City of Highland Park

City Council Meeting
City Hall
1707 St Johns Avenue,
Highland Park, Il 60035
November 10, 2025
7:30 PM
Agenda

Individuals with questions or feedback about an agenda item can address the City in the following ways:

1. **Emails with Unlimited Information**. Individuals may email the City an unlimited number of words at cityhp@cityhpil.com. Emails will be forwarded to the City Council if requested. All emails received will be acknowledged.
2. **Telephone**. Individuals with no access to email may leave a message with the City Manager's Office at 847.926.1000.
3. **Live Comments**. Individuals are able to address the Council during the City Council meeting. Questions/comments should be limited to three minutes or less.

Committee of the Whole and City Council meetings are broadcast live on the City's Facebook page and on the City's website. Meetings can be watched after the meeting from a video link on the City's website.

The City encourages individuals to sign-up for its enews for important information from the City. To sign-up for the enews, visit www.cityhpil.com.

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Approval of Minutes

A. Approval of the Minutes of the Regular Meeting of the City Council Held on October 20, 2025

V. Approval of Warrant List

A. Warrant List and Wire Transfers from October 10, 2025 to October 30, 2025.

VI. Report of Mayor

A. Other Business

VII. Business from the Council

VIII. Business from City Staff

A. Greenhouse Gas Inventory and Reduction Update

B. New Water Billing System Launch

IX. Business from the Public (Individuals wishing to be heard regarding items not listed on this agenda)

X. Omnibus

Finance

(Questions concerning these items can be directed to 847-926-1004)

1. Approval of an Estimate of the Amount of Revenue to be generated from Tax Year 2025 Property Taxes for Collection in the Fiscal Year 2026 in Accordance with the Truth in Taxation Statute

Public Works

(Questions concerning these items can be directed to 847-432-0807)

2. A Resolution Approving Award of the Grant Assistance Consulting Services Agreements with Civiltech Engineer, Inc., of Itasca, Illinois and Baxter & Woodman, Inc., of Bannockburn, Illinois

3. A Resolution Approving Award of the Traffic Engineering Services Agreements with Civiltech Engineering, Inc., of Itasca, Illinois; Hampton, Lenzini and Renwick, Inc., of Elgin Illinois; and Baxter & Woodman, Inc., of Bannockburn, Illinois

4. A Resolution Repealing Resolution No. R145-2024 and Approving a Revised Professional Services Agreement with USIC Locating Services, LLC, of Indianapolis, Indiana

5. A Resolution Approving a Memorandum of Agreement with the Federal Highway Administration, the Illinois Department of Transportation, and the Illinois State Historic Preservation Officer Regarding the Pedestrian Bridge over US 41 Replacement Project

Community Development

(Questions concerning these items can be directed to 847-432-0867)

6. A Resolution Approving a Third Amendment to the Enterprise Resource Planning Software and Implementation Contract between the City of Highland Park and Tyler Technologies Inc., of Plano, Texas

Public Safety

(Questions concerning these items can be directed to 847-926-1084)

7. An Ordinance Amending Section 71.275 of "The Highland Park Code of 1968," as amended, Regarding Driver Duty to Make Traffic Accident Report

8. A Resolution Approving a Memorandum of Understanding with Public Safety Cadets for the Operation of a Police Cadet Program

XI. Items Removed From Omnibus Vote Consideration

XII. Other Business

A. Public Hearing Related to the Fiscal Year 2026 Proposed Budget for the City of Highland Park, a Home Rule Municipality, County of Lake, State of Illinois

B. Public Hearing for an Amendment to a Special Use Permit in the Nature of a Planned Development (445 Central Avenue)

C. An Ordinance Amending a Special Use Permit for a Planned Development (445 Central Avenue)

D. A Resolution Approving a Second Amendment to the Development Agreement Between the City of Highland Park and Alabama Associates, LP

E. An Ordinance Amending a Special Use Permit for a Planned Development (763 Dean Avenue)

F. Consideration of a Planned Development and Final Plat (932 and 942 Deerfield Rd.)

XIII. Closed Session

A. Security, 5 ILCS 120/2(c)8

B. Purchase or Lease of Property, 5 ILCS 120/2(C)5

C. Personnel, 5 ILCS 120/2(C)1

XIV. Adjournment

Staff Report

Meeting Date: November 10, 2025

Staff Contact: Ashley Palbitska, Assistant to the City Manager/Deputy City Clerk

Department: City Manager's Office

Title: Approval of the Minutes of the Regular Meeting of the City Council Held on October 20, 2025

Recommendation:
For the City Council's approval are the minutes of the Regular Meeting of the City Council held on October 20, 2025.

Attachments:
1. MIN CC 10-20-2025

Minutes of a Regular Meeting of the City Council of the City of Highland Park

Meeting Date: October 20, 2025
Meeting Location: City Hall 1707 St Johns Avenue, Highland Park, IL 60035

I. Call to Order

At 7:30 PM, Presiding Officer Blumberg called the meeting to order and asked for a roll call:

II. Roll Call

***Present*:** Presiding Officer Blumberg, Councilmembers Center, Bruckman, Ross, Tapia (Remote), Lidawer (Remote)

***Absent*:** Mayor Rotering

***Staff Present*:** City Manager Neukirch, Director of Public Works Bannon, Community Development Director Fontane, Assistant City Manager Jason, Police Chief Jogmen, Finance Director McCaulou, Fire Chief Schrage, Commander Curran, Assistant to the City Manager Palbitska

***Also Present*:** Corporation Counsel Elrod

All Councilmembers present at City Hall were in consensus to allow Councilmembers Tapia and Lidawer to attend the meeting remotely.

III. Pledge of Allegiance

IV. Approval of Minutes

A. Approval of the Minutes of the Special Meeting of the City Council Held on September 29, 2025

Councilmember Bruckman moved to approve the Minutes of the Special Meeting of the City Council Held on September 29, 2025. Councilmember Center seconded the motion. Upon a voice vote, Presiding Officer Blumberg declared the motion Passed (6 - 0).

MOVER:	Councilmember Bruckman
SECONDER:	Councilmember Center
AYES:	Presiding Officer Blumberg, Councilmembers Center, Bruckman, Ross, Tapia, Lidawer
NAYS:	None
ABSENT:	Mayor Rotering

B. Approval of the Minutes of the Regular Meeting of the City Council Held on October 6, 2025

Councilmember Center moved to approve the Minutes of the Regular Meeting of the City Council Held on October 6, 2025. Councilmember Bruckman seconded the motion. Upon a voice vote, Presiding Officer Blumberg declared the motion Passed (6 - 0).

MOVER:	Councilmember Center
SECONDER:	Councilmember Bruckman
AYES:	Presiding Officer Blumberg, Councilmembers Center, Bruckman, Ross, Tapia, Lidawer
NAYS:	None
ABSENT:	Mayor Rotering

V. Approval of Warrant List

A. Warrant List and Wire Transfers from September 26, 2025 to October 09, 2025.

Councilmember Bruckman moved to approve the Warrant List. Councilmember Ross seconded the motion. Upon a roll call vote, Presiding Officer Blumberg declared the motion Passed (6 - 0).

MOVER:	Councilmember Bruckman
SECONDER:	Councilmember Ross
AYES:	Presiding Officer Blumberg, Councilmembers Center, Bruckman, Ross, Tapia, Lidawer
NAYS:	None
ABSENT:	Mayor Rotering

VI. Report of Mayor

Presiding Officer Blumberg provided an opening statement regarding the hostages that were released from Gaza.

A. ***Proclamations***

October 2025 is the 80th Anniversary of National Disability Employment Awareness Month

Presiding Officer Blumberg proclaimed October as National Disability Employment Awareness Month.

Employment Specialist, Don Miner, presented information on the Center for Enriched Living programming, including the positive effects the Center has had on members of the community.

VII. Business from the Council

Councilmember Center discussed Highland Park High School's homecoming and the Wolters Field scoreboard. He communicated concerns that have been expressed by members of the community as to the functionality of the scoreboard and the difficulties families are experiencing. He expressed interest in future discussions with the school district and future review of how the voiced concerns can be remedied.

VIII. Business from City Staff

A. Neighborhood Meetings

City Manager Neukirch provided information on two upcoming neighborhood meetings – meeting with School District 113 and neighbors surrounding Highland Park High School and Wolters Field, and a neighborhood and public meeting pertaining to the redevelopment of the Public Services Center and Fire Station #34.

B. 2026 Proposed Budget Department Staff Reports

City Manager Neukirch provided information on the proposed 2026 Budget Department Staff reports, and summarized Councilmember highlights and recommendations that were shared in advance of the City Council

Councilmember Ross expressed a preference to use the term Master Plan, versus Comprehensive Plan, as it pertains to the plan update that will begin in 2025. She also indicated that she believes the City should be budgeting more for tree planting.

City Manager Neukirch noted that the total, proposed Forestry budget is $1.4M. She referenced the budget workshop when the tree canopy map was highlighted citing laudable efforts in tree planting community wide, and cited that Highland Park has a larger tree canopy compared to neighboring communities. She welcomed policy feedback if there were specific areas where Councilmembers felt increased trees should be considered.

IX. Business from the Public (Individuals wishing to be heard regarding items not listed on this agenda)

Assistant to the City Manager Palbitska provided an opening statement regarding Business from the Public.

Ken Temkin, Highland Park resident, voiced concerns as to how the Chicago area has changed. He expressed concern with ICE's actions and requested the City impose a ban on ICE federal actions in the community. Presiding Officer Blumberg invited Mr. Temkin to follow-up with the City Manager as this matter has been evaluated.

Renee Bova, Highland Park resident, discussed how her domestic violence problem has become a community problem.

X. Omnibus

Councilmember Ross asked about the purchase of the Cot System and possible recalls.

Fire Chief Schrage provided information on the Cot system and indicated that what is being proposed to purchase is the industry standard within the area. He noted that the Cot System is currently in all of the City's ambulances and the system has been successful. He explained that staff is proposing to purchase the warranty as well to ensure the system is

maintained in the best way possible. He noted that this system will relieve injuries for the members of the Fire Department team.

Councilmember Bruckman moved to approve items 1 - 4 by omnibus vote consideration. Councilmember Ross seconded the motion. Upon a roll call vote, Presiding Officer Blumberg declared the motion Passed (6 - 0).

MOVER:	Councilmember Bruckman
SECONDER:	Councilmember Ross
AYES:	Presiding Officer Blumberg, Councilmembers Center, Bruckman, Ross, Tapia, Lidawer
NAYS:	None
ABSENT:	Mayor Rotering

Finance

1. Approval of Water Rates Effective January 1, 2026 through December 31, 2026

Public Works

2. *R127-2025* - A Resolution Waiving the Formal Bidding Requirements of the City's Purchasing Manual and Approving an Agreement with Gewalt Hamilton Associates, Inc., of Vernon Hills, Illinois, for Professional Surveying Services

Community Development

3. *O54-2025* - An Ordinance Granting Variances From Article XX of the Zoning Code (The Barn, 1900 First Street)

Public Safety

4. *R128-2025* - A Resolution Approving the Purchase of a Cot System from Stryker Corporation of Kalamazoo, Michigan

XI. Adjournment

Councilmember Center moved to adjourn the City Council meeting. Councilmember Bruckman seconded the motion. Upon a voice vote, Presiding Officer Blumberg declared the motion passed unanimously.

The City Council adjourned its meeting at 08:02 PM

Respectfully Submitted,

Ashley Palbitska
Assistant to the City Manager/Deputy City Clerk

Staff Report

Meeting Date: November 10, 2025

Staff Contact: Lara Lukasik, Deputy Finance Director
Kristi McCaulou, Finance Director

Department: Finance Department

Title: Warrant List and Wire Transfers from October 10, 2025 to October 30, 2025.

Recommendation:
Staff recommends approval of the warrant list and wire transfers for October 10, 2025 to October 30, 2025 in the amounts of $4,833,666.64 and $21,976.64 respectively, for total disbursement of $4,855,643.28.

	Dates	Amount
Warrants:		
Warrant List 1 (Detail Attached)	October 10, 2025 - October 16, 2025	$796,867.87
Warrant List 2 (Detail Attached)	October 17, 2025 - October 23, 2025	$1,310,895.83
Warrant List 3 (Detail Attached)	October 24, 2025 - October 30, 2025	$1,549,919.11
Subtotal Warrants (Detail Attached)		**$3,657,682.81**
SSA19 Tax Receipts to CBD Alliance	October 17, 2025	$13,554.06
Total Warrants		**$3,671,236.87**
Payroll	Pay Period: September 15, 2025 - September 28, 2025 Check Date: October 03, 2025	**$1,162,429.77**
Total Warrants & Payroll		**$4,833,666.64**
2025 Unclaimed Property	October 22, 2025	$1,172.63
CCMSI Workers Comp Claims	October 13, 2025	$999.13
CCMSI Workers Comp Claims	October 20, 2025	$1,057.13
CCMSI Workers Comp Claims	October 27, 2025	$1,245.63
Amazon Capital Services	October 23, 2025	$11,260.64
MacQueen Equipment Group	October 23, 2025	$4,020.91
MacQueen Equipment Group	October 30, 2025	$312.86
Williams Scotsman	October 16, 2025	$168.00
Univar Solutions USA	October 23, 2025	$1,164.00
J.P. Morgan Chase Visa Costco Card	October 30, 2025	$575.71
Total Wires		**$21,976.64**
Total Submitted for Approval		**$4,855,643.28**

Purchases are made consistent with the City's purchasing policy. This policy provides that "when all other

terms and conditions are equal, preference will be given to vendors whose businesses are located in Highland Park. However, this preference will not adversely affect quality, service, or price consideration."

Attachments:

1. Warrant List and Wire Transfers from October 10, 2025 to October 30, 2025. PDF

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
419678	10/16/25	35455	ADVANCED TREE CARE	40852	20252441	TREE PRUNING	FORST	$15,000.00
				40853	20250097	TREE PRUNING	FORST	$2,480.00
							Total	**$17,480.00**
419679	10/16/25	38327	AEP ENERGY	1853111		SRVS @ 632 ROGER WILLIAMS AVE	FIN	$318.82
				1853225		SRVS @ 100 HIAWATHA TRL	FIN	$40.62
				1853327		SRVS @ 0 CENTRAL DEERFIELD	FIN	$2,122.88
							Total	**$2,482.32**
419680	10/16/25	14419	AIR ONE EQUIPMENT	40967	20252725	UNIFORM SUPPLIES	FD	$1,289.00
				40968	20252917	EQUIPMENT	FD	$310.00
							Total	**$1,599.00**
419681	10/16/25	25269	ALERT-ALL	40969	20252904	PUB ED SUPPLIES	FD	$1,113.30
							Total	**$1,113.30**
419682	10/16/25	23547	ALLAN ICS INTEGRATED CONTROL	40864	20252630	SCADA PARTS	WP	$39,350.71
				40865	20250906	SCADA SUPPORT	WP	$4,882.50
							Total	**$44,233.21**
419683	10/16/25	39228	ALVAREZ	40906	20250504	LANDSCAPING SERVICES	PLAN	$955.33
							Total	**$955.33**
419684	10/16/25	15184	AVALON PETROLEUM	40890	20250273	SUPPLIES FUEL	FLEET	$19,893.60
							Total	**$19,893.60**
419685	10/16/25	33816	BARRY MORRIS	40939	20250602	FITNESS CENTER REPAIRS	HLTH	$300.00
							Total	**$300.00**
419686	10/16/25	38677	BOWMAN CONSULTING	40927	20250840	MISC SERVICE	ENG	$3,460.95
				40928	20250840	MISC SERVICE	ENG	$1,110.53
				40929	20252109	LINDEN AVE	ENG	$44,494.04
				40930	20252109	LINDEN AVE	ENG	$5,909.88
				40931	20250872	MISC SERVICE	ENG	$3,379.56
							Total	**$58,354.96**
419687	10/16/25	39509	BRYAN WOLFER	40944	20252918	R - MEAL REIMBURSEMENT	PD	$50.00
							Total	**$50.00**
419688	10/16/25	6929	BUSHNELL	40857	20252768	SUPPLIES	WP	$238.44
							Total	**$238.44**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
419689	10/16/25	39345	CHARGEPOINT	40912	20252932	EQUIPMENT CLOUD PLAN	CLRK	$3,980.00
							Total	**$3,980.00**
419690	10/16/25	39085	CHC WELLNESS	40940	20252391	WELLNESS PROGRAM MANAGEMENT FEE	HLTH	$168.00
							Total	**$168.00**
419691	10/16/25	40156	CINDY POGRUND	40950	20252952	R - REFUND VIRTUAL WALLET	SNR	$22.00
							Total	**$22.00**
419692	10/16/25	23349	CINTAS #22	40866	20250151	UNIFORM RENTAL	FLEET	$123.77
				40868	20250251	UNIFORM RENTAL	TRNST	$15.97
				40869	20250385	UNIFORM RENTAL	FACIL	$27.69
				40870	20250396	UNIFORM RENTAL	SEWER	$170.33
				40871	20250248	UNIFORM RENTAL	STR	$93.85
				40872	20250247	UNIFORM RENTAL	WTRDS	$78.72
				40970	20250114	UNIFORM RENTAL	FD	$6.04
							Total	**$516.37**
419693	10/16/25	2020	CIORBA	40986	20252903	1891 2ND ST WATER	ENG	$463.00
				40987	20251532	BRIERGATE	ENG	$1,844.85
				40988	20250862	PED BRIDGE OVER 41	ENG	$13,588.64
				40989	20250806	MISC SERVICE	ENG	$26,413.88
				40990	20252633	RT 41 WM LINING	ENG	$3,432.12
				40991	20250853	MISC SERVICE	ENG	$2,282.81
							Total	**$48,025.30**
419694	10/16/25	14137	CIVILTECH ENGINEERING	40932	20250810	ENG SERVICE	ENG	$486.50
				40992	20252658	HP SR CENTER DOC	ENG	$947.00
				40993	20250268	MISC SERVICE	ENG	$1,512.70
							Total	**$2,946.20**
419695	10/16/25	35430	COMMONWEALTH EDISON	1840228		SRVS @ CENTRAL AVE SHERIDAN	FIN	$41.34
				1840426		SRVS @ SECOND ST CENTRAL	FIN	$17.73
				1840628		SRVS @ 500 HAZEL AVE	FIN	$76.19
				1840830		SRVS @ 777 N ST JOHNS AVE	FIN	$73.60
				1900925		SRVS @ 1E SHERIDAN PARK AVE	FIN	$17.73
							Total	**$226.59**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
419696	10/16/25	233	CRAFTWOOD LUMBER	40850	20250083	SUPPLIES	STR	$12.98
				40851	20250083	SUPPLIES	STR	$41.96
							Total	**$54.94**
419697	10/16/25	39447	CREDIT SERVICE INTERNATIONAL	40976	20252946	COLLECTIONS FEE DUE	FIN	$52.25
				40977	20252947	COLLECTIONS FEE DUE	FIN	$128.67
							Total	**$180.92**
419698	10/16/25	40203	DANA SMITH	40835		REFUND - EXTR-2024-00760	BLDG	$250.00
							Total	**$250.00**
419699	10/16/25	19338	DELL COMPUTER	40958	20252870	EQUIPMENT SERVER NETWORK CARDS	CS	$2,842.24
							Total	**$2,842.24**
419700	10/16/25	39716	DIANE LARSON	40923	20252949	POST STEWS BREWS	CMO	$142.85
				40924	20252937	R - REFUND POSTERS	CMO	$240.00
							Total	**$382.85**
419701	10/16/25	21803	DULTMEIER SALES	40889	20250063	PARTS	FLEET	$182.74
							Total	**$182.74**
419702	10/16/25	16005	EL-COR INDUSTRIES	40893	20252912	R - PARTS	TRNST	$198.87
							Total	**$198.87**
419703	10/16/25	35589	FERGUSON ENTERPRISES	40897	20252475	SUPPLIES	WTRDS	$1,201.70
				40961	20252475	SUPPLIES	WTRDS	$2,354.15
				40963	20252476	SUPPLIES	WTRDS	$1,022.70
				40964	20252476	SUPPLIES	WTRDS	$912.19
				40965	20252476	SUPPLIES	WTRDS	$3,427.75
				40966	20252476	SUPPLIES	WTRDS	$6,780.00
							Total	**$15,698.49**
419704	10/16/25	31371	GAG INDUSTRIES	40895	20251024	SUPPLIES	FACIL	$2,210.36
							Total	**$2,210.36**
419705	10/16/25	40019	GENUINE PARTS	40881	20252505	PARTS	FLEET	$137.42
				40882	20252505	PARTS	FLEET	$290.84
				40883	20252923	PARTS	FLEET	$234.08
				40884	20252505	PARTS	FLEET	$131.04
				40885	20252505	PARTS	FLEET	$83.42

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
				40886	20252505	PARTS	FLEET	$19.13
				40887	20252923	PARTS	FLEET	$34.20
				40894	20251876	R - PARTS	TRNST	$60.72
							Total	**$990.85**
419706	10/16/25	22533	GRAINGER	40855	20250042	CREDIT APPLY 9657876315	WP	($53.55)
				40856	20250042	SUPPLIES	WP	$121.59
				40891	20250204	PARTS	FLEET	$36.60
							Total	**$104.64**
419707	10/16/25	1166	HAMPTON LENZINI RENWICK	40933	20250756	MISC SERVICE	ENG	$2,128.24
				40934	20251306	MISC SERVICE	ENG	$1,787.06
							Total	**$3,915.30**
419708	10/16/25	39985	HBK WATER METER	40862	20251692	LARGE METER TESTING	WTRDS	$1,000.00
							Total	**$1,000.00**
419709	10/16/25	39930	HI FI EVENTS	40915	20251117	EVENTS DOWNTOWN STAGE	CMO	$7,775.00
							Total	**$7,775.00**
419710	10/16/25	40205	HIGHGATE BUILDERS	40838		REFUND - PLMB-2024-00882	BLDG	$3,750.00
							Total	**$3,750.00**
419711	10/16/25	474	HIGHLAND PARK ELECTRIC	40843	20252017	LIGHTING MAINTENANCE	STR	$13,344.14
				40844	20250794	LIGHTING MAINTENANCE	STR	$135.00
							Total	**$13,479.14**
419712	10/16/25	1326	HIGHLAND PARK FORD	40985	20252955	OUTSIDE REPAIRS	PD	$672.74
							Total	**$672.74**
419713	10/16/25	3809	HIGHLAND PARK PUBLIC LIBRARY	40936	20250487	2025 REPLACEMENT TAX	FIN	$10,648.42
							Total	**$10,648.42**
419714	10/16/25	1649	IL PUBLIC HEALTH VALIDATION UNIT	40971	20252650	PARAMEDIC LICENSE FEE	FD	$60.00
							Total	**$60.00**
419715	10/16/25	21102	ILLINOIS DEPT PUBLIC HEALTH	40978		VITAL RECORDS SURCHARGE DISBURSEMENT	FIN	$3,148.00
							Total	**$3,148.00**
419716	10/16/25	21102		40979		VITAL RECORDS SURCHARGE DISBURSEMENT	FIN	$2,848.00
							Total	**$2,848.00**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
419717	10/16/25	36292	ILLINOIS PUBLIC RISK FUND	40941	20250637	IPRF DEDUCTIBLES	FIN	$132,325.02
							Total	**$132,325.02**
419718	10/16/25	32481	ILLINOIS STATE POLICE	40996	20252889	PPO BAHENA ISP TUITION	PD	$6,261.00
							Total	**$6,261.00**
419719	10/16/25	38212	JAR	40877		REFUND - PLMB-2023-00120	BLDG	$2,000.00
							Total	**$2,000.00**
419720	10/16/25	39906	JEANETTE SEIMETZ	40875		REFUND - PLMB-2024-00988	BLDG	$1,000.00
							Total	**$1,000.00**
419721	10/16/25	6346	ILLINOIS SECRETARY STATE	40997	20252960	REGISTRATION RENEWALS	PD	$1,812.00
							Total	**$1,812.00**
419722	10/16/25	40155	JIN28	40916	20252933	GRANT EXTERIOR IMPROVEMENT	CMO	$7,203.50
							Total	**$7,203.50**
419723	10/16/25	40196	JOHN JILL DUBOIS	40826		REFUND - PLMB-2024-00388	BLDG	$500.00
							Total	**$500.00**
419724	10/16/25	39808	JULIE HENSON	40913	20252915	DESIGNER FEES DOING BUSINESS GUIDE	CMO	$7,195.84
							Total	**$7,195.84**
419725	10/16/25	37139	KAPLAN PAVING	40878		REFUND - EXTR-2025-01941	BLDG	$250.00
							Total	**$250.00**
419726	10/16/25	40204	KINZIE BUILDERS	40836		REFUND - PLMB-2025-01158	BLDG	$2,000.00
							Total	**$2,000.00**
419727	10/16/25	40204		40837		REFUND - PLMB-2025-01159	BLDG	$2,000.00
							Total	**$2,000.00**
419728	10/16/25	40190	KURT LINK	40858	20252940	R - SUPPLIES REIMBURSEMENT	FACIL	$24.36
							Total	**$24.36**
419729	10/16/25	23289	LAKE FOREST BANK	40896	20250716	PRK LOT LEASE	FACIL	$3,269.24
							Total	**$3,269.24**
419730	10/16/25	905	LALUZERNE SMITH	40917	20250289	LEGAL SERVICES	LEGL	$6,023.00
				40918	20250289	LEGAL SERVICES	LEGL	$5,041.00
							Total	**$11,064.00**
419731	10/16/25	38916	ACER TREE	40956	20250100	TREE MAINTENANCE	FORST	$495.74
				40957	20252713	TREE MAINTENANCE	FORST	$836.50

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	**$1,332.24**
419732	10/16/25	40157	LEONARD SOFFER	40951	20252953	R - REFUND VIRTUAL WALLET	SNR	$22.00
							Total	**$22.00**
419733	10/16/25	20308	LEOPARDO	40999		CM2024-001 RETAINAGE SENIOR CENTER	CMO	$58,310.00
							Total	**$58,310.00**
419734	10/16/25	20308		41001		CM2024-001 RETAINAGE SENIOR CENTER	CMO	$137,602.00
							Total	**$137,602.00**
419735	10/16/25	40208	LESLIE CAROTHERS	40873		REFUND - PLMB-2025-01389	BLDG	$4,000.00
							Total	**$4,000.00**
419736	10/16/25	39738	LOUIE'S THRONE	40919	20251643	RESTROOMS EVENT STEWS BREWS	CMO	$3,520.00
							Total	**$3,520.00**
419737	10/16/25	40191	LRM PLUMBING	40820		REFUND - PLMB-2025-01214	BLDG	$500.00
							Total	**$500.00**
419738	10/16/25	40194	LUKAVEN DEVELOPMENT	40874		EDENFEE-2023-00076	BLDG	$3,000.00
							Total	**$3,000.00**
419739	10/16/25	40194		40824		EDENFEE-2023-00077	BLDG	$2,000.00
							Total	**$2,000.00**
419740	10/16/25	40209	MANUEL MADRIGAL	40876		REFUND - PLMB-2024-00732	BLDG	$4,000.00
							Total	**$4,000.00**
419741	10/16/25	40202	MARIANI LANDSCAPES	40834		REFUND - EXTR-2023-00125	BLDG	$250.00
							Total	**$250.00**
419742	10/16/25	39864	MCNAUGHTON DEVELOPMENT	40828		REFUND - PLMB-2024-00845	BLDG	$1,500.00
							Total	**$1,500.00**
419743	10/16/25	40201	MILES ADRIENNE RUSS	40833		REFUND - EXTR-2023-00011	BLDG	$250.00
							Total	**$250.00**
419744	10/16/25	37438	MILLENNIA PROFESSIONAL	40920	20252022	SURVEY MISS NITRO	CMO	$1,152.53
				40935	20252247	ROAD PROGRAM	ENG	$47,759.90
							Total	**$48,912.43**
419745	10/16/25	2078	MOTOROLA	40972	20251694	EQUIPMENT	FD	$1,549.00
							Total	**$1,549.00**

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419746	10/16/25	2078		40943	20250458	EQUIPMENT	PD	$3,076.00
							Total	**$3,076.00**
419747	10/16/25	749	MUTUAL ACE HARDWARE	40846	20250085	SUPPLIES	WTRDS	$8.60
				40847	20250085	SUPPLIES	WTRDS	$34.18
				40848	20250084	SUPPLIES	STR	$30.58
				40849	20250084	SUPPLIES	STR	$12.01
				40861	20250014	SUPPLIES	FORST	$85.45
				40879	20250389	SUPPLIES	SEWER	$91.74
							Total	**$262.56**
419748	10/16/25	37145	NATIVE RESTORATION	40863	20250822	MISC SERVICE	ENG	$2,977.50
							Total	**$2,977.50**
419749	10/16/25	35244	ORPHANS THE STORM	40945	20251340	OFF SITE POUND FEES	PD	$75.00
							Total	**$75.00**
419750	10/16/25	36291	PEDRO URBINA	40946	20252954	R - MEAL REIMBURSEMENT	PD	$30.00
							Total	**$30.00**
419751	10/16/25	38921	PEERLESS NETWORK	40962		CITY PHONE SERVICE	FIN	$4,455.21
							Total	**$4,455.21**
419752	10/16/25	2	PETER BAKER SON	40867	20252634	ASPHALT	STR	$353.28
							Total	**$353.28**
419753	10/16/25	9102	POMP'S TIRE	40892	20250227	TIRES	FLEET	$865.96
							Total	**$865.96**
419754	10/16/25	15519	POSTAGE-BY-PHONE U.S. POSTAL	40982		CITY POSTAGE REPLENISH	FIN	$4,000.00
							Total	**$4,000.00**
419755	10/16/25	33524	PRIME TIME WINDOW CLEANING	40860	20252888	WINDOW GUTTER CLEANING	WP	$1,656.88
							Total	**$1,656.88**
419756	10/16/25	40086	RACHEL DEWOSKIN	40983	20252966	CAAG PROGRAM PRESENTER	CMO	$500.00
							Total	**$500.00**
419757	10/16/25	34396	RIPPLE PUBLIC RELATIONS	40921	20252934	PR SPONSORSHIP COMMISSION	CMO	$3,600.00
				40984	20252976	R - REFUND STEWS BREWS	CMO	$1,057.38
							Total	**$4,657.38**
419758	10/16/25	40197	SCOTT SIMPSON DESIGN BUILD	40827		REFUND - PLMB-2024-00573	BLDG	$2,500.00

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							Total	**$2,500.00**
419759	10/16/25	11611	SDS HOLDINGS	40845	20250242	UNIFORM SUPPLIES	STR	$148.45
							Total	**$148.45**
419760	10/16/25	1448	SECRETARY STATE VEHICLE	40998	20252961	TITLE PLATES	PD	$173.00
							Total	**$173.00**
419761	10/16/25	40211	SHARON BROWN	40952	20252972	R - REIMBURSEMENT RENEWAL	TRNST	$60.00
							Total	**$60.00**
419762	10/16/25	24595	SPECIAL PROJECT STAFFING SALEM	40907	20252390	TEMPORARY CLERICAL HELP	PLAN	$1,081.60
				40908	20252390	TEMPORARY CLERICAL HELP	PLAN	$1,081.60
				40909	20252390	TEMPORARY CLERICAL HELP	PLAN	$1,081.60
				40910	20252390	TEMPORARY CLERICAL HELP	PLAN	$1,081.60
							Total	**$4,326.40**
419763	10/16/25	40206	STALWART DEVELOPMENT	40840		REFUND - PLMB-2025-01250	BLDG	$2,500.00
							Total	**$2,500.00**
419764	10/16/25	40035	STEVEN HUNTER	40955	20252973	R - VOLUNTARY LEAD SERVICE COST SHARE	WTRDS	$1,525.00
							Total	**$1,525.00**
419765	10/16/25	5209	STRAND ASSOCIATES	40959	20252025	ENGINEERING SERVICES	WP	$3,627.32
				40960	20252026	ENGINEERING SERVICES	WP	$19,359.29
							Total	**$22,986.61**
419766	10/16/25	1010	SUNSET FOODS	40925	20252705	COUNCIL DINNER SUPPLIES	CMO	$19.98
							Total	**$19.98**
419767	10/16/25	40199	TANGNEY SONS PLUMBER SEWER	40830		REFUND - PLMB-2023-00314	BLDG	$500.00
							Total	**$500.00**
419768	10/16/25	7385	THE BLUE LINE	40942	20252958	IT JOB POSTING	HLTH	$298.00
							Total	**$298.00**
419769	10/16/25	39916	THOMAS ENGINEERING	40994	20251602	SHERIDAN RD UTILITY RELOCATE	ENG	$3,562.72
				40995	20251846	VINE AVE SIDEWALK	ENG	$1,322.72
							Total	**$4,885.44**
419770	10/16/25	34926	TKG ENVIRONMENTAL	40859	20251233	STREET SWEEPING	STR	$600.00
							Total	**$600.00**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
419771	10/16/25	33282	TODAY'S UNIFORMS	40973	20252059	CLOTHING SUPPLIES	FD	$37.90
				40974	20252059	CLOTHING SUPPLIES	FD	$149.95
							Total	**$187.85**
419772	10/16/25	39461	TOTAL PARKING SOLUTIONS	40947	20250981	TOTAL PARKING SOLUTIONS	PD	$6,720.00
				40948	20250979	TOTAL PARKING WEBOFFICE	PD	$6,300.00
							Total	**$13,020.00**
419773	10/16/25	39994	TOTAL PAVING	40821		REFUND - EXTR-2025-02130	BLDG	$250.00
							Total	**$250.00**
419774	10/16/25	39994		40839		REFUND - EXTR-2025-02078	BLDG	$250.00
							Total	**$250.00**
419775	10/16/25	15751	UNION PACIFIC RAILROAD	40980	20250488	UP LOT LEASE	FIN	$524.77
				40981	20250488	UP LOT LEASE	FIN	$286.05
							Total	**$810.82**
419776	10/16/25	15397	HD SUPPLY	40954	20250087	SUPPLIES	WTRDS	$701.86
							Total	**$701.86**
419777	10/16/25	2003	WEST SIDE TRACTOR SALES	40888	20252924	PARTS LOADER	FLEET	$1,083.94
							Total	**$1,083.94**
419778	10/16/25	40039	Z CONSTRUCTION	40819		REFUND - EXTR-2024-01346	BLDG	$500.00
							Total	**$500.00**
							Total	**$796,867.87**

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602	10/16/25	38881	WILLIAMS SCOTSMAN	40926	20252516	STORAGE SCULPTURE	CMO	$168.00
							Total	**$168.00**
							Total	**$168.00**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
419779	10/23/25	40175	AETNA TRUCK PARTS	41058	20252992	SUPPLIES BRAKE CLEAN	FLEET	$258.74
							Total	**$258.74**
419780	10/23/25	39228	ALVAREZ	41035	20252126	LANDSCAPING SERVICES	FORST	$2,544.11
							Total	**$2,544.11**
419781	10/23/25	40221	AMERICAN ASPHALT	41137		REFUND - EXTR-2025-02182	BLDG	$250.00
							Total	**$250.00**
419782	10/23/25	38925	AMERICAN TESTING INSPECTION	41094	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$95.00
				41095	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$95.00
				41096	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$285.00
				41097	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$95.00
				41098	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$95.00
				41099	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$95.00
				41100	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$95.00
				41101	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$190.00
				41102	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$190.00
				41103	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$285.00
				41104	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$95.00
				41105	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$190.00
				41106	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$380.00
				41107	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$190.00
							Total	**$2,375.00**
419783	10/23/25	38917	ANTARCTIC MECHANICAL	41051	20252777	ALARM REPAIR	WP	$4,300.00
							Total	**$4,300.00**
419784	10/23/25	15184	AVALON PETROLEUM	41063	20250274	DIESEL FUEL	FLEET	$20,127.10
							Total	**$20,127.10**
419785	10/23/25	29808	AXON ENTERPRISES	41119	20250908	AXON INTERVIEW CAMERA	PD	$73,942.38
							Total	**$73,942.38**
419786	10/23/25	40182	B&B HOLIDAY DECOR	41110	20253007	EVENT HOLIDAY DECOR PORT CLINTON	CMO	$6,065.78
							Total	**$6,065.78**
419787	10/23/25	21972	BEAVER SHREDDING	41127	20250159	SHREDDING	PD	$85.00
							Total	**$85.00**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
419788	10/23/25	28801	BOUND TREE MEDICAL	41121	20251489	SUPPLIES GLOVES	PD	$323.79
							Total	**$323.79**
419789	10/23/25	39531	CARDIO PARTNERS	41120	20251512	AED PADS	PD	$645.66
				41133	20251322	AED PADS	PD	$321.85
							Total	**$967.51**
419790	10/23/25	40040	CESAR ASPHALT REPAIR	41134		REFUND - EXTR-2025-02057	BLDG	$250.00
							Total	**$250.00**
419791	10/23/25	15846	CHICAGOLAND PAVING	41047	20252334	PAVEMENT PATCHING	STR	$29,650.00
							Total	**$29,650.00**
419792	10/23/25	23349	CINTAS #22	41045	20252841	UNIFORM RENTAL	WP	$63.47
							Total	**$63.47**
419793	10/23/25	23349		41016	20250151	UNIFORM RENTAL	FLEET	$123.77
				41017	20250251	UNIFORM RENTAL	TRNST	$15.97
				41018	20250385	UNIFORM RENTAL	FACIL	$27.69
				41019	20250396	UNIFORM RENTAL	SEWER	$83.12
				41020	20250248	UNIFORM RENTAL	STR	$93.85
				41021	20250247	UNIFORM RENTAL	WTRDS	$49.81
				41022	20252821	UNIFORM RENTAL	WTRDS	$28.91
				41152	20250114	UNIFORM RENTAL	FD	$11.59
							Total	**$434.71**
419794	10/23/25	33260	CONSTELLATION	41177	20250094	NATURAL GAS	WP	$582.88
							Total	**$582.88**
419795	10/23/25	14821	CORE & MAIN	41175	20250402	SUPPLIES	WTRDS	$374.12
							Total	**$374.12**
419796	10/23/25	40160	COSGROVE CONSTRUCTION	41149	20252791	SIGNAL PAINTING	ENG	$4,800.00
							Total	**$4,800.00**
419797	10/23/25	233	CRAFTWOOD LUMBER	41153	20250178	SUPPLIES	FD	$3.58
							Total	**$3.58**
419798	10/23/25	39527	DRONESENSE	41181	20250311	DRONESENSE	PD	$7,000.00
							Total	**$7,000.00**
419799	10/23/25	40216	DWV PLUMBING	41013		REFUND - PLMB-2025-01399	BLDG	$1,000.00

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							Total	**$1,000.00**
419800	10/23/25	33319	EAGLE ENGRAVING	41154	20252153	SPECIAL BADGES	FD	$576.10
							Total	**$576.10**
419801	10/23/25	38347	RJS UNITED	41114	20252021	EVENTS BANNERS POSTERS SUPPLIES	CMO	$76.23
							Total	**$76.23**
419802	10/23/25	16005	EL-COR INDUSTRIES	41032	20250061	PARTS	FLEET	$37.86
							Total	**$37.86**
419803	10/23/25	39582	ERIC PARFENOFF	41169	20253022	R - REFUND PASSED TEST	BLDG	$240.00
							Total	**$240.00**
419804	10/23/25	405	FEDEX	41108	20252342	SHIPPING CHARGES	PLAN	$180.48
							Total	**$180.48**
419805	10/23/25	19204	PARAMEDIC SERVICES ILLINOIS	41089	20252395	R - PLAN REVIEW SERVICES	PLAN	$675.00
				41090	20252395	R - PLAN REVIEW SERVICES	PLAN	$390.00
				41091	20252395	R - PLAN REVIEW SERVICES	PLAN	$600.00
				41092	20252395	R - PLAN REVIEW SERVICES	PLAN	$675.00
				41093	20252395	R - PLAN REVIEW SERVICES	PLAN	$675.00
							Total	**$3,015.00**
419806	10/23/25	23546	GALE CERABONA	41144	20250506	PROFESSIONAL SERVICES	PLAN	$257.50
							Total	**$257.50**
419807	10/23/25	40019	GENUINE PARTS	41026	20252923	PARTS	FLEET	$84.76
				41027	20252923	PARTS	FLEET	$75.40
				41028	20252923	PARTS	FLEET	$28.20
				41029	20252923	PARTS	FLEET	$46.46
				41030	20252923	PARTS	FLEET	$66.27
				41031	20252923	PARTS	FLEET	($66.27)
				41054	20252505	PARTS	FLEET	$2.79
				41055	20252923	PARTS	FLEET	$866.62
				41056	20251856	OIL SUPPLIES	FLEET	$51.48
				41057	20252505	PARTS	FLEET	($28.20)
				41064	20251876	R - PARTS	TRNST	$48.70
				41124	20252956	MECHANIC SUPPLIES	PD	$423.09

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	**$1,599.30**
419808	10/23/25	13888	GORDON FLESCH	41115	20251039	MULTI-FUNCTION COPIERS	CS	$1,456.00
							Total	**$1,456.00**
419809	10/23/25	22533	GRAINGER	41050	20250042	SUPPLIES	WP	$18.72
				41179	20250042	SUPPLIES	WP	$17.84
							Total	**$36.56**
419810	10/23/25	2699	GUY SCOPELLITI	41039	20251407	FLOWER PLANTING	FORST	$8,423.12
							Total	**$8,423.12**
419811	10/23/25	474	HIGHLAND PARK ELECTRIC	41037	20250794	LIGHTING MAINTENANCE	STR	$225.61
				41111	20251398	EVENTS GENERATORS DOWNTOWN	CMO	$4,500.00
				41176	20250794	LIGHTING MAINTENANCE	STR	$2,000.00
							Total	**$6,725.61**
419812	10/23/25	1326	HIGHLAND PARK FORD	41061	20252166	PARTS	FLEET	$39.60
				41062	20252166	PARTS	FLEET	$30.89
				41118	20252356	VEHICLE PARTS	PD	$19.36
				41125	20251074	SUPPLIES	PD	$1,616.00
				41128	20252986	PARTS	PD	$113.30
				41129	20252356	VEHICLE PARTS	PD	$274.72
							Total	**$2,093.87**
419813	10/23/25	33437	HOERR CONSTRUCTION	41167	20251404	SEWER LINING	SEWER	$502,446.34
							Total	**$502,446.34**
419814	10/23/25	497	H.P. TOPS	41131	20252438	SUPPLIES 60 SHIRTS	PD	$580.00
							Total	**$580.00**
419815	10/23/25	30247	I & D PLUMBING	41168		REFUND - PLMB-2024-00795	BLDG	$500.00
							Total	**$500.00**
419816	10/23/25	31870	J.G. UNIFORMS	41173	20251991	UNIFORM SUPPLIES	PD	$88.75
							Total	**$88.75**
419817	10/23/25	18394	JOHN M. JACQUETTE	41171	20253029	FD VEHICLE REPAIR	FIN	$150.00
							Total	**$150.00**
419818	10/23/25	33275	JX ENTERPRISES	41065	20251817	R - PARTS	TRNST	$197.98
							Total	**$197.98**

