



Agenda
Village of Glen Ellyn
Village Board Workshop
Tuesday, June 20, 2023
7:00 PM
Glen Ellyn Civic Center, Room 301

Meeting Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda in the meeting room or online at www.glenellyn.org prior to the meeting. 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. Police Department Body Camera Presentation (Commander Downey)**
- F. 2023 Budget Amendments (Finance Director Noller)**
 - 1) Budget Amendment for Fire Company Funding
 - 2) Budget Amendment for Capital Projects Funding
- G. Discussion of Various Liquor License Requests (Attorney Mathews)**
 - 1) Discussion of Various Liquor License Requests
- H. Wheaton/Glen Ellyn Boundary Line Agreement (Village Manager Franz)**
 - 1) Discuss Wheaton/Glen Ellyn Boundary Line Agreement
- I. Community Development Consulting Engineer Contract (Community Development Director Scott)**
 - 1) Staff Recommendation Regarding Community Development Consulting Engineer

Contract

J. Reminders

- 1) Village Board Meeting June 26, 2023 at 7 pm
- 2) Village Board Special Meeting June 29, 2023 at 7 pm

K. Adjourn



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

Meeting 6/20/2023 7:00 PM
Department: Finance
Department Head: Larry Noller
Category: Ordinance
Prepared By: Larry Noller

AGENDA ITEM (ID
2023-632)

DOC ID: 2023-632

Budget Amendment for Fire Company Funding

Statement of the Issue:

The 2023 Fire Services Fund budget requires an amendment to provide for an increase in the Village's contribution to the Fire Company.

Analysis:

The 2023 Fire Services Fund budget includes \$116,300 for the administrative service charge transfer to the General Fund. The budgeted transfer included \$68,135 for the Fire Administrative Assistant position. The Fire Administrative Assistant was proposed as a Village employee for 2023 but is currently a Fire Company employee. The proposed budget amendment will increase the Fire Company contribution by \$74,600, which is the 2023 cost for the position as submitted by the Fire Company. The administrative service charge transfer will be reduced by \$68,135.

Budget Impact:

The proposed amendment will increase the 2023 Fire Services Fund budget by \$6,465.

Contribution to Strategic Plan

Not applicable

Action Requested:

Discussion only. The ordinance amending the budget will be presented for approval at the June 26 Village Board meeting.

Attachments:

1. Ordinance-Fire Company Budget Amendment 2023



Village of Glen Ellyn

Ordinance No. _____

**An Ordinance Amending the Budget of the Village of Glen Ellyn
for the Fiscal Year Ending December 31, 2023
for Fire Company Operations**

Adopted by the
President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois

This _____ Day of _____, 2023.

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 _____, 2023.

PREPARED BY AND MAIL TO:

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

Ordinance No. _____

**An Ordinance Amending the Budget of the Village of Glen Ellyn
for the Fiscal Year Ending December 31, 2023
for Fire Company Operations**

Whereas, the Board of Trustees of the Village of Glen Ellyn on November 28, 2022, passed the annual budget for the Village of Glen Ellyn for Fiscal Year 2023 (January 1, 2023 - December 31, 2023); and

Whereas, certain expenditures for providing support for the Glen Ellyn Fire Company operations that were originally budgeted as a transfer to the General Fund will now be included in the Village's contribution to the Fire Company;

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

Section One: The budget for the fiscal year ending December 31, 2023, is hereby amended as identified in Attachment A.

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

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this
_____ day of _____, 2023.

	Ayes		Nays		Absent
Fasules					
Gould					
Thompson					
Kalinich					
Simon					
Christiansen					
Senak (in event of a tie)					

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day
of _____, 2023.

Village President

Attest:

Village Clerk

(Published in pamphlet form and posted on the _____ day of _____, 2023.)

ATTACHMENT A
Budget Amendments
Fiscal Year 2023

Account			Account Name	Current Budget	Amendment	Revised Budget
Fire Services Fund						
24000	520150		Fire Company Contribution	936,986	74,600	1,011,586
24000	590120		Administrative Service Charge	116,300	(68,135)	48,165
				<u>1,053,286</u>	<u>6,465</u>	<u>1,059,751</u>



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

Meeting 6/20/2023 7:00 PM
Department: Finance
Department Head: Larry Noller
Category: Discussion Item
Prepared By: Larry Noller

AGENDA ITEM (ID
2023-633)

DOC ID: 2023-633

Budget Amendment for Capital Projects Funding

Statement of the Issue:

An amendment to the 2023 General Fund budget is proposed to transfer \$4 million of cash reserves to the Capital Projects Fund to provide additional funding for the Village's Capital Improvements Plans.

Analysis:

The Village's cash reserve policy states that the General Fund cash reserves should be maintained at thirty percent (30%) of the current year's budgeted operating expenditures (excluding debt and capital outlay expenditures). At any point should the unreserved balance reach above 40% at the low point of the year (April or May), an item shall be brought to the Village Board for action on the excess balance.

The General Fund cash reserves for April and May 2023 are detailed below.

Month	General Fund Available Cash	% of Operating Expenditures	Amount Above 30%	Amount Above 40%
April 2023	\$ 13,551,061	57.0%	\$ 6,423,009	\$ 4,046,991
May 2023	\$ 14,083,880	59.3%	\$ 6,955,828	\$ 4,579,810

Staff recommends that \$4 million of the General Fund cash reserves be transferred to the Capital Projects Fund to provide additional funding for the Village's Capital Improvement Plans and reduce the need for additional bond issuance.

Budget Impact:

The proposed amendment will increase the budgeted transfers out of the General Fund by \$4 million.

Contribution to Strategic Plan

The following strategic plan priorities have been set by the Village Board as part of the CY2020-24 Strategic Plan:

Strategic Priority: Maintain capital funding viability.

Action Requested:

Discussion only. The ordinance amending the budget will be presented for approval at the June 26 Village Board meeting.

Attachments:

1. Ordinance-Capital Transfer Budget Amendment 2023



Village of Glen Ellyn

Ordinance No. _____

**An Ordinance Amending the Budget of the Village of Glen Ellyn
for the Fiscal Year Ending December 31, 2023
to Provide for Additional Capital Projects Funding**

Adopted by the
President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois

This _____ Day of _____, 2023.

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 _____, 2023.

PREPARED BY AND MAIL TO:

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

Ordinance No. _____

**An Ordinance Amending the Budget of the Village of Glen Ellyn
for the Fiscal Year Ending December 31, 2023
to Provide for Additional Capital Projects Funding**

Whereas, the Board of Trustees of the Village of Glen Ellyn on November 28, 2022, passed the annual budget for the Village of Glen Ellyn for Fiscal Year 2023 (January 1, 2023 - December 31, 2023); and

Whereas, the Village has developed a long-term Capital Improvements Plan; and

Whereas, the General Fund currently holds sufficient cash reserves to provide additional funding for planned capital improvement projects; and

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

Section One: The budget for the fiscal year ending December 31, 2023, is hereby amended as identified in Attachment A.

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

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this
_____ day of _____, 2023.

	Ayes		Nays		Absent
Fasules					
Gould					
Thompson					
Kalinich					
Simon					
Christiansen					
Senak (in event of a tie)					

Approved by the Village President of the Village of Glen Ellyn, Illinois, this _____ day
of _____, 2023.

Village President

Attest:

Village Clerk

(Published in pamphlet form and posted on the _____ day of _____, 2023.)

ATTACHMENT A
Budget Amendments
Fiscal Year 2023

Account			Account Name	Current Budget	Amendment	Revised Budget
General Fund						
121200	590910	Operating Transfer Out		-	4,000,000	4,000,000
				-	4,000,000	4,000,000



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

Meeting 6/20/2023 7:00 PM
Department: Administration
Department Head:
Category: Other
Prepared By: Greg Mathews

**AGENDA ITEM (ID
2023-649)**

DOC ID: 2023-649

Discussion of Various Liquor License Requests

Statement of the Issue:

Liquor License Modifications

The Village has received two requests for a change in the classification of the license the businesses have previously been granted by the Village. Park & Oak has requested a change in the liquor license which it obtained on January 9, 2023. That license allows for the sale of alcohol to patrons of Park & Oak who are actively shopping or working with a design consultant. One of the room model displays is called, "The Parlour", which contains a classic bar along with various accessories and furniture items sold by Park & Oak. The room has attracted customers who are not actively shopping but have turned up for an event or simply to have a drink. Park & Oak has been advised this activity is not allowed and that they need to describe their request to the Board.

Similarly, ko-ze wine room was granted a license which allows wine, beer, and ale to be sold for on-site consumption as well as for off-site consumption. They are requesting a license which contains elements of the Common Good Class G license which was designed for a location in the C5A and C5B zoning districts with the primary business of a craft cocktail lounge and selling packaged craft cocktails for off-site consumption. Essentially, ko-ze seeks to be allowed to sell craft cocktails on site in addition to wine, beer, and ale.

Chief Norton was contacted about these two requests and he advised that the Police Department has no significant reservations about granting the requests.

New Liquor License Request

The Village has also received a request for a Kris Food & Liquor store in the former 7-11 location.

The business layout shows they will carry other items, but it appears that the main business is a liquor store. Currently, there is a liquor store north of the Five Corners intersection adjacent to Walgreens, and Walgreens also has a liquor license to sell all types of alcoholic beverages. Attached find the submissions made by Kris Food & Liquor, including a layout of the proposed store, a business plan, and a list of other locations operated by the owner. The Police Department has expressed concerns about the proximity of the proposed liquor store to the two other locations selling alcoholic beverages in the 5 Corners area, as well as the location's proximity to Forest Glen School.

Analysis:

Budget Impact:

Contribution to Strategic Plan

Action Requested:

Attachments:

1. Executive Summary - Kris Food & Liquor - 803 Main St. Glen Ellyn IL v2
2. Kris Food Liquor - 803 Main St., Glen Ellyn - Floor Plan
3. Store Lists

Executive Summary:

Kris Food & Liquor DBA/Glen Food & Liquors is a convenience store that aims to provide Glen Ellyn neighbors, and surrounding area customers with a convenient and efficient shopping experience while offering a wide range of products and services. Our store will be strategically located at a signalized corner, with two entrances, Elm, and Main Street. Ensuring easy access for customers seeking quick and hassle-free shopping solutions.

Our mission is to become the go-to destination for customers in need of package food, snacks, beverages, liquor, lottery, cigarettes, tobacco and other convenience products. We are committed to offering quality products, friendly customer service, and a clean and inviting environment.

The convenience store industry has shown steady growth over the years, driven by the increasing demand for quick and convenient shopping options. Our market analysis indicates a significant potential for growth in the local market, with a diverse customer base that includes residents, commuters, and nearby businesses.

Key Features and Services:

1. **Extensive Product Range:** We will stock a wide variety of products, including package food, snacks, beverages, liquor, and more.
2. **Convenience and Accessibility:** Our store will have extended operating hours, offering customers the flexibility to shop at their convenience. The strategic location and ample parking space will provide easy access for customers, enhancing their overall shopping experience.
3. **Superior Customer Service:** Our friendly and knowledgeable staff will be trained to assist customers, provide product recommendations, and ensure a pleasant shopping experience. We will prioritize building long-term customer relationships and maintaining high customer satisfaction levels.

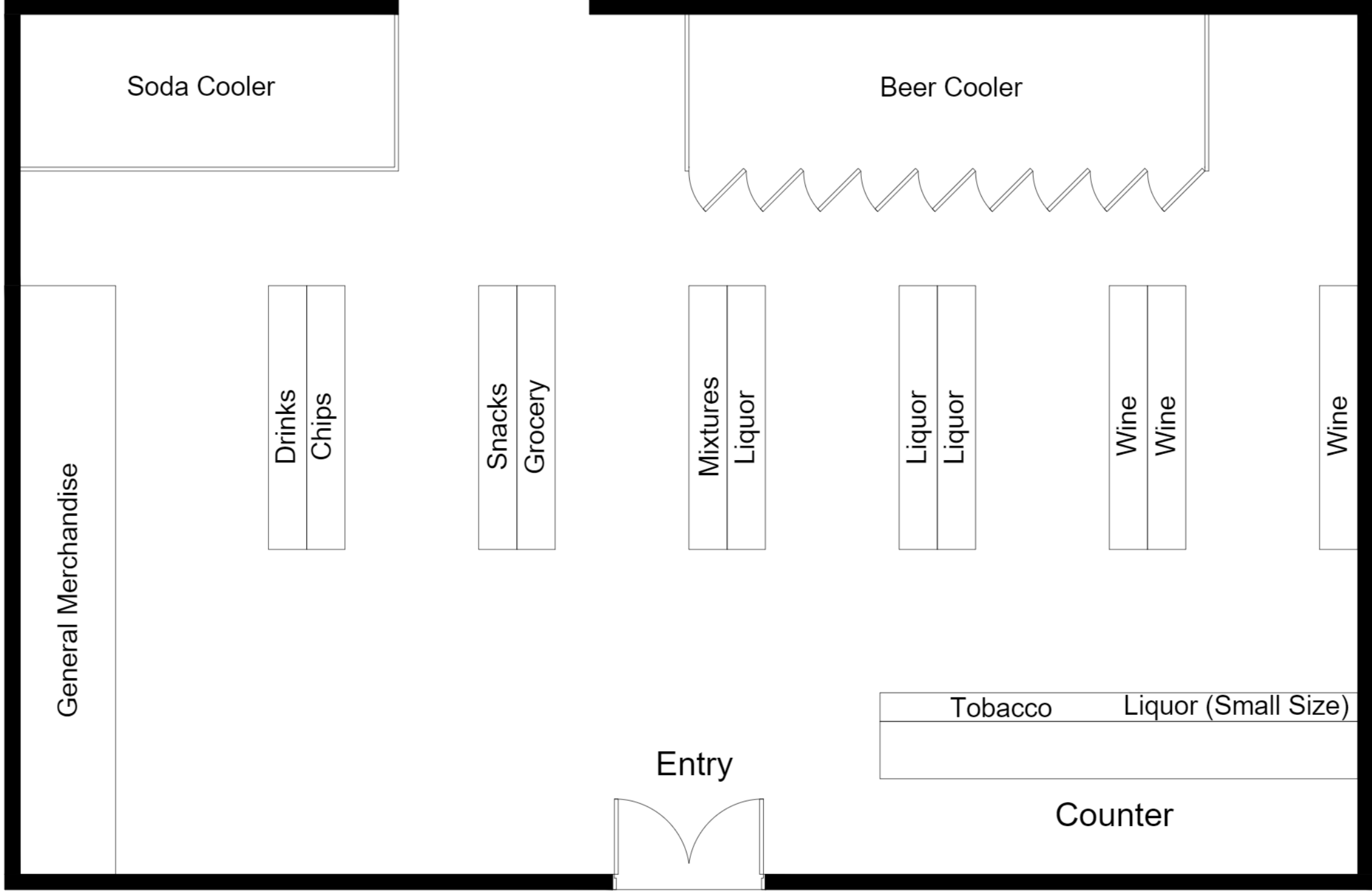
Marketing and Sales Strategy:

1. **Targeted Marketing Campaigns:** We will develop targeted marketing strategies to reach our local customer base through a combination of digital advertising, social media engagement, and community partnerships. These efforts will create awareness and attract customers to our store.
2. **Competitive Pricing:** By conducting regular market research, we will ensure our prices remain competitive and offer value for money to our customers.

Operational Plan:

1. **Store Layout and Design:** Our store will be thoughtfully designed to maximize efficiency, with clearly defined sections and displays that make it easy for customers to find what they need. We will prioritize cleanliness, organization, and attractive product presentation.
2. **Inventory Management:** We will implement an efficient inventory management system to ensure the availability of popular products while minimizing waste and obsolescence. Regular inventory assessments and supplier evaluations will be conducted to maintain optimal stock levels.

Conclusion: Kris Food & Liquor DBA/Glen Food & Liquors is poised to capitalize on the growing demand for convenience shopping by providing a well-stocked store with exceptional customer service. Our strategic location, extensive product range, and competitive pricing will position us for success within the community of Glen Ellyn. We are confident that our commitment to convenience, quality, and customer satisfaction will enable us to build a loyal customer base and establish ourselves as a trusted neighborhood convenience store.



FLOOR PLAN

803 Main St., Glen Ellyn

Here are my store lists.

1. Mare's Mini Mart (7850 W. Addison St; Chicago) since 2004
2. JD Food & Liquor (10147 W. Roosevelt Rd. Westchester) since 2011
3. Williams Liquor & Tobacco (925 S. York St; Elmhurst) since 2018
4. Super Low Liquor & Tobacco (6223 W. 79th St; Burbank) since 2021
5. Morton Grove Food Mart (5900 Lincoln Ave; Morton Grove) since 2022
6. In N Out Liquor & Tobacco (6601 Roosevelt Rd; berwyn) since 2022. This used to be a 7 Eleven Store.
7. Mt. Prospect Liquors (617 N. Main St; Mt. Prospect) since 2023



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

Meeting 6/20/2023 7:00 PM
Department: Administration
Department Head: Mark Franz
Category: Discussion Item
Prepared By: Mark Franz

**AGENDA ITEM (ID
2023-641)**

DOC ID: 2023-641

Discuss Wheaton/Glen Ellyn Boundary Line Agreement

Statement of the Issue:

Staff is looking for direction and guidance on the resolution of certain Glen Ellyn/Wheaton boundary jurisdictional conflicts that have been identified to the mutual benefit of property owners, the Village of Glen Ellyn, and the City of Wheaton. Most notably, Wheaton College officials have approached both communities to request a solution to their property on Pennsylvania being split between both municipalities and have asked for a review and some solutions.

