g. Identification of applicable criteria:
 - i. NPDES permit conditions
 - Specific NPDES effluent limitations

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- Water-quality criteria
 - Whole effluent toxicity requirements
 - Criteria and other conditions for sludge disposal
 - ii. Biological process inhibition
 - Nitrification
 - Sludge digester
 - iii. Collection system problems
 - h. The Permittee's sludge disposal methods (land application, surface disposal, incineration, landfill)
 - i. Sludge flow to digester
 - j. Sludge flow to disposal
 - k. % solids in sludge to disposal, not as a decimal
 - l. % solids in sludge to digester, not as a decimal
 - m. Plant removal efficiencies for conventional pollutants
 - n. If revised industrial user discharge limits are proposed, the method of allocating available pollutants loads to industrial users
 - o. A comparison of maximum allowable headworks loadings based on all applicable criteria listed in g, above
 - p. Pollutants that have caused:
 - i. Violations or operational problems at the POTW, including conventional pollutants
 - ii. Fires and explosions
 - iii. Corrosion
 - iv. Flow obstructions
 - v. Increased temperature in the sewer system
 - vi. Toxic gases, vapors or fumes that caused acute worker health and safety problems
 - vii. Toxicity found through Whole Effluent Toxicity testing
 - viii. Inhibition
 - q. Pollutants designated as "monitoring only" in the NPDES permit
 - r. Supporting data, assumptions, and methodologies used in establishing the information a through q above
9. The Permittee's Pretreatment Program has been modified to incorporate a Pretreatment Program Amendment approved by USEPA on October 1, 1996. The amendment became effective on the date of approval and is a fully enforceable provision of your Pretreatment Program.

Modifications of your Pretreatment Program shall be submitted in accordance with 40 CFR § 403.18, which established conditions for substantial and nonsubstantial modifications. All requests should be sent in electronic format to r5npdes@epa.gov, attention: NPDES Programs Branch.

B. Reporting and Records Requirements

1. The Permittee shall provide an annual report briefly describing the permittee's pretreatment program activities over the previous calendar year. Permittees who operate multiple plants may provide a single report providing all plant-specific reporting requirements are met. Such report shall be submitted no later than April 28 of each year in electronic format to r5pretreatment@epa.gov, attention Water Enforcement and Compliance Assurance Branch or in written format to USEPA, Region 5, 77 West Jackson Blvd., Chicago, Illinois 60604, Attention: Water Enforcement and Compliance Assurance Branch, and shall be in the format set forth in IEPA's POTW Pretreatment Report Package which contains information regarding:
- a. An updated listing of the Permittee's significant industrial users, indicating additions and deletions from the previous year, along with brief explanations for deletions. The list shall specify which categorical Pretreatment standards, if any, are applicable to each Industrial User.
 - b. A descriptive summary of the compliance activities including numbers of any major enforcement actions, (i.e., administrative orders, penalties, civil actions, etc.), and the outcome of those actions. This includes an assessment of the compliance status of the Permittee's industrial users and the effectiveness of the Permittee's Pretreatment Program in meeting its needs and objectives.
 - c. A description of all substantive changes made to the Permittee's Pretreatment Program. Changes which are "substantial modifications" as described in 40 CFR § 403.18(c) must receive prior approval from the USEPA.
 - d. Results of sampling and analysis of POTW influent, effluent, and sludge.
 - e. A summary of the findings from the priority pollutants sampling. As sufficient data becomes available the IEPA may modify this Permit to incorporate additional requirements relating to the evaluation, establishment, and enforcement of local limits for organic pollutants. Any permit modification is subject to formal due process procedures pursuant to State and Federal law and regulation. Upon a determination that an organic pollutant is present that causes interference or pass through, the Permittee shall establish local limits as required by 40 CFR § 403.5(c).

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2. The Permittee shall maintain all pretreatment data and records for a minimum of three (3) years. This period shall be extended during the course of unresolved litigation or when requested by the IEPA or the Regional Administrator of USEPA. Records shall be available to USEPA and the IEPA upon request.
3. The Permittee shall establish public participation requirements of 40 CFR 25 in implementation of its Pretreatment Program. The Permittee shall at least annually, publish the names of all IU's which were in significant noncompliance (SNC), as defined by 40 CFR § 403.8(f)(2)(viii), in a newspaper of general circulation that provides meaningful public notice within the jurisdictions served by the Permittee or based on any more restrictive definition of SNC that the POTW may be using.
4. The Permittee shall provide written notification to the USEPA, Region 5, 77 West Jackson Blvd., Chicago Illinois 60604, Attention: NPDES Programs Branch and to the Deputy Counsel for the Division of Water Pollution Control, IEPA, 1021 North Grand Avenue East, P.O. Box 19276, Springfield, Illinois 62794-9276 within five (5) days of receiving notice that any Industrial User of its sewage treatment plant is appealing to the Circuit Court any condition imposed by the Permittee in any permit issued to the Industrial User by Permittee. A copy of the Industrial User's appeal and all other pleadings filed by all parties shall be mailed to the Deputy Counsel within five (5) days of the pleadings being filed in Circuit Court.

C. Monitoring Requirements

1. The Permittee shall monitor its influent, effluent and sludge and report concentrations of the following parameters on monitoring report forms provided by the IEPA and include them in its annual report. Samples shall be taken at quarterly intervals at the indicated reporting limit or better and consist of a 24-hour composite unless otherwise specified below. Sludge samples shall be taken of final sludge and consist of a grab sample reported on a dry weight basis.

STORET CODE	PARAMETER	Minimum reporting limit
01097	Antimony	0.07 mg/L
01002	Arsenic	0.05 mg/L
01007	Barium	0.5 mg/L
01012	Beryllium	0.005 mg/L
01027	Cadmium	0.001 mg/L
01032	Chromium (hex) (grab not to exceed 24 hours)*	0.01 mg/L
01034	Chromium (total)	0.05 mg/L
01042	Copper	0.005 mg/L
00722	Cyanide (grab)* (available**** or amenable to chlorination)	5.0 ug/L
00720	Cyanide (total) (grab)	5.0 ug/L
00951	Fluoride*	0.1 mg/L
01045	Iron (total)	0.5 mg/L
01046	Iron (Dissolved)*	0.5 mg/L
01051	Lead	0.05 mg/L
01055	Manganese	0.5 mg/L
71900	Mercury (effluent grab)***	1.0 ng/L**
01067	Nickel	0.005 mg/L
00556	Oil (hexane soluble or equivalent) (Grab Sample only)*	5.0 mg/L
32730	Phenols (grab)	0.005 mg/L
01147	Selenium	0.005 mg/L
01077	Silver (total)	0.003 mg/L
01059	Thallium	0.3 mg/L
01092	Zinc	0.025 mg/L

Minimum reporting limits are defined as – (1) The minimum value below which data are documented as non-detects. (2) Three to ten times the method detection limit. (3) The minimum value of the calibration range.

All sample containers, preservatives, holding times, analyses, method detection limit determinations and quality assurance/quality control requirements shall be in accordance with 40 CFR 136.

* Influent and effluent only

**1 ng/L = 1 part per trillion.

***Utilize USEPA Method 1631E and the digestion procedure described in Section 11.1.1.2 of 1631E, other approved methods may be used for influent (composite) and sludge.

****USEPA Method OIA – 1677.

Unless otherwise indicated, concentrations refer to the total amount of the constituent present in all phases, whether solid, suspended or dissolved, elemental or combined including all oxidation states. Where constituents are commonly measured as other than total, the phase is so indicated.

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2. The Permittee shall conduct an analysis for the one hundred and ten (110) organic priority pollutants identified in 40 CFR 122 Appendix D, Table II as amended. This monitoring shall be done annually and reported on monitoring report forms provided by the IEPA and shall consist of the following:
 - a. The influent and effluent shall be sampled and analyzed for the one hundred and ten (110) organic priority pollutants. The sampling shall be done during a day when industrial discharges are expected to be occurring at normal to maximum levels.

Samples for the analysis of acid and base/neutral extractable compounds shall be 24-hour composites.

Five (5) grab samples shall be collected each monitoring day to be analyzed for volatile organic compounds. A single analysis for volatile pollutants (Method 624) may be run for each monitoring day by compositing equal volumes of each grab sample directly in the GC purge and trap apparatus in the laboratory, with no less than one (1) mL of each grab included in the composite.

Wastewater samples must be handled, prepared, and analyzed by GC/MS in accordance with USEPA Methods 624 and 625 of 40 CFR 136 as amended.
 - b. The sludge shall be sampled and analyzed for the one hundred and ten (110) organic priority pollutants. A sludge sample shall be collected concurrent with a wastewater sample and taken as final sludge.

Sampling and analysis shall conform to USEPA Methods 624 and 625 unless an alternate method has been approved by IEPA.
 - c. Sample collection, preservation and storage shall conform to approved USEPA procedures and requirements.
3. In addition, the Permittee shall monitor any new toxic substances as defined by the Clean Water Act, as amended, following notification by the IEPA.
4. Permittee shall report any noncompliance with effluent or water quality standards in accordance with Standard Condition 12(f) of this Permit.
5. Analytical detection limits shall be in accordance with 40 CFR 136. Minimum detection limits for sludge analyses shall be in accordance with 40 CFR 503.

D. Pretreatment Reporting

USEPA Region 5 is the Approval Authority for administering the pretreatment program in Illinois. All requests for modification of treatment program elements should be submitted in redline/strikeout electronic format and must be sent to USEPA at r5npdes@epa.gov.

Permittee shall upon notice from USEPA, modify any pretreatment program element found to be inconsistent with 40 CFR 403.

SPECIAL CONDITION 11. The Permittee has undergone a Monitoring Reduction review and the influent and effluent sample frequency has been reduced for parameters due to sustained compliance. The IEPA may require that the influent and effluent sampling frequency for these parameters be increased without Public Notice. This provision does not limit EPA's authority to require additional monitoring, information or studies pursuant to Section 308 of the CWA.

SPECIAL CONDITION 12. During January of each year the Permittee shall submit annual fiscal data regarding sewerage system operations to the Illinois Environmental Protection Agency/Division of Water Pollution Control/Compliance Assurance Section. The Permittee may use any fiscal year period provided the period ends within twelve (12) months of the submission date.

Submission shall be on forms provided by IEPA titled "Fiscal Report Form For NPDES Permittees".

SPECIAL CONDITION 13. For the duration of this Permit, the Permittee shall determine the quantity of sludge produced by the treatment facility in dry tons or gallons with average percent total solids analysis. The Permittee shall maintain adequate records of the quantities of sludge produced and have said records available for IEPA inspection. The Permittee shall submit to the IEPA, at a minimum, a semi-annual summary report of the quantities of sludge generated and disposed of, in units of dry tons or gallons (average total percent solids) by different disposal methods including but not limited to application on farmland, application on reclamation land, landfilling, public distribution, dedicated land disposal, sod farms, storage lagoons or any other specified disposal method. Said reports shall be submitted to the IEPA by January 31 and July 31 of each year reporting the preceding January thru June and July thru December interval of sludge disposal operations.

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Duty to Mitigate. The Permittee shall take all reasonable steps to minimize any sludge use or disposal in violation of this Permit.

Sludge monitoring must be conducted according to test procedures approved under 40 CFR 136 unless otherwise specified in 40 CFR 503, unless other test procedures have been specified in this Permit.

Planned Changes. The Permittee shall give notice to the IEPA on the semi-annual report of any changes in sludge use and disposal.

The Permittee shall retain records of all sludge monitoring, and reports required by the Sludge Permit as referenced in Standard Condition 25 for a period of at least five (5) years from the date of this Permit.

If the Permittee monitors any pollutant more frequently than required by the Sludge Permit, the results of this monitoring shall be included in the reporting of data submitted to the IEPA.

The Permittee shall comply with existing federal regulations governing sewage sludge use or disposal and shall comply with all existing applicable regulations in any jurisdiction in which sewage sludge is actually used or disposed.

The Permittee shall comply with standards for sewage sludge use or disposal established under Section 405(d) of the CWA within the time provided in the regulations that establish the standards for sewage sludge use or disposal even if the permit has not been modified to incorporate the requirement.

The Permittee shall ensure that the applicable requirements in 40 CFR Part 503 are met when the sewage sludge is applied to the land, placed on a surface disposal site, or fired in a sewage sludge incinerator.

Monitoring reports for sludge shall be reported on the form titled "Sludge Management Reports" to the following address:

Illinois Environmental Protection Agency
Bureau of Water
Compliance Assurance Section
Mail Code #19
1021 North Grand Avenue East
Post Office Box 19276
Springfield, Illinois 62794-9276

SPECIAL CONDITION 14. This Permit may be modified to include alternative or additional final effluent limitations pursuant to an approved Total Maximum Daily Load (TMDL) Study or upon completion of an alternate Water Quality Study.

SPECIAL CONDITION 15. The Permittee shall operate the facilities designed for biological nutrient removal (BNR). Monitoring for Total Nitrogen is required to document the actual total nitrogen effluent concentration. The Permittee shall monitor the effluent for total nitrogen once per month. The monitoring shall be a composite sample and the results reported as a daily maximum on the Permittee's Discharge Monitoring Forms.

SPECIAL CONDITION 16. The Permittee shall conduct biomonitoring of the effluent from Discharge Number(s) 001.

Biomonitoring

- A. Acute Toxicity - Standard definitive acute toxicity tests shall be run on at least two trophic levels of aquatic species (fish, invertebrate) representative of the aquatic community of the receiving stream. Testing must be consistent with Methods for Measuring the Acute Toxicity of Effluents and Receiving Waters to Freshwater and Marine Organisms (Fifth Ed.) EPA/821-R-02-012. Unless substitute tests are pre-approved; the following tests are required:
1. Fish - 96 hour static LC₅₀ Bioassay using fathead minnows (*Pimephales promelas*).
 2. Invertebrate 48-hour static LC₅₀ Bioassay using *Ceriodaphnia*.
- B. Testing Frequency - The above tests shall be conducted using 24-hour composite samples unless otherwise authorized by the IEPA. Samples must be collected in the 18th, 15th, 12th, and 9th month prior to the expiration date of this Permit.
- C. Reporting - Results shall be reported according to EPA/821-R-02-012, Section 12, Report Preparation, and shall be submitted to IEPA, Bureau of Water, Compliance Assurance Section within one week of receipt from the laboratory. Reports are due to the IEPA no later than the 16th, 13th, 10th, and 7th month prior to the expiration date of this Permit.
- D. Toxicity - Should a bioassay result in toxicity to >20% of organisms test in the 100% effluent treatment, the IEPA may require, upon notification, six (6) additional rounds of monthly testing on the affected organism(s) to be initiated within 30 days of the toxic

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bioassay. Results shall be submitted to IEPA within (1) week of becoming available to the Permittee. Should any of the additional bioassays result in toxicity to $\geq 50\%$ of organisms tested in the 100% effluent treatments, the Permittee shall immediately notify IEPA in writing of the test results.

- E. Toxicity Reduction Evaluation and Identification - Should the biomonitoring program identify toxicity and result in notification by IEPA, the permittee shall develop a plan for toxicity reduction evaluation and identification. The plan shall be developed and implemented in accordance with Toxicity Reduction Evaluation Guidance for Municipal Wastewater Treatment Plants, EPA/833B-99/002, and shall include an evaluation to determine which chemicals have a potential for being discharged in the plant wastewater, a monitoring program to determine their presence or absence and to identify other compounds which are not being removed by treatment, and other measures as appropriate. The Permittee shall submit to the IEPA its plan within ninety (90) days following notification by the IEPA. The Permittee shall implement the plan within ninety (90) days of notification of the permittee above or other such date as is received by letter from IEPA.

The IEPA may modify this Permit during its term to incorporate additional requirements or limitations based on the results of the biomonitoring. In addition, after review of the monitoring results and toxicity reduction evaluation, the IEPA may modify this Permit to include numerical limitations for specific toxic pollutants and additional whole effluent toxicity monitoring to confirm the results of the evaluation. Modifications under this condition shall follow public notice and opportunity for hearing.

SPECIAL CONDITION 17.

1. The Permittee shall participate in the DuPage River Salt Creek Workgroup (DRSCW). The Permittee shall work with other watershed members of the DRSCW to determine the most cost effective means to remove dissolved oxygen (DO) and offensive condition impairments in the DRSCW watersheds.
2. The Permittee shall ensure that the following projects and activities set out in the DRSCW Implementation Plan (April 16, 2015), are completed (either by the permittee or through the DRSCW) by the schedule dates set forth below; and that the short term objectives are achieved for each by the time frames identified below:

Project Name	Completion Date	Short Term Objectives	Long Term Objectives
Oak Meadows Golf Course dam removal	December 31, 2016	Improve DO	Improve fish passage
Oak Meadows Golf Course stream restoration	December 31, 2017	Improve aquatic habitat (QHEI), reduce inputs of nutrients and sediment	Raise miBi
Fawell Dam Modification	December 31, 2018	Modify dam to allow fish passage	Raise fiBi upstream of structure
Spring Brook Restoration and dam removal	December 31, 2019	Improve aquatic habitat (QHEI), reduce inputs of nutrients and sediment	Raise miBi and fiBi
Fullersburg Woods dam modification concept plan development	December 31, 2016	Identify conceptual plan for dam modification and stream restoration	Build consensus among plan stakeholders
Fullersburg Woods dam modification	December 31, 2021	Improve DO, improve aquatic habitat (QHEI)	Raise miBi and fiBi
Fullersburg Woods dam modification area stream restoration	December 31, 2022	Improve aquatic habitat (QHEI), reduce inputs of nutrients and sediment	Raise miBi and fiBi

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Southern West Branch Physical Enhancement	December 31, 2022	Improve aquatic habitat (QHEI)	Raise miBi and fiBi
Southern East Branch Stream Enhancement	December 31, 2023	Improve aquatic habitat (QHEI), reduce inputs of nutrients and sediment	Raise miBi and fiBi
QUAL 2K East Branch and Salt Creek	December 31, 2023	Collect new baseline data and update model	Quantify improvements in watershed. Identify next round of projects for years beyond 2024.
NPS Phosphorus Feasibility Analysis	December 31, 2021	Assess NPS performance from reductions leaf litter and street sweeping	Reduce NPS contributions to lowest practical levels

3. The Permittee shall participate in implementation of a watershed Chloride Reduction Program, either directly or through the DRSCW. The program shall work to decrease DRSCW watershed public agency chloride application rates used for winter road safety, with the objective of decreasing watershed chloride loading. The Permittee shall submit an annual report on the annual implementation of the program identifying the practices deployed, chloride application rates, estimated reductions achieved, analyses of watershed chloride loads, precipitation, air temperature conditions and relative performance compared to a baseline condition. The report shall be provided to the Agency by March 31 of each year reflecting the Chloride Abatement Program performance for the preceding year (example: 2015-16 winter season report shall be submitted no later than March 31, 2017). The Permittee may work cooperatively with the DRSCW to prepare a single annual progress report that is common among DRSCW permittees.
4. The Permittee shall submit an annual progress report on the projects listed in the table of paragraph 2 above to the Agency by March 31 of each year. The report shall include project implementation progress. The Permittee may work cooperatively with the DRSCW to prepare a single annual progress report that is common among DRSCW permittees.
5. The Permittee shall develop a written Phosphorus Discharge Optimization Plan. In developing the plan, the Permittee shall evaluate a range of measures for reducing phosphorus discharges from the treatment plant, including possible source reduction measures, operational improvements, and minor low cost facility modifications that will optimize reductions in phosphorus discharges from the wastewater treatment facility. The permittee's evaluation shall include, but not necessarily be limited to, an evaluation of the following optimization measures:
 - a. WWTF influent reduction measures.
 - i. Evaluate the phosphorus reduction potential of users.
 - ii. Determine which sources have the greatest opportunity for reducing phosphorus (e.g., industrial, commercial, institutional, municipal, and others).
 1. Determine whether known sources (e.g., restaurant and food preparation) can adopt phosphorus minimization and water conservation plans.
 2. Evaluate implementation of local limits on influent sources of excessive phosphorus.
 - b. WWTF effluent reduction measures.
 - i. Reduce phosphorus discharges by optimizing existing treatment processes without causing non-compliance with permit effluent limitations or adversely impacting stream health.
 1. Adjust the solids retention time for biological phosphorus removal.
 2. Adjust aeration rates to reduce DO and promote biological phosphorus removal.
 3. Change aeration settings in plug flow basins by turning off air or mixers at the inlet side

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of the basin system.

4. Minimize impact on recycle streams by improving aeration within holding tanks.
 5. Adjust flow through existing basins to enhance biological nutrient removal.
 6. Increase volatile fatty acids for biological phosphorus removal.
6. Within 24 months of the effective date of this permit, the Permittee shall finalize the written Phosphorus Discharge Optimization Evaluation Plan and submit it to IEPA. The plan shall include a schedule for implementing all of the evaluated optimization measures that can practically be implemented and include a report that explains the basis for rejecting any measure that was deemed impractical. The schedule for implementing all practical measures shall be no longer than 36 months after the effective date of this permit. The Permittee shall implement the measures set forth in the Phosphorus Discharge Optimization Plan in accordance with the schedule set forth in that Plan. The Permittee shall modify the Plan to address any comments that it receives from IEPA and shall implement the modified plan in accordance with the schedule therein.

Annual progress reports on the optimization of the existing treatment facilities shall be submitted to the Agency by March 31 of each year beginning 24 months from the effective date of the permit.