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419819	10/23/25	37139	KAPLAN PAVING	41163		REFUND - EXTR-2025-02183	BLDG	$250.00
							Total	**$250.00**
419820	10/23/25	39998	KAPLAN PAVING	41012		REFUND - EXTR-2025-02331	BLDG	$250.00
							Total	**$250.00**
419821	10/23/25	38937	KNAPHEIDE CO - CHICAGO	41042	20250208	PARTS	FLEET	$21.80
				41043	20250208	PARTS	FLEET	$110.98
				41044	20250208	PARTS	FLEET	$450.00
							Total	**$582.78**
419822	10/23/25	11901	LAKE COUNTY HOSE EQUIPMENT	41033	20250965	PARTS	FLEET	$112.13
				41060	20252993	PARTS	FLEET	$187.13
							Total	**$299.26**
419823	10/23/25	7917	LEACH ENTERPRISES	41023	20252844	PARTS	FLEET	$96.59
				41024	20252844	PARTS	FLEET	$255.47
				41025	20252844	PARTS	FLEET	$50.62
				41059	20252995	PARTS	FLEET	$510.84
							Total	**$913.52**
419824	10/23/25	38719	LEE OVERHOLSER	41041	20252998	R - REIMBURSEMENT	TRNST	$11.95
							Total	**$11.95**
419825	10/23/25	38916	ACER TREE SERVICE	41166	20252713	HOURLY TREE MAINTENANCE	FORST	$875.50
							Total	**$875.50**
419826	10/23/25	37070	LEWIS G. BENDER	41123	20252842	SUPERVISOR TRAINING	PD	$3,260.00
							Total	**$3,260.00**
419827	10/23/25	26539	LOGSDON OFFICE	41109	20250502	OFFICE SUPPLIES	PLAN	$716.85
				41146	20250502	OFFICE SUPPLIES	PLAN	$632.59
				41147	20250502	OFFICE SUPPLIES	PLAN	$51.11
							Total	**$1,400.55**
419828	10/23/25	2161	LUND INDUSTRIES	41126	20252971	INSTALLATION REPAIR	PD	$4,216.50
							Total	**$4,216.50**
419829	10/23/25	3027	MCMASTER-CARR	41034	20250201	PARTS	FLEET	$107.77
							Total	**$107.77**
419830	10/23/25	3027		41180	20250126	SUPPLIES	WP	$28.85

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	**$28.85**
419831	10/23/25	39864	MCNAUGHTON	41009		REFUND - PLMB-2025-01055	BLDG	$1,500.00
							Total	**$1,500.00**
419832	10/23/25	697	MENONI & MOCOGNI	41036	20250388	SUPPLIES	SEWER	$371.50
							Total	**$371.50**
419833	10/23/25	40219	MICHAEL YOHANAN	41162		REFUND - PLMB-2024-00797	BLDG	$500.00
							Total	**$500.00**
419834	10/23/25	37382	MIDWEST ARBOR	41160		REFUND - EXTR-2025-01984	BLDG	$250.00
							Total	**$250.00**
419835	10/23/25	22886	MIDWEST MOTOR	41130	20252987	SHOP RESTOCK	PD	$539.83
							Total	**$539.83**
419836	10/23/25	18210	MOTION INDUSTRIES	41155	20252859	SUPPLIES	FD	$182.97
							Total	**$182.97**
419837	10/23/25	38922	MUNICIPAL EMERGENCY	41156	20252789	EQUIPMENT	FD	$120.15
							Total	**$120.15**
419838	10/23/25	749	MUTUAL ACE HARDWARE	41038	20250014	SUPPLIES	FORST	$20.14
				41048	20250014	SUPPLIES	FORST	$23.38
							Total	**$43.52**
419839	10/23/25	34484	NATIONAL LIFT TRUCK	41178	20252939	EQUIPMENT REPAIR	WP	$406.28
							Total	**$406.28**
419840	10/23/25	37116	NORTH AMERICAN RESCUE	41122	20252492	MEDICAL EQUIPMENT	PD	$1,073.40
							Total	**$1,073.40**
419841	10/23/25	38921	PEERLESS	41158		CITY PHONE SERVICE	FIN	$4,448.11
							Total	**$4,448.11**
419842	10/23/25	32103	PFANG MULTIMEDIA	41113	20253014	HIGHLANDER GRAPHIC DESIGN	CMO	$2,500.00
							Total	**$2,500.00**
419843	10/23/25	15519	POSTAGE-BY-PHONE U.S. POSTAL	41068		CITY POSTAGE REPLENISH	FIN	$4,000.00
							Total	**$4,000.00**
419844	10/23/25	39927	PREMIER PAVING	41003		REFUND - EXTR-2025-02304	BLDG	$250.00
							Total	**$250.00**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
419845	10/23/25	39927		41010		REFUND - EXTR-2025-02366	BLDG	$250.00
							Total	**$250.00**
419846	10/23/25	40213	PREMIUM PAVING	41164		REFUND - EXTR-2025-02276	BLDG	$250.00
							Total	**$250.00**
419847	10/23/25	40213		41004		REFUND - EXTR-2025-01891	BLDG	$250.00
							Total	**$250.00**
419848	10/23/25	40213		41007		REFUND - EXTR-2025-02277	BLDG	$250.00
							Total	**$250.00**
419849	10/23/25	14680	ROWELL CHEMICAL	41052	20252450	CHEMICAL SUPPLIES	WP	$11,011.74
							Total	**$11,011.74**
419850	10/23/25	11611	SDS HOLDINGS	41040	20250242	UNIFORM SUPPLIES	STR	$300.00
				41067	20250026	UNIFORM SUPPLIES	WP	$65.48
							Total	**$365.48**
419851	10/23/25	18887	SE-INC	41148	20253012	EVENT ADDITIONAL LABOR STEWS BREWS	CMO	$620.00
				41159	20252250	EVENT STORAGE MANAGEMENT BREAKDOWN	CMO	$9,750.00
							Total	**$10,370.00**
419852	10/23/25	675	SHARON KLIBANOW	41170	20250543	HC PROFESSIONAL SERVICES	PLAN	$416.25
							Total	**$416.25**
419853	10/23/25	33196	SOUTHERN COMPUTER WAREHOUSE	41116	20252836	SECURITY WEB CONTRACT	CS	$7,848.13
							Total	**$7,848.13**
419854	10/23/25	40206	STALWART DEVELOPMENT	41014		REFUND - PLMB-2025-01251	BLDG	$2,500.00
							Total	**$2,500.00**
419855	10/23/25	39494	STANARD	41117	20252991	PD PSYCHOLOGICAL ASSESSMENT	HLTH	$495.00
							Total	**$495.00**
419856	10/23/25	40215	STEVE SERIO	41008		REFUND - EXTR-2025-02195	BLDG	$250.00
							Total	**$250.00**
419857	10/23/25	2357	SUPERINTENDENT HIGHWAYS	41073	20250521	TRAFFIC SIGNAL	STR	$1,357.50
							Total	**$1,357.50**
419858	10/23/25	40061	TASK FORCE TIPS	41157	20252779	REPAIR SERVICES	FD	$437.72
							Total	**$437.72**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
419859	10/23/25	38520	THE SHERWIN-WILLIAMS	41053	20251937	SUPPLIES	WP	$130.94
							Total	**$130.94**
419860	10/23/25	34926	TKG ENVIRONMENTAL	41049	20251233	STREET SWEEPING	STR	$600.00
							Total	**$600.00**
419861	10/23/25	38612	TLF*FLORAL GARDENS	41145	20253016	FLORAL ARRANGEMENT	PLAN	$99.00
							Total	**$99.00**
419862	10/23/25	39994	TOTAL PAVING	41135		REFUND - EXTR-2025-02253	BLDG	$250.00
							Total	**$250.00**
419863	10/23/25	18143	TRIMBLE	41150	20252990	TRIMBLE VRSNOW GPS	ENG	$1,300.00
							Total	**$1,300.00**
419864	10/23/25	40055	TRINE CONSTRUCTION	41151	20252254	BEECH LN	ENG	$131,542.85
							Total	**$131,542.85**
419865	10/23/25	19876	VERIZON WIRELESS	41141		CITYWIDE CELL PHONE	FIN	$7,344.31
							Total	**$7,344.31**
419866	10/23/25	19876		41142		CITYWIDE CELL PHONE	FIN	$7,496.57
							Total	**$7,496.57**
419867	10/23/25	13173	VILLAGE OF GLENVIEW	41132	20250264	PROFESSIONAL SERVICES	PD	$401,836.98
							Total	**$401,836.98**
419868	10/23/25	39435	VISTRA INTERMEDIATE	2197025		SRVS @ 0 ST JOHNS AVE	FIN	$87.61
				2197121		SRVS @ 3430 WESTERN AVE	FIN	$70.85
				2197225		SRVS @ 50 LOGAN LOOP	FIN	$760.73
				2197421		SRVS @ 0 CENTRAL AVE	FIN	$486.99
				2197725		SRVS @ 0 SHERIDAN RD OLD ELM	FIN	$32.02
				2197820		SRVS @ 2W CENTRAL	FIN	$22.04
				2197922		SRVS @ FIRST ST ELM ST	FIN	$90.81
				2198024		SRVS @ 600 CENTRAL	FIN	$1,756.16
				2198121		SRVS @ 1849 GREENBAY	FIN	$204.79
				2198319		SRVS @ 700 ST. JOHNS	FIN	$45.84
				2198421		SRVS @ 700 ST. JOHNS B	FIN	$84.60
				2198523		SRVS @ 1793 FIRST ST	FIN	$672.07
				2198622		SRVS @ SE LAUREL AVE	FIN	$44.16

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
				2198724		SRVS @ 1377 DEER CREEK PKWY	FIN	$35.01
				2198926		SRVS @ 1769 EASTWOOD	FIN	$34.89
				2199027		SRVS @ OLD DEERFIELD	FIN	$33.77
				2199125		SRVS @ 2888 LEXINGTON	FIN	$35.28
				2199221		SRVS @ 605 LAUREL AVE	FIN	$109.72
				2199421		SRVS @ ROGER WILIIAMS	FIN	$358.01
				2206720		SRVS @ 418 SHERIDAN	FIN	$33.66
				2302418		SRVS @ 438 CENTRAL	FIN	$33.04
							Total	**$5,032.05**
419869	10/23/25	39354	WGS DISTRIBUTION	41066	20250069	TOOLS	FLEET	$100.00
							Total	**$100.00**
419870	10/23/25	6698	WOODS HIGHLAND PARK HOA	41139	20251027	R - SNOW REMOVAL REIMBURSEMENT	STR	$6,650.00
							Total	**$6,650.00**
							Total	**$1,310,895.83**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
566	10/22/25	32442	ILLINOIS STATE TREASURER'S	41174	20253011	2025 UNCLAIMED PROPERTY	FIN	$1,172.63
							Total	**$1,172.63**
604	10/23/25	39182	AMAZON CAPITAL SERVICES	40898	20252715	SUPPLIES	CMO	$119.46
				40899	20252709	EVENT SUPPLIES	CMO	$113.97
				40900	20252708	SUPPLIES	CMO	$59.95
				40901	20252669	SUPPLIES	CS	$7,221.66
				40902	20252657	SUPPLIES MONITORS	PLAN	$599.96
				40903	20252655	OFFICE SUPPLIES	PLAN	$199.98
				40904	20252654	SUPPLIES GOLF OUTING GIVEAWAYS	HLTH	$26.57
				40937	20250120	OFFICE SUPPLIES	FIN	$66.92
				40949	20252935	FURNISHINGS EQUIPMENT	SNR	$340.58
				41071	20250603	OFFICE SUPPLIES	HLTH	$29.48
				41072	20250022	SUPPLIES	PW	$20.26
				41074	20250417	SUPPLIES	FACIL	$159.93
				41075	20251466	AUTOMATIC FLUSH SENSOR	FACIL	$685.08
				41076	20252679	OFFICE SUPPLIES	PW	$42.84
				41077	20252714	IPAD CASES	SEWER	$138.20
				41078	20252728	SHOP SUPPLIES	FLEET	$376.08
				41081	20252818	SUPPLIES	FD	$21.99
				41082	20252641	DIVE SUPPLIES	FD	$115.88
				41083	20251177	OFFICE SUPPLIES	FD	$38.95
				41084	20252727	SUPPLIES	FD	$54.99
				41085	20252601	SUPPLIES	FD	$84.99
				41086	20252610	TRUCK SCALE	PD	$85.36
				41087	20252688	RANGE SUPPLIES	PD	$310.58
				41088	20252664	SUPPLIES	PD	$33.59
				41140	20252790	SUPPLIES	FD	$148.62
				41143	20252598	SUPPLIES	BLDG	$151.70
				41165	20250919	OFFICE SUPPLIES	FD	$13.07
							Total	**$11,260.64**
605	10/23/25	37935	MACQUEEN EQUIPMENT	41172	20252412	FD VEHICLE REPAIR	FIN	$4,020.91

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	**$4,020.91**
606	10/23/25	36864	UNIVAR SOLUTIONS USA	41046	20250098	CHEMICAL SUPPLIES	WP	$1,164.00
							Total	**$1,164.00**
							Total	**$17,618.18**

Bank code : aphpbt

Warrant	Date	Vendor		Invoice	PO #	Description/Account	Amount
296576	10/30/2025	039098	DOLGIN YANV	Ref000290251		GD REFUND -BLGD-23-12550	2,000.00
						Total :	**2,000.00**

1 Vouchers for bank code : aphpbt **Bank total :** **2,000.00**

1 Vouchers in this report **Total vouchers :** **2,000.00**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
419871	10/30/25	35455	ADVANCED TREE CARE	41435	20252786	TREE REMOVAL	ENG	$3,492.00
							Total	**$3,492.00**
419872	10/30/25	33449	ADVOCATE OCCUPATIONAL HEALTH	41439	20250547	NEW HIRE DRUG SCREENS	HLTH	$118.00
							Total	**$118.00**
419873	10/30/25	14419	AIR ONE EQUIPMENT	41281	20252530	EQUIPMENT	FD	$520.00
				41282	20252759	SUPPLIES	FD	$215.00
							Total	**$735.00**
419874	10/30/25	39414	ALFA CHICAGO	41217	20252023	FIRE TRAINING TOWER TUCKPOINTING	FACIL	$113,723.44
							Total	**$113,723.44**
419875	10/30/25	39228	ALVAREZ	41213	20252126	HOURLY GROUNDS	FORST	$508.31
				41449	20252126	HOURLY GROUNDS	FORST	$195.70
							Total	**$704.01**
419876	10/30/25	17669	AMERICAN RED CROSS CHICAGO	41216	20252962	CPR AED CHALLENGE COURSE	PD	$629.00
							Total	**$629.00**
419877	10/30/25	38925	AMERICAN TESTING INSPECTION	41312	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$285.00
				41313	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$190.00
				41314	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$95.00
				41315	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$95.00
				41316	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$95.00
				41317	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$95.00
				41318	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$190.00
				41319	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$190.00
				41320	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$95.00
				41321	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$95.00
				41322	20250789	R - ELEVATOR INSPECTION SERVICES	PLAN	$190.00
							Total	**$1,615.00**
419878	10/30/25	26996	ANDERSON LOCK	41262	20252733	LOCKSMITH	FACIL	$128.05
				41263	20250364	LOCKSMITH	FACIL	$24.22
							Total	**$152.27**
419879	10/30/25	39403	ARMS SECURITY	41212	20252144	ARMS SECURITY STEWS BREWS	CMO	$905.28
							Total	**$905.28**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
419880	10/30/25	22582	ILLINOIS STATE TOLL HIGHWAY	41227	20253056	TOLLS	PD	$53.94
							Total	**$53.94**
419881	10/30/25	21972	BEAVER SHREDDING	41215	20250610	DOCUMENT SHREDDING	HLTH	$80.00
							Total	**$80.00**
419882	10/30/25	18105	CDW GOVERNMENT	41448	20250190	SUPPLIES	WP	$95.24
							Total	**$95.24**
419883	10/30/25	23349	CINTAS #22	41274	20252841	UNIFORM RENTAL	WP	$63.47
							Total	**$63.47**
419884	10/30/25	23349		41187	20250151	UNIFORM RENTAL	FLEET	$123.77
				41188	20250251	UNIFORM RENTAL	TRNST	$15.97
				41189	20250385	UNIFORM RENTAL	FACIL	$27.69
				41190	20250396	UNIFORM RENTAL	SEWER	$83.56
				41191	20250248	UNIFORM RENTAL	STR	$93.85
				41192	20252821	UNIFORM RENTAL	WTRDS	$78.72
				41283	20250114	UNIFORM RENTAL	FD	$6.04
							Total	**$429.60**
419885	10/30/25	22726	COMMERCIAL TIRE	41306	20251617	TIRES	FLEET	$80.00
				41307	20253052	TIRES	FLEET	$1,954.46
							Total	**$2,034.46**
419886	10/30/25	38341	CONCORD INSPECTION	41284	20252691	PROFESSIONAL SERVICES	FD	$1,050.00
				41285	20252691	PROFESSIONAL SERVICES	FD	$1,348.20
							Total	**$2,398.20**
419887	10/30/25	233	CRAFTWOOD LUMBER	41272	20250418	SUPPLIES	FACIL	$33.75
				41273	20250418	SUPPLIES	FACIL	$67.41
							Total	**$101.16**
419888	10/30/25	21803	DULTMEIER SALES	41196	20250063	PARTS	FLEET	$189.28
				41197	20250063	PARTS	FLEET	$25.67
							Total	**$214.95**
419889	10/30/25	16005	EL-COR INDUSTRIES	41309	20250061	PARTS	FLEET	$22.40
							Total	**$22.40**
419890	10/30/25	405	FEDEX	41207	20252342	SHIPPING CHARGES	PLAN	$70.83

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
				41208	20252342	SHIPPING CHARGES	PLAN	$83.21
							Total	**$154.04**
419891	10/30/25	2553	FINANCE PETTY CASH	41434	20253021	PETTY CASH	FIN	$222.63
							Total	**$222.63**
419892	10/30/25	38806	FORCE AMERICA DISTRIBUTING	41305	20250058	SUPPLIES	FLEET	$24.61
							Total	**$24.61**
419893	10/30/25	25450	FOX VALLEY FIRE	41295	20250253	R - FIRE SUPPRESSION	TRNST	$215.00
							Total	**$215.00**
419894	10/30/25	23546	GALE CERABONA	41426	20250496	MINUTE TAKER	PLAN	$257.50
							Total	**$257.50**
419895	10/30/25	40019	GENUINE PARTS	41199	20251856	OIL SUPPLIES	FLEET	$28.68
				41286	20252970	SUPPLIES	FD	$12.03
				41287	20252970	SUPPLIES	FD	$205.32
				41297	20252923	PARTS	FLEET	$1.38
				41298	20251856	OIL SUPPLIES	FLEET	$99.39
				41300	20251854	SHOP TOOLS	PW	$93.72
				41301	20252923	PARTS	FLEET	$8.97
				41302	20252923	PARTS	FLEET	$11.18
				41303	20252923	PARTS	FLEET	$96.66
				41335	20253045	SUPPLIES	WP	$220.34
							Total	**$777.67**
419896	10/30/25	39007	GEORGE HARAMIS	41337	20250325	MECHANIC TOOL ALLOWANCE	PD	$900.00
							Total	**$900.00**
419897	10/30/25	35076	GO PAINTERS	41250	20252331	APPARATUS BAY PAINTING	FACIL	$29,952.00
							Total	**$29,952.00**
419898	10/30/25	315	GREELEY HANSEN	41276	20250793	ENGINEERING SERVICES	WP	$3,601.63
							Total	**$3,601.63**
419899	10/30/25	2699	GUY SCOPELLITI	41243	20253000	HOURLY GROUNDS	FORST	$5,110.00
				41328	20252910	HOURLY GROUNDS	FORST	$1,640.00
							Total	**$6,750.00**
419900	10/30/25	1326	HIGHLAND PARK FORD	41193	20252166	PARTS	FLEET	$196.13

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
				41194	20252166	PARTS	FLEET	$178.62
				41226	20252986	FLEET PARTS	PD	$350.96
				41288	20251423	SUPPLIES	FD	$21.99
				41289	20252519	SUPPLIES	FD	$50.59
				41290	20252519	SUPPLIES	FD	$83.99
							Total	**$882.28**
419901	10/30/25	3809	HIGHLAND PARK PUBLIC LIBRARY	41430	20253018	Q3 IMPACT FEES	FIN	$4,295.00
							Total	**$4,295.00**
419902	10/30/25	13192	IL OFFICE STATE FIRE MARSHAL	41265	20252925	BOILER INSPECTIONS	FACIL	$210.00
							Total	**$210.00**
419903	10/30/25	24338	INTERNATIONAL PROPERTY EVIDENCE	41222	20251676	SGT NEUMAN TRAINING	PD	$425.00
							Total	**$425.00**
419904	10/30/25	1430	IRELAND HEATING	41247	20251346	HVAC REPAIRS	FACIL	$71.68
				41248	20252406	HVAC REPAIRS	FACIL	$78.32
				41249	20252202	HVAC REPLACEMENT	FACIL	$45,850.00
							Total	**$46,000.00**
419905	10/30/25	31870	J.G. UNIFORMS	41441	20251991	UNIFORM SUPPLIES	PD	$798.15
							Total	**$798.15**
419906	10/30/25	35105	JIM PEACHER	41437	20253032	R - REFUND SUPPLIES	ENG	$14.99
							Total	**$14.99**
419907	10/30/25	24987	JOSEPH SCHRAGE	41299	20253049	R - REFUND SUPPLIES	FD	$199.41
							Total	**$199.41**
419908	10/30/25	33275	JX ENTERPRISES	41294	20251817	R - PARTS	TRNST	$16.99
							Total	**$16.99**
419909	10/30/25	6071	KANKAKEE NURSERY	41251	20252774	TREE PURCHASING	FORST	$7,955.00
				41252	20251464	TREE PURCHASING	FORST	$550.00
							Total	**$8,505.00**
419910	10/30/25	32817	KORDICK ELECTRIC	41264	20252203	ELECTRICAL REPAIRS	FACIL	$2,660.00
							Total	**$2,660.00**
419911	10/30/25	7917	LEACH ENTERPRISES	41310	20252995	PARTS	FLEET	$42.58

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	**$42.58**
419912	10/30/25	39858	LINDE GAS	41200	20250230	GAS SUPPLIES	FLEET	$209.71
							Total	**$209.71**
419913	10/30/25	2161	LUND INDUSTRIES	41218	20252616	PARTS	PD	$1,471.40
							Total	**$1,471.40**
419914	10/30/25	697	MENONI MOCOGNI	41230	20250388	SUPPLIES	SEWER	$118.40
				41237	20252635	CONCRETE	STR	$8,721.53
				41238	20252635	CONCRETE	STR	$23.50
							Total	**$8,863.43**
419915	10/30/25	16847	METROPOLITAN INDUSTRIES	41253	20252820	LIFT STATION SERVICES	FACIL	$1,230.00
				41254	20253034	LIFT STATION SERVICES	FACIL	$460.00
							Total	**$1,690.00**
419916	10/30/25	10139	MGN LOCK	41257	20250358	LOCKSMITH	FACIL	$18.60
							Total	**$18.60**
419917	10/30/25	710	MICROSYSTEMS	41209	20251405	RECORD MANAGEMENT SERVICE	PLAN	$956.49
				41210	20251405	RECORD MANAGEMENT SERVICE	PLAN	$461.18
							Total	**$1,417.67**
419918	10/30/25	749	MUTUAL ACE HARDWARE	41239	20250084	SUPPLIES	STR	$61.22
				41266	20252769	SUPPLIES	FACIL	$23.37
				41267	20252769	SUPPLIES	FACIL	$8.99
				41268	20252769	SUPPLIES	FACIL	$8.99
				41269	20252769	SUPPLIES	FACIL	$34.18
				41270	20252769	SUPPLIES	FACIL	$8.98
				41271	20252769	SUPPLIES	FACIL	$6.98
				41280	20250084	SUPPLIES	STR	$26.98
							Total	**$179.69**
419919	10/30/25	15041	NCC-PETERSON	41219	20253008	SUPPLIES	FACIL	$5,761.27
							Total	**$5,761.27**
419920	10/30/25	29582	NEW YORK SLICES	41336	20253017	FAREWELL LUNCH	PLAN	$146.58
							Total	**$146.58**
419921	10/30/25	38816	NICHOLAS BARNES	41440	20253073	R - REFUND IPELRA CONFERENCE TRAVEL	HLTH	$358.76

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	**$358.76**
419922	10/30/25	39121	NICHOLAS OBRZUT	41292	20253035	R - PARAMEDIC LICENSE RENEWAL	FD	$41.00
							Total	**$41.00**
419923	10/30/25	35931	NEUSIGNS NORTHBROOK	41451	20252207	PARADE MAYOR COUNCIL BANNER	CMO	$39.95
							Total	**$39.95**
419924	10/30/25	24170	NORTHSHORE SCHOOL DISTRICT 112	41432	20253027	Q3 IMPACT FEES	FIN	$48,668.00
							Total	**$48,668.00**
419925	10/30/25	12271	P. R. STREICH	41256	20252015	GARAGE LIFT REPLACEMENT	FACIL	$45,289.00
							Total	**$45,289.00**
419926	10/30/25	837	PARK DISTRICT HIGHLAND PARK	41429	20253024	Q3 IMPACT FEES	FIN	$25,500.00
							Total	**$25,500.00**
419927	10/30/25	38852	PDQCOM	41428	20253068	PDQ DEPLOY IT RENEWAL	CS	$1,485.00
							Total	**$1,485.00**
419928	10/30/25	2	PETER BAKER SON	41234	20252634	ASPHALT	STR	$136.96
				41235	20252634	ASPHALT	STR	$255.00
				41236	20252634	ASPHALT	STR	$192.00
				41436	20252393	MFT STREETS	ENG	$968,040.65
							Total	**$968,624.61**
419929	10/30/25	8164	PIERO'S PIZZA	41223	20250086	MAIN BREAK CREW MEAL	WTRDS	$8.81
				41224	20250086	MAIN BREAK CREW MEAL	WTRDS	$44.16
				41225	20253051	MAIN BREAK CREW MEAL	WTRDS	$3.42
				41240	20250086	MAIN BREAK CREW MEAL	WTRDS	$96.08
				41241	20250086	MAIN BREAK CREW MEAL	WTRDS	$80.63
				41242	20250086	MAIN BREAK CREW MEAL	WTRDS	$139.23
							Total	**$372.33**
419930	10/30/25	39016	PITNEY BOWES	41244	20250450	POSTAGE MACHINES LEASE	FACIL	$592.62
				41245	20250450	POSTAGE MACHINES LEASE	FACIL	$166.10
				41246	20250450	POSTAGE MACHINES LEASE	FACIL	$310.20
							Total	**$1,068.92**
419931	10/30/25	39420	POWER CONCRETE LIFTING	41433	20252504	MUDJACKING SERVICES	STR	$69,837.75
							Total	**$69,837.75**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
419932	10/30/25	32953	REBECCA MENZIE	41443	20253065	R - REFUND CONCERTS	SNR	$150.00
							Total	**$150.00**
419933	10/30/25	4959	RED WING SHOE STORE	41206	20253043	SUPPLIES BOOTS	BLDG	$160.00
							Total	**$160.00**
419934	10/30/25	16705	REX RADIATOR	41195	20253042	PARTS	FLEET	$895.00
							Total	**$895.00**
419935	10/30/25	34792	ROBINSON ENGINEERING	41220	20251500	MISC SERVICE	WP	$7,125.00
				41330	20250867	MISC SERVICE	WP	$1,801.50
							Total	**$8,926.50**
419936	10/30/25	25207	RUSH TRUCK CENTER ILLINOIS	41201	20251069	PARTS	FLEET	$173.00
				41202	20251069	PARTS	FLEET	$117.36
				41304	20251069	PARTS	FLEET	$51.80
							Total	**$342.16**
419937	10/30/25	39560	SAFEWARE	41311	20250791	BALLISTIC VEST RIFLE PLATES	PD	$1,852.07
							Total	**$1,852.07**
419938	10/30/25	40224	SCHELL SEALCOATING	41185		REFUND - EXTR-2025-02414	BLDG	$250.00
							Total	**$250.00**
419939	10/30/25	11611	SDS HOLDINGS	41205	20250057	CLOTHING SUPPLIES	FLEET	$223.94
				41331	20250026	UNIFORM SUPPLIES	WP	$300.00
							Total	**$523.94**
419940	10/30/25	12533	SHERWIN WILLIAMS	41258	20252158	SUPPLIES	FACIL	$130.94
				41259	20252863	SUPPLIES	FACIL	$104.62
				41260	20252863	SUPPLIES	FACIL	$125.85
				41261	20252863	SUPPLIES	FACIL	$110.10
							Total	**$471.51**
419941	10/30/25	40222	STEVEN LASIN	41182		REFUND - EXTR-2025-01961	BLDG	$250.00
							Total	**$250.00**
419942	10/30/25	1572	TERMINAL SUPPLY	41198	20250937	PARTS	FLEET	$56.54
							Total	**$56.54**
419943	10/30/25	27184	THOMAS MICHAEL	41442	20253064	R - EVENT CONCERTS	SNR	$150.00
							Total	**$150.00**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
419944	10/30/25	34926	TKG ENVIRONMENTAL	41229	20251233	STREET SWEEPING	STR	$600.00
				41339	20251233	STREET SWEEPING	STR	$10,764.00
							Total	**$11,364.00**
419945	10/30/25	38612	FLORAL GARDENS	41444	20253046	SYMPATHY FLORAL ARRANGEMENT	PLAN	$99.00
							Total	**$99.00**
419946	10/30/25	39994	TOTAL PAVING	41334		REFUND - EXTR-2025-02403	BLDG	$250.00
							Total	**$250.00**
419947	10/30/25	39994		41183		REFUND - EXTR-2025-02400	BLDG	$250.00
							Total	**$250.00**
419948	10/30/25	1355	TOWNSHIP HIGH SCHOOL DIST #113	41431	20253026	Q3 IMPACT FEES	FIN	$25,790.00
							Total	**$25,790.00**
419949	10/30/25	39854	TRACY VIGAN	41445	20253075	R - TRAVEL REIMBURSEMENT IPELRA	HLTH	$258.98
							Total	**$258.98**
419950	10/30/25	25835	ULINE	41308	20252984	SUPPLIES TRASH BAGS	PD	$115.50
							Total	**$115.50**
419951	10/30/25	15751	UNION PACIFIC RAILROAD	41438	20252847	UP RR PIPELINE	ENG	$18,000.00
							Total	**$18,000.00**
419952	10/30/25	1599	US POSTMASTER	41211	20251042	HIGHLANDER POSTAGE	CMO	$2,753.46
							Total	**$2,753.46**
419953	10/30/25	39709	VERATHON	41293	20252622	EMS EQUIPMENT	FD	$2,640.00
				41296	20252622	EMS EQUIPMENT	FD	$2,222.00
				41427	20252623	EMS SUPPLIES	FD	$144.61
							Total	**$5,006.61**
419954	10/30/25	19876	VERIZON WIRELESS	41221	20250520	WATER METER DATA COLLECTORS	WTRDS	$175.14
							Total	**$175.14**
419955	10/30/25	39435	VISTRA INTERMEDIATE	41275	20252249	ELECTRICITY	WP	$53,755.62
							Total	**$53,755.62**
419956	10/30/25	40225	WEISS ENTERPRISES	41186		REFUND - PLMB-2024-00795	BLDG	$500.00
							Total	**$500.00**
419957	10/30/25	34483	ZORO TOOLS	41255	20252678	SUPPLIES	FACIL	$57.51
							Total	**$57.51**

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
							Total	$1,547,919.11

Check #	Date	Ven#	Vendor Name	Inv #	PO #	Description/Account	Dept	Amount
607	10/30/25	37935	MACQUEEN	41291	20252862	SUPPLIES	FD	$312.86
							Total	**$312.86**
608	10/30/25	36932	VISA FLEX COMMERCIAL CARD	41323	20252843	SUPPLIES	FACIL	$575.71
							Total	**$575.71**
							Total	**$888.57**

Staff Report

Meeting Date: November 10, 2025

Staff Contact: Austin Knight, Sustainability Manager
Erin Jason, Assistant City Manager

Department: City Manager's Office

Title: Greenhouse Gas Inventory and Reduction Update

Recommendation:
The City's Sustainability Plan sets an aggressive goal to reduce Greenhouse Gas (GHG) 45% from the baseline by 2030 and reach net zero carbon emissions by 2035. When these goals were presented to Council in 2023 it was acknowledged that they were aggressive and purposely aspirational, in particular as it relates to net zero emissions by 2035. At time of discussion Council noted that if not pushing for net zero the City is leaving opportunities for greater reduction efforts on the table communitywide. Staff will present an update on the GHG Reduction progress and approach to continue towards achieving greater reductions in GHG in coming years.

Policy Consideration:
The City's Sustainability Plan is a 5-year plan (2023 - 2027) with measurable goals that provide both direction and a baseline for the City's current sustainability practices in eight (8) specific focus areas:

- Communication
- Economic Development
- Energy, Leadership
- Mobility
- Natural Areas
- Waste Management
- Water Management

These action items are in support of the current plan's GHG reduction goal of 45% of the baseline by 2030 and goal of net-zero carbon emissions by 2035. The net-zero carbon emissions goal applies not just to City government buildings and facilities, but to all of Highland Park.

In 2019, the City joined the Mayor's Compact for Climate and Energy and pledged a greenhouse

gas reduction target of 5% by 2023 Citywide. As part of joining the Compact, the City was required to establish a baseline for its current greenhouse gas emissions. The City's GHG baseline was set in 2018 at 529.473TMT CO2e. The most recent GHG numbers, based on reporting and analysis available in 2025, reflect achievements in GHG reduction through 2023; as of the most recently available data from 2023, Highland Park is currently at 451.622 TMT CO2e. This represents a 15% reduction from the baseline. It is conceivable that the City will be able to reduce that number further to reach the 45% GHG reduction goal in 2030, though it will not be easy to achieve. A major project for staff is creating pathways that consider opportunities to reduce both the City's and the larger community's impacts year over year; the plan includes elements of education, investment, and policy.

GHG Reduction Efforts/Actions to Date

City staff working in tandem with the Sustainability Advisory Group and government partners have made significant strides towards GHG reduction goals. Since setting the initial GHG baseline in 2018, the City staff across all departments have taken actions to address the carbon footprint through a myriad of initiatives. Several examples include the achievement of SolSmart silver in 2022 and designation by the Metropolitan Mayors Caucus as EV Ready Bronze in 2025, which allows for a streamlined process for residents and businesses to install EV charging stations and solar. The continued addition of EVs to the City fleet with 8 new units and 1 electric van added as part of the long-standing Sustainable Fleet policy in the past year alone represents meaningful reductions. Moving to the built environment, staff continues retrofit City properties with LED lights to reduce the electricity usage with a majority completed in 2025 and replacement of HVAC furnaces and condensers with higher-efficiency units as needed. In the natural environment, the City has continued efforts to keep up a healthy tree population with the planting 325 new parkway trees, management of approximately 30,000 public trees, and continuing to expand the McClory Trail Pollinator Garden Initiative in 2025. The City introduced all-in composting for single-family residential properties and introduced composting options for businesses under the commercial refuse contract resulting in less methane being produced from Highland Park due to food waste going in the landfill. Furthermore, the North Shore Electricity Aggregation Consortium, of which Highland Park is a member, Community Solar Program (CS2) supports new solar development in Northern Illinois and saves residents up to 10% at no cost. These are just some of the many recent actions the City of Highland Park has undertaken to address the City's carbon footprint and help achieve the citywide goals.

In the community at large, residents are taking action with Highland Park holding the highest per-capita adoption of EVs anywhere in the state at 1,946 EVs. Residents also recycled clothing and textiles at a high rate being in the top 3 organizations in Lake County at 38,725 tons for 2024. On the renewable energy side there have been 60 solar panel permits issued and 16 energy storage system permits issued. These combined efforts show a desire by Highland Park residents to reduce their impact on waste, transportation, and stationary energy. As reaching the Strategic Plan's goals will require community buy-in, these statistics offer positive signs that there is a willingness to help achieve the City's aggressive goals. Our government partners are also taking strides to assist in reducing the GHG numbers. In 2025 the Green Alliance reconvened to connect our agencies specifically for the purpose of engaging in sustainable projects together to receive benefits from economies of scale as well as to educate and inspire one another on opportunities.

Next Steps

Based on available information, the community's largest emissions are from stationary energy (natural gas and electricity) at 61%/322 TMT and transportation at 34%/181TMT. In response to this information, staff will focus on mitigating emissions from these sectors. The primary focus will be increasing efficiency; the most direct way of combating stationary energy initially is in electrification of homes. This is in line with the City's current exploration of stretch code policy regulations. Unlike electricity, which can become renewable with state/utility actions, natural gas poses more significant obstacles to creating efficiencies. Due to the limits in efficiency of natural gas, at some point, the City may have to take strong action to further reduce natural gas usage, such as replacing existing equipment with technology like heat pumps that utilizes electricity to heat water, cool homes, dry clothes, etc. In relation to transit making up roughly over 30% of GHG contributions, exploration of alternate transit networks reducing gasoline vehicles and increasing pedestrian and bike travel paired with public transportation and a natural uptick in electric vehicles could require a large capital investment by the City to continue to grow its EV fleet.

To directly address these challenges, City staff have begun identifying opportunity pathways and actions to further work towards the 45% reduction by 2030. Staff will make future recommendations at a Committee of a Whole meeting on identified pathways and actions as options to directly address the main contributors to the City's GHG emissions of electricity, natural gas, and transportation along with tackling waste. Three categories were identified as areas for the greatest impact: education, investment, and policy. Education can empower residents and commercial entities to make more sustainable decisions. Investment through the City budget to either incentivize change or, through capital projects, create change in the built environment. Policy is an option the City can use to enact citywide community change via ordinances and collaborations to address issues such as transportation networks and IL energy stretch code. By increasing electrification of homes and increasing carbon-neutral transportation, the City will be more likely to achieve the 45% reduction from the 2018 baseline. Incorporation of some options into the Capital Improvement Plan for future budget years will be key for the City to impact the portion of the built environment under its direct control. While enacting policy will be the primary driver of influencing the built environment outside the City's direct control. The next step is to develop a Complete Climate Action Plan; a more holistic, in-depth, wide-ranging plan that covers climate adaptation, resiliency, and greenhouse gas emissions goals. While this plan is mainly focused on GHG reduction, this plan would help the City help shape budget, purchasing, and policy considerations in the future.

Core Priorities:

Environmental Sustainability

At a Committee of the Whole meeting in 2026, staff will make recommendations on identified pathways and actions as options to directly address the main contributors to the City's GHG emissions of electricity, natural gas, and transportation, along with tackling waste.

Attachments:

None

Staff Report

Meeting Date: November 10, 2025

Staff Contact: Kristi McCaulou, Finance Director

Department: Finance Department

Title: New Water Billing System Launch

Recommendation:
In 2019, the City initiated a large-scale Enterprise Resource Planning (ERP) implementation with Tyler Technologies to modernize its financial, human resources, permitting and utility management systems. This multi-year effort has improved operational efficiency, data accuracy, and integration across City departments. The water billing system represents one of the final modules of this citywide ERP project.

The City will launch a new water billing system in February 2026. The upgraded system includes a redesigned water bill and a secure, user-friendly online customer portal that allows residents to view billing history, track water usage and manage account details. During the system transition, there will be a brief period when online payments are unavailable. Customers may continue to pay by cash or check, and no late fees or shut-offs will occur. Account numbers will remain the same, though customer numbers will be updated. The new portal will replace the current payment website and the My Water Use program, consolidating all account management features in one location. Existing payment methods and bill delivery options will remain unchanged. This upgrade supports the City's ongoing commitment to improving transparency, security, and convenience in water utility services. Additional information will be shared with residents as the launch date approaches.

Information will be communicated to residents and businesses via the Highlander, e-news, social media, water bills and other modalities.

Policy Consideration:

Core Priorities:

Attachments:

1. Water Billing System Launch PPT

BUSINESS FROM CITY STAFF

New Water Billing System Coming Feb. 2026!

Features of the New System:

- Redesigned, easy-to-read water bills
- More secure, user-friendly online portal
- Ability to view billing history
- New water tracking/usage portal using a single sign on
  - No separate login required
- New customer numbers (account numbers will remain the same)

Transition Timeline:

- Online payments will be unavailable for a blackout week at the end of January 2026.
- During the transition period **no late fees or shut-offs will occur**.
- Beginning early February, residents will be able to create a new user account to access the new system and make online payments.
- Exact dates will be available closer to Go-Live. More information will be communicated as it becomes available.

www.cityhpil.com/waterbilling

Staff Report

Meeting Date: November 10, 2025

Staff Contact: Kristi McCaulou, Finance Director

Department: Finance Department

Title: Approval of an Estimate of the Amount of Revenue to be generated from Tax Year 2025 Property Taxes for Collection in the Fiscal Year 2026 in Accordance with the Truth in Taxation Statute

Recommendation:
Staff recommends that the total tax year (TY) 2025 combined City and Library property tax levy ("levy") increase by $2,007,025 or 8.3% from the prior year extended levy. The total combined increase is approximately a $138 impact to a City taxpayer, based on an average $500,000 equalized assessed value for the taxpayer's property. The amount of revenue estimated to be necessary to be raised from the TY 2025 levy, for collection in fiscal year (FY) 2026, is $26,152,825. This includes a City levy of $19,750,900, which is 7.9% higher than last year's tax extension, and a Library levy of $6,401,925, which is 9.5% higher than last year's tax extension. Individual levies to be adjusted within the total tax levy of $26,152,825 include $20,719,225 for the combined City and Library aggregate levy, which is 2.2% lower than last year's tax extension, and $5,433,600 for the combined City and Library debt service levy, which is 84.0% higher than last year's tax extension.