Analysis:

Background

In 1963, the Village of Glen Ellyn and the City of Wheaton established a Planning Boundary Agreement used by both communities as a tool to cooperatively manage the growth that was occurring on unincorporated land between the two communities. In 1979, a formalized boundary line was adopted by both communities as a Boundary Agreement. In 1996, that Boundary Agreement was updated and again approved formally by both communities. The last Boundary Agreement expired in 2016. Although the 1996 Agreement addressed most of the jurisdictional conflicts, there were a couple of locations that were not addressed; one in particular was the Scripture Press (northeast corner of College Avenue/Glencoe Street). There are a total of 9 parcels ("Parcel 1") that make up the Scripture Press property, 4 of which are located within Glen Ellyn and 5 in Wheaton. The parcels are currently owned by Wheaton College as they were in 1996. Wheaton College representatives have expressed a desire to work towards an opportunity to have all 9 of the parcels under one municipal jurisdiction for several reasons including clarity for utilities, flood plain and storm water regulations, public safety response, zoning and permitting, as well as potential future development.

Intergovernmental Discussion

In early discussions between Wheaton and Glen Ellyn staff, it was agreed the best approach to address Wheaton College's request was through the development of a new Boundary Agreement. Over a number of meetings and a comprehensive review of the 1996 Boundary Agreement, the Administrative Staffs have detailed a draft boundary agreement that is being presented to Glen Ellyn and Wheaton elected bodies for review and comment. The City Council of Wheaton reviewed this matter on June 12 and were satisfied with the direction of the discussion and the draft updated Boundary Agreement. Boundary Agreement Provisions Attached as Exhibit A is the draft Boundary Agreement the Glen Ellyn/Wheaton Administrative staffs have developed which includes boundary line maps as an exhibit. The more significant provisions of the draft Boundary Agreement are

summarized below:

Right of Ways - There are two areas for right of way maintenance clarification - Ott Avenue, Section 4 and Harwarden Street, Section 5. These sections clarify parameters for maintenance responsibility and ownership of utilities.

Wheaton College Properties – Section 3 would have the 4 properties that are currently in Glen Ellyn disconnected from Glen Ellyn and then annexed to Wheaton. Sub paragraph 3(a) specifies that any redevelopment of the properties will have storm water improvements approved by the Village of Glen Ellyn Village Engineer and the Village Board. Redevelopment would be residential in nature, or a use currently permitted by Wheaton’s institutional zoning district, and if residential, an intensity of use that reflects adjacent existing land uses. To compensate for the possible loss in future revenue to Glen Ellyn, subparagraph 3(b) would share with Glen Ellyn 1/3 of Wheaton’s annual property tax revenue received from Parcel 1 until the expiration of the Boundary Agreement. It should be noted, Wheaton staff has had preliminary discussions with two entities interested in redeveloping Parcel 1, both were residential in nature. The biggest challenge in redeveloping Parcel 1 is that about 70% of the properties are in the flood plain (Parcel 1 image).

On-Site Parking Facility – Section 6 would have 2 properties that are currently in Wheaton disconnect from Wheaton and annex to Glen Ellyn. These two properties serve as parking for the retail development for the former Fresh Market shopping center. The map below identifies the two properties in red. 4. Term – Twenty (20) years from execution. It should be noted that the parcels that are disconnected and annexed would remain with the new jurisdiction.

Next Steps

Staff is seeking the Village Board’s review, guidance, and comment on the proposed draft agreement. Once both elected bodies have commented, the staff will work to reconcile the comments for final consideration. If the agreement is approved in its current form, future public hearings will be required to effectuate the disconnections and annexations through a full public review process.

Budget Impact:

Minimal impact on the budget, as the Wheaton property is currently tax exempt and the parking lot parcel on Roosevelt Rd. currently generates about \$3,000 annually in taxes so Glen Ellyn would receive 6% of that total. If the property in Wheaton is developed, Glen Ellyn could receive 1/3 of the property taxes collected at the municipal rate during the term of the agreement.

Contribution to Strategic Plan

Action Requested:

Discussion and guidance only

Attachments:

1. Glen Ellyn - Wheaton Boundary Agreement

MEMORANDUM

TO: The Honorable Mayor and City Council
FROM: Michael G. Dzugan, City Manager
DATE: June 12, 2023
SUBJECT: Glen Ellyn/Wheaton Boundary Agreement

Objective

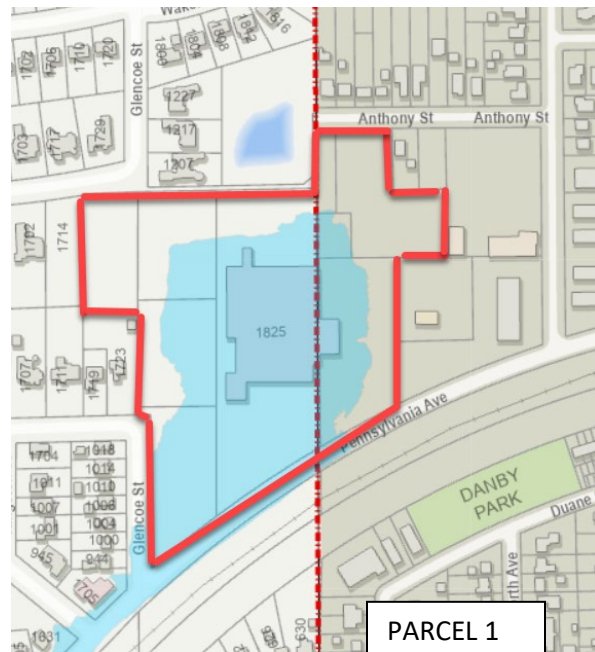
Receive guidance on the resolution of certain Glen Ellyn/Wheaton boundary jurisdictional conflicts that have been identified to the mutual benefit of property owners, the Village of Glen Ellyn, and the City of Wheaton.

Background

In 1963, the Village of Glen Ellyn and the City of Wheaton established a Planning Boundary Agreement used by both communities as a tool to cooperatively manage the growth that was occurring on unincorporated land between the two communities. In 1979, a formalized boundary line was adopted by both communities as a Boundary Agreement. In 1996, that Boundary Agreement was updated and again approved formally by both communities.

The last Boundary Agreement expired in 2016. Although the 1996 Agreement addressed most of the jurisdictional conflicts, there were a couple of locations that were not addressed, one in particular was the Scripture Press (northeast corner of College Avenue/Glencoe Street). There are a total of 9 parcels ("Parcel 1") that make up the Scripture Press property, 4 of which are located within Glen Ellyn. The parcels are currently owned by Wheaton College as they were in 1996.

Wheaton College representatives have expressed a desire to work towards an opportunity to have all 9 of the parcels under one municipal jurisdiction for several reasons including clarity for utilities, flood plain and storm water regulations, public safety response, zoning and permitting. In early discussions with the Glen Ellyn administrative staff, it was agreed the best approach to address Wheaton College's request was through the development of a new Boundary Agreement.



WHEATON MAYOR PHILIP J. SUESS

CITY MANAGER MICHAEL DZUGAN

CITY COUNCIL: MICHAEL BARBIER | ERICA BRAY-PARKER | SCOTT BROWN | BRADLEY CLOUSING | LYNN ROBBINS | SCOTT WELLER

Over a number of meetings and a comprehensive review of the 1996 Boundary Agreement, the Administrative Staffs have detailed a draft boundary agreement that is being presented to Glen Ellyn and Wheaton elected bodies for review and comment. The Village Board of Glen Ellyn will be reviewing the draft document at their mid-June 2023 meeting.

Boundary Agreement Provisions

Attached as Exhibit A is the draft Boundary Agreement the Glen Ellyn/Wheaton Administrative Staffs have developed which includes boundary line maps as an exhibit. The more significant provisions of the draft Boundary Agreement are summarized below.

Right of Ways - There are two areas for right of way maintenance clarification - Ott Avenue, Section 4 and Harwarden Street, Section 5. These sections clarify parameters for maintenance responsibility and ownership of utilities.

Wheaton College Properties – Section 3 would have the 4 properties that are currently in Glen Ellyn disconnected from Glen Ellyn and then annexed to Wheaton. Sub paragraph 3(a) specifies that any redevelopment of the properties will have storm water improvements approved by the Village Engineer and the Village Board. Redevelopment would be residential in nature or a use currently permitted by the City's institutional zoning district, and if residential, an intensity of use that reflects adjacent existing land uses. To compensate for the possible loss in future revenue to Glen Ellyn, subparagraph 3(b) would share with Glen Ellyn 1/3 of the City's annual property tax revenue received from Parcel 1 until the expiration of the Boundary Agreement. The staff has had preliminary discussions with two entities interested in redeveloping Parcel 1, both were residential in nature and of a R-5 type density. The biggest challenge in redeveloping Parcel 1 is that about 70% of the properties are in the flood plain (Parcel 1 image).

On-Site Parking Facility – Section 6 would have 2 properties that are currently in Wheaton disconnect from Wheaton and annex to Glen Ellyn. These two properties serve as parking for the retail development to the east in Glen Ellyn. The map to the right identifies the two properties in red.

Term – Twenty (20) years from execution.



Moving Forward

The Staff is seeking the Council's review, guidance, and comment on the draft agreement. The Glen Ellyn Village Board is reviewing the same document within the next few weeks. Once both elected bodies have commented, the staff will work to reconcile the comments for final consideration. If the agreement is approved in its current form, future public hearings will be required to effectuate the disconnections and annexations.

Attachment

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE
VILLAGE OF GLEN ELLYN AND THE CITY OF WHEATON
REGARDING JURISDICTIONAL BOUNDARIES**

THIS AGREEMENT is entered into this ____ day of _____, 2023 by and between the VILLAGE OF GLEN ELLYN, DuPage County, Illinois, an Illinois Municipal Corporation (“Glen Ellyn”) and the CITY OF WHEATON, , Illinois, an Illinois Municipal Corporation (“Wheaton”), sometimes referred to herein as a “party” and collectively as the “parties”.

WHEREAS, Glen Ellyn and Wheaton recognize the need to provide for logical municipal boundaries in areas of municipal authority between their respective municipalities; and

WHEREAS, Glen Ellyn and Wheaton are units of local government as defined by Article VII, Section 10 of the Constitution of the State of Illinois; and

WHEREAS, units of local government are enabled by Article VII, Section 10 of the Constitution of the State of Illinois to enter into agreements among themselves to obtain or share services and to exercise, combine, or transfer any power or function, in any manner not prohibited by law or ordinance; and

WHEREAS, the Illinois Municipal Code, *65 ILCS 5/11-12-9* provides that municipalities may enter into jurisdictional boundary line agreements; and

WHEREAS, Glen Ellyn and Wheaton have given consideration to the natural flow of storm water drainage and single tracts having common ownership within the jurisdiction of Glen Ellyn and Wheaton; and

WHEREAS, Glen Ellyn and Wheaton have previously entered into Boundary Agreements dated July 16, 1979 and January 27, 1997; and

WHEREAS, the January 27, 1997 Boundary Agreement expired on January 27, 2017; and

WHEREAS, Glen Ellyn and Wheaton now desire to reestablish a Boundary Agreement, which will supersede the prior two Boundary Agreements setting forth a boundary line, west of which Glen Ellyn will not annex and east of which Wheaton will not annex, which will mark the boundary of the jurisdiction of Glen Ellyn and Wheaton except as may be specifically modified by this Agreement; and

WHEREAS, Glen Ellyn and Wheaton have authorized the execution of this Agreement as an exercise of their respective authority and as an exercise of their intergovernmental cooperation authority under the Constitution of the State of Illinois.

NOW, THEREFORE, for and in consideration of mutual promises contained herein and upon the further consideration of the recitals hereinabove set forth, it is hereby agreed between Glen Ellyn and Wheaton as follows:

1. **Recitals.** The recitals set forth above are hereby restated and incorporated as if fully set forth herein.
2. **Boundary Line/Maps.** Except as modified in this Agreement and as depicted on the maps, pages 1 through 6, which are attached hereto and made a part hereof as Exhibit A, the jurisdictional boundary line between Glen Ellyn and Wheaton for municipal planning, subdivision control and annexation shall be as depicted in Exhibit A.
3. **Wheaton College Properties.** With respect to the parcels of land lying east of Glencoe Street, west of Kenilworth Avenue, and north of College Avenue/Pennsylvania Avenue, depicted on Exhibit A as "Parcel 1", to permit the orderly development and providing of efficient municipal services including but not limited to public safety, utilities and zoning, it is the desire of the current owner, Wheaton College, to develop any and/or all parcels within Wheaton. Therefore, the owner has expressed interest in filing a petition with the respective municipal clerks requesting the four (4) parcels currently within the jurisdiction of Glen Ellyn (PPIs: 05-10-408-011, 05-10-408-003, 05-10-408-002, and 05-10-408-020) be disconnected as provided for in Section 7-1-24 of the Illinois Municipal Code, 65 ILCS 5/7-1-24 and then annexed to Wheaton ("the Parcels").
 - a. Any new development of the Parcels, whether independently or collectively, shall be approved by Wheaton. Any new development approved by Wheaton shall a) manage any preexisting storm water deficiencies along Anthony Street that may be impacted by the Parcels as part of their development to the satisfaction of the Glen Ellyn Village Engineer in conformance with the DuPage County storm water ordinance and approved by the Glen Ellyn Village Board of Trustees, such approval shall not be unreasonable withheld; b) be residential in nature or a use permitted by Wheaton's current institutional zoning district; and c) if residential, an intensity of use that reflects adjacent exiting land uses.
 - b. Any future Wheaton municipal property tax generated by any new development of Parcel 1 shall be shared with Glen Ellyn based upon Parcel 1's equalized assessed value and Wheaton's annual tax rate. One third (1/3) of the property tax generated by Parcel 1, if any, shall be remitted to Glen Ellyn on August 1st of each year. The obligation to share a portion of the property tax generated by Parcel 1 shall terminate at the end of the term of this Agreement.
4. **Ott Avenue.** The public improvement contained in the Ott Avenue right of way from a point south of the Harwarden Street/Ott Avenue intersection to a point south of the Evergreen Street/Ott Avenue intersection shall be the responsibility of Glen Ellyn except that the public improvements west of the back of curb on the west side of Ott Avenue

(including driveway approaches), existing water main owned by Wheaton serving properties within Wheaton adjacent the Ott Avenue right of way, and the storm sewer in the Ott Avenue right of way including any connecting catch basins shall be the responsibility of Wheaton.

5. **Harwarden Street.** That section of the Harwarden Street right of way adjacent to and south of 200 Lorraine Road, Glen Ellyn, (PPI: 05-15-211-039) shall be within the jurisdiction of Glen Ellyn with rights for Wheaton to maintain an existing sidewalk, storm sewer main and water main located within said right of way. Glen Ellyn shall assist Wheaton with ensuring the owner at 200 Lorraine Road does not interfere with Wheaton's excise of all necessary work within said right of way to maintain the existing water and storm sewer mains. At the intersection of Lorraine and Harwarden, storm sewer and catch basins serving Lorraine north of Harwarden shall be the responsibility of Glen Ellyn. The public improvements on Harwarden between Lorraine and Ott shall be the responsibility of Wheaton except those north of the back of curb on the north side of Harwarden, and the existing water main serving properties within Glen Ellyn adjacent to the Harwarden right of way shall be the responsibility of Glen Ellyn. The driveway approaches on the north side of Harwarden between Lorraine and Ott shall be the responsibility of Glen Ellyn.
6. **On-Site Parking Facility.** With respect to the properties (05-22-200-028 and 05-22-200-027) on the north side of Taft Avenue, depicted on Exhibit A as Parcel 2, currently used as on-site parking for the property (05-22-201-037) adjacent and east of said properties, presently within the jurisdiction of Wheaton (05-22-200-028 and 05-22-200-027) be disconnected as provided for in Section 7-1-24 of the Illinois Municipal Code, 65 ILCS 5/7-1-24 and then annexed to Glen Ellyn.
7. **Emergency Water Connections.** The Glen Ellyn and Wheaton potable water systems are interconnected at two locations to provide emergency stand by water supplies in the event of system failures in either community. The unmetered interconnections are located at Lorraine and Harwarden and Evergreen and Ott and would be activated only by agreement by the Public Works Directors of both Glen Ellyn and Wheaton.
8. **Planning Jurisdiction.** This Agreement shall not be construed to limit or adversely affect the right of either party to file a statutory objection to a proposed zoning application by DuPage County within one and one-half (1-1/2) miles of its corporate limits.
9. **Terms and Assigns.** This Agreement shall inure to the benefit of and be binding upon the parties, their respective successors and assigns for a term of twenty (20) years.
10. **Law and Venue.** This Agreement shall be construed in accordance with the laws of the State of Illinois and venue shall only be in the Circuit Court of DuPage County, Illinois.