7. The Permittee shall, within 24 months of the effective date of this permit, complete a feasibility study that evaluates the timeframe, and construction and O & M costs of reducing phosphorus levels in its discharge to a level consistently meeting a limit of 1 mg/L, 0.5 mg/L and 0.1 mg/L utilizing a range of treatment technologies including, but not necessarily limited to, biological phosphorus removal, chemical precipitation, or a combination of the two. The study shall evaluate the construction and O & M costs of the different treatment technologies for these limits on a monthly, seasonal, and annual average basis. For each technology and each phosphorus discharge level evaluated, the study shall also evaluate the amount by which the Permittee's typical household annual sewer rates would increase if the Permittee constructed and operated the specific type of technology to achieve the specific phosphorus discharge level. Within 24 months of the effective date of this Permit, the Permittee shall submit to the Agency and the DRSCW a written report summarizing the results of the study.
8. Total phosphorus in the effluent shall be limited as follows:
- a. If the Permittee will use chemical precipitation to achieve the limit, the effluent limitation shall be 1.0 mg/L on a monthly average basis, effective 10 years after the effective date of this permit unless the Agency approves and reissues or modifies the permit to include an alternate phosphorus reduction program pursuant to paragraph c or d below that is fully implemented within 10 years of the effective date of this permit.
 - b. If the Permittee will primarily use biological phosphorus removal to achieve the limit, the effluent limitation shall be 1.0 mg/L monthly average to be effective 11 years after the effective date of this permit unless the Agency approves and reissues or modifies the permit to include an alternate phosphorus reduction program pursuant to paragraph c or d below that is fully implemented within 11 years of the effective date of this permit.
 - c. The Agency may modify this permit if the DRSCW has developed and implemented a trading program for POTWs in the DRSCW watersheds, providing for reallocation of allowed phosphorus loadings between two or more POTWs in the DRSCW watersheds, that delivers the same results of overall watershed phosphorus point-source reduction and loading anticipated from the uniform application of the applicable 1.0 mg/L monthly average effluent limitation among the POTW permits in the DRSCW watersheds and removes DO and offensive condition impairments and meet the applicable dissolved oxygen criteria in 35 IL Adm. Code 302.206 and the narrative offensive aquatic algae criteria in 35 IL Adm. Code 302.203.
 - d. The Agency may modify this permit if the DRSCW has demonstrated and implemented an alternate means of reducing watershed phosphorus loading to a comparable result within the timeframe of the schedule of this condition and removes DO and offensive condition impairments and meet the applicable dissolved oxygen criteria in 35 IL Adm. Code 302.206 and the narrative offensive aquatic algae criteria in 35 IL Adm. Code 302.203.
9. The Permittee shall monitor the wastewater effluent, consistent with the monitoring requirements on Page 2 of this permit, for total phosphorus, dissolved phosphorus, nitrate/nitrite, total Kjeldahl nitrogen (TKN), ammonia, total nitrogen (calculated), alkalinity and temperature at least once a month. The Permittee shall monitor the wastewater influent for total phosphorus and total nitrogen at least once a month. The results shall be submitted on NetDMRs to the Agency unless otherwise specified by the Agency.
10. The Permittee shall submit a Nutrient Implementation Plan (NIP) for the DRSCW watersheds that identifies phosphorus input reductions by point source discharges, non-point source discharges and other measures necessary to remove DO and offensive condition impairments and meet the applicable dissolved oxygen criteria in 35 IL Adm. Code 302.206 and the narrative offensive

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aquatic algae criteria in 35 IL Adm. Code 302.203. The NIP shall also include a schedule for implementation of the phosphorus input reductions and other measures.

The Permittee may work cooperatively with the DRSCW to prepare a single NIP that is common among DRSCW permittees. The NIP shall be submitted to the Agency by December 31, 2023.

SPECIAL CONDITION 18. The Permittee shall work towards the goals of achieving no discharges from sanitary sewer overflows or basement back-ups and ensuring that overflows or back-ups, when they do occur do not cause or contribute to violations of applicable standards or cause impairment in any adjacent receiving water. Overflows from sanitary sewers are expressly prohibited by this permit and by Ill. Adm. Code 306.304. In order to accomplish these goals of complying with this prohibition and mitigating the adverse impacts of any such overflows if they do occur, the Permittee shall (A) identify and report to IEPA all SSOs that occur and (B) develop, implement and submit to the IEPA a Capacity, Management, Operations, and Maintenance (CMOM) plan which includes an Asset Management strategy within twenty four (24) months of the effective date of this Permit or review and revise any existing plan accordingly. The permittee shall modify the Plan to incorporate any comments that it receives from IEPA and shall implement the modified plan as soon as possible. The Permittee should work as appropriate, in consultation with affected authorities at the local, county, and/or state level to develop the plan components involving third party notification of overflow events. The Permittee may be required to construct additional sewage transport and/or treatment facilities in future permits or other enforceable documents should the implemented CMOM plan indicate that the Permittee's facilities are not capable of conveying and treating the flow for which they were designed.

The CMOM plan shall include the following elements:

a. Measures and Activities:

1. A complete map and system inventory for the collection system owned and operated by the Permittee;
2. Organizational structure; budgeting; training of personnel; legal authorities; schedules for maintenance, sewer system cleaning, and preventative rehabilitation; checklists, and mechanisms to ensure that preventative maintenance is performed on equipment owned and operated by the Permittee;
3. Documentation of unplanned maintenance;
4. An assessment of the capacity of the collection and treatment system owned and operated by the Permittee at critical junctions and immediately upstream of locations where overflows and back-ups occur or are likely to occur; use flow monitoring as necessary;
5. Identification and prioritization of structural deficiencies in the system owned and operated by the Permittee;
6. Operational control, including documented system control procedures, scheduled inspections and testing;
7. The Permittee shall develop and implement an Asset Management strategy to ensure the long-term sustainability of the collection system. Asset management shall be used to assist the Permittee in making decisions on when it is most appropriate to repair, replace or rehabilitate particular assets and develop long-term funding strategies; and
8. Asset management shall include but is not limited to the following elements:
 - a. Asset Inventory and State of the Asset;
 - b. Level of Service;
 - c. Critical Asset Identification;
 - d. Life Cycle Cost; and
 - e. Long-Term Funding Strategy.

b. Design and Performance Provisions:

1. Monitor the effectiveness of CMOM;
2. Upgrade the elements of the CMOM plan as necessary; and
3. Maintain a summary of CMOM activities.

c. Overflow Response Plan:

1. Know where overflows and back-ups within the facilities owned and operated by the Permittee occur;
2. Respond to each overflow or back-up to determine additional actions such as clean up; and
3. Locations where basement back-ups and/or sanitary sewer overflows occur shall be evaluated as soon as practicable for excessive inflow /infiltration, obstructions or other causes of overflows or back-ups as set forth in the System Evaluation Plan.

d. System Evaluation Plan:

1. Summary of existing SSO and Excessive I/I areas in the system and sources of contribution;
2. Evaluate plans to reduce I/I and eliminate SSOs;
3. Special provisions for Pump Stations and force mains and other unique system components; and
4. Construction plans and schedules for correction.

e. Reporting and Monitoring Requirements:

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1. Program for SSO detection and reporting; and
 2. Program for tracking and reporting basement back-ups, including general public complaints.
- f. Third Party Notice Plan:
1. Describes how, under various overflow scenarios, the public, as well as other entities, would be notified of overflows within the Permittee's system that may endanger public health, safety or welfare;
 2. Identifies overflows within the Permittee's system that would be reported, giving consideration to various types of events including events with potential widespread impacts;
 3. Identifies who shall receive the notification;
 4. Identifies the specific information that would be reported including actions that will be taken to respond to the overflow;
 5. Includes a description of the lines of communication; and
 6. Includes the identities and contact information of responsible POTW officials and local, county, and/or state level officials.

For additional information concerning USEPA CMOM guidance and Asset Management please refer to the following web site addresses.
http://www.epa.gov/npdes/pubs/cmom_guide_for_collection_systems.pdf and
http://water.epa.gov/type/watersheds/wastewater/upload/guide_smallsystems_assetmanagement_bestpractices.pdf

SPECIAL CONDITION 19. BOD₅ and Suspended Solids (85% removal required) For Discharge No. 001: In accordance with 40 CFR 133, the 30-day average percent removal shall not be less than 85 percent except as provided in Sections 133.103 and 133.105. The percent removal need not be reported to the IEPA on DMRs but influent and effluent data must be available, as required elsewhere in this Permit, for IEPA inspection and review. For measuring compliance with this requirement, 5 mg/L shall be added to the effluent CBOD₅ concentration to determine the effluent BOD₅ concentration.

Percent removal is a percentage expression of the removal efficiency across a treatment plant for a given pollutant parameter, as determined from the 30-day average values of the raw wastewater influent concentrations to the facility and the 30-day average values of the effluent pollutant concentrations for a given time period.

SPECIAL CONDITION 20. The Permittee may collect data in support of developing site-specific effluent limitations for ammonia nitrogen. Instream monitoring for pH and temperature would be required. Samples should be taken downstream at a point representative of substantial mixing with the receiving stream below the surface. A monitoring plan must be submitted to the Agency for approval which indicates the location, sample frequency, and the duration of the monitoring program. Should the instream monitoring data indicate that less stringent ammonia nitrogen effluent limitations are protective of the receiving stream, this Permit may be modified to include alternate ammonia nitrogen effluent limitations designed to prevent exceedances of the ammonia nitrogen water quality standards.

Attachment H

Standard Conditions

Definitions

Act means the Illinois Environmental Protection Act, 415 ILCS 5 as Amended.

Agency means the Illinois Environmental Protection Agency.

Board means the Illinois Pollution Control Board.

Clean Water Act (formerly referred to as the Federal Water Pollution Control Act) means Pub. L 92-500, as amended. 33 U.S.C. 1251 et seq.

NPDES (National Pollutant Discharge Elimination System) means the national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under Sections 307, 402, 318 and 405 of the Clean Water Act.

USEPA means the United States Environmental Protection Agency.

Daily Discharge means the discharge of a pollutant measured during a calendar day or any 24-hour period that reasonably represents the calendar day for purposes of sampling. For pollutants with limitations expressed in units of mass, the "daily discharge" is calculated as the total mass of the pollutant discharged over the day. For pollutants with limitations expressed in other units of measurements, the "daily discharge" is calculated as the average measurement of the pollutant over the day.

Maximum Daily Discharge Limitation (daily maximum) means the highest allowable daily discharge.

Average Monthly Discharge Limitation (30 day average) means the highest allowable average of daily discharges over a calendar month, calculated as the sum of all daily discharges measured during a calendar month divided by the number of daily discharges measured during that month.

Average Weekly Discharge Limitation (7 day average) means the highest allowable average of daily discharges over a calendar week, calculated as the sum of all daily discharges measured during a calendar week divided by the number of daily discharges measured during that week.

Best Management Practices (BMPs) means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the State. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Aliquot means a sample of specified volume used to make up a total composite sample.

Grab Sample means an individual sample of at least 100 milliliters collected at a randomly-selected time over a period not exceeding 15 minutes.

24-Hour Composite Sample means a combination of at least 8 sample aliquots of at least 100 milliliters, collected at periodic intervals during the operating hours of a facility over a 24-hour period.

8-Hour Composite Sample means a combination of at least 3 sample aliquots of at least 100 milliliters, collected at periodic intervals during the operating hours of a facility over an 8-hour period.

Flow Proportional Composite Sample means a combination of sample aliquots of at least 100 milliliters collected at periodic intervals such that either the time interval between each aliquot or the volume of each aliquot is proportional to either the stream flow at the time of sampling or the total stream flow since the collection of the previous aliquot.

- (1) **Duty to comply.** The permittee must comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the Act and is grounds for enforcement action, permit termination, revocation and reissuance, modification, or for denial of a permit renewal application. The permittee shall comply with effluent standards or prohibitions established under Section 307(a) of the Clean Water Act for toxic pollutants within the time provided in the regulations that establish these standards or prohibitions, even if the permit has not yet been modified to incorporate the requirements.
- (2) **Duty to reapply.** If the permittee wishes to continue an activity regulated by this permit after the expiration date of this permit, the permittee must apply for and obtain a new permit. If the permittee submits a proper application as required by the Agency no later than 180 days prior to the expiration date, this permit shall continue in full force and effect until the final Agency decision on the application has been made.
- (3) **Need to halt or reduce activity not a defense.** It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.
- (4) **Duty to mitigate.** The permittee shall take all reasonable steps to minimize or prevent any discharge in violation of this permit which has a reasonable likelihood of adversely affecting human health or the environment.
- (5) **Proper operation and maintenance.** The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with conditions of this permit. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory and process controls, including appropriate quality assurance procedures. This provision requires the operation of back-up, or auxiliary facilities, or similar systems only when necessary to achieve compliance with the conditions of the permit.
- (6) **Permit actions.** This permit may be modified, revoked and reissued, or terminated for cause by the Agency pursuant to 40 CFR 122.62 and 40 CFR 122.63. The filing of a request by the permittee for a permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance, does not stay any permit condition.
- (7) **Property rights.** This permit does not convey any property rights of any sort, or any exclusive privilege.
- (8) **Duty to provide information.** The permittee shall furnish to the Agency within a reasonable time, any information which the Agency may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit, or to determine compliance with the permit. The permittee shall also furnish to the Agency upon request information required to be kept by this permit.

- (9) **Inspection and entry.** The permittee shall allow an authorized representative of the Agency or USEPA (including an authorized contractor acting as a representative of the Agency or USEPA), upon the presentation of credentials and other documents as may be required by law, to:
- Enter upon the permittee's premises where a regulated facility or activity is located or conducted, or where records must be kept under the conditions of this permit;
 - Have access to and copy, at reasonable times, any records that must be kept under the conditions of this permit;
 - Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this permit; and
 - Sample or monitor at reasonable times, for the purpose of assuring permit compliance, or as otherwise authorized by the Act, any substances or parameters at any location.
- (10) **Monitoring and records.**
- Samples and measurements taken for the purpose of monitoring shall be representative of the monitored activity.
 - The permittee shall retain records of all monitoring information, including all calibration and maintenance records, and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this permit, and records of all data used to complete the application for this permit, for a period of at least 3 years from the date of this permit, measurement, report or application. Records related to the permittee's sewage sludge use and disposal activities shall be retained for a period of at least five years (or longer as required by 40 CFR Part 503). This period may be extended by request of the Agency or USEPA at any time.
 - Records of monitoring information shall include:
 - The date, exact place, and time of sampling or measurements;
 - The individual(s) who performed the sampling or measurements;
 - The date(s) analyses were performed;
 - The individual(s) who performed the analyses;
 - The analytical techniques or methods used; and
 - The results of such analyses.
 - Monitoring must be conducted according to test procedures approved under 40 CFR Part 136, unless other test procedures have been specified in this permit. Where no test procedure under 40 CFR Part 136 has been approved, the permittee must submit to the Agency a test method for approval. The permittee shall calibrate and perform maintenance procedures on all monitoring and analytical instrumentation at intervals to ensure accuracy of measurements.
- (11) **Signatory requirement.** All applications, reports or information submitted to the Agency shall be signed and certified.
- Application.** All permit applications shall be signed as follows:
 - For a corporation: by a principal executive officer of at least the level of vice president or a person or position having overall responsibility for environmental matters for the corporation;
 - For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or
 - For a municipality, State, Federal, or other public agency: by either a principal executive officer or ranking elected official.
 - Reports.** All reports required by permits, or other information requested by the Agency shall be signed by a person described in paragraph (a) or by a duly authorized representative of that person. A person is a duly

authorized representative only if:

- The authorization is made in writing by a person described in paragraph (a); and
 - The authorization specifies either an individual or a position responsible for the overall operation of the facility, from which the discharge originates, such as a plant manager, superintendent or person of equivalent responsibility; and
 - The written authorization is submitted to the Agency.
- (c) **Changes of Authorization.** If an authorization under (b) is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of (b) must be submitted to the Agency prior to or together with any reports, information, or applications to be signed by an authorized representative.
- (d) **Certification.** Any person signing a document under paragraph (a) or (b) of this section shall make the following certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

(12) **Reporting requirements.**

- Planned changes.** The permittee shall give notice to the Agency as soon as possible of any planned physical alterations or additions to the permitted facility. Notice is required when:
 - The alteration or addition to a permitted facility may meet one of the criteria for determining whether a facility is a new source pursuant to 40 CFR 122.29 (b); or
 - The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants which are subject neither to effluent limitations in the permit, nor to notification requirements pursuant to 40 CFR 122.42 (a)(1).
 - The alteration or addition results in a significant change in the permittee's sludge use or disposal practices, and such alteration, addition, or change may justify the application of permit conditions that are different from or absent in the existing permit, including notification of additional use or disposal sites not reported during the permit application process or not reported pursuant to an approved land application plan.
- Anticipated noncompliance.** The permittee shall give advance notice to the Agency of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements.
- Transfers.** This permit is not transferable to any person except after notice to the Agency.
- Compliance schedules.** Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule of this permit shall be submitted no later than 14 days following each schedule date.
- Monitoring reports.** Monitoring results shall be reported at the intervals specified elsewhere in this permit.
 - Monitoring results must be reported in the Monitoring Report (DMR).

- (2) If the permittee monitors any pollutant more frequently than required by the permit, using test procedures approved under 40 CFR 136 or as specified in the permit, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the DMR.
- (3) Calculations for all limitations which require averaging of measurements shall utilize an arithmetic mean unless otherwise specified by the Agency in the permit.
- (f) **Twenty-four hour reporting.** The permittee shall report any noncompliance which may endanger health or the environment. Any information shall be provided orally within 24-hours from the time the permittee becomes aware of the circumstances. A written submission shall also be provided within 5 days of the time the permittee becomes aware of the circumstances. The written submission shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and time; and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance. The following shall be included as information which must be reported within 24-hours:
- (1) Any unanticipated bypass which exceeds any effluent limitation in the permit.
 - (2) Any upset which exceeds any effluent limitation in the permit.
 - (3) Violation of a maximum daily discharge limitation for any of the pollutants listed by the Agency in the permit or any pollutant which may endanger health or the environment.
- The Agency may waive the written report on a case-by-case basis if the oral report has been received within 24-hours.
- (g) **Other noncompliance.** The permittee shall report all instances of noncompliance not reported under paragraphs (12) (d), (e), or (f), at the time monitoring reports are submitted. The reports shall contain the information listed in paragraph (12) (f).
- (h) **Other information.** Where the permittee becomes aware that it failed to submit any relevant facts in a permit application, or submitted incorrect information in a permit application, or in any report to the Agency, it shall promptly submit such facts or information.
- (13) **Bypass.**
- (a) Definitions.
 - (1) Bypass means the intentional diversion of waste streams from any portion of a treatment facility.
 - (2) Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
 - (b) Bypass not exceeding limitations. The permittee may allow any bypass to occur which does not cause effluent limitations to be exceeded, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provisions of paragraphs (13)(c) and (13)(d).
 - (c) Notice.
 - (1) Anticipated bypass. If the permittee knows in advance of the need for a bypass, it shall submit prior notice, if possible at least ten days before the date of the bypass.
 - (2) Unanticipated bypass. The permittee shall submit notice of an unanticipated bypass as required in paragraph (12)(f) (24-hour notice).
 - (d) Prohibition of bypass.
 - (1) Bypass is prohibited, and the Agency may take enforcement action against a permittee for bypass, unless:
 - (i) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
 - (ii) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
 - (iii) The permittee submitted notices as required under paragraph (13)(c).
 - (2) The Agency may approve an anticipated bypass, after considering its adverse effects, if the Agency determines that it will meet the three conditions listed above in paragraph (13)(d)(1).
- (14) **Upset.**
- (a) Definition. Upset means an exceptional incident in which there is unintentional and temporary noncompliance with technology based permit effluent limitations because of factors beyond the reasonable control of the permittee. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
 - (b) Effect of an upset. An upset constitutes an affirmative defense to an action brought for noncompliance with such technology based permit effluent limitations if the requirements of paragraph (14)(c) are met. No determination made during administrative review of claims that noncompliance was caused by upset, and before an action for noncompliance, is final administrative action subject to judicial review.
 - (c) Conditions necessary for a demonstration of upset. A permittee who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
 - (1) An upset occurred and that the permittee can identify the cause(s) of the upset;
 - (2) The permitted facility was at the time being properly operated; and
 - (3) The permittee submitted notice of the upset as required in paragraph (12)(f)(2) (24-hour notice).
 - (4) The permittee complied with any remedial measures required under paragraph (4).
 - (d) Burden of proof. In any enforcement proceeding the permittee seeking to establish the occurrence of an upset has the burden of proof.
- (15) **Transfer of permits.** Permits may be transferred by modification or automatic transfer as described below:
- (a) Transfers by modification. Except as provided in paragraph (b), a permit may be transferred by the permittee to a new owner or operator only if the permit has been modified or revoked and reissued pursuant to 40 CFR 122.62 (b) (2), or a minor modification made pursuant to 40 CFR 122.63 (d), to identify the new permittee and incorporate such other requirements as may be necessary under the Clean Water Act.

- (b) Automatic transfers. As an alternative to transfers under paragraph (a), any NPDES permit may be automatically transferred to a new permittee if:
- (1) The current permittee notifies the Agency at least 30 days in advance of the proposed transfer date;
 - (2) The notice includes a written agreement between the existing and new permittees containing a specified date for transfer of permit responsibility, coverage and liability between the existing and new permittees; and
 - (3) The Agency does not notify the existing permittee and the proposed new permittee of its intent to modify or revoke and reissue the permit. If this notice is not received, the transfer is effective on the date specified in the agreement.
- (16) All manufacturing, commercial, mining, and silvicultural dischargers must notify the Agency as soon as they know or have reason to believe:
- (a) That any activity has occurred or will occur which would result in the discharge of any toxic pollutant identified under Section 307 of the Clean Water Act which is not limited in the permit, if that discharge will exceed the highest of the following notification levels:
 - (1) One hundred micrograms per liter (100 ug/l);
 - (2) Two hundred micrograms per liter (200 ug/l) for acrolein and acrylonitrile; five hundred micrograms per liter (500 ug/l) for 2,4-dinitrophenol and for 2-methyl-4,6 dinitrophenol; and one milligram per liter (1 mg/l) for antimony.
 - (3) Five (5) times the maximum concentration value reported for that pollutant in the NPDES permit application; or
 - (4) The level established by the Agency in this permit.
 - (b) That they have begun or expect to begin to use or manufacture as an intermediate or final product or byproduct any toxic pollutant which was not reported in the NPDES permit application.
- (17) All Publicly Owned Treatment Works (POTWs) must provide adequate notice to the Agency of the following:
- (a) Any new introduction of pollutants into that POTW from an indirect discharge which would be subject to Sections 301 or 306 of the Clean Water Act if it were directly discharging those pollutants; and
 - (b) Any substantial change in the volume or character of pollutants being introduced into that POTW by a source introducing pollutants into the POTW at the time of issuance of the permit.
 - (c) For purposes of this paragraph, adequate notice shall include information on (i) the quality and quantity of effluent introduced into the POTW, and (ii) any anticipated impact of the change on the quantity or quality of effluent to be discharged from the POTW.
- (18) If the permit is issued to a publicly owned or publicly regulated treatment works, the permittee shall require any industrial user of such treatment works to comply with federal requirements concerning:
- (a) User charges pursuant to Section 204 (b) of the Clean Water Act, and applicable regulations appearing in 40 CFR 35;
 - (b) Toxic pollutant effluent standards and pretreatment standards pursuant to Section 307 of the Clean Water Act; and
 - (c) Inspection, monitoring and entry pursuant to Section 308 of the Clean Water Act.
- (19) If an applicable standard or limitation is promulgated under Section 301(b)(2)(C) and (D), 304(b)(2), or 307(a)(2) and that effluent standard or limitation is more stringent than any effluent limitation in the permit, or controls a pollutant not limited in the permit, the permit shall be promptly modified or revoked, and reissued to conform to that effluent standard or limitation.
- (20) Any authorization to construct issued to the permittee pursuant to 35 Ill. Adm. Code 309.154 is hereby incorporated by reference as a condition of this permit.
- (21) The permittee shall not make any false statement, representation or certification in any application, record, report, plan or other document submitted to the Agency or the USEPA, or required to be maintained under this permit.
- (22) The Clean Water Act provides that any person who violates a permit condition implementing Sections 301, 302, 306, 307, 308, 318, or 405 of the Clean Water Act is subject to a civil penalty not to exceed \$25,000 per day of such violation. Any person who willfully or negligently violates permit conditions implementing Sections 301, 302, 306, 307, 308, 318 or 405 of the Clean Water Act is subject to a fine of not less than \$2,500 nor more than \$25,000 per day of violation, or by imprisonment for not more than one year, or both. Additional penalties for violating these sections of the Clean Water Act are identified in 40 CFR 122.41 (a)(2) and (3).
- (23) The Clean Water Act provides that any person who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required to be maintained under this permit shall, upon conviction, be punished by a fine of not more than \$10,000, or by imprisonment for not more than 2 years, or both. If a conviction of a person is for a violation committed after a first conviction of such person under this paragraph, punishment is a fine of not more than \$20,000 per day of violation, or by imprisonment of not more than 4 years, or both.
- (24) The Clean Water Act provides that any person who knowingly makes any false statement, representation, or certification in any record or other document submitted or required to be maintained under this permit, including monitoring reports or reports of compliance or non-compliance shall, upon conviction, be punished by a fine of not more than \$10,000 per violation, or by imprisonment for not more than 6 months per violation, or by both.
- (25) Collected screening, slurries, sludges, and other solids shall be disposed of in such a manner as to prevent entry of those wastes (or runoff from the wastes) into waters of the State. The proper authorization for such disposal shall be obtained from the Agency and is incorporated as part hereof by reference.
- (26) In case of conflict between these standard conditions and any other condition(s) included in this permit, the other condition(s) shall govern.
- (27) The permittee shall comply with, in addition to the requirements of the permit, all applicable provisions of 35 Ill. Adm. Code, Subtitle C, Subtitle D, Subtitle E, and all applicable orders of the Board or any court with jurisdiction.
- (28) The provisions of this permit are severable, and if any provision of this permit, or the application of any provision of this permit is held invalid, the remaining provisions of this permit shall continue in full force and effect.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 5
77 WEST JACKSON BOULEVARD
CHICAGO, IL 60604-3590

REPLY TO THE ATTENTION OF

JUL 12 2019

WP-16J



Matt Streicher, Executive Director
Glenbard Wastewater Authority
21W551 Bemis Road
Glen Ellyn, IL 60137

Re: Tentative Approval of the Glenbard Wastewater Authority Pretreatment Ordinance, Enforcement Response Plan and Local Limit Modifications for its Pretreatment Program, Glenbard Wastewater Authority, Illinois, NPDES Permit No. IL0021547

Dear Mr. Streicher:

The U.S. Environmental Protection Agency (EPA) has reviewed the Glenbard Wastewater Authority (Authority) Pretreatment Ordinance (PO), Enforcement Response Plan (ERP) and Local Limits Evaluation (LLE) provided to us in emails dated March 11, 2019 and May 28, 2019. The documents accurately reflect the revisions made pursuant to EPA's comments. In accordance with Section 403.18 of the General Pretreatment Regulations, I am pleased to inform you that based on our evaluation of the information provided, the modifications are approvable.