The actual levy amounts may differ from the estimates provided above. The total combined levy and the debt service levy increases each exceed 105% of the prior year's tax extension so the City is required to publish for and hold a Truth in Taxation hearing.

Policy Consideration:
Under the Truth in Taxation Act, the City Council is required to determine the estimated amount of money to be raised by taxation at least 20 days prior to the adoption of the annual levy. The amount determined is an estimate, and can be increased or decreased under the statute, provided that any increase does not exceed 105% of the prior year's tax extension without the required notice and public hearing. This estimate is preliminary and initiates the public process for the TY 2025 tax levy by establishing a not-to-exceed amount from which staff can prepare the proposed levy. However, the amounts specified in this memo are those discussed during the budget process and are not expected to change. The TY 2025 property tax levy estimate is as follows with Truth in Taxation disclosure included as Exhibit A.

Tax Levy Year Budget Year	Extended TY24 FY25	Proposed TY25 FY26	Increase Not to Exceed vs. TY24 Extended Levy $	 %
PROPOSED LEVY FOR THE CITY OF HIGHLAND PARK				
Aggregate Levy	$15,349,557	$14,317,300	($1,032,257)	-6.7%
Debt Service Levy	$2,952,289	$5,433,600	$2,481,311	84.0%
Total Levy	**$18,301,846**	**$19,750,900**	**$1,449,054**	**7.9%**
PROPOSED LEVY FOR THE HIGHLAND PARK PUBLIC LIBRARY				
Aggregate Levy*	$5,843,954	$6,401,925	$557,971	9.5%
Total Levy	**$5,843,954**	**$6,401,925**	**$557,971**	**9.5%**
TOTAL PROPOSED LEVY - CITY AND LIBRARY				
Aggregate Levy	$21,193,511	$20,719,225	($474,286)	-2.2%
Debt Service Levy	$2,952,289	$5,433,600	$2,481,311	84.0%
Total Levy	**$24,145,800**	**$26,152,825**	**$2,007,025**	**8.3%**

*-The Library Debt Service is included in the Aggregate Levy and excluded from the Debt Service Levy, as advised by Lake County.

The TY 2025 levy, for collection in FY 2026, will be presented as part of the request for approval of the budget at the City Council Meeting on November 24, 2025, considered by the City Council in public hearing on November 24, 2025 and considered by the City Council for adoption on December 15, 2025. The actual adjustment in the property tax levy to be considered may be less than 8.3%.

Core Priorities:

Fiscal Stability

The total combined increase is approximately a $138 impact to a City taxpayer, based on an average $500,000 equalized assessed value for the taxpayer's property.

Attachments:

1. Exhibit A - Tax Year 2025 Truth in Taxation Tax Levy Worksheet

CITY OF HIGHLAND PARK

Exhibit A

2025 TRUTH IN TAXATION TAX LEVY WORKSHEET

Tax Levy Year Budget Year	Estimated TY24 FY25	Extended TY24 FY25	Proposed TY25 FY26	Proposed vs. PY Extended	Comments
OPERATING FUNDS					
General Corporate	4,684,600	4,669,318	3,228,000	-31%	Public Safety, IMRF, FICA, Medical Insur.
Roads Maintenance	3,700,900	3,700,905	3,829,800	3%	Street Lighting, Cleaning, and Maintenance
Total Operating	**8,385,500**	**8,370,223**	**7,057,800**	**-16%**	
PENSION FUNDS					
Police Pension	3,857,400	3,857,414	4,021,900	4%	Actuarially Determined
Fire Pension	3,121,900	3,121,920	3,237,600	4%	Actuarially Determined
Total Pension	**6,979,300**	**6,979,334**	**7,259,500**	**4%**	
DEBT SERVICE LEVY	**2,923,100**	**2,952,289**	**5,433,600**	**84%**	**Unabated Debt Service**
TOTAL CITY	**18,287,900**	**18,301,846**	**19,750,900**	**8%**	
LIBRARY					
Aggregate Levy[1]	5,843,945	5,843,954	6,401,925	10%	Operations, Capital, Debt
TOTAL LIBRARY	**5,843,945**	**5,843,954**	**6,401,925**	**10%**	
TOTAL COMBINED	**24,131,845**	**24,145,800**	**26,152,825**	**8%**	

Truth in Taxation Disclosure:

CITY LEVY					
Aggregate Levy	15,364,800	15,349,557	14,317,300	-7%	
Debt Service Levy	2,923,100	2,952,289	5,433,600	84%	
Total Levy	**18,287,900**	**18,301,846**	**19,750,900**	**8%**	
LIBRARY LEVY					
Aggregate Levy[1]	5,843,945	5,843,954	6,401,925	10%	
Total Levy	**5,843,945**	**5,843,954**	**6,401,925**	**10%**	
CITY AND LIBRARY LEVY					
Aggregate Levy	21,208,745	21,193,511	20,719,225	-2%	
Debt Service Levy	2,923,100	2,952,289	5,433,600	84%	
Total Levy	**24,131,845**	**24,145,800**	**26,152,825**	**8%**	

Note 1:

1. The Library Debt Service is included in the Aggregate Levy and excluded from the Debt Service, Levy, as advised by Lake County.

Staff Report

Meeting Date: November 10, 2025

Staff Contact: Emmanuel Gomez, City Engineer
Sam Hertel, Civil Engineer

Department: Public Works Department

Title: A Resolution Approving Award of the Grant Assistance Consulting Services Agreements with Civiltech Engineer, Inc., of Itasca, Illinois and Baxter & Woodman, Inc., of Bannockburn, Illinois

Recommendation:
Staff recommends authorization to enter into hourly-rate contracts for professional grant assistance related services with Civiltech Engineer, Inc., of Itasca, Illinois, and Baxter & Woodman, Inc., of Bannockburn, Illinois

Policy Consideration:
The Department of Public Works staff performs needed research prior to applying for grants on infrastructure-related projects such as bridge and roadway reconstruction, bike paths, intersection or roadway safety enhancements, facilities upgrades, green infrastructure improvements, water distribution and production-related improvements, and other related projects. As more grant funding opportunities are made available, the complexity, staff availability, and resources and effort required to research and submit grant applications have greatly increased. Several grant applications are quite extensive, have very short deadlines, and require dedicated staff hours to develop, review, and submit. Other grants, especially federal grants, require research to determine the probability of success in securing the grant. Typically, grant applications are very specific about their eligibility and match requirements. The City prefers seeking grants that provide 50% or higher project funding, depending on the effort required and allotted budget.

To assist staff with research, applications, and post-grant paperwork, the City sought the need for consultants to assist with this important task. The proposed scope of services for the selected consultants includes:

1. Researching grants to provide grant compatibility for the proposed project. The research will aid in determining if pursuing the grant is justified, given the time and resources that may be involved in pursuing the grant. Researching grants also includes finding new grant opportunities that were not available in the past or were unsuccessful in receiving the grant.

2. Reviewing grant guidelines to ensure we know the grant rules and qualifications before drafting and/or submitting a grant submittal application.
3. Grant submittals, including compiling all required information and documentation for an accurate and complete grant application. The grant submittal should score high to increase the chances of winning the grant award and be submitted promptly before the deadline.
4. Post-Grant paperwork and reporting requirements to ensure the City meets the grant-eligibility requirements. In addition, submission of documents in a timely manner to ensure sensitive deadlines are met. In addition, the post-grant paperwork may also require working with the Finance Department to comply with State and Federal grant reporting requirements.

Using the Qualifications Based Selection (QBS) Procedure, the Department of Public Works received submittals from three consultants on the Grant Assistant Services. Firms recommended by the QBS selection process are 1) Civiltech, and 2) Baxter & Woodman. These two consulting firms are well-established in the Chicagoland area and have been providing infrastructure-related services to the City and various Chicagoland municipalities for many years. Also, based on past experiences, both Civiltech and Baxter & Woodman's services to the City have been satisfactory. Items considered in the scoring and ranking of the proposed firms include experience and qualifications of the firm, qualifications of key staff, knowledge of City operations, ability to provide continuity of personnel, and geographic location (relative to Highland Park).

The Department of Public Works Engineering, Operations, and Water Plant Divisions manage the contracts for firms providing grant assistance services. Pertinent documents are available for review at the Public Works Department.

Core Priorities:

Fiscal Stability

Funding for grant assistance services is available in the Water, Sewer, Street Capital, General, Multi-Modal, or Equipment Replacement Funds.

Infrastructure Investment

The acquisition of grants plays a crucial role in infrastructure investment by providing essential funding that enables the City to initiate and complete both large and small-scale improvement projects, such as bridges, roads, and pedestrian mobility initiatives. Over the last decade, the City has received approximately $50 million in infrastructure-based grant funding.

Attachments:

1. B&W - PSA Grant Consulting
2. CivilTech - PSA Grant Consulting

City of Highland Park

Resolution No.

A Resolution Approving Award of the Grant Assistance Consulting Services Agreements with Civiltech Engineer, Inc., of Itasca, Illinois and Baxter & Woodman, Inc., of Bannockburn, Illinois

WHEREAS, the City requested proposals for award of the Grant Assistance Consulting Services Agreements ("Agreements"), to supplement engineering staff with research and application services for grant funding to help fund items such as Capital Improvement Projects; and

WHEREAS, Civiltech Engineering, Inc., of Itasca, Illinois; and Baxter and Woodman, Inc., of Bannockburn, Illinois; (collectively, the "Consultants"), are qualified in this scope of services, submitted proposals to the City; and

WHEREAS, the City Council has determined that entering into the Agreements with the Consultants will serve and be in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: AUTHORIZATION OF AGREEMENTS. The Agreements by and between the City and the Consultants shall be, and are hereby, authorized in substantially the form attached to this Resolution as Exhibit A.

SECTION THREE: EXECUTION OF AGREEMENTS. The City Manager and the Deputy City Clerk shall be, and they are hereby, authorized and directed to execute and attest, on behalf of the City, the Agreements with the Consultants upon receipt by the City Clerk of at least one original copy of each Agreement executed by the appropriate Consultant; provided, however, that if an executed copy of each Agreement is not received by the City Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest shall, at the option of the City Council, be null and void.

SECTION FOUR: EXECUTION OF FUTURE RENEWALS OF AGREEMENTS. The City Manager is authorized to execute future renewals of the Contract for future calendar years, in accordance with Section 2.C of the Contract, if: (a) the City Manager determines, in their discretion, that the proposed renewal is favorable to the City; and (b) the terms of the proposed renewal is substantially similar to the Contract, as determined by the City Manager and the Corporation Counsel. This Resolution is not to be deemed or interpreted as obligating the City Manager to execute any future renewal of any Contract.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval by a majority of the members of the City Council.

City of Highland Park
1150 Half Day Rd.
Highland Park, Illinois 60035

Public Works
Department

PROFESSIONAL SERVICES AGREEMENT
GRANT ASSISTANCE CONSULTING SERVICES

This **PROFESSIONAL SERVICES AGREEMENT** (***"Agreement"***) is dated as of the _____ day of _____, 20_____, and is by and between the **CITY OF HIGHLAND PARK**, an Illinois home rule municipal corporation (***"City"***), and the Consultant identified in Section 1.A of this Agreement.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and pursuant to the City's statutory and home rule powers, the parties agree as follows:

SECTION 1. CONSULTANT.

A. Engagement of Consultant. The City desires to engage the Consultant identified below to perform and to provide all necessary professional consulting services to perform the work in connection with the project identified below:

Consultant Name ***("Consultant")***	Baxter & Woodman, Inc.
Address	3000 Lakeside Drive, Suite 115N
City, State Zip	Bannockburn, Illinois 60012
Phone	815-444-4494
Email	Jim Landini; jlandini@baxterwoodman.com
Project Name/Description	PSA - Grant Assistance Consulting Services
Agreement Amount	$ or See Exhibit A

B. Project Description. Subsequent to City Council approval and under broad supervision and direction from the Director of Public Works, provide assistance and recommendations related to grant funding opportunities which may lead to grant application submittals, as more fully described in the proposal attached to this Agreement as **Exhibit A** (***"Proposal"***).

C. Representations of Consultant. The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the consulting services that are set forth in the Proposal (***"Services"***) in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

SECTION 2. SCOPE OF SERVICES.

A. Retention of the Consultant. The City retains the Consultant to perform, and the Consultant agrees to perform, the Services.

B. Services. The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.

C. Commencement; Time of Performance. The Consultant shall commence the Services immediately upon receipt of written notice from the City that this Agreement has been fully executed by the Parties (***"Commencement Date"***). The Consultant shall diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by the City, but in no event later than December 31, 2026 (***"Time of Performance"***). The City may modify the Time of Performance at any time upon 15 days prior written notice to the Consultant. Delays caused by the City shall extend the Time of Performance in equal proportion to the delay caused by the City; provided, however, that the Consultant shall be responsible for completion of all work within the Time of Performance, notwithstanding any strike or other work stoppage by employees of either Consultant or of the City. This Agreement may be renewed for no more than four additional and consecutive one-year terms upon the mutual written consent of the City and Consultant. For all services performed by Consultant during any renewal term, Consultant shall be paid an amount equal to the proposed costs in Exhibit A, as adjusted by the Consumer Price Index for all Urban Consumers published by the Bureau of Labor Statistics of the United States Department of Labor for Chicago-Naperville-Elgin, IL-IN-WI, All Items (1982-84=$100) for the previous calendar year, except as the City and Consultant may otherwise mutually agree, however such adjustment shall not exceed three percent (3%). ("**Renewal Terms**").

D. Reporting. The Consultant shall regularly report to the City Manager, or his designee, regarding the progress of the Services during the term of this Agreement.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

A. Agreement Amount. The total amount paid by the City for the Services pursuant to this Agreement shall not exceed the amount identified as the Agreement Amount in Section 1.A of this Agreement. No claim for additional compensation shall be valid unless made in accordance with Sections 3.D or 3.E of this Agreement.

B. Invoices and Payment. The Consultant shall submit invoices in an approved format to the City for costs incurred by the Consultant in performing the Services. The amount billed in each invoice for the Services shall be based solely upon the rates set forth in the Proposal. Final pay request shall include, without limitation: (i) all final waivers of lien; and (ii) all final certified payrolls, as required. The City shall pay to the Consultant the amount billed within 45 days after receiving such an invoice.

C. Records. The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the City to inspect and audit all data and records of the Consultant for work done pursuant to this Agreement. The records shall be made available to the City at reasonable times during the term of this Agreement, and for one year after the termination of this Agreement.

D. Claim In Addition To Agreement Amount.

1. The Consultant shall provide written notice to the City of any claim for additional compensation as a result of action taken by the City, within 15 days after the occurrence of such action.

2. The Consultant acknowledges and agrees that: (a) the provision of written notice pursuant to Section 3.D.1 of this Agreement shall not be deemed or interpreted as entitling the Consultant to any additional compensation; and (b) any changes in the Agreement Amount shall be valid only upon written amendment pursuant to Section 8.A of this Agreement.

3. Regardless of the decision of the City relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the work required to complete the Services under this Agreement, as determined by the City, without interruption.

E. Additional Services. The Consultant acknowledges and agrees that the City shall not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant

that are outside the scope of this Agreement (***"Additional Services"***), regardless of whether such Additional Services are requested or directed by the City, except upon the prior written consent of the City.

F. Taxes, Benefits, and Royalties. Each payment by the City to the Consultant includes all applicable federal, state, and City taxes of every kind and nature applicable to the Services, as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits, and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by the Consultant.

G. Final Acceptance. The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the City of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

SECTION 4. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The Key Project Personnel identified in the Proposal shall be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel shall not be changed without the City's prior written approval.

B. Availability of Personnel. The Consultant shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the City as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant shall have no claim for damages and shall not bill the City for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

C. Approval and Use of Subcontractors. The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved in advance by the City in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the City. The City's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the City and consistent with commonly accepted professional practices, the Consultant shall immediately upon notice from the City remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement, or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

SECTION 5. CONFIDENTIAL INFORMATION.

A. Confidential Information. The term ***"Confidential Information"*** shall mean information in the possession or under the control of the City relating to the technical, business, or corporate affairs of

the City; City property; user information, including, without limitation, any information pertaining to usage of the City's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. City Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the City prior to the time of disclosure of such information to the Consultant pursuant to this Agreement (***"Time of Disclosure"***); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the City; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the City to maintain such information in confidence.

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the City under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the City. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 6. STANDARD OF SERVICES AND INDEMNIFICATION.

A. Representation and Certification of Services. The Consultant represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the City.

B. Indemnification. The Consultant shall, and does hereby agree to, indemnify, save harmless, and defend the City against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with the Consultant's performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications set forth in Section 6.A of this Agreement.

C. Insurance. The Consultant shall provide, at its sole cost and expense, liability insurance in the aggregate amount of $1,000,000, which insurance shall include, without limitation, protection for all activities associated with the Services. The insurance shall be for a minimum of $1,000,000 per occurrence for bodily injury and $1,000,000 per occurrence for property damage. The Consultant shall cause the City to be named as an additional insured on the insurance policy described in this Section 6.C. Not later than 10 days after the Commencement Date, the Consultant shall provide the City with either: (a) a copy of the entire insurance policy; or (b) a Certificate of Insurance along with a letter from the broker issuing the insurance policy to the effect that the Certificate accurately reflects the contents of the insurance policy. The insurance coverages and limits set forth in this Section 6.C shall be deemed to be minimum coverages and limits, and shall not be construed in any way as a limitation on the Consultant's duty to carry adequate insurance or on the Consultant's liability for losses or damages under this Agreement.

D. No Personal Liability. No elected or appointed official or employee of the City shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.

A. Relationship of the Parties. The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed: (1) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the City and Consultant; or (2) to create any relationship between the City and any subcontractor of the Consultant.

B. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no elected or appointed City official, employee or agent has a personal financial interest in the business of the Consultant or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither Consultant nor any person employed or associated with Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither Consultant nor any person employed by or associated with Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the City prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the City for all loss or damage that the City may suffer, and this Agreement shall, at the City's option, be null and void.

D. Termination. Notwithstanding any other provision hereof, the City may terminate this Agreement at any time upon 15 days written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed, which shall be determined on the basis of the rates set forth in the Proposal.

E. Compliance With Laws and Grants.

1. Compliance with Laws. The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq*. The Consultant shall also comply with all conditions of any federal, state, or local grant received by the City or

the Consultant with respect to this Agreement or the Services. Further, the Consultant shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act.

2. Liability for Noncompliance. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or any of its subcontractors, performance of, or failure to perform, the Services or any part thereof.

3. Required Provisions. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

F. Default. If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (***"Event of Default"***), and fails to cure any such Event of Default within ten business days after the Consultant's receipt of written notice of such Event of Default from the City, then the City shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Cure by Consultant. The City may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.

2. Termination of Agreement by City. The City may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.

3. Withholding of Payment by City. The City may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the City as the result of any Event of Default by the Consultant or as a result of actions taken by the City in response to any Event of Default by the Consultant.

G. No Additional Obligation. The Parties acknowledge and agree that the City is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant or with any vendor solicited or recommended by the Consultant.

H. City Council Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by the Consultant to, vendors shall be subject to the approval of the City Council. For purposes of this Section 7.H, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to the City. The City shall not be liable to any vendor or third party for any agreements made by the Consultant without the knowledge and approval of the City Council.

I. Mutual Cooperation. The City agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the City may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the City in the performance and completion of the Services and with any other consultants engaged by the City.

J. News Releases. The Consultant shall not issue any news releases, advertisements, or other public statements regarding the Services without the prior written consent of the City Manager.

K. Ownership. Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received from the City by the Consultant in connection with any or all of the Services to be performed under this Agreement (***"Documents"***) shall be and remain the exclusive property of the City. At the City's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the City.

L. GIS Data. The City has developed digital map information through Geographic Information Systems Technology (***"GIS Data"***) concerning the real property located within the City. If requested to do so by the Consultant, the City agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

1. Limited Access to GIS Data. The GIS Data provided by the City shall be limited to the scope of the Services that the Consultant is to provide for the City;

2. Purpose of GIS Data. The Consultant shall limit its use of the GIS Data to its intended purpose of furtherance of the Services; and

3. Agreement with Respect to GIS Data. The Consultant does hereby acknowledge and agree that:

a. Trade Secrets of the City. The GIS Data constitutes proprietary materials and trade secrets of the City, and shall remain the property of the City;

b. Consent of City Required. The Consultant will not provide or make available the GIS Data in any form to anyone without the prior written consent of the City Manager;

c. Supply to City. At the request of the City, the Consultant shall supply the City with any and all information that may have been developed by the Consultant based on the GIS Data;

d. No Guarantee of Accuracy. The City makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use thereof; and

e. Discontinuation of Use. At such time as the Services have been completed to the satisfaction of the City, the Consultant shall cease its use of the GIS Data for any purpose whatsoever, and remove the GIS Data from all of the Consultant's databases, files, and records; and, upon request, an authorized representative of the City shall be afforded sufficient access to the Consultant's premises and data processing equipment to verify compliance by the Consultant with this Section 7.L.3.e.

SECTION 8. GENERAL PROVISIONS.

A. Amendment. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by the City and the Consultant in accordance with all applicable statutory procedures.

B. Assignment. This Agreement may not be assigned by the City or by the Consultant without the prior written consent of the other party.

C. Binding Effect. The terms of this Agreement shall bind and inure to the benefit of the City, the Consultant, and their agents, successors, and assigns.

D. Notice. All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or by (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of: (a) actual receipt; (b) one business day after deposit with an overnight courier, as evidenced by a receipt of deposit; or (c) four business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 8.D, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the City shall be addressed to, and delivered at, the following address:

City of Highland Park, Department of Public Works
1150 Half Day Road
Highland Park, Illinois 60035
Attention: Ron Bannon, Director

With a copy to:

Elrod Friedman, LLP.
350 North Clark Street, Second Floor
Chicago, Illinois 60654
Attention: Steven M. Elrod, Corporation Counsel

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

_____
_____
_____
_____

With a copy to:

_____
_____
_____
_____

E. Third Party Beneficiary. No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the City.

F. Provisions Severable. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

G. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

H. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving

of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

I. Governing Laws. This Agreement shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

J. Authority to Execute.

1. The City. The City hereby warrants and represents to the Consultant that the persons executing this Agreement on its behalf have been properly authorized to do so by its corporate authorities.

2. The Consultant. The Consultant hereby warrants and represents to the City that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.

L. Waiver. Neither the City nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the City or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the City's or the Consultant's right to enforce such rights or any other rights.

M. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

N. Grammatical Usage and Construction. In construing this Agreement, pronouns include all genders and the plural includes the singular and vice versa.

O. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

P. Headings. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

Q. Exhibits. Exhibits A through ___ attached to this Agreement are, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between an Exhibit and the text of this Agreement, the text of this Agreement shall control.

R. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

PROFESSIONAL SERVICES AGREEMENT
GRANT ASSISTANCE CONSULTING SERVICES

S. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have executed this Agreement this _____ day of _____, 20____.

ATTEST:

By: _____

Ashley Palbitska, Deputy City Clerk

CITY OF HIGHLAND PARK

By: _____

Ghida S. Neukirch, City Manager

ATTEST:

By:_____

Print Name:_____

Title:_____

CONSULTANT:

By:_____
Executing Officer

Print Name:_____

Title:_____

649609_v6

PROFESSIONAL SERVICES AGREEMENT
GRANT ASSISTANCE CONSULTING SERVICES

EXHIBIT A

PROPOSAL

[TO BE PREPARED BY CONSULTANT AND ACCEPTABLE TO CITY]

[SHALL INCLUDE SCHEDULE]

City of Highland Park

Grant Assistance Consulting Services

Submitted by:

BAXTER & WOODMAN
Consulting Engineers



October 24, 2025

BAXTER & WOODMAN
Consulting Engineers

Mr. Ron Bannon
Director of Public Works
City of Highland Park
1150 Half Day Road
Highland Park, Illinois 60035

October 24, 2025

Subject: ***City of Highland Park - Proposal for Grant Assistance Consulting Services***

Dear Mr. Bannon:

Baxter & Woodman has served Highland Park since 2021 in an on-call capacity to proactively identify and secure external funding sources that support critical public infrastructure and community improvements. The City is planning on investing $214 million of capital improvements over the next 10 years. By continuing our partnership, we will help the City to strategically pursue federal and state grants to supplement limited municipal resources, helping to advance projects such as roadway and bridge improvements, utility upgrades, green infrastructure, and multi-modal transportation enhancements. Our team will confirm that the City remains competitive for available funding opportunities through our:

- **Municipal Expertise:** Baxter & Woodman has helped over 30 clients to secure over $750 million in funding from over 50 sources for local capital improvement projects. We have created valuable relationships and have established an excellent reputation with local agencies such as the Lake County Council of Mayors. Our experience has honed our ability to develop strategies to best position projects for funding while aligning with municipalities' priorities.
- **Specialized Grant Team:** Project Manager Jim Landini brings 21 years of experience of pursuing funding as a former Director of Public Works and while working for Baxter & Woodman. He has an extensive background in identifying funding opportunities, preparing successful applications, and administering grants from agencies such as the Illinois Department of Transportation, the Illinois Environmental Protection Agency, and the Illinois Department of Commerce and Economic Opportunity.
- **Understanding of Highland Park Operations:** We are familiar with the methods by which Highland Park departments coordinate across divisions and how projects advance through the approval process. This deep understanding has been developed through serving the City for over 40 years. Our Bannockburn office located under 10 minutes away also supports timely communication and on-site collaboration.

If you have questions about our proposal, please contact Project Manager Jim Landini at (815) 444-4494 or jlandini@baxterwoodman.com. We looking forward to maximizing opportunities to leverage grant dollars for the benefit of your residents and businesses.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS

John V. Ambrose, PE
Vice President

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The nationally recognized Engineering News Record (ENR) publishes the ENR Top 500 largest US-based design firms, both publicly and privately held, based on design-specific revenue. Baxter & Woodman is proud to be represented in the listing and has climbed to #277 with revenues over $88 million.

Firm Overview

Founded in 1946, Baxter & Woodman, Inc. has been providing consulting engineering and technology services for 79 years to municipalities, state agencies, county governments, and sanitary districts throughout Illinois, Wisconsin, Florida, and Texas. Dedicated to promoting a sustainable future, our staff of more than 440 talented engineers, surveyors, technicians, and support personnel incorporates innovative techniques along with tried-and-true processes.

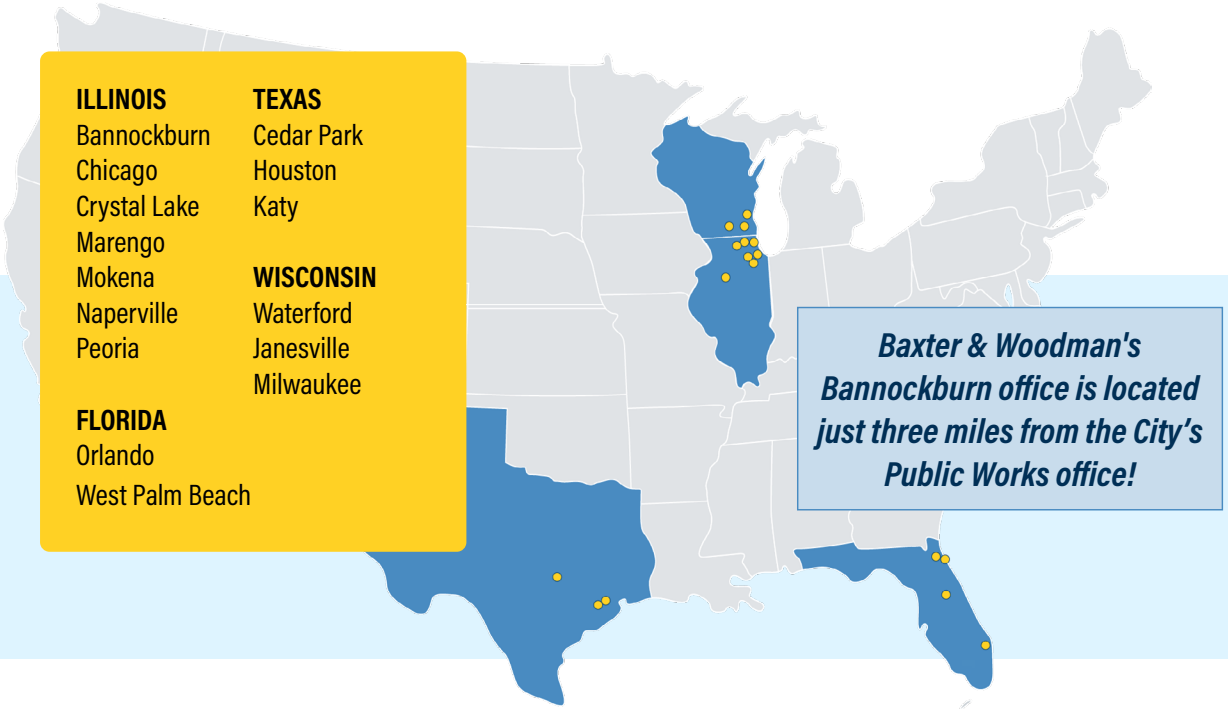
We are
Infrastructure planning, design, and construction.

Water/Wastewater, Roads/Highways, Water Resources/Stormwater, Technology

Baxter & Woodman provides planning, design, construction, and technology services for transportation, water, wastewater, and stormwater facilities for municipalities, counties, state agencies, and more. Environmental, geographic information systems (GIS), water and wastewater operations, and advanced technology needs complement the firm's civil engineering expertise. The company has several subsidiaries including ones focused on Natural Resources, Municipal Technology, and Design-Build project delivery.

Regional Offices

Baxter & Woodman's 17 regional offices provide our clients with local presence and responsive service. Our team offers services that stretch well beyond typical engineering consulting. We are committed to building community value with each and every project we complete.



ILLINOIS
Bannockburn
Chicago
Crystal Lake
Marengo
Mokena
Naperville
Peoria

TEXAS
Cedar Park
Houston
Katy

WISCONSIN
Waterford
Janesville
Milwaukee

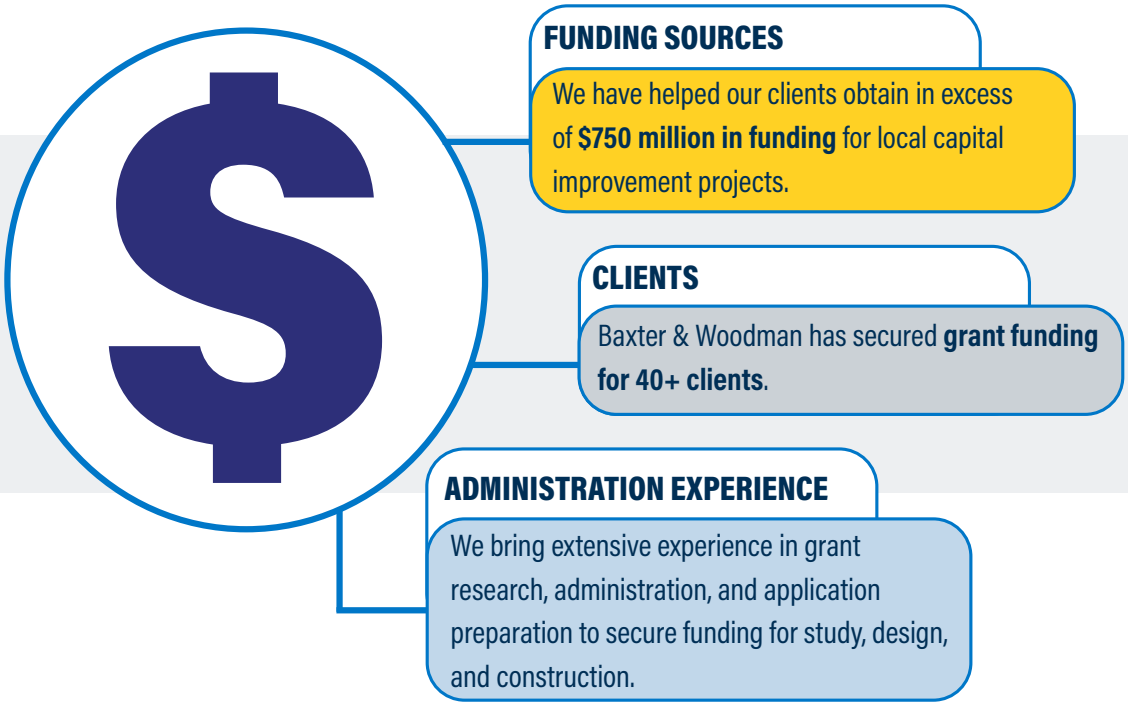
FLORIDA
Orlando
West Palm Beach

Baxter & Woodman's Bannockburn office is located just three miles from the City's Public Works office!

Funding Services

Baxter & Woodman assists our clients with identifying and securing funding for their capital improvements and facilities including grants, loans, locally initiated TIF, Special Assessments, Business Districts, and leasing. Finding the right funding program or agency is often the key to success. Baxter & Woodman has successfully assisted numerous communities secure funding from over 50 funding sources. You can rely on our local expertise and proven funding procurement experience. The following is just a sample of the many funding programs we work with on a regular basis:

CDBG: Community Development Block Grant
CMAQ: Congestion Mitigation & Air Quality
CWF: Clean Water Fund Program
DCEO: Department of Commerce & Economic Opportunity
FOE: Focus on Energy Grant Program
IDOT: IL Department of Transportation Programs
IEPA: Illinois Environmental Protection Agency Loans/Grants
IEPA GIGO: Green Infrastructure Grant Opportunities
ITEP: Illinois Transportation Enhancement Program
LRIP: Local Road Improvement Program
MFT: Motor Fuel Tax
OSLAD: Open Space Lands Acquisition and Development Grant
PSEE: Public Sector Energy Efficiency
PWSLP: Public Water Supply Loan Program
RBP: Recreational Boating Program
SDW: Safe Drinking Water Loan Program
STP: Surface Transportation Program
STP-BR: Highway Bridge Replacement and Rehabilitation Program
SRTS: Safe Routes to School
TAP: Transportation Alternatives Program
TEA: Transportation Economic Assistance
USEPA STAG: Multimedia State and Tribal Assistance Grants
WPCLP: Water Pollution Control Loan Program



Delivery of Timely Services

Baxter & Woodman has served the City of Highland Park for the past 40 years. We bring a solid understanding of the needs of the community. Our team will leverage that understanding to perform an evaluation of current and future funding needs.

Grants can provide the City with additional monetary resources to supplement existing funding. The City envisions using grant funding for public improvements, including but not limited to, bridges, streets, underground utilities, and multi-modal infrastructure such as bike paths and pedestrian facilities. The City also understands grant funding can be used to procure equipment, fixed assets, and facilities, including but not limited to, alternative fuel vehicles (EV, phev Bio Diesel), equipment, and supplies. We will work closely with the Director of Public Works to provide grant research and application assistance that fits the City's priorities and goals.

Strategy for Success

Researching Grants

Our first task will be meeting with the City to discuss your grant history and experience over the last few years, and to review our knowledge and track record with grant pursuits and success. Our team will also review your budget and Capital Improvement Program (CIP) with City staff and identify your "wish list" of projects. With a stronger understanding of your needs, our team can work with you to compare future projects to potential grants and help you decide which ones to potentially consider and when the work for each grant would generally occur.

Researching grants also includes finding new grant opportunities that may have not been available, or that the City was not aware of in the past. This will help you with resource planning and budgeting for our flexible on-call assistance. We find an annual calendar with grants shown by month helps those involved know of upcoming funding application deadlines. Our initial meeting with City staff is crucial to carefully consider your needs and volume of grants you wish to consider.

We will communicate regularly with the City at the beginning of each month. Regular meetings allow our team to confirm projects remain worthy of grant pursuit and the grants forecast for that month, over the next 90 days, to be pursued.

Highland Park Served by Funding Specialists

Baxter & Woodman is adept at identifying funding opportunities for our municipal clients. Our staff have backgrounds in public sector financing, administration, and municipal planning, which makes us keenly aware of infrastructure issues, and experts in identifying grant and loan opportunities. We have also worked with public financing alternatives, such as low-interest IEPA Revolving Loan Funds, Tax Increment Financing, Special Improvement Districts, and Special Service Areas. We routinely prepare applications for grants and loans for nearby communities to secure the lowest possible cost to the municipality.



Baxter & Woodman has extensive funding experience that allows our team to easily confirm funding compatibility for each proposed investment - whether capital improvements or equipment. Our team can identify various factors in grant applications, from the application requirements, the odds of winning, and how much time is typically involved in a winning application for each grant program. This will allow the City to decide if pursuing each grant is justified, given the time and resources involved.

Reviewing Grant Guidelines

Baxter & Woodman will provide ongoing review of grant guidelines. Given our depth and breadth with numerous grants, we will help the City recognize each grant's rules and qualifications generally months before that grant is due. Our proactive approach means we will meet with City staff in June about grants due in September to confirm the specific guidelines and start preparing the necessary application materials to comply with each grant's unique requirements.

Preparing Grant Submittals

Baxter & Woodman's experience with over 50 grant programs allows us to help Highland Park focus on the scoring criteria to develop a winning grant application. Our approach usually starts with a grant analysis with a draft score of the project or equipment versus the scoring criteria. For example, we recently scored over 75 DCEO Rebuild Illinois project ideas, working with clients across the state to help them determine whether submitting a grant application is worthwhile. We know the average grant requires about 40 hours of effort, and our clients do not have time for wasted effort; therefore, making a decision not to pursue an opportunity is part of our consultant guidance.

Helping Highland Park Pursue the *Right* Grant

Baxter & Woodman will help the City evaluate grant opportunities by scoring your projects' ability to secure funding. We recently scored over 75 projects for the DCEO's Rebuild Illinois program to help local communities identify if their projects would score well based on the program's evaluation criteria.

Whether a Surface Transportation Program (STP) Shared Fund application or a Safe Routes to School application, we have many examples of winning applications that allows our staff to be efficient and produce more winning grant applications. Some of the winning tactics we employ in creating grant submittals include:

- **Network with Grant Agency Staff -** Our team regularly meets with grant agency staff and is notified of upcoming grant opportunities through numerous resources. We will keep the City informed of grant opportunities, program changes, funding levels, and schedules for applications and awards.
- **Showcase Proof in the Application -** Our grant applications score high because we focus on addressing scoring criteria throughout the application with text, photos, and related documentation including photos of deteriorated condition or public meeting minutes where citizens spoke up for the project.
- **Identify Project Readiness -** In our grant applications, we like to demonstrate the applicant's readiness through construction documents or a study of the project, show some financial involvement from the applicant (above the required percentage or amount), documentation of staff skills and availability to allow grant funding to be used on the grant agency's schedule, documentation of previous expertise with that grant, and the benefits to the community that occurred due to grant investment.

- **Notify Local Officials -** We meet regularly with local, state, federal, and elected officials to keep them aware of our clients' interests and learn more about their programs' goals, funding amounts, and special priorities they have for the next grant cycle, such as sustainability, diversity, green infrastructure, etc.

- **Comprehensive Review -** Baxter & Woodman will schedule internal (with Baxter & Woodman staff) and external (City staff not necessarily involved to be independent) reviews with extra days available to allow ample time for reviews and revision before the actual submittal. We also determine if the grant agency will review a draft application or aspects (i.e. scope of work or need statement) to offer feedback and allow the application to score even higher.

Grant Application Submittal

Submitting grant applications can be completed by the City or by Baxter & Woodman, subject to grant agency rules and City protocols. We have submitted both ways subject to those procedures and policies. Our staff has provided hundreds of completed grant applications for our clients to submit via personal delivery by staff, mail, and electronically. We have also taken care of submitting applications in these various ways.

A summary of our funding success stories is highlighted below:

Congestion Mitigation and Air Quality (CMAQ)	CMAQ is a federally-funded program of surface transportation improvements designed to improve air quality and mitigate congestion. The CMAQ Performance Plan summarizes performance measure targets associated with the CMAQ program, including peak hour excessive delay, non-Single Occupant Vehicle travel, and on-road mobile source emissions. **Success Story -** Project Manager Jim Landini serves as the Grant Manager for the CREATE Program, a nationally significant public-private partnership aimed at improving rail and roadway efficiency throughout the Chicago region. In this role, Jim actively coordinates with the Illinois Department of Transportation (IDOT), the Federal Highway Administration (FHWA), and participating railroads to advance CMAQ-funded grade separation and mobility projects. His experience includes managing the financial and reporting aspects of ongoing CMAQ allocations within the CREATE program and confirming compliance with federal and state funding requirements that support complex, multi-agency infrastructure initiatives.
Illinois Transportation Enhancement Program (ITEP)	The ITEP Cycle 16 Notice of Funding Opportunity was released on July 8, 2024, with applications accepted from August 1 to September 30, 2024. The next Call for Projects is anticipated in fall 2026. Baxter & Woodman assisted numerous applicants during the most recent cycle, helping communities navigate program requirements and take advantage of key opportunities such as expanded state funding for bicycle and pedestrian facilities, eligibility for local agency match assistance, and the continued use of the My Community Map interactive GIS tool for project scoring and evaluation. **Success Story** - Baxter & Woodman successfully applied for and secured $3M in ITEP funding for a project in Warrenville that provides significant pedestrian and bicycle connectivity improvements along IL 59. The project consists of design and construction of a new 10-foot-wide PCC multi-use path and a 5-foot-wide PCC sidewalk on opposite sides of the corridor. Additional project elements include ADA accessibility upgrades, drainage improvements, sign and utility relocations, easement acquisition, and the removal and replacement of existing sidewalk to create a safer, more accessible environment for all users.