11. **Recordation.** Wheaton shall record this Agreement with the DuPage County Recorder of Deeds at its own expense.
12. **Invalidity.** If any section, paragraph, subdivision, clause, sentence, or provision of this Agreement shall be adjudged by any court of competent jurisdiction to be invalid, such judgement should not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue to be in full force and effect.
13. **Authorization.** Upon execution of this Agreement by the corporate authorities of Glen Ellyn and Wheaton, the municipal clerk of the respective municipality shall each affix their Certification of Adoption of this Agreement to one copy of the Agreement and cause the same to be filed in the office of the Recorder of Deeds, DuPage County, Illinois.

Copies of this Agreement shall be made available in the office of the municipal clerk of each municipality.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the Village President of the Village of Glen Ellyn and the Mayor of the City of Wheaton, attested by their respective municipal clerk, and their corporate seal hereunto affixed, as of the day and year first written above.

Village of Glen Ellyn
an Illinois home rule municipality

City of Wheaton
an Illinois home rule municipality

By: _____
President

By: _____
Mayor

ATTEST:

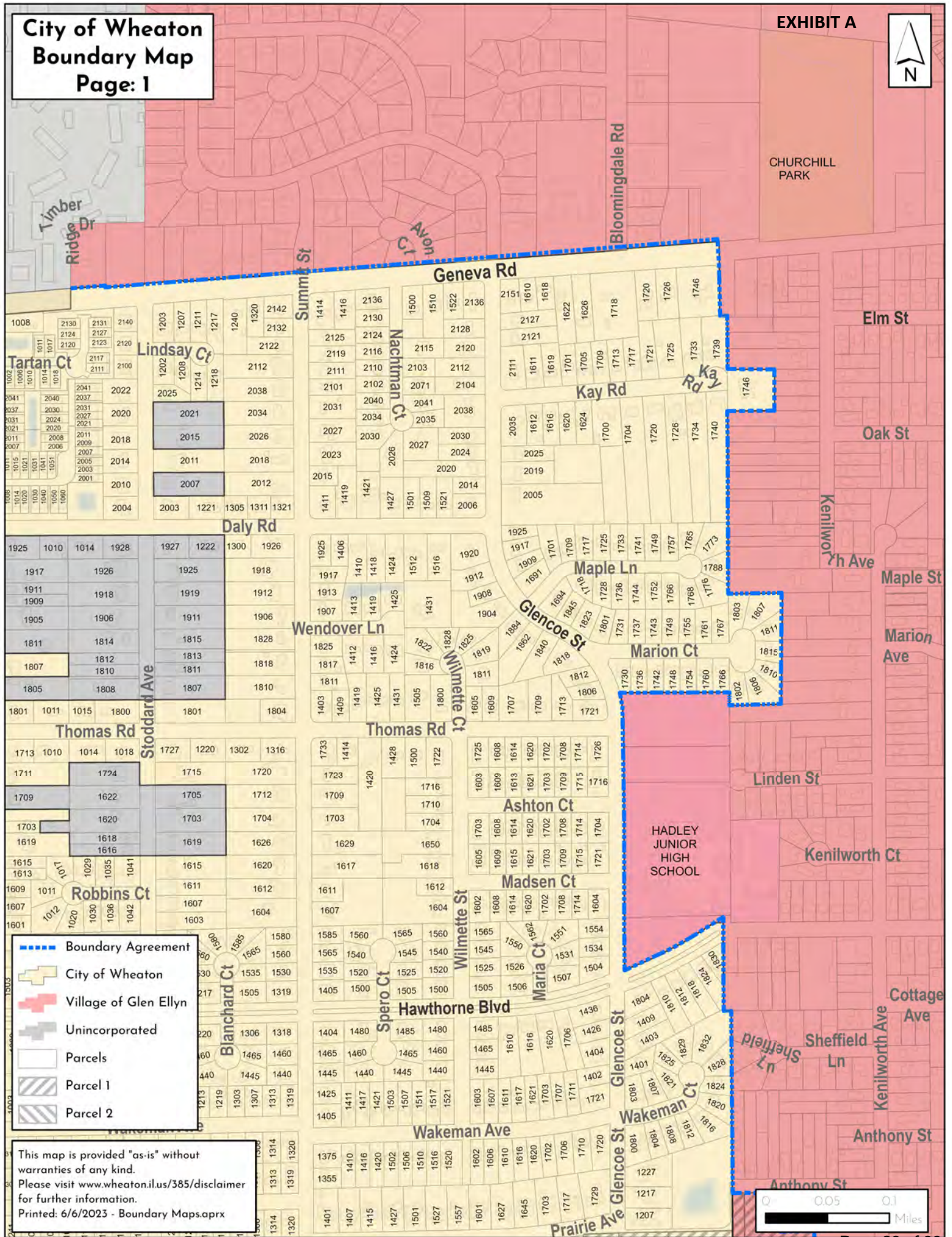
ATTEST:

Village Clerk

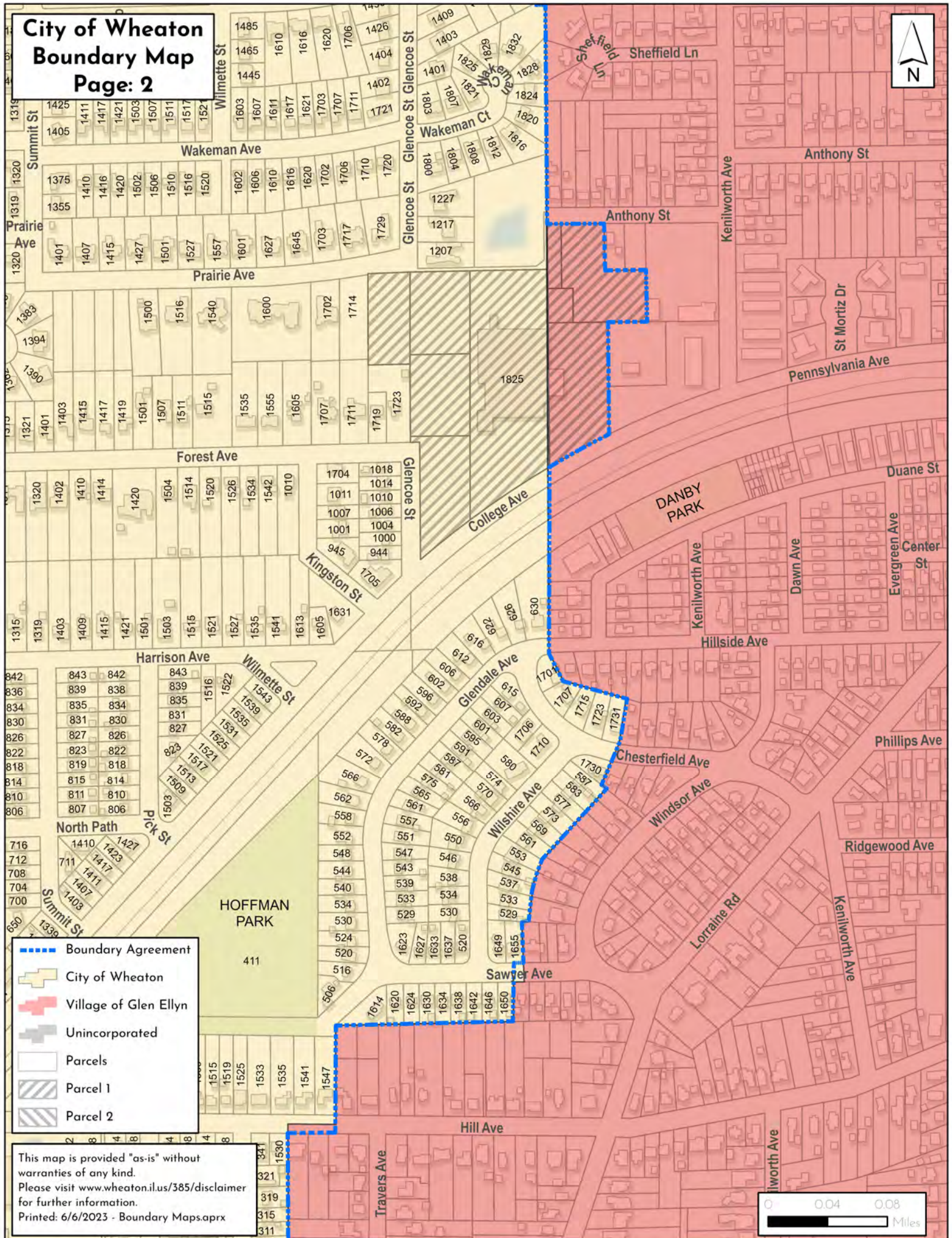
City Clerk

City of Wheaton
Boundary Map
Page: 1

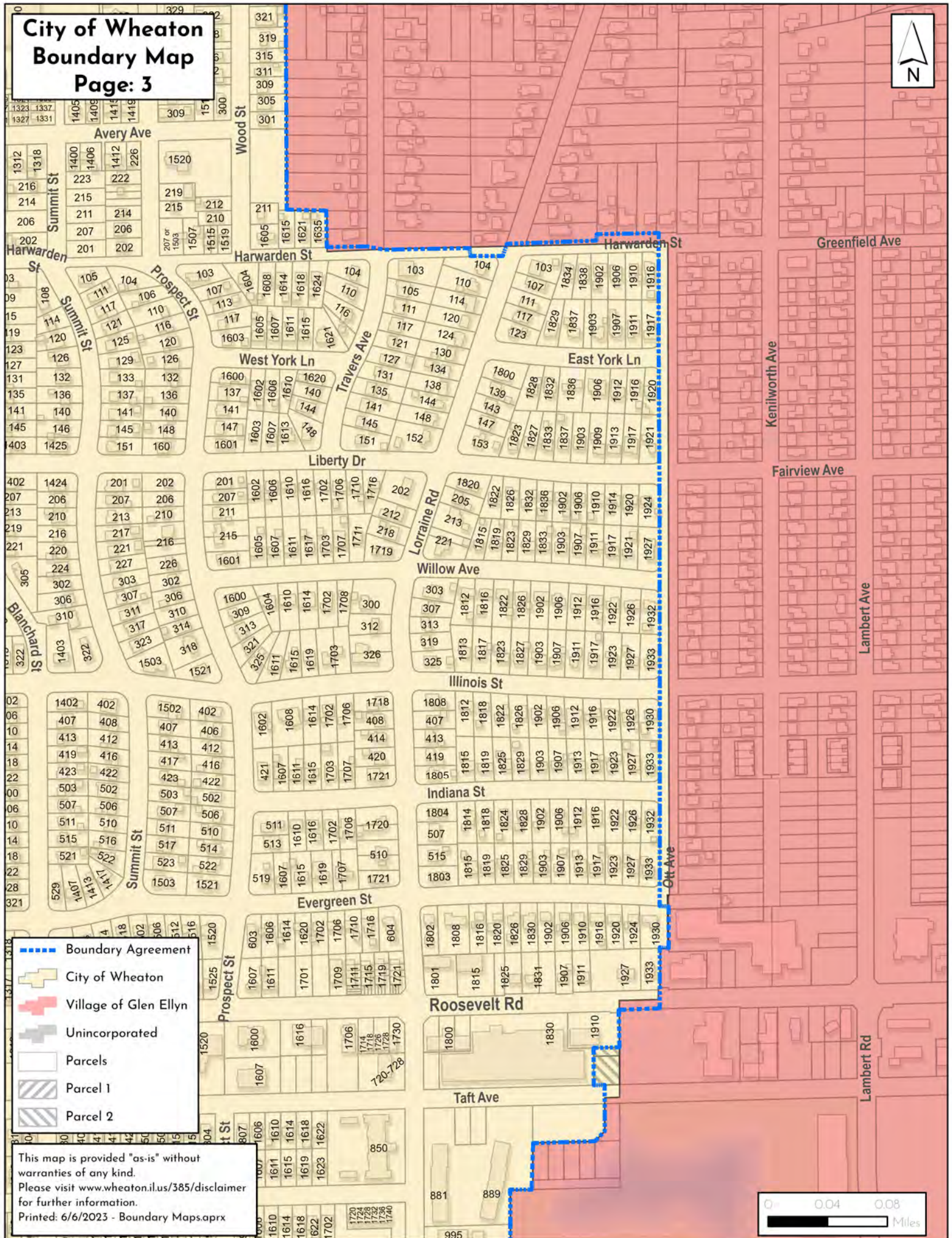
EXHIBIT A



City of Wheaton Boundary Map Page: 2

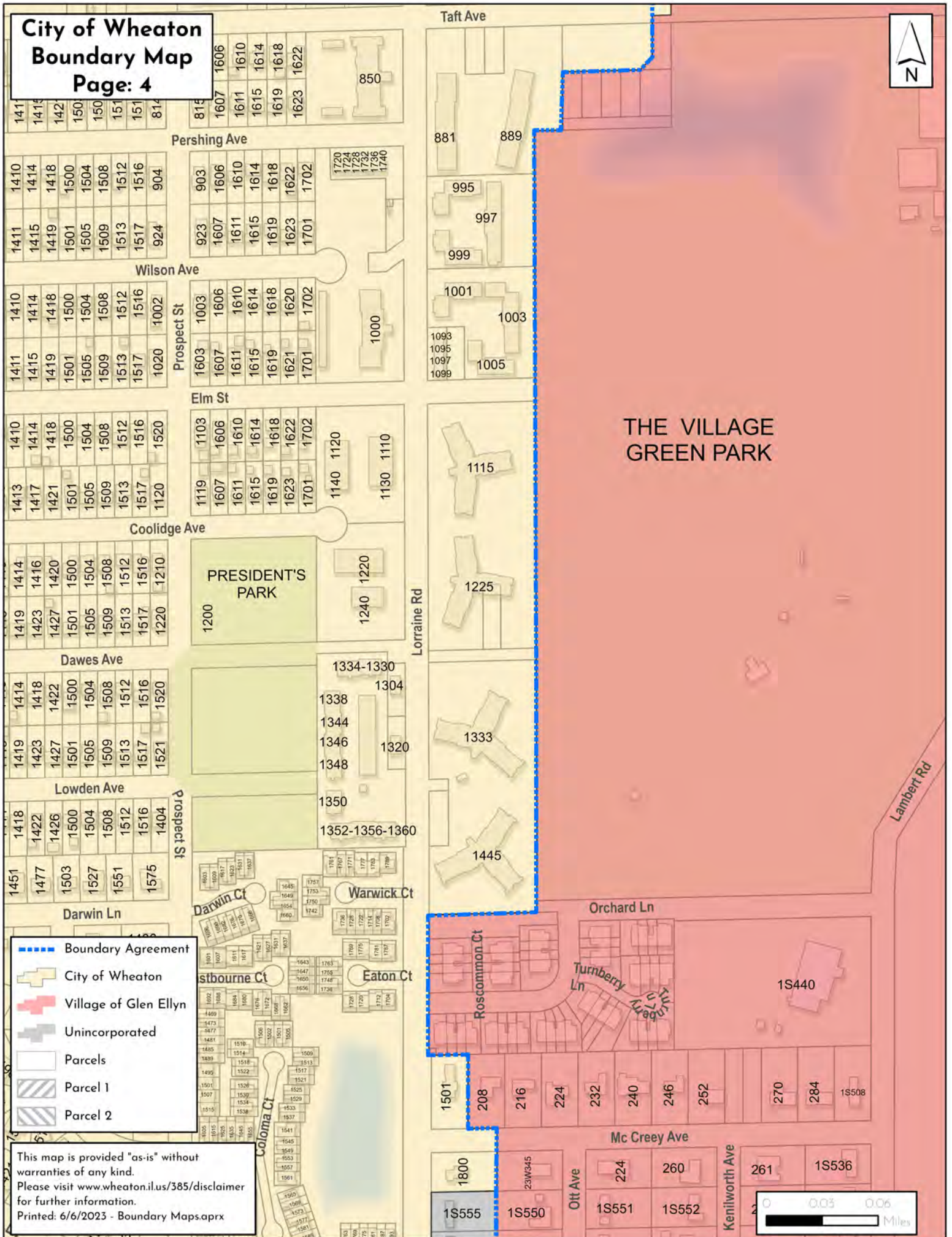


City of Wheaton Boundary Map Page: 3

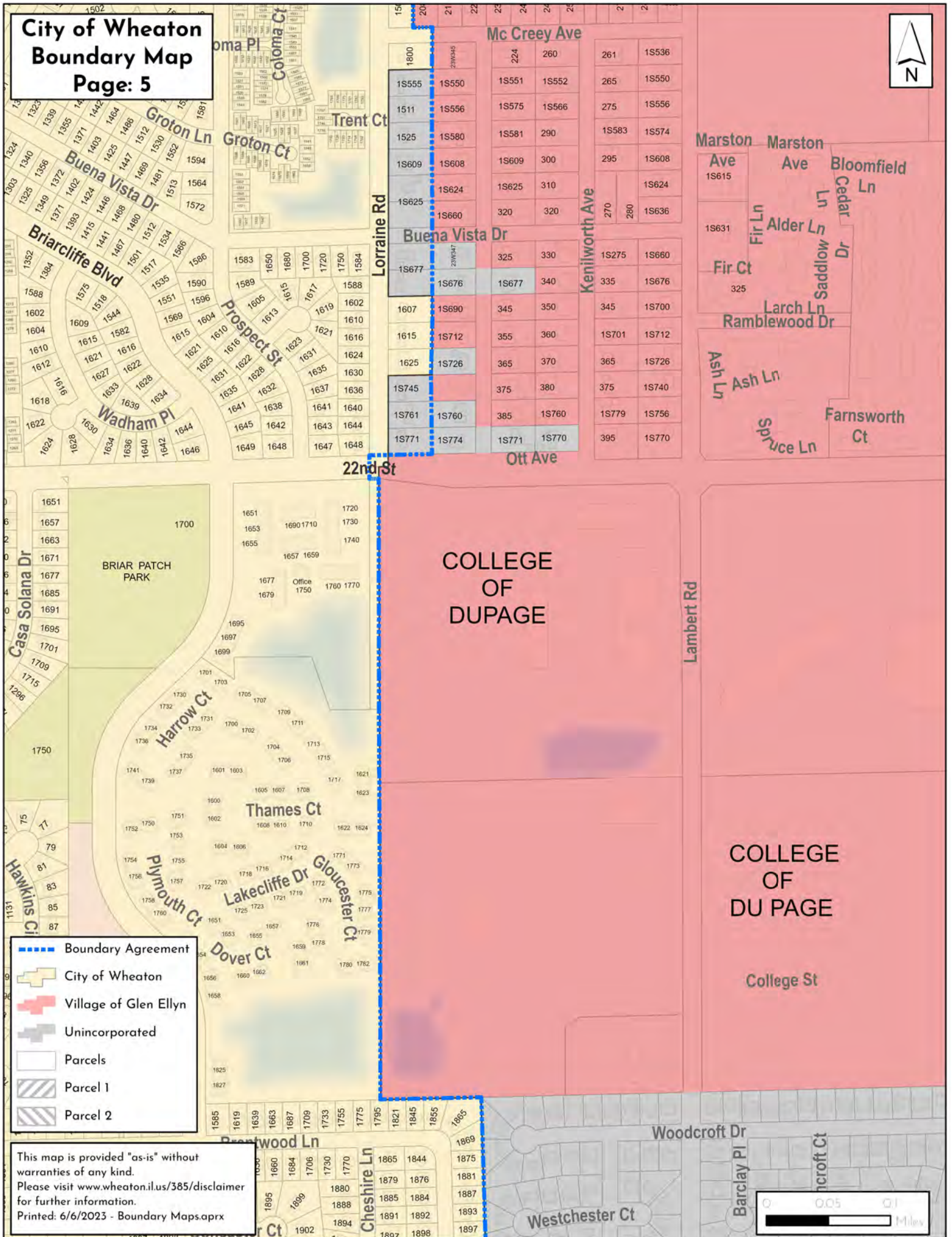


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Please visit www.wheaton.il.us/385/disclaimer for further information.
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City of Wheaton Boundary Map Page: 4

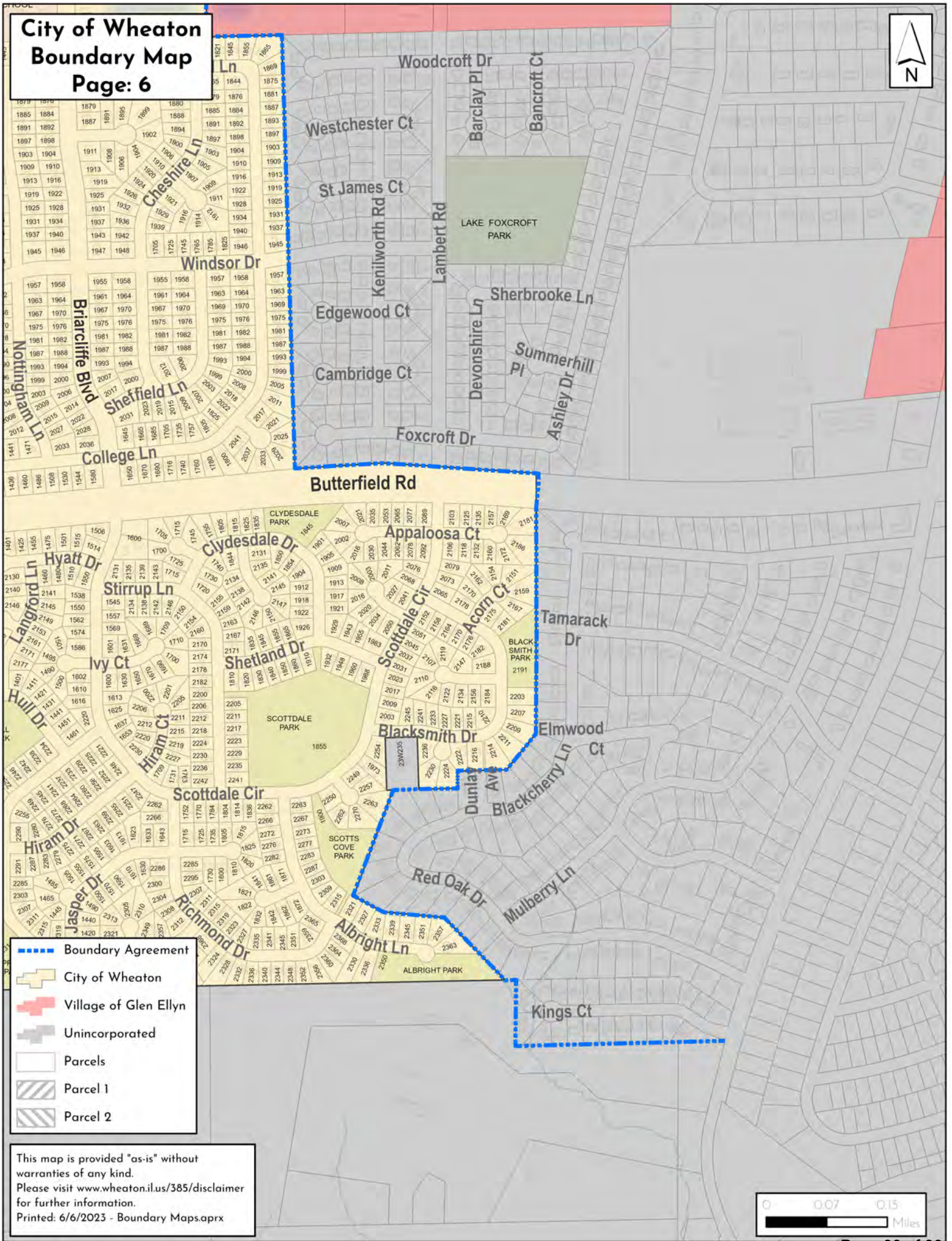


City of Wheaton Boundary Map Page: 5



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City of Wheaton Boundary Map Page: 6



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

Meeting 6/20/2023 7:00 PM
Department: Community Development
Department Head: Marty Scott
Category: Discussion Item
Prepared By: Ray Fano

**AGENDA ITEM (ID
2023-640)**

DOC ID: 2023-640

Staff Recommendation Regarding Community Development Consulting Engineer Contract

Statement of the Issue:

This agenda item serves to provide the Village Board with staff recommendations for the award of engineering consultant services to Hampton, Lenzini and Renwick (HLR) of Elgin, Illinois for plan reviews and drainage investigations, as well as traffic engineering and wetland services. The length of the contract is for three (3) years.

Analysis:

BACKGROUND

In December of 2021 the Village approved a contract with Hampton, Lenzini & Renwick, Inc. (HLR) to provide development review services for FY2022 in an amount not-to-exceed \$199,000. Due to the resignation of the Senior Civil Engineer from her position in the Community Development Department and to address the review needs through the end of FY2022, staff requested in August of 2022 that the Board amend the existing service contract in an amount of \$120,000 (for a total contract of \$219,000).

During that time, various engineers at HLR assisted Community Development with plan reviews and other necessary services. Unable to fill the Development Engineer position, in December of 2022 the Board approved an amendment to the existing contract in an amount not to exceed \$100,000. The agreement provided for supplemental civil engineering consulting assistance in anticipation of filling the Development Engineer position (which was filled in February 2023) and to support training and onboarding of the new Engineer. The amended agreement expires on June 30, 2023. Now that the Development Engineer position has been filled, supplemental civil engineering consulting assistance will only be needed during peak demand times which occur during the year as described below.

In addition to using consulting engineers for storm water review, the Village's also uses these services for review of traffic impact study, wetlands review and tree preservation plan review. Unfortunately, the Village's traffic engineer consultant firm permanently closed recently. The Village currently uses HLR for tree preservation review and wetlands review. In order to capture all the consulting engineering services utilized by the department, the RFP that was distributed incorporated all four of these services.

It should be noted that many of the costs incurred for these services are reimbursed through

development fees and/or direct reimbursement. Typically 2/3rd to 3/4th of the consultant costs are supported by these fees.

The Village's Community Development Department reviews plans related to new single-family homes, home additions, detached garages, driveway modifications, patios, decks, and pools. The plans are reviewed to ensure they comply with the applicable Village standards and specifications. They are also reviewed to ensure they meet DuPage County's stormwater and floodplain ordinance. The number of permits Community Development Department receives depends on the time of year. Spring and summer generally tend to be the busiest time of the year when contractors and builders submit their documents for permitting. The sheer number of permits to review and approve can create a backlog that causes project delays and contractor frustrations. This also results in a low level of service that the Department does not find acceptable.

Similar to development permits, the number of emails and calls Public Works and Community Development Department receives from homeowners related to drainage or nuisance flooding is seasonal. Spring and summer generally tend to be the busiest time of the year when residents reach out to the Village for assistance or share their concerns. However, the current weather trends have shifted when these intense rain events occur and can increase demand at any time of the year. Staff visits the homes to discuss the situation and if possible, provide recommendations on how to improve the condition. These types of site visits often require multiple points of contact (in person, by phone or email), archive research, and report preparation. In addition, as a National Flood Insurance Program (NFIP) and Community Rating System (CRS) member, Glen Ellyn is required to meet with residents and property owners and to promote practical stormwater protection measures and provide assistance when needed.

To address these issues, Community Development must utilize the services of an engineering consultant to assist staff with plan reviews and drainage investigations during those busy times of the year when the number of permits and requests is high. This service will be a supplement to what is currently being done by the Development Engineer and has the potential to be very beneficial and efficient when peak demands occur during the year. It will also improve staff morale and improve the level of service for contractors and residents. In those special cases in which a traffic or environmental engineer is needed to review traffic impact studies or wetland reports the consultant will also be able to provide that service. Community Development currently uses HLR to review tree preservation plans and traffic impact studies as part of a similar contract.

Bidding Process

On March 6th, 2023, staff emailed the RFP to 19 engineering consultants who have worked in other nearby communities on similar assignments and/or have experience working in Glen Ellyn or DuPage County. The RFP is for supplemental drainage/grading plan review, drainage investigation, tree preservation review and evaluation, wetland study review, and traffic impact study reviews. The eight consultants who responded with proposals on March 31st, 2023 are:

Consultant Who Responded

BLA, Inc., Itasca, IL
Christopher B. Burke Engineering (CBBEL), Rosemont, IL
Civitech Engineering, Itasca, IL
Engineering Resource Associates (ERA), Warrenville, IL

Hampton, Lenzini, and Renwick (HLR), Elgin, IL
 Primera Engineers, Lisle, IL
 Thomas Engineering Group (TEG), Oak Brook, IL
 V3, Woodridge, IL

A selection committee comprised of five staff members from Public Works and Community

Development evaluated the proposals based on the evaluation criteria set forth in the RFP. A tabular summary of the firms that proposed on the proposal along with their score is as follows:

Composite (Pre-Interview Evaluation)								
Firm	Firm Info (5 Points)	Experience Reviewing Drainage & Grading Plans (25 Points)	Experience Meeting W/ Residents, Handling Drainage Concerns (25 Points)	Qualifications of Personnel (20 Points)	Additional Services & Tasks (5 Points)	Lump Sum & Hourly Rate Cost (20 Points)	Evaluation Score	Evaluation Rank
BLA, Inc.	5	20	20	18	4	8	76.00	4.00
Christopher B. Burke Engineering	5	23	22	19	4	16	89.20	2.00
Civiltech	4	17	15	17	4	5	62.00	8.00
Engineering Resource Associates	4	18	19	16	4	13	74.00	5.00
Hampton, Lenzini & Renwick	5	23	24	20	5	16	92.80	1.00
Primera Engineers	4	15	19	16	3	16	73.60	6.00
Thomas Engineering	4	20	17	18	3	5	67.00	7.00
V3 Associates	5	21	19	20	4	16	84.80	3.00

The selection committee then selected the three highest scoring firms CBBEL, HLR, and V3 for follow up interviews. Based on the interviews, the firms were re-evaluated and re-scored as follows:

Composite (Post-Interview Evaluations)								
Firm	Firm Info (5 Points)	Experience Reviewing Drainage & Grading Plans (25 Points)	Experience Meeting W/ Residents, Handling Drainage Concerns (25 Points)	Qualifications of Personnel (20 Points)	Additional Services & Tasks (5 Points)	Lump Sum & Hourly Rate Cost (20 Points)	Evaluation Score	Evaluation Rank
Christopher B. Burke Engineering	5	19	20	17	4	16	81.00	3.00
Hampton, Lenzini & Renwick	5	24	24	20	4	15	92.80	1.00
V3 Associates	5	24	24	19	4	15	91.00	2.00

RECOMMENDATION

Based on the initial proposals as well as the follow-up interviews, staff determined HLR is best suited to assist the Village with plan reviews and handling drainage investigations. The strongest asset for the assignment, the firm also has the strongest team in terms of background knowledge of all the past drainage concerns and historical depressional areas around town and which is key to one of the assignments (drainage investigations) and critical to its success. They are also very knowledgeable with regards to land entitlement process. Staff notes that it has positive working experience with the firm on the current consultant assignment including direct experience with the individuals that are responsible for delivering plan reviews and drainage investigations. In addition, there is extra value in continuing to use HLR's services due to the fact that the Development Engineer position was just recently filled. Staff can always re-evaluate the contract in the future. Staff also recommends the Village continue to use HLR's services for tree preservation plan reviews, wetland review and traffic studies.

Staff is aware the Village Board may have some concerns about continuing to utilize HLR's services. While staff believes they continue to be best suited to meet the Village's needs going forward, V3 and Associates also scored high during the proposal and interview process. V3 and Associates' staff have experience reviewing plans for other municipalities and meeting with residents related to drainage concerns.

Budget Impact:

The following table summarizes how much Community Development spent on an annual basis from 2021 to 2023:

	2021	2022	2023 YTD
Stormwater Reviews	\$155,793	\$308,911*	\$82,661
	(\$158,000 authorized by the Village Board)	(\$319,000 authorized by the Village Board)	(\$100,000 authorized by the Village Board)
Wetland Reviews (approx.)	0	\$4,645	0
Tree Preservation Plan Reviews** (approx.)	\$53,490	\$46,916	\$20,378
Traffic Impact Study Reviews (Benes & Associates)	\$6,358	\$5,567	<\$3,000
Total	\$215,641	\$366,039	\$87,698

It is important to note that a full-time, in-house Development Engineer carries an estimated cost of \$150,000 per year (including salary and benefits). The employment market remains very tight for municipal engineers with not many candidates applying for open positions. Further, if an engineer is hired, it is highly unlikely that the individual will be qualified to provide specialized services relating to traffic, wetland, and tree preservation services. With that in mind, staff anticipates requesting approximately \$133,000 annually for consultant engineering services.

*While the \$308,911 spent on stormwater reviews was a significant expense, it is critical to remember that there was no in-house engineer from July of 2021 until the recent hire of the Development Engineer in February of 2023.

**Tree preservation plan reviews are covered under a separate contract with HLR (separate from stormwater/wetland review contract)

Contribution to Strategic Plan

This item supports the Village of Glen Ellyn Strategic Plan as follows:

Strategic Priority: Workforce & Operations. Initiative: Attract and retain an innovative, high-performance and diverse workforce and evaluate and implement changes to the Village's work environment to make the Village an employer of choice and ensure adequate staffing to meet service demands.

Actions: Review and manage workloads and to avoid employee burnout.

Action Requested:

Staff is seeking Board feedback regarding engineering consulting services for the Community Development Department.