Please note that EPA can only approve the final version of the Authority's PO, ERP and LLE ratified by the governing body bearing administrative and legal jurisdiction over the Authority's wastewater treatment plant. Therefore, this communication should not be construed as an approval of the Authority's proposed modifications to its pretreatment program. Also, the LLE submittal will need to be public noticed due to the proposed local limit for Hexavalent Chromium being relaxed from the current local limits. We understand that the Authority intends to public notice our intent to approve this modification, and therefore, we will not ask the Illinois Environmental Protection Agency to public notice this modification. If the Authority publishes the notice, it will further expedite the program modification approval process while continuing to provide for meaningful public input. If this is not the Authority's intent, please notify us immediately.

Enclosed, please find the public notice requirements for approval of substantial pretreatment program modifications. These requirements are also found at 40 CFR 403.11(b). It should be noted, however, that Authority is not required to provide the notice described in 40 CFR 403.11(b), and the Region will continue to work with Illinois Environmental Protection Agency to provide notice where the Authority chooses not to do so. Please forward any comments and

public hearing requests you receive, and the Board adopted documents to this office for review and approval to Jodie Opie by email (the preferred method) to:

Submittal may be emailed (this is the preferred method) to:

R5NPDES@epa.gov and opie.jodie@epa.gov

Or alternatively by regular mail to:

Permits Branch
Pretreatment Program
U.S. EPA, Region 5
77 West Jackson Blvd.
Mail Code: WP-16J
Chicago, Illinois 60604-3590

EPA will make its final decision whether to approve or deny the modifications after taking into consideration any public comments received including those from any public hearing. Thank you for your continued commitment to protect our nation's water resources. If you have any questions, please contact Jodie Opie at (312) 353-1938, or at opie.jodie@epa.gov.

Sincerely,



Stephen M. Jann, Chief
Permits Branch

Enclosures

cc: Amy Dragovich, IEPA, electronically
Ashley Staat, Environmental Resources Coordinator, electronically



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/23/19 07:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Contract
Prepared By: John Hubsby

SCHEDULED

AGENDA ITEM (ID # 4145)

DOC ID: 4145

**Motion to Waive Competitive Bidding as Permitted by Section 1-10-2
of the Village Code Regarding Single Source Purchases and
Authorize the Village Manager to Execute a Contract for the
Purchase and Installation of Collectors from Water Resources of
Elgin, IL in an Amount Not to Exceed \$27,200 to be Expensed to the
Water & Sewer Fund (Public Works Director Hansen)**

Background

The Village Board approved the replacement of the water meter touchpads with new, radio meter interface units (MIUs) in July of 2108. This was the first step in moving from a walk-to-read to a full Advanced Metering Infrastructure (AMI) system. Replacement of the touchpads is moving forward quickly and that project is anticipated to be completed around the end of October this year. The next steps will include installation of the collectors for the readings and procuring the software that goes along with the reading system and for customer & staff interface.

Staff is requesting funding for the purchase of a 2nd collector and installation costs, including costs for engineering & structural drawings, in a not to exceed amount of \$27,200. Additionally, staff is requesting approval for three-year contracts for the software Neptune 360 Advanced, used for gathering and storing the daily readings, for a total cost of \$61,000 (include 1st year training) and for the software WaterSmart, for a total of with \$71,700, with first year setup costs. If these costs were to be spread out to every water customer for the Village, it would equate to less than \$0.55 per month for the three years.

Subject

One of the biggest benefits for the Village of moving to AMI will be the elimination of the walk-to-read process currently used for gathering the monthly readings. For any meter with a touchpad, a worker must go up to the building, locate the pad and physically touch the device with a probe to collect the reading, which is used to determine the usage for billing since the last reading was taken. For roughly half the Village, accounts are read by part-time meter readers in the beginning of the month, over approximately a 5-7 day period. The remaining meters are read in the same manner in the second half of the month. Weather conditions and staff availability for these part-time workers can vary how long the readings take to be collected and can create instances where estimated bills need to be calculated because an actual read is not available. The walk-to-read system also dictates that the Village bill 6-8 weeks in arrears for water and sewer service. This can create customer service issues as it does not help customers to quickly identify leaks in their houses and customers also do not easily remember water usage that occurred in their houses 6-8 weeks prior.

The chart below is an excerpt of the 2019 Village Services Schedule (see attached) and shows an example offset of the reading periods. For example, if a meter is read on 11/15/18, it would not be read again until at least 12/17/18 which would cover 32 days for the bill. The customer would not receive the bill until at least February 1, 2019. This means that up to 11 weeks can exist between the time water goes through the meter and when the customer may see the bill. Such a delay, due to the manual read process, creates a disconnect for customers between usage and billing. As an example, every year in September, there is an uptick in calls related to higher summer usage for many residents from the mid-June to mid-July period or the month of July, dependent on when their meter was read.

Read Dates		Transfer	Mail Date	Summary Report Month	Bill Date
11/15-11/21/18	12/3-12/10/18	12/28/18	1/2/19	December	1/1/19
12/17-12/24/18	1/2-1/09/19	1/29/19	2/1/19	January	2/1/19
1/15-1/22/19	2/1-2/8/19	2/26/19	3/1/19	February	3/1/19

The Village does perform courtesy leak checks for residential accounts, at the request of a homeowner. The customers may be notified by the Finance Department of an upcoming higher than normal bill or they may simply call when receiving the bill. If a touchpad is in place, the only information available is the usage from the previous read date to the most current. If a leak is not active when the leak check is performed, staff is often needing to play detective for when and how the water was used. Such work is not only time consuming but often difficult for a customer to understand. The new AMI will pull readings daily and with the new radio MIUs or inside R900i registers (digital w/ integrated radio in the home), data logging can be performed on site, to provide a graph and hourly readings.

The data logging can provide a visual representation of water usage, both with a graph and by providing hourly usage over the last 90 days. In the attachment labeled Data Logging Report #1, the spike in usage is clearly visible but at the time of the leak check, there was no active water usage going through the meter. With the hourly readings, it was determined that the continuous leakage was about 0.2 gallons per minute. As this leak was present from July 14th-27th, that equates to about 3,750 gallons of extra usage. A toilet flapper was determined to be the cause of this leak. Without the additional information supplied through the MIU, this would have been much more difficult to analyze and answer the resident's question.

With the attachment labeled Data Logging Report #2, the usage was intermittent but still occurring daily. This happened to be at a commercial location where typically a leak check is not

performed due to the often complicated plumbing (high number of fixtures, spread over a large area, etc.). At the initial request for assistance by the owner, no leak was active when on site & inspecting the meter. Since the conversion of the touchpad had not been performed yet, a new R900i register was installed as a courtesy and then the readings pulled after being in place for about 2 ½ weeks. The data showed that usage ebbed and flowed but much of that usage was during the overnight hours, when the business was closed. Final determination was not made on the source of the leak but the one toilet or the ice machine were the suspected cause. Advice was given that until the actual cause was pinpointed, to shut off water supply to all fixtures when leaving at the end of the day to minimize the water being wasted.

With the AMI system, the Village will no longer require the meter readers or the equipment for each of those positions. This is essentially a wash in costs, as the meter readers and annual equipment costs are \$41,000 and the two software programs will cost \$40,900 each year for the first 3 years. There are other savings besides direct payroll costs that are harder to quantify. These would include: time saved for staff by having better information and that information being accessible from a computer related to high usage complaints; virtual elimination of the need to roll a vehicle to get final water reads; reduction in the number of estimated bills due to weather or staffing issues; and removal of slip & fall or dog bites injuries to the meter readers. The first two items staff has estimated at \$20,000 and \$9,000 annually (Water Meter MIU Upgrade ID#3460), based on the time currently being spent on these tasks being reallocated to other jobs.

These upgrades to our system will also greatly improve our ability to monitor non-revenue water. Monthly billing from the DuPage Water Commission (DWC) is provided to the Village within a few days of the end of the month. Additionally, staff can access online, the data from DWC's new metering system. This is phenomenal information to see how much water the Village is purchasing by month, week, day or hour, either for all meters or down to individual meters (7 DWC meters in total). What staff cannot do with the current system is compare the daily, weekly or even monthly billed usage amounts in any close proximity to when the water goes through the Village meters. All readings must be manually gathered (again over multiple days, two times a month) and then pulled out of the billing software, after the bills are created. Lag time adjustments have to be manually performed on the 8,200 accounts to even match up with the monthly purchased amount and this only provides a rough comparison. By providing daily information with the new system, trends in the difference between purchased and billed amounts can be trended, looking for unusual spikes that may represent a leak that isn't surfacing or a gradual increase in the ratio, evidence that the meters need to be replaced due to decreasing accuracy with age.

The two software programs are separate but integral to maximizing the benefits of the MIUs being installed. The Neptune 360 Advanced is what will be used to store the readings from the collector and integrate with the Village's billing system. This is a Software-as-a-Service (SaaS) solution, meaning that it is cloud based. Using a SaaS platform reduces the need for in-house servers to store the data, provides encrypted security and handles any upgrades and maintenance that would be needed. Additionally, this software is a Bring Your Own Device (BYOD), where

existing smart phones and tablets can be used for employees in the field instead of the very expensive handhelds currently needed for each meter reader. With the current reading system, unique licensing and a belt clip unit (10% the cost of the current handheld) are needed to access the data, preventing just anyone from logging on to see information from a given meter.

The WaterSmart platform is a software that provides a customer portal for accessing individual accounts, allowing alerts to be set up for such things as high usage or leaks. Staff will be able to use the software for reporting, alerts & notifications (i.e. monitoring of large usage accounts) and trending of data that can include seasonality or even weather information. This software can also provide the ability to automate notification of high water usage, something that is currently a manual process for the Village. With this software, when a customer calls, information on usage can be pulled up by staff and viewed at the same time by the customer if they have established an account or shared by the staff, without the need to have a vehicle and truck dispatched to the area to gather the data.

Sole Source Purchase

The purchase of these items is a sole source purchase. The collectors and software must interface with the MIU's that the Village has purchased and installed. As there is only certain software and collectors which interface with the MIU, this is considered a sole source purchase which is an acceptable exception to competitive bidding in the Village's code (Section 1-10-2).

Budget Impact

This equipment and software will draw funds from the Water & Sewer Fund. The first collector was provided at no cost to the Village by Neptune for a trial period and simply needs to be moved to the permanent location from the existing spot at the Civic Center. Costs for engineering drawings & structural review, purchase of the second collector unit and installation of both units at the water towers will be completed for a not to exceed price of \$27,200. A breakdown of the different costs can be found on the attached quote from Water Resources.

The Neptune 360 Advanced software is an upgrade from the existing, server hosted N-Sight software needed for gathering the monthly readings by the meter readers and integration with the Village's billing system. The cost of the software is based on the number of registers in the system that are read, with each device having an annual cost of \$2.27. In the first year, on-site training will have a cost of \$2,500. The number used for calculating the annual cost was 8,532 registers. The first year, the cost would be \$21,867.64 and years 2 & 3 would be \$19,367.64.

WaterSmart software would have an annual subscription for the utility portion of the software, based on the number of accounts (8,200), of \$16,400. An additional \$5,000 would cover the cost annually for allowing individual customers to sign-on. The one-time setup fee, including training would be \$7,500. First year costs would be \$28,900 and then \$21,400 in year 2 & 3.

Recommendation

Staff recommends the purchase of the needed equipment and software for moving to a full AMI system. This will provide vastly improved customer service, by providing more data, in near real-time and allow for alerts to be established based on personal preferences. The ability to monitor water purchased versus billed will allow staff to monitor non-revenue water over seasonal, monthly, weekly or even on a daily basis, as well as set up notifications for unexpected changes in usage (increase or decrease). Time currently needed to perform tasks like final reads can be reallocated to other projects or needs. Finally, this upgrade will allow the existing meter bodies to remain in place but provide the tools to monitor the overall health of the meter population accuracy, helping to maximize the remaining life of the meters before they need to be changed out.

Action Requested

Staff requests a motion to authorize the Village Manager to execute a contract with Water Resources of Elgin, IL to purchase a second collector & install both pieces of equipment for a not to exceed price of \$27,200. Staff also requests a motion to approve the Village Manager to execute a 3 year contract with Water Resources of Elgin, IL for the use of the Neptune 360 Advanced platform, with a year 1 cost of \$21,867.64 and year 2 & 3 each costing \$19,367.64. Finally, staff recommends a motion to approve the Village Manager to execute a 3 year contract with Water Resources of Elgin, IL for the use the WaterSmart platform, with a year 1 cost of \$28,900 and a year 2 & 3 each costing \$21,400.

Attachments

2019 Village Services Schedule

Data Logging Report #1

Data Logging Report #2

Water Resources AMI Quote

Water Meter MIU Upgrade ID#3460

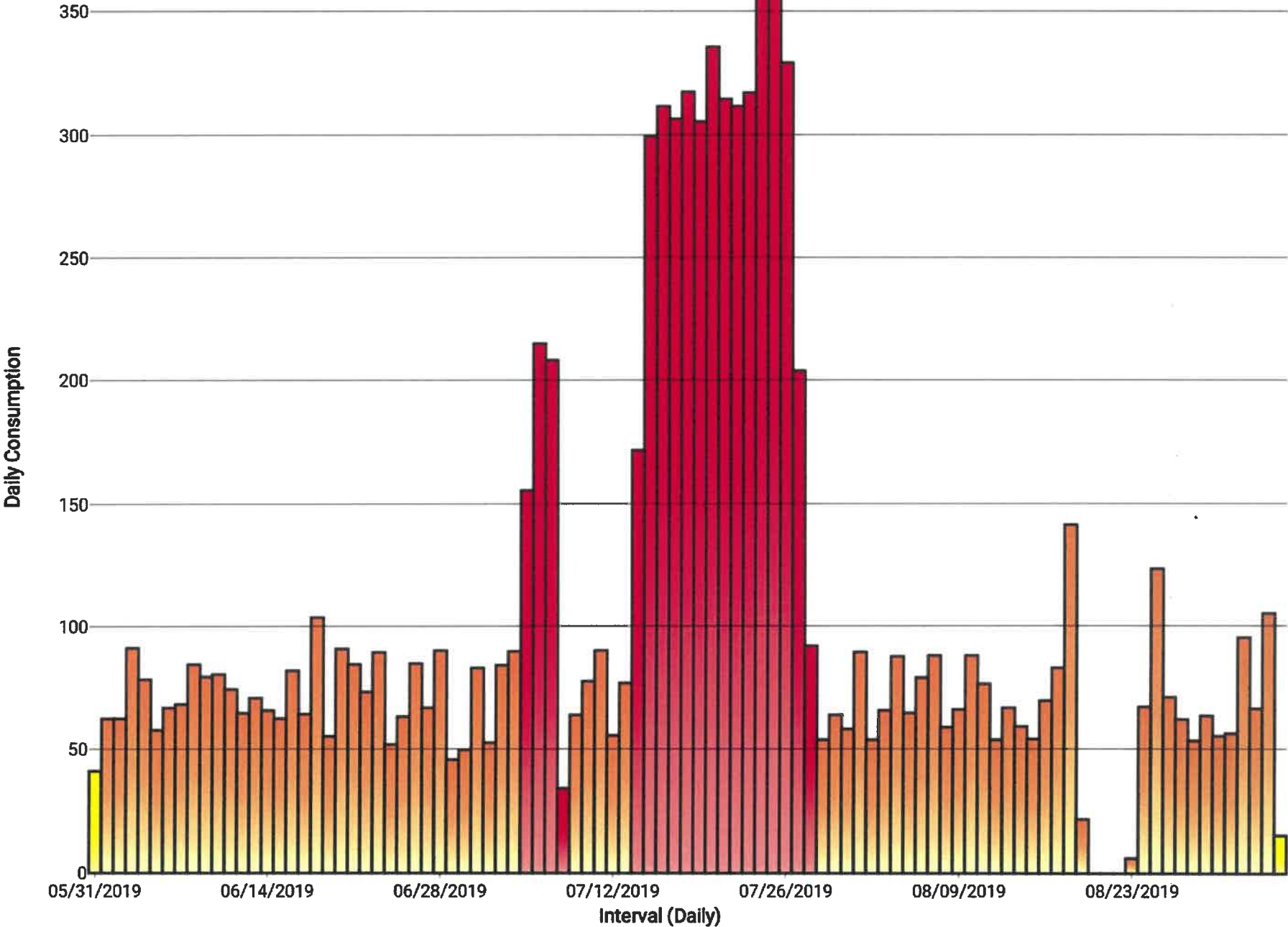
ATTACHMENTS:

- 2019 Village Services Schedule (PDF)
- Data Logging Report #1 (PDF)
- Data Logging Report #2 (PDF)
- Water Resources AMI Quote (PDF)
- Water Meter MIU Upgrade ID#3460 (PDF)

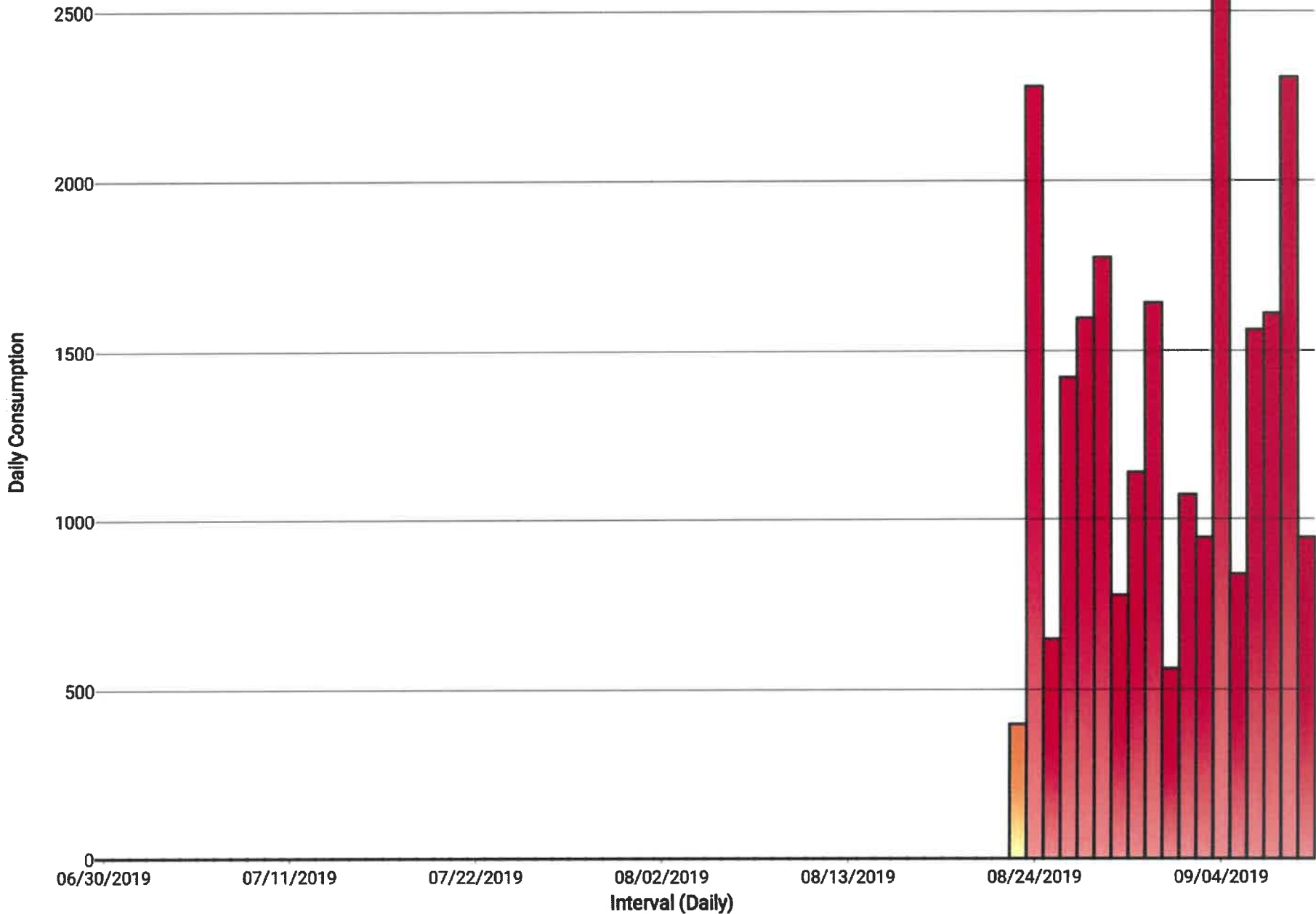
2019 Village Services Schedule

Read Dates		Transfer	Mail Date	Summary Report Month	Bill Date	Due Date	Penalties	S/O Letter	Shut-off
11/15-11/21/18	12/3-12/10/18	12/28/18	1/2/19	December	1/1/19	1/21/19	1/23/19	2/22/19	3/6/19
12/17-12/24/18	1/2-1/09/19	1/29/19	2/1/19	January	2/1/19	2/20/19	2/22/19	3/29/19	4/10/19
1/15-1/22/19	2/1-2/8/19	2/26/19	3/1/19	February	3/1/19	3/20/19	3/22/19	4/26/19	5/8/19
2/15-2/22/19	3/1-3/8/19	3/27/19	4/1/19	March	4/1/19	4/22/19	4/24/19	5/24/19	6/5/19
3/15-3/22/19	4/1-4/8/19	4/26/19	5/1/19	April	5/1/19	5/20/19	5/22/19	6/28/19	7/10/19
4/15-4/22/19	5/1-5/8/19	5/29/19	6/3/19	May	6/1/19	6/20/19	6/24/19	7/26/19	8/7/19
5/15-5/22/19	6/3-6/10/19	6/26/19	7/1/19	June	7/1/19	7/22/19	7/24/19	8/30/19	9/11/19
6/17-6/24/19	7/1-7/8/19	7/29/19	8/1/19	July	8/1/19	8/20/19	8/22/19	9/27/19	10/9/19
7/15-7/22/19	8/1-8/8/19	8/28/19	9/1/19	August	9/1/19	9/20/19	9/24/19	10/25/19	<u>11/6/19</u>
8/15-8/22/19	9/3-9/10/19	9/25/19	10/1/19	September	10/1/19	10/21/19	10/23/19	<u>11/22/19</u>	12/4/19
9/16-9/23/19	10/1-10/8/19	10/29/19	11/1/19	October	11/1/19	11/20/19	<u>11/22/19</u>	12/27/19	1/8/20
10/15-10/22/19	11/1-11/08/19	11/27/19	12/1/19	November	12/1/19	12/20/19	<u>12/26/19</u>	1/24/20	2/5/20
11/15-10/21/19	12/2-12/9/19	12/27/19	1/1/20	December	1/1/20	1/20/20	1/22/20	2/21/20	3/4/20