Locally Programmed Transportation Alternatives Program (TAP-L)	TAP-L is a federally-funded program of surface transportation improvements designed to support non-motorized transportation. The Chicago Metropolitan Agency for Planning (CMAP) uses a competitive process to select bicycle facility projects to fund under this program that helps complete the Regional Greenways and Trail Plan. **Success Story** - We assisted Sauk Village with their successful application for TAP-L funding for Phase I Engineering of bicycle accommodations along Sauk Trail. The project included constructing a bike path on East Sauk Trail and Cottage Grove Avenue that will connect Sauk Village, Steger, and Bloom Trail High School with several Pace bus stops within the project limits. This project will allow for a continuous transit service path for residents in Sauk Village and Steger.
Highway Safety Improvement Program (HSIP)	Illinois' HSIP is a core federal program intended to produce measurable and significant reduction in fatalities and serious injuries resulting from traffic-related crashes on public roads. HSIP is a data-driven, strategic approach program for infrastructure improvements administered by FHWA. The local HSIP process is announced through the Bureau of Local Roads and Streets Circular Letter. The solicitation is normally in the spring with awards in mid-summer. **Success Story** - We helped secure HSIP funding for Lake County Division of Transportation's intersection improvements at Stearns School Road and US 41. HSIP is based on statistical analyses. Therefore, maintaining Benefit/Cost (B/C) ratios is critical. The minimum B/C ratio to apply is 1.0 (with certain exceptions), but to apply for traditional funding, it generally requires maintaining the original B/C ratio. Our design philosophy focuses on maximizing the value of the project while staying within the boundaries of the HSIP funding.
Troubled Asset Relief Program (TARP)	The Truck Access Route Program (TARP) assists local governments in upgrading roads to accommodate 80,000-pound truck loads. IDOT solicits local projects annually for construction in the upcoming fiscal year. The program provides $45,000 per lane mile and $22,000 per eligible intersection, with state participation not to exceed 50 percent of total construction costs or $900,000, whichever is less. IDOT is expected to announce the Fiscal Year 2027 call for projects in late 2025. Baxter & Woodman continues to monitor program updates and is prepared to assist clients in developing eligible projects and securing funding during the next application window. **Success Story** - Baxter & Woodman secured IDOT approval for use of TARP funding for the rehabilitation of Half Mile Trail in Prairie Grove. These improvements were for the area of Half Mile Trail from IL 31 to Terra Cotta Road, which also included pavement pulverization and resurfacing, removing the center island, and restoration.
Safe Routes to School (SRTS)	The Illinois SRTS, administered by IDOT, supports projects that improve safety and encourage walking, biking, and rolling to school. The 2025 grant cycle opened August 1 and closed October 15, 2025, with approximately $12 million available and maximum individual awards up to $250,000. The program is 100 percent federally funded (80 percent via the Transportation Alternatives Set-Aside and 20 percent via the Highway Safety Improvement Program), requiring no local match for this cycle. Schools and local governments within two miles of the project site are eligible. Baxter & Woodman is positioned and ready to support clients in developing infrastructure and non-infrastructure applications for the next round of SRTS funding. **Success Story** - Baxter & Woodman helped the Village of Cary secure SRTS funding to fill sidewalk gaps and improve street crossings along West Main Street for students walking to and from Briargate Elementary School. The project included filling an 800-foot sidewalk gap between Wulff Street and Cary-Algonquin Road, and

	improving the pedestrian crossing at Wulff Street by installing a refuge median with solar-powered Rapid Rectangular Flashing Beacons, signage, and enhanced pavement markings to create a safer and more visible pedestrian crossing.
IEPA Public Water Supply Loan Program (PWSLP) and Water Pollution Control Loan Program (WPCLP)	The Public Water Supply Loan Program (PWSLP) and Water Pollution Control Loan Program (WPCLP) provide low-interest loans for construction, rehabilitation, or upgrade of drinking water, wastewater, and stormwater infrastructure in Illinois. Eligible PWSLP projects include treatment, distribution, storage, and other drinking water system improvements. Eligible WPCLP projects include wastewater treatment, collection, stormwater quality improvements, and other water quality protection efforts. For FY 2025, IEPA made approximately $355.8 million available for the PWSLP. For FY 2025, the WPCLP capacity was reported at about $612.4 million. **Success Story** - Baxter & Woodman has assisted our clients with securing over $100 million in loans and grant funding over the last 15 years, and helped with administration during construction to request funds disbursement.
Illinois Environmental Protection Agency (IEPA) Green Infrastructure Grant Opportunities (GIGO)	The IEPA GIGO program provides funding to local governments and organizations for projects that reduce stormwater runoff, improve water quality, and enhance community resilience using green infrastructure. The 2025 funding cycle, announced on August 5, 2025, includes $5 million in available funding, with applications due by November 5, 2025. Individual awards range from $75,000 to $2.5 million and focus on innovative stormwater management and water quality improvement projects across Illinois. This is anticipated to be the final cycle of the current GIGO program, as IEPA evaluates future funding mechanisms for green infrastructure initiatives. Baxter & Woodman continues to actively assist communities in developing competitive applications under the current program and remains prepared to adapt to the next generation of IEPA green infrastructure funding opportunities as they are announced. **Success Story** - Baxter & Woodman assisted the Bloomington Normal Water Reclamation District (BNWRD) with multiple grant applications to advance the District's green infrastructure and sustainability initiatives. Through these efforts, BNWRD secured significant state funding, including $1,326,075 from the IEPA GIGO program for the Goose Creek Green Infrastructure Restoration project.

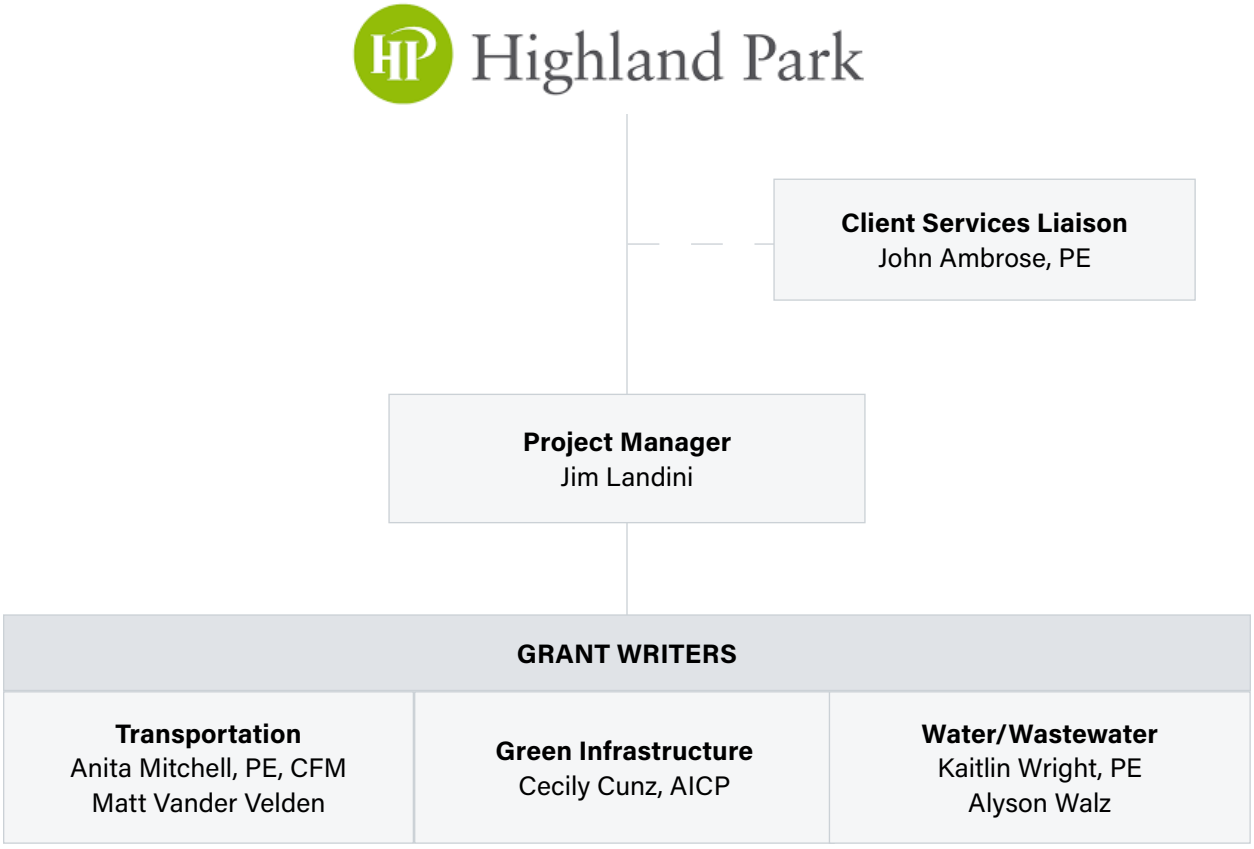
Why Hire Baxter & Woodman?

Highland Park values cost-conscious solutions that help demonstrate positive fiscal responsibility. Baxter & Woodman shares in your challenge of best using local funds in their most efficient applications. Finding funding doesn't just mean looking at typical state, federal, and agency grant/loan programs, it also means assisting you with proactive planning and finding creative solutions that facilitate securing more funding for your needed improvements. Baxter & Woodman delivers a unique approach for grant assistance that focuses on:

- ✓ **Identifying Innovative Solutions that Save Resources and Make Improvement Goals Attainable:** Alternative design and construction rehabilitation methods, energy efficient equipment that reduces utility and maintenance costs, repurposing infrastructure and materials recycling, and innovations in information technology, automation, and remote access
- ✓ **Understanding Your Capital Improvement Planning and Annual Maintenance Programs:** Advanced knowledge of maintenance needs helps our team to take advantage of funding programs and plan for future grant opportunities
- ✓ **Funding Expertise in 50+ Funding Sources:** Highland Park can rely on our local expertise and proven funding experience to help you apply for funding from various sources, including CDBG, CMAQ, DCEO, ITEP, STP, IEPA, and more

Key Personnel

Baxter & Woodman has assembled a comprehensive team that has administered numerous grants and related funding for many communities. Our team is led by Jim Landini, who has extensive experience with numerous funding sources at local, county, state, and federal levels of government. Jim is supported by a network of professionals who regularly help our clients secure funding for infrastructure improvements. Resumes of our key personnel are included on the following pages.



Jim A. Landini
Project Manager



Joined Firm in 2024

Years of Experience: 21

EDUCATION
A.A., South Suburban College, 2002

ASSOCIATIONS
South Suburban Water Works Association: Former Chairman of the Board, 2015

TRAINING/CERTIFICATION
Illinois Class C Water Operator: OSHA 10, OSHA 30

Jim brings 21 years of experience in project management and operations for municipal clients. His background includes preparing and submitting competitive grant applications, confirming compliance with federal, state, and local funding requirements, and overseeing multidisciplinary teams. Jim has pursued funding as a public official and as a private consultant. As a former Director of Public Works, he has led several capital improvement projects, implementing effective strategies to complete projects on time and within budget.

REPRESENTATIVE PROJECTS

Macomb, IL
IEPA Project Plan
Project Manager for the City's IEPA Public Water Supply Loan Program Project Plan. Coordinated with staff and prepared the required environmental and engineering documentation, ensuring compliance with IEPA requirements for funding eligibility.

Glen Ellyn, IL
IEPA Project Plan
Project Manager for the City's IEPA Public Water Supply Loan Program Project Plan. Coordinated with staff and prepared the required environmental and engineering documentation, ensuring compliance with IEPA requirements for funding eligibility.

Elwood, IL
IEPA Project Plan
Project Manager for the City's IEPA Public Water Supply Loan Program Project Plan. Coordinated with staff and prepared the required environmental and engineering documentation, ensuring compliance with IEPA requirements for funding eligibility.

DeKalb, IL
IEPA SRF Loan Application
Project Manager for the City's IEPA State Revolving Fund Loan Application. Oversaw preparation of all required forms, financial documentation, and environmental submittals, coordinating closely with staff to ensure alignment with IEPA requirements.

East Dundee, IL

IEPA SRF Loan Application

Project Manager for the City's IEPA State Revolving Fund Loan Application. Oversaw preparation of all required forms, financial documentation, and environmental submittals, coordinating closely with staff to ensure alignment with IEPA requirements.

Lake County Public Water District, IL

IEPA SRF Loan Application

Project Manager for the City's IEPA State Revolving Fund Loan Application. Oversaw preparation of all required forms, financial documentation, and environmental submittals, coordinating closely with staff to ensure alignment with IEPA requirements.

South Chicago Heights, IL

DCEO Grant Preparation Assistance

Assisted South Chicago Heights with the preparation of two DCEO Uniform Grant Applications and appropriate documentation for various improvements, including:

- 2024 Road Improvements
- Water System Improvements

South Chicago Heights, IL

CDBG Grant Preparation Assistance

Assisted South Chicago Heights with the preparation of CDBG Capital Improvement, Demolition and Economic Development applications for water system improvements, including:

- Commercial Avenue Water System Improvements
- Water Main and Valve Replacement Program

FEMA HMGP

Grant Preparation

Lead and assist team of grant writers and engineers in the preparation of grant applications for:

- Arlington Heights, IL
- Bloomington, IL
- Flossmoor, IL
- Glenview, IL
- Lisle, IL
- Peoria, IL
- Wheeling, IL
- Bloomington Normal Water Reclamation District, IL

BAXTER & WOODMAN Consulting Engineers

Anita M. Mitchell, PE, CFM

Transportation Grant Writer



Joined Firm in 1999

Years of Experience: 35

EDUCATION

B.S., Civil Engineering, Iowa State University, 1990

REGISTRATIONS

Licensed Professional Engineer: Illinois

Certified Flooplain Manager: Illinois

ASSOCIATIONS

American Public Works Association

American Society of Civil Engineers

ACEC: Materials Committee Outreach Chair

IL Association of School Boards: Master Board Member

BAXTER & WOODMAN Consulting Engineers

Anita brings extensive experience in research and funding applications, such as IDNR RTP, CMAP's CMAQ/TAP/STP, Invest in Cook, DCEO, MWRD, IDOT, and USDOT. Her strong communication and collaboration skills confirm effective engagement with agencies, funding agencies, and various IDOT bureaus. Anita has a thorough knowledge of IDOT policies and procedures from her tenure in the Hydraulics Section in the Bureau of Programming, Bureau of Design Plan Preparation Section, and Bureau of Construction.

GRANT FUNDING APPLICATION ASSISTANCE

Glenview, IL

- Shermer Road Resurfacing (Lake to Central) - STP-Local
- Shermer Road Resurfacing (Central to Golf) - STP-Local
- Village-Wide Bicycle and Pedestrian Route Signage and Pavement Markings - ITEP
- Skokie Valley Trail Phase I Engineering - Invest in Cook
- Chestnut Avenue Bike Trail - ITEP
- East Lake Avenue and Waukegan Road Intersection Improvements - CMAQ
- Willow Road and Shermer Road Intersection - Invest in Cook
- Glenview Road Streetscape Phase II and Construction - STP-Local
- Springdale Avenue Sidewalk Improvements - Safe Routes to School

Flossmoor, IL

- Central Business District Streetscape Improvements Phase I Engineering - Invest in Cook

Prairie Grove, IL

- Nish Road Improvements - STP-Local

Richmond, IL

- Commercial Street Resurfacing - STP-Local

Bull Valley, IL

- Thompson Road Resurfacing - STP-Local

Matthew Vander Velden

Transportation Grant Writer



Joined Firm in 2023

Years of Experience: 2

EDUCATION

A.S., Civil Engineering, Northeast Wisconsin Technical College, 2023

Matt specializes in identifying, developing, and securing funding for transportation projects through federal and state programs. With experience preparing successful STP and ITEP applications, he has helped municipalities throughout northern Illinois obtain critical funding for roadway, pedestrian, and multimodal improvements.

GRANT FUNDING APPLICATION ASSISTANCE

Arlington Heights, IL

- Hintz Road Improvements - STP-Local
- Dryden Avenue Improvements - STP-Local
- Arthur Avenue Improvements - STP-Local

Glenview, IL

- Shermer Road Improvements - STP-Local
- Glenview Road Improvements - STP-Local

Wood Dale, IL

- Mittel Drive Resurfacing - STP-Local

West Dundee, IL

- First Street Improvements - STP-Local

Waukegan, IL

- Sheridan Road Improvements - STP-Local

Richmond, IL

- Commercial Street Resurfacing - STP-Local

Plainfield, IL

- Drauden Road Improvements - STP-Local

Warrenville, IL

- IL 59 Multi-Use Path - ITEP

Park Ridge, IL

- Dee Road Resurfacing Phase II and Construction - STP-Local

Bull Valley, IL

- Thompson Road Resurfacing Phase II and Construction - STP-Local

BAXTER & WOODMAN Consulting Engineers

Cecily Cunz, AICP

Green Infrastructure Grant Writer



Joined Firm in 2023

Years of Experience: 14

EDUCATION

M.U.P.P., Urban Planning & Policy, University of Illinois at Chicago

B.S., Business Administration, University of Illinois at Urbana-Champaign

CERTIFICATIONS

Certified Planner, American Institute of Certified Planners

McKinsey & Company Latino Management Accelerator: Adaptability & Resilience; Problem Solving; Strategy

Geospatial Analysis & Visualization Certificate, University of Illinois at Chicago

ASSOCIATIONS

American Planning Association

BAXTER & WOODMAN Consulting Engineers

Cecily is an experienced grant writer specializing in securing funding for green infrastructure, watershed planning, and water quality improvement initiatives. Over 14 years, she has successfully prepared and submitted competitive applications for federal and state programs, including IEPA Section 319 Nonpoint Source Pollution Control Grants, IEPA 604B Water Quality Management Grants, IEPA GIGO, IDNR Open Space Lands Acquisition and Development (OSLAD), and National Fish & Wildlife Foundation Chi-Cal Rivers Fund.

REPRESENTATIVE PROJECTS

Bloomington Normal Water Reclamation District, IL
Sunnyside Park Sustainability Initiative - OSLAD Grant
Developed and submitted the successful $600K OSLAD grant for the District's Sunnyside Park Sustainability Initiative, supporting park enhancements, green stormwater infrastructure, and community-focused environmental improvements.

Bloomington Normal Water Reclamation District, IL
Sugar Creek Greenway Vision Plan - IEPA Section 319 Grant
Prepared a comprehensive IEPA Section 319 grant application for the Sugar Creek Stream and Wetland Restoration. Project goals include identifying ways the greenway could serve as a nutrient sink for the District, a brief study of existing conditions within the Greenway project area, conducting a parcel prioritization process, and determining potential restorations that could occur on each parcel.

Barrington School District 220, IL
Flint Creek Dreamway - IEPA Section 319 Grant
Collaborated on the successful Flint Creek grant application, securing $300K in funding for stream restoration and stormwater quality improvements.

DeKalb County Soil & Water Conservation District, IL
Somonauk Creek Watershed Plan - IEPA 604B and Section 319 Grants
Led grant preparation for the Somonauk Creek Watershed Plan through the IEPA 604B program and a Section 319 grant.

Kaitlin A. Wright, PE

Water/Wastewater Grant Writer



Joined Firm in 2014

Years of Experience: 11

EDUCATION

B.S., Civil Engineering, Bradley University, 2014

REGISTRATIONS

Licensed Professional Engineer: Illinois

HONORS/AWARDS

2025 Rising Star in the AEC Industry Award, Zweig Group

PAPERS/PRESENTATIONS

Let's Talk About Lead

- WATERCON 2025 (Peoria, IL)
- ISAWWA Fall Regulatory Update, October 2024
- MCWWA Luncheon, May 2024
- NSWWA Luncheon, January 2024

Kaitlin is experienced in the planning and design of water and wastewater infrastructure. Currently, she is focusing strongly on Lead Service Line Replacement programs both locally and in other regions of the country. Kaitlin has a thorough understanding of the regulatory compliance requirements for lead service line replacements.

LEAD WATER SERVICE LINE

West Dundee, IL

Phase I Lead Service Line Replacement Program

Project Advisor/Manager for the design, resident coordination, bidding, and construction oversight of the Village's first phase of their Lead Service Line Replacement Program. Work included replacement of over 250 lead water service lines and potholing 100 suspected copper service lines, including developing bidding documents, resident engagement and education, and providing guidance during construction, all while meeting state and federal regulatory requirements. This is the first phase of the Village's 3-Year Replacement Program and utilized a loan through the IEPA Public Water Supply Loan Program.

East Dundee, IL

2026 Lead Water Service Line Replacement

Project Advisor/Manager for the design, resident coordination, bidding, and construction of the Village's 2026 Lead Service Line Replacement Program. The project had an expedited timeline to complete work in advance of the Village's upcoming road resurfacing program. Work included replacement of over 35 lead water service lines, including developing bidding documents, resident engagement and education, and providing guidance during construction, all while meeting state and federal regulatory requirements.

Arlington Heights, IL

2025 Euclid Avenue Water Main Improvements

Project Advisor for design, resident coordination, and bidding of lead service line replacements along Euclid Avenue between IL 14 and Waterman Avenue. A complicated water main replacement project navigating a corridor with numerous utilities, this project also included nearly 80 lead water service lines impacted.

Alyson Walz
Water/Wastewater Grant Writer



Joined Firm in 2023

Years of Experience: 2

EDUCATION
Master's of Legal Studies, University of Arizona, 2025

B.A., Environmental Studies: Sustainable Business, North Central College, 2023

ASSOCIATIONS
American Public Works Association

TRAINING/CERTIFICATION
PACP/LACP/MACP, NASSCO

BAXTER & WOODMAN Consulting Engineers

Alyson is a dedicated professional with over two years of experience. She has gained experience in the financial aspects of public works, particularly through her work on assistance with IEPA loan applications and project plans, as well as utility rate studies.

REPRESENTATIVE PROJECTS

East Dundee, IL
IEPA Loan Application Assistance
Project Engineer for the Village's IEPA Loan Application. Led the development of a loan application package for submission to the IEPA's State Revolving Fund program. Responsibilities included gathering and organizing financial and project documentation, coordinating with City staff to compile required attachments, and ensuring alignment with IEPA application guidelines.

DeKalb, IL
IEPA Loan Application Assistance
Project Engineer for the City's IEPA Loan Application. Led the development of a loan application package for submission to the IEPA's State Revolving Fund program. Responsibilities include gathering and organizing financial and project documentation, coordinating with City staff to compile required attachments, and ensuring alignment with IEPA application guidelines.

Park Forest, IL
IEPA Loan Application Assistance
Project Engineer for the Village's IEPA Loan Application. Prepared and submitted a complete loan application package to the IEPA's State Revolving Fund program. Tasks included assembling financial documentation, verifying project eligibility, coordinating with Village staff for required attachments, and ensuring compliance with IEPA submittal requirements. Supported follow-up communication with IEPA to facilitate timely approval and funding.

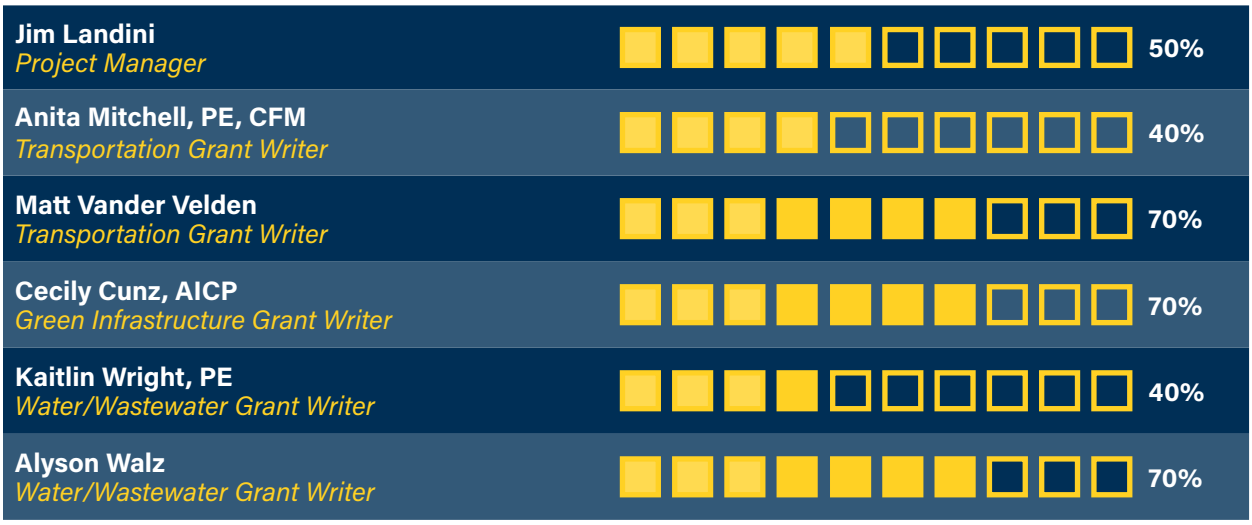
Macomb, IL
IEPA Project Plan Report
Project Engineer for the City's IEPA Project Plan Report. Developed a comprehensive Project Plan Report in support of the City's application to the IEPA's State Revolving Fund program.

Workload and Availability

Baxter & Woodman is committed to serving our clients, and we carefully monitor the current and projected workload for each of our employees. We understand the importance of being responsive to our clients' needs, and we always consider the impact an awarded project will have on the workload of our staff.

Based on our experience with on-call contracts, we know that efficiency, proactive communication, and attention to detail are critical. Our 20+ available funding-focused staff understands the high demand for timely completion of on-call work with a variety of clients at the state, county, and local agency level. Having a strong understanding of anticipated calls for projects and grant application deadlines, we will work with City staff to develop strong applications that meet grant agency deadlines.

We are confident that - with our flexible approach and ample support staff - we will provide you with successful, efficient, and reliable grant assistance consulting services.



References

Bloomington Normal Water Reclamation District, IL

Various Grant Applications

Baxter & Woodman assisted the Bloomington Normal Water Reclamation District (BNWRD) with multiple grant applications to advance the District's green infrastructure and sustainability initiatives. Through these efforts, BNWRD secured significant state funding, including **$1,326,075** from the IEPA GIGO program for the Goose Creek Green Infrastructure Restoration project, and **$600,000** from the IDNR OSLAD program for the Sunnyside Park Sustainability Initiative. These projects will improve stormwater management, enhance community resilience, and promote long-term environmental sustainability within the District's service area.

Reference
Tim Ervin, Executive Director
Bloomington Normal Water Reclamation District
115 E. Washington Street, Suite 402
Bloomington, IL 61701
(309) 827-4396
tervin@bnwrdil.gov

City of Waukegan, IL

Various Grant Applications

Baxter & Woodman assisted the City of Waukegan with various grant applications for numerous funding sources. Baxter & Woodman led the extensive application requirements for the City to secure **$3,452,972** in Congressionally Directed Spending for the City's Water Treatment Plant SCADA, PLC System, and MCC Upgrades, meeting with the USEPA, municipal officials, and the design and construction teams to develop a detailed project workplan and budget narrative. We've highlighted several successful funding applications below:

Reference
Thomas Maillard, Special Projects/Legislative Affairs
City of Waukegan
100 N. Martin Luther King Jr. Avenue
Waukegan, IL 60085
(847) 599-2534
thomas.maillard@waukeganil.gov

Project	Funding Source	Amount
WTP SCADA/PLC System/MCC Upgrades	Congressionally Directed Spending	$3,452,972
Greenwood Avenue Bridge Replacement	STP-BR	$5,805,000
Sheridan Road Resurfacing	STP	$913,600
Glen Flora Avenue Resurfacing	STP	$707,840
North Avenue Resurfacing	STP	$904,480

Village of Glenview, IL

Various Grant Applications

In addition to providing the Village of Glenview municipal engineering services, Baxter & Woodman regularly works with Village staff to help secure funding for projects in their CIP. Recent applications include:

- Wagner Road Flood Control - Army Corps of Engineers
- Tall Trees Neighborhood Improvements - Army Corps of Engineers and MWRD Stormwater Partnership
- Dewes/Henley/Harlem - FEMA Hazard Mitigation Grant and MWRD Stormwater Partnership
- East of Harms Pump Station - FEMA Hazard Mitigation Grant
- East of Harms Improvements - MWRD Stormwater Partnership
- Streambank Stabilization - IEPA Section 319
- Skokie Valley Trail Improvements - Invest in Cook
- Chestnut Avenue Bike Trail - ITEP
- East Lake Avenue & Waukegan Road Intersection - CMAQ
- Willow Road & Shermer Road Improvements - Invest in Cook
- Glenview Road Streetscape Phase II and Construction - STP
- Springdale Avenue Sidewalk Improvements - Safe Routes to School

Reference
Adriana Webb, Deputy Director of Public Works
Village of Glenview
2500 E. Lake Avenue
Glenview, IL 60026
(847) 904-4414
awebb@glenview.il.us

Village of West Dundee, IL

Various Funding Applications

Baxter & Woodman assisted the Village of West Dundee in securing a loan for $3,123,691.42 at 0 percent interest through the IEPA PWSLP for implementation of the Village's Phase 1 Lead Service Line Replacement Program. The project focuses on the design and construction of lead service line replacements throughout the community to protect public health and confirm compliance with Illinois' lead reduction mandate. Baxter & Woodman coordinated with IEPA throughout the funding application and project development process to meet program requirements and secure the most favorable loan terms for the Village.

In addition to the Lead Service Line Replacement Program, Baxter & Woodman secured Surface Transportation Program (STP) funds on behalf of the Village for a resurfacing project on Sleepy Hollow Road, extending from IL 72 to Huntley Road. The project includes roadway resurfacing, ADA accessibility improvements, and construction of a new multi-use path that connects to the existing paths along Huntley Road and Carrington Drive, enhancing pedestrian and bicycle connectivity throughout the community.

Reference
Joe Cavallaro, Village Manager
Village of West Dundee
555 S. 8th Street
West Dundee, IL 60118
(847) 551-3800
jcavallaro@wdundee.org



Rendering of proposed shared-use path for West Dundee's Sleepy Hollow Road Resurfacing project

Additional Funding Experience

We assist our clients with identifying and securing funding for their capital improvements, including grants, loans, Tax Increment Financing, Special Improvement Districts, and Special Service Areas.

	CLIENT	Project	Funding Source	Amount
TRANSPORTATION	**Warrenville**	IL 59 Multi-Use Path	ITEP	$3,000,000
	Glenview	Shermer Road	STP-L	$2,574,000
	Richmond	Commercial Street	STP-L	$1,334,000
	Wood Dale	Mittel Drive Resurfacing	STP-L	$974,450
	Waukegan	Sheridan Road	STP-L	$913,600
	Plainfield	Drauden Road	STP-L	$812,080
	West Dundee	First Street	STP-L	$686,529
WATER/SEWER	**Momence**	STP Improvements	IEPA	$32,100,000
	Lockport	WWTP Phase 2 Expansion	IEPA	$60,000,000
	Kishwaukee WRD	2025 WWTP Improvements	IEPA	$26,000,000
	BNWRD	Clearview SD Regionalization	IEPA	$2,183,000
	Berkeley	2025 Sanitary Sewer Rehab	CDBG	$335,000
	Highwood	Western Ave Pump Station	IKE/DCEO	$577,000
STORMWATER	**Glenview**	Stormwater Relief	MWRD	$6,000,000
	Oak Forest	Waverly Ave Culvert	IKE/DCEO	$593,000
	Buffalo Grove	Aptakisic Creek Streambank	USEPA - STAG	$25,000
	Buffalo Grove	Buffalo Creek - Phase 2	Illinois First	$150,000
	Wood Dale	Floodplain Property Acq.	FEMA HMG	$1,094,000
	New Lenox	Drainage Improvements	IDNR	$25,000
GREEN INFRAST-RUCTURE	**BNWRD**	Goose Creek Restoration	IEPA GIGO	$1,326,075
	Glenview	Village Hall Green Parking	MWRD GI	$489,000
	Glenview	Village Hall Green Parking	IEPA GIGO	$400,000

Lake County Stormwater Management Commission Program Funding Experience

Baxter & Woodman staff works with various Lake County communities to help them secure funding through Lake County's Stormwater Management Commission's (SMC) funding programs. These programs include:

Watershed Management Board (WMB)

The purpose of this SMC program is to help fund drainage improvement and flood reduction projects. It is a cost-share grant program, meaning it is not intended to fully fund a project and applications that show a greater portion of outside funding generally rank higher in priority for funding. Funding is generally distributed proportionately among the four major watersheds of Lake County.

Typical annual funding for the entire WMB program is approximately $150,000.

Stormwater Infrastructure Repair Fund (SIRF)

The primary purpose of this SMC grant program is to help with resolving inter-jurisdictional drainage and flooding related problems. These problems are often discovered through SMC's Citizen Inquiry Response System (CIRS) and Flood Hazard Inventory process.

Typical annual funding for the entire WMB program is approximately $100,000.

SUCCESS STORIES

Baxter & Woodman successfully assisted the Village of Round Lake in receiving funding for development of a downtown regional stormwater storage basin.

We also successfully assisted the Village of North Barrington in obtaining funding to develop a stormwater resource inventory of detention basins and stormwater wetlands, and included inspections, assessments, and maintenance recommendations for each.

Stormwater Capital Improvement Program (STOCIP)

STOCIP is a funding program that SMC proposed in 2019. The purpose of this program is to partially fund projects that resolve multi-jurisdictional drainage and flood damages. Projects that preserve and improve water quality are also eligible. Available funds through this program are far greater than WMB or SIRF.

Initial annual funding for this program by the County Board was $2,000,000 but this was increased significantly with an allocation from the State of Illinois to address a growing backlog of stormwater-related projects in Lake County.

As a member of the SMC Technical Advisory Committee, we helped develop the ranking strategy for assessing the benefit of applications so we are well aware of the various criteria that are evaluated.

IEPA offers loans at low interest rates. Historically, the interest rate has been half the market value.

For fiscal year July 1, 2025 through June 30, 2026, the interest rate is:

2.16%
on a 20-year loan







IEPA State Revolving Fund

Baxter & Woodman has helped numerous communities obtain funding from the Illinois Environmental Protection Agency (IEPA) State Revolving Fund. The SRF includes two programs: the **Public Water Supply Loan Program** (PWSLP) for drinking water projects and the **Water Pollution Control Loan Program** (WPCLP), which funds both wastewater and stormwater projects.

The demand for SRF funds exceeds availability. We can help navigate through the process of preparing planning documents, financial packages, design and bidding documents, and various legal documents required by the loan program to help your project score higher than the competition.

We have helped communities secure more than $100M in funding over the last 10 years. Some examples include:

COMMUNITY	PROJECT	AMOUNT
Beecher	WWTP	$10M
Belvidere	Tertiary Treatment Disc Filter	$3M
Bloomingdale	WWTP/Collection System	$15M
Crystal Lake	WWTP	$15.1M
DeKalb	Water Main Improvements	$1.7M
Elmhurst	Various WWTP Improvements	$28M
Frankfort	WWTP and Interceptor Sewer	$7M
Genoa	Elevated Water Tank Repainting	$500K*
Genoa	Genoa St. Water Main Replacement	$750K*
Genoa	Well No. 4 Improvements	$400K*
Hoffman Estates	Golf Rd. Lift Station	$2M
Park Forest	Water Main Replacement	$4M
Rochelle	WRF Improvements	$7M
Western Springs	Water Main Improvements	$500K
Western Springs	Well No. 5 & Transmission Main	$4.3M
Wheaton San. Dist.	Northside Interceptor Sewer	$38M

**Includes grant. Grants are available for disadvantaged communities*

MWRD Stormwater Funding Experience

Baxter & Woodman has been helping match municipal projects with Metropolitan Water Reclamation District of Greater Chicago (MWRD) stormwater funding since 2012, shortly after MWRD granted the authority to fund local stormwater projects and before the Green Infrastructure Partnership Program, the Stormwater Partnership (Phase II) Program, and the Master Planning Program were established. Nearly every year since 2012, Baxter & Woodman has successfully assisted one or more municipalities in gaining MWRD Stormwater Partnership Funding, and designed and/or constructed municipal stormwater projects with MWRD partnership.

> After initiation of a recent MWRD Green Infrastructure design project, Baxter & Woodman received the following recognition from MWRD staff:
>
> **"Now that I know Baxter & Woodman is part of this project, I have less to worry about."**
>
> -Jim Yurik, Former Principal Engineer
> MWRD, Green Infrastructure Department

Our engineers have long-standing relationships with the MWRD stormwater department, green infrastructure department, and permitting department staff. These relationships provide us with a strong understanding of MWRD's practices, preferences, and policies.

Baxter & Woodman's strong track record of completing MWRD-funded stormwater improvement projects efficiently is realized through our strong commitment to meet MWRD's partnership goals and efficient coordination with MWRD staff.

MWRD-Funded Project Experience

Village/City	Project	Funding Assistance	Design Engineering	Construction Observation
Skokie	Police Headquarters and Devonshire Park	■	■	■
Skokie	2020 Green Alley Program	■	■	■
Northbrook	Wescott Park Underground Stormwater Storage Facility	■	■	■
Glenview	East of Harms Road	■	■	■
Glenview	East of Harms Road Drainage Improvements	■	■	■
Kenilworth	Green Infrastructure Project	■	■	■
Wilmette	Village Hall Retrofit	■		
La Grange	Village Hall and Lot 8 Retrofits	■		
Arlington Heights	Police Station Permeable Pavers and Rain Garden	■		

Working with Highland Park

For 40 years, Baxter & Woodman has assisted the City of Highland Park complete a wide range of projects. Our most recent projects and ongoing contracts include:

2025	Havenwood Avenue Improvements
2025	Drainage & Grading Plan Review Services
2025	Water Plant On-Call Engineering
2025	Dean Avenue Bridge Phase I
2025	Grant Assistance Consulting Services
2024	Park Avenue West Multi-Use Path

Personnel Hourly Rates

Key Personnel	Role	Hourly Rate
Jim Landini	Project Manager	$200
Anita Mitchell, PE, CFM	Transportation Grant Writer	$225
Matt Vander Velden	Transportation Grant Writer	$115
Cecily Cunz, AICP	Green Infrastructure Grant Writer	$220
Kaitlin Wright, PE	Water/Wastewater Grant Writer	$220
Alyson Walz	Water/Wastewater Grant Writer	$145

City of Highland Park
1150 Half Day Rd.
Highland Park, Illinois 60035

Public Works Department

PROFESSIONAL SERVICES AGREEMENT
GRANT ASSISTANCE CONSULTING SERVICES

This **PROFESSIONAL SERVICES AGREEMENT** (***"Agreement"***) is dated as of the _____ day of _____, 20_____, and is by and between the **CITY OF HIGHLAND PARK**, an Illinois home rule municipal corporation (***"City"***), and the Consultant identified in Section 1.A of this Agreement.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and pursuant to the City's statutory and home rule powers, the parties agree as follows:

SECTION 1. CONSULTANT.

A. Engagement of Consultant. The City desires to engage the Consultant identified below to perform and to provide all necessary professional consulting services to perform the work in connection with the project identified below:

Consultant Name ***("Consultant")***	CivilTech Engineering, Inc.
Address	Two Pierce Place, Suite 1400
City, State Zip	Itasca, IL 60143
Phone	630.773.3900
Email	jwoods@civiltechinc.com
Project Name/Description	PSA - Grant Assistance Consulting Services
Agreement Amount	$ or See Exhibit A

B. Project Description. Subsequent to City Council approval and under broad supervision and direction from the Director of Public Works, provide assistance and recommendations related to grant funding opportunities which may lead to grant application submittals, as more fully described in the proposal attached to this Agreement as **Exhibit A** (***"Proposal"***).

C. Representations of Consultant. The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the consulting services that are set forth in the Proposal (***"Services"***) in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

SECTION 2. SCOPE OF SERVICES.

A. Retention of the Consultant. The City retains the Consultant to perform, and the Consultant agrees to perform, the Services.

B. Services. The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.

C. Commencement; Time of Performance. The Consultant shall commence the Services immediately upon receipt of written notice from the City that this Agreement has been fully executed by the Parties (***"Commencement Date"***). The Consultant shall diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by the City, but in no event later than December 31, 2026 (***"Time of Performance"***). The City may modify the Time of Performance at any time upon 15 days prior written notice to the Consultant. Delays caused by the City shall extend the Time of Performance in equal proportion to the delay caused by the City; provided, however, that the Consultant shall be responsible for completion of all work within the Time of Performance, notwithstanding any strike or other work stoppage by employees of either Consultant or of the City. This Agreement may be renewed for no more than four additional and consecutive one-year terms upon the mutual written consent of the City and Consultant. For all services performed by Consultant during any renewal term, Consultant shall be paid an amount equal to the proposed costs in Exhibit A, as adjusted by the Consumer Price Index for all Urban Consumers published by the Bureau of Labor Statistics of the United States Department of Labor for Chicago-Naperville-Elgin, IL-IN-WI, All Items (1982-84=$100) for the previous calendar year, except as the City and Consultant may otherwise mutually agree, however such adjustment shall not exceed three percent (3%). ("**Renewal Terms**").

D. Reporting. The Consultant shall regularly report to the City Manager, or his designee, regarding the progress of the Services during the term of this Agreement.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

A. Agreement Amount. The total amount paid by the City for the Services pursuant to this Agreement shall not exceed the amount identified as the Agreement Amount in Section 1.A of this Agreement. No claim for additional compensation shall be valid unless made in accordance with Sections 3.D or 3.E of this Agreement.

B. Invoices and Payment. The Consultant shall submit invoices in an approved format to the City for costs incurred by the Consultant in performing the Services. The amount billed in each invoice for the Services shall be based solely upon the rates set forth in the Proposal. Final pay request shall include, without limitation: (i) all final waivers of lien; and (ii) all final certified payrolls, as required. The City shall pay to the Consultant the amount billed within 45 days after receiving such an invoice.

C. Records. The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the City to inspect and audit all data and records of the Consultant for work done pursuant to this Agreement. The records shall be made available to the City at reasonable times during the term of this Agreement, and for one year after the termination of this Agreement.

D. Claim In Addition To Agreement Amount.

1. The Consultant shall provide written notice to the City of any claim for additional compensation as a result of action taken by the City, within 15 days after the occurrence of such action.

2. The Consultant acknowledges and agrees that: (a) the provision of written notice pursuant to Section 3.D.1 of this Agreement shall not be deemed or interpreted as entitling the Consultant to any additional compensation; and (b) any changes in the Agreement Amount shall be valid only upon written amendment pursuant to Section 8.A of this Agreement.

3. Regardless of the decision of the City relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the work required to complete the Services under this Agreement, as determined by the City, without interruption.

E. Additional Services. The Consultant acknowledges and agrees that the City shall not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant

that are outside the scope of this Agreement (***"Additional Services"***), regardless of whether such Additional Services are requested or directed by the City, except upon the prior written consent of the City.

F. Taxes, Benefits, and Royalties. Each payment by the City to the Consultant includes all applicable federal, state, and City taxes of every kind and nature applicable to the Services, as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits, and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by the Consultant.

G. Final Acceptance. The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the City of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

SECTION 4. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The Key Project Personnel identified in the Proposal shall be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel shall not be changed without the City's prior written approval.

B. Availability of Personnel. The Consultant shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the City as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant shall have no claim for damages and shall not bill the City for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

C. Approval and Use of Subcontractors. The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved in advance by the City in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the City. The City's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the City and consistent with commonly accepted professional practices, the Consultant shall immediately upon notice from the City remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement, or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

SECTION 5. CONFIDENTIAL INFORMATION.