Attachments:

1. Proposal - Plan Reviews and Drainage Investigations - Hampton, Lenzini and Renwick, Inc. Submittal



HAMPTON, LENZINI AND RENWICK, INC.

PROPOSAL

Engineering Consultant Services
Plan Reviews and Drainage Investigations

March 31, 2023 | 4:00 PM



SUBMITTED BY:

Hampton, Lenzini and Renwick, Inc. (HLR)
380 Shepard Drive
Elgin, Illinois 60123
Ph. (847) 697-6700

PREPARED FOR:



Ray Fano
Development Engineer
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, Illinois 60137

MARCH 31, 2023 | 3:00 PM

ATTN: RAY FANO
COMMUNITY DEVELOPMENT DIRECTOR
630.547.5252
rfano@glenellyn.org

VILLAGE OF GLEN ELLYN
535 Duane Street
Glen Ellyn, IL 60137

HAMPTON, LENZINI AND RENWICK, INC.
380 Shepard Drive
Elgin, IL 60123
847.697.6700



RE: PLAN REVIEWS AND DRAINAGE INVESTIGATIONS

March 31, 2023

Hampton, Lenzini and Renwick, Inc. (HLR) has received the Request for Proposals for Plan Reviews and Drainage Investigations for the Village of Glen Ellyn. We accept the requirements outlined within and thank you for the opportunity to respond.

A Team That You Know and Trust.

HLR has an unparalleled wealth of experience working with the Village. We believe we are best equipped to continue achieving the goals of the Plan Reviews and Drainage Investigations as laid out by the Community Development Department with the superior service that the Village is accustomed to.

Amy McKenna, PE, CFM, will lead our team's efforts to ensure quality and timely reviews. Amy formerly served as the Community Development Engineer for the Village of Glen Ellyn and has first-hand experience with the specific types of projects, reviews, and drainage requests that arise. She is familiar with the Village's stormwater master plans and understands drainage patterns and issues that exist throughout the Village. She also has a long-standing working relationship with the Village planning, building, and public works staff, and a thorough understanding of the content in the Village's municipal code (including public ways, subdivision, zoning, and building codes) as well as the DuPage County Stormwater and Floodplain Ordinance.

Amy understands the Village of Glen Ellyn processes for entitlements and permits, as well as what is expected for communication with developers, project applicants, and residents. While serving the Village as the Community Development engineering consultant for the past 20 months, Amy has trained other HLR employees to serve on the review team in a variety of capacities. This team has varied work experience, and Amy has worked to pair staff experience with the tasks at hand. HLR can continue to offer assistance from anyone on our team to meet the Village's specific needs for assignments, large and small. If a flooding event occurs, HLR can deploy the entire team included in this proposal, and request assistance from additional team members at HLR who have tackled similar challenges in other communities that we serve.

If space allows, HLR can continue to serve the Village at village offices, or complete review work remotely as indicated in the RFP. While we envision times when a quick remote review would be necessary, we feel that it could save the Village and permittees money to have HLR staff in the office to collaborate directly with Village staff on several reviews at a time and have full access to Village permit records and files. This presence in the office also potentially reduces the amount of time that Village staff spends on researching and administering permits, and likely eliminates the need for monthly progress meetings.

We look forward to continuing our great relationship with the Village and the opportunity of working together to deliver these improvements. If you should have any questions or comments regarding our proposal, please feel free to contact me at 847.697.6700 or jljon@hlreng.com.

Sincerely,
HAMPTON, LENZINI AND RENWICK, INC.



ReJena Lyon, PE, PLS
President/CEO

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SUBMITTED BY

Hampton, Lenzini and Renwick, Inc. (HLR)
380 Shepard Drive
Elgin, Illinois 60123
www.hltreengineering.com

AUTHORIZED CONTACT

Amy McKenna, PE, CFM
Project Manager
amckenna@hlreng.com
Phone: (847) 697-6700
Fax: (847) 697-6753



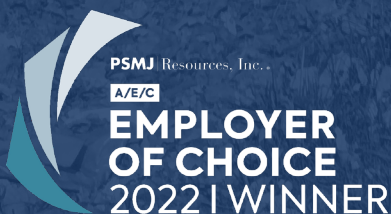
OFFICE LOCATIONS

We have five office locations throughout Illinois – Elgin (2 locations), Crystal Lake, Springfield, and Mt. Carmel – making us big enough to handle the largest projects, yet small enough to never lose sight of the personal relationships we make.

OUR COMMITMENT TO YOU

HLR prides itself on customer service and does not pursue work that we cannot complete in a timely and efficient manner. Our current and future workload will neither interfere with nor limit us from providing the Village with the time and attention that is required for this project. We can start this project as soon as we receive notice-to-proceed.

We also commit that the personnel named in this proposal will be available throughout the duration of the project and will complete the improvements within the required time frame.



For over 55 years, HLR has been working with communities to design vibrant places for people to live, work, and play. Our team is full of smart, driven people with an impressive range of experience, achievements, and backgrounds.

When it comes to engineering, we look at things differently than other firms because we know that every project is unique, and every client deserves their own solution. If selected for the Plan Reviews and Drainage Investigations project, our team will work with Village staff to understand the needs and goals of the project, ultimately allowing us to figure out the best way to bring it to life without a cookie-cutter approach.

FIRM INFORMATION

Since 1965, Hampton, Lenzini and Renwick, Inc. (HLR) has been providing professional consulting engineering services for public-sector clients in Illinois. In 1993, the firm opened an office in Springfield, enabling us to provide engineering services to clients in central and southern Illinois. In the fall of 2015, we acquired Lamac Engineering, Inc., based out of Mt. Carmel, Illinois. Lamac has a long and successful history of their own, providing engineering services since 1938. By joining forces, we can offer our clients superior customer service and a broad range of engineering expertise. The firm is led by ReJena Lyon, PE, PLS, as our President/CEO, a five-person Board of Directors, and seven officers of the company. Because our employees are owners, we have an added sense of responsibility to ensure that our clients' needs are met, and they are satisfied with the results.

FULL-SERVICE ENGINEERING EXPERIENCE YOU CAN TRUST

Amy McKenna, PE, CFM, will lead a team of quality engineers and environmental professionals with the goal of providing professional, prompt reviews. With Amy leading the team, the Village can continue to provide the services that Amy has provided over the last several years. HLR's team of 90+ professionals consists of Professional Engineers, Certified Floodplain Managers, Professional Wetland Specialists, and Certified Arborists, among others, who can assist with an influx of development.

- ▶ **No Conflict of Interest** – Over 85% of HLR's work is in the public sector. HLR does not seek private development to avoid conflicts of interest in working for both the municipality and the developer. If selected, HLR will continue to forgo any private development work within the Village limits.
- ▶ **Bundled Services** – HLR currently provides tree preservation services, environmental services, wetland reviews, traffic study reviews, and development review services to the Village. In addition to the services we are currently providing, below are additional services that could help to improve and promote community investment. These services include:
 - ▶ **Land Surveying** – HLR has a full-service survey department and often prepares plats, legal descriptions, and exhibits to convey land rights. We can review these types of documents on behalf of the Village or prepare them, as needed.
 - ▶ **LiDAR Scanning** – HLR can use its RIEGL VZ-400i scanner to scan existing buildings or lots. These scans can be provided to prospective buyers to assist in their evaluation of the property for investment. Scans can also be completed during the construction of buildings in order to have as-built location of utilities and ducts that run through the walls prior to drywall installation.
 - ▶ **Building Inspections/Reviews** – HLR can provide building inspection services in the event that they are needed for the Village. We currently provide these services for the Village of Union and the Village of Marengo.
 - ▶ **Water and Wastewater Reviews** – HLR staff can provide services for reviewing water and wastewater facilities and development project impacts, if needed.
 - ▶ **GIS Development** – HLR can help to develop GIS data or assist in working with the Consortium.

PROJECT TEAM

At HLR, we assign staff to a project based on their prior experience and technical expertise in the scope of work anticipated. Once assigned to a particular project, he or she will be involved in that project from beginning to end. By utilizing the same personnel throughout the process, we can maintain continuity with the Village and minimize errors or omissions due to miscommunication and misunderstanding.

The following individuals will serve as team members for the Plan Reviews and Drainage Investigations project; resumes can be found on the following pages.



AMY MCKENNA, PE, CFM
PROJECT MANAGER

Years of Experience: 25



= Key Staff

DEVELOPMENT REVIEW AND DRAINAGE INVESTIGATION



Amy McKenna, PE, CFM



Bill Nelson, PE



Kate Kasch Schulstad, PE



Conor McGarvey, EIT

TRAFFIC REVIEW



Amy McSwane, PE, PTOE

ENVIRONMENTAL SERVICES (TREE AND WETLAND REVIEWS)



Erica Spolar, CWS, DECI



Karen Kase, PWS, CPESC, CA



Pat Hickey, PWS, CPESC, CA



Alicia Burchacki, CWS, DECI, CA



PROFESSIONAL REGISTRATIONS

Professional Engineer, Illinois, #062.052809

YEARS OF EXPERIENCE

25 / 1.5 at HLR

EDUCATION

Bachelor of Science,
Civil and Environmental Engineering,
University of Illinois at Urbana-Champaign

PROFESSIONAL CERTIFICATIONS

Certified Floodplain Manager, IL-16-00757

Certified Enforcement Officer, Lake County
Watershed Development Ordinance

Qualified Engineer Review Specialist, Kane
County Stormwater Management Ordinances

AMY MCKENNA, PE

PROJECT MANAGER

Amy has over 25 years of engineering experience which has included the preparation of contract documents for streets and utility improvement projects; Phase I project studies; Phase II contract documents for state and federal highways; construction engineering experience providing management and observation of municipal capital improvement projects and state and federally funded roadway and bicycle improvements; and extensive municipal engineering experience, most recently as a Senior Civil Engineer with the Village of Glen Ellyn. She serves as the chairperson of the DuPage County Stormwater Municipal Engineers group, and she frequently collaborates with other municipal engineers and DuPage County staff for ordinance interpretations and other municipal engineering challenges. Throughout her career, she has completed permit reviews and drainage investigations in the DuPage County communities of Naperville, Downers Grove, Itasca, Wood Dale, Roselle, and Bartlett, as well as five other Chicago-area communities.

REPRESENTATIVE EXPERIENCE

VILLAGE ENGINEER, Village of Glen Ellyn — Since joining HLR, Amy (along with other engineers from HLR) has continued to assist the Village of Glen Ellyn part-time, serving as Village Engineer and Client Manager.

VILLAGE ENGINEER, Village of Bartlett — Amy has assisted the engineering and planning and development staff at the Village of Bartlett with stormwater management reviews and administration of the Village's program for the FEMA Community Rating System.

ELM STREET CULVERT, Village of Burr Ridge — Phase II Project Manager for the culvert replacement and streambank stabilization project that is located on Elm Street near Elm Elementary School. The existing culvert was inadequate to provide conveyance for even the one-year storm event, and the larger replacement culvert will provide substantially more conveyance and flood protection for the adjacent properties and roadway. The work requires permits from the U.S. Army Corps of Engineers, Illinois Department of Natural Resources, and DuPage County Stormwater Management.

WALKER PARK IMPROVEMENTS, Pleasant Dale Park District — Phase II Project Manager for an improvement project within Walker Park (Burr Ridge); the project includes replacement of culverts, pedestrian bridge, and a paved bicycle path, as well as streambank stabilization along a tributary to Flagg Creek. The work required permits from U.S. Army Corps of Engineers, Illinois Department of Natural Resources, and the Metropolitan Water Reclamation District of Greater Chicago.

ABBOTT DRIVE BASIN RETROFIT, City of Elgin — Engineering Project Manager for an improvement project to restore and improve a previous water quality basin area within the floodplain for Tyler Creek. The work includes grading, vegetation restoration, and control structure replacement, as well as improvements to the banks of Tyler Creek to provide a wider floodplain and reduce severe erosion. The work requires permits from U.S. Army Corps of Engineers, Illinois Department of Natural Resources, and Kane County.

BUFFALO CREEK/WHEELING DRAINAGE DITCH, Village of Wheeling — Engineering Project Manager for an improvement project to stabilize and restore the banks of Wheeling Drainage Ditch between Northgate Parkway and Dundee Road (Illinois Route 68). The work includes grading, vegetative restoration, and installation of gabion weir for a stream length of about 2,400 feet, as well as improvements to the banks of Tyler Creek to provide a wider floodplain and reduce severe erosion. The work requires permits from U.S. Army Corps of Engineers, Illinois Department of Natural Resources, and the Metropolitan Water Reclamation District of Greater Chicago.

REPRESENTATIVE EXPERIENCE (PRIOR TO HLR)

MUNICIPAL ENGINEERING, Village of Glen Ellyn — Municipal Engineer for the Village of Glen Ellyn (population ~28,000), the Village of Itasca (population ~9,000), and the City of Naperville (population 148,000). **Experience included:**

- ▶ Managing land development projects and investigating resident drainage concerns
- ▶ Performing technical development reviews for engineering and stormwater compliance
- ▶ Managing floodplain and stormwater in accordance with DuPage County ordinance and National Flood Insurance Program requirements
- ▶ Providing plan review and floodplain and stormwater management services for seven additional communities: Downers Grove, Wood Dale, Oswego, Romeoville, Frankfort, Channahon, and North Barrington.



PROFESSIONAL REGISTRATIONS

Professional Engineer, Illinois, #062.045883

YEARS OF EXPERIENCE

40 / 4 at HLR

EDUCATION

Bachelor of Science,
Civil Engineering, Purdue University

Master of Business Administration,
Keller Graduate School of Management

BILL NELSON, PE

DEVELOPMENT REVIEW ENGINEER / FLOODING INVESTIGATIONS

Bill is a Project Manager with over 40 years of experience with water and wastewater projects. His responsibilities include technical quality of design and construction for sanitary and combined sewer conveyance, pump stations, and wastewater treatment plants, potable water sources, treatment, storage, distribution and, lead service line replacement. Additionally, Bill served as Municipal Engineer for the City of Chicago and Farmers Branch, Texas.

REPRESENTATIVE EXPERIENCE

MUNICIPAL PERMIT REVIEW, Village of Glen Ellyn — The Village of Glen Ellyn has experienced tremendous growth in the number of commercial and residential permit applications for existing site improvements and redevelopment. HLR is assisting the Village with permit reviews associated with site grading and drainage. Bill provides technical reviews and comments associated with the review process. This includes communication with property owners, developers, and contractors to answer questions and assist them in achieving compliance with Village requirements. This also includes coordinating with other Village staff and tracking permit progress through the Village's filing, tracking, and reporting systems.

SEWER SYSTEM EVALUATION SURVEY, DuPage County Public Works and Facilities Management — Project Manager for Phase I of a Sewer System Evaluation Survey (SSES) for DuPage County Public Works on the western portion of sanitary system 9E. This survey covers an urbanized area of approximately 9.5 square miles and serves a population of around 28,000. The purpose of the survey is to identify sources of inflow and infiltration into the collection system and develop cost effective rehabilitation measures to reduce the impacts of this excess flow. HLR is providing technical services associated with strategic location, installation, and calibration of flow monitoring equipment and rain gauges. HLR is also providing ongoing assessment and evaluation of sewer flow and precipitation data and analysis of the inflow and infiltration (I&I) associated with each monitor location. The results of these analyses will be documented in a report and will be used to recommend further investigation techniques for subsequent phases of the SSES to effectively locate and quantify specific sources of excess flow and develop cost effective measures to reduce the excess flow into the system.

WATER MAIN REPLACEMENT, Village of Palatine — HLR prepared plans and specifications for the replacement of 3,000 linear feet of water main on Arlene Avenue and Harvard Drive. The plans included the design of new 8-inch ductile iron water main and appurtenances to replace the aging 6-inch cast iron water main which were suffering numerous ruptures in recent years. Arlene Avenue from East Joyce to East Kenilworth is a mature, curved residential street. The existing water main meanders between the parkway and the pavement. The street is lined with mature trees in the parkway. The new water main alignment remains under the pavement and consists of approximately 1,250 linear feet of new water main. Harvard Drive from West Partridge Drive to West Illinois Avenue is a residential street with a relatively linear alignment with one mild curve. It includes an eyebrow with three homes and West Yale Court, a short cul-de-sac with six homes. The existing water main is located primarily in the parkways. The new alignment will be located under the pavement and consists of approximately 1,750 linear feet of new water main.

MCLEAN BOULEVARD STORM WATER, Village of South Elgin — McLean Boulevard between Sunbury Drive and South Lancaster Road is currently a two-lane asphalt rural roadway section with side ditches and cross culverts. This project involves upgrading approximately 4,500 linear feet of roadway to a four lane divided roadway section with curb and gutter and a storm sewer collection system. Bill performed Phase I drainage analysis for this project consisting of investigation of 110 acres of off-site tributary area, existing cross drainage capacity and layout of inlets and storm sewers for the proposed right-of-way improvements.