Data Logging Report
MIU#: 1542950390 for 05/31/2019 - 09/04/2019 - 5/8" - 1" T-10, GALLONS



Data Logging Report
MIU#: 1551032656 for 06/30/2019 - 09/09/2019 - 5/8" - 1" T-10, GALLONS



Data Logging Report MIU#: 1551032656 for 06/30/2019 - 09/09/2019 - 5/8" - 1" T-10, GALLONS

Interval End Time	Interval Reading	Interval Consumption	Reverse Flow	Leak
09/07/2019 00:54	19346.8	39.1		Intermittent
09/07/2019 01:54	19383.8	37.0		Intermittent
09/07/2019 02:54	19383.8	0.0		Intermittent
09/07/2019 03:54	19383.8	0.0		Intermittent
09/07/2019 04:54	19423.3	39.5		Intermittent
09/07/2019 05:54	19423.3	0.0		Intermittent
09/07/2019 06:54	19462.5	39.2		Intermittent
09/07/2019 07:54	19462.6	0.1		Intermittent
09/07/2019 08:54	19462.8	0.2		Intermittent
09/07/2019 09:54	19584.3	121.5		Intermittent
09/07/2019 10:54	19710.4	126.1		Intermittent
09/07/2019 11:54	19852.8	142.4		Intermittent
09/07/2019 12:54	19993.9	141.1		Intermittent
09/07/2019 13:54	20023.1	29.2		Intermittent
09/07/2019 14:54	20111.5	88.4		Intermittent
09/07/2019 15:54	20263.3	151.8		Intermittent
09/07/2019 16:54	20397.6	134.3		Intermittent
09/07/2019 17:54	20510.6	113.0		Intermittent
09/07/2019 18:54	20556.1	45.5		Intermittent
09/07/2019 19:54	20595.9	39.8		Intermittent
09/07/2019 20:54	20676.8	80.9		Intermittent
09/07/2019 21:54	20814.8	138.0		Intermittent
09/07/2019 22:54	20918.3	103.5		Intermittent
09/07/2019 23:54	20918.6	0.3		Intermittent
09/08/2019 00:54	21035.2	116.6		Intermittent
09/08/2019 01:54	21035.2	0.0		Intermittent
09/08/2019 02:54	21035.3	0.1		Intermittent
09/08/2019 03:54	21076.4	41.1		Intermittent
09/08/2019 04:54	21076.5	0.1		Intermittent
09/08/2019 05:54	21117.7	41.2		Intermittent
09/08/2019 06:54	21122.8	5.1		Intermittent
09/08/2019 07:54	21160.3	37.5		Intermittent
09/08/2019 08:54	21259.3	99.0		Intermittent
09/08/2019 09:54	21371.4	112.1		Intermittent
09/08/2019 10:54	21503.4	132.0		Intermittent
09/08/2019 11:54	21635.4	132.0		Intermittent
09/08/2019 12:54	21783.7	148.3		Intermittent
09/08/2019 13:54	21935.9	152.2		Intermittent
09/08/2019 14:54	22063.9	128.0		Intermittent
09/08/2019 15:54	22194.0	130.1		Intermittent
09/08/2019 16:54	22329.6	135.6		Intermittent
09/08/2019 17:54	22442.7	113.1		Intermittent
09/08/2019 18:54	22550.1	107.4		Intermittent
09/08/2019 19:54	22656.3	106.2		Intermittent
09/08/2019 20:54	22791.7	135.4		Intermittent
09/08/2019 21:54	22928.6	136.9		Intermittent
09/08/2019 22:54	23076.6	148.0		Intermittent
09/08/2019 23:54	23222.2	145.6		Intermittent
09/09/2019 00:54	23367.9	145.7		Intermittent
09/09/2019 01:54	23517.2	149.3		Intermittent
09/09/2019 02:54	23668.4	151.2		Intermittent
09/09/2019 03:54	23815.3	146.9		Intermittent
09/09/2019 04:54	23864.9	49.6		Intermittent
09/09/2019 05:54	23865.0	0.1		Intermittent
09/09/2019 06:54	23865.2	0.2		Intermittent
09/09/2019 07:54	23902.3	37.1		Intermittent
09/09/2019 08:54	23958.9	56.6		Intermittent
09/09/2019 09:54	24030.7	71.8		Intermittent
09/09/2019 10:54	24033.0	2.3		Intermittent



Estimate

Date	Estimate #
8/5/2019	Q 32117M

Name / Address

Village of Glen Ellyn PW
Attn: John Hubsky
30 S Lambert Ave
Glen Ellyn, IL 60137

Project

Description	Qty	Rate	Total
R900 Gateway installations @ Water Tower locations (Newton & Cottage)	2	4,700.00	9,400.00
Engineering Drawing (Site Plan, Elevation & cable routing)	2	2,500.00	5,000.00
Structural Engineering (If Required)	2	1,600.00	3,200.00
Engineer Site Visit (If needed)	2	700.00	1,400.00
R900 Gateway V4 - with antenna and power supply	1	9,800.00	9,800.00
R900 gateway Annual Maintenance (after 1 year warranty)	2	1,800.00	3,600.00
Neptune 360 Advanced Set Up Fee @ No Charge	1	0.00	0.00
Neptune 360 Advanced Module AMI (Year 1 -3 Special 8532 accounts)	8,532	2.27	19,367.64
Neptune 360 Advanced On-Site training	1	2,500.00	2,500.00
WaterSmart Customer Portal One time setup fee \$7500.00			
WaterSmart Annual Subscription based on 8200 account \$16400.00 (Pricing will be held firm for 3 years. Typical there is a 3% annual increase per account after the 3 years agreement)			
WaterSmart Single Sign-On Feature (Optional) \$5000.00 per year			
Above WaterSmart pricing is budgetary			
Above pricing is valid through 12/31/20			
		Subtotal	\$54,267.64
		Sales Tax ()	\$0.00
		Total	\$54,267.64

Background

The Village last performed a system wide change out of water meters from 1999-2001. The life expectancy of a water meter is around 20 years. Tests of residential meters, in-house, has shown that the accuracy of the meters remains very high, with the average test results being in the same range as what a new meter would be, allowing the Village some opportunities to extend the life of the existing meter bodies. This would allow staff to better monitor & manage water pumpage versus billed amounts and greatly increase the level of customer service. These meters are responsible for generating finances for both the water and sewer enterprise funds.

A large amount of in-house testing occurred to see what the accuracy of the meters may be after being in service for 15+ years. The testing occurred on 5/8", 3/4" and 1" meters, which make up ~91.7% of the meters in the Village with the two smaller sizes accounting for three-quarters of all meters. The results attached show that for each meter size, at the industry standard flow rates for testing, the existing meters are testing the same as a new meter would.

Subject

With the current "walk to read" required for the existing touchpads, approximately 7,000 of 8,600 total meter interface units (MIUs), a number of issues are present for both the customers and the Village. From a resident's prospective, about two months pass from when water goes through a meter to when a customer is paying the bill, creating a disconnect that is often difficult for residents to understand. Only one data point (reading) per month also makes it complicated to know exactly when and how this water may have been used. This lack of data can be very frustrating and difficult for residents to understand who have a high bill complaint and can take a lot of staff time when resolving these disputes.

Staff policy is to notify residents who receive a particularly high bill. This informal policy is time consuming due to the high volume of calls made a month. On average, staff spends 3-6 days per month for each of the two water billing zones, investigating and calling residents regarding high water use. Winter and summer months are busier, with the potential for leaks from frozen water lines in the cold months (which would be unwanted usage) and higher than normal use due to irrigation in the summer.

If staff was able to see daily and hourly data, many of these investigations would be quickly resolved. In the case of a leak, notification to the resident could occur within days instead of weeks, dramatically reducing the wasted water and associated large bill. The same can occur with no usage readings, where the meter may stop registering the water flow but the customer has no interruption in service. With the upgrade to radio MIUs, time spent on high & zero reads is estimated to be cut in half, which equates to about \$20,000 annually. These savings would be realized in opportunity costs, as that time saved can be funneled to other areas.

From a management standpoint, there is no ability to accurately compare water pumped to billed, as the reads are gathered in two batches each month, with on average seven days needed to collect all the readings for each batch. This prevents staff from being able to trend the overall accuracy of the meters in general or to look for sudden spikes in the pumped vs. billed ratio, which could indicate a leak in the distribution system. There is also no ability to monitor large user accounts, for changes in use that could represent a problem with the meter. Currently, these large meters are tested by a contractor to ensure accuracy, but that schedule may be once every 1-3 years, dependent on overall consumption. The upgrade to radio MIUs will allow staff to trend the meter population as a whole, helping monitor the "health" of the meters and if a need arises to perform a system wide change out of the meter bodies. Additionally, individual meters of large water users could be monitored for dramatic changes in flow, helping identify the need to repair or replace individual meters

Village staff looked at a number of options for the water meters and how to best move forward with a plan for these assets, to prepare for potentially replacing all meters by 2020. This 2020 date follows the life expectancy of a water meter, based on manufacturer recommendations. Note that to replace all meters, the total cost is expected to be approximately \$3-4M. Various scenarios for how to address this situation were investigated by staff, including a public-private partnership that would have funded the capital cost of a full meter replacement, thereby maximizing investment in these meters purchased back in 2000.

Lastly, upgrading to this technology has to happen eventually, so this simply spreads out the costs of replacing the entire meter head. When a future meter change out occurs, a less expensive register head can be utilized, one that does not have an integrated radio, in cases where these MIUs are installed. This will help keep future costs lower while still realizing many of the benefits from the current upgrade. Currently, the digital head without the radio integrated has a cost of \$90. Coupled with the radio MIU, the total price would be \$175, a little less than the price of the register with the radio integrated of \$180 each.

However, another alternative presented itself. The outside touchpads need only two wires run from the meter inside the home to function, but during the last meter change out program, the decision was made to utilize a three wire cord. This decision is what allows the Village to convert from touchpads to the radio MIUs. These MIUs will allow for the meter reads to be collected using a fixed network instead of the current walking routes. Upgrading the MIUs will provide greatly improved customer service, the ability to manage the water system through trending & automatic notifications, provide a number of cost savings and allow the reallocation of employee time to other tasks through improved efficiencies. Staff feels that this upgrade would provide the information to confidently monitor the accuracy of the meters to extend the life of the meter body out 10+ years over the normal life expectancy.

Business Case

Costs

Staff recommends that the current ~7,000 touchpads be replaced with outside radio MIUs. This would have a capital cost of \$595,000 for the equipment. For comparison, if the meter register head was upgraded to the new digital display with built in radio, the cost would be around \$180 each, \$95 more (\$665,000 for 7,000; \$1.26M total) than the outside MIU. Additionally, the need to schedule inside appointments would be required, adding to the cost and time to complete the project. These outside MIUs can also be utilized with a future meter change out, helping reduce future capital costs.

To save additional money on the project, staff is recommending that two temporary part-time positions be created for the installation of these outside MIUs. Training would occur and then these temporary positions would work with existing full-time staff and summer seasonals to complete the project. Over the two years the project is expected to take, this would be an additional cost of \$50,000 for a total of \$645,000. In-house installation saves over \$600,000 for the project.

Savings

Direct cost savings would occur from no longer needing to have the meter reader positions, which is about \$37,000 per year. Over ten years, this would be a savings of \$370,000. Additionally, the Village would have a reduction in liability from slip & fall injuries, as well as potential issues like dog bites, as some touchpads are located in backyards. Additionally, the equipment used by the five meter readers is \$8,900 each, last purchased in 2016, with a 10-year life expectancy and an annual maintenance warranty of \$800 each. Eliminating this equipment would be a savings of \$40,000 over ten years on the warranty alone, on top of not having the capital cost for equipment replacement.

The ability to trend water billed vs. pumped on a monthly, weekly or even daily basis, will allow staff to ensure that the extension of the life expectancy of the meters is still paying off. Additionally, staff will be able to monitor the pumpage not billed for, which can be used it quickly identify leaks in the distribution system, especially those that may not be surfacing.

Overall water system water loss has been a concern of Village Boards for years and staff continues to address the objective of reducing public water loss by completing regular leak studies and addressing concerns to our overall system. This technology would assist in identifying leaks, by providing more timely and detailed data. Annual savings are difficult to predict, but finding a significant leak early could save \$20K+ per major leak. The types of leaks identified would be ones that do not surface, with the water perhaps going into a sewer or a body of water or that may not be noticed by residents or staff in a timely manner due to the location of water mains.

The Village has experienced a few leaks in recent years that would be the type that could be identified with the trending. A couple occurred along Route 53 by the DuPage River and another along Royal Glen Dr. Each of these leaks were estimated to have lost millions of gallons before being identified and isolated for repair, with one on Route 53 running for months at an estimated 700,000 gallons/day, over a 5 month period for a total loss of around 105 million gallons.

In addition, some process improvements would result providing some reallocation of staff time to other projects in both Finance and Public Works. By eliminating time consuming processes including final reads (PW) and high/zero reads (Finance), we would be more efficient and save \$300K in staff time over ten years.

- ROI of 15.73 years - when looking only at easily quantifiable costs and benefits
- ROI of 10.58 years if taking into account reallocation of work and future software costs
- ROI of 5.25 years if taking into account the savings from the 3 large leaks that could be detected with having daily accounting of pumped versus billed

Break	Time Frame	Gallons lost	Cost of water
Route 53	Sept. '12 - Feb. '13	105,000,000	\$315,000
Route 53	Feb 26, 2014 - March 3, 2014	5,100,000	\$25,000
Royal Glen	Aug 19, 2015 - April 5, 2016	6,600,000	\$33,000

Cost/Benefit Analysis**Costs****Notes**

Labor	\$50,000	Two temporary seasonal workers for two years
Equipment	\$595,000	Purchase of 7,000 radio MIUs
Total*	\$645,000	

(*\$10,000-\$12,000 per year cost of software to collect & access the information, would not be utilized until close to the end of the conversion project)

Savings**Notes**

Eliminate Water Meter Readers	\$37,000	
Meter Reading Equipment	\$4,000	Savings on annual warranties for repairs on equipment
High/Zero Reads**	\$20,000	Estimate of opportunity cost for Water Billing
Final Reads***	\$9,000	Estimate of opportunity cost for PW Customer Service
Total	\$70,000	Annual Savings

(**Reallocation of staff time spent on investigation and contacting customers)

(***Reallocation of time for employee to perform manual final reads)

Finally, the increase in customer service is difficult to put a dollar amount on the return but an aspect that Village staff looks to continually improve for residents. The ability to visually see when water was used, on a daily or even hourly basis, as well as setting up personalized notifications would be available with the upgrade to the radio MIUs. Water conservation is easier to understand and promote, which can help residents lower monthly bills.

Benefits

- 5–10 year ROI + opportunity cost to reallocate staff time spent on final reads and high/zero reads + water loss savings over the next 10 years
 - Eliminate Water Meter Readers
 - Eliminate Water Meter Reader Equipment
 - Positively impact public water loss
- Maximize the use of existing meters by allowing effective way to measure accuracy over the next 10 or 15 years
- Better customer service that is typically well used and embraced by residents (Similar to online vehicle stickers)
- Ability to adapt this technology to future meter replacement/upgrade programs - forward compatible
- Lower cost now to convert than cost of a “smart” meter head with integrated radio would be in the future helping spread out capital costs most effectively
- Majority of the batteries for the radio MIUs would remain outside allowing for easier replacement in the future (no inside appointments needed)

Negatives

- Do not get the same resolution as changing to a “smart” meter - lower volume leaks will be harder to detect
- Relying on meter bodies that are 15+ years old, accuracy could drop off in coming years

- As proposed, conversion would take two years, delaying some of the benefits over a complete meter change out or utilizing a contractor to convert the touchpads to radio MIUs

Budget Impact

This proposed project will draw funds from the Water and Sewer Fund. The approximate 7,000 existing touchpads could be replaced using in-house staff, at a capital equipment cost of \$595,000, split over two years from 50100-580100 Capital Improvements. Additional staffing would be about \$25,000 each year for 2 years, budgeted for in FY18 & FY19, from 50100-510300 Temporary Help. Total capital and additional employee costs over two years would be about \$645,000.

Strategic Plan Initiative

Strategic Issue V: INFRASTRUCTURE. Invest in infrastructure to meet key needs, including downtown access, Village facilities, storm water issues and technology improvement.

Capital Improvements Commission Recommendation

The Capital Improvements Commission (CIC) discussed this upgrade at their July 10, 2018 meeting. The CIC unanimously supported the project and approved the following motion: “The CIC recommends replacement of the Village’s touch pad water meter reading technology with remote radio reading technology and deferring the replacement of the water meter bodies themselves given their accuracy until data warrants such action. The recommended budget for this assignment is \$660,000 using in-house and seasonal labor to be funded out of the water fund.”

Finance Commission Recommendation

The Finance Commission discussed the project at the July 13, 2018 meeting. Unanimous approval for support of this project was conveyed to staff by the Commission.

Recommendation

Public Works is recommending that the existing meter body be kept and that the touch pad simply be replaced with a new radio read MIU. Staff feels that the testing performed on the residential meters show they are still accurately measuring flow, allowing the time frame to be pushed back for a full replacement program. At that time, the new radio read endpoints could be utilized when a new meter body and register head are installed, potentially decreasing future costs and receiving adding value to the current proposed upgrade. The replacement of the equipment would be completed in-house, using existing full time staff and some temporary, part-time staff.

Staff is recommending to keep the current vendor for two main reasons. The first being cost, as the existing number of meters with radio read technology, other companies simply will have a greater overall cost to convert every meter to a unified radio read system. The second is that after seeing alternative AMIs available from different vendors, for both Village staff and customers, Neptune’s online platform provides great access to the metering information for all involved and that has the ability to grow and adapt as needed in the future.

Action Requested

Staff requests a motion to approve the purchase 7,000 radio read endpoints for replacing existing touch pads from Water Resources of Elgin, IL for \$595,000, from the Water and Sewer Fund, Capital Improvements 50100-580100.

Attachments

Small Water Meter Testing Averages

Water Resources Quote

Midwest Meter Inc. Quote

Metron-Farnier Quote



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/23/19 07:00 PM
Department: Glen Ellyn Village Board
Department Head: Lindsey Kaminsky
Category: Contract
Prepared By: Lindsey Kaminsky

SCHEDULED

AGENDA ITEM (ID # 4147)

DOC ID: 4147

**Motion to Waive Competitive Bidding as Permitted by Section 1-10-2
of the Village Code Regarding Single Source Purchases and
Authorize the Village Manager to Execute a Contract for the Use of
the Neptune 360 Advanced Software for Three Years (\$21,867.64 Yr. 1
and \$19,367.64 Yrs. 2 & 3) to be Expensed to the Water & Sewer
Fund (Public Works Director Hansen)**

Information on the purchase of this item is included in the memo and attachments in the previous item in this packet (purchase and installation of collectors).



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/23/19 07:00 PM
Department: Glen Ellyn Village Board
Department Head: Lindsey Kaminsky
Category: Contract
Prepared By: Lindsey Kaminsky

SCHEDULED

AGENDA ITEM (ID # 4148)

DOC ID: 4148

**Motion to Waive Competitive Bidding as Permitted by Section 1-10-2
of the Village Code Regarding Single Source Purchases and
Authorize the Village Manager to Execute a Contract for the Use of
the WaterSmart Software for Three Years (\$28,900 Yr. 1 and \$21,400
Yrs. 2 & 3) to be Expensed to the Water & Sewer Fund (Public
Works Director Hansen)**

Information on the purchase of this item is included in the memo and attachments in the previous item in this packet (purchase and installation of collectors).