A. Confidential Information. The term ***"Confidential Information"*** shall mean information in the possession or under the control of the City relating to the technical, business, or corporate affairs of

the City; City property; user information, including, without limitation, any information pertaining to usage of the City's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. City Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the City prior to the time of disclosure of such information to the Consultant pursuant to this Agreement (***"Time of Disclosure"***); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the City; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the City to maintain such information in confidence.

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the City under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the City. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 6. STANDARD OF SERVICES AND INDEMNIFICATION.

A. Representation and Certification of Services. The Consultant represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the City.

B. Indemnification. The Consultant shall, and does hereby agree to, indemnify, save harmless, and defend the City against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with the Consultant's performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications set forth in Section 6.A of this Agreement.

C. Insurance. The Consultant shall provide, at its sole cost and expense, liability insurance in the aggregate amount of $1,000,000, which insurance shall include, without limitation, protection for all activities associated with the Services. The insurance shall be for a minimum of $1,000,000 per occurrence for bodily injury and $1,000,000 per occurrence for property damage. The Consultant shall cause the City to be named as an additional insured on the insurance policy described in this Section 6.C. Not later than 10 days after the Commencement Date, the Consultant shall provide the City with either: (a) a copy of the entire insurance policy; or (b) a Certificate of Insurance along with a letter from the broker issuing the insurance policy to the effect that the Certificate accurately reflects the contents of the insurance policy. The insurance coverages and limits set forth in this Section 6.C shall be deemed to be minimum coverages and limits, and shall not be construed in any way as a limitation on the Consultant's duty to carry adequate insurance or on the Consultant's liability for losses or damages under this Agreement.

D. No Personal Liability. No elected or appointed official or employee of the City shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.

A. Relationship of the Parties. The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed: (1) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the City and Consultant; or (2) to create any relationship between the City and any subcontractor of the Consultant.

B. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no elected or appointed City official, employee or agent has a personal financial interest in the business of the Consultant or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither Consultant nor any person employed or associated with Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither Consultant nor any person employed by or associated with Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the City prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the City for all loss or damage that the City may suffer, and this Agreement shall, at the City's option, be null and void.

D. Termination. Notwithstanding any other provision hereof, the City may terminate this Agreement at any time upon 15 days written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed, which shall be determined on the basis of the rates set forth in the Proposal.

E. Compliance With Laws and Grants.

1. Compliance with Laws. The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq*. The Consultant shall also comply with all conditions of any federal, state, or local grant received by the City or

the Consultant with respect to this Agreement or the Services. Further, the Consultant shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act.

2. Liability for Noncompliance. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or any of its subcontractors, performance of, or failure to perform, the Services or any part thereof.

3. Required Provisions. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

F. Default. If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (***"Event of Default"***), and fails to cure any such Event of Default within ten business days after the Consultant's receipt of written notice of such Event of Default from the City, then the City shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Cure by Consultant. The City may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.

2. Termination of Agreement by City. The City may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.

3. Withholding of Payment by City. The City may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the City as the result of any Event of Default by the Consultant or as a result of actions taken by the City in response to any Event of Default by the Consultant.

G. No Additional Obligation. The Parties acknowledge and agree that the City is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant or with any vendor solicited or recommended by the Consultant.

H. City Council Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by the Consultant to, vendors shall be subject to the approval of the City Council. For purposes of this Section 7.H, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to the City. The City shall not be liable to any vendor or third party for any agreements made by the Consultant without the knowledge and approval of the City Council.

I. Mutual Cooperation. The City agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the City may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the City in the performance and completion of the Services and with any other consultants engaged by the City.

J. News Releases. The Consultant shall not issue any news releases, advertisements, or other public statements regarding the Services without the prior written consent of the City Manager.

K. Ownership. Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received from the City by the Consultant in connection with any or all of the Services to be performed under this Agreement (***"Documents"***) shall be and remain the exclusive property of the City. At the City's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the City.

L. GIS Data. The City has developed digital map information through Geographic Information Systems Technology (***"GIS Data"***) concerning the real property located within the City. If requested to do so by the Consultant, the City agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

1. Limited Access to GIS Data. The GIS Data provided by the City shall be limited to the scope of the Services that the Consultant is to provide for the City;

2. Purpose of GIS Data. The Consultant shall limit its use of the GIS Data to its intended purpose of furtherance of the Services; and

3. Agreement with Respect to GIS Data. The Consultant does hereby acknowledge and agree that:

a. Trade Secrets of the City. The GIS Data constitutes proprietary materials and trade secrets of the City, and shall remain the property of the City;

b. Consent of City Required. The Consultant will not provide or make available the GIS Data in any form to anyone without the prior written consent of the City Manager;

c. Supply to City. At the request of the City, the Consultant shall supply the City with any and all information that may have been developed by the Consultant based on the GIS Data;

d. No Guarantee of Accuracy. The City makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use thereof; and

e. Discontinuation of Use. At such time as the Services have been completed to the satisfaction of the City, the Consultant shall cease its use of the GIS Data for any purpose whatsoever, and remove the GIS Data from all of the Consultant's databases, files, and records; and, upon request, an authorized representative of the City shall be afforded sufficient access to the Consultant's premises and data processing equipment to verify compliance by the Consultant with this Section 7.L.3.e.

SECTION 8. GENERAL PROVISIONS.

A. Amendment. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by the City and the Consultant in accordance with all applicable statutory procedures.

B. Assignment. This Agreement may not be assigned by the City or by the Consultant without the prior written consent of the other party.

C. Binding Effect. The terms of this Agreement shall bind and inure to the benefit of the City, the Consultant, and their agents, successors, and assigns.

D. Notice. All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or by (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of: (a) actual receipt; (b) one business day after deposit with an overnight courier, as evidenced by a receipt of deposit; or (c) four business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 8.D, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the City shall be addressed to, and delivered at, the following address:

City of Highland Park, Department of Public Works
1150 Half Day Road
Highland Park, Illinois 60035
Attention: Ron Bannon Director

With a copy to:

Elrod Friedman, LLP.
350 North Clark Street, Second Floor
Chicago, Illinois 60654
Attention: Steven M. Elrod, Corporation Counsel

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

_____
_____
_____
_____

With a copy to:

_____
_____
_____
_____

E. Third Party Beneficiary. No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the City.

F. Provisions Severable. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

G. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

H. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving

of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

I. Governing Laws. This Agreement shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

J. Authority to Execute.

1. The City. The City hereby warrants and represents to the Consultant that the persons executing this Agreement on its behalf have been properly authorized to do so by its corporate authorities.

2. The Consultant. The Consultant hereby warrants and represents to the City that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.

L. Waiver. Neither the City nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the City or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the City's or the Consultant's right to enforce such rights or any other rights.

M. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

N. Grammatical Usage and Construction. In construing this Agreement, pronouns include all genders and the plural includes the singular and vice versa.

O. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

P. Headings. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

Q. Exhibits. Exhibits A through ___ attached to this Agreement are, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between an Exhibit and the text of this Agreement, the text of this Agreement shall control.

R. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

PROFESSIONAL SERVICES AGREEMENT
GRANT ASSISTANCE CONSULTING SERVICES

S. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have executed this Agreement this _____ day of _____, 20____.

ATTEST:

By: _____

Ashley Palbitska, Deputy City Clerk

CITY OF HIGHLAND PARK

By: _____

Ghida S. Neukirch, City Manager

ATTEST:

By:_____

Print Name:_____

Title:_____

CONSULTANT:

By:_____
Executing Officer

Print Name:_____

Title:_____

649609_v6

PROFESSIONAL SERVICES AGREEMENT
GRANT ASSISTANCE CONSULTING SERVICES

EXHIBIT A

PROPOSAL

[TO BE PREPARED BY CONSULTANT AND ACCEPTABLE TO CITY]

[SHALL INCLUDE SCHEDULE]

CIVILTECH

REQUEST FOR PROPOSALS

Grant Assistance Consulting Services









City of Highland Park

October 24, 2025

SECTION 1

Cover Letter

Firm Description

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References

Current Highland Park Projects

Hourly Personnel Charges

Date
October 24, 2025

To
Mr. Ron Bannon
Director of Public Works
The City of Highland Park
1150 Half Day Road
Highland Park, IL 60035

Re
Request for Proposal
Grant Assistance Consulting Services

Civiltech Engineering, Inc.

www.civiltechinc.com

630.773.3900

Itasca
Two Pierce Place, Suite 1400
Itasca, IL 60143

Chicago
30 N LaSalle Street, Suite 3220
Chicago, IL 60602

Milwaukee
330 E. Kilbourn Avenue
Suite 1215, Tower One
Milwaukee, WI 53202

Follow us on social media.

Dear Mr. Bannon:

As specialists in grant funding, we're eager to partner with the City of Highland Park to identify, pursue, and secure funding opportunities. Grant funding is one of our core strengths and a service we are passionate about providing. This opportunity allows our multidisciplinary team to collaborate in support of a mission that aligns with our own: enhancing accessibility and safety for all roadway users.

Civiltech Engineering typically prepares 20 to 40 diverse grant applications annually. Within the past decade, we have helped secure over $675 million in funding for more than 70 projects across the Chicago region.

Our team has extensive experience with planning, design, and construction projects funded through various external sources. This includes a deep understanding of the federal-aid project process, which informs our approach to crafting high-scoring, competitive grant applications. We also provide end-to-end support, from identifying funding opportunities to guiding project implementation.

Our team includes planners, engineers, landscape architects, and environmental scientists who bring a broad and compelling perspective to each application. We understand how to align projects with community goals and strategic plans while ensuring technical feasibility. Given a City of Highland Park focus on active transportation, we bring specialized expertise in multimodal mobility and safety across all our departments.

Over the past several years, we've authored grant funding chapters for several suburban multimodal transportation plans, maintaining up-to-date knowledge of current funding programs. We've successfully submitted applications for a wide range of grants, including:

- STP Local
- CMAQ
- TAP-L
- RTA Access to Transit
- Openlands ComEd Green Region Program
- Invest in Cook
- MWRD
- CDBG
- STP-BR
- HSIP
- ITEP

What distinguishes our team is our responsiveness, collaborative approach, and the high-quality work we deliver: all key elements in developing successful grant applications. We invite you to check our references and welcome the opportunity to support the City of Highland Park in advancing its transportation and infrastructure goals.

If you have any questions about our proposal, do not hesitate to reach me at (630) 735-3942 or jwoods@civiltechinc.com. Thank you for considering our proposal. We look forward to the potential to work together.

Very truly yours,

James R. Woods

Jim Woods, P.E., PTOE
Senior Project Manager
CIVILTECH ENGINEERING, INC.

SECTION 2

Cover Letter

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FIRM PROFILE

Civiltech Engineering, Inc. is a professional consulting firm with its primary focus on Transportation Planning, Design, and Engineering. The firm offers a wide range of services while maintaining a high level of integrity and attention to detail on each and every area of the job.

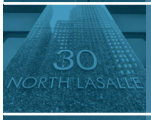
Civiltech's municipal client list includes over 85 villages and cities in the Chicago, Northern Illinois, Milwaukee, and Southeastern Wisconsin regions. Clients include multiple county and township DOTs, Illinois Tollway, Illinois Department of Transportation, Chicago Department of Transportation, the City of MIlwaukee Public Works, additional public agencies, as well as private sector clients. Civiltech realizes that success lies in the individual service and attention we provide to our clients. We are committed to providing top quality consulting engineering services. Through the years, we have earned a reputation for professional excellence and integrity.

Doing Business with Civiltech

Civiltech Engineering, Inc. was established in 1988 as a privately held Illinois corporation. We are licensed to do business in the States of **Illinois and Wisconsin.**



Corporate Headquarters
Two Pierce Place, Suite 1400
Itasca, IL 60143



Chicago Office
30 N LaSalle St., Suite 3220
Chicago, IL 60602



Milwaukee Office
330 E. Kilbourn Ave., Suite 1215, Tower 1
Milwaukee, WI 53202

37 Years of Service

4,100 Projects & Counting

260+ Satisfied Clients

140+ Dedicated Employees

55 Licensed P.E.'s

Technical excellence.
Responsive service.
Local knowledge.

Civiltech is a leader in innovative planning, design, and construction solutions.

Strong Reputation
We have developed a rapport with our municipal clients such that we have a clear understanding of the communications necessary with not only your staff but also the residents and business owners involved in any given project.

Responsiveness
Civiltech is responsive to our client's needs. We meet or exceed the client's schedule and requirements, and are always readily available if a problem arises in design or during construction. We stand behind our work.

Quality Work
We provide a quality product with a qualified and friendly staff. Our goal is to achieve 100% client satisfaction.

Adaptable
We continually keep abreast of current and/or changing federal and state funding programs that may be of financial benefit to the community.

Knowledge Sharing
Civiltech performs engineering services for many other municipalities, and therefore can share our experiences and information on techniques, new products or innovations that other communities are using that might be of benefit in your community.

Creative Solutions
Civiltech's staff has an enthusiasm for practical, yet creative, design and engineering solutions.

TALENT

Diverse Specialized Expertise

Since Civiltech was founded, we have grown to a staff of **over 140 professionals** including **55 Licensed Professional Engineers**.

Abc Director | Licensed Professional Engineer | Other Licensed Professional

OUR TRANSPORTATION ENGINEERING SERVICES STAFF

Environmental & Design Studies
Jen Hyman, P.E.

Urban Design & Traffic
Mike Folkening, P.E., PTOE

Design
Jon Vana, P.E.

Construction Engineering
Jim Ewers, P.E.

Landscape Architecture
Phil Hutchinson, LEED AP, PLA

Transportation Planning
Lissa Sweeney, AICP, LEED AP

Water Resources
Tom Liliensiek, P.E., CFM

Milwaukee Office
Amanda Kleinwachter, P.E.

Chicago Office
Chris Wolff, P.E.

Structures

Right of Way
Dave White

Nature-based Solutions
Barry Stuedemann, P.E., SPWS, ISA Certified Arborist

Quality Management
Dave Kreeger, P.E.

Licensed Professional Engineer	55
Certified PTOE	7
Certified Floodplain Manager	6
Licensed Drone Pilot	2
LEED Certified Professional	3
Licensed Appraiser	2
AICP Certified Planner	3
Lighting Engineer	2
Traffic Signal Engineer	1
Road Safety Professional	2
Professional Landscape Architect	1
Professional Geologist	1
Wetland Specialist	2
ISA Certified Arborist	2

Years of Experience at Civiltech Among Our Transportation Services Staff

≤4	58
5–10	34
11–15	8
16+	41

Our Operations Staff
Kyle Mishler

Finance — Bob Atchison

Human Resources

Information Technology

Marketing

Civiltech's Operations Staff partner with our Engineering team and provide robust services that keep the firm and our projects running smoothly.

PROJECT FUNDING

Stewards of Your Investment

Securing Funding For Keystone Projects

Civiltech offers our clients expert assistance in identifying and planning projects, and then finding and securing funding sources for project implementation. We have grant writing experts on staff and can help create a funding strategy and action plan. Our team has secured millions in funding dollars for communities through various county, state, and federal grant sources. We stay up to date on potential opportunities, and work with our clients to maximize all available funding.

$627M Funding Secured | **75+** Projects



Civiltech has administered and coordinated projects with all types of **funding sources** such as:

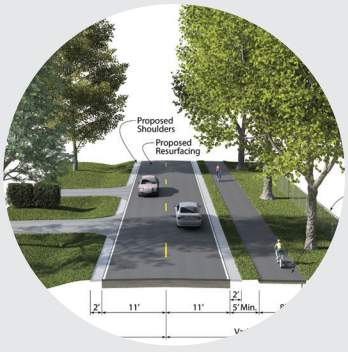
County, Special Assessment, Municipal, MFT, State, Federal

and **grant programs** such as:

ITEP, CMAQ, TAP, STP, STP-BR, Invest in Cook, MWRD, CDBG, HSIP, OSLAD, BIP

REPRESENTATIVE PROJECTS

The following projects demonstrate Civiltech's recent experience obtaining funding.



Church Road Corridor – Roadway and Bike Path
Village of Bensenville
CMAQ, CMAP (TAP), STP
$3.8 million awarded



Middlefork Savanna Bridge and Trail Connection
Lake County Forest Preserve District
TAP-L
$2.1 million awarded



York Road/Harger Road Intersection and Pedestrian Underpass
Village of Oak Brook
STP, CMAQ, and TAP-L
$4.3 million awarded



Flood Control Project
Village of Berkeley
MWRD, CDBG, EDP
$7.6 million awarded

SECTION 3

Cover Letter

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Choosing a team that truly understands what drives a successful grant application is essential, especially when considering the specific nature of the grant and the key factors that impact outcomes. Our team brings deep expertise in a wide range of funding opportunities, from developing funding strategies for community-wide transportation plans to crafting compelling, successful grant proposals. Below are **key examples of how we'll apply our proven track record** to help the City of Highland Park obtain grant funding that supports its community goals, organized into the four key facets of the desired scope.

Researching Grants:

Funding Source Research Experts:

In every community-wide planning effort we complete, such as the **City of Highland Park Transit Plan** and the **Village of Oak Brook Shared-Use Path and Bike Route Master Plan,** Civiltech includes a dedicated implementation chapter. This section outlines actionable steps and identifies potential funding sources to support the plan's recommendations. As part of this work, we research and compile comprehensive lists of applicable grants from state, regional, and local agencies, as well as nonprofit organizations, foundations, and relevant municipal conferences, tailored to the specific project types.

Since grant requirements often change from year to year, we remain up to date on current funding opportunities and guidelines. Our staff regularly attends available grant webinars to stay informed on new developments, requirements, and best practices. We share this knowledge with our clients. Drawing on the experience we've gained developing grant roadmaps for numerous communities, we are well-positioned to recommend potential funding sources that align with future City of Highland Park projects.

Applying Funding Sources to Projects:

Civiltech continuously evaluates available funding sources throughout the planning and engineering phases to identify the most effective options for securing project funding. As the project scope becomes more defined, new funding opportunities previously inapplicable during early stages may become relevant. Since funding guidelines and eligibility criteria often shift from one cycle to the next, we remain attentive to these changes to ensure the best possible alignment with current opportunities. We assisted the **City of Evanston** in obtaining funding for its **Church Street Bike and Pedestrian** project as part of the Phase I Study that we completed. The City obtained Illinois Transportation Enhancement Program (ITEP) funding to cover a portion of Construction Engineering and Construction, however this grant's maximum $3M award would not fully fund these phases. Civiltech subsequently assisted the City by preparing a successful Local Transportation Alternatives Program (TAP-L) grant application through the Chicago Metropolitan Agency for Planning (CMAP) which earned the project an additional $1.4M for these phases. We proactively plan for future phases and explore innovative, multi-tiered funding strategies, as a single grant is often insufficient to fully support a project.

Reviewing Grant Guidelines:

Grant Writing Leaders:

Jim Woods, P.E., is one of Civiltech's in-house experts on grant guidelines and would continue to lead this effort for the City as he has done for the past three years. He has 28 years of experience in the implementation of federal-aid transportation projects and securing funding for municipalities in the Chicago Region. Jim has prepared successful applications for various communities through the Local Surface Transportation Program (STP-L), Local Bridge Formula Program (LBFP), Congestion Mitigation and Air Quality (CMAQ) program, Local Transportation Alternatives Program (TAP-L), Illinois Transportation Enhancement Program (ITEP), and Highway Safety Improvement Program (HSIP). One of Jim's strengths is preliminarily applying scoring metrics to a project in order to assess its likelihood of success. For example, the City of Highland Park had submitted STP-L applications for a handful of roadway corridors over multiple cycles without receiving an award. After staff became disheartened, **Jim reviewed the City's previous application strategy and recommended a revised approach which led to a successful award in the next cycle.** In addition, our team evaluates the overall cost and schedule in relation to the expected benefits. Some grant programs carry significant requirements and obligations, which can make them impractical for smaller projects.

Another one of our key personnel, **Lissa Sweeney,** leads a team that tracks, writes and submits all transportation-related grants for the City of Chicago (CDOT). This multidisciplinary team views every grant application as an opportunity to tell a compelling planning story. This approach has resulted in securing CDOT **almost a half-billion dollars of funding over the past three years alone.** A few federal funding awards include Safe Streets and Roads for All (SSA), Bridge Investment Program (BIP), and Reconnecting Communities. Josie Willman, our graphics lead, creates compelling infographics and maps to support applications that illustrate how projects improve overall connectivity. She distills engineering jargon for the grant application reviewer.







Technical Leaders:

We understand that successful grant applications require more than a compelling narrative. They must demonstrate technical feasibility, accurate construction costs, and clear implementation strategies. As illustrated in our firm's infographic and organizational chart, we offer **a robust, multidisciplinary team entirely in-house.** Our team includes experts in preliminary, design, and construction engineering, as well as structural, drainage, and traffic engineering, right-of-way, landscape architecture, and transportation planning. This ensures that all technical aspects of your project are addressed with depth and precision.

Creating Grant Submittals:

Repeat Customers:

We have successfully helped communities secure grant funding through a wide range of programs, and many of those communities, such as the City of Highland Park, are repeat clients. For example, we have completed nearly ten underpasses along the Millennium Trail, including the Gilmer Road underpass for the Lake County Forest Preserve District. In 2011, we secured ITEP funding for both the Gilmer Road and Grand Avenue underpasses. Since then, we have continued to obtain funding to support the District's efforts toward the Lake County 100-Year Vision, which envisions a "healthy and resilient landscape with restored and preserved natural lands, waters, and cultural assets."

In Highland Park, we are well-positioned to build on previous successes and support the community's ongoing efforts. The Move Highland Park plan outlines goals such as developing "a continuous, interconnected cycling and pedestrian system" and "providing funding for bicycle and pedestrian-related improvements." We are ready to help Highland Park leverage its existing assets and past initiatives to achieve these goals.

Grant Application Submittal:

Collaborative and Reliable Consultants:

Meeting deadlines, maintaining flexibility, and being easy to work with are essential qualities for successful grant pursuits. One example is the York Road/Harger Road Intersection Improvement in the Village of Oak Brook. This project involved an intersection reconstruction/realignment, traffic signal installation, and a shared-use trail underpass. **Civiltech prepared winning STP-L and CMAQ applications, in addition to providing preliminary, design, and construction engineering for this award-winning project.** Civiltech continues to prepare funding applications for the Village of Oak Brook. We typically complete 20 to 40 grant applications each year across a variety of funding sources, including STP, CMAQ, TAP, ITEP, and HSIP. Our team brings flexibility and responsiveness to the process, which is essential given that there is usually only a two-month window between the call for projects and the submission deadline. Additionally, program guidelines are often updated annually, requiring us to stay current and adapt quickly to new requirements.



The clients for which we have prepared grant applications include:

- City of Highland Park
- City of Chicago
- Village of Arlington Heights
- Lake County
- City of North Chicago
- Village of Libertyville
- Village of Elk Grove Village
- Village of Schaumburg
- Lake County Forest Preserve District
- Village of Berkeley
- Village of Bensenville
- City of Elmhurst
- Village of Buffalo Grove
- Cook County
- Village of Vernon Hills
- Village of Oak Brook
- Village of Glen Ellyn
- Village of Villa Park
- City of Joliet
- Libertyville Township Highway Department
- Village of Wheeling
- City of Des Plaines
- Village of Grayslake
- Village of Barrington

SECTION 4

Cover Letter

Firm Description

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Key Personnel

Workload

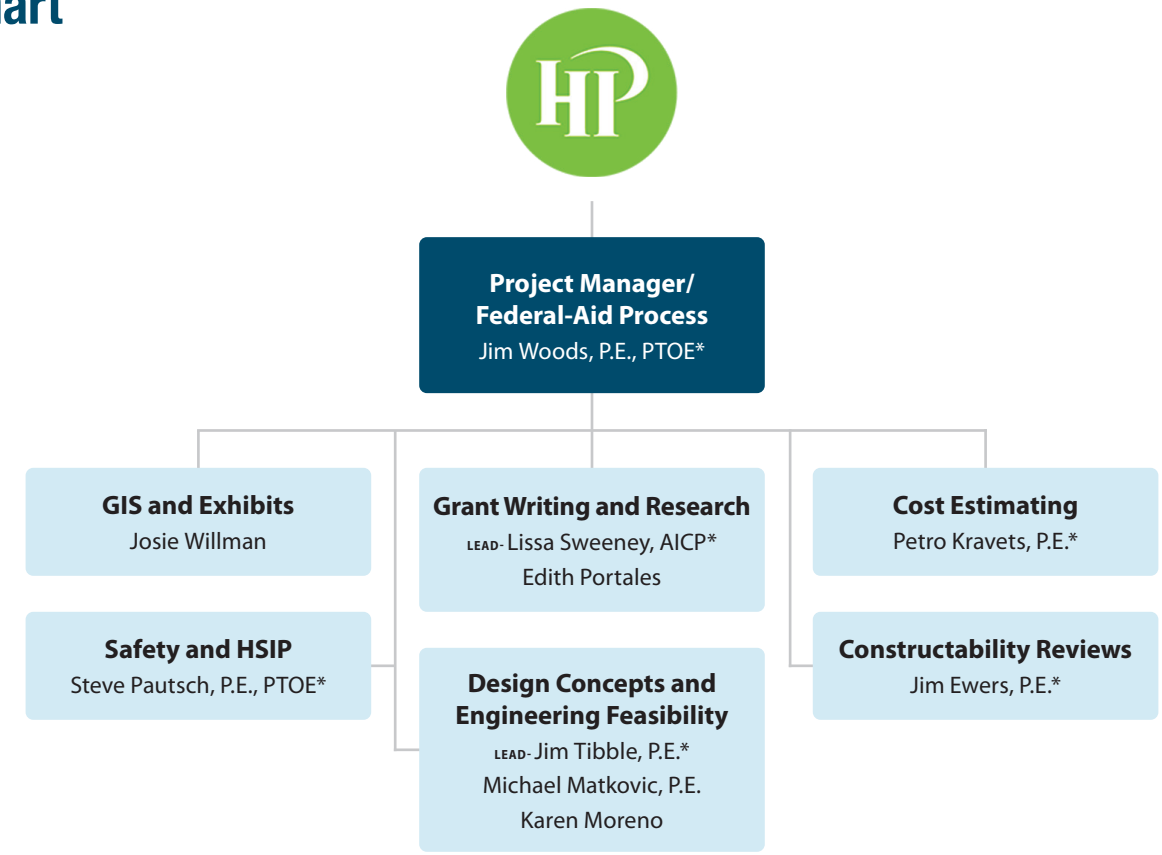
References

Current Highland Park Projects

Hourly Personnel Charges

KEY PERSONNEL

Organizational Chart



** Indicates key staff resume included on following pages.*

Jim Woods, P.E., PTOE

Senior Project Manager



Expertise

Environmental Assessment and Design Studies

Municipal Engineering

Feasibility Studies

Traffic Engineering and Impact Studies

Highway Traffic Noise Analysis

Education

B.S. Civil Engineering, 1997
Valparaiso University

Professional Registrations

Professional Engineer - Illinois; 062-055445

Professional Traffic Operations Engineer - National Certification; 2114

Certifications

FHWA Traffic Noise Model Training Course, August 1998
Bowlby & Associates, Inc.

Phase I Process Overview and Location and Environmental Studies, May 2004
Illinois Department of Transportation

Beginner - Advanced Synchro and Sim Traffic Course, July 2000
University of Nebraska at Lincoln

VISSIM Intro Training, May 2006
PTV America

Context Sensitive Solutions Approach, May 2007
Illinois Department of Transportation

Introduction to NEPA and Transportation Decision Making, November 2009
FHWA/National Highway Institute
Course No. 142052

Highway Traffic Noise, August 2010
FHWA/National Highway Institute
Course No. 142051

Professional Organizations

Institute of Transportation Engineers

Jim is a Project Manager at Civiltech with 27 years of experience, specializing in environmental studies, design, and feasibility studies for roadway, grade separation, complete street, and shared-use trail projects. Jim also serves as our Highway Traffic Noise Analysis expert, and has completed over 30 studies for projects of various sizes. He also has extensive expertise in traffic engineering, having conducted plan reviews, safety studies, and traffic calming studies for a diverse range of clients. Jim is highly skilled at supporting municipal staff during public meetings, whether through delivering presentations, providing expert testimony, or working alongside staff as an integral part of their team. He is currently serving as in-house Village Engineer for the Village of Oak Brook on a part-time basis.

Representative Projects

Environmental Assessment and Design Studies

Project Developement Report; Rockland Road (IL Route 21 to St. Mary's Road) Phase I Study; Village of Libertyville and Libertyville Township Highway Department

Project Developement Report; Farnsworth Avenue at Illinois Prairie Path; City of Aurora; $400 thousand

Project Developement Report; Rockland Road Bridgeover Des Plaines River; Village of Libertyville; $5.6 million

Project Developement Report; Schaumburg, Martingale, and Higgins Roads Bike Paths; Village of Schaumburg; $4.7 million

Project Developement Report; Flat Iron Road Bridge over Mokeler Creek; McHenry County Division of Transportation; $1.7 million

Project Developement Report; Church Street Bicycle and Pedestrian Improvements; City of Evanston; $6.8 million

BLR 19100; Industrial Drive Roadway Improvements; City of Elmhurst; $2.0 million

Project Developement Report; York/Harger Intersection and Underpass Improvement; Village of Oak Brook;
$7.4 million

BLR 19100; Greentree Drive/Red Top Drive/Fourth Avenue Resurfacing; Village of Libertyvillle

BLR 19100; Golf Road Resurfacing STP Improvement; Village of Libertyville

Environmental Impact Statement, North DuSable Lake Shore Drive, Grand Avenue to Hollywood Avenue; City of Chicago; $3.5 billion

Environmental Assessment and Design Report, U.S. Route 14 at CN Railroad Grade Separation; Village of Barrington; $62.8 million

Project Development Report, Thorndale Avenue Improvements, IL Route 53 (Rohlwing Road) to Arlington Heights Road; DuPage County Division of Transportation

Environmental Class of Action Determination and Design Report, IL Route 22, Quentin Road to IL Route 83; Illinois Department of Transportation; $36.0 million

Project Development Report, Ridge Avenue Improvements, Howard Street to Lyons Street; City of Evanston; $6.6 million

Project Development Report, 95th Street Park and Ride; City of Naperville; $1.1 million

Representative Projects (Continued)

Environmental Assessment and Design Studies (Continued)

Environmental Class of Action Determination and Combined Design Report, Fairway Drive Extension, U.S. Route 45 to IL Route 60; Village of Vernon Hills;
$17.0 million

Feasibility Studies

Hamilton Lakes/Elgin-O'Hare Expressway Access Study; Hamilton Partners

I-90 Corridor Study Local Agency Master Plan, IL Route 59 to Arlington Heights Road; Village of Schaumburg

North Connector Trail Feasibility Study; Village of Lisle; $9.5 million

Strategic Regional Arterial Study – Subset No. 5; Illinois Department of Transportation

North-South Arterial Traffic Study; Village of Barrington

Naperville Road/Warrenville Road/I-88 Interchange Feasibility Study; DuPage County Division of Transportation

Traffic Engineering and Impact Studies

General Traffic Engineering Services; Cook County Department of Transportation and Highways

Various Traffic Engineering Studies; Village of Libertyville

Motorola Campus Redevelopment Traffic Studies; Village of Schaumburg

On-call Traffic Engineering Services; Village of Schaumburg

Various Traffic Engineering Studies; Village of Libertyville

Various Traffic Engineering Studies; City of Crystal Lake

Various Traffic Engineering Studies; City of Highland Park

CN Railway Acquisition of the E, J & E Railway Traffic Impact Study; Village of Barrington

Fairground/Farm Bureau Property Traffic Impact Study; Lake County Division of Transportation

Vernon Hills Traffic Engineering Services; Village of Vernon Hills

City-Wide Traffic Engineering Study; City of Aurora

City Centre Traffic Circulation Study; City of Elmhurst

Highway Traffic Noise Analyses

Mobility Improvements to Support the South Lakefront Framework Plan/Obama Presidential Center; City of Chicago

Project Developement Report; 248th Avenue Phase I Study; City of Naperville

Project Developement Report; Biesterfiled Road at I-290; Village of Elk Grove Village

Hook Drive Phase I Study; Gewalt Hamilton Associates for Village of Round Lake Beach

Project Developement Report;York/Harger Intersection and Underpass Improvement; Village of Oak Brook; $7.4 million

Project Developement Report;Darrell Road Phase I Study; Lake County Division of Transportation

Environmental Assessment and Design Report, Weiland Road/Lake Cook Road, Lake Cook Road to IL Route 22 and Buffalo Grove Road to Hastings Lane; Village of Buffalo Grove and Cook County Highway Department; $80.0 million

Environmental Assessment and Design Report, Quentin Road, U.S. Route 12 to IL Route 22; Lake County Division of Transportation; $24.0 million

Lissa Sweeney, AICP, LEED AP

Director of Transportation Planning Services



Expertise

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

Education

Master of Urban Planning & Policy, 2013
University of Illinois at Chicago

B.A. Psychology & Environmental Sciences, 2009
University of Michigan

Professional Registrations

American Institute of Certified Planners; 31796

LEED Accredited Professional; 10780748-AP-O+M

Professional Organizations

U.S. Green Building Council, Member

American Planning Association, Member

Women's Transportation Seminar (WTS), Transportation YOU Co-Chair

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

Representative Projects

Transportation Planning and Community Engagement

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

City Square Design; City of Joliet

Joliet ADA Transition Plan; City of Joliet

Oak Brook ADA Transition Plan; Village of Oak Brook

Grant Administration Assistance; Chicago Department of Transportation

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

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

Ogden Avenue Corridor Improvements Project; Chicago Department of Transportation

Safe Routes to Transit Phase I Study; City of Milwaukee Department of Public Works

Highland Park Transit Study; City of Highland Park

Strategic Plan for Transportation: Year 1 Update; Chicago Department of Transportation

Mount Prospect Transit Study; Village of Mount Prospect

Bicycle and Pedestrian Planning

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

Des Plaines River Trail Central Feasibility Study; Active Transportation Alliance

Economic Impacts of Bicycling Study; Chicago Department of Transportation

Arterial Bike Network Study; Village of Mount Prospect

Bicycle and Pedestrian Improvement Plan; City of St. Charles

Shared-Use Path and Bike Route Master Plan; Village of Oak Brook

Master Bike and Active Transportation Plan Implementation; Village of Wilmette

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

Stakeholder Coordination and Public Involvement

Stormwater Master Planning Program; Metropolitan Water Reclamation District

Randolph Street Corridor Improvement Study; Chicago Department of Transportation

Representative Projects (Continued)

Stakeholder Coordination and Public Involvement (Continued)

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

Howard Street Corridor Improvement; City of Evanston, Illinois

Brown Line Capacity Vision Study; Chicago Transit Authority

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

Fulton Market Streetscape Section 2; Chicago Department of Transportation

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

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

Jim Tibble, P.E.

Senior Project Manager



Expertise

Intersection Design Studies

Roadway and Highway Design

Feasibility Studies

Environmental Assessment and Design Studies

Coordination and Public Involvement

Capacity Analysis

Section 4(f) Statement

Education

B.S. Civil and Environmental Engineering, 2011
University of Dayton

Professional Registrations

Professional Engineer - Illinois; 062-66559

Professional Organizations

American Public Works Association

Illinois Road & Transportation Builders Association

Certifications

NEPA and the Transportation Decisionmaking Process, September 2023

FHWA/National Highway Institute
Course No. 142005

Jim has been with Civiltech since 2011 and specializes in Phase I projects involving geometric and intersection design, pedestrian and bicycle facility design, traffic signal design, and traffic studies. His effective presentation skills contribute to Civiltech's robust Public Involvement initiatives. Jim brings strong communication and leadership skills to his role as Senior Project Manager.

Representative Projects

Environmental Assessment and Design Studies

Project Development Report, Tri-Trail Connector; Village of Villa Park; $710,000

Project Development Report, Argonne Drive Phase I Study; City of North Chicago; $16.2 million

Project Development Report, Church Road and Main Street Resurfacing; Village of Bensenville; $890,000

Project Development Report, Windsor Drive Road Diet and Resurfacing; Arlington Heights; $4.0 million

Project Development Report, IL Route 83 Bike Path Phase I Study; Village of Bensenville; $1.4 million

Project Development Report, Millennium Trail - U.S. Route 45 Underpass; Lake County Forest Preserve District; $4.3 million

Project Report, 111th Street - Cottage Grove Avenue to Doty Avenue; Chicago Department of Transportation; $2.5 million

Project Development Report, Beverly Road Bicycle Facility and Resurfacing; Village of Hoffman Estates; $2.2 million

Project Development Report, U.S. Route 41 (Skokie Boulevard) and Lake Avenue Intersection Improvement; Village of Wilmette; $2.3 million

Project Development Report, Main Street Improvements; Village of Lombard; $1.4 million

Project Development Report, Manhattan-Monee Road Phase I Study; Will County Division of Transportation

Project Development Report, 248th Avenue Phase I Study; City of Naperville; $13.6 million

Project Development Report, Atkinson Road at Washington Street Intersection Improvements; Village of Grayslake; $1.7 million

Project Report, Darrell Road Phase I Study; Lake County Division of Transportation, $16.8 million

Project Development Report, Belmont/Finley/Ogden/Cross Improvement; DuPage County Division of Transportation

Project Development Report, Pratt Avenue Pedestrian Bridge; Village of Lincolnwood; $4.1 million

Project Development Report, Villa Avenue Rehabilitation; Village of Villa Park; $5.6 million

Project Development Report, Ogden Avenue Streetscape Improvement; Village of Brookfield

Project Development Report, Green Bay Road Streetscape Improvement; Village of Wilmette

Representative Projects (Continued)

Environmental Assessment and Design Studies (Continued)

Project Development Report, Roselle Road Pedestrian Improvements; Village of Roselle; $2.7 million

Project Development Report, Lively Boulevard Phase I Study; Village of Elk Grove Village, $3.2 million

Project Development Report, Church Road STP Improvements; Village of Bensenville, $1.7 million

Project Development Report, Middlefork Savanna Trail Connection; Lake County Forest Preserve District, $2.0 million

Project Development Report, 14th Street Phase I Study; Lake County Division of Transportation, $12.3 million

Project Development Report, Lakeview Parkway; Village of Vernon Hills; $6.1 million

Project Report, Fremont Center Road Phase I Study; Lake County Division of Transportation; $2.1 million

Project Development Report, Essington Road, U.S. Route 52 to Black Road; City of Joliet; $3.6 million

Project Development Report, York Road Sidewalk Improvement, City of Elmhurst, $2.0 million

Project Development Report, Oak Spring Road Resurfacing, Village of Libertyville/Libertyville Township Road District; $1.0 million

Project Development Report, Lombard Road (South) Resurfacing, Village of Addison; $1.9 million

Project Development Report, Lombard Road (North) Resurfacing; Village of Addison; $1.2 million

Project Development Report, IL Route 137 (Buckley Road) and Lewis Avenue Access to Transit; City of North Chicago, $0.5 million

Project Development Report, Millennium Trail; Lake County Forest Preserve District, $3.5 million

Feasibility Studies

Fremont Center Road Feasibility Study, Lake County Division of Transportation

Randall Road at U.S. Route 20 Feasibility Study, Kane County Division of Transportation

Darrell Road at Roberts Road Feasibility Study; Lake County Division of Transportation

Biesterfield at I-290 Feasibility Study; Village of Elk Grove Village

Planning Studies

Arterial Bike Network Plan; Village of Mount Prospect

Residential and Industrial Streets

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

Traffic Signal and Signal System Design

Various Traffic Signal Projects, Region 1; Illinois Department of Transportation, Divison of Highways

Wilson Street Interconnect; City of Batavia; $2.6 million

Lake Cook Road Phase II; Village of Buffalo Grove; $43.5 million

Elgin O'Hare Western Access (EOWA) IL-390 – Lively Boulevard to Supreme Drive; Illinois Tollway, $88.9 million

Petro Kravets, P.E.

Project Manager



Expertise

Roadway and Highway Design
Bikeway and Pedestrian Facility Design
Street Rehabilitation and Reconstruction

Education
B.S. Civil Engineering, 2008
University of Illinois at Chicago

Professional Registrations
Professional Engineer - Illinois; 062-064574

Professional Organizations
Tau Beta Pi - The Engineering Honor Society

Petro has worked for Civiltech since May 2008, where his duties involve plan and special provision preparation, geometric design, drainage design, and cost estimating. His experience includes a wide range of projects of varying scope, from large Federal Aid projects to small local let Municipal designs. Petro has significant expertise in taking advantage of 3D modeling tools to streamline and improve the design process.

Representative Projects

Roadway and Highway Design

Quentin Road Improvement,Long Grove Road to North of U.S. Route 12; Lake County Division of Transportation; $6.7 million

Quentin Road Improvement, U.S. Route 12 to IL Route 22; Lake County Division of Transportation

Weiland Road Improvements (Lake Cook Road to IL Route 22); Lake County Division of Transportation

14th Street Reconstruction and Resurfacing; Lake County Division of Transportation; $13.4 million

Washington Street, Cedar Lake Rd to Hainesville Rd; Lake County Division of Transportation; $5.9 million

Petite Lake Road Re-Alignment; Lake County Division of Transportation; $3.4 million

Petite Lake Road Reconstruction (IL Rte 59 to Fairfield Road); Lake County Division of Transportation; $1.2 million

Arlington Heights Road and Buffalo Grove Road Concrete Pavement Rehabilitation; Lake County Division of Transportation; $2.4 million

Collins Avenue/Fullerton Avenue - Swift Road to Addison Road; Village of Addison; $3.3 million

Addison Road Resurfacing and Watermain Improvements; Village of Addison; $3.7 million

Army Trail Boulevard Water Main and Patching/Resurfacing; Village of Addison; $0.8 million

Taylor Avenue Perennial Lane Improvements; City of Highland Park; $1.3 million

Umbdenstock Road Bridge Replacement; Kane County Division of Transportation; $2.9 million

North Industrial Park Street Rehabilitation; Village of Lombard; $2.7 million

Bikeway and Pedestrian Facility Design

Millennium Trail - US Route 45 Underpass; Lake County Forest Preserve District; $3.3 million

York/Harger Intersection and Underpass Improvement; Village of Oak Brook; $7.4 million

Gilmer Road over Bicycle Path Underpass; Lake County Forest Preserve District; $1.8 million

Grand Avenue Underpass; Lake County Forest Preserve District; $2.7 million

Route 59 Sidewalks, 199th Street to 87th Street; City of Naperville; $900,000

Jim Ewers, P.E.