WASTEWATER PLANNING EXPANSION, Village of Union — Union, Illinois is a rural village of approximately 500-600 people located in north central Illinois. Commercial and industrial development pressures prompted the Village to investigate the potential to expand its utility service area. Bill was the Project Manager for a preliminary study of the feasibility of providing wastewater services to an area of approximately 550 acres of rolling terrain covering portions of two watersheds. The study considered both on-site and centralized collection and treatment of wastewater including existing and proposed new facilities.



PROFESSIONAL REGISTRATIONS

Professional Engineer, Illinois, #062.074272

YEARS OF EXPERIENCE

5 / 5 at HLR

EDUCATION

Bachelor of Science,
Civil Engineering, Rose-Hulman Institute of
Technology

PROFESSIONAL CERTIFICATIONS

IDOT Traffic Noise Analysis Pre-qualified

Lake County Designated Erosion Control
Inspector

IDOT Documentation Certified

KATE KASCH SCHULSTAD, PE

DEVELOPMENT REVIEW ENGINEER

Kate is a Project Engineer with experience in environmental assessments, streambank stabilization design, Phase I preliminary engineering, traffic noise modeling, wetland delineations, wetland and stormwater permitting, Leaking Underground Storage Tank (LUST) sampling, CCDD and non-hazardous waste profile sampling, and grant writing. Kate also has experience controlling invasive plant species throughout the Chicagoland area, including plant identification, chemical and mechanical removal of invasive plants, seeding/collection, and planting. In addition to her environmental and Phase I experience, she has also assisted with construction inspection and various traffic signal-related projects.

REPRESENTATIVE EXPERIENCE

GLEN ELLYN DEVELOPMENT REVIEW SERVICES, Village of Glen Ellyn — Assisting with the municipal reviews for the Village of Glen Ellyn in their Community Development Department. Work includes reviewing land development projects and their permits for engineering and stormwater compliance. Compliance with the Glen Ellyn and DuPage County stormwater and development ordinances is reviewed both during permit approval and post-construction for permit closeout.

WHEELING DRAINAGE DITCH STREAMBANK STABILIZATION, Village of Wheeling — *Project Engineer* for the design and construction of various green infrastructure and stacked gabion walls to stabilize the streambank along Wheeling Drainage Ditch (Buffalo Creek). The project includes preparing plans, specifications, and estimates for the construction and restoration of the area. USACE and IDNR-OWR permits will be obtained for the work within the Waters of the U.S. and wetlands. Approximately 2800 feet of stacked gabion wall, rock toes, and stabilized slopes will be designed for this project, as well as 1000 feet for soft-green stabilization, including floodplain benches, coir logs, native plantings, and Envirolok bags will be evaluated and designed for the creek.

ABBOTT DRIVE BASIN RETROFIT, City of Elgin — *Project Engineer* for the design and construction of a detention basin located along Tyler Creek at the end of Abbott Drive. The project area is entirely within the floodway of Tyler Creek, a tributary to the Fox River. The basin is not functioning as intended and will be modified to better provide water quality improvements to the stormwater. Project work includes assisting with the floodway, soil and water conservation district, and stormwater permitting as well as designing the improved basin and Tyler Creek streambank improvements. Additional project work will include the soils disposal plan for the site, including laboratory sample coordination for an IEPA LPC-663 or other means of disposal as directed by the City of Elgin.

BIG TIMBER ROAD, MCLEAN BOULEVARD, AND METRA SIGNAL INTERCONNECT PHASE I, City of Elgin — *Project Engineer* for the Grade Crossing Protection-funded project improving the intersection of Big Timber Road and McLean Boulevard at the Union Pacific Northwest Line in the City of Elgin, Illinois. Project work includes completing the environmental survey request, coordination of the geometric design and intersection capacity analysis, bicycle and pedestrian accommodations review, school coordination, crash analysis, and a BLR 19100 form with attachments.

MILNE CREEK STREAMBANK STABILIZATION, City of Lockport — *Project Engineer* for the design and construction of a stacked gabion wall to stabilize the streambank along Milne Creek at Adams Street in Lockport. The project included preparing plans, specifications, and estimates for the construction and restoration of the area. A USACE permit was obtained for the work within the Waters of the U.S. Approximately 110 feet of stacked gabion wall, rock toes, and stabilized slopes were designed for this project. The project also included bid tabulation and contractor recommendation.

PROVIDENCE BIO-INFILTRATION BASIN, Providence HOA, Elgin — *Project Engineer* for the design and construction of a rain garden basin. Flow from the parking lot adjacent to Boat House Park in Providence subdivision was causing overland erosion between the parking lot and pond. A catch basin and rain garden were constructed to allow for additional storage and conveyance of overland flow.



PROFESSIONAL REGISTRATIONS

Engineer-in-Training, Illinois, #061.042055

YEARS OF EXPERIENCE

<1 / <1 at HLR

EDUCATION

Bachelor of Science,
Environmental Engineering, 2022,
Northwestern University

PROFESSIONAL CERTIFICATIONS

Illinois Licensed Pesticide Applicator

Erosion and Sediment Control Workshop,
Modules 1 and 2: Fundamentals and Design,
2022

CONOR MCGARVEY, EIT DEVELOPMENT REVIEW ENGINEER

Conor is a Project Engineer who recently graduated and joined HLR where he is assisting our environmental and engineering teams on a variety of projects, primarily related to water resources. Responsibilities include environmental assessments, hydrologic and hydraulic modeling, municipal stormwater reviews, engineering design, grant and report writing, and native area management. Conor has significant experience related to stormwater management and is proficient in relevant software such as HEC-HMS, HEC-RAS, ArcHydro, HY-8, and SWMM. Additional software skills include ArcGIS, MicroStation, AutoCAD, Revit, Rhino, and Lumion.

REPRESENTATIVE EXPERIENCE

ENGINEERING CONSULTANT, Village of Glen Ellyn — Conor assists the Village with stormwater permit acquisition and decisions on approval for residential and commercial infrastructure projects. The DuPage County Stormwater Ordinance was used to assess how project-specific changes to grading and built infrastructure impacted site drainage. This involved reviewing engineering and architectural drawings, understanding site drainage and ordinance compliance, proposing effective Best Management Practice (BMP) implementation, processing permit documents, and working with homeowners and contractors to maximize site drainage conditions.

ENVIRONMENTAL SITE ASSESSMENTS AND DOCUMENTATION. Prepared Local Roads Environmental Survey Requests (ESRs) for the following projects. This includes the IDOT ESR form, project location map, USGS Topography Map, aerial project extents map, project description, and special waste screening form.

- ▶ McLean County Highway Department – Multiple culvert replacements – 2022
- ▶ Edwards County Highway Department – Multiple culvert replacements – 2022
- ▶ Wabash County Highway Department – Multiple bridge replacements – 2022
- ▶ Kendall County Highway Department – Bridge replacement – 2022
- ▶ Kane County Division of Transportation – Traffic signal and intersection work – 2022
- ▶ Clay County Highway Department – Multiple bridge replacements – 2022

HYDROLOGIC AND HYDRAULIC MODELING. Conducted hydrologic and hydraulic modeling of culverts in rural watersheds for the following projects. This included delineating watersheds, computing discharge using the Rational Method and TR-55, and simulating natural, existing, and proposed culvert hydraulic performance using HY-8. The results of this modeling informed design specifications for new culverts.

- ▶ Fayette County Highway Department – 20+ culvert replacements – 2022
- ▶ Goose Creek Wind Farm – 120+ culvert replacements – 2022-Ongoing

HYDROLOGIC AND HYDRAULIC MODELING. Conducted hydraulic modeling of bridge crossings and culverts for the following project. This included processing LiDAR data in ArcGIS, gathering hydrologic data using USGS's StreamStats, creating stream and bridge geometry in HEC-RAS Mapper, and carrying out 1-D Steady Flow simulations of various storm intensities under natural, existing, and proposed conditions. The results of this modeling informed design specifications for new bridges and were summarized in an IDOT report.

- ▶ Livingston County Highway Department – Culvert replacement – 2022

WETLAND DELINEATIONS, Various Clients — Assisted with wetland delineation data form preparation. This involved compiling vegetative species and assessing wetland indicator status to determine the presence of hydrophytic vegetation, as well as evaluating the presence of soil and hydrologic indicators to determine the presence of hydric soil and wetland hydrology.

- ▶ 10815 West Stuenkel Road, Will County, 2022
- ▶ Nicor Gas, Dubuque Line, 2022



PROFESSIONAL REGISTRATIONS

Professional Engineer, Illinois, #062.58432

Professional Traffic Operations Engineer,
(PTOE)

YEARS OF EXPERIENCE

22 / 17 at HLR

EDUCATION

Bachelor of Science,
Civil Engineering, Purdue University

Master of Business Administration,
Finance, DePaul University

PROFESSIONAL CERTIFICATIONS

Traffic Signal Level II, IMSA

AMY MCSWANE, PE, PTOE

TRAFFIC REVIEW ENGINEER

Amy is our Phase I and Traffic Engineering Manager with 22 years of experience in the preparation of Environmental Assessments, Environmental Class of Action Determination documents, and Section 4(f) environmental documents for federally funded projects. She also has extensive public involvement experience. Amy has prepared public hearing presentations and conducted regulatory agency coordination. She is involved in the preparation of highway location/design reports, intersection design studies, traffic projects, traffic capacity analysis, traffic systems analysis and modeling, accident analysis and safety improvement studies, and cost estimates. Prior to joining HLR, Amy worked for IDOT for six years as a Federal Aid Location Engineer (Phase I Project Manager).

REPRESENTATIVE EXPERIENCE

LAMBERT ROAD SAFETY STUDY, Village of Glen Ellyn – Project Manager for this project which entails the evaluation of possible safety improvements at the intersection of Lambert Road and Taft Avenue in Glen Ellyn, Illinois. The scope includes analysis of crash data, a site visit to measure intersection sight distances, evaluation of traffic calming measures, traffic redirection at College of DuPage, and preparation of a technical memorandum summarizing the information, analyses, findings, and recommendations.

TRAFFIC IMPACT STUDY REVIEWS, Various Municipalities. Completed reviews of various Traffic Impact Studies and site plans for the Village of Glen Ellyn and City of St. Charles.

20 NORTHWEST HIGHWAY TRAFFIC IMPACT STUDY, Village of Cary – Project Manager for a Traffic Impact Study for a proposed cannabis dispensary at 20 Northwest Highway in Cary. HLR's scope of services included traffic counts at one public intersection, data collection and analysis, observation and analysis of existing and anticipated traffic operations, preparation of a traffic impact study summarizing the analyses and recommendations, and attendance at meetings in the Village of Cary.

DEKALB COMMUNITY GARDEN TRAFFIC IMPACT STUDY, DeKalb County Community Garden – Project Manager for a Traffic Impact Study for a proposed Community Food Health & Education Center at Grant Drive and Annie Glidden Road. HLR's scope of services included data collection and analysis, traffic counts, analysis of the existing and proposed conditions at the intersection, and a Technical Memorandum summarizing the findings of our analysis. A speed study along Annie Glidden Road was also completed.

MCLEAN BOULEVARD AT BOWES ROAD PEDESTRIAN CROSSING ANALYSIS, City of Elgin – Project Manager for the study of the pedestrian crossing improvements at McLean Boulevard and Bowes Road. HLR prepared a planning-level exhibit showing the proposed crosswalks on the west and north legs of the intersection, including necessary curb ramps, sidewalk additions, and pedestrian signals. Additional conduit needed for the improvement was also included in the exhibit. A preliminary engineer's estimate of cost was created. A Technical Memorandum was included with recommendations for proceeding with the design.

LAKE COOK ROAD PEDESTRIAN STUDY, City of Highland Park – Project Manager for the completion the concept plans and cost estimates for pedestrian improvements on Lake Cook Road at Red Oak and at Ridge Road. The scope of work includes using aerial maps to create exhibits, preparing planning level exhibits for each intersection showing the proposed improvements, preparing an estimate of cost for each intersection, initial coordination with Cook County DOT, and preparation of a technical memorandum summarizing our findings.

TRAFFIC SIGNAL OPERATIONS MANAGEMENT AND ENGINEERING, City of Elgin– Principal-in-Charge of the engineering team assisting with the management of the City's traffic signals, signal systems and street lighting equipment, including monitoring, troubleshooting, and budget planning.

TRAFFIC STUDIES, SCAT, AND TRAFFIC SIGNAL TIMING OPTIMIZATION & RE-OPTIMIZATION, Various Public Agencies. As the head of HLR's Traffic Engineering department, Amy assigns work, manages projects, conducts QA/QC reviews, monitors schedules and budgets, and ensures the traffic engineering staff has the training and resources needed to complete projects accurately and efficiently.



YEARS OF EXPERIENCE

31 / 13 at HLR

EDUCATION

Bachelor of Science,
Civil Engineering, Bradley University

PROFESSIONAL CERTIFICATIONS

Environmental Engineering Certificate, Illinois
Institute of Technology

Qualified Wetland Review Specialist, (W-
067), Kane County

Certified Wetland Specialist, McHenry
County

Certified Wetland Specialist (C-051), Lake
County

Designated Erosion Control Inspector (DECI),
Lake County

ERICA SPOLAR, CWS, DECI DIRECTOR OF ENVIRONMENTAL SERVICES

Erica is the Executive Vice President and Environmental Services Manager with over 30 years of experience as an Engineer and Environmental Project Manager. She has conducted noise and air quality analyses and overseen wetland delineations and ecological studies for a variety of transportation, utility, and development projects. Erica has obtained wetland and stormwater permits for several projects at the federal, state, and local levels. She has also been involved in several wetland restoration projects and involved in resolving wetland violations issues.

REPRESENTATIVE EXPERIENCE

BUTTERFIELD ROAD BIKE PATH, TranSystems/Lake County Division of Transportation (LCDOT) – Environmental Manager for the environmental tasks associated with the project including the survey, wetland delineation and report, and Preliminary Environmental Site Assessment.

BUNKER ROAD, TranSystems/Kane County Division of Transportation (KDOT) – Environmental Manager for the environmental tasks associated with the project including the wetland delineation and report and Preliminary Environmental Site Assessment.

SALEM DRIVE, Village of Schaumburg – Environmental Project Manager overseeing all environmental tasks including the wetland delineation and report, tree survey, and special waste coordination.

ELM STREET CULVERT, Village of Burr Ridge – Environmental Project Manager overseeing all environmental tasks including the wetland delineation and report and special waste coordination.

SWAN ROAD BRIDGE, TranSystems/Kane County Division of Transportation (KDOT) – Environmental Project Manager for the environmental tasks associated with the project including the survey, wetland delineation and report, special Waste screening, and permitting.

STEARNS SCHOOL BRIDGE, Lake County Division of Transportation (LCDOT) – Environmental Project Manager overseeing all environmental tasks including the wetland delineation, report, permitting, and CCDD.

STEARNS SCHOOL EMERGENCY CULVERT REPAIR, Lake County Division of Transportation (LCDOT) – Environmental Project Manager overseeing all environmental tasks including the wetland delineation, report, permitting, and CCDD.

WALKER PARK CULVERT AND BRIDGE PROJECT, Pleasant Dale Park District – Environmental Project Manager overseeing all environmental tasks including the grant preparation, wetland delineation, report, permitting, and naturalization of the creek channel.

FIDDYMENT CREEK, MILNE CREEK, AND FRACTION RUN WATERSHED PLAN, City of Lockport – Project Manager overseeing the development of the watershed plan that is part of an IEPA Section 319 grant awarded to the City of Lockport.

ILLINOIS 59 PEDESTRIAN BRIDGE, PHASE I AND II, TranSystems/Village of Streamwood – Project Manager overseeing all environmental and survey tasks including wetland delineation and report, PESA report, stream and topographic surveys, and permitting.

MILNE CREEK STREAMBANK STABILIZATION, City of Lockport – Project Manager for the design and construction of a stacked gabion wall to stabilize the streambank along Milne Creek at Adams Street in Lockport. The project included preparing plans, specifications, and estimates for the construction and restoration of the area. A USACE permit was obtained for the work within the Waters of the U.S. Approximately 110 feet of stacked gabion wall, rock toes, and stabilized slopes were designed for this project. The project also included bid tabulation and review, and construction oversight.

ST. MARY'S ROAD, Lake County Division of Transportation (LCDOT) – Project Manager for the survey and environmental tasks associated with the project including the wetland delineation and report, tree survey, and CCDD Coordination.

RUSSELL ROAD, PHASE I AND II, TranSystems/Lake County Division of Transportation (LCDOT) – Environmental Manager for the environmental tasks associated with the project including the wetland delineation and report, Preliminary Environmental Site Assessment (PESA), tree survey and report, and permitting. The project involves Russell Road at its intersections with Kilbourne Road, Kenosha Road, and Lewis Avenue in Illinois and Wisconsin.