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 09/23/19 07:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Discussion Item
Prepared By: Rich Daubert

SCHEDULED

AGENDA ITEM (ID # 4132)

DOC ID: 4132

**Authorize the Village Manager to execute an agreement with
Civiltech Engineering, Inc. of Itasca, Illinois for Phase II
Engineering Services - Second Phase for the CBD Streetscape and
Utility Improvement Project in the not-to-exceed amount of
\$1,003,174 to be expensed to the Capital Projects, Water and Sanitary
Sewer Funds.**

BACKGROUND

This memorandum provides a staff recommendation to enter into an engineering services agreement with Civiltech Engineering, Inc. of Itasca, Illinois for the completion of detailed design engineering for the CBD Streetscape and Utility Improvements Project in the not-to-exceed amount of \$1,003,174.

SUBJECT

Request For Proposals

On June 28, 2019 staff issued the attached Request for Proposals (RFP) for the second phase of design Engineering Services for the CBD Streetscape and Utility Improvement Project. The RFP requested a specific scope of services for the assignment, described minimum required qualifications of consulting firms, and included a proposed project budget along with a tentative project schedule.

Project Background

The first phase of design services began in September 2018, following an award of the agreement to Civiltech Engineering, Inc. The main items of scope included Topographical Survey of the CBD, Design Concept Development, Preliminary Roadway and Utility Engineering, Public Outreach and Stakeholder Coordination. With an exception of selecting various streetscape material components based on the site mock-ups to be completed in fall of this year, all of the remaining phase one items are substantially completed. Staff is looking to begin working on the second phase of the assignment concurrent with the final paving material selection.

Proposed Improvements To Be Designed

The goal of the second phase of the design work is to complete detailed engineering design, bidding, and award of construction contracts for the project. The design work will include water main, storm sewer and sanitary sewer improvements, as well as streetscape improvements including roadways and sidewalks, on-street parking, street lighting system, trees and tree planters, signage, and variety of other streetscape elements.

Proposals and Proposal Review

On July 22, 2019, proposals from three engineering firms were received. Engineering staff performed a detailed review of all three proposals based on the evaluations criteria in the RFP. A

summary of the results is provided in tabular format below.

Total Score = Sum of Criteria Score X Points Possible / 3 (total number of firms); Maximum Score = 100

Proposal Evaluation Criteria (Listed in RFP)	Max Points			
		Thomas	Civiltech	Primera
1. Firm Information (size, location, history, resources, etc.);	5	3	3	3
2. Experience on similar projects with reference (name, title, address, phone, email & fax numbers) within last three years only;	10	2	2	3
3. Qualifications (resumes) of personnel assigned to work on the project (project team), organizational chart, etc.;	10	2	2	3
4. Ability to meet project deadlines (provide schedule with work items/staff hours needed, critical path items, etc.);	10	1	2	3
5. Completeness of project approach (detailed scope of services/tasks, etc.);	30	1	3	2
6. Any additional services/tasks not identified in this RFP that the consultant believes will improve the project, reduce costs and time, etc.;	5	3	1	2
7. Not-To-Exceed Cost and Total Fixed Price	30	2	3	1
Total Score	100	56.7	86.7	68.3
Final Rank (1 is least favorable response, 3 is most favorable response)		1	3	2

For each Proposal Evaluation Criteria above, score firms from 1 (least favorable response) to 3 (most favorable response) in the colored cells; the Total Score will be calculated automatically

Total Not-To-Exceed Price		\$1,219,672.00	\$1,003,174.00	\$1,551,964.00
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Consultant Interviews

Follow up interviews with Thomas, Civiltech, and Primera were conducted on July 29 and July 30, 2019. The interview panel consisted of PW Director Julius Hansen, Assistant PW Director Dave Buckley, Professional Engineer Rich Daubert, and Senior Civil Engineer Tom Topor

The format of the interview included introductions, a presentation by the firms, and follow up questions from the interview panel. Follow up questions intended to discuss the proposals in detail, provide an opportunity to inquire about project team and relative project experience, clarifying roles and tasks of various sub consultants included in the proposals, and the respondents' comfort with their tasks, hours, fees, and schedule provided within their proposal.

Taking staff's initial evaluation and the follow up interviews into consideration, the interview panel

reached a consensus that the Civiltech team submitted the most favorable proposal and is the best firm for the assignment.

Having just completed phase one of the assignment, the Civiltech team was evaluated as superior in terms of design experience on similar projects and overall completeness of the project approach. Similarly to phase one, Civiltech has teamed with RJN Group who would be performing underground utility design, Muse Community + Design who would be assisting in project outreach and stakeholders coordination, Jorgensen & Associates performing typographical survey, Santacruz Land Acquisitions for any required land acquisitions, and Midland and Standard for geotechnical testing, and Huff and Huff for environmental services. In addition, Civiltech added teams from GPRS to complete surface scanning for potential locations of vaulted sidewalks and Fountain People for water fountain design needs.

Negotiations and Recommendations

Staff met with Civiltech to refine and negotiate the terms of the assignment. Several changes to Civiltech's original proposal of \$852,313 were ultimately recommended by staff and Civiltech with the major amendments noted as follows:

1. Additional efforts were requested in completing the Construction Staging and Maintenance of Traffic item, including creation of additional aerial exhibits to be used during public involvement, detailed pedestrian ramps for coordination with the Community Development Department, and development of tree removal phasing plans.
2. Additional efforts in designing the Village underground utilities including completing additional building inspections and dye testing of sanitary sewer services, review of sanitary service videos to determine the need to reinstate them after sewer lining, further investigation of a storm box culvert under the UPRR, updates to the sanitary modeling report, and review of storm sewer modeling performed by Village's storm sewer consultant.
3. Assistance in application for additional local STP Grant funding was requested to evaluate possibilities for securing new outside funding for the project.
4. Additional efforts involving stakeholders and the general public outreach in the design of the project was requested. This includes additional coordination meetings and creation and execution of engagement strategy including internal and external communications for Phase II.
5. Clarified that vaulted sidewalk investigation may include up to 6 locations.
6. Completion of photometric calculations of the existing street lighting system to provide similar lighting levels for the proposed street light system.
7. Up to 3 additional blocks of streetscape project area will be modeled and rendered to create 3D videos to show different materials and furnishing options and used as another public outreach tool.
8. Additional coordination efforts for the Streetscape and Train Station/Pedestrian Underpass Project.

Attached as Exhibit A is the full Project Scope Summary prepared by Civiltech, including the original scope and changes made based on staff's recommended scope changes and negotiations (changes are highlighted in green). Staff notes that the form of the agreement will be a Not-To-

Exceed Agreement whereby the Village would only be invoiced for services rendered with the fee calculated based on payroll, overhead and profit, and direct costs.

Design and Construction Schedule

Upon approval by the Village Board, Civiltech Engineering and its sub-consultants are ready to start work on the assignment. The initial critical path items include completing the supplemental topographical survey, railroad and utility coordination, design of the underground utilities, and continuation of public outreach and stakeholders coordination. Three separate construction contracts are currently anticipated for this project. The following recommendations for design and construction schedules are as specified:

Contract 1 - Advance Utility Construction Contract - This contract to be tentatively let in early fall 2020. Construction is anticipated in 2021 and 2022.

Contract 2 - Roadway and Streetscape Construction Contract - This contract to be tentatively let in fall 2021. Construction is anticipated in 2022 and 2023.

Contract 3 - Street Resurfacing Contract - This contract is for resurfacing Main, Pennsylvania, Prospect, and Crescent. This project will be reviewed, approved, and let by IDOT tentatively in 2023 for construction during 2023.

BUDGET IMPACT

Sufficient funds are available to advance the assignment. The total recommended project funding distribution of \$1,003,174 is as follows:

Project Item	Funding Source	Account	Amount
CBD Roadway Rehab and Streetscape	Capital Projects Fund	40000-580160-15006	\$703,174
CBD Underground Improvements	Water Fund	50100-580100-16005	\$150,000
CBD Underground Improvements	Sanitary Sewer Fund	50200-580100-16005	\$150,000
		Total	\$1,003,174

STRATEGIC PLAN INITIATIVE

The project aids in fulfilling the following Village of Glen Ellyn Strategic Initiatives and Goals:

Strategic Issue I-4: Improve downtown infrastructure including pedestrian accessibility and parking improvements to encourage more pedestrian activity, outdoor dining, and enhance special event space in the CBD to spur future private investment.

Strategic Issue I-4a: Design and update utility and streetscape improvements in CBD to enhance critical commercial area to allow further private investment and improve quality of

life by December 2019.

ACTION REQUESTED

Staff requests that the Village Board of Trustees review the staff findings and recommendations contained in this memorandum. Staff recommends the following motion be brought to the Village Board for consideration of approved at the September 23, 2019 Village Board Meeting

1. Authorize the Village Manager to execute an agreement with Civiltech Engineering, Inc. of Itasca, Illinois for Phase II Engineering Services - Second Phase for the CBD Streetscape and Utility Improvement Project in the not-to-exceed amount of \$1,003,174 to be expensed to the Capital Projects, Water and Sanitary Sewer Funds.

LIST OF ATTACHMENTS

- A. Request for Proposal
- B. Scope Summary
- C. Not-To-Exceed Fee Summary

ATTACHMENTS:

- RFP - CBD Streetscape Improvements.Phase2.Final (PDF)
- Scope Summary from Civiltech (PDF)
- NTE Price (PDF)



VILLAGE OF GLEN ELLYN

REQUEST FOR PROPOSALS (RFP)

**CENTRAL BUSINESS DISTRICT (CBD) STREETScape AND UTILITY
IMPROVEMENTS**

PHASE II ENGINEERING SERVICES – SECOND PHASE



Draft Rendering of Main Street and Crescent Boulevard

Issued: Friday, June 28, 2019

**Non-Mandatory Pre-Submittal Meeting: Friday, July 12, 2019 at 1 p.m. C.S.T. (Glen Ellyn
Public Works, 30 S. Lambert Road, Glen Ellyn, IL 60137)**

Proposals Due: Monday, July 22, 2019 at 4 p.m. C.S.T.

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

Issued: June 28, 2019

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INTRODUCTION

The Village of Glen Ellyn ("***Village***") is requesting proposals for professional engineering consultant services ("***Consultant Services***") for Phase II Engineering Services – Second Phase for the Village’s Central Business District (CBD) Streetscape and Utility Improvements along the core Central Business District, generally bound by Anthony Street to the north, Western/Prospect Avenues to the west, Park Boulevard to the east, and Hillside Avenue to the south as generally depicted in Figure 1.

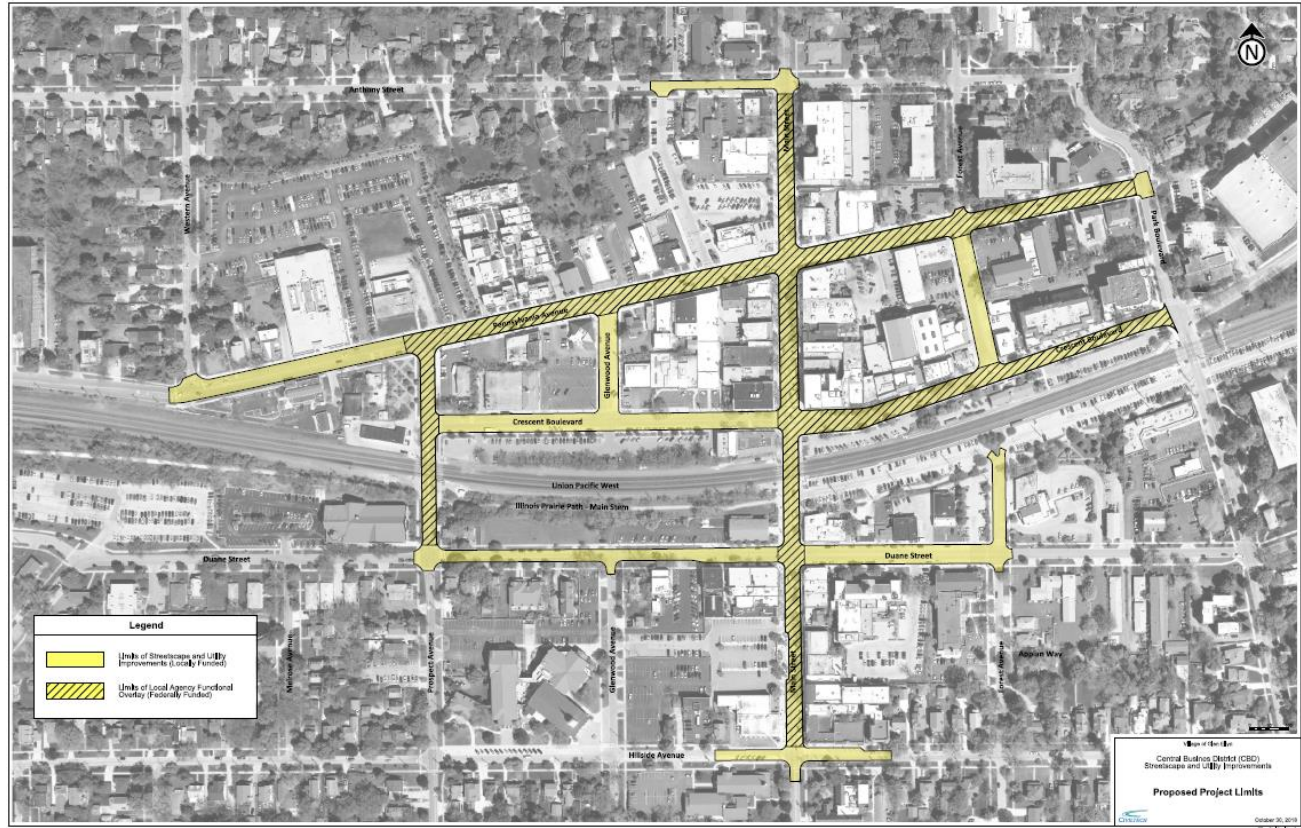
Respondents must be able to demonstrate previous experience with similar projects. The submittal shall detail the firm(s) and project team qualifications, experience on similar projects, project approach, scope of services/tasks, not-to-exceed price and any supplemental information for completing the scope of services/tasks specified hereinafter.

The Village is offering the selected Consultant teams a Non-Mandatory Pre-Submittal Meeting to discuss the RFP and ensure that both the Village and Consultant teams are in agreement with the scope, schedule, and other details of the project assignment. The Non-Mandatory Pre-Submittal Meeting will be held on Friday, July 12, 2019 at 1 p.m. C.S.T. at Glen Ellyn Public Works, 30 South Lambert Road, Glen Ellyn, Illinois, 60137.

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

Issued: June 28, 2019

Figure 1 – Proposed Project Limits



PROJECT BACKGROUND

Ongoing Phase II Engineering Services – First Phase Agreement with Civiltech Engineering

In 2018, the Village entered into an agreement with Civiltech Engineering for Phase II Engineering – First Phase services to provide concept development and preliminary engineering for the project. The First Phase solicited feedback from residents, merchants, and Village officials regarding different alternatives for on-street parking, sidewalk widths, corner bump-out locations, mid-block crossings, general traffic mobility and safety considerations, street lighting, and streetscape features including material types and color preferences. Additionally, utility coordination, preliminary underground utility design, conceptual geometrics, cost estimates, and construction staging schemes were developed while coordinating design features with other planned projects in the Village including the APEX 400 Mixed-Use Development, Civic Center Parking Garage, and Metra Train Station and Pedestrian Underpass. A more thorough list of tasks completed by Civiltech is provided as follows:

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

Issued: June 28, 2019

Phase II Engineering – Completed Tasks

First Phase Tasks Which Have Been Completed by Civiltech Engineering and Subconsultants

Item 1 – Early Coordination and Data Collection

- Phase II IDOT Kick-off Meeting
- Design schedules
- Design JULIE, obtaining atlas information
- Photo logs
- Obtained aerial imagery

Item 2 – Topographic Survey

- Survey for all roadways and doorways, excluding Crescent east of Main
- Incorporated limited survey provided by Village for Crescent east of Main into full topo files

Item 3 – Preparation of Base Maps

- Alignment and Plan sheets
- Key map

Item 4 – Subsurface Soils and Pavement Investigation

- Geotechnical soil borings and pavement cores for roadways
- Geotechnical soil borings for utility improvements
- Pavement rehabilitation options

Item 5 – Crash Analysis

- Traffic Memorandums for Main Street/Crescent Boulevard and Pennsylvania Avenue/Forest Avenue for proposed lane configurations
- Crash analysis for existing parking and turn lanes

Item 6 – Traffic Analysis

- ADT Exhibits for Main Street/Hillside Avenue, Main Street/Duane Street, and Main Street/Crescent Boulevard
- Traffic Memorandums for Main Street/Crescent Boulevard and Pennsylvania Avenue/Forest Avenue for proposed lane configurations

Item 7 – Conceptual Geometric and Streetscape Studies

- Preliminary plan geometrics addressing lane widths, auxiliary lane reductions, parking areas, curb bumpouts, mid-block crossings, truck turning movements, and truck delivery locations
- Existing and Proposed typical sections
- Parking count evaluations for before and after the project, including approximate number or ADA spaces to be required
- Parking alternates for angle parking areas (4)

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

Issued: June 28, 2019

- Cost estimating

Item 8 – Landscape Architecture

- Review of 2013 streetscape master plan recommendations and presentation/consideration of ways to apply elements to 2019 project
- Review of Apex 400 site plans and incorporation into overall streetscape design.
- Site-walkthrough with Village staff and steering committee to solicit input on existing conditions, and ideas for future streetscape
- Review and evaluation of existing tree survey/condition analysis and recommendations for tree preservation, removal and replacement species
- Review of comparable streetscape examples and imagery for public workshop meetings
- Review of decorative pavement options and imagery of pavement examples for public workshop meetings
- Development of design elements
 - Tree planters including Silva Cell feasibility
 - Planter seat walls
 - Railing designs
 - Seating designs
 - Decorative pavement designs
 - Decorative crosswalks
 - Custom lighting elements
 - Bump-out location and design
 - Development of outdoor fireplace concepts
 - Development of water feature concepts
 - Parklet designs at Schock Square, Sesquicentennial Square and Civic Center
 - Development of decorative festoon lighting options
- Deliverables include
 - Photorealistic renderings of overall streetscape ideas with multiple pavement options (3 locations)
 - Photorealistic renderings of parklets with design variations (3 locations)
 - Color rendered block-by-block parking comparison exhibits showing sidewalk widths
- Review of existing materials and colors, and recommendations for new color options
- Cost estimating

Item 9 – Environmental Resource Review

- Documentation of review and research of historic buildings in advance of ESR
- Documentation and letter indicating no wetlands in project area
- ESR submittal to IDOT

Item 10 – Preliminary Environmental Site Assessment

- PESA report

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

Issued: June 28, 2019

Item 11 – Preliminary Utility Design

- Sanitary Sewer and Storm Sewer rehabilitation plan
- Preliminary layouts for watermain, storm sewer, and sanitary sewer
- Construction sequence recommendations for before, during, and after streetscape project
- Cost estimating

Item 12 – Electrical and Lighting Evaluation

- Report evaluating the existing condition of the lights and system
- Reviewed vendor drawings for proposed poles
- Festoon light research
- Cost estimating

Item 13 – Construction Staging and Maintenance of Traffic

- Construction phasing alternates for utility work and streetscape/roadway work
- Construction durations to accompany phasing alternates
- Preliminary review of accommodations for detouring traffic and parking during construction

Item 14 – Stakeholder Coordination and Public Involvement

- Project website to solicit feedback and promote project specific information and provide project background information, set up for further use as the project design progresses (www.downtownge.com)
- Created and utilized a list of Twitter and Instagram Glen Ellyn specific social media handles for marketing feedback and project meetings
- Created marketing graphics for each month used to market the website for feedback as well as project meetings
- Public Open House
- Formal summary of Open House comments
- Business Open House
- State of the Downtown meeting
- Steering Committee formation
- Steering Committee meetings (3)
- Walking Tour with Steering Committee and Staff with summary of comments received

Item 15 – Agency Coordination

- Capital Improvement Commission meetings
- Development Committee meeting (1)
- Village Board Workshops (3, plus 1 scheduled)
- Incorporated train station project and Apex development geometry into proposed geometrics

Item 16 – Railroad Coordination – *moved to Phase II*

Item 17 – Permits – *moved to Phase II*

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

Issued: June 28, 2019

Item 18 – Grant Applications and Current Funding Utilization

- Reviewed LAFO applicability for project
- Reviewing 3R applicability
- Coordination meeting regarding federal funding, construction phasing, and potential design exceptions for the FA routes
- Identified no current additional opportunities are available at this time

PROPOSED IMPROVEMENTS

The efforts by the Civiltech and Village team during the first phase of design engineering has identified the following utility, roadway, and streetscape infrastructure improvements to be delivered as part of the project

Water Distribution System

The existing watermain in the CBD vary in age from approximately 30 year old ductile iron pipe on Crescent Boulevard to 110 year old cast iron pipe along the stretches of Main Street and Prospect Avenue and other parts of the CBD. As part of the CBD Underground Utility Study, the Village engaged a consultant specializing in watermain condition assessments to analyze selected sections of the existing water system. The sections that were assessed include critical sections of the system located under the Union Pacific-West Railroad Line as well as sections of the main that had a highest number of recorded watermain breaks, including the relatively new ductile iron pipe on Crescent Boulevard. The Final Report prepared by Echologics is included with this RFP as Attachment A. The scope of the water main related work will generally include the following:

- Replacement of 12" watermain and services on Crescent Blvd between Glenwood and Park (~1,500 FT)
- Replacement of 8" watermain and services on Main St between Hillside and Duane (~500 FT)
- Replacement of 8" watermain and services on Main St between Crescent and Pennsylvania (~450 FT)
- Abandonment of 8" watermain and services on Main St between Duane and Crescent (Under the UP-West Line) (~350 FT)
- Replacement of watermain and services on Pennsylvania Ave from Main St. to west of Glenwood (~450 FT). Main shall be up-sized from Main St. to ~250 Feet West of Main/Pennsylvania Intersection.
- Abandonment of 6" watermain on Pennsylvania Ave from Western to Main (~1,500 FT)
- Lining of 12" watermain on Western Ave (extended) between Duane and Pennsylvania (under the UP-West Line) (~450 FT)
- Replacement of water services on Main St watermain between Pennsylvania and Anthony, including fire service lines for future use
- Replacement of water services on Pennsylvania Ave watermain between Western and Forest, including fire service lines for future use
- Addition of valve on Prospect Ave between UP-West Line and Crescent. Work may also include replacement of adjacent water service for 462 Prospect.