Director of Construction Engineering Services



Expertise

Project Management
Quality Assurance
Construction Management
Resident Engineering
Construction Inspection

Education

B.S. Civil Engineering, 1988
University of Illinois at Urbana-Champaign

Professional Registrations

Professional Engineer - Illinois; 062-050067

Certifications

IDOT CMMS Certified

IDOT Documentation of Contract Quantities; 05-0013

Professional Organizations

American Public Works Association

Illinois Association of Highway Engineers

ACEC

Illinois Road and Transportation Builders Association

Jim is the Project/Quality Manager for all of Civiltech's Phase III (Construction Engineering) projects. He provides his experienced guidance to improvements ranging from multi-use paths to expressway reconstructions. He has been the Construction Manager over hundreds of projects for various agencies such as the Illinois Department of Transportation (IDOT), the Illinois Tollway, Counties, Forest Preserves, and Municipalities. He is responsible for ensuring that Civiltech performs the highest quality resident engineering, construction administration, and constructability reviews while managing the engineering budgets. Prior to joining Civiltech, Jim was employed with IDOT since his graduation from the University of Illinois in 1988. He served in the Bureaus of Land Acquisition, Programming, and 14 of his 16 years at IDOT were devoted to projects in the Bureau of Construction. His experience in documentation procedures, materials testing, construction layout, and field inspection generated his promotions to the positions of Construction Supervisor over a major highway reconstruction program, and Local Agency Construction Supervisor responsible for all District One Federal Aid projects.

Representative Projects

Construction Management

90 North Shared Park Shared Street Phase III; Village of Schaumburg; $6.2 million

Lombard Road Resurfacing; Village of Addison; $1.4 million

Beverly Road Bicycle Facility and Road Resurfacing Improvement; Village of Hoffman Estates; $3.5 million

US Route 41 (Skokie Blvd) and Lake Avenue Intersection Improvement; Village of Wilmette; $2.3 million

US Route 41 at Deerpath Road: Pump Station #38; Illinois Department of Transportation; $12.2 million

National Parkway Roundabout - Golf Road to Woodfield Road; Village of Schaumburg; $8.8 million

Waukegan Road Water Main Improvements; Village of Deerfield; $4.2 million

2023 MFT Street Program; Village of Wheeling; $1.7 million

Edgewood Avenue Resurfacing Improvement; Village of LaGrange; $1.1 million

North Riverfront Trail Extension; Village of Plainfield; $400,000

Farnsworth Avenue Bridge at Indian Creek; City of Aurora; $2.6 million

White Pines Subdivision Watermain Rehabilitation; Village of Bensenville, $5.8 million

Wolf Road from IL 21 (Milwaukee Ave.) to North of Hintz Road Improvement; Illinois Department of Transportation, $13.0 million

IL 132 Dryland Bridge & Box Culvert Replacement; Illinois Department of Transportation; $12.0 million

U.S. 20 (Lake Street) at IL 59 (Sutton Road); Illinois Department of Transportation; $13.0 million

Randall Road at Algonquin Road Intersection Reconstruction; McHenry County Division of Transportation; $46.0 million

Longmeadow Parkway Roadway Widening and Reconstruction Improvement; Kane County Division of Transportation; $27.5 million

Representative Projects (Continued)

Construction Management (Continued)

Rockland Road from IL Rte 21 to Des Plaines River; Village of Libertyville; $6.2 million

Woodfield Road (Martingale Road to IL 53 East Frontage Road); Village of Schaumburg; $8.1 million

Woodfield Road (Meacham Road to Martingale Road); Village of Schaumburg; $6.6 million

Montgomery Road Bridge over Waubonsie Creek; City of Aurora; $1.0 million

Streets for Cycling IV- Project 1A; ChicagoDepartment of Transportation; $1.0 million

Damen Elston Fullerton Realignment/Reconstruction; Chicago Department of Transportation; $19.0 million

Orchard Road at US 30; Kane County; $3.7 million

Washington Street Sewer Separation; Village of Villa Park; $4.5 million

Houbolt Road at I-80 DDI; City of Joliet; $30.0 million

York/Harger Intersection and Underpass Improvement; Village of Oak Brook; $7.4 million

Arlington Heights Road Rehabilitation; Village of Elk Grove Village; $5.8 million

US 6 (159th St.) Will-Cook Road; Illinois Department of Transportation; $60 million

Montgomery Road over Waubonsie Creek; City of Aurora; $1.0 million

Rand Road Sidepath Improvements; City of Des Plaines; $3.8 million

Charles Avenue Reconstruction; Village of Villa Park; $1.6 million

Millennium Trail Underpass - US Route 45; Lake County Forest Preserve District; $3.3 million

Caton Farm Rd from County Line Road to Drauden Road; Will County Division of Transportation; $7.5 million

EOWA Advance Work Contracts – Lively, Mittel, and Salt Creek Bridges –
Park / Hamilton New Roadway; Illinois Tollway; $41.0 million

Caton Farm Rd at Essington Rd Intersection Improvement; City of Joliet; $1.8 million

Main Street Resurfacing Improvements; Village of Lombard; $1.3 million

Rockland Road (East) from Des Plaines River to St. Mary's; Libertyville Township; $2.0 million

2023 Infrastructure Program, Various Street Rehabilitations; Village of Elk Grove Village; $3.0 million

2022 Infrastructure Improvements; Village of Elk Grove Village; $6.0 million

2021 Infrastructure Improvements; Village of Elk Grove Village; $3.5 million

2020 Infrastructure Improvements; Village of Elk Grove Village

Flood Control Project Improvement; Village of Berkeley; $5.0 million

Biesterfield Road Resurfacing Improvement; Village of Elk Grove Village; $900,000

Northwest Highway Streetscape Improvements; City of Park Ridge; $1.7 million

Elgin O'Hare Western Access (EOWA) - Mainline: Arlington Heights Road to Lively Boulevard; Illinois Tollway; $52.6 million

EOWA Wood Dale Bridge over I-390 Mainline; Illinois Tollway; $20.0 million

EOWA Devon Avenue Bridge over I-290; Illinois Tollway; $9.3 million

J.F. Kennedy Boulevard Resurfacing & Bridge Improvement; Village of Elk Grove Village; $3.0 million

Greentree Parkway, Red Top Drive & Fourth Avenue Resurfacing; Village of Libertyville; $1.0 million

McDermott Drive from Taft to Wolf Reconstruction; Village of Berkeley; $2.1 million

Steve Pautsch, P.E., PTOE

Project Manager



Expertise

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

Education

B.S. Civil Engineering, 2001
Valparaiso University

Professional Registrations

Professional Engineer - Illinois; 062-058388

Professional Traffic Operations Engineer - National Certification; 2020

Certifications

Traffic Signal Workshop, 2002
Northwestern University Center for Public Safety

Traffic Signal Seminar, CECI/IDOT, 2002

Professional Organizations

Institute of Transportation Engineers

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

Representative Projects

Bicycle and Pedestrian Facility Studies

Bicycle and Pedestrian Improvement Plan; City of St. Charles

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

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

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

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

Chicago Avenue, Latrobe Avenue to Kedzie Avenue HSIP; Chicago Department of Transportation; $2.9 million

Buffalo Grove High School Pedestrian Facilities; Cook County Department of Transportation and Highways; $100,000

Broadway Foster Avenue to Devon Avenue; City of Chicago; Chicago Department of Transportation; $8.5 million

Elmhurst Bicycle and Pedestrian Improvements Project; City of Elmhurst; $250,000

Riverside Avenue Design Plans; City of St. Charles; $100,000

Traffic Engineering, Safety and Pedestrian Studies

Traffic Calming Petitions & School Safety Plans; Village of Oak Park

94th Avenue and 159th Street Traffic Safety Study; Village of Orland Park

Fulton Market Traffic Study; Chicago Department of Transportation

Central Avenue Safety Study; Cook County Department of Transportation and Highways

Greggs Parkway & Huntington Drive; Village of Vernon Hills

Traffic Engineering Services; Chicago Department of Transportation

Cook County On-Call Traffic Engineering Services; Cook County Department of Transportation and Highways

Elmhurst City Centre Traffic Review; City of Elmhurst

Vernon Hills Traffic Engineering Services; Village of Vernon Hills

Various Traffic Studies; Village of Libertyville

Representative Projects (Continued)

Traffic Engineering, Safety and Pedestrian Studies (Continued)

Traffic Engineering Services; City of Highland Park

Western Court Traffic Study; Village of Lisle

Northern Terminus Traffic Study; Chicago Department of Transportation

Bicycle Planning

Elmhurst Bicycle & Pedestrian Plan Update; City of Elmhurst

Libertyville Village Bicycle Plan; Village of Libertyville

Bicycle and Pedestrian Improvement Plan; City of St. Charles

Traffic Signal and Signal System Design

Project Development Report; Lake Street/Springfield Drive; Villages of Bloomingdale and Roselle

Biesterfield Road and Leicester Road Intersection Realignment and Widening; Village of Elk Grove Village; (Roadway and Highway Design); $1.0 million

Flashing Beacon Installation, Wolf Road/Forest Avenue; City of Des Plaines

Emergency Vehicle Preemption System Improvements (68 Intersections); City of Joliet

Traffic Signal Modernizations, Signal Timing Optimization, Fairview Ave; Village of Downers Grove (7 Signal Fiber Optic Interconnect)

Temporary and Permanent Traffic Signal Installation and Interconnect with Autoscope Vehicle Detection, Washington Street, U.S. 45 to Hunt Club; Lake County Division of Transportation

Traffic Signal Installation, Washington Street, IL Route 83 to U.S. Route 45; Lake County Division of Transportation, (3 Signal Fiber Optic Interconnects)

Traffic Signal Modernization, 63rd Street; Chicago Department of Transportation

Traffic Signal Design, Big Hollow Road at U.S. 12 Frontage Road; Village of Fox Lake

District 1 Miscellaneous Traffic Signal Designs; Illinois Department of Transportation - Division of Highways

Naperville Road/Warrenville Road Traffic Signal Improvement; DuPage County Division of Transportation

Emergency Vehicle Preemption System Improvements (10 intersections); City of Des Plaines

Emergency Vehicle Preemption System Improvements (68 intersections); City of Joliet

Emergency Vehicle Preemption System Improvements (18 intersections); City of Elgin Fire Department

Grant Writing

On-Call Grant Writing Services; Chicago Department of Transportation

Highway Safety Improvement Applications; Cook County Division of Transportation and Highways

Lisle North Connector Bike Path ITEP Application; Village of Lisle

159th Street and 94th Avenue HSIP Application; Village of Orland Park

SECTION 5

Cover Letter

Firm Description

General Statement

Key Personnel

Workload

References

Current Highland Park Projects

Hourly Personnel Charges

WORKLOAD

Name of Key Personnel	Position/Title	Name of Project(s)	Location/Client	% of Time Committed to Each Project	End Date of Commitment
Jim Woods, P.E., PTOE	Project Manager	Various Phase I Engineering Studies	Various	50%	Ongoing
		Municipal Engineering Services	Village of Oak Brook	20%	Through 2027
		Various Highway Traffic Noise Analysis Studies	Various	20%	Ongoing
Lissa Sweeney, AICP	Project Manager	East Dundee Bike and Pedestrian Plan	Village of East Dundee	10%	5/26
		Algonquin ADA Transition Plan	Villlage of Algonquin	10%	4/26
		CDOT Grants Administration	Village of Libertyville	10%	12/25
Jim Tibble, P.E.	Project Manager	Manhattan-Monee Road Hase I Study	Will County	30%	08/26
		Ogden Avenue Corridor Improvements	Village of Brookfield	30%	09/26
		Main Street Resurfacing	Village of Lombard	20%	09/26
Petro Kravets, P.E.	Project Manager/ Project Engineer	Braintree Drive Reconstruction	Village of Schaumburg	40%	12/25
		Prairie Road Resurfacing & Aptakisic Road Bikepath	Lake County	30%	12/26
Jim Ewers, P.E.	Principal/QA Manager	Various Construction Management Projects	Various	50%	Ongoing
Steve Pautsch, P.E., PTOE	Project Manager	Green Bay Road Surfacing and Streetscape Improvements	Village of Wilmette	20%	03/2026
		Oak Park Village Wide Traffic Signal Study	Village of Oak Park	15%	02/2026
		Prospect Avenue Alternatives Study	Village of Mount Prospect	15%	04/2026

SECTION 6

Cover Letter

Firm Description

General Statement

Key Personnel

Workload

References

Current Highland Park Projects

Hourly Personnel Charges

REFERENCES

Village of Barrington
Marie Hansen, P.E., CFM
Deputy Village Manager
200 S Hough St
Barrington, IL 60010
mhansen@barrington-il.gov
847.304.3460

Village of Libertyville
Jeff Cooper, P.E.
Village Engineer
Public Works Dept/Engineering Division
200 East Cook Avenue
Libertyville, IL 60048
jcooper@libertyville.com
847.918.2105

Village of Oak Brook
Tim O'Malley
Public Works Director
3003 Jorie Blvd
Oak Brook, IL 60523
tomalley@oak-brook.org
630.368.5277

"Civiltech is a wonderful project partner. I have been thrilled with the experience and guidance of their Phase I team and the knowledge and creative problem solving of their Phase II design group. The Village is currently utilizing the Civiltech construction engineering team on a $70M grade separation project following their successful completion of Phases I and II for the same work. This is the largest project the Village has ever undertaken and its construction is incredibly impactful to the community. The construction engineering team's helpful, supportive and responsive nature makes us proud to have them on-site as representatives of the Village. The care that the Civiltech team has put into coordination with adjacent residents and businesses has alleviated pressure on staff and helped to build trust within the community."

Marie Hansen, P.E., CFM
Deputy Village Manager
Village of Barrington

SECTION 7

Cover Letter
Firm Description
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Key Personnel
Workload
References

Current Highland Park Projects

Hourly Personnel Charges

LIST OF CURRENT HIGHLAND PARK PROJECTS

Project Name	Project Manager	Start Date
Highland Park Recreational Center - Loading Dock	Jim Ewers	Sep 29, 2025
Highland Park CC Traffic Signal	Jim Ewers	Jul 22, 2025
Floodplain Study Assessment	Joey Abramson	May 28, 2025
Highland Park Stormwater Utility Fee Assistance	Joey Abramson	Jun 11, 2024
Ravine Outfall Inspections	Joey Abramson	Feb 14, 2024
Ridge Road Resurfacing Phase I/II	Jim Woods	Jan 24, 2024
Grant Assistance Consulting Services	Jim Woods	Feb 14, 2022
Traffic Engineering Services: Highland Park - City of Highland Park	Steve Pautsch	1999

SECTION 8

Cover Letter
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References
Current Highland Park Projects

Hourly Personnel Charges

HOURLY RATES

Employee	Position	Hourly Rate	Billing Rate
Jim Woods, P.E., PTOE	Project Manager/Federal-aid Process	$69.50	$194.60
Lissa Sweeney, AICP	Lead Grant Writing and Research	$67.50	$189.00
Edith Portales, AICP	Grant Writing and Research	$35.50	$99.40
Josie Willman	GIS and Exhibits	$42.75	$119.70
Jim Tibble, P.E.	Lead Design Concepts & Engineering Feasibility	$70.50	$197.40
Michael Matkovic, P.E.	Design Concepts & Engineering Feasibility	$39.50	$110.60
Karen Moreno	Design Concepts & Engineering Feasibility	$36.75	$102.90
Steve Pautsch, P.E., PTOE	Safety and HSIP	$62.65	$175.42
Petro Kravets	Cost Estimating	$58.25	$163.10
Jim Ewers, P.E.	Constructability Reviews	$80.00	$224.00

Civiltech Notes:
Billing Rates reflect base hourly rates times a billing factor of 2.80 to include direct labor, overhead, and profit. Annual salary adjustments (raises) will be applied annually around the start of April and are generally between 2% and 5%.



CIVILTECH

Staff Report

Meeting Date: November 10, 2025

Staff Contact: Emmanuel Gomez, City Engineer
Sam Hertel, Civil Engineer

Department: Public Works Department

Title: A Resolution Approving Award of the Traffic Engineering Services Agreements with Civiltech Engineering, Inc., of Itasca, Illinois; Hampton, Lenzini and Renwick, Inc., of Elgin Illinois; and Baxter & Woodman, Inc., of Bannockburn, Illinois

Recommendation:
Staff recommends authorization to enter into a hourly-rate contracts for professional engineering services related to Traffic Engineering Services with Civiltech Engineering, Inc., of Itasca, Illinois; Hampton, Lenzini and Renwick, Inc., of Elgin Illinois; and Baxter & Woodman, Inc., of Bannockburn, Illinois. These professional services were discussed and budgeted as part of FY 26 Department of Public Works budget.

Policy Consideration:
The Department of Public Works Engineering Division manages an extensive Capital Improvement Program. The Engineering Division outsources most of the design engineering and complex construction engineering services. The City has been aggressively funding the annual Capital Improvement Program, reinforcing its commitment to infrastructure investment. To manage the projects efficiently and in a timely manner, the City supplements existing Engineering Division staff with professional engineering firms for municipal engineering services such as Traffic Engineering Services.

The engineering services fee varies depending on project scope and complexity. On a typical project, the design engineering fees, for Phase I Preliminary Engineering and Phase II Design Engineering, are approximately 10% of total estimated construction costs, whereas for Phase III Construction Engineering fees are approximately 12 to 15% of total estimated construction costs. For complex projects, higher dollar thresholds may apply for each phase of the project. Each year, the City receives an hourly rate from the consulting firms that is fixed for the year. In accordance with the City's Procurement Policy and State Statute, the professional services fees are negotiated with the engineering consulting firms. The hourly rates provided by the recommended consulting firms are competitive and in line with the expertise rendered. In addition, the fees are in line with IDOT approved fees.

Using the Qualifications Based Selection (QBS) Procedure in the fall 2025, the Department of Public Works reviewed seven (7) Request for Proposals submittals for Traffic Engineering Services. Items considered in the scoring and ranking of the proposed firms include experience and qualifications of the firm, qualifications of key staff, knowledge of City operations, ability to provide continuity of personnel, and geographic location (relative to Highland Park).

Firms recommended by the QBS selection process are 1) Civiltech, 2) Hampton, Lenzini and Renwick (HLR) and 3) Baxter & Woodman (B&W). All three firms are IDOT Prequalified in Traffic Engineering Services. In addition, these firms are well established in the Chicagoland area and have been providing these services for years to various municipalities. Civiltech, HLR and B&W have been providing services to the City. Their work has been satisfactory.

The Department of Public Works Engineering Division manages the professional engineering firm contracts. Pertinent documents are available for review at the Public Works Department.

Core Priorities:

Fiscal Stability

The FY 26 budget has sufficient funds in the Engineering Division General Fund, Capital Projects Fund, Water Fund and Sewer Fund to pay for the recommended Design Engineering Services. Third party reviews are reimbursed by developers or contractors.

Infrastructure Investment

Design Engineering Services consultants, working with, and managed by City staff, are a vital and necessary component of the City's infrastructure Capital Improvement Program.

Attachments:

1. B&W - PSA Traffic Eng
2. CivilTech - PSA Traffic Eng
3. HLR - PSA Traffic Eng

City of Highland Park

Resolution No.

A Resolution Approving Award of the Traffic Engineering Services Agreements with Civiltech Engineering, Inc., of Itasca, Illinois; Hampton, Lenzini and Renwick, Inc., of Elgin Illinois; and Baxter & Woodman, Inc., of Bannockburn, Illinois

WHEREAS, the City requested proposals for award of Indefinite Quantities Traffic Engineering Services Agreements ("Agreements"), to supplement engineering staff with design and inspection services for Capital Improvement Projects; and

WHEREAS, Civiltech Engineering, Inc., of Itasca, Illinois; Hampton, Lenzini, & Renwick, Inc., of Elgin, Illinois; and Baxter & Woodman, Inc., of Bannockburn, Illinois; (collectively, the "Consultants"), are qualified in this area of engineering, submitted proposals to the City; and

WHEREAS, the City Council has determined that entering into the Agreements with the Consultants will serve and be in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: AUTHORIZATION OF AGREEMENTS. The Agreements by and between the City and the Consultants shall be, and are hereby, authorized in substantially the form attached to this Resolution as Exhibit A.

SECTION THREE: EXECUTION OF AGREEMENTS. The City Manager and the Deputy City Clerk shall be, and they are hereby, authorized and directed to execute and attest, on behalf of the City, the Agreements with the Consultants upon receipt by the City Clerk of at least one original copy of each Agreement executed by the appropriate Consultant; provided, however, that if an executed copy of each Agreement is not received by the City Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest shall, at the option of the City Council, be null and void.

SECTION FOUR: EXECUTION OF FUTURE RENEWALS OF AGREEMENTS. The City Manager is authorized to execute future renewals of the Contract for future calendar years, in accordance with Section 2.C of the Contract, if: (a) the City Manager determines, in their discretion, that the proposed renewal is favorable to the City; and (b) the terms of the proposed renewal is substantially similar to the Contract, as determined by the City Manager and the Corporation Counsel. This Resolution is not to be deemed or interpreted as obligating the City Manager to execute any future renewal of any Contract.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval by a majority of the members of the City Council.

City of Highland Park

Public Works Department

1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0807
cityhpil.com

PROFESSIONAL SERVICES AGREEMENT
TRAFFIC ENGINEERING SERVICES

This **PROFESSIONAL SERVICES AGREEMENT** (***"Agreement"***) is dated as of the _____ day of _____, 20_____, and is by and between the **CITY OF HIGHLAND PARK**, an Illinois home rule municipal corporation (***"City"***), and the Consultant identified in Section 1.A of this Agreement.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and pursuant to the City's statutory and home rule powers, the parties agree as follows:

SECTION 1. CONSULTANT.

A. Engagement of Consultant. The City desires to engage the Consultant identified below to perform and to provide all necessary professional consulting services to perform the work in connection with the project identified below:

Consultant Name ***("Consultant")***	Baxter & Woodman, Inc.
Address	3000 Lakeside Drive, Suite 115N
City, State Zip	Bannockburn, Illinois 60012
Phone	815-444-3271
Email	Josh Harris; jharris@baxterwoodman.com
Project Name/Description	PSA - Traffic Engineering Services
Agreement Amount	$ or See Exhibit A

B. Project Description. The engineering firm(s) to supplement the Engineering Division with facets of traffic engineering including but not limited to traffic studies, intersection capacity and timing studies on an as-needed basis. This work is to be performed on an on-call, flexible service basis, as more fully described in the proposal attached to this Agreement as **Exhibit A** (***"Proposal"***).

C. Representations of Consultant. The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the consulting services that are set forth in the Proposal (***"Services"***) in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

SECTION 2. SCOPE OF SERVICES.

A. Retention of the Consultant. The City retains the Consultant to perform, and the Consultant agrees to perform, the Services.

B. Services. The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.

C. Commencement; Time of Performance. The Consultant shall commence the Services immediately upon receipt of written notice from the City that this Agreement has been fully executed by the Parties (***"Commencement Date"***). The Consultant shall diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by the City, but in no event later than December 31, 2026 (***"Time of Performance"***). The City may modify the Time of Performance at any time upon 15 days prior written notice to the Consultant. Delays caused by the City shall extend the Time of Performance in equal proportion to the delay caused by the City; provided, however, that the Consultant shall be responsible for completion of all work within the Time of Performance, notwithstanding any strike or other work stoppage by employees of either Consultant or of the City. This Agreement may be renewed for no more than four additional and consecutive one-year terms upon the mutual written consent of the City and Consultant. For all services performed by Consultant during any renewal term, Consultant shall be paid an amount equal to the proposed costs in Exhibit A, as adjusted by the Consumer Price Index for all Urban Consumers published by the Bureau of Labor Statistics of the United States Department of Labor for Chicago-Naperville-Elgin, IL-IN-WI, All Items (1982-84=$100) for the previous calendar year, except as the City and Consultant may otherwise mutually agree, however such adjustment shall not exceed three percent (3%). ("**Renewal Terms**").

D. Reporting. The Consultant shall regularly report to the City Manager, or his designee, regarding the progress of the Services during the term of this Agreement.

SECTION 1. COMPENSATION AND METHOD OF PAYMENT.

A. Agreement Amount. The total amount paid by the City for the Services pursuant to this Agreement shall not exceed the amount identified as the Agreement Amount in Section 1.A of this Agreement. No claim for additional compensation shall be valid unless made in accordance with Sections 3.D or 3.E of this Agreement.

B. Invoices and Payment. The Consultant shall submit invoices in an approved format to the City for costs incurred by the Consultant in performing the Services. The amount billed in each invoice for the Services shall be based solely upon the rates set forth in the Proposal. Final pay request shall include, without limitation: (i) all final waivers of lien; and (ii) all final certified payrolls, as required. The City shall pay to the Consultant the amount billed within 45 days after receiving such an invoice.

C. Records. The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the City to inspect and audit all data and records of the Consultant for work done pursuant to this Agreement. The records shall be made available to the City at reasonable times during the term of this Agreement, and for one year after the termination of this Agreement.

D. Claim In Addition To Agreement Amount.

1. The Consultant shall provide written notice to the City of any claim for additional compensation as a result of action taken by the City, within 15 days after the occurrence of such action.

2. The Consultant acknowledges and agrees that: (a) the provision of written notice pursuant to Section 3.D.1 of this Agreement shall not be deemed or interpreted as entitling the Consultant to any additional compensation; and (b) any changes in the Agreement Amount shall be valid only upon written amendment pursuant to Section 8.A of this Agreement.

3. Regardless of the decision of the City relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the work required to complete the Services under this Agreement, as determined by the City, without interruption.

E. Additional Services. The Consultant acknowledges and agrees that the City shall not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement (***"Additional Services"***), regardless of whether such Additional Services are requested or directed by the City, except upon the prior written consent of the City.

F. Taxes, Benefits, and Royalties. Each payment by the City to the Consultant includes all applicable federal, state, and City taxes of every kind and nature applicable to the Services, as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits, and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by the Consultant.

G. Final Acceptance. The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the City of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

SECTION 2. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The Key Project Personnel identified in the Proposal shall be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel shall not be changed without the City's prior written approval.

B. Availability of Personnel. The Consultant shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the City as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant shall have no claim for damages and shall not bill the City for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

C. Approval and Use of Subcontractors. The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved in advance by the City in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the City. The City's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the City and consistent with commonly accepted professional practices, the Consultant shall immediately upon notice from the City remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement, or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

SECTION 3. CONFIDENTIAL INFORMATION.

A. Confidential Information. The term ***"Confidential Information"*** shall mean information in the possession or under the control of the City relating to the technical, business, or corporate affairs of the City; City property; user information, including, without limitation, any information pertaining to usage of the City's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. City Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the City prior to the time of disclosure of such information to the Consultant pursuant to this Agreement (***"Time of Disclosure"***); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the City; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the City to maintain such information in confidence.

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the City under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the City. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 4. STANDARD OF SERVICES AND INDEMNIFICATION.

A. Representation and Certification of Services. The Consultant represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the City.

B. Indemnification. The Consultant shall, and does hereby agree to, indemnify, save harmless, and defend the City against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with the Consultant's performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications set forth in Section 6.A of this Agreement.

C. Insurance. The Consultant shall provide, at its sole cost and expense, liability insurance in the aggregate amount of $1,000,000, which insurance shall include, without limitation, protection for all activities associated with the Services. The insurance shall be for a minimum of $1,000,000 per occurrence for bodily injury and $1,000,000 per occurrence for property damage. The Consultant shall cause the City to be named as an additional insured on the insurance policy described in this Section 6.C. Not later than 10 days after the Commencement Date, the Consultant shall provide the City with either: (a) a copy of the entire insurance policy; or (b) a Certificate of Insurance along with a letter from the broker issuing the insurance policy to the effect that the Certificate accurately reflects the contents of the insurance policy. The insurance coverages and limits set forth in this Section 6.C shall be deemed to be minimum coverages and limits, and shall not be construed in any way as a limitation on the Consultant's duty to carry adequate insurance or on the Consultant's liability for losses or damages under this Agreement.

D. No Personal Liability. No elected or appointed official or employee of the City shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 5. CONSULTANT AGREEMENT GENERAL PROVISIONS.

A. Relationship of the Parties. The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed: (1) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the City and Consultant; or (2) to create any relationship between the City and any subcontractor of the Consultant.

B. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no elected or appointed City official, employee or agent has a personal financial interest in the business of the Consultant or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither Consultant nor any person employed or associated with Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither Consultant nor any person employed by or associated with Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the City prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the City for all loss or damage that the City may suffer, and this Agreement shall, at the City's option, be null and void.

D. Termination. Notwithstanding any other provision hereof, the City may terminate this Agreement at any time upon 15 days written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed, which shall be determined on the basis of the rates set forth in the Proposal.

E. Compliance With Laws and Grants.

1. Compliance with Laws. The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq*. The

Consultant shall also comply with all conditions of any federal, state, or local grant received by the City or the Consultant with respect to this Agreement or the Services. Further, the Consultant shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act.

2. Liability for Noncompliance. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or any of its subcontractors, performance of, or failure to perform, the Services or any part thereof.

3. Required Provisions. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

F. Default. If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (***"Event of Default"***), and fails to cure any such Event of Default within ten business days after the Consultant's receipt of written notice of such Event of Default from the City, then the City shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Cure by Consultant. The City may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.

2. Termination of Agreement by City. The City may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.

3. Withholding of Payment by City. The City may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the City as the result of any Event of Default by the Consultant or as a result of actions taken by the City in response to any Event of Default by the Consultant.

G. No Additional Obligation. The Parties acknowledge and agree that the City is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant or with any vendor solicited or recommended by the Consultant.

H. City Council Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by the Consultant to, vendors shall be subject to the approval of the City Council. For purposes of this Section 7.H, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to the City. The City shall not be liable to any vendor or third party for any agreements made by the Consultant without the knowledge and approval of the City Council.

I. Mutual Cooperation. The City agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the City may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the City in the performance and completion of the Services and with any other consultants engaged by the City.

J. News Releases. The Consultant shall not issue any news releases, advertisements, or other public statements regarding the Services without the prior written consent of the City Manager.

K. Ownership. Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received from the City by the Consultant in connection with any or all of the Services to be performed under this Agreement (***"Documents"***) shall be and remain the exclusive property of the City. At the City's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the City.

L. GIS Data. The City has developed digital map information through Geographic Information Systems Technology (***"GIS Data"***) concerning the real property located within the City. If requested to do so by the Consultant, the City agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

1. Limited Access to GIS Data. The GIS Data provided by the City shall be limited to the scope of the Services that the Consultant is to provide for the City;

2. Purpose of GIS Data. The Consultant shall limit its use of the GIS Data to its intended purpose of furtherance of the Services; and

3. Agreement with Respect to GIS Data. The Consultant does hereby acknowledge and agree that:

a. Trade Secrets of the City. The GIS Data constitutes proprietary materials and trade secrets of the City, and shall remain the property of the City;

b. Consent of City Required. The Consultant will not provide or make available the GIS Data in any form to anyone without the prior written consent of the City Manager;

c. Supply to City. At the request of the City, the Consultant shall supply the City with any and all information that may have been developed by the Consultant based on the GIS Data;

d. No Guarantee of Accuracy. The City makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use thereof; and

e. Discontinuation of Use. At such time as the Services have been completed to the satisfaction of the City, the Consultant shall cease its use of the GIS Data for any purpose whatsoever, and remove the GIS Data from all of the Consultant's databases, files, and records; and, upon request, an authorized representative of the City shall be afforded sufficient access to the Consultant's premises and data processing equipment to verify compliance by the Consultant with this Section 7.L.3.e.

SECTION 6. GENERAL PROVISIONS.

A. Amendment. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by the City and the Consultant in accordance with all applicable statutory procedures.

B. Assignment. This Agreement may not be assigned by the City or by the Consultant without the prior written consent of the other party.

C. Binding Effect. The terms of this Agreement shall bind and inure to the benefit of the City, the Consultant, and their agents, successors, and assigns.

D. Notice. All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or by (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of: (a) actual receipt; (b) one business day after deposit with an overnight courier, as evidenced by a receipt of deposit; or (c) four business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 8.D, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the City shall be addressed to, and delivered at, the following address:

City of Highland Park, Department of Public Works
1150 Half Day Road
Highland Park, Illinois 60035
Attention: Ron Bannon, Director

With a copy to:

Elrod Friedman, LLP.
350 North Clark Street, Second Floor
Chicago, Illinois 60654
Attention: Steven M. Elrod, Corporation Counsel

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

_____
_____
_____
_____

With a copy to:

_____
_____
_____
_____

E. Third Party Beneficiary. No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the City.

F. Provisions Severable. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

G. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

H. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

I. Governing Laws. This Agreement shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

J. Authority to Execute.

1. The City. The City hereby warrants and represents to the Consultant that the persons executing this Agreement on its behalf have been properly authorized to do so by its corporate authorities.

2. The Consultant. The Consultant hereby warrants and represents to the City that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.

L. Waiver. Neither the City nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the City or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the City's or the Consultant's right to enforce such rights or any other rights.

M. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

N. Grammatical Usage and Construction. In construing this Agreement, pronouns include all genders and the plural includes the singular and vice versa.

O. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

P. Headings. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

Q. Exhibits. Exhibits A through ___ attached to this Agreement are, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between an Exhibit and the text of this Agreement, the text of this Agreement shall control.

R. **Rights Cumulative.** Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

S. **Counterpart Execution.** This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have executed this Agreement this _____ day of _____, 20____.

ATTEST:

By: _____

Ashley Palbitska, Deputy City Clerk

CITY OF HIGHLAND PARK

By: _____

Ghida S. Neukirch, City Manager

ATTEST:

By:_____

Print Name:_____

Title:_____

CONSULTANT:

By:_____
Executing Officer

Print Name:_____

Title:_____

649609_v6

EXHIBIT A

PROPOSAL

[TO BE PREPARED BY CONSULTANT AND ACCEPTABLE TO CITY]

[SHALL INCLUDE SCHEDULE]

Highland Park

CITY OF HIGHLAND PARK

TRAFFIC ENGINEERING SERVICES

Submitted by:

BAXTER & WOODMAN Consulting Engineers

October 24, 2025

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Working with Highland Park 29

Personnel Hourly Rates 30



BAXTER & WOODMAN
Consulting Engineers

Mr. Ron Bannon
Director of Public Works
City of Highland Park
1150 Half Day Road
Highland Park, IL 60035

October 24, 2025

Subject: ***City of Highland Park - Traffic Engineering Services***

Dear Mr. Bannon:

The City of Highland Park is seeking a qualified engineering firm to provide traffic engineering services. Baxter & Woodman is well-versed in the many facets of transportation engineering, and our team, composed of five Professional Traffic Operations Engineers (PTOE), brings decades of transportation knowledge and experience. By partnering with Baxter & Woodman, the City will benefit from our:

- **Local Experience:** Our team has provided traffic engineering services for several governmental agencies, including Minooka, Wilmette, Oak Forest, South Elgin, Lisle, Crystal Lake, Elwood, Plainfield, Prairie Grove, Will County, Lake in the Hills, and the Lake County Division of Transportation. Due to our previous experience, our team will be proactive when challenges arise.
- **Team Expertise:** With over 18 years of experience, Project Manager Josh Harris, PE, PTOE®, will oversee the project and serve as the City's point of contact. Josh has a strong background in traffic analysis and transportation planning, and will confirm we exceed the City's expectations. He will be supported by Cassie Theissen, PE, who has over six years of experience. She will assist Josh, and confirm that projects are completed successfully.
- **Relationship with Highland Park:** Baxter & Woodman has worked with Highland Park for over 40 years, and are currently supporting the City with projects, including Dean Avenue Bridge and Havenwood Avenue Improvements. We understand the challenges that the City faces and are confident that we can support the City however needed.

We look forward to partnering with you to conduct traffic engineering services. If you have questions about our proposal, the primary contact for this proposal is Project Manager Josh Harris, PE, PTOE® at 815-444-3271 or jharris@baxterwoodman.com.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



John V. Ambrose, PE
Vice President

Firm History

Firm Overview

Founded in 1946, Baxter & Woodman, Inc. provides consulting engineering and technology assistance to municipalities, state agencies, county governments, and sanitary districts throughout Illinois, Wisconsin, Florida, and Texas. Dedicated to promoting a sustainable future, our staff of more than 440 talented engineers, surveyors, technicians, and support personnel incorporates innovative techniques along with tried-and-true processes.

BAXTER & WOODMAN Consulting Engineers

- Founded in 1946
- 17 Regional Offices
- Organization Type: Corporation
- Number of Employees: 440

Baxter & Woodman provides planning, design, construction and technology services for water, wastewater, stormwater and transportation facilities for municipalities, counties and state agencies and more. Environmental, geographic information systems (GIS), water and wastewater operations, and advanced technology needs complement the firm's civil engineering expertise. The company has several subsidiaries including ones focused on Natural Resources, Municipal Technology, and Design-Build project delivery.

Services Overview

Baxter & Woodman's staff have provided engineering services to more than 500 communities, counties, and sanitary districts during our 79 years of business. The strength of the Baxter & Woodman team comes from the cohesive and cooperative work effort gained from having expertise in numerous disciplines. We offer a **full range of services** from project inception to construction close-out. All necessary engineering services are provided in-house with the exception of geotechnical engineering.

Regional Offices

Baxter & Woodman's 17 regional offices provides our clients with local presence and responsive service. Our team offers services that stretch well beyond typical engineering consulting. We are committed to building community value with each and every project we complete.



ILLINOIS
Bannockburn
Chicago
Crystal Lake
Marengo
Mokena
Naperville
Peoria

WISCONSIN
Burlington
Janesville
Milwaukee

FLORIDA
Green Cove Springs
Orlando
St. Augustine
West Palm Beach

TEXAS
Cedar Park
Houston
Katy

Baxter & Woodman's Bannockburn office is located just three miles from the City's Public Works office!

Tailored Transportation Services

A sharp focus on environmental awareness, cost-effective solutions, agency expertise, and sensitivity to community issues means Baxter & Woodman's transportation projects bring value to our clients! From Vision Zero designs, shared-use bike/pedestrian paths, and roundabout designs to multi-lane highway and tollway reconstruction projects, we provide versatility to help clients meet their project goals. We proactively approach projects by matching funding opportunities to projects. Additional services include:

PLANNING

- Funding Notifications/Applications
- Transportation Master Planning
- Corridor Master Plans & ADA Transition Plans
- Pavement Management Plans
- Capital Improvement Plans
- Phase I (NEPA Processing) Studies

DESIGN

- Street Resurfacing/Widening/Recycling/ Reconstruction
- Highway/Roadway Design
- Intersection Capacity Improvements
- Barrier Warrant Analysis
- Parking Lots & Roundabouts
- Maintenance of Traffic Plans
- Streetscape Improvements & Bicycle Paths
- Recreational & Alternative Urban Bike Facilities
- ADA Pedestrian Improvements
- Federal Phase II Plans

DRAINAGE

- Location Drainage Studies (LDS)
- Roadway Drainage/Ditch Design
- Culvert & Storm Sewer Design
- Hydraulic Analysis & Reports
- Detention Basin Design
- USACE, DNR, EPA Permits
- Green Infrastructure

TRAFFIC ENGINEERING

- Speed/Traffic Data Collection and Analysis
- Traffic Modeling & Traffic Impact Studies
- Context Sensitive Design/Complete Streets
- Urban Design/Road Diets
- Traffic Calming
- Parking Demand Studies
- Traffic Signal Warrant Analysis
- Stop Control Warrant Analysis
- Origin Destination Studies
- Intersection Design Studies (IDS)
- Accident Analysis
- Railroad Quiet Zone Studies
- Traffic Signal and Interconnect System Design

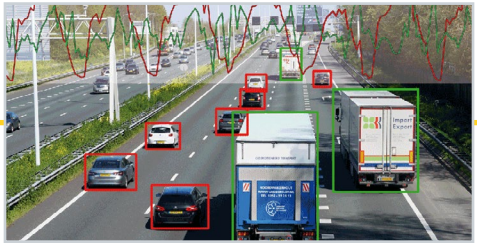
STRUCTURES

- Bridge and Culvert Repair/Replacement
- NBIS Annual Inspections
- Load Rating Analysis
- STP-Bridge Funding Assistance
- Bridge Program Manager
- Retaining/Noise Walls
- Decorative Bridge Facades & Bridge Lighting

Traffic Analysis & Parking Reviews

Baxter & Woodman has a long history of providing municipal engineering services across the country. As a part of these contracts, we frequently serve as the Town or Village Engineer or supplement municipal staff, providing a variety of services including the review of traffic impact analyses and site development plans. We have provided these types of services to Minooka, Wilmette, Oak Forest, South Elgin, Lisle, Crystal Lake, Lake County Division of Transportation, and many others.







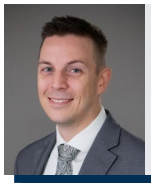
Approach to Timely Services

Approach

The City needs a team of experienced professionals with experience reviewing traffic and parking studies. Recognizing the needs of the City, and realizing that their needs and frequency for services may change, **Baxter & Woodman is presenting a team with nearly 200 combined years of transportation engineering experience,** several of whom are certified as Professional Traffic Operations Engineers (PTOE). This approach guarantees there is always a senior professional available to oversee the work done on all tasks within this contract. We believe the experience and knowledge of these senior professionals sets Baxter & Woodman apart from other firms.

Baxter & Woodman's team is entirely composed of Professional Traffic Operations Engineers (PTOE). Certification as a PTOE is a powerful demonstration of requisite knowledge, skill, and ability in the specialized application of traffic operations engineering.

Baxter & Woodman's approach to this contract will be that tasks/reviews assigned by the City will start with **Project Manager Josh Harris, PE, PTOE®.** Josh will evaluate the size and scope of the review and determine which staff member will be best suited to the project.



PROJECT MANAGER & PRIMARY CONTACT
JOSH HARRIS, PE, PTOE®
P: 815-444-3271
E: jharris@baxterwoodman.com

Schedule

The review of traffic studies is completed within two weeks unless requested for Board or Staff meeting deadlines. We believe that frequent and effective communication between you and our staff is the critical element in successful schedule management. We accomplish this through:

- The efficient use of specialized project management software to develop our project plans. This allows us to track project status, schedules, and costs, and notifies the Project Managers of schedule/cost variations in time to take corrective action.
- Project status reports that will keep you apprised of our work.
- Regular status meetings with our Project Manager and your staff in order to discuss existing and future work, and how we can meet your schedule goals.