YEARS OF EXPERIENCE

17 / 11 at HLR

EDUCATION

Bachelor of Science,
 Ecology and Environmental Biology, Tulane
 University

Master of Science,
 Environmental Science, University of Illinois
 at Champaign-Urbana

PROFESSIONAL CERTIFICATIONS

Professional Wetland Scientist #2338

Certified Professional in Erosion and
 Sediment Control (CPESC) 4276

ISA Certified Arborist, #IL-5384A, 2011

Lake County Designated Erosion Control
 Inspector (DECI)

Illinois Licensed Pesticide Applicator

Lake County Certified Wetland Specialist
 (C-134)

Kane County Qualified Wetland Review
 Specialist (#W-085)

McHenry County Certified Wetland Specialist

KAREN KASE, PWS, CPESC, CA

NATURAL RESOURCE MANAGER

Karen is an Environmental Biologist with over seventeen years of experience. Her expertise includes green infrastructure design/build, environmental inspection, ensuring compliance with Illinois Environmental Protection Agency (IEPA) and County soil erosion and sediment control requirements. Karen has completed several Notices of Intent (NOIs), prepared Storm Water Pollution Prevention Plans (SWPPPs) on many projects, and evaluated various sites for stormwater concerns, including special considerations for watershed quality.

She has experience conducting wetland delineations, soil sampling, floristic quality assessments, and compilation of wetland data sheets and delineation reports. Karen has also assisted with wetland permitting on a local, state, and federal level and been involved with wetland mitigation bank design and planning. Karen has evaluated and inventoried potential natural resources for several sites including the presence of threatened and endangered species. She has designed, installed, and monitored compensatory mitigation sites and is knowledgeable with identifying invasive species and efficient maintenance techniques for eradication including mowing, cutting, herbiciding, and controlled-burning practices. Karen also completes the IEPA Clean Construction and Demolition Debris (CCDD) regulations and permitting.

REPRESENTATIVE EXPERIENCE

WHEELING DRAINAGE DITCH STREAMBANK STABILIZATION, Village of Wheeling — Project Engineer for the design and construction of various green infrastructure and stacked gabion walls to stabilize the streambank along Wheeling Drainage Ditch (Buffalo Creek). The project includes preparing plans, specifications, and estimates for the construction and restoration of the area. USACE and IDNR-OWR permits will be obtained for the work within the Waters of the U.S. and wetlands. Approximately 2800 feet of stacked gabion wall, rock toes, and stabilized slopes will be designed for this project, as well as 1000 feet for soft-green stabilization, including floodplain benches, coir logs, native plantings, and Envirolok bags will be evaluated and designed for the creek.

AIRPORT ROAD BASIN RETROFIT, City of Elgin — Project Engineer for the redesign and construction of a naturalized detention basin located along Airport Road, in northern Elgin, Illinois. Project work includes assisting with the bid document and project specifications. Project work included assisting the design engineer with the grading plan, estimate of probable cost, and Kane County stormwater permitting. Additional project work will include soils disposal coordination and construction oversight.

BIOSWALES, Village of Downers Grove. Completed design and install for fourteen failed bioswales in public and residential areas. A mix of upland and wet tolerant species were installed. Extensive resident coordination and education was conducted.

STORMWATER/WETLAND REVIEW, Village of Bartlett. Sterns & Munger submitted a Stormwater Management Report for review to the Village of Bartlett. On their behalf, it was reviewed to confirm it met all the DuPage County Ordinance requirements.

NATURAL AREAS ASSESSMENT AND MANAGEMENT PLAN, Village of South Elgin. Performed assessments of vegetation communities at nine natural areas totaling over 218 acres for the Park District. Prepared a five-year maintenance plan for the assessed properties.

GROVE AND WASHINGTON STREET RAIN GARDENS, Village of Downers Grove. Performed vegetative assessments of two rain gardens located along public roadways.

ARMSTRONG PARK, Village of Carol Stream. Performed annual vegetation monitoring of naturalized stormwater management facilities per USACE and DuPage County stormwater permit requirements.

VALLEY VIEW, Village of Downers Grove. Performed annual vegetation monitoring of a naturalized pond per Army Corps of Engineers and DuPage County stormwater permit requirements.



YEARS OF EXPERIENCE

32 / 8 at HLR

EDUCATION

Bachelor of Science,
 Natural Resource Management, University of
 Wisconsin-Stevens Point

PROFESSIONAL CERTIFICATIONS

Professional Wetland Scientist (#2315)

Certified Professional in Erosion and
 Sediment Control (#8041)

Kane County Wetland Review Specialist
 (#W-023)

Lake County Certified Wetland Specialist
 (#C-009)

Lake County Designated Erosion Control
 Inspector

McHenry County Certified Wetland Specialist
 Certified Arborist (IL-1385A)

Certified Prescribed Burn Manager
 (IDNR#10-056)

PAT HICKEY, PWS, CPESC, CA

SENIOR ENVIRONMENTAL SCIENTIST

Pat is a Senior Environmental Scientist with over 32 years of experience working on a wide array of both private and public land development projects. Services include wetland delineations, plant community monitoring, native landscape design, wetland permitting, mitigation design, floristic quality assessments, wetland permit reviews, stormwater best management practice design, natural area assessments, tree inventories, creek assessments, preparation of natural area restoration plans, sediment, and erosion control inspections, threatened and endangered species surveys, and installation and management of native vegetation. Pat's training and experience in ecology, environmental regulations, native plant community management, and sediment and erosion control provide a diverse background for meeting clients' environmental consulting needs.

REPRESENTATIVE EXPERIENCE

VILLAGE FORESTRY CONSULTANT, Village of Glen Ellyn. Generate review comments, inspections, and approvals of tree preservation plans; confirm tree surveys; assist the public in completing permit applications; and perform inspections during construction to ensure compliance with Village Ordinances.

ENVIRONMENTAL REVIEW AND WETLAND DETERMINATIONS, Northern Illinois. Performed reviews of numerous gas line projects to identify potential environmental concerns and permit requirements. Boundaries of potential waters of the U.S. were surveyed when present.

BARTLETT WETLAND REVIEWS, DuPage County and Cook County. Performed wetland delineation confirmations and wetland/stormwater permit reviews of commercial and water reclamation facility projects.

ST. CHARLES WETLAND REVIEW, Kane County. Verified wetland boundaries and reviewed a wetland permit submittal for compliance with local stormwater requirements. Project involved installation of gas pipeline.

WETLAND VIOLATION ASSESSMENT, DuPage County. Performed an investigation into potential unauthorized wetland impacts on behalf of the Village of Glen Ellyn. Wetland buffer impacts were identified.

134TH STREET, Chicago, Cook County. Performed professional arborist compliance services during tree pruning associated with gas main installation within forest preserve district property.

SCHOOL DISTRICT U-46 DISTRICT OFFICE BUILDING, Elgin, Kane County. Performed a tree survey for compliance with City of Elgin tree preservation requirements for proposed expansion of a commercial property.

GRAYSLAKE GATE STATION, Libertyville, Lake County. Performed a tree inventory, per Libertyville requirements, for the proposed expansion of a gas line gate station.

ASHLAND AVENUE, Cook County. Assessed the condition of a parkway tree damaged during gas line installation.

YORKVILLE SOLAR FACILITY, Kendall County. Performed a tree survey and landscape plan for solar facility to be located within an existing tree nursery.

BULL VALLEY ROAD, McHenry, McHenry County. Performed a tree survey for a road improvement and multi-use trail project.

TROUT PARK, Elgin, Kane County. Performed a tree survey along utility easements within a wooded park area. A total of 159 trees comprised of 17 species were tagged and surveyed. The condition of each inventoried tree was assessed as outlined in the City of Elgin tree preservation ordinance.



YEARS OF EXPERIENCE

13 / 11 at HLR

EDUCATION

Bachelor of Science,
Environmental Science, Lewis University

PROFESSIONAL CERTIFICATIONS

Lake County Certified Wetland Specialist
(C-153)

Lake County Designated Erosion Control
Inspector

Kane County Certified Wetland Review
Specialist (#W-093)

McHenry County Certified Wetland Specialist

ISA Certified Arborist, #IL -9097A, 2013

Chicago Wilderness Midwest Ecological
Prescribed Burn Crew

ALICIA BURCHACKI, CWS, DECI, CA ENVIRONMENTAL SCIENTIST

Alicia is an Environmental Scientist with over a decade of experience controlling invasive plant species throughout the Chicagoland area, including plant identification, chemical and mechanical removal of invasive plants, seeding/collection, planting, matting, and prescribed burning. Alicia also has experience conducting wetland delineations and completing wetland permitting, tree and threatened and endangered species surveys, environmental assessments, erosion control inspections, and geographic information systems (GIS) mapping.

REPRESENTATIVE EXPERIENCE

WETLAND PERMIT REVIEWS, Village of Glen Ellyn. Assists the Village with wetland permit reviews following the DuPage County Stormwater Ordinance. Reviews include but are not limited to, boundary verifications, review of yearly vegetation monitoring reports, and review of wetland permit submittals.

STORMWATER/WETLAND REVIEW, Village of Bartlett. Performed wetland delineation confirmations and wetland/stormwater permit reviews for various projects within DuPage and Cook County.

STORMWATER/WETLAND REVIEW, City of Elgin. Assists the Village with wetland permit reviews following the Kane County Stormwater Ordinance. Reviews include but are not limited to, boundary verifications, review of yearly vegetation monitoring reports, and review of wetland permit submittals.

ELM STREET, Village of Burr Ridge. Performed a tree survey for the proposed culvert and bank stabilization project, Village of Burr Ridge, DuPage County, Illinois.

TREE PRESERVATION CONSULTANT, Village of Glen Ellyn. Review all incoming Tree Preservation Permits. Conduct site visits, coordinate with Public Works as needed, coordinate with residents and/or developer, review site plans, and ensure tree protection is noted on plans.

STERLING ROAD, York Township. Performed a tree survey for the proposed roadway and stormwater detention basin project, York Township, DuPage County, Illinois.

PLANK ROAD, Kane County Division of Transportation. Performed a tree survey for the proposed roadway improvements. The project was located in Burlington, Kane County, Illinois.

MONTGOMERY ROAD, Kane County Division of Transportation. Performed a tree survey for the proposed roadway improvements. The project was located in Aurora, Kane County, Illinois.

LUCINDA AVENUE, City of DeKalb. Performed a tree survey for the proposed bridge improvements. The project was located in DeKalb, DeKalb County, Illinois.

NORTH FIRST STREET, City of DeKalb. Performed a tree for the proposed bridge improvements and bike path installation. The project was located in DeKalb, DeKalb County, Illinois.

KANKAKEE COUNTY LINE ROAD, Will County Division of Transportation. Performed a tree survey for the proposed bridge improvements. The project was located within Unincorporated Will County, Illinois.

ST. MARY'S ROAD, Lake County Division of Transportation. Collected inventory on tree size, structure, and health for a total of 938 trees in LCDOT right-of-way and forest preserve property to assist with mitigation efforts for future road widening.

Russell Road, Lake County Department of Transportation, 2019. Assisted in collecting inventory on tree size, structure, and health for over 2,000 trees in Lake County and Kenosha County for three proposed intersection improvement projects.

McLean Boulevard, Village of South Elgin, 2019. Collected inventory on tree size, structure, and health for a total of 306 trees in the Village for a project that will consist of roadway widening and installation of a multi-use path.

REFERENCES

RON RUDD, PE, CITY ENGINEER

City of Elgin
Email: rudd_r@cityofelgin.org
Phone: 847-931-6081

KURT NIKA, PE, ASSISTANT DIRECTOR OF TRANSPORTATION

Kane County Division of Transportation
Email: nikakurt@co.kane.il.us
Phone: 630-584-1170

BRENT ANDERSON, DIRECTOR OF PUBLIC WORKS

City of Belvidere
Email: banderson@ci.belvidere.il.us
Phone: 815-544-9256

JULIE LOMAX, PE, CFM, STORMWATER ADMINISTRATOR

Village of Downers Grove
Email: jlomax@downers.us
Phone: 630-434-5461

BOB ALLEN, VILLAGE ENGINEER

Village of Bartlett
Email: rallen@vbartlett.org
Phone: 630-837-0800

MIKE MILLETTE, PE, DIRECTOR OF PUBLIC WORKS

Village of South Elgin
Email: mmillette@southelgin.com
Phone: 847-695-2742

MARTY SCOTT, DIRECTOR OF COMMUNITY DEVELOPMENT

Village of Glen Ellyn
Email: mscott@glenellyn.org
Phone: 630-469-5000

In addition to the above references, HLR is currently performing or has performed Village/City plan review for the following municipalities in DuPage County:

- ▶ Village of Glen Ellyn
- ▶ Village of Downers Grove
- ▶ Village of Bartlett

In previous roles, Amy McKenna performed reviews for the Village of Itasca, City of Naperville, City of Wood Dale, and the Village of Roselle.



March 31, 2023

Ray Fano, Development Engineer
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

Re: Development Review Services

Dear Mr. Fano:

We prepared this letter to serve as the agreement between the Village of Glen Ellyn (Client) and Hampton, Lenzini and Renwick, Inc. (Consultant) for Development Review Services.

SCOPE OF SERVICES

The Client and Consultant have agreed to a list of Basic Services the Consultant will provide to the Client, listed on the appended Scope of Services, labeled as Exhibit A.

If agreed to in writing by the Client and Consultant, Additional Services shall be provided and shall be labeled as Exhibit B, appended hereto.

Services not set forth above as Basic Services and not listed in Exhibit A of this Agreement are specifically excluded from the scope of the Consultant's services. The Consultant assumes no responsibility to perform any services not specifically listed in Exhibit A.

RESPONSIBILITIES OF CLIENT

It is the Consultant's understanding that the Client will provide the following assistance, information, and related materials relative to the above-described project:

- Access to Village GIS System
- Access to Permit Records
- Access to Drainage Complaint Records

COMPENSATION

Billing Terms

For development review services, listed in Exhibit A, we will be paid the lump-sum amount as indicated in the table.

For all other requested services, we will be compensated at the following hourly rates which will be considered payment in full to Hampton, Lenzini and Renwick, Inc. for actual employee time utilized to provide the required services, said rates include overhead and burden costs plus profit. Other out-of-pocket expenses will be reimbursed at our actual cost. Mileage and reproduction costs are included in the rates below and will not be charged separately.

Employee Classification	2023 Rates
PRINCIPAL	\$ XXXX
ENGINEER 6	\$ XXXX
ENGINEER 5	\$ XXXX
ENGINEER 4	\$ XXXX
ENGINEER 3	\$ XXXX
ENGINEER 2	\$ XXXX
ENGINEER 1	\$ XXXX
STRUCTURAL 2	\$ XXXX
STRUCTURAL 1	\$ XXXX
TECHNICIAN 3	\$ XXXX
TECHNICIAN 2	\$ XXXX
TECHNICIAN 1	\$ XXXX
INTERN/TEMPORARY	\$ XXXX
LAND ACQUISITION	\$ XXXX
SURVEY 2	\$ XXXX
SURVEY 1	\$ XXXX
ENVIRONMENTAL 2	\$ XXXX
ENVIRONMENTAL 1	\$ XXXX
ADMINISTRATION 2	\$ XXXX
ADMINISTRATION 1	\$ XXXX

These rates will remain in effect through December 31, 2023. In the event our services are required after that date, we will submit revised rates to be utilized through December 31, 2024.

At this time, we estimate the cost of our services will not exceed \$ _____. Any additional services required beyond those set forth above will be charged at the rates stated above and be considered an addition to the not-to-exceed cost.

Payment Terms

Invoices shall be submitted by the Consultant on a monthly basis, are due upon presentation and shall be considered past due if not paid within 30 calendar days of the invoice date.

If the Client fails to make payment to the Consultant in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by the Consultant.

If the Client objects to any portion of an invoice, the Client shall so notify the Consultant in writing within ten (10) calendar days of receipt of the invoice. The Client shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with the other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest as stated above shall be paid by the Client on all disputed invoice amounts that are subsequently resolved in the Consultant's favor and shall be calculated on the unpaid balance from the due date of the invoice.

Payments to the Consultant shall not be withheld, postponed, or made contingent on the construction, completion, or success of the project or upon receipt by the Client of offsetting reimbursement or credit from other parties who may have caused Additional Services or expenses. No withholdings, deductions, or offsets shall be made from the Consultant's compensation for any reason unless the Consultant has been found to be legally liable for such amounts.

GENERAL TERMS AND CONDITIONS

Assignment

Neither party to this Agreement shall transfer, sublet, or assign any rights under or interest in this agreement without the prior written consent of the other party. Subcontracting to sub-consultants normally contemplated by the Consultant shall not be considered an assignment for purposes of this agreement.

Authorized Representatives

The Client and Consultant hereby designate their authorized representatives to act on their behalf with respect to the services and responsibilities under this agreement. The following designated representatives are authorized to receive notices, transmit information, and make decisions regarding the Project on behalf of their respective parties.