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

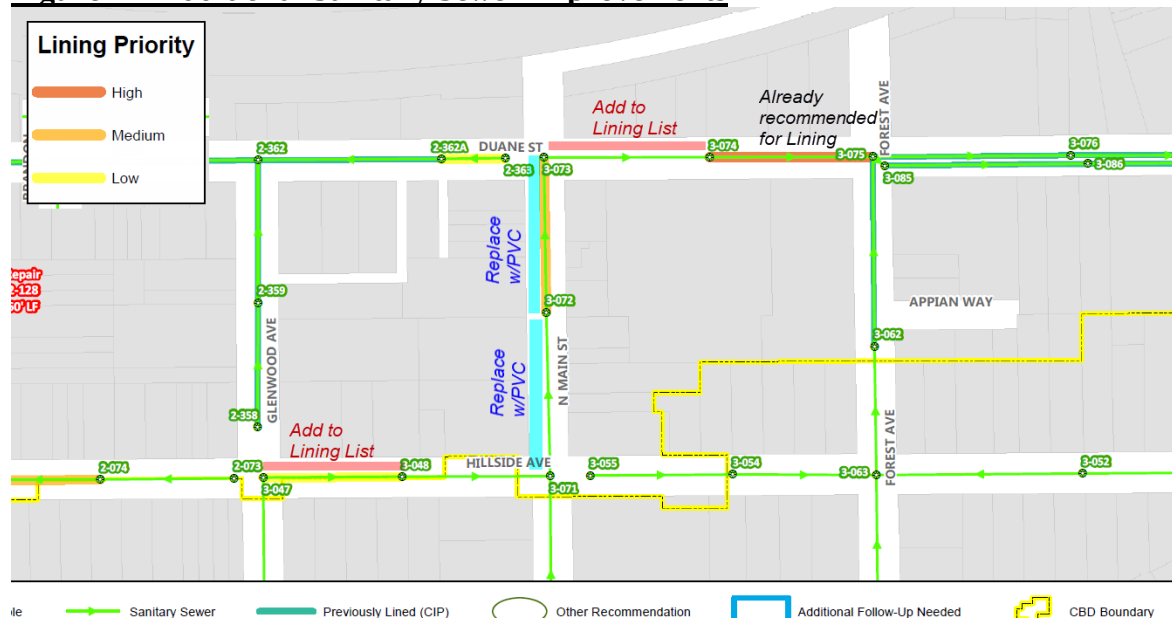
Issued: June 28, 2019

- Replacement of water services to three CBD water fountains
- Abandonment of water service to old decorative water fountain located at the Civic Center site
- Replacement and addition of new fire hydrants and valves at strategic locations throughout the CBD (Assume 10 hydrants and 10 valves)

Sanitary Sewer System

The Village owns and maintains 2.6 miles of sanitary sewer within the Central Business District. All sanitary sewer mains and services were recently televised and reviewed as part of the CBD Underground Utility Study. Description and condition of various component of the system are included in the Attachment B - Final Report prepared by RJN. Additionally RJN has completed flow metering with follow-up modeling early in 2019. Figure 2 includes additional recommended improvements to the sanitary sewer system based on the completed sanitary metering and modeling. Additional improvements include replacement of approximate 510 feet of sanitary sewer along Main Street from Hillside to Duane and 500 feet of sewer lining. Approximately 5% of additional sanitary services were recently evaluated and are being currently evaluated. Any identified repairs will be added to the scope of the improvements. In addition to the main line improvements, sanitary sewer services will be rehabilitated throughout the CBD as part of the project.

Figure 2 – Additional Sanitary Sewer Improvements



Storm Sewer System

The Village owns and maintains 4.6 miles of storm sewer within the Central Business District. All storm sewer mains were recently televised and reviewed as part of the CBD Underground Utility Study. Description and condition of various component of the system are included in the attached report prepared by RJN. Approximately 5% of additional storm sewer main were recently evaluated and are being currently evaluated. The Village is also reviewing the viability of eliminating redundant storm

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

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sewers along sections of Pennsylvania Avenue. Any identified repairs will be added to the scope of the improvements.

Street Light System

The bulk of the existing system was installed in the late 1980's, early 1990's, with some more recent installations on Crescent dating back to 2004. In 2017 the Village completed the process of replacing the luminaires with more efficient custom-made LED replica luminaires with up-lighting capabilities. As part of the project, the Village intends on replacing all 194 of the existing street light poles, foundations, conduit, and wiring within the CBD project limits. Luminaries will be reused and the existing lighting levels maintained. It is anticipated that the proposed pole spacing layout will be similar to the existing layout. The Village is strongly considering the use of a chambered Holophane SiteLink Pole, or equivalent equal, that could easily accommodate irrigation for hanging baskets and provide for greater flexibility with locating power sources. Electrical provisions will also be provided via the installation of receptacles throughout the downtown.

Additional Streetscape Components

The Central Business District Right-of-Way contains a variety of existing streetscape elements consisting of tree planters, benches, bike racks, waste receptacles, retaining walls, and signage; all in various state and condition. The selection of type and style of each of these components will be completed as part of Phase 1 of the project. Mock-up installations of selected components will be completed prior to finalizing the Phase 1 of the project with anticipated selection and approval by the Village Board during the August workshop.

Trees

Approximately half of the existing parkway trees are Honey locust with remaining trees being of various species. Recently completed 2018 CBD Tree Review and 2019 update identified 111 parkway trees located within the CBD in various conditions. Two alternatives for the trees in the CBD were prepared; first calling for removal and replacement of all the trees within the CBD with a more diverse tree population, second for selective removal and replacement based on the condition and potential impact of construction. Current tree budget includes funds for tree replacement, Silva Cells, and irrigation system for the new trees.

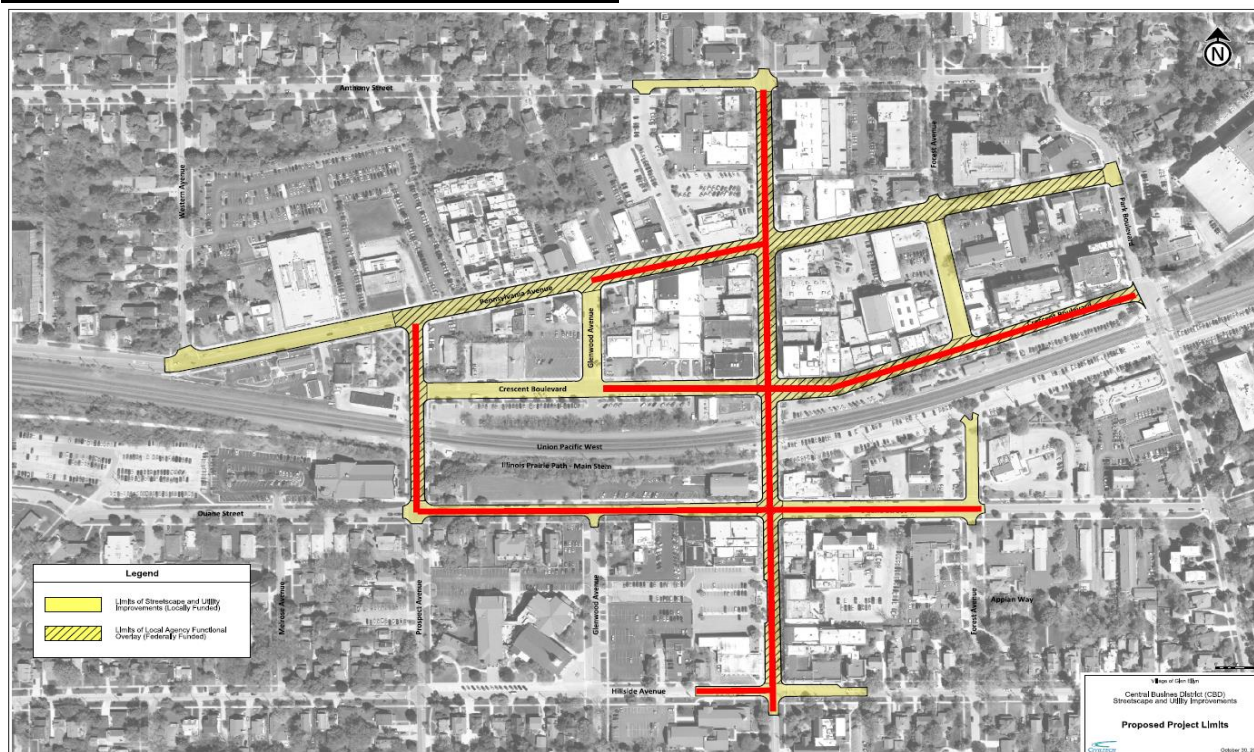
Pavement and Sidewalks

Roadway improvements recommendations were developed based on the PCI data and geotechnical investigations which include reconstruction of majority of the streets in the CBD and resurfacing of the remaining sections. The recommendations are based on ensuring the most appropriate roadway pavement improvements are performed based on the location and extent of underground utility work as well as to accommodate the needed ADA improvements. All Sidewalk, crosswalk and curb ramp upgrades must provide full compliance with latest ADA and PROWAG standards and be consistent with selected sidewalk, crosswalk and paved parkway decorative treatments. Final selection of decorative sidewalk and crosswalk materials will be completed as part of Phase II Engineering – First Phase.

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

Issued: June 28, 2019

Figure 3 – Proposed Roadway Improvements



*Sections in red indicate proposed street reconstruction

Budget Developed in Phase II Engineering – First Phase

The project budget and cost estimate has been refined throughout phase 1 of the project. A detailed preliminary cost estimate has been developed. The latest cost estimate for the projects is included in tables below.

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

Issued: June 28, 2019

Table 1 - Current Roadway/Streetscape Budget

Cost Estimate for Work Type	Current Estimate
Item	Cost
Roadway and Sidewalk Work	\$7.6M
Upgrade Sidewalk and Crosswalk Areas to decorative materials	\$1.4M
Street Lighting Repairs and Installations – Pole Replacement, Conduit/Wiring Replacement, Urban Ceiling Lighting, Temporary Lighting	\$2.2M
Site Furnishings (Basic) – Tree Planters, Seat Walls, Benches, Bike Racks, Trash Receptacles, Etc.	\$1.1M
Site Furnishings (Extra) – Parklets, Fire Places, Water Feature, Decorative Bollards	\$1.0M
Landscaping – Trees, Shrubs, Perennials, Etc.	\$640K
Phase II Engineering (est. as 9% of Construction Cost)	\$1.2M
Phase III Engineering (est. as 11% of Construction Cost)	\$1.5M
Totals	\$16.6M

Table 2 - Current Utility Budget:

Cost Estimate for Work Type	Current Estimate
Item	Cost
Watermain Work	\$1.6M
Sanitary Sewer Work	\$2.0M
Storm Sewer Work	\$3.2M
Restoration Cost	\$1.0M
Totals	\$7.8M

CBD Streetscape and Utility Improvements RFP
Phase II Engineering Services – Second Phase

Issued: June 28, 2019

SCOPE OF SERVICES/TASKS

Respondents shall submit a detailed scope of services/tasks for the completion of the architectural and phase II engineering services. It is anticipated that the services/tasks including, but not limited to, the following will need to be performed/provided for the project, unless otherwise designated. If any additional tasks are added by the Proposer, please note as such by either bolding or italicizing in Proposal:

1. Project Kick-Off Meeting

Meet with Village to further discuss the Conceptual Design work performed to date, project requirements, schedule, and coordination with jurisdictional agencies and stakeholders involved with the project.

2. Public Meetings

Attend at least three Capital Improvements Committee meetings and three Village Board of Trustees meetings to present project updates and construction contract recommendations.

3. Review of Conceptual Design Work Completed to Date

Review Conceptual Design work completed to date in detail to ensure that the detailed design of the proposed improvements is in accordance with the goals and objectives of the Village. Ensure that any commitments made are followed through during Phase II Engineering.

4. Data Collection and Review

This work item will include reviewing record information such as existing design information, geotechnical reports, aerial photography, contour mapping, and other available data such as existing plans and utility atlases. Information obtained during the engineering work completed to date should be verified and/or updated during Phase II.

5. Supplemental Field Survey and Base Sheet Development

Extensive topographic survey data has been performed of the project area, and the information will be provided by the Village. This item shall include collecting field survey data as needed to supplement the existing survey data. Additional topographical survey on Crescent Blvd between Main St and Park Blvd should be completed as part of the Phase 2 scope of services.

6. Supplemental Geotechnical Investigation and Pavement Design

Geotechnical investigations were performed as part of Phase 1 engineering work, and these reports will be provided by the Village. Perform supplemental geotechnical investigations and reports as required to complete the Phase II engineering. The results of the geotechnical studies shall be incorporated into the construction documents. A pavement design memorandum shall be prepared for the streets to be reconstructed in accordance with IDOT Bureau of Local Roads and Streets requirements considering Village standards.

7. Special Waste and CCDD Testing

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Complete a PSI for the 51 PIPs identified during Phase I. Perform the required Clean Construction and Demolition Debris (CCDD) evaluation and certification for any uncontaminated construction material that will need to be disposed of off-site. Prepare a materials disposal plan, identify pre-approved CCDD facilities, and complete the appropriate pre-construction permit application forms for material disposal.

8. Review and Confirm Project Right-of-Way Requirements

Existing Right-of-Way Easements have been identified along Main Street between Crescent Boulevard and Pennsylvania Avenue, and Crescent Boulevard between Main Street and Forest Avenue. All proposed improvements should be reviewed with respect to the existing right-of-way and construction limits to ensure that adequate right-of-way exists to construct the project. Any potential right-of-way needs shall be brought to the Village's attention immediately. Based on a review of the preliminary topo survey data (collection of any visible property pins) and DuPage County parcel data, establishment of right-of-way lines where deemed necessary for the identification and acquisition of required temporary and permanent easements, which will involve acting as the Village representative in all correspondence and meetings with the property owners, preparation of necessary Temporary & Permanent Easement Plat(s), including legal and easement descriptions, etc.

9. Construction Staging and Maintenance of Traffic Concept

Two alternatives of construction staging and maintenance of traffic plans were developed during Phase 1 of the project. Upon selection of preferred construction staging alternative, Phase 2 consultant should review the proposed construction staging and schedule and adjusted as necessary. Several events, developments, and projects within the CBD will require a construction staging plan to be re-evaluated as schedule information for these events are determined. At this time, the Frida Kahlo exhibit at College of DuPage requires limited construction in the CBD during June-August 2020. The Apex and Civic Center garage constructions will also limit when work can occur on the south side. The Village's train station project may result in some of the Crescent Boulevard work being completed at a later time. Travel lanes, on-street parking, and pedestrian access routes will need to be maintained to the maximum extent possible during construction. Detailed Construction staging and maintenance of traffic plan shall be developed prior to completion of pre-final plans.

10. Permitting

Procurement of all required and applicable Permits, including, but not limited to the Village of Glen Ellyn, DuPage County, IDOT, IEPA, IDNR, UPRR, etc.

11. Utility Coordination

Utility coordination (Nicor, ComEd, AT&T, Comcast, Sprint, etc.) and resolution of all conflicts. Coordinating on any adjustments required to these utilities and planned improvements by the utility companies in the CBD.

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12. Railroad Coordination

It is anticipated that the selected consultant team must obtain a letter from the Railroad operator that authorizes roadway related construction (resurfacing or reconstruction) up to the tracks. Additional coordination will also be required for the rehabilitation of a box culvert drainage structure beneath the tracks near Forest Avenue.

13. Historic Preservation Commission Coordination

It is anticipated that the selected consultant team must obtain a letter from the HPC in support of the project. This will be used for further coordination with the State Historic Preservation Officer.

14. Village Underground Utilities

The underground water, sanitary, and storm utility design has been based in the recently completed utility study of the Central Business District. Preliminary design of proposed water, sanitary, and storm has been completed identifying locations of proposed work and establishing proposed corridors for these improvements. Refine design as necessary based upon the remaining storm sewer modeling, topographical, and utility survey results and complete detailed design of the underground utility improvements.

15. STP Grant Coordination

Finalize and/or follow-up on and grants applied for and to ensure project(s) eligibility is maintained. The FAU routes will require either LAFO or 3R processing, and will require design exceptions forms and back up documentation to support the angle parking and WB-50 design vehicle at the corner radii.

16. Public Outreach and Stakeholders Coordination

Second phase of the assignment will involve continued outreach and coordination with local business owners, Glen Ellyn Chamber of Commerce and interested stakeholders. In addition, at least two (2) public meetings would be planned to showcase the project and discuss project plans and schedule.

17. Vaulted Sidewalks

Investigate for potential vaulted sidewalks using a Ground Penetrating Radar, followed up by inspections and assessment of the identified properties containing vaulted sidewalks. Structural engineering plans for vault removal or where completion of appropriate avoidance tasks, such as coordination of utility relocates, design of structural slabs, and waterproofing.

18. Electric and Lighting Design

Design new street light system in the CBD consisting of all new poles, new foundations, and conduits and wiring. The existing luminaires would be reused on the new poles.

19. Irrigation Design

Include irrigation to all parkway trees located within the limits of the project, as well as irrigation to any large flowering planting areas. Additionally, a water source for plant and

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hanging basket watering should be included at strategic locations throughout the limits of the project.

20. Preliminary Plans (65%)

Three separate construction contracts are currently anticipated as part of this project. Contract packaging is subject to change as the Phase II design progresses, but no more than 3 will be required. All contract plans shall be developed based on the conceptual design work that has been completed to date.

Contract 1: Advance Utility Construction Contract – This contract is scheduled to be let late in summer of 2020. Construction is anticipated to commence in early spring of 2021.

Contract 2: Roadway and Streetscape Construction Contract – This contract is scheduled to be let in the fall 2020. Construction is anticipated to commence following the completion of the underground utility work.

Contract 3: Street Resurfacing Contract - The Village has secured federal funding for the resurfacing of Main Street, Pennsylvania Avenue, Prospect Avenue and Crescent Boulevard. This project will be reviewed and approved by the IDOT Bureau of Local Roads and Streets. It will be let by IDOT and is tentatively scheduled for the September 2020 letting. Design exceptions are anticipated to be required for angle parking on the routes, as well as for the design vehicles at the corner radii.

Contract 1 Preliminary Plans

- a. Preliminary Plans will be prepared containing the following drawings:
- Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Detour Plan
 - Drainage and Utilities Plan and Profile
 - Cross Sections

Contract 2 Preliminary Plans

- b. Preliminary Plans will be prepared containing the following drawings:
- Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Existing Typical Sections

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- Proposed Typical Sections
- Alignment, Ties and Benchmarks
- Construction Staging and Maintenance of Traffic Plans
- Detour Plan
- Roadway Plan and Profile
- Drainage Plan
- Lighting and Electrical Plans
- Site Materials/Hardscape Plan
- Intersection Details
- Planting Plan
- Irrigation Plan
- Pavement Marking Plan
- Signing Plan
- Roadway Cross Sections

Contract 3 Preliminary Plans

- c. Preliminary Plans will be prepared containing the following drawings:
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Existing Typical Sections
 - Proposed Typical Sections
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Roadway Plan and Profile
 - Intersection Details
 - Pavement Marking Plan
 - Signing Plan
 - Roadway Cross Sections
- d. Preliminary Quantity Calculations and Estimate of Cost – The designer shall complete preliminary quantity calculations in order to develop a Preliminary Estimate of Cost for each contract.
- e. Preliminary Utility Company Coordination - Submit the preliminary plans for each contract to the utility companies and coordinate any design revisions to mitigate conflicts, or work with the utilities to facilitate necessary relocation work.

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- f. Preliminary Design Review Meetings – Two design meetings with the Village are anticipated during the Preliminary Engineering stage for each contract.

21. Pre-Final (90%) Plans, Special Provisions and Estimates

The development of Pre-Final Contract Plans and documents shall proceed throughout the Village's review of the Preliminary Plan Submittal. Pre-final contract plans shall be based on comments received on the preliminary plans and in accordance with the approved conceptual designs, Village standards, and applicable sections of the BLRS manual, applicable IDOT Standards and in accordance with current County standards and practices. The contract plans are anticipated to contain the following drawings:

Contract 1 Pre-Final Plans

- a. Pre-final Plans
- Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Summary of Quantities
 - Schedule of Quantities
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Detour Plan
 - Drainage and Utilities Plan and Profile
 - Construction Details
 - Roadway Cross Sections

Contract 2 Pre-Final Plans

- b. Pre-final Plans
- Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Summary of Quantities
 - Schedule of Quantities
 - Existing Typical Sections
 - Proposed Typical Sections
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Detour Plan

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- Roadway Plan and Profile
- Drainage Plan
- Lighting and Electrical Plans
- Site Materials/Hardscape Plan
- Intersection Details
- Hardscape Details
- Planting Plan
- Planting Details
- Irrigation Plan
- Irrigation Details
- Pavement Marking Plan
- Signing Plan
- Intersection Grading Details
- ADA Curb Ramp and Parking Grading Details
- Driveway Details
- Construction Details
- Roadway Cross Sections

Contract 3 Pre-Final Plans

- c. Pre-final Plans
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Summary of Quantities
 - Schedule of Quantities
 - Existing Typical Sections
 - Proposed Typical Sections
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Roadway Plan and Profile
 - Intersection Details
 - Pavement Marking Plan
 - Signing Plan
 - Intersection Grading Details
 - ADA Curb Ramp Grading Details
 - Driveway Details
 - Construction Details

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- Roadway Cross Sections
 - b. Pre-Final Special Provisions – For each of the 3 contracts, prepare special provisions that supplement or amend the special provisions contained in the latest edition of the Standard Specifications for Road and Bridge Construction adopted by the Illinois Department of Transportation and the latest edition of the Standard Specifications for Sewer and Watermain Construction in Illinois. Include applicable Village and IDOT special provisions to supplement the Standard Specifications.
 - c. Pre-Final Quantity Calculations - Perform detailed quantity calculations at the pre-final stage of the plan development.
 - d. Pre-Final Estimate of Cost and Construction Time - Use quantities of work in order to calculate an Engineer's Estimate of Cost and Time. Estimates shall be based on recent bid tab information for projects of similar scope and magnitude.
 - d. Pre-Final Utility Company Coordination – Submit the pre-final plans for each contract to the utility companies and coordinate any design revisions to mitigate conflicts, or work with the utilities to facilitate necessary relocation work.
 - e. Pre-Final Design Review Meetings – Two design meetings with the Village are anticipated during the Pre-Final Engineering stage for each contract.

22. Final (100%) Plans, Special Provisions and Estimates

- a. Final Plans – Finalize the contract plans after completion of all agency reviews and resolution of any other agency or utility company concerns. The Village will be responsible for letting the project for Contracts 1 and 2. Contract 3 will be IDOT let.

Submit the contract plans for each contract to the various utility companies for their permitting of any necessary relocations. Review permit applications submitted by utility companies to ensure compatibility with the proposed design.

- b. Final Special Provisions - All comments received pertaining to the prefinal special provisions and bid documents shall be addressed in the final bid documents.
- c. Final Quantity Calculations – Update quantity calculations based on changes made to the plans after the pre-final stage.

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- d. Final Estimate of Cost and Construction Time – Update estimates based on the revised quantities. Cost breakdowns for different funding sources shall be provided to the Village as required.