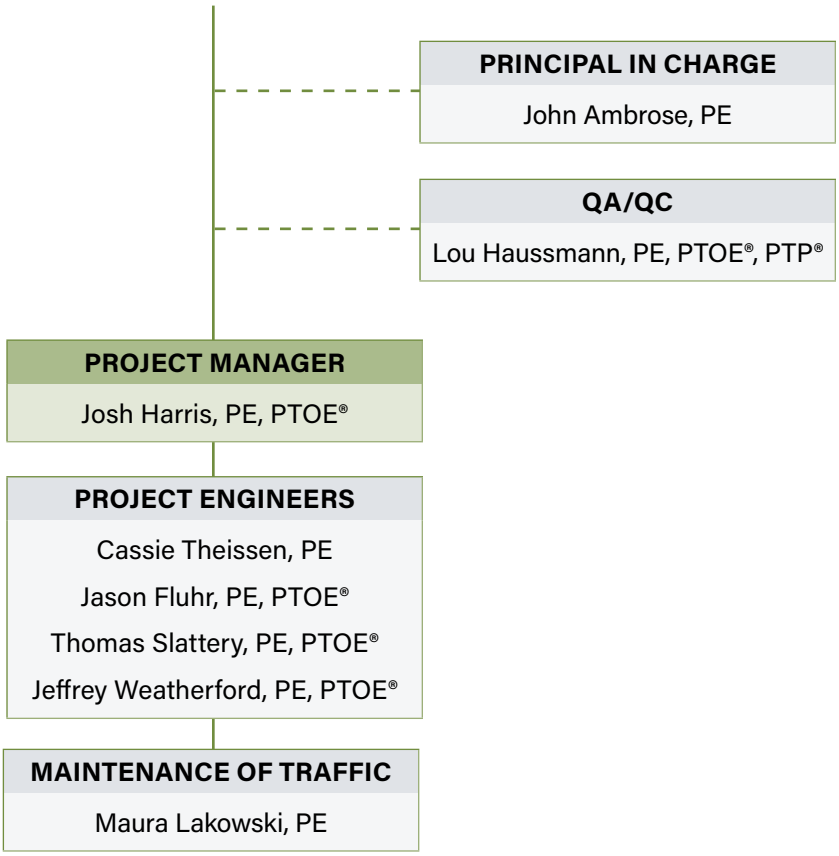
QA/QC PROCEDURES

- Customized Checklists
- Compliance with Project Deadlines
- Ample Support Staff
- Review by Senior Engineers
- Meetings with Village Staff

Key Personnel

The City will receive the benefits of a local, comprehensive, and knowledgeable project team. Our team brings outstanding responsiveness, and the ability to effectively collaborate with your staff and other project stakeholders.

Highland Park



Resumes

Josh Harris, PE, PTOE®

Project Manager



Joined Firm in 2020

Years of Experience: 18

EDUCATION

B.S., Civil Engineering
Valparaiso University, 2007

REGISTRATIONS

Licensed Professional Engineer: Illinois, Indiana, Florida

CERTIFICATIONS

Professional Traffic Operations Engineer®, certified by the Institute of Transportation Engineers, 2014

ASSOCIATIONS

Aurora Bicycle, Pedestrian, and Transit Advisory Board (Member, 2018-2025; Vice Chair, 2020-2022; Secretary, 2023-2025)
Institute of Transportation Engineers (Member, 2008-

BAXTER & WOODMAN Consulting Engineers

Josh is a Certified Professional Traffic Operations Engineer® and the Department Manager of the firm's Traffic Department. He has worked on a variety of municipal, county, and large agency transportation projects. His planning, design, and construction engineering background includes comprehensive plans, transportation plans, traffic impact studies, traffic signal design, roadway reconstruction, roundabouts, streetscape, intersection improvements, and roadway maintenance. Josh has led several federally funded, state funded, and locally funded projects. He is adept at coordinating these complex projects with local agencies, the Illinois Department of Transportation, and through active communications with developers and contractors.

REPRESENTATIVE PROJECTS

Lisle, Elwood, Lake in the Hills, Plainfield, Minooka, Wilmette, Oak Forest, South Elgin, Crystal Lake, Prairie Grove, Will County, Lake County Division of Transportation, IL
Comprehensive Village Engineer & On Call Traffic Study Review
Assisting Village Engineers as the Traffic Department Manager, reviewing the transportation sections of development and traffic impact studies submitted to the agencies.

Crystal Lake, IL
Tommy Wash Parking Lot Circulation & Queuing Analysis
Provided an engineering study of the proposed parking lot located at 5999 NW Highway. This study focused on a site circulation analysis, and a queuing analysis of vehicles turning onto Heritage Drive. An AutoTURN analysis was completed to confirm the site is easily maneuverable by larger vehicles such as garbage and fire trucks. A Technical Memorandum was produced that summarized the analysis findings for the proposed car wash. A draft memorandum was submitted to the City for review and approval.

Wilmette, IL
Parking Lot at 135 Green Bay Road Traffic Study
Provided an engineering study of a proposed parking lot located at 135 Green Bay Road. The parking lot was intended to serve the other properties on the block and included a new curb-cut off, connection to the existing rear alley, 33 new parking spaces, and a two-way drive aisle. Engineering services for this project consisted of Parking and Site Analyses, and a Traffic Impact Analysis. Parking demands due to the demolition and installation of the parking lot were analyzed and compared to the existing parking for the

2025; Illinois Section Past President, 2020)

Institute of Transportation Engineers (Residential Local Street Sidewalks Task Force, 2021-2022)

ACEC Student Engaged in Engineering Committee Member

adjacent commercial buildings. Sight lines, site circulation, and property access alternatives were investigated as needed. An AutoTURN analysis was completed to confirm the site was easily maneuverable by larger vehicles such as garbage and fire trucks. Existing traffic in the area surrounding the development was also analyzed. Trips generated by the new development were projected, and the directions in which traffic access the site were identified. A high-level qualitative analysis on the capacity of the proposed access along Green Bay Road, and impacts to nearby streets and alleys, was completed.

Minooka, IL
Land Use Analysis & Traffic Impacts Review
Providing a Land Use Analysis and associated traffic impacts review for the Canadian National (CN) Railway Logistics Park. CN Railway approached the Village of Minooka to approve an expansion of the intermodal railway operations within the Village limits and surrounding areas. A Traffic Impact Study and Conceptual Plan of the planned improvements were provided for the site. The documentation from the CN Railway is being compared to the community's vision for development in Minooka, Grundy, Kendall, and Will counties as identified in the Comprehensive Plan, Future Land Use Map, Zoning Map, Local and Regional Transportation Plans, and Code of Ordinances to determine land use and traffic implications. In addition, an analysis of future traffic patterns is being provided for the key roadways and intersections in the Minooka area to determine the project's impacts on the community. The traffic analysis for this project included traffic counts, traffic forecasting, trip generation estimates, a capacity analysis, and a traffic impact study (TIS) review.

Lake County Division of Transportation, IL*
Fairground/Farm Bureau Property Traffic Impact Study
Assisted as Design Engineer for traffic analyses and reporting on the development of the Fairground/Farm Bureau property located on the northwest quadrant of the intersection of IL 120 and US 45, south of Center Street. The development was anticipated to consist of a regional shopping center that could be as large as 1.5 million square feet of leasable area. A shopping center that large was estimated to attract a possible 23,000 to 30,000 new vehicle trips within the surrounding street network each day. The traffic impact study summarized the analyses and provided recommendations to the County.

**While working for others*

BAXTER & WOODMAN Consulting Engineers

John Ambrose, PE
Principal in Charge



Joined Firm in 1984

Years of Experience: 44

EDUCATION
B.S., Civil Engineering,
Marquette University, 1983

REGISTRATIONS
Licensed Professional Engineer: Illinois

BAXTER & WOODMAN Consulting Engineers

John has over 44 years of municipal civil engineering experience with specific expertise in transportation planning, design, and construction services. His in-depth knowledge of State and Federal transportation funding opportunities, and his respected relationship and project experience with many County Division of Transportation officials will help to facilitate your projects.

REPRESENTATIVE PROJECTS

Winnebago County, IL

Principal in Charge for Perryville, Broadcast and Windsor/Nimtz Road Traffic Signals.
Principal in Charge for Riverside Boulevard/I-90 Ramp Improvements.
Principal in Charge for East Riverside Boulevard Improvements.

Franklin Park, IL

Principal in Charge for Ruby Street Traffic Signal/Railroad Signal Interconnection.

Lake County, IL

Fairfield Road & Metra/IL 134 Intersection Improvements

Principal in Charge for engineering services as a subconsultant to help evaluate alternatives and prepare a Phase I Project Development Report. The report provided a recommended design of study alternatives of a railroad grade separation with or without a grade-separated interchange of the existing intersection, and an intersection improvement that retained the existing at-grade railroad crossing.

Illinois Department of Transportation, District One

IL 120 at Cedar Lake and Bacon Road, Lake County

Project Manager responsible for coordinating all aspects for Phase I engineering services, including data collection (i.e. traffic counts), roadway survey, preparation of base maps and mosaics, accident analysis, alternate geometric studies, Intersection Design Studies, preparation of the Project Development Report, Location Drainage Study, Air Quality Analysis, submittal of Wetland Impact evaluation forms as necessary, preliminary construction cost estimates, and public involvement.

Illinois Department of Transportation, District One
Wolf Road; IL 21 to North of Hintz Road in Cook County
Project Manager for Phase II engineering services for widening and resurfacing of Wolf Road from south of IL 21 to north of Hintz Road, a distance of 1.35 miles. The pavement was widened to provide one lane, 13-feet wide in each direction with a two-way left turn lane median, 11-feet wide. The project also included stormwater drainage/detention improvements, traffic signal modifications, and intersection improvements.

McHenry County Division of Transportation, IL
Randall Road Phase I
Project Advisor working as a subconsultant to HDR Engineering for Phase I preliminary engineering and environmental study for improvements to Randall Road between County Line Road and Ackman Road. The Phase I Study included the identification of the various needs for the project (safety, traffic, pedestrian, etc.); evaluation of alternatives (based on needs and environmental impacts); and development of the preferred improvements that were recommended for further study in the second phase of the project.

BAXTER & WOODMAN Consulting Engineers

Lou Haussmann, PE, PTOE®, PTP®
QA/QC



Joined Firm in 1996

Years of Experience: 29

EDUCATION

M.S., Civil Engineering, University of Illinois at Urbana-Champaign, 1997

B.S., Civil Engineering, University of Illinois at Urbana-Champaign, 1995

REGISTRATIONS

Licensed Professional Engineer: Illinois, Wisconsin, Indiana, Michigan, Florida, North Carolina, and Texas

CERTIFICATIONS

Professional Traffic Operations Engineer®, certified by the Institute of Transportation Engineers

Professional Transportation Planner®, certified by the Institute of Transportation Engineers

BAXTER & WOODMAN Consulting Engineers

Lou is an experienced Project Manager and QC/QA Engineer for roadway rehabilitation, traffic signal installation, bicycle path construction, and streetscape projects. He is also skilled in the preparation of preliminary design engineering reports, traffic engineering and planning studies, and pavement management reports. Lou has designed and effectively managed many large projects in the area, including the reconstruction of Veterans Parkway for the Will County Division of Transportation, the widening of Peace Road for the City of DeKalb, IL, and the rehabilitation of Franklin Avenue in the Village of Franklin Park, IL.

Lou manages municipal engineering consulting services for many Chicago-area communities, including the Villages of Glenview, Grayslake, Niles, and Richmond, and the Cities of Crystal Lake and McHenry. Lou was appointed to the firm's Board of Directors in 2009 and is the Corporation's President and Chief Executive Officer.

REPRESENTATIVE PROJECTS

DeKalb, IL

Peace Road Widening Surface Transportation Program (STP)

Principal in Charge for Phase I and Phase II engineering design. The STP project included traffic signal installations at Pleasant Street and IL 38. Several geometric alternatives were prepared and coordinated with IDOT to meet design criteria while minimizing right-of-way acquisition and impacts to existing businesses at the intersection of Peace Road and IL 38. The project also included a bridge over the Union Pacific Railroad, right-of-way acquisition, environmental permitting, geotechnical investigation, base course widening, sidewalk construction, new curb and gutter, storm sewer, and hot-mix asphalt (HMA) resurfacing.

Franklin Park, IL

Ruby Street Signal Interconnection

Principal in Charge for the Phase I and Phase II design of a traffic signal/railroad signal interconnection along Ruby Street from Franklin Avenue to Pacific Avenue. The project included traffic signal interconnection improvements to 0.114 miles (600 feet) of roadway. During the design process, the Village decided to enhance safety in the project area and reduce the five-legged intersection at Ruby Street/Pacific Avenue/Gage Avenue to four legs by closing Gage Avenue. The existing traffic signals were removed and replaced by a four-way stop. Gage Avenue was terminated short of Ruby Street with a hammerhead dead end. The remaining improvements to the Ruby Street/Franklin Avenue/Belmont Avenue intersection and adjacent

ASSOCIATIONS

McHenry County: Community Development and Housing Grant Commission

American Council of Engineering Companies

Institute of Transportation Engineers

PAPERS/PRESENTATIONS

"Municipal Partnering: A Smart Cost Reduction Strategy" Metropolitan Planning Council, June 4, 2019

"Local Roads Management," McHenry County Council of Governments – Mayors' Caucus, September 8, 2016

"Neural Network Algorithms for the Correction of Concrete Slab Stresses from Elastic Layered Programs," Transportation Research Record No. 1568, Transportation Research Board

Metra Railroad included removal of existing traffic signal heads; installation of new LED signals; installation of accessible pedestrian signals; removal of the existing traffic signal controller and cabinet and replacement with the latest controller and cabinet equipment, including traffic and railroad signal pre-emption and battery back-up; loop detector installation and replacement; installation of the traffic signal and railroad/emergency vehicle pre-emption sequence of operations; intersection re-channelization; and interconnection of the intersection traffic signal controller with the railroad signal controller.

Glenview, IL

Consolidated Services Management

Director of Contract Services for the Village who performed ongoing duties since 2012. Under Lou's direction, Baxter & Woodman provided Glenview with engineering and inspection services; transportation design and construction services; federally funded ITEP, STP, and CMAQ design and construction services; Capital Improvement Project design and construction; water system planning; Village-wide drainage inspection program; water system operations assistance; development review and assistance; on-call traffic engineering; and NPDES Phase II assistance. The new contracting structure also consolidated the 20 public works contracts the Village previously had in place. Supporting the Baxter & Woodman team were four subcontractors managed by the Director of Contract Services.

Will County Division of Transportation, IL

Veterans Parkway Reconstruction

Project Manager for the Phase II design and Phase III construction management of a three-mile roadway reconstruction project that involved coordination with the Villages of Romeoville and Bolingbrook. The entire project included new storm sewer, relocation of water main, new street lighting system, new curb and gutter, and sidewalk installation. Also included were four new traffic signals and signal interconnection. Three intersections were realigned to improve both traffic flow and sight distance. There were two waterway crossings within the project limits. The improvements included the replacement of the 60-foot span Veterans Parkway Bridge over the Lily Cache Creek and construction of a two-cell 6-foot x 3-foot box culvert over the Naperville Road Tributary of the Lily Cache Creek. Traffic signals were installed at the intersections of Veterans Parkway with Remington Boulevard and Crossroads Parkway, as well as at the intersections of Schmidt Road with Veterans Parkway and Normantown Road.

Cassie Theissen, PE
Project Engineer



Joined Firm in 2019

Years of Experience: 6

EDUCATION
B.S., Civil Engineering
Bradley University, 2020

REGISTRATIONS
Licensed Professional Engineer: Illinois

TRAINING/CERTIFICATION
FHWA Traffic Noise Model 2.5 Course, 2021, Bowlby & Associates

ASSOCIATIONS
American Society of Civil Engineers

Transportation and Development Institute

BAXTER & WOODMAN Consulting Engineers

Cassie is a Transportation Engineer with design experience delivering roadway and infrastructure improvements for municipal, county, and state clients. She has a proven track record in designing and managing projects involving traffic signal modernization, ADA-compliant pedestrian facilities, pavement rehabilitation, and traffic noise modeling. Cassie's expertise includes leading multi-phase street and parking lot improvement programs, coordinating utility and funding requirements, and implementing innovative solutions to enhance traffic flow, safety, and accessibility across diverse communities in Illinois.

REPRESENTATIVE PROJECTS

Lake County Division of Transportation, IL

Lewis Avenue Corridor Study

Design Engineer for Traffic performing a Phase I Planning Environmental Linkages (PEL) Study to increase roadway and non-motorized transportation (NMT) safety, increase NMT connectivity, and effectively satisfy projected travel demands. The project will include a tiered alternative analysis to analyze roadway and NMT alternatives at logical segments along the project corridor.

Downers Grove, IL

Downtown Traffic Signal & Accessibility Improvements

Project Engineer for improvements to existing traffic signals, crosswalks, and curb ramps within compliance of the latest Americans with Disabilities Act Public Right-of-Way Accessibility Guidelines at five intersections within the Downtown Business District (DBD): Main Street and Maple Avenue; Main Street and Curtiss Street; Main Street and Burlington Avenue; Main Street and Warren Avenue; and Main Street and Franklin Street. The work was a continuation of annual projects to improve DBD crosswalks and accessibility upgrades, and enhancing pedestrian safety. The design also included modernizing the existing traffic signals, which included painting the existing equipment, adding Accessibility Pedestrian Signals and countdown pedestrian heads, LED signal head replacement, push button post installation/relocation, and installation of UPS and service upgrades.

Aurora, IL

Montgomery Road at Kautz Road

Project Engineer for design engineering services for the installation of a new traffic signal and right turn lane. Crosswalks and curb ramps in compliance of the latest Americans with Disabilities Act Public Right-of-Way Accessibility Guidelines were designed and added to the improvements due to the traffic signal and lane installation. The services also included traffic control warrants, turn lane warrants, and designing the traffic signals with Accessibility Pedestrian Signals, countdown pedestrian heads, LED signal heads, controller, and UPS. The engineering services required the development of plans, specifications, and cost estimate for the bidding documents.

Wilmette, IL

Parking Lot at 135 Green Bay Road Traffic Study

Provided an engineering study of a proposed parking lot located at 135 Green Bay Road. The parking lot was intended to serve the other properties on the block and included a new curb-cut off, connection to the existing rear alley, 33 new parking spaces, and a two-way drive aisle. Engineering services for this project consisted of a Parking and Site Analyses, and a Traffic Impact Analysis. Parking demands due to the demolition and installation of the parking lot were analyzed and compared to the existing parking for the adjacent commercial buildings. Sight lines, site circulation, and property access alternatives were investigated as needed. An AutoTURN analysis was completed to confirm the site was easily maneuverable by larger vehicles such as garbage and fire trucks. Existing traffic in the area surrounding the development was also analyzed. Trips generated by the new development were projected, and the directions in which traffic access the site were identified. A high-level qualitative analysis on the capacity of the proposed access along Green Bay Road, and impacts to nearby streets and alleys, was completed.

BAXTER & WOODMAN Consulting Engineers

Jason Fluhr, PE, PTOE®
Project Engineer



Joined Firm in 1999

Years of Experience: 26

EDUCATION
B.S., Civil Engineering, Marquette University, 1999

REGISTRATIONS
Licensed Professional Engineer: Illinois, Wisconsin, and Florida

CERTIFICATIONS
Professional Traffic Operations Engineer®, certified by the Institute of Transportation Engineers, 2007

ASSOCIATIONS
American Society of Civil Engineers

Institute of Transportation Engineers

American Public Works Association

BAXTER & WOODMAN Consulting Engineers

Jason is a Certified Professional Traffic Operations Engineer® and Project Manager for a variety of municipal, county, and large agency transportation projects. His varied engineering background includes program management, roadway reconstruction, roundabouts, streetscape, intersection improvements, bike paths, traffic studies, traffic operations, roadway maintenance/ management, and field engineer.

Jason has led many federal-, state-, and local-funded projects. He is an expert at coordinating complex projects with local agencies, counties, and Illinois Department of Transportation through active communication with clients, stakeholders, and contractors.

REPRESENTATIVE PROJECTS

South Elgin, IL

Various Traffic Control Studies – On Call Services

Jason serves as the Village's engineer for on call traffic control studies and has completed several studies over the past ten years, including two-way stop warrant analysis, all-way stop warrant analysis, speed studies, school zone traffic control studies, and railroad quiet zone studies.

College of Lake County, IL

Traffic and Traffic Control Warrants Study

The College of Lake County's Grayslake campus wanted to upgrade all traffic control and pedestrian facilities to current standards to improve pedestrian safety and assist with enforcement. Baxter & Woodman completed a comprehensive evaluation of regulatory traffic control signage, pedestrian crossings, ADA sidewalk curb ramps, traffic circulation, traffic signal warrants at major intersections, and a roundabout feasibility analysis at the entrance to the campus. The final report provided the College with a roadmap to implement necessary improvements, including moving or eliminating pedestrian crossings, removing or adding stop signs and pedestrian signs, traffic circulating improvements in parking lots, and a preliminary analysis of a roundabout at the entrance to the College.

Lakewood, IL

IL 47 Plan Review

To confirm the IL 47 corridor develops in a safe and responsible manner after IDOT widens it to five lanes, the Village created a $66M TIF district and has overseen various master plans showing possible development alternatives at and around the intersection of IL 47 and the south leg of IL 176. Jason has been assisting the Village throughout

this process by attending meetings and providing advice on cost estimates, traffic impacts, and environmental impacts. In addition, he has been involved in designing a 1.5-mile extension of the water and sewer mains to serve the potential developments. Concurrently with the TIF district, Jason and Village staff met with IDOT several times to discuss a safer and more developable intersection where the south leg of IL 176 intersects IL 47, which included realigning Pleasant Valley Road, currently on the west side of the intersection ¼ mile north, to be the new west leg of the intersection and in alignment with the south leg of IL176. IDOT has agreed to incorporate this realignment into their IL47 construction plans.

Kenilworth, IL

Land Use Planning

Baxter & Woodman worked with Teska Landscape Architects for this project as a traffic engineering expert. The project involved assisting the Village's planning department with creating concepts for realigning a dangerous intersection along Green Bay Road that would make the intersection safer while providing a redevelopment opportunity along the Village's main business district.

Public Building Commission of Chicago, IL

John C. Coonley Elementary School Traffic Study

Project Manager for a Traffic Study for the proposed building addition at John C. Coonley Elementary School which included improvements to the building, parking lot, sidewalk, and landscape. The 2.79 acre school site is located in a densely residential area bordered by West Belle Plaine Avenue to the north, North Bell Avenue to the west, North Leavitt Street to the east and an alley to the south.

R.L. Banks & Associates

Iowa Falls Business Park – Truck Traffic Study

Project Manager and Engineer for project which included completing a truck traffic study for the Iowa Falls Area Development Committee (IFADC) as part of an overall site certification for a potential 300-acre intermodal development on the southwest side of Iowa Falls, IA, where the CN and UP railroads nearly intersect. The study analyzed three potential access routes to the site, and included analysis of trip generation, trip distribution, intersection capacity, truck turning movements, driveway access, and pavement loading impacts at all impacted roads and intersections along the three potential routes. Jason prepared a report and made a presentation of the report to the IFADC Board.

PRESENTATIONS

"Street Improvements Management" – APWA City Branch/CDOT Lunch & Learn, February 2017; APWA City Branch/Cook County Lunch & Learn, May 2017; APWA Southwest Branch Lunch & Learn, November 2017 and APWA Annual Expo 2018

"Constructing ADA Compliant Ramps and Sidewalks" – Baxter & Woodman Construction Group Training, February 2015

"Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way" – Baxter & Woodman Transportation Group Training, December 2014

BAXTER & WOODMAN Consulting Engineers

Tom Slattery, PE, PTOE®
Project Engineer



Joined Firm in 2006

Years of Experience: 33

EDUCATION

M.S., Civil Engineering Illinois Institute of Technology, 1995

B.S., Civil Engineering Bradley University, 1992

REGISTRATIONS

Licensed Professional Engineer: Illinois

CERTIFICATIONS

Professional Traffic Operations Engineer™, certified by the Institute of Transportation Engineers, 2009

BAXTER & WOODMAN Consulting Engineers

Tom is one of our firm's Illinois Department of Transportation (IDOT) experts. He knows IDOT's policies and procedures thoroughly. His knowledge was gained from working as an IDOT Department of Transportation field engineer with the Bureau of Local Roads and Streets. He was responsible for approving plans, specifications, and estimates for local agency projects involving motor fuel tax, federal transportation program, township bridge, and other state funding. Tom also worked in the Bureaus of Design, Maintenance, and Construction preparing plans, specifications, and estimates for roadway reconstruction, resurfacing, and structural projects.

REPRESENTATIVE PROJECTS

New Lenox, IL

US 30 and Prairie Street Traffic Signal Installation

Project Manager for the design of actuated traffic control signals at the intersection of US 30 and Prairie Street. The project included traffic signal installation, pedestrian signal installation, emergency vehicle preemption installation, traffic signal interconnection with the existing traffic signal at the intersection of US 30 and Cedar Road, conduit installation, pavement marking replacement, parkway restoration, and traffic control.

Richton Park, IL

Governors Highway and Poplar Avenue Intersection Project

Traffic Engineer for Phase I preliminary engineering and Phase II design for the addition of a double left turn lane on Poplar Avenue and traffic signal modifications for the intersection of Governors Highway and Poplar Avenue. A Local Project Development Report for Group II Categorical Exclusion was prepared that included an Intersection Design Study. Traffic counts with turning movements were collected and analyzed. Also included were traffic projections, capacity analysis, signal phasing, and AutoTURN analysis of the intersection geometry. Phase II design consisted of the preparation of plans, specifications, and cost estimates for the intersection improvements.

Wood Dale, IL

Pedestrian Access TCM Improvements

Project Engineer for the upgrade of existing pedestrian facilities at seven locations within the City limits to comply with ADA requirements, improve pedestrian visibility to the motorized travelling public, and improve access for pedestrians accessing

the Metra train station. Worked with the City to identify several key pedestrian access points along Wood Dale Road and Addison Road, which would have the most significant safety impacts by upgrading signage, striping, and traffic signals. Baxter & Woodman helped the City secure STP federal funding through the Traffic Control Measures Program administered by the DuPage Mayors and Managers Conference for the improvements.

Lombard, IL
St. Charles Road LAPP Improvements
Project Manager for the design and preparation of construction documents for roadway resurfacing, traffic signal upgrades, and water main replacement.

Illinois Department of Transportation
PTB 194/06 Phase II Project Support and Management for Various Projects, Various Counties, Bureau of Design and Environment, District One
Project Manager providing Phase II engineering services as required for engineering management and project support, as well as other functions as assigned to accomplish Phase II services. Responsibilities include structural and pavement design, cost estimating and economic analysis, railroad and utility coordination, CADD unit plan drafting, joint agreement preparation and negotiation, and geologic and waste assessment expertise and oversight. Work orders under the blanket agreement are negotiated and authorized by the department on an as-needed basis.

Illinois Department of Transportation
PTB 154/15 Various Phase II Projects, Bureau of Design and Environment, District One
Project Engineer for Phase II engineering services for plan preparation, plan review, and route surveying. Work orders under the blanket agreement were negotiated and authorized by the Department on an as-needed basis. The project included contract plan preparation for projects involving roadway, drainage, and bridge improvements, preparation of miscellaneous plan and structure details, review of plans by other consultants and local agency consultants for roadway and bridge reconstruction projects, obtaining pavement composition cores for resurfacing projects, and providing supplemental field and bridge deck surveying for projects.

BAXTER & WOODMAN Consulting Engineers

Jeff Weatherford, PE, PTOE®

Project Engineer



Joined Firm in 2022

Years of Experience: 30

EDUCATION

B.S., Civil Engineering, Illinois Institute of Technology, Chicago

REGISTRATIONS

Licensed Professional Engineer: Florida, Texas

TRAINING/CERTIFICATIONS

Professional Traffic Operations Engineer

ASSOCIATIONS

ITS Texas

Institute of Transportation Engineers

BAXTER & WOODMAN Consulting Engineers

Jeff has extensive experience in civil engineering and project management in both the private and public sectors. His experience includes transportation planning, roadway and drainage design, traffic engineering, traffic operations, street, and drainage maintenance, construction management, and Intelligent Transportation Systems.

His public sector experience spans three states where he served with the Pima County, AZ, Department of Transportation, the City of Lakeland, FL, Public Works Department, the City of Apopka, FL, Public Services Department, and the City of Houston, TX, where he was the Director of Transportation and Drainage Operations.

REPRESENTATIVE PROJECTS

Waukegan, IL

Sheridan Road at Belvedere Street Traffic Signal Modification

Project Engineer responsible for overseeing traffic signal modification plans to add accessible pedestrian pushbuttons and new detection loops on Sheridan Road to an existing IDOT traffic signal as a part of a resurfacing project.

Franklin Park, IL

Belmont Avenue at Edginton Traffic Signal Modification

Project Engineer for proposed traffic signal modification design. The Village has been experiencing numerous westbound crashes resulting from vehicles running red lights. The existing traffic signal has only pole based traffic signal heads. Baxter & Woodman determined that the most likely cause was that westbound drivers were focusing on the westbound traffic signal heads on mast arms located at the intersection west of this location. The signal is scheduled for a full design and reconstruction by the Illinois Department of Transportation (IDOT) in the next five to ten years. The Village did not want to wait this long for a remedy and Baxter & Woodman recommended the installation of span wire mounted signal heads across the west side of the intersection to increase visibility for drivers. A preliminary plan set was prepared and has been submitted to the Village and IDOT for review and consideration.

Whitefish Bay, WI
Lake Drive/Silver Springs Drive/Marlborough Drive Intersection Analysis and Traffic Signal Design
Traffic Engineer responsible for intersection capacity analysis and the design of new traffic signal.

Lauderdale-By-The-Sea, FL
South Silver Shores Traffic Calming Study
Project Manager responsible for performing a traffic calming study for a small residential neighborhood bordering a commercial area. The scope of work includes the collection of speed and directional traffic counts at 10 locations within the neighborhood, analysis of the data, trip generation for the neighborhood and analysis to determine the extent of speeding and cut-through traffic in the neighborhood. Upon completion of the analysis, a preliminary concept for traffic calming features will be developed. This plan will be presented first to the Town and then to the community.

Lauderdale-By-The-Sea, FL
W. Tradewinds (North Silver Shores) and Bel Air Traffic Studies
Project Manager for a traffic calming study for these two residential neighborhoods. The project includes reviewing and analyzing data from the Broward County Sheriff's Office, collecting and analyzing new speed and traffic count data, trip generation, analysis to determine the extent of cut-through traffic and the preparation of a preliminary concept for traffic calming devices.

Delray Beach, FL
Northwest Neighborhood Improvements
Project Engineer responsible for oversight and QA/QC of all traffic related plans including signing, marking, and traffic signal modifications. Also, provided input on traffic calming site specific locations and other transportation issues associated with the project.

Lantana, FL
Municipal Engineering Services
As a Project Engineer, reviewed several traffic studies related to commercial developments proposed within the Town.

Maura Lakowski, PE
Traffic Maintenance



Joined Firm in 2024

Years of Experience: 13

EDUCATION
B.S., Civil Engineering, Rose-Hulman Institute of Technology, 2012

REGISTRATIONS
Licensed Professional Engineer: Illinois

ASSOCIATIONS
Women in Transportation Seminar (WTS)

American Society of Civil Engineers

Maura is a Transportation Design Engineer with over 13 years of experience, specializing in the development of maintenance of traffic and roadway designs for major agencies such as the Illinois Tollway, Illinois Department of Transportation, and the Lake County Division of Transportation. She has worked on complex projects, including the I-294 Central Tri-State Reconstruction and I-355 Resurfacing and Bridge Repair, where she developed traffic management plans, coordinated construction staging, and coordinated seamless integration across multidisciplinary teams. Maura's expertise extends to roadway and drainage design, with a focus on enhancing safety, mobility, and infrastructure durability across Illinois.

REPRESENTATIVE PROJECTS

Illinois Department of Transportation, District One
PTB 195/006 D-91-234-22 IL 171 over Fiddyment Creek
Bridge Deck Overlay, Bridge Joint Replacement, Bearing and Substructure Repairs
Project Engineer for Phase II engineering services for the bridge deck overlay improvements of IL 171 over Fiddyment Creek. The project consisted of preparing a Maintenance of Traffic (MOT) concept study, preliminary MOT plans, a traffic management plan with three alternatives for managing traffic during construction, and plan preparation.

Joliet, IL
2025 Water Main Improvements
Design Engineer for the maintenance of traffic plans and detour plans for the replacement of several miles of water main distributed across 16 project areas. The maintenance of traffic design effort involved significant coordination with Illinois Department of Transportation (IDOT) for permitting.

Lake County Division of Transportation, IL
Lewis Avenue Improvements
Design Engineer for Planning and Environmental Linkages (PEL) Study engineering services from Sunset Avenue to Illinois Route 173. The project objectives are to increase roadway and non-motorized transportation (NMT) safety, increase NMT connectivity, and effectively satisfy projected travel demands. The project includes a tiered alternative analysis to evaluate roadway and non-motorized transportation (NMT) options across logical segments of the corridor. These segment-level evaluations will be reviewed for recurring patterns and integrated to develop comprehensive alternatives for the entire Lewis Avenue corridor.

Illinois Department of Transportation, District One
PTB 200/04 IL 126 over DuPage River Phase II
Project Engineer for firm's services as a subconsultant providing Phase II engineering services for the deck overlay of IL 126 over the DuPage River bridge in the Village of Plainfield in Will County. Services included preparation of a traffic management plan (TMP), maintenance of traffic plans, and a detour plan for the project.

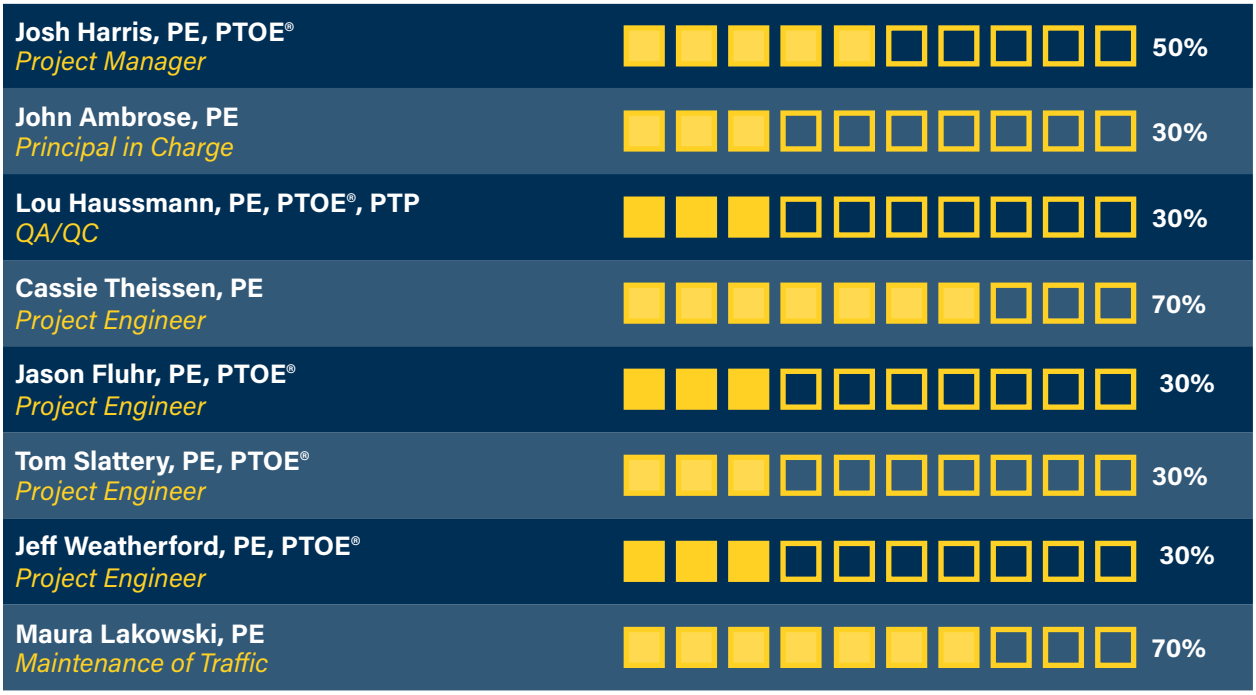
Illinois Department of Transportation, District One
PTB 207/07 FAP 607 (US 52) at County Line Road Phase II
Project Engineer for Phase II engineering services for proposed four-leg single lanes roundabout intersection of US 52 at County Line Road, shoulder widening, shared-use path, lighting, ROW acquisition, and drainage improvements. The improvements are needed to reduce potential for severe crashes and was awarded Highway Safety Improvement Program (HSIP) funding.

Waukegan, IL
Greenwood Avenue over Union Pacific Railroad (UPRR)
Assisted with Phase II engineering services for the bridge replacement of Greenwood Avenue over UPRR in Waukegan. The structure was a three-span steel beam bridge. The project consistsed of the preparation of a bridge type study; a Bridge Condition Report; PDR; preliminary environmental site assessment (PESA); a preliminary site investigation (PSI); wetland evaluation; and contract plans, specifications, and cost estimates. The project utilized STP-Bridge funds and were processed through IDOT Bureau of Local Roads and Streets for an IDOT letting. Maura was responsible for roadway geometric design and the detour plan.

Workload Availability

Baxter & Woodman is committed to serving the firm's existing clients, and we carefully monitor the current and projected workload for each of our employees. We understand the importance of being responsive to our clients' needs, and we always consider the impact an awarded project will have on the workload of our staff.

We maintain a scalable workload capacity to efficiently manage projects of varying sizes and complexities. At Baxter & Woodman, we use advanced project management tools and strategic resource allocation to confirm timely delivery without compromising quality. After thoroughly reviewing the workload responsibilities for each proposed team member, we confirm that our team is fully equipped to meet the demands of your project.



Project Experience

VILLAGE OF MINOOKA, IL

Land Use Analysis & Traffic Impacts Review

COMPLETED: ONGOING

Baxter & Woodman is providing a Land Use Analysis and associated traffic impacts review for the Canadian National (CN) Railway Logistics Park. CN Railway approached the Village of Minooka to approve an expansion of the intermodal railway operations within the Village limits and surrounding areas. A Traffic Impact Study and Conceptual Plan of the planned improvements were provided for the site, generally located west of McLinden Road and north of US Route 6 within the Villages of Channahon and Minooka in Grundy County, Illinois.

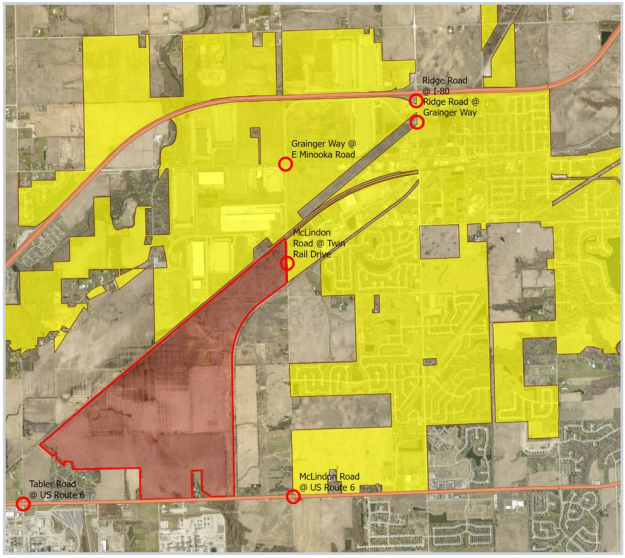
SERVICES

- Land Use Analysis
- Railroad Coordination

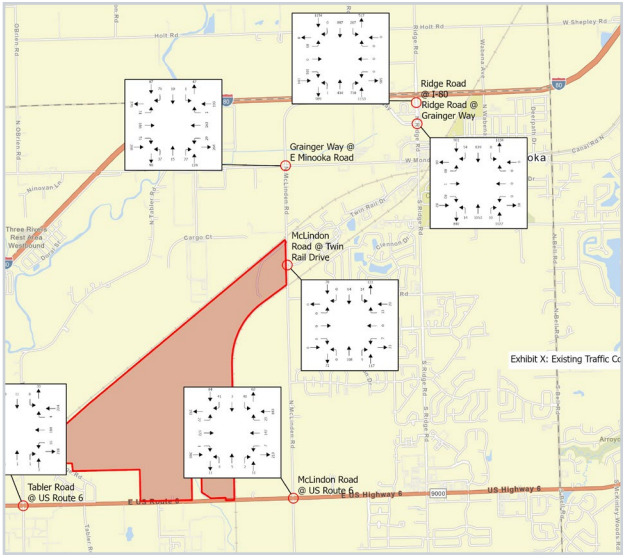
CONTACT

Ryan Anderson
Superintendent of Public Works
P: 815-467-2151
E: ryan.anderson@minooka.com

The documentation from the CN Railway is being compared to the community's vision for development in Minooka, Grundy, Kendall, and Will counties as identified in the Comprehensive Plan, Future Land Use Map, Zoning Map, Local and Regional Transportation Plans, and Code of Ordinances to determine land use and traffic implications. In addition, an analysis of future traffic patterns is being provided for the key roadways and intersections in the Minooka area to determine the project's impacts on the community. The traffic analysis for this project included traffic counts, traffic forecasting, trip generation estimates, a capacity analysis, and a traffic impact study (TIS) review.



Study Intersections



Existing Traffic Counts

LAKE COUNTY DIVISION OF TRANSPORTATION, IL

Lewis Avenue Corridor Improvements

COMPLETED: ONGOING

Baxter & Woodman is conducting a Planning and Environmental Linkages (PEL) Study for the Lewis Avenue 5.5 mile corridor on behalf of the Lake County Division of Transportation (LCDOT), including preparation of National Environmental Policy Act (NEPA) documentation. The project aims to enhance roadway and non-motorized transportation (NMT) safety, improve NMT connectivity, and meet projected travel demands along the corridor.

The study includes a tiered alternatives analysis to evaluate roadway and NMT options at logical segments, following the federal PEL process to develop a NEPA-ready purpose and need statement and identify viable alternatives in coordination with stakeholders and the public. A Final PEL Report will document study outcomes, providing a foundation for future Phase I studies while maintaining federal funding eligibility.