For the Client:

Name Ray Fano
Title Development Director
Address 535 Duane Street
Glen Ellyn, IL 60137
Office Phone 630.547.5240
E-mail rfano@glenellyn.org

For the Consultant:

Name Randy Newkirk
Title Principal in Charge
Address 380 Shepard Drive
Elgin, IL 60123
Office Phone 847.697.6700
Cell Phone 630.803.7508
E-mail rnewkirk@hlreng.com

Changed Conditions

If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the Consultant are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks, or other material terms of this Agreement, the Consultant may call for renegotiation of appropriate portions of this Agreement. The Consultant shall notify the Client of the changed conditions necessitating renegotiation, and the Consultant and the Client shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement, in accordance with the Termination provision hereof.

Consequential Damages

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors, or sub-consultants shall be liable to the other or shall make any claim for any incidental, indirect, or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract, and breach of strict or implied warranty. Both the Client and the Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

Contractor Insurance and Indemnity Requirements

The Client agrees, in any construction contracts in connection with this Project, to require all contractors of any tier to carry statutory Workers Compensation, Employers Liability Insurance and appropriate limits of Commercial General Liability Insurance (CGL). The Client further agrees to require all contractors to have their CGL policies endorsed to name the Client, the Consultant, and its sub-consultants as Additional Insureds and to provide Contractual Liability coverage sufficient to insure the hold harmless and indemnity obligations assumed by the contractors. The Client shall require all contractors to furnish to the Client and the Consultant certificates of insurance as evidence of the required insurance prior to commencing work and upon renewal of each policy during the entire period of construction. In addition, the Client shall require that all contractors will, to the fullest extent permitted by law, indemnify and hold harmless the Client, the Consultant, and its sub-consultants from and against any damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the Project, including all claims by employees of the contractors.

Corporate Protection

It is intended by the parties to this Agreement that the Consultant's services in connection with the Project shall not subject the Consultant's individual employees, officers, or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against Hampton, Lenzini and Renwick, Inc., a Delaware corporation, and not against any of the Consultant's individual employees, officers, or directors.

Defects in Service

The Client shall promptly report to the Consultant any defects or suspected defects in the Consultant's services of which the Client becomes aware, so that the Consultant may take measures to minimize the consequences of such a defect. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor contract and shall require all subcontracts at any level to contain a like requirement. Failure by the Client and the Client's contractors or subcontractors to notify the Consultant shall relieve the Consultant of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

Delays

The Client agrees that the Consultant is not responsible for damages arising directly or indirectly from any delays for causes beyond the Consultant's reasonable control, nor shall the Consultant be deemed in default of this Agreement. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; work slowdowns or stoppages; government ordered industry shutdowns; power or server outages; severe weather disruptions or other natural disasters; fires, riots, war, widespread infectious disease outbreaks (including but not limited to epidemics and pandemics), or other emergencies or acts of nature; failure of any government agency or utility to act in timely manner; failure of the Client to furnish timely information or approve or disapprove of the Consultant's services or work product; delays caused by the faulty performance by the Client's or by contractors of any level; or discovery of any hazardous substances or differing site conditions.

In addition, if the delays resulting from any such causes increase the cost or time required by the Consultant to perform its services in an orderly and efficient manner, the Consultant shall be entitled to an equitable adjustment in schedule and/or compensation.

Design without Construction Administration

It is understood and agreed that the Consultant's Basic Services under this Agreement do not include project observation or review of the Contractor's performance or any other construction phase services, and that such services will be provided for by the client. The Client assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the Client waives any claims against the Consultant that may be in any way connected thereto.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees, and sub-consultants (collectively, Consultant) against all damages, liabilities, or

costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments, or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the Consultant.

If the Client requests in writing that the Consultant provide any specific construction phase services and if the Consultant agrees in writing to provide such services, then they shall be compensated for as Additional Services as provided in Exhibit B.

Entire Agreement

This Agreement, comprising pages 1 through 9, and Exhibits A & B, is the entire Agreement between the Client and the Consultant. It supersedes all prior communications, understandings, and agreements, whether oral or written. Amendments to this Agreement must be in writing and signed by both the Client and the Consultant.

Extension of Protection

The Client agrees that any and all limitations of the Consultant's liability and indemnifications by the Client to the Consultant shall include and extend to those individuals and entities the Consultant retains for performance of the services under this Agreement, including but not limited to the Consultant's officers, partners, and employees and their heirs and assigns, as well as the Consultant's sub-consultants and their officers, employees, heirs and assigns.

Governing Law and Jurisdiction

The Client and the Consultant agree that this Agreement and any legal actions concerning its validity, interpretation, and performance shall be governed by the laws of the State of Illinois.

It is further agreed that any legal action between the Client and the Consultant arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in the County of Kane, Illinois.

Hazardous Materials – Suspension of Services

Both parties acknowledge that the Consultant's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event the Consultant or any other party encounters any hazardous or toxic materials, or should it become known to the Consultant that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the Consultant's services, the Consultant may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Client retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

Indemnification

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors, and employees (collectively, Client) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Consultant's negligent performance of professional services under this Agreement and that of its sub-consultants or anyone for whom the Consultant is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees, and sub-consultants (collectively, Consultant) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors, or consultants, or anyone for whom the Client is legally liable.

Neither the Client nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

Jobsite Safety

Neither the professional activities of the Consultant, nor the presence of the Consultant or its employees and sub-consultants at a construction/project site, shall relieve the General Contractor of its obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending, and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Consultant and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the Client's contract with the General Contractor. The Client also agrees that the Client, the Consultant, and the Consultant's sub-consultants shall be indemnified by the General Contractor and shall be made additional insureds under the General Contractor's policies of general liability insurance.

Notice of Delay

If the Consultant becomes aware of delays due to time allowances for review and approval being exceeded, delay by the Contractor, the Client, the Client's consultants, or any other cause beyond the control of the Consultant, which will result in the schedule for performance of the Consultant's services not being met, the Consultant shall promptly notify the Client. If the Client becomes aware of any delays or other causes that will affect the Consultant's schedule, the Client shall promptly notify the Consultant. In either event, the Consultant's schedule for performance of its services shall be equitably adjusted.

Opinions of Probable Construction Cost (Engineer's Estimate)

In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment, or materials, or over market conditions or the Contractor's method of pricing, and that the Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's opinion of probable construction cost.

Ownership of Instruments of Service

The Client acknowledges the Consultant's construction documents, including electronic files, as instruments of professional service. Nevertheless, the final documents prepared under this Agreement shall become the property of the Client upon completion of services and payment in full of all fees due to the Consultant. The Client shall not reuse or make any modification to the final documents without the prior written authorization of the Consultant. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees, and sub-consultants against any damages, liabilities, or costs, arising from the unauthorized reuse or modification of the documents by the Client or any person or entity that acquires or obtains the documents from or through the Client without the written authorization of the Consultant.

Requests for Clarification or Interpretation

The Contractor may, after exercising due diligence to locate required information, request from the Consultant clarification or interpretation of the requirements of the Contract Documents. The Consultant shall, with reasonable promptness, respond to such Contractor's requests for clarification or interpretation. However, if the information requested by the Contractor is apparent from field observations, is contained in the Contract Documents, or is reasonably inferable from them, the Contractor shall be responsible to the Client for all reasonable costs charged by the Consultant to the Client for the Additional Services required to provide such information.

Right of Entry

The Client shall provide for the Consultant's right to enter the property owned by the Client and/or others in order for the Consultant to fulfill the Scope of Services included hereunder. Although the Consultant will exercise reasonable care in performing its services, the Client understands that use of testing or other equipment may unavoidably cause some damage, the correction of which is not part of this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees, and sub-consultants (collectively, Consultant) against any damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising or allegedly arising from procedures associated with testing or

investigative activities or connected in any way with the discovery of hazardous materials or suspected hazardous materials on the property.

Severability

Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of the Agreement shall remain in full force and effect.

Standard of Care

In providing services under this Agreement, the Consultant will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

Suspension of Services

If the Project or the Consultant's services are suspended by the Client for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this Agreement, the Consultant shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, the Client shall compensate the Consultant for expenses incurred as a result of the suspension and resumption of its services, and the Consultant's schedule and fees for the remainder of the Project shall be equitably adjusted.

If the Consultant's services are suspended for more than ninety (90) days, consecutive or in the aggregate, the Consultant may terminate this Agreement upon giving not less than five (5) calendar days' written notice to the Client.

If the Client is in breach of the payment terms or otherwise is in material breach of this Agreement, the Consultant may suspend performance of services upon five (5) calendar days' notice to the Client. The Consultant shall have no liability to the Client, and the Client agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by the Client. Upon receipt of payment in full of all outstanding sums due from the Client, or curing of such other breach which caused the Consultant to suspend services, the Consultant shall resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.

Termination

In the event of termination of this Agreement by either party, the Client shall within fifteen (15) calendar days of termination pay the Consultant for all services rendered and all reimbursable costs incurred by the Consultant up to the date of termination, in accordance with the payment provisions of this Agreement.

The Client may terminate this Agreement for the Client's convenience and without cause upon giving the Consultant not less than seven (7) calendar days' written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days' written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or the Consultant's services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of the Consultant, the Client shall pay the Consultant, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by the Consultant in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

Third-Party Beneficiaries

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client and Consultant agree to require a similar provision in all contracts with contractors, subcontractors, sub-consultants, vendors and other entities involved in this Project to carry out the intent of this provision.

Unauthorized Changes

In the event the Client, the Client's contractors or subcontractors, or anyone for whom the Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents prepared by the Consultant without obtaining the Consultant's prior written consent, the Client shall assume full responsibility for the results of such changes. Therefore the Client agrees to waive any claim against the Consultant and to release the Consultant from any liability arising directly or indirectly from such changes.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant from any damages, liabilities, or costs, including reasonable attorneys' fees and costs of defense, arising from such changes.

In addition, the Client agrees to include in any contracts for construction appropriate language that prohibits the Contractor or any subcontractors of any tier from making any changes or modifications to the Consultant's construction documents without the prior written approval of the Consultant and that further requires the Contractor to indemnify both the Consultant and the Client from any liability or cost arising from such changes made without such proper authorization.

If this agreement meets with your approval, please have the proper Village officials sign and date same where indicated below and return one (1) copy for our file. If you have questions on any of the above, please call me at our Elgin office.

Yours truly,

HAMPTON, LENZINI AND RENWICK, INC.

Randal G. Newkirk, PE
Corporate Secretary

ACCEPTANCE

The terms and conditions of this letter agreement are hereby accepted by the Village of Glen Ellyn for Development Review Services set forth above.

By _____
_____ Date

Title _____

ATTEST:

By _____

Title _____

SAMPLE

Consultant is expected to stop by the Village at the beginning of each week and pick up the drainage or grading plans. Drainage investigations that need to be performed for that week will need to be discussed with the Development Engineer. It is expected that there should be at least one progress meeting per month with the Consultant.

Consultant Qualifications:

- a. The staff person assigned to drainage plan reviews must be an engineering technician with minimum two-three years of experience or Engineer-In-Training (EIT). The staff person assigned to grading plan reviews must be an Illinois-licensed Professional Engineer per DuPage County Stormwater and Floodplain Ordinance requirements.
- b. The engineering consultant must possess a comprehensive knowledge of the DuPage County Stormwater and Floodplain Ordinance, stormwater management codes and Illinois Drainage Law, as well as civil engineering principles of site development.
- c. The engineering consultant must be able to read, interpret, and generate graphic information on plans and diagrams, possess excellent written and verbal communications skills and demonstrate interpersonal and customer service skills necessary to obtain the applicant's cooperation and compliance with the ordinances and all other requirements.
- d. The engineering consultant must have previous experience as a village consultant reviewing drainage, grading, and engineering plans for other DuPage County villages/cities.
- e. The engineering consultant must be able to provide other services, including but not limited to reviews of traffic studies, wetland reports, subdivision plan, and tree preservation plans when needed. The name, title and resume of the staff members who will be performing such reviews should be included in the proposal.

Consulting Services Fees:

Please provide separate quotes to perform the initial and subsequent reviews for each of these type of plan review in the table below. **Your quote for the initial review should include the cost of one (first) re-review.** Additional reviews beyond the first re-review should be quoted as a subsequent review.

Your quotes should include the cost of responding to questions raised by the Village or the applicant related to each review. On-site meetings, construction inspections or additional consulting services are not anticipated but please provide your hourly rate in the event they are.

FEE SCHEDULE

PERMIT REVIEWS		
Review Category	Initial Review, each	Subsequent Reviews, each
Drainage Plan Review	\$ 375	\$ 200
Grading Plan Review	\$ 900	\$ 400

Hourly rate for follow-up permit review questions:
\$130 – \$180 _____, per hour

Hourly rate for on-site meetings, construction inspections:
\$130 – \$180 _____, per hour

Hourly rate for drainage investigations and summary reports:
\$130 – \$180 _____, per hour

Hourly rate for subdivision plan review:
\$180 _____, per hour

Hourly rate for tree preservation plan review:
\$130 _____, per hour

Hourly rate for traffic study review:
\$185 _____, per hour

Hourly rate for wetland report review:
\$130 _____, per hour

REIMBURSALES	
Description	Cost
	\$
	\$
	\$
	\$

HLR does not charge our clients for standard reimbursable expenses including mileage, documents duplication, or postage. We feel these are part of the cost of service and are included in our hourly rates. If there is a reimbursable expense outside of what would be considered standard, HLR will notify the Village prior to incurring this expense.

Instructions to Proposers:

Please submit your proposal no later than March 31, 2023 to:

Ray Fano
Community Development Engineer
Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

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.



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 1

DATE (MM/DD/YYYY)
12/09/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Midwest, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 37205191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com														
INSURED Hampton Lenzini & Renwick Inc. 380 Shepard Dr Elgin, IL 60123	<table border="1"><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Transportation Insurance Company</td><td>20494</td></tr><tr><td>INSURER B: Continental Insurance Company</td><td>35289</td></tr><tr><td>INSURER C: Continental Casualty Company</td><td>20443</td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Transportation Insurance Company	20494	INSURER B: Continental Insurance Company	35289	INSURER C: Continental Casualty Company	20443	INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER: W23049707

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:	Y	6056712748	12/09/2021	12/09/2022	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 1,000,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 15,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000	MED EXP (Any one person)	\$ 15,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000		\$
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PRODUCTS - COMP/OP AGG	\$ 2,000,000																			
	\$																			
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY					<table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
COMBINED SINGLE LIMIT (Ea accident)	\$																			
BODILY INJURY (Per person)	\$																			
BODILY INJURY (Per accident)	\$																			
PROPERTY DAMAGE (Per accident)	\$																			
	\$																			
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000		6056712703	12/09/2021	12/09/2022	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 10,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 10,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 10,000,000	AGGREGATE	\$ 10,000,000		\$								
EACH OCCURRENCE	\$ 10,000,000																			
AGGREGATE	\$ 10,000,000																			
	\$																			
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐ No N/A	N/A	6056712717	12/09/2021	12/09/2022	<table border="1"><tr><td>☒ PER STATUTE ☐ OTH-ER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 1,000,000</td></tr></table>	☒ PER STATUTE ☐ OTH-ER		E.L. EACH ACCIDENT	\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000						
☒ PER STATUTE ☐ OTH-ER																				
E.L. EACH ACCIDENT	\$ 1,000,000																			
E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000																			
E.L. DISEASE - POLICY LIMIT	\$ 1,000,000																			
C	Professional Liability		AEH591882325	12/09/2021	12/09/2022	<table border="1"><tr><td>Per Claim:</td><td>\$3,000,000</td></tr><tr><td>Aggregate:</td><td>\$5,000,000</td></tr></table>	Per Claim:	\$3,000,000	Aggregate:	\$5,000,000										
Per Claim:	\$3,000,000																			
Aggregate:	\$5,000,000																			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Additional Insured-General Liability is included as required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

Sample For Insurance Verification	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

Acct#: 2707629

DATE (MM/DD/YYYY)
11/30/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LOCKTON AFFINITY, LLC P.O. BOX 879610 KANSAS CITY, MO 64187-9610	CONTACT NAME: LOCKTON AFFINITY, LLC	FAX (A/C, No): 913-652-7599
	PHONE (A/C, No, Ext): 888-828-8365	
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Old Republic Insurance Company	24147
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

INSURED
HAMPTON, LENZINI & RENWICK, INC.
380 SHEPARD DRIVE
ELGIN, IL 60123-7010

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS- ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO- ☐ LOC OTHER: ☐						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	X	X	L122921-21	11/30/2021	11/30/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$ ☐						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) GPBR:

POLICY PROVIDES PROTECTION FOR ANY AND ALL OPERATIONS/JOBS PERFORMED BY THE NAMED INSURED WHERE REQUIRED BY WRITTEN CONTRACT. CERTIFICATE HOLDER IS AN ADDITIONAL INSURED WHERE REQUIRED BY WRITTEN CONTRACT. WAIVER OF SUBROGATION INCLUDED BY WRITTEN CONTRACT. INSURANCE IS PRIMARY AND NON-CONTRIBUTORY.

CERTIFICATE HOLDER**CANCELLATION**

Proof of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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