23. Project Administration, Coordination and Permits

- a. Status Meetings – Attend up to five (5) additional Village meetings for each contract during the Phase II design stage. Prepare the necessary exhibits for the meetings that may include Village Engineering or Administrative staff, or political officials.
- b. Permitting – Prepare applications and obtain permit approvals as necessary for the proposed construction. Permits are expected to include, but may not be limited to the IEPA and DuPage County.

Consultant shall also coordinate with the railroad for the Main Street and Prospect Avenue crossings and any utility crossings, and obtain any necessary approvals for the approaches, and include any pay items that are required in the contract documents. No work is anticipated except for the pavement work approaching the crossings.

- c. Railroad Coordination – Attend a coordination meeting with ICC, UPRR, and Metra and assist with the preparation of coordination letters for the proposed roadway and utility work within their ROW.
- d. Historic Preservation Commission and State Historic Preservation Officer Coordination – Attend a coordination meeting with the HPC to present the concept plans for the CBD and obtain a letter of project agreement. This will be used for further coordination with SHPO, the requirements for which will be determined once the ESR review has been completed.
- e. Utility Company Coordination - Analyze the project for potential impacts to existing utilities. Provide the utility companies with a list of areas of potential conflict so that additional information, such as horizontal locates or depth borings can be obtained where necessary to further define the extent of conflicts. Based on the amount and complexity of the required utility relocation, it may be necessary to have periodic coordination meetings with the utility companies. Included hours to meet two times with the utility companies.
- f. Public Outreach – An Open House event with concept plans will be held. Exhibits from this event may become a static exhibit at the library. Three preconstruction meetings will be held for residents and businesses. The project website will be maintained to provide updates on design and construction progress. A tree education plan will be created to inform the public about the tree plans for the CBD.

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- g. Bidding Assistance - Review any questions received from contractors during the bidding process and provide any necessary responses to clarify the documents.

24. Construction Assistance

- a. Pre-Construction Meeting Attendance - Attend the pre-construction meeting for each contract to answer any questions regarding the design and contract documents.
- b. Construction Shop Drawing Reviews - Complete the necessary construction shop drawing reviews for each contract as required by the contract documents, and follow through with the Resident Engineer and Contractor in regard to review comments to ensure compliance with the contract documents and the design engineer's intent.
- Fifteen (15) hard copies of each shall be provided. All drawings will be full-sized (24"x36"). One electronic copy (pdf format) of each will also be provided.
- Preparation of Bidding/Construction Contract providing all Specific Project Specifications and Special Provisions. Note that general conditions and other "front end" Contract documents will be provided by Village. The Village also has Special Provisions that the Consultant shall utilize as pertinent to the assignment.

25. Bidding and Construction Contract Award

- Administration of the competitive bidding process including:
- Conducting mandatory Pre-Bid Meeting
- Preparing Bidding and Contract Documents for all Contracts with the Village providing its document templates.
- Answering technical questions during bidding process
- Issuing any Addendums, if necessary
- Reviewing first and second low bidder references, similar work history and availability and making a recommendation regarding the Award of Contract or Rejection of Bids

ANTICIPATED SCHEDULE

The Village intends to enter into agreement with the selected consultant in 2019. A tentative and negotiable overall schedule is as follows:

- Enter into Consultant Services Agreement – *August 2019*
- Utilities Final Engineering/Bid Package – *August 2020*
- Utilities Competitive Bidding Process – *September 2020*
- Roadway and Streetscape Construction Engineering/Bid Package – *August 2020*
- Roadway and Streetscape Construction Competitive Bidding Process – *September 2020*
- Street Resurfacing Contract Engineering/Bid Package – *August 2020*

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- Street Resurfacing Contract Competitive Bidding Process – September 2020

A complete schedule with interim completion dates for preliminary and pre-final deliverables shall be provided and agreed upon by both the Village and Consultant prior to entering into an agreement.

PROPOSAL CONTENT

Proposals shall including the following information separated into tabbed sections as follows:

1. Cover Letter:
Provide a brief cover letter expressing interest in providing the services in connection with the proposed project and summarizing the key points of the Proposal.
2. Firm Information:
Provide the name, address, and contact information for all firms involved in the project. Also include number of years in business, principals in the firm, primary contacts, and the proposed role for each firm in the project.
3. Financial and Legal Status:
 - a. Describe the general financial capability of the firm.
 - b. List any litigation and any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed within the previous ten years.
 - c. List insurance coverage that the firm has which would be applicable to the work described in this RFP.
4. Project Understanding:
State in concise terms your understanding of the project and its goals, as well as suggested scope of services. State the team's project and cost control approach in providing the highest quality service at the best value. Also note the proposed approach for outreach with project stakeholders and available resources to complete the project.
5. Project Team Information:
List any partners, subcontractors or sub-consultants, which may be used as well as their roles in the project.
6. Project Staffing:
List personnel who will be directly involved with the project and their experience with similar type and size of projects. Include resumes with a maximum of two pages per staff member.
7. Scope of Services/Tasks:
Indicate a detailed recommended scope of services and suggested tasks the Village of Glen Ellyn should consider to meet the goals of this project. This shall include, but is not limited to, the items listed in the RFP.

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8. Recommended Schedule with Preliminary and Pre-Final Deliverable Dates Specified.
9. References:
List at least three references for each consultant and sub-consultant, which you believe support your qualifications to complete this project.
10. Project Portfolio:
Summarize at least five projects in similar scope and magnitude completed by the firm within the past ten (10) years, including references.
11. Additional Information:
Include any other information you believe to be pertinent to the RFP.
12. Total Not-to-Exceed Price: Respondents shall provide a Not-To-Exceed Cost including supporting documentation for formulating the Not-To-Exceed Cost including hours, hourly rates, and direct costs/reimbursable expenses for each Phase 2 of Work.

In submitting a Proposal, Consultant agrees to the “Attachment A General Terms and Conditions” document provided with this RFP. The document will become a part of the Consultant Services Agreement to be executed between the Village and selected Consultant

MINIMUM QUALIFICATIONS

- A. Project team must include engineers, landscape architects, surveyors, and other design professionals licensed/certified to practice in the State of Illinois as required to perform the scope of services herein described
- B. Prior experience with municipal clients specifically in the design of streetscape and utility projects of similar scope and scale
- C. Demonstrated knowledge of all applicable building, Illinois Department of Transportation, Metra, and Union Pacific Railroad Codes, Standards, and Regulations

PROJECT TEAM STRUCTURE

It is anticipated that an Architectural/Engineering firm will serve as the prime-consultant with sub-consultants serving the roles outside of the prime-consultant’s areas of expertise.

Prime-Consultant: The firm serving as the prime consultant may only submit one Proposal and may not participate as a sub-consultant on any other team.

Sub-Consultants: Regardless of discipline, firms that participate only as sub-consultants may do so with as many teams as desired.

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INSTRUCTIONS TO PROPOSERS

Preparation of Proposals

All proposals must be signed by an authorized official. Proposals that contain omissions, erasures, alterations, or additions not called for, conditional or alternate bids unless called for, or that contain irregularities of any kind may be rejected.

Clarifications

Village reserves the right to make clarifications, corrections, or changes in this RFP at any time prior to the time proposals are opened. All proposers or prospective proposers will be informed of said clarifications, corrections, or changes.

Delivery of Proposals

Please submit **four (4) paper copies** of your proposals in a sealed envelope plainly marked:

Glen Ellyn Central Business District Streetscape and Utility Improvements Phase II Engineering Services – Second Phase with firm's full legal name to the **Village of Glen Ellyn, Public Works Reno Service Center, 30 South Lambert Road, Glen Ellyn, IL 60137, Attention: Tom J. Topor, PE, Senior Civil Engineer, no later than 4:00 P.M., July 22, 2019**. In addition, **please submit one (1) CD-ROM or USB flash drive containing your proposal**. Proposals may be delivered by mail or in person. Proposals received after the time specified above will be returned unopened.

Freedom of Information Act

All information submitted to the Village in response to this Request for Proposals shall be deemed a public record and will be subject to disclosure under the Illinois Freedom of Information Act (5 ILCS 140 *et seq.*) subsequent to the award of the contract. Proposers are advised that Section 7(1)(g) of that Act exempts the following from disclosure:

Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested.

Proposers desiring to have portions of their proposals considered exempt are advised to mark these portions accordingly.

Withdrawal of Proposals

No proposal shall be withdrawn for a period of 90 days after the opening of any proposal.

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Rejection of Proposals

Proposals that are not prepared in accordance with these Instructions to Proposers may be rejected. If not rejected, Village may demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Proposers.

Acceptance of Proposals

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Proposers.

The Village reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of Village and to the public based on the evaluation factors in this RFP; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposers should not rely upon, or anticipate, such waivers in submitting their proposal.

Insurance Requirements

Contemporaneous with Consultant's execution of the Agreement for the assignment, Consultant shall provide certificates and policies of insurance evidencing at least the minimum insurance coverages and limits set forth hereinafter. For good cause shown, Owner may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as Owner may impose in the exercise of its sole discretion. **Such policies shall be in a form acceptable to Owner and from companies with a general rating of A minus and a financial size category of Class X or better in Best's Insurance Guide and otherwise acceptable to Owner. Such insurance shall provide that no change, modification in, or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to Owner.** Consultant shall, at all times while providing, performing, or completing the Services, maintain and keep in force, at Consultant's expense, at least the minimum insurance coverages as follows:

A. Worker's Compensation and Employer's Liability with limits not less than:

- (1) Worker's Compensation: Statutory;
- (2) Employer's Liability:
 - \$1,000,000 injury-per occurrence
 - \$500,000 disease-per employee
 - \$1,000,000 disease-policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

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- B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than \$1,000,000 for vehicles owned, non-owned, or rented.

All employees shall be included as insureds.

- C. Comprehensive General Liability with coverage written on an “occurrence” basis and with limits no less than:

General Aggregate: \$2,000,000 Bodily Injury and Property Damage
Combined Single Limit for this Project.

Coverages shall include:

- Broad Form Property Damage Endorsement
 - Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)
- D. Professional Liability Insurance. With a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate and covering Consultant against all sums that Consultant may be obligated to pay on account of any liability arising out of the Contract.
- E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.
- F. Owner as Additional Insured. Owner shall be named as an Additional Insured and a Cancellation Notice recipient on all policies except for:

Worker’s Compensation
Professional Liability

Each such additional Insured endorsement shall identify Owner as follows: The Village of Glen Ellyn, including its Board members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives.

- G. Other Parties as Additional Insureds. In addition to Owner, the following parties shall be named as additional insured on the following policies:

Additional Insured

Policy or Policies

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All additional public or private property owners as needed on all policies with the exception of Worker's Compensation and Professional Liability.

EVALUATION OF PROPOSALS

The submitted proposals will be reviewed/selected based upon factors in this RFP and including the following:

1. Firm Information (size, location, history, resources, etc.);
2. Experience on similar projects with reference (name, title, address, phone, e-mail & fax numbers) within the last *ten* years only;
3. Qualifications (resumes) of personnel assigned to work on the project (project team), organizational chart, etc.;
4. Ability to meet project deadlines (provide schedule with work items/staff hours needed, critical path items, etc.);
5. Completeness of project approach (detailed scope of services/tasks, etc.);
6. Any additional services/tasks not identified in this RFP that the consultant believes will improve the project, reduce costs and time, etc.; and
7. Total Not-to-Exceed Price

Follow-up discussions may be conducted with firm(s) to resolve any questions, finalize the scope of work and agreement on final Not-to-Exceed Price as a means to recommend final selection to the Village Board of Trustees. **Follow-up interviews with selected firms will be conducted on July 29th and July 30th. Please ensure that key staff members are available on those days to meet with the Village.**

Documents available for download or viewing

Data collection

Traffic Analysis

Public Involvement

Village Board and Capital Improvements Commission memos

Roadway Design plans

Landscape Design and renderings

Preliminary Utility Design plans

CBD Lighting Evaluation

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PROPOSAL/AGREEMENT ACCEPTANCE FORM

*****THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF GLEN ELLYN, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Proposal Is To Be Considered For Award

PROPOSER:

_____	Date: _____
Company Name	_____
_____	Email Address
Street Address of Company	_____
_____	Contact Name (Print)
City, State, Zip	_____
_____	24-Hour Telephone
Business Phone	_____
_____	Signature of Officer, Partner or Sole Proprietor
Fax	_____
_____	Print Name & Title
ATTEST: If a Corporation	

Signature of Corporation Secretary	

VILLAGE OF GLEN ELLYN:

ATTEST:

_____	_____
Authorized Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Title	Title
_____	_____
Date	Date

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In submitting a Proposal, Consultant agrees to the “Attachment A - General Terms and Conditions” document provided with this RFP

QUESTIONS

All questions concerning the project, the submittal of Proposals, the Village’s review and evaluation of submittals should be directed to:

Tom Topor, PE
Senior Civil Engineer
Village of Glen Ellyn
Public Works Reno Service Center
30 South Lambert Road
Glen Ellyn, IL 60137
Phone 630-547-5520
Fax 630-469-3128
ttopor@glenellyn.org

Pertinent inquiries that could impact the response to this RFP will be answered and circulated to all entities who have received a copy of this RFP.

APPENDIX

Attachment A - Final Report prepared by Echologics

Attachment B - Final Report on the Underground Sanitary, Storm, and Water Utility Study prepared by RJN



» 7. SCOPE OF SERVICE/TASKS

A. Phase II Engineering

1. Project Kick-Off Meeting

Our kick-off meeting with the Village will confirm the project elements being carried forward, the design schedule, and the continued coordination with jurisdictional agencies and stakeholders involved with the project.

2. Public Meetings

Civiltech will assist the Village in the preparation of exhibits and memos regarding project updates and construction contract recommendations that will be submitted to the Capital Improvements Committee and Village Board of Trustees the week prior to their respective meetings. We will attend at least three CIC meetings and three Board workshops or meetings.

3. Review of Conceptual Design Work Completed to Date

Civiltech, as the engineers on the First Phase of the project, are thoroughly aware of the Conceptual Design work performed to date. We will prepare a summary of key decisions and items that need further direction for use at the Project Kick-Off Meeting.

4. Data Collection and Review

The following items have been gathered and reviewed by Civiltech during the First Phase: record information, geotechnical reports, aerial photography, contour mapping, right-of-way data, and other available data such as existing plans and utility atlases. Civiltech will determine if any newer information is available and obtain it.

5. Supplemental Field Survey and Base Sheet Development

Extensive topographic survey data has been obtained by Civiltech. It is a combination of survey completed on Crescent and Main for the Train Station project by Compass Surveying and of topographic survey completed by our subconsultant Jorgensen & Associates as part of the First Phase of this project. Civiltech is aware that some additional survey information is likely needed at a few store entrances surveyed during the First Phase. We have identified that additional survey information is needed along Crescent Boulevard with respect to manholes, inverts, doorways, trees, and various existing streetscape components. Jorgensen & Associates will perform all supplemental survey work. Civiltech developed the current base sheets and anticipates minor revisions to their layout as part of this Second Phase.

6. Supplemental Geotechnical Investigation and Pavement Design

Civiltech's subconsultant Midland Standard Engineering & Testing completed the geotechnical investigations during the First Phase. During the First Phase, it was determined that an additional soil boring for utility work will be needed on Crescent Boulevard. Additional soil borings will also be performed for the additional roadways that were identified for reconstruction during the First Phase. These are Main Street, Hillside west of Main, Crescent east of Glenwood, and Pennsylvania between Glenwood and Main. Midland Standard Engineering & Testing will perform these services and provide updates to their previous report. Recommendations from the geotechnical studies will be incorporated into the construction documents.

Civiltech has completed a preliminary pavement design for the project considering the IDOT Bureau of Local Roads and Streets requirements and Village standards. This information will be the basis for a pavement design memorandum to confirm the scope of pavement work on each roadway.

7. Special Waste and CCDD Testing

During the First Phase, our subconsultant Huff & Huff identified 51 PIPs within the project area. We propose to use Huff & Huff again for special waste and CCDD services. While this proposal includes testing for all the sites, our intent is to



reduce this number as the detailed design progresses. Identifying where the material can be reused on site is one way to reduce this scope. Soil samples will be taken and analyzed. PSI reports and LPC 662/663 forms will be prepared. A soil disposal plan and list of pre-approved CCDD facilities will be provided.

8. Review and Confirm Project Right of Way Requirements

Civiltech will provide the Village with a list of potential properties where temporary or permanent easements currently may be required to determine the most efficient and cost effective approach for each parcel. When the project grading limits are refined with the detailed design this list will be likely be shortened. We will meet with the Village and property owners as needed to determine the appropriate course of action.

To demonstrate the components and costs of such acquisitions, we have included costs for plats, appraisals, and negotiations for two parcels. Some or all of these components would be needed for the acquisitions, to be determined after meeting with affected property owners. **Jorgensen & Associates** would complete the Plats of Easement. David White from Civiltech would complete the appraisals. **Santacruz & Associates** would complete negotiation if required.

9. Construction Staging and Maintenance of Traffic Concept

Building from the alternatives presented during the First Phase, we will prepare a maintenance of traffic concept memorandum with preliminary exhibits for review and approval by the Village. These exhibits will feature proposed vehicle and pedestrian detour routes in addition to possible parking areas as well as the work areas. Construction staging and maintenance of traffic concepts will be agreed to prior to the pre-final plan development. As schedules for Apex, the Civic Center Garage, and the train station progress, the concepts will be updated during detailed design.

Aerial exhibits will be created for use during public involvement.

Pedestrian ramp details will be developed for coordination with the Building and Zoning Departments. We anticipate one meeting for this coordination.

This item will also include development of a tree removal phasing concept plan exhibit. This will be used for coordination with staff about possible ways to lessen the perceived impacts of removals as well as during the tree education plan.

10. Permitting

Civiltech will prepare and procure all necessary permits. The agencies involved include, but are not limited to, the Village, DuPage County, IDOT, IEPA, IDNR, and UPRR. Subconsultant RJN Group Inc. will also assist with this task.

A Stormwater Pollution Prevention Plan for the NPDES permit will be completed and included in the specifications for each construction contract.

11. Utility Coordination

A Design JULIE was completed during the First Phase. Update calls to JULIE will be needed to confirm if there are any new companies involved. Update calls/emails to the non-municipal utilities will be needed to confirm any recent projects that would have updated their atlases. The current private utilities in the area are: AT&T, Comcast, ComEd, Crown Castle, MCI, Nicor, Sprint, Teleport, and Wide Open West.

At each milestone plan submittal we will also coordinate potential utility relocations with these companies and look for design solutions within the Village plan sets to minimize private relocations where possible. We will provide the utility companies with a list of areas of potential conflict so that horizontal locates and vertical depth information can be obtained where necessary to further define the extent of conflicts. Based on the amount and complexity of the required utility relocation, it may be necessary to have periodic coordination meetings with the utility companies. We have included hours for two utility coordination meetings.

This item will include permit reviews for future utility routes through the CBD that may be submitted during the project design phase as well as working with utilities on their ability to upgrade facilities during the time frame of the project.

**12. Railroad Coordination**

Civiltech will assist the Village in preparation a letter to request authorization from the Railroad operator to complete the resurfacing and/or reconstruction on Main Street and Prospect Avenue. This letter should be similar to the Village's previous letter for the Park Boulevard project. An additional letter and submittal will be needed for utility maintenance items which include the proposed rehabilitation of the box culvert under the tracks, the storm sewer and structures repairs within their ROW at the crossings, and the lining of the watermain under tracks. Design coordination should be through Mr. Enis Wakefield with Commuter Ops at UPRR. Additional coordination will be needed through Brian Vercruysse at ICC if a review fee structure is sent to the Village by UPRR.

We will attend one coordination with UPRR and Metra.

13. Historic Preservation Commission Coordination

We anticipate one coordination meeting with the HPC after the final design materials are chosen from the First Phase. Civiltech will then help the Village prepare a letter to request support of the project from the HPC. The resultant support letter will be needed for future coordination with the State Historic Preservation Officer. Civiltech will coordinate with SHPO for cultural clearance by January 2020, based on the ESR submittal date of January 2019. Civiltech's staff Historian will assist with coordination with the HPC and SHPO.

14. Village Underground Utilities

We are proposing **RJN Group, Inc.**, a member of our team during the First Phase, to assist with the Second Phase Utility Improvements.

Contract 1

- Kickoff meeting with Village staff
- Review construction staging and sequencing plan with Village staff
- Review utility replacement and rehabilitation plan with Village staff and adjust per sequencing plan and Village requested modifications
- Coordinate with business owners on sequencing and timing for any required shut off of water or sanitary services during construction. Incorporate specific requirements into plans and specifications
- Determine if additional field survey and geotechnical services are required based on the Utility design and coordinate with Streetscape design
- Determine CCDD disposal locations by area and incorporate into Utility Plans and Specifications based on PSI Results
- Complete the private sector building inspections and dye testing that were removed from the original utility study. The scope for these services is the same as the original study.
- Review the sanitary videos to determine the abandoned laterals that should not be reinstated during lining or should be sealed. Incorporate into design documents.
- Complete investigation of the storm box culvert under the UPRR to determine if it needs rehabilitation and/or if it should be replaced when the new train station is constructed. Procure structural services to complete investigation.
- Incorporate Village comments and the final sanitary plan into the flow monitoring report that was prepared during the utility study. Submit final report for Village records.
- Review the storm model documentation prepared by others and adjust alignment of storm sewers (including abandonment) based on results. Attend a meeting with Village staff and storm water consultant.
- Review utility conflicts and adjust design as required
- Finalize connection plan between existing and new watermain in coordination with the traffic control plans
- Prepare Utility Improvement Plans:
 - o Cover sheet, index of sheets and alignment sheet



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- o General notes and list of state and local standards
- o Alignment, ties and benchmarks
- o Construction staging and maintenance of traffic plans (To be prepared by Civiltech)
- o Detour plans (as required) (To be prepared by Civiltech)
- o Erosion control plans (To be prepared by Civiltech)
- o Water improvement plan and profiles, including water service improvements
- o Sanitary improvement plan and profiles, including rehabilitation and lateral improvements
- o Storm improvement plan and profiles, including rehabilitation and lateral improvements
- o Temporary restoration plans
- o Standard details
- Prepare Utility Improvement Technical Specifications
- Incorporate Village "front end" documents into specifications
- Prepare opinion of probable construction cost
- Prepare 65% Utility Improvement Bid Documents for Village review
 - o Meet with Village staff and incorporate comments
- Prepare 90% Utility Improvement Bid Documents for Village review
 - o Meet with Village staff and incorporate comments
- Prepare Final Utility Improvement Bid Documents
- Prepare permit applications related to utility improvements (IEPA, DuPage Stormwater, UPRR)
- Provide project management and attend up to 5 meetings with Village staff.
- Attend up to three Capital Improvements Committee meetings and up to three Village Board meetings when the utility improvement are a topic on the agenda.
- Administrate Utility Improvement bidding process:
 - o Conduct mandatory pre-bid meeting
 - o Answer technical questions
 - o Issue addenda (if necessary)
 - o Review low bidder references and prepare letter of recommendation for award
- Provide the following construction assistance:
 - o Attend pre-construction meeting
 - o Assist in preparing construction contract
 - o Provide pdf and up to 15 full size hard copies of contract documents
 - o Provide construction shop drawing reviews as requested
 - o Any construction observation services with be under a separate contract

Contract 2

- Coordinate with Village and design team on drainage and irrigation plans
- Coordinate with Village and design team on proposed water features
- Prepare the following to be incorporated into the Streetscape Plans:
 - o Water improvement plan and profiles, including irrigation and water feature services
 - o Storm improvement plan and profiles, including local drainage improvements
 - o Manhole rehabilitation plans and details to be completed after road work
 - o Standard details
- Prepare Utility Improvement Technical Specifications
- Prepare opinion of probable construction cost for utility work
- Prepare 65% Utility Improvement Bid Documents for Village review
 - o Meet with Village staff and incorporate comments



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- Prepare 90% Utility Improvement Bid Documents for Village review
 - Meet with Village staff and incorporate comments
- Prepare Final Utility Improvement Bid Documents
- Prepare permit applications related to utility improvements as needed

15. STP Grant Coordination

We will continue to update IDOT and DMMC on the status of the project as well as coordinate forthcoming decisions on the schedule and scope of the contracts. We anticipate one meeting with IDOT. We will assist the Village preparing PPI form updates as well. Forms will be completed for LAFO or 3R processing. Civiltech has created several exhibits to be used for design exception requests and will formally submit these to IDOT. These exceptions cover the angled parking on Crescent and Main as well as design vehicles throughout the CBD.