SERVICES

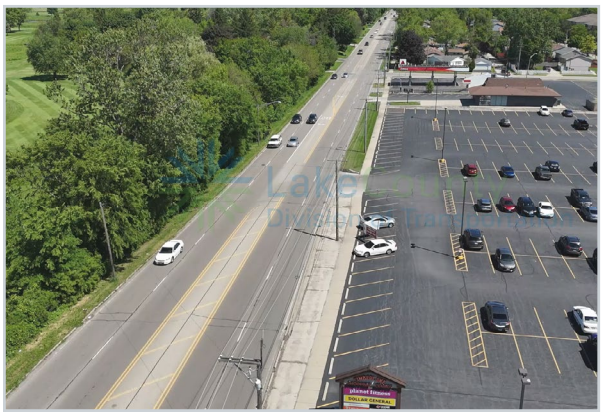
- Surveying & Mapping
- Travel Demand Modeling & Operational Analysis
- Crash Analysis
- PEL Development
- Public Involvement
- Agency Coordination
- GIS Development

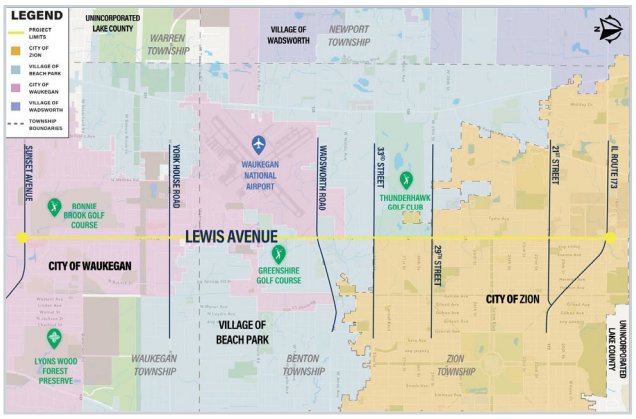
CONTACT

Zachary Gill
Project Manager
P: 847-377-7400
E: zgill@lakecountyil.gov

The Traffic Analysis portion of this study consists of:

- 28 locations of 24-hour weekday traffic counts with turning movements
- 17 locations of 24-hour weekend traffic counts with turning movements
- 7 locations of 7 day, 24-hour speed counts
- 7 Traffic Signal Warrant studies
- 22 Intersection Capacity Analysis
- 7 Segment Capacity Analysis
- 62 intersections and 7 roadway segment Crash Analysis
- Utilize VISSIM software to prepare traffic simulations
- Complete Travel Demand Model for various geometric alternatives
- Prepare Traffic Analysis Technical memorandum





VILLAGE OF WILMETTE, IL

Parking Lot at 135 Green Bay Road Traffic Study

COMPLETED: 2023

Baxter & Woodman provided an engineering study of the proposed parking lot located at 135 Green Bay Road. The proposed development consisted of demolishing an existing building on the property to install a parking lot. The parking lot was intended to serve the other properties on the block and included a new curb-cut off Green Bay Road, connection to the existing rear alley, 33 new parking spaces, and a two-way drive aisle. The parking lot has access via Green Bay Road and the alley system behind the commercial buildings. The layout of the redevelopment required approval of a special use permit from the Village's Zoning Board and Appeals (ZBA). The Village requested traffic engineering services to accompany the applicant materials for a ZBA meeting.

SERVICES

- Engineering Study
- Parking and Site Analysis
- Traffic Impact Analysis

CONTACT

Dan Manis
Village Engineer
P: 847-853-7602
E: manisd@wilmette.com

Engineering services for this project consisted of a Parking and Site Analyses, and a Traffic Impact Analysis. Parking demands due to the demolition and installation of the parking lot were analyzed and compared to the existing parking provided for the adjacent commercial buildings. The 5th Edition of the Parking Generation Manual was used to project the parking demand for the development. Sight lines, site circulation, and property access alternatives were investigated as needed. An AutoTURN analysis was completed to confirm the site was easily maneuverable, as well as accessible by larger vehicles such as garbage and fire trucks.

Existing traffic in the area surrounding the development was also analyzed. Trips generated by the new development were projected, and the directions in which traffic access the site were identified. A high-level qualitative analysis on the capacity of the proposed access along Green Bay Road, and impacts to nearby streets and alleys, was completed. The 11th Edition of the Trip Generation Manual was used to project the generated traffic from the site.





CITY OF OAK FOREST, IL

167th & Cicero Preliminary Site Plan Review

COMPLETED: ONGOING

Baxter & Woodman is providing plan and supporting document review services for the City of Oak Forest's 167th and Cicero preliminary site plan.

Review services for this project include completing the final engineering review of plans and stormwater management calculations, and additional reviews of final engineering submittals, including plans, storm water management, calculations, AutoTURN plots, Watershed Management Permit Applications, and an updated Traffic Impact Study. Assistance is also being provided for a Watershed Management Permit application requirement.

SERVICES

- Plan & Supporting Document Review
- Traffic Impact Study Update

CONTACT

Michael Salamowicz
Director of Public Works
P: 708-444-4856
E: msalamowicz@oak-forest.org

CITY OF CRYSTAL LAKE, IL

Tommy Wash Parking Lot Circulation & Queuing Analysis

COMPLETED: 2023

Baxter & Woodman provided an engineering study of the proposed parking lot located at 5999 NW Highway. This study focused on a site circulation analysis, and a queuing analysis of vehicles turning onto Heritage Drive.

An AutoTURN analysis was completed to confirm the site is easily maneuverable, as well as accessible, by larger vehicles such as garbage and fire trucks. A Technical Memorandum was produced that summarized the analysis findings for the proposed car wash. A draft memorandum was submitted to the City for review and approval.

SERVICES

- Engineering Plan Study
- Site Circulation Analysis
- Queing Analysis
- AutoTURN Analysis

CONTACT

Abigail Wilgreen
City Engineer
P: 815-356-3615 x3746
E: awilgreen@crystallake.org

Working with Highland Park

For 40 years, Baxter & Woodman has assisted the City of Highland Park complete a wide range of projects. Our most recent projects and ongoing contracts include:

2025	Havenwood Avenue Improvements
2025	Drainage & Grading Plan Review Services
2025	Water Plant On-Call Engineering
2025	Dean Avenue Bridge Phase I
2025	Grant Assistance Consulting Services
2024	Park Avenue West Multi-Use Path

Personnel Hourly Rates

Key Personnel	Role	Hourly Rate
Josh Harris, PE, PTOE	Project Manager	$225
John Ambrose, PE	Principal in Charge	$260
Lou Haussmann, PE, PTOE, PTP	QA/QC	$275
Cassie Theissen, PE	Project Engineer	$180
Jason Fluhr, PE, PTOE	Project Engineer	$260
Tom Slattery, PE, PTOE	Project Engineer	$242
Jeff Weathrford, PE, PTOE	Project Engineer	$252
Maura Lakowski, PE	Maintenance of Traffic	$205

City of Highland Park

Public Works Department

1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0807
cityhpil.com

PROFESSIONAL SERVICES AGREEMENT
TRAFFIC ENGINEERING SERVICES

This **PROFESSIONAL SERVICES AGREEMENT** (***"Agreement"***) is dated as of the _____ day of _____, 20_____, and is by and between the **CITY OF HIGHLAND PARK**, an Illinois home rule municipal corporation (***"City"***), and the Consultant identified in Section 1.A of this Agreement.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and pursuant to the City's statutory and home rule powers, the parties agree as follows:

SECTION 1. CONSULTANT.

A. Engagement of Consultant. The City desires to engage the Consultant identified below to perform and to provide all necessary professional consulting services to perform the work in connection with the project identified below:

Consultant Name *("Consultant")*	CivilTech Engineering, Inc.
Address	Two Pierce Place, Suite 1400
City, State Zip	Itasca, IL 60143
Phone	630.773.3900
Email	Michael J. Folkening; mfolkening@civiltechinc.com
Project Name/Description	PSA - Traffic Engineering Services
Agreement Amount	$ or See Exhibit A

B. Project Description. The engineering firm(s) to supplement the Engineering Division with facets of traffic engineering including but not limited to traffic studies, intersection capacity and timing studies on an as-needed basis. This work is to be performed on an on-call, flexible service basis, as more fully described in the proposal attached to this Agreement as **Exhibit A** (***"Proposal"***).

C. Representations of Consultant. The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the consulting services that are set forth in the Proposal (***"Services"***) in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

SECTION 2. SCOPE OF SERVICES.

A. Retention of the Consultant. The City retains the Consultant to perform, and the Consultant agrees to perform, the Services.

B. Services. The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.

C. Commencement; Time of Performance. The Consultant shall commence the Services immediately upon receipt of written notice from the City that this Agreement has been fully executed by the Parties (***"Commencement Date"***). The Consultant shall diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by the City, but in no event later than December 31, 2026 (***"Time of Performance"***). The City may modify the Time of Performance at any time upon 15 days prior written notice to the Consultant. Delays caused by the City shall extend the Time of Performance in equal proportion to the delay caused by the City; provided, however, that the Consultant shall be responsible for completion of all work within the Time of Performance, notwithstanding any strike or other work stoppage by employees of either Consultant or of the City. This Agreement may be renewed for no more than four additional and consecutive one-year terms upon the mutual written consent of the City and Consultant. For all services performed by Consultant during any renewal term, Consultant shall be paid an amount equal to the proposed costs in Exhibit A, as adjusted by the Consumer Price Index for all Urban Consumers published by the Bureau of Labor Statistics of the United States Department of Labor for Chicago-Naperville-Elgin, IL-IN-WI, All Items (1982-84=$100) for the previous calendar year, except as the City and Consultant may otherwise mutually agree, however such adjustment shall not exceed three percent (3%). ("**Renewal Terms**").

D. Reporting. The Consultant shall regularly report to the City Manager, or his designee, regarding the progress of the Services during the term of this Agreement.

SECTION 1. COMPENSATION AND METHOD OF PAYMENT.

A. Agreement Amount. The total amount paid by the City for the Services pursuant to this Agreement shall not exceed the amount identified as the Agreement Amount in Section 1.A of this Agreement. No claim for additional compensation shall be valid unless made in accordance with Sections 3.D or 3.E of this Agreement.

B. Invoices and Payment. The Consultant shall submit invoices in an approved format to the City for costs incurred by the Consultant in performing the Services. The amount billed in each invoice for the Services shall be based solely upon the rates set forth in the Proposal. Final pay request shall include, without limitation: (i) all final waivers of lien; and (ii) all final certified payrolls, as required. The City shall pay to the Consultant the amount billed within 45 days after receiving such an invoice.

C. Records. The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the City to inspect and audit all data and records of the Consultant for work done pursuant to this Agreement. The records shall be made available to the City at reasonable times during the term of this Agreement, and for one year after the termination of this Agreement.

D. Claim In Addition To Agreement Amount.

1. The Consultant shall provide written notice to the City of any claim for additional compensation as a result of action taken by the City, within 15 days after the occurrence of such action.

2. The Consultant acknowledges and agrees that: (a) the provision of written notice pursuant to Section 3.D.1 of this Agreement shall not be deemed or interpreted as entitling the Consultant to any additional compensation; and (b) any changes in the Agreement Amount shall be valid only upon written amendment pursuant to Section 8.A of this Agreement.

3. Regardless of the decision of the City relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the work required to complete the Services under this Agreement, as determined by the City, without interruption.

E. Additional Services. The Consultant acknowledges and agrees that the City shall not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement (***"Additional Services"***), regardless of whether such Additional Services are requested or directed by the City, except upon the prior written consent of the City.

F. Taxes, Benefits, and Royalties. Each payment by the City to the Consultant includes all applicable federal, state, and City taxes of every kind and nature applicable to the Services, as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits, and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by the Consultant.

G. Final Acceptance. The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the City of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

SECTION 2. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The Key Project Personnel identified in the Proposal shall be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel shall not be changed without the City's prior written approval.

B. Availability of Personnel. The Consultant shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the City as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant shall have no claim for damages and shall not bill the City for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

C. Approval and Use of Subcontractors. The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved in advance by the City in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the City. The City's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the City and consistent with commonly accepted professional practices, the Consultant shall immediately upon notice from the City remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement, or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

SECTION 3. CONFIDENTIAL INFORMATION.

A. Confidential Information. The term ***"Confidential Information"*** shall mean information in the possession or under the control of the City relating to the technical, business, or corporate affairs of the City; City property; user information, including, without limitation, any information pertaining to usage of the City's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. City Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the City prior to the time of disclosure of such information to the Consultant pursuant to this Agreement (***"Time of Disclosure"***); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the City; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the City to maintain such information in confidence.

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the City under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the City. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 4. STANDARD OF SERVICES AND INDEMNIFICATION.

A. Representation and Certification of Services. The Consultant represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the City.

B. Indemnification. The Consultant shall, and does hereby agree to, indemnify, save harmless, and defend the City against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with the Consultant's performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications set forth in Section 6.A of this Agreement.

C. Insurance. The Consultant shall provide, at its sole cost and expense, liability insurance in the aggregate amount of $1,000,000, which insurance shall include, without limitation, protection for all activities associated with the Services. The insurance shall be for a minimum of $1,000,000 per occurrence for bodily injury and $1,000,000 per occurrence for property damage. The Consultant shall cause the City to be named as an additional insured on the insurance policy described in this Section 6.C. Not later than 10 days after the Commencement Date, the Consultant shall provide the City with either: (a) a copy of the entire insurance policy; or (b) a Certificate of Insurance along with a letter from the broker issuing the insurance policy to the effect that the Certificate accurately reflects the contents of the insurance policy. The insurance coverages and limits set forth in this Section 6.C shall be deemed to be minimum coverages and limits, and shall not be construed in any way as a limitation on the Consultant's duty to carry adequate insurance or on the Consultant's liability for losses or damages under this Agreement.

D. No Personal Liability. No elected or appointed official or employee of the City shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 5. CONSULTANT AGREEMENT GENERAL PROVISIONS.

A. Relationship of the Parties. The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed: (1) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the City and Consultant; or (2) to create any relationship between the City and any subcontractor of the Consultant.

B. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no elected or appointed City official, employee or agent has a personal financial interest in the business of the Consultant or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither Consultant nor any person employed or associated with Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither Consultant nor any person employed by or associated with Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the City prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the City for all loss or damage that the City may suffer, and this Agreement shall, at the City's option, be null and void.

D. Termination. Notwithstanding any other provision hereof, the City may terminate this Agreement at any time upon 15 days written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed, which shall be determined on the basis of the rates set forth in the Proposal.

E. Compliance With Laws and Grants.

1. Compliance with Laws. The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq*. The

Consultant shall also comply with all conditions of any federal, state, or local grant received by the City or the Consultant with respect to this Agreement or the Services. Further, the Consultant shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act.

2. Liability for Noncompliance. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or any of its subcontractors, performance of, or failure to perform, the Services or any part thereof.

3. Required Provisions. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

F. Default. If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (***"Event of Default"***), and fails to cure any such Event of Default within ten business days after the Consultant's receipt of written notice of such Event of Default from the City, then the City shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Cure by Consultant. The City may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.

2. Termination of Agreement by City. The City may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.

3. Withholding of Payment by City. The City may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the City as the result of any Event of Default by the Consultant or as a result of actions taken by the City in response to any Event of Default by the Consultant.

G. No Additional Obligation. The Parties acknowledge and agree that the City is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant or with any vendor solicited or recommended by the Consultant.

H. City Council Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by the Consultant to, vendors shall be subject to the approval of the City Council. For purposes of this Section 7.H, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to the City. The City shall not be liable to any vendor or third party for any agreements made by the Consultant without the knowledge and approval of the City Council.

I. Mutual Cooperation. The City agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the City may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the City in the performance and completion of the Services and with any other consultants engaged by the City.

J. News Releases. The Consultant shall not issue any news releases, advertisements, or other public statements regarding the Services without the prior written consent of the City Manager.

K. Ownership. Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received from the City by the Consultant in connection with any or all of the Services to be performed under this Agreement (***"Documents"***) shall be and remain the exclusive property of the City. At the City's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the City.

L. GIS Data. The City has developed digital map information through Geographic Information Systems Technology (***"GIS Data"***) concerning the real property located within the City. If requested to do so by the Consultant, the City agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

1. Limited Access to GIS Data. The GIS Data provided by the City shall be limited to the scope of the Services that the Consultant is to provide for the City;

2. Purpose of GIS Data. The Consultant shall limit its use of the GIS Data to its intended purpose of furtherance of the Services; and

3. Agreement with Respect to GIS Data. The Consultant does hereby acknowledge and agree that:

a. Trade Secrets of the City. The GIS Data constitutes proprietary materials and trade secrets of the City, and shall remain the property of the City;

b. Consent of City Required. The Consultant will not provide or make available the GIS Data in any form to anyone without the prior written consent of the City Manager;

c. Supply to City. At the request of the City, the Consultant shall supply the City with any and all information that may have been developed by the Consultant based on the GIS Data;

d. No Guarantee of Accuracy. The City makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use thereof; and

e. Discontinuation of Use. At such time as the Services have been completed to the satisfaction of the City, the Consultant shall cease its use of the GIS Data for any purpose whatsoever, and remove the GIS Data from all of the Consultant's databases, files, and records; and, upon request, an authorized representative of the City shall be afforded sufficient access to the Consultant's premises and data processing equipment to verify compliance by the Consultant with this Section 7.L.3.e.

SECTION 6. GENERAL PROVISIONS.

A. Amendment. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by the City and the Consultant in accordance with all applicable statutory procedures.

B. Assignment. This Agreement may not be assigned by the City or by the Consultant without the prior written consent of the other party.

C. Binding Effect. The terms of this Agreement shall bind and inure to the benefit of the City, the Consultant, and their agents, successors, and assigns.

D. Notice. All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or by (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of: (a) actual receipt; (b) one business day after deposit with an overnight courier, as evidenced by a receipt of deposit; or (c) four business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 8.D, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the City shall be addressed to, and delivered at, the following address:

City of Highland Park, Department of Public Works
1150 Half Day Road
Highland Park, Illinois 60035
Attention: Ron Bannon, Director

With a copy to:

Elrod Friedman, LLP.
350 North Clark Street, Second Floor
Chicago, Illinois 60654
Attention: Steven M. Elrod, Corporation Counsel

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

_____
_____
_____
_____

With a copy to:

_____
_____
_____
_____

E. Third Party Beneficiary. No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the City.

F. Provisions Severable. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

G. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

H. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

I. Governing Laws. This Agreement shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

J. Authority to Execute.

1. The City. The City hereby warrants and represents to the Consultant that the persons executing this Agreement on its behalf have been properly authorized to do so by its corporate authorities.

2. The Consultant. The Consultant hereby warrants and represents to the City that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.

L. Waiver. Neither the City nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the City or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the City's or the Consultant's right to enforce such rights or any other rights.

M. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

N. Grammatical Usage and Construction. In construing this Agreement, pronouns include all genders and the plural includes the singular and vice versa.

O. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

P. Headings. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

Q. Exhibits. Exhibits A through ___ attached to this Agreement are, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between an Exhibit and the text of this Agreement, the text of this Agreement shall control.

R. **Rights Cumulative.** Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

S. **Counterpart Execution.** This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have executed this Agreement this _____ day of _____, 20____.

ATTEST:

By: _____

Ashley Palbitska, Deputy City Clerk

CITY OF HIGHLAND PARK

By: _____

Ghida S. Neukirch, City Manager

ATTEST:

By:_____

Print Name:_____

Title:_____

CONSULTANT:

By:_____
Executing Officer

Print Name:_____

Title:_____

649609_v6

EXHIBIT A

PROPOSAL

[TO BE PREPARED BY CONSULTANT AND ACCEPTABLE TO CITY]

[SHALL INCLUDE SCHEDULE]

CIVILTECH

REQUEST FOR PROPOSALS

Traffic Engineering Services







City of Highland Park

October 24, 2025

SECTION 1

Cover Letter

Firm Description

General Statement

Key Personnel

Workload

Related Projects

Current Highland Park Projects

Hourly Personnel Charges

Date
October 24, 2025

To
Mr. Ron Bannon
Director of Public Works
The City of Highland Park
1150 Half Day Road
Highland Park, IL 60035

Re
Request for Proposal
Traffic Engineering Services

Civiltech Engineering, Inc.

www.civiltechinc.com

630.773.3900

Itasca
Two Pierce Place, Suite 1400
Itasca, IL 60143

Chicago
30 N LaSalle Street, Suite 3220
Chicago, IL 60602

Milwaukee
330 E. Kilbourn Avenue
Suite 1215, Tower One
Milwaukee, WI 53202

Follow us on social media.

Dear Mr. Bannon:

Thank you for the opportunity to submit our proposal to provide the City of Highland Park with on-call traffic engineering services. We enjoy working with the City of Highland Park and value our on-going relationship. Civiltech offers Highland Park a strong engineering partner who will provide all of the services required for this contract and will work as an extension of your team. We bring an excellent reputation for engineering services as well as a list of satisfied clients. We are prequalified by IDOT Prequalification in several traffic engineering related categories, including Traffic Signals, Traffic Studies, and Safety Studies.

We have a unique understanding of the types of traffic and transportation engineering projects anticipated to be assigned as part of this contract due to our **experience in completing over 75 previous assignments for the City of Highland Park since 2001**. Projects we have completed included traffic signal warrant analyses, traffic impact studies for developments, reviews of traffic impact studies by private developers, traffic signal plan reviews, traffic signal design, traffic flow and parking improvement studies, and preparation of applications for Federal funding for transportation improvement projects.

With the past services we have provided the City, we bring a strong knowledge of the community infrastructure. Also, we have a good working relationship with your staff, and we understand your standards and expectations.

We are proposing a strong team that is highly qualified across all of the necessary traffic engineering services needed by the City and has capacity to complete the necessary tasks expeditiously and accurately. The project profiles that are included showcase our team's relevant experience, client references, and provide a feel for our style of approach.

Steve Pautsch, P.E., PTOE will be assigned as Project Manager and primary contact for the City. Steve brings more than 24 years of traffic experience working with various municipalities throughout the Chicago region to coordinate and conduct numerous traffic studies of all types and sizes. Throughout his career, he has reviewed hundreds of traffic impact studies, including those that are large and controversial. Steve has extensive experience coordinating with government staff and communicating with elected officials.

I will be the person authorized to represent the company regarding all matters directly related to this RFP. Please contact me at 312.656.0687 or mfolkening@civiltechinc.com with any questions. We look forward to continuing to provide Traffic Engineering Services to the City of Highland Park.

Very truly yours,

Michael J. Folkening, P.E., PTOE
Director of Urban Design & Taffic
CIVILTECH ENGINEERING, INC.

SECTION 2

Cover Letter

Firm Description

General Statement

Key Personnel

Workload

Related Projects

Current Highland Park Projects

Hourly Personnel Charges

FIRM PROFILE

Civiltech Engineering, Inc. is a professional consulting firm with its primary focus on Transportation Planning, Design, and Engineering. The firm offers a wide range of services while maintaining a high level of integrity and attention to detail on each and every area of the job.

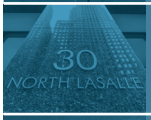
Civiltech's municipal client list includes over 85 villages and cities in the Chicago, Northern Illinois, Milwaukee, and Southeastern Wisconsin regions. Clients include multiple county and township DOTs, Illinois Tollway, Illinois Department of Transportation, Chicago Department of Transportation, the City of MIlwaukee Public Works, additional public agencies, as well as private sector clients. Civiltech realizes that success lies in the individual service and attention we provide to our clients. We are committed to providing top quality consulting engineering services. Through the years, we have earned a reputation for professional excellence and integrity.

Doing Business with Civiltech

Civiltech Engineering, Inc. was established in 1988 as a privately held Illinois corporation. We are licensed to do business in the States of **Illinois and Wisconsin.**



Corporate Headquarters
Two Pierce Place, Suite 1400
Itasca, IL 60143



Chicago Office
30 N LaSalle St., Suite 3220
Chicago, IL 60602



Milwaukee Office
330 E. Kilbourn Ave., Suite 1215, Tower 1
Milwaukee, WI 53202

37 Years of Service

4,100 Projects & Counting

260+ Satisfied Clients

140+ Dedicated Employees

55 Licensed P.E.'s

Technical excellence.
Responsive service.
Local knowledge.

Civiltech is a leader in innovative planning, design, and construction solutions.

Strong Reputation
We have developed a rapport with our municipal clients such that we have a clear understanding of the communications necessary with not only your staff but also the residents and business owners involved in any given project.

Responsiveness
Civiltech is responsive to our client's needs. We meet or exceed the client's schedule and requirements, and are always readily available if a problem arises in design or during construction. We stand behind our work.

Quality Work
We provide a quality product with a qualified and friendly staff. Our goal is to achieve 100% client satisfaction.

Adaptable
We continually keep abreast of current and/or changing federal and state funding programs that may be of financial benefit to the community.

Knowledge Sharing
Civiltech performs engineering services for many other municipalities, and therefore can share our experiences and information on techniques, new products or innovations that other communities are using that might be of benefit in your community.

Creative Solutions
Civiltech's staff has an enthusiasm for practical, yet creative, design and engineering solutions.

TALENT

Diverse Specialized Expertise

Since Civiltech was founded, we have grown to a staff of **over 140 professionals** including **55 Licensed Professional Engineers**.

Abc Director | Licensed Professional Engineer | Other Licensed Professional

OUR TRANSPORTATION ENGINEERING SERVICES STAFF

Environmental & Design Studies — Jen Hyman, P.E.

Urban Design & Traffic — Mike Folkening, P.E., PTOE

Design — Jon Vana, P.E.

Construction Engineering — Jim Ewers, P.E.

Landscape Architecture — Phil Hutchinson, LEED AP, PLA

Transportation Planning — Lissa Sweeney, AICP, LEED AP

Water Resources — Tom Liliensiek, P.E., CFM

Milwaukee Office — Amanda Kleinwachter, P.E.

Chicago Office — Chris Wolff, P.E.

Structures

Right of Way — Dave White

Nature-based Solutions — Barry Stuedemann, P.E., SPWS, ISA Certified Arborist

Quality Management — Dave Kreeger, P.E.

Licensed Professional Engineer	55
Certified PTOE	7
Certified Floodplain Manager	6
Licensed Drone Pilot	2
LEED Certified Professional	3
Licensed Appraiser	2
AICP Certified Planner	3
Lighting Engineer	2
Traffic Signal Engineer	1
Road Safety Professional	2
Professional Landscape Architect	1
Professional Geologist	1
Wetland Specialist	2
ISA Certified Arborist	2

Years of Experience at Civiltech Among Our Transportation Services Staff

≤4	58
5–10	34
11–15	8
16+	41

Our Operations Staff

Kyle Mishler

Finance — Bob Atchison

Human Resources

Information Technology

Marketing

Civiltech's Operations Staff partner with our Engineering team and provide robust services that keep the firm and our projects running smoothly.

FIRM INFORMATION

Municipal On-Call Traffic Engineering Services

Serving Various Municipalities


Civiltech uses Miovision cameras to collect traffic data.

Traffic engineering has been a core service at Civiltech since the company was founded in 1988. Civiltech is routinely retained by municipalities throughout the region to provide On-Call Traffic Engineering Services. Many of these contracts have been multi-year with multiple extensions, and most involve dozens of individual projects.

Civiltech's traffic engineering staff includes eight certified Professional Traffic Operations Engineers (PTOE). As on-call engineers, we serve our municipal clients as a highly skilled and trusted partner working as an extension of their team. Civiltech takes pride in maintaining a high level of responsiveness for each of our clients. From time-to-time, there are tasks that require expedited turnarounds and our staff is experienced in completing these projects quickly and accurately. Often there can be multiple assignments in the queue at any given time, thus Civiltech's team understands that maintaining open channels of communication is paramount to ensure work is prioritized according to client expectations.

On-Call Traffic Engineering Services

- ✔ Crash analyses and safety studies
- ✔ Traffic modeling and simulation
- ✔ Traffic impact studies
- ✔ Traffic projection studies
- ✔ Feasibility studies
- ✔ Parking studies
- ✔ Intersection control studies
- ✔ Traffic data collection
- ✔ Neighborhood traffic management and traffic calming
- ✔ Pedestrian facility design
- ✔ Traffic signal analysis and design
- ✔ Funding applications

Many traffic assignments begin with data collection. Our team collects traffic data entirely in-house using video turning movement and classification counters. Speed data is gathered using machine counters. We have even utilized our drones to collection origin-destination data. As evidenced by the extensive services list, we have brought creative solutions to large and small tasks of every type. When necessary, staff collaborates across disciplines to ensure projects can seamlessly transition from concept to detailed design. Our team also assists our municipal clients to secure funding to bring proposed solutions to reality.

RECENT & RELEVANT ON-CALL TRAFFIC ENGINEERING SERVICES

Municipalities for which Civiltech is currently or has recently been retained for On-Call Traffic Engineering Services include:

Current

- City of Chicago
- City of Crystal Lake
- City of Elmhurst
- City of Highland Park
- Village of Glenview
- Village of Libertyville
- Village of Northbrook
- Village of Vernon Hills
- Village of Wilmette

Recent

- City of Aurora
- Village of Elk Grove Village
- Village of Huntley
- Village of Schaumburg

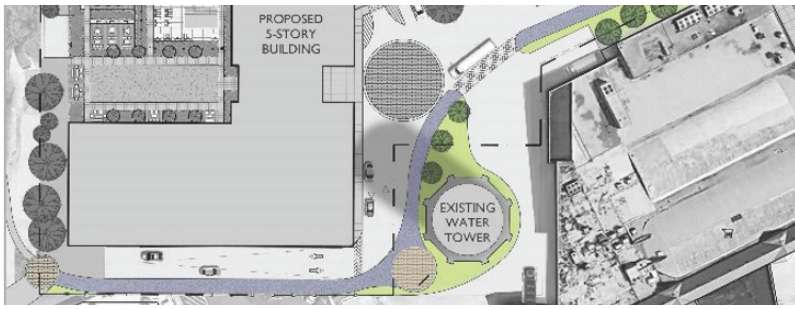
FIRM INFORMATION

Traffic Impact Reviews

Municipalities across northeast Illinois routinely engage Civiltech to ensure new developments integrate seamlessly with the surrounding transportation network. With several dozen sites evaluated each year, third-party review of traffic impact studies and development plans is our most commonly provided on-call traffic engineering service. Requests encompass assignments of all shapes and sizes from small residential sites to major event venues. Civiltech's reviews verify that the developer will provide the necessary infrastructure to accommodate increased demands on the transportation system. Our detailed multimodal assessments of the traffic studies and site plans ensure the proposed development will enhance the safety and mobility of vehicles, pedestrians, and cyclists. Civiltech staff are available to attend night meetings to provide testimony or support municipal staff.

Civiltech does not work for private developers so there will never be a conflict of interest when reviewing site development projects. Thus we are able to provide independent analyses, without any bias.





REPRESENTATIVE PROJECTS



Traffic Engineering Services
Chicago Department of Transportation

High profile development sites including Obama Presidential Center, Lincoln Yards, and Wintrust Arena.



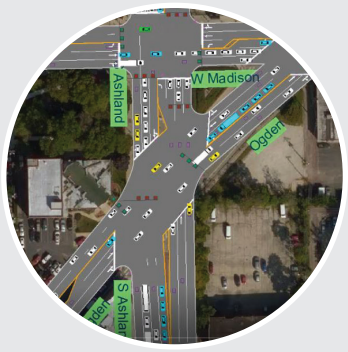
NorthPoint TIS Review
City of Joliet

25 million square feet of industrial warehouse and distributions uses.



On-Call Traffic Engineering Services
Village of Libertyville

More than 30 development proposals reviewed over past 10 years.



Cook County On-Call Traffic Engineering Services
Cook County Department of Transportation and Highways

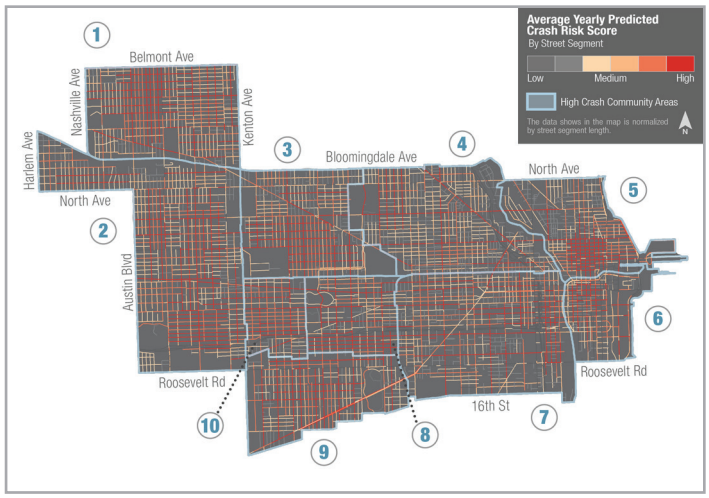
25 sites reviewed over past 5 years including Old Orchard Mall redevelopment.

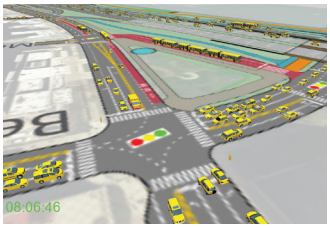
FIRM INFORMATION

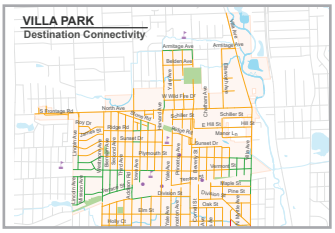
Traffic Data Analysis + Simulation

Navigating Data to Bring Solutions

Our staff employs an array of the latest software packages to provide data-driven results. GIS tools are used by our planners to spatially analyze and visualize large amounts of data. Civiltech's traffic engineers can create multi-modal models of complex roadways using advanced traffic software.







SOFTWARE SOLUTIONS USED AT CIVILTECH

PTV VISSIM
the mind of movement

HCS

Trafficware

SIDRA INTERSECTION 9

esri

QGIS

REPRESENTATIVE PROJECTS



North Lake Shore Drive
Chicago Department of Transportation

VISSIM software was used to develop a complex multi-modal model of North Lake Shore Drive.



Intersection Studies
Village of Schaumburg

Staff used **Sidra** software to predict the performance of a roundabout at Weathersfield Way and Springinsguth Road.



Multi-modal Crash Analysis Study
Chicago Department of Transportation

ESRI ArcMap was used to provide an in-depth analysis of the causes of traffic crashes resulting in serious injuries or death.

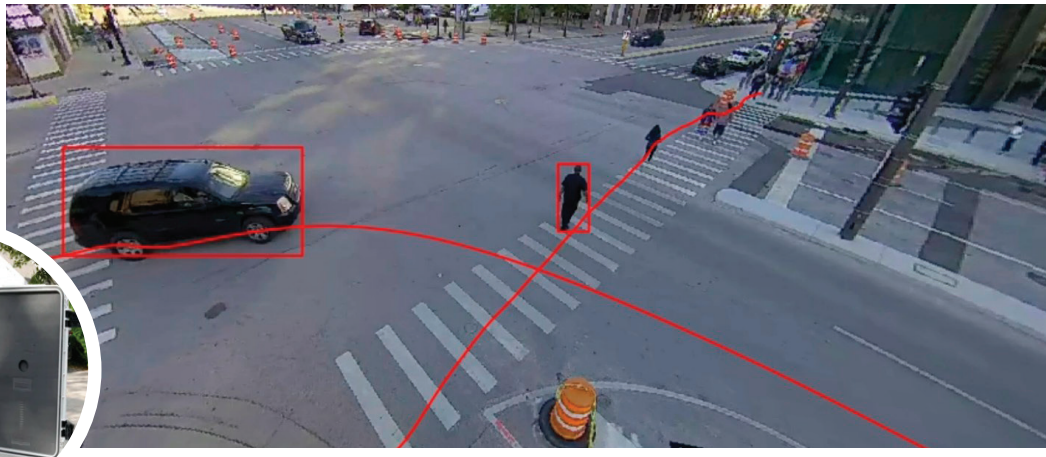


Ogden/Ashland Analysis
C*NECT (Chicago Neighborhood Engineering and Construction Team)

Synchro and **SimTraffic** software were used to optimize traffic signal timings through a complicated triangle of intersections.

PREDICTIVE TRAFFIC SAFETY STUDIES

Now more than ever, improving safety for all roadway users is a major community concern. Civiltech uses Miovision technology to conduct predictive and proactive traffic studies that use AI-powered cameras to identify and analyze near misses – incidents where collisions were narrowly avoided. Insights from these studies provide data-driven foundations for improving roadway safety before serious crashes occur.



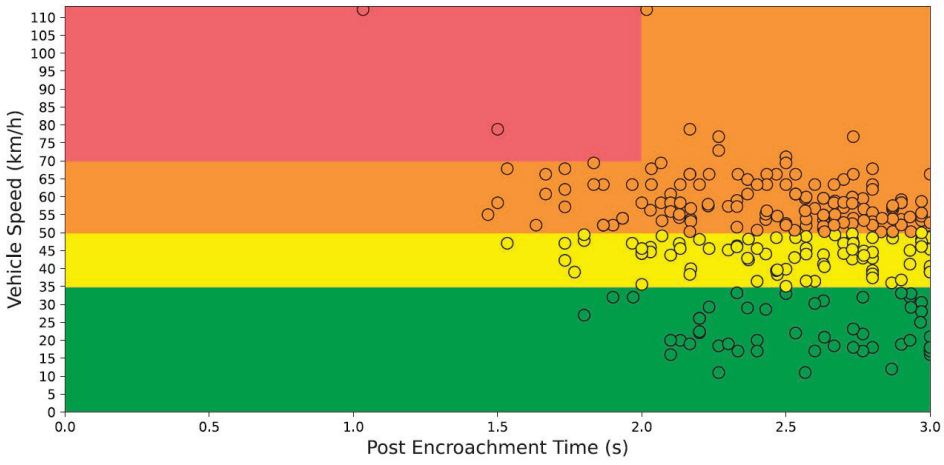


How it works:

1. A high-resolution camera is deployed, typically at an intersection, to collect several days' worth of video.
2. Miovision processes the video and returns a Risk Diagnostic Report, which provides a tabular and graphical summary of intersection safety performance.
3. Time-stamped video clips of each near-miss incident are provided, allowing for visual verification and analysis of the conflicts.
4. The analysis measures up to 60 risk configurations, representing all possible conflict types including vehicle-vehicle, vehicle-to-pedestrian, and vehicle-to-bicycle interactions. The model analyzes factors such as speed, impact angle, temporal separation, and user vulnerability to identify high-risk scenarios.
5. Civiltech staff summarizes the data, identifies potential safety issues, and if necessary, recommends countermeasures.

Use cases:

- Identify risky intersections before a serious crash occurs
- Quantify conflicts involving vulnerable road users, which are often underreported
- Assist communities in prioritizing budgets towards high-risk areas
- Evaluate how infrastructure or policy changes affect near-miss rates over time



Risk Level	Critical Risk	High Risk	Medium Risk	Low Risk
Measured Frequency	2	134	80	51
Annual Estimate	243	16303	9733	6205
Conflict Rate (%)	0.04	2.59	1.55	0.99
Relative Risk	NA	2.25	2.43	1.89

State of Illinois

Department of Financial and Professional Regulation

Division of Professional Regulation

LICENSE NO.
184.000826-0006
062.040266

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below:

EXPIRES:
04/30/2027

DESIGN FIRM - PROF/STRUCT ENGINEER

CIVILTECH ENGINEERING INC
KYLE MISHLER
2 PIERCE PLACE
SUITE 1400
ITASCA, IL 60143

MARIO TRETO, JR.
SECRETARY

CAMILE LINDSAY
DIRECTOR

The official status of this license can be verified at IDFPR.illinois.gov

20099568

Cut on Dotted Line

For future reference, IDFPR is now providing each person/business a unique identification number, 'Access ID', which may be used in lieu of a social security number, date of birth or FEIN number when contacting the IDFPR. Your Access ID is: 985310

Illinois Department of Transportation
2300 South Dirksen Parkway / Springfield, Illinois / 62764

July 31, 2025

Subject: PRELIMINARY ENGINEERING
Consultant Unit
Prequalification File

Jonathan Vana
CIVILTECH ENGINEERING, INC.
Two Pierce Place
Suite 1400
Itasca, IL 60143

Dear Jonathan Vana,

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2024. Your firm's total annual transportation fee capacity will be $42,400,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 134.33% are approved on a provisional basis. The rate used in agreement negotiations may be verified by our Bureau of Investigations and Compliance in a pre-award audit. Pursuant to 23 CFR 172.11(d), we are providing notification that we will post your company’s indirect cost rate to the Federal Highway Administration’s Audit Exchange where it may be viewed by auditors from other State Highway Agencies.

Your firm is required to submit an amended SEFC through the Engineering Prequalification & Agreement System (EPAS) to this office to show any additions or deletions of your licensed professional staff or any other key personnel that would affect your firm's prequalification in a particular category. Changes must be submitted within 15 calendar days of the change and be submitted through the Engineering Prequalification and Agreement System (EPAS).

Your firm is prequalified until December 31, 2025. You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

Sincerely,
Jack Elston, P.E.
Bureau Chief
Bureau of Design and Environment

SEFC PREQUALIFICATIONS FOR CIVILTECH ENGINEERING, INC.

CATEGORY	COMMENT	STATUS
Special Studies - Traffic Studies		X
Special Services - Landscape Architecture		X
Special Studies- Location Drainage		X
Special Plans - Lighting: Typical		X
Location Design Studies - Rehabilitation		X
Location Design Studies - New Construction/Major Reconstruction		X
Highways - Roads and Streets		X
Hydraulic Reports - Pump Stations		X
Hydraulic Reports - Waterways: Typical		X
Special Services - Construction Inspection		X
Environmental Reports - Environmental Impact Statement	Civiltech Engineering, Inc., meets the EIS Prequalification requirements.	X
Hydraulic Reports - Waterways: Complex		X
Special Services - Public Involvement	Civiltech Engineering, Inc., meets the Public Involvement Prequalification requirements.	X
Location Design Studies - Reconstruction/Major Rehabilitation		X
Special Plans - Traffic Signals		X
Special Studies - Safety		X
Highways - Freeways		X
Special Studies - Feasibility		X
Environmental Reports - Environmental Assessment	Civiltech Engineering, Inc., meets the EA Prequalification requirements.	X
Specialty Agents - Appraiser	David White Qualified as Appraiser. Dino