We will assist the Village with a new application for additional funding for a 3R project. We will be able to use the previous application and information gathered during the First Phase to facilitate the application.

16. Public Outreach and Stakeholders Coordination

We are proposing **MUSE Community + Design**, a member of our team during the First Phase, to assist Civiltech with the Second Phase public involvement.

One Open House will be held to present the final conceptual design. Exhibits developed for this meeting can be displayed at the library after the event.

Two public meetings will be held to provide information on the project and the construction schedule.

Three preconstruction meetings will be held to inform businesses and residents of the construction process and allow them to ask questions and note concerns.

Coordination will continue with businesses, Chamber of Commerce, and interested stakeholders. This can include communication with the steering committee and leaving the municipal website open for comment on features being included in the project.

The project website Downtownge.com will be updated to provide project updates for the design and construction stages. Social media campaigns will continue with custom graphics.

A tree education plan detailing the current condition of trees, goals for species diversification, how the construction process will affect the trees, and how the proposed project will create better living conditions for the trees will be developed for use at public meetings and on the project website and social media.

After the initial kick-off meeting, an additional two early coordination meetings will be held to further refine the project goals and review the future engagement plan and timeline.

Additional Public Outreach and Stakeholder scope by MUSE:

MUSE would lead the creation and execution of the engagement strategy including internal and external communications for Phase II. As always MUSE would employ language and methods that are accessible, jargon-free, and fun and would also provide the "back of house" project management necessary for building consensus. The goal is to educate, engage, and build excitement for the proposed improvements.

Early Coordination Meeting - MUSE proposes early coordination meetings with relevant Village staff and stakeholders at the project's onset to catch up from and share lessons learned in our Phase One collaboration. These events will include review of the engagement plan, timeline, and proposed activities. Up to three meetings are planned.



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Village Meetings - MUSE will attend at least one Capital Improvements Committee meeting, as well as at least one Village Board of Trustees meeting to present project updates and construction contract recommendations. Up to four meetings are included.

- MUSE will prepare and contribute outreach data and graphics to overall presentation slides as needed.

Public Outreach and Stakeholders Coordination - MUSE brings to the table years of coordinating efforts around complex projects across the region, and this time we also have the benefit of the Phase One understanding in us continuing to engage local business owners, the Glen Ellyn Chamber of Commerce, and interested stakeholders.

- Website - MUSE would continue to maintain and update *DowntownGE.com*, the custom website we created for this project. The website can be expanded with project updates, maps, events, and other relevant content.
- Social Media - MUSE will continue to create custom, branded social media graphics to drive engagement via its own social media channels and make them available for interested stakeholders. These eye-catching, custom graphics online proved to be valuable in driving project awareness and engagement in Phase One.
 - o Business Interview Campaign Idea: With Village input, MUSE would gather up to 10 business profiles with photos and text. These could be posted on *DowntownGE.com* and shared online to promote businesses and their support for the project.
 - o MUSE would also continue employing the hyper-local social media list we developed in helping ensure businesses are kept abreast of Downtown happenings.

17. Vaulted Sidewalks Investigation

- Review existing data – Existing Building/Vaulted Sidewalk Plans and Topographic and GPR Survey. Subconsultant **GPRS Inc.** will provide subsurface scanning of the sidewalks. Subconsultant **Huff & Huff** will provide asbestos testing inside vaults that may be modified as part of the project. Subconsultant **RJN Group** will address any utility concerns.
- Site visit to inspect condition of vaulted sidewalks, identify structure type, and determine vaulted sidewalk dimensions.
- Develop concept for filling or repair of the vaulted sidewalks affected by the proposed improvement as well as waterproofing options.
- This scope is based on 6 sidewalk vault locations.

18. Electric and Lighting Design

This item will consist of designing the electric and lighting systems within the CBD project limits. The design will consist of new poles, foundations, conduits and cabling while reusing the existing luminaires. The spacing and layout will be similar to the existing layout with the goal to provide similar lighting levels. Outlets will be provided by the trees on Main Street and Crescent Boulevard at a minimum for use with Christmas lights or potential future speaker systems.

Due to the change in roadway and sidewalk widths, we will run photometric calculations on the existing layout to determine design guidelines. The proposed design will be based on the design guidelines to provide similar lighting levels to existing.

With the change in roadway and sidewalk widths, some photometric calculations have been included in the scope to determine if light levels meet desirable existing levels. The Village has indicated they may be able to provide some previous calculations that will supplement this work.

Voltage drop calculations will be completed for both the lighting and outlets to determine cable sizes.

The street lighting controllers and services will be evaluated to determine if replacement is needed. Controllers will likely need modifications at a minimum to address desired load levels for outlets.



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Design of ceiling lighting in one location has been included. This work will consist of assisting the Village select the features and manufacturer of the lighting, designing layout, electrical service and structural analysis of poles to hold the lighting.

The flashing beacon light in the median at Crescent Boulevard and Forest Avenue will be replaced on a new light pole. It is expected that the flashing beacon on Pennsylvania Avenue will be removed.

To construction this project efficiently and without risk on hitting existing cables, it is recommended that temporary lighting be used. This would place all of the cabling overhead with less poles to create better construction work area with less outages.

19. Irrigation Design

Civiltech will design a complete system for bid documents or provide performance-based specification based on future coordination with the Village. The design will include subsurface inline drip irrigation compatible with Silva Cell installations. Details such as connections to water supply, RPZ/B-Box locations, meter locations, controllers and routing layouts will be provided. The irrigation system will be designed to provide zoned coverage of all raised planters, raised tree pits, and parkway lawn areas, and to provide drip irrigation to hanging baskets through the new lightpoles.

20. Preliminary Plans (65%)

Three separate construction contracts are currently anticipated as part of this project. Contract packaging is subject to change as the Phase II design progresses, but no more than 3 will be required. All contract plans shall be developed based on the conceptual design work that has been completed to date.

Contract 1. Advance Utility Construction Contract – This contract is tentatively scheduled to be let in early fall 2020. Construction is anticipated in 2021.

Contract 2. Roadway and Streetscape Construction Contract – This contract is tentatively scheduled to be let in the fall 2021. Construction is anticipated in 2022 and 2023.

Contract 3. Street Resurfacing Contract – This contract is for the resurfacing of Main Street, Pennsylvania Avenue, Prospect Avenue and Crescent Boulevard. This project will be reviewed, approved, and let by IDOT tentatively in 2023 for construction during 2023.

The schedule above will be reevaluated as the design progresses.

Contract 1 Preliminary Plans

- a. Preliminary Plans will be prepared containing the following drawings:
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Detour Plan
 - Drainage, Utilities Plan and Profile
 - Cross Sections

Contract 2 Preliminary Plans

- a. Preliminary Plans will be prepared containing the following drawings:
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Existing Typical Sections
 - Proposed Typical Sections
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans



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- Detour Plan
- Roadway Plan and Profile
- Drainage Plan
- Lighting and Electrical Plans
- Site Materials/Hardscape Plan
- Intersection Details
- Planting Plan
- Irrigation Plan
- Pavement Marking Plan
- Signing Plan
- Roadway Cross Sections

Contract 3 Preliminary Plans

- a. Preliminary Plans will be prepared containing the following drawings:
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Existing Typical Sections
 - Proposed Typical Sections
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Roadway Plan and Profile
 - Intersection Details
 - Pavement Marking Plan
 - Signing Plan
 - Roadway Cross Sections
- b. Preliminary Quantity Calculations and Estimate of Cost – Detailed quantity calculations will be performed to develop a Preliminary Estimate of Cost for each contract.
- c. Preliminary Utility Company Coordination – We will submit the preliminary plans for each contract to the utility companies and coordinate any design revisions to mitigate conflicts, or work with the utilities to facilitate necessary relocation work.
- d. Preliminary Design Review Meetings – We will attend two design meetings with the Village during the Pre-Final Engineering stage for each contract.
- e. Landscape Design - Preliminary Landscape Design work will include further development and refinement of the overall urban design concepts, including assistance with the selection of materials and colors, pavement patterns and designs, and the selection of trees and understory plant material that is compatible with the overall goals of the project, done in coordination with village staff. Additional site furnishing options for other manufacturers than those previously presented will be gathered along with imagery and details for use during stakeholder coordination.

The development of a below-grade Silva Cell planting system with raised planters to maximize available soil volume for trees will also be included.

Up to 3 additional blocks of the streetscape project area will be modeled and rendered to create 3D videos. The specific locations will be determined during design development. These videos will be used to show different streetscape materials and furnishing options to aid in the design selections as well as to showcase the project during public involvement. These blocks could then be rendered using cad models and drone photography for the final alternate as another public outreach tool.



We will coordinate with the consultant for the Village's Civic Center Parking Garage regarding the one or two alleys that may be adjacent to the streetscape project.

21. Pre-Final (90%) Plans, Special Provisions and Estimates

The development of Pre-Final Contract Plans and documents shall proceed throughout the Village's review of the Preliminary Plan Submittal. Pre-final contract plans shall be based on comments received on the preliminary plans and in accordance with the approved conceptual designs, Village standards, and applicable sections of the BLRS manual, applicable IDOT Standards and in accordance with current County standards and practices. QC/QA reviews will be performed by engineers not independent with the day to day design of the three projects. The contract plans are anticipated to contain the following drawings:

Contract 1 Pre-Final Plans

- a. Pre-final Plans
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Summary of Quantities
 - Schedule of Quantities
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Detour Plan
 - Drainage, Utilities Plan and Profile
 - Erosion Control Plan
 - Construction Details
 - Roadway Cross Sections

Contract 2 Pre-Final Plans

- a. Pre-final Plans
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Summary of Quantities
 - Schedule of Quantities
 - Existing Typical Sections
 - Proposed Typical Sections
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Detour Plan
 - Roadway Plan and Profile
 - Drainage Plan
 - Erosion Control Plan
 - Lighting and Electrical Plans
 - Site Materials/Hardscape Plan
 - Intersection Details
 - Hardscape Details
 - Planting Plan
 - Planting Details
 - Irrigation Plan
 - Irrigation Details



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- Pavement Marking Plan
- Signing Plan
- Intersection Grading Details
- ADA Curb Ramp and Parking Grading Details
- Driveway Details
- Construction Details
- Roadway Cross Sections

Contract 3 Pre-Final Plans

- a. Pre-final Plans
 - Cover Sheet and Index of Sheets
 - General Notes and List of State and Local Standards
 - Summary of Quantities
 - Schedule of Quantities
 - Existing Typical Sections
 - Proposed Typical Sections
 - Alignment, Ties and Benchmarks
 - Construction Staging and Maintenance of Traffic Plans
 - Roadway Plan and Profile
 - Erosion Control Plan
 - Intersection Details
 - Pavement Marking Plan
 - Signing Plan
 - Intersection Grading Details
 - ADA Curb Ramp Grading Details
 - Driveway Details
 - Construction Details
 - Roadway Cross Sections
- b. Pre-Final Special Provisions – We will prepare special provisions that supplement or amend the special provisions contained in the latest edition of the Standard Specifications for Road and Bridge Construction adopted by the Illinois Department of Transportation and the latest edition of the Standard Specifications for Sewer and Watermain Construction in Illinois. We will include all applicable Village and IDOT special provisions to supplement the Standard Specifications. As well as Village general conditions and “front end” contract documents.
- c. Pre-Final Quantity Calculations - Detailed quantity calculations will be performed.
- d. Pre-Final Estimate of Cost and Construction Time – We will calculate an Engineer’s Estimate of Cost and Time based on computed contract quantities. Estimates shall be based on recent bid tab information for projects of similar scope and magnitude.
- e. Pre-Final Utility Company Coordination – We will submit the pre-final plans for each contract to the utility companies and coordinate any design revisions to mitigate conflicts, or work with the utilities to facilitate necessary relocation work. For Contract 2 we will work with the utility companies to educate them regarding Silva cells and work with them on regarding the Silva cell design, in the event one needs to accommodate the utility.



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- f. Pre-Final Design Review Meetings – We will attend two design meetings with the Village during the Pre-Final Engineering stage for each contract.

22. Final (100%) Plans, Special Provisions and Estimates

- a. Final Plans – We will finalize the contract plans after completion of all agency reviews and resolution of any other agency or utility company concerns. The Village will be responsible for letting the project for Contracts 1 and 2. Contract 3 will be IDOT let. QC/QA reviews will be performed by engineers not independent with the day to day design of the three projects.

We will submit the final contract plans for each contract to the various utility companies for their permitting of any necessary relocations. We will review permit applications submitted by utility companies to the Village to ensure compatibility with the proposed design.

- b. Final Special Provisions - All comments received pertaining to the prefinal special provisions and bid documents shall be addressed in the final bid documents.
- c. Final Quantity Calculations – We will update quantity calculations based on changes made to the plans after the pre-final stage.
- d. Final Estimate of Cost and Construction Time – We will update estimates based on the revised quantities and provide cost breakdowns for different funding sources if required.

23. Project Administration, Coordination and Permits

- a. Status Meetings – We will attend up to three additional Village meetings for each contract and prepare the necessary exhibits for the meetings that may include Village Engineering or Administrative staff, or political officials.
- b. Permitting – Please see Items 10 and 12 for this scope.
- c. Railroad Coordination – Please see Item 12 for this scope.
- d. Historic Preservation Commission and State Historic Preservation Officer Coordination – Please see Item 13 for this scope.
- e. Utility Company Coordination - Please see Item 11 for this scope.
- f. Public Outreach – Please see Item 16 for this scope.
- g. Bidding Assistance – We will provide responses to Contractor questions about the contract documents and assist in preparing any addendums required.
- h. PACE coordination – We anticipate one meeting with PACE to coordinate any route disruptions due to proposed detours and temporary accommodations for bus stop within the project.

- i. Train Station Project Coordination – Coordination will be needed as the project progresses to determine which aspects of the Streetscape and Utility projects will be part of those construction contracts versus those to be include in the Train Station and Underpass Project. We anticipate 2 meetings with the Village's consultant for the Train Station and Underpass Project.

24. Construction Assistance

- a. Pre-Construction Meeting Attendance – We will attend three pre-construction meetings (one per construction contract) to answer questions regarding the design and contract documents.
- b. Construction Shop Drawing Reviews – We will complete the necessary construction shop drawing reviews for each of the three contracts as required by the contract documents. Lighting, signal, structural and



streetscape items may require such reviews. We will coordinate with the Resident Engineer and Contractor with review comments to ensure compliance with the contract documents and the design intent.

25. Parklet Design

The design of three parklet spaces within the downtown will be provided as an optional task item. If these items are selected to move forward we will include them in the overall preliminary, pre-final and final plans and provide plans, details and specifications for items noted below.

- a. Schock Square – design elements to include:
 - Decorative pavement design
 - Raised seatwall planters with brick/stone faces and stone caps
 - Festoon overhead lighting with poles
 - Interactive fountain with LED lighting and vertical water jets
 - Site furnishings to include:
 - o Benches
 - o Bollards
 - o Trash Cans
 - o Bike Racks
 - Landscape planting including shade trees, understory shrubs, perennials, grasses
 - Irrigation for all planted areas
- b. Sesquicentennial Square
 - Decorative pavement design
 - Raised seatwall planters with brick/stone faces and stone caps
 - Water fountain with LED lighting, mist jets and boulders
 - Screen wall
 - Relocation (if necessary) of flag poles, existing statue/monument and plaques
 - Site furnishings to include:
 - o Benches
 - o Bollards
 - o Trash Cans
 - o Bike Racks
 - Landscape planting including shade trees, understory shrubs, perennials, grasses
 - Irrigation for all planted areas
- c. Civic Center
 - Decorative pavement design
 - Raised seatwall planters with brick/stone faces and stone caps
 - Tiered “stadium style” stone or precast concrete seating around perimeter
 - Site furnishings to include:
 - o Benches
 - o Bollards
 - o Trash Cans
 - o Bike Racks
 - Landscape planting including shade trees, understory shrubs, perennials, grasses
 - Irrigation for all planted areas



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» 11. TOTAL NOT-TO-EXCEED PRICE**Cost Proposal Discussion**

Civiltech has developed a detailed Scope of Services based on information provided to us by the Village, the pre-proposal meeting, and further site visits. Our team has an unmatched ability to define the anticipated scope of services because of our extensive project experience and knowledge. This will also translate to a team that can most efficiently complete the Phase II engineering at the highest quality levels. Manhour calculations have been prepared supported by the Scope of Services included herein.

Our approved IDOT overhead rate is 116.56%. Using this approved IDOT overhead rate and the IDOT profit formula results in an overall billing factor of 2.48. Direct costs such as printing, vehicle expenses and sub-consultant costs will be billed at their actual cost.

Right-of-way needs are undefined pending further detailed Phase II engineering work. As requested at the pre-proposal meeting, we have assumed that two parcels of proposed right of way will be required including plats, appraisals and property owner negotiation services. We will work with the Village to minimize right of way impacts, and provide information should donations be pursued by Village staff.

Our "Maximum not to Exceed" fee for the Phase II Engineering for the Village's Central Business District (CBD) Streetscape and Utility Improvements is \$1,003,174 as calculated in the attached exhibits.



» 11. TOTAL NOT-TO-EXCEED PRICE

Cost Estimate of Consultant Services

Overhead Rate: 116.56%
 Complexity Factor "R": 0
 FF = 14.5%((DL + R(DL) + OH(DL))

ITEM	WORK HOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENEFITS (C)	FIXED FEE (D)	IN-HOUSE DIRECT COSTS (E)	OUTSIDE DIRECT COSTS (F)	SERVICES BY OTHERS (G)	TOTAL (B-G)	% OF TOTAL (H)
1 Project Kick-Off Meeting	9	\$415	\$483	\$130.24	\$14	\$0	\$0	\$1,042	0.1%
2 Public Meetings	52	\$2,644	\$3,082	\$830.25	\$82	\$0	\$0	\$6,638	0.7%
3 Review of Conceptual Design Work Completed to Date	2	\$99	\$115	\$30.93	\$0	\$0	\$0	\$244	0.0%
4 Data Collection and Review	4	\$147	\$172	\$46.28	\$0	\$0	\$0	\$365	0.0%
5 Supplemental Field Survey and Base Sheet Development	6	\$223	\$260	\$70.14	\$0	\$0	\$14,568	\$15,122	1.5%
6 Supplemental Geotechnical Investigation and Pavement Design	15	\$548	\$639	\$172.20	\$0	\$0	\$5,924	\$7,284	0.7%
7 Special Waste and CCDD Testing	4	\$204	\$238	\$64.06	\$0	\$0	\$32,253	\$32,759	3.3%
8 Review and Confirm Project Right-of-Way Requirements	22	\$1,009	\$1,176	\$316.76	\$20,055	\$0	\$48,297	\$70,853	7.1%
9 Construction Staging and Maintenance of Traffic Concept Permitting	145	\$2,514	\$2,930	\$789.33	\$14	\$0	\$0	\$6,247	0.6%
10 Utility Coordination	14	\$567	\$660	\$177.93	\$0	\$0	\$0	\$1,405	0.1%
11 Railroad Coordination	51	\$2,032	\$2,368	\$637.98	\$27	\$0	\$0	\$5,065	0.5%
12 Historic Preservation Commission Coordination	50	\$1,985	\$2,313	\$623.17	\$14	\$0	\$0	\$4,935	0.5%
13 Village Underground Utilities	19	\$767	\$893	\$240.69	\$14	\$0	\$0	\$1,914	0.2%
14 STP Grant Coordination	12	\$553	\$645	\$173.65	\$0	\$0	\$364,910	\$366,281	36.5%
15 Public Outreach and Stakeholders Coordination	63	\$1,496	\$1,744	\$469.76	\$0	\$0	\$0	\$3,709	0.4%
16 Vaulted Sidewalks	180	\$7,358	\$8,576	\$2,310.48	\$109	\$0	\$53,205	\$71,559	7.1%
17 Electric and Lighting Design	40	\$1,877	\$2,188	\$589.40	\$14	\$0	\$6,232	\$10,900	1.1%
18 Irrigation Design	258	\$10,993	\$12,813	\$3,451.93	\$0	\$0	\$0	\$27,258	2.7%
19 Preliminary Plans (65%)	44	\$1,550	\$1,807	\$486.72	\$0	\$0	\$0	\$3,843	0.4%
20 Pre-Final (90%) Plans, Special Provisions and Estimates	1,766	\$59,868	\$69,783	\$18,799.40	\$1,023	\$0	\$0	\$149,473	14.9%
21 Final (100%) Plans, Special Provisions and Estimates	1,692	\$58,442	\$68,120	\$18,351.37	\$2,186	\$0	\$0	\$147,098	14.7%
22 Project Administration, Coordination and Permits	218	\$8,767	\$10,218	\$2,752.80	\$2,104	\$0	\$0	\$23,841	2.4%
23 Construction Assistance	41	\$1,845	\$2,151	\$579.36	\$150	\$0	\$0	\$4,725	0.5%
24 Parklet Designs	28	\$1,265	\$1,474	\$397.23	\$3,798	\$0	\$0	\$6,935	0.7%
25	173	\$5,732	\$6,681	\$1,799.92	\$0	\$0	\$19,465	\$33,678	3.4%
PROJECT TOTALS	4,908	\$172,898	\$201,530	\$54,292	\$29,601	\$0	\$544,854	\$1,003,174	100.0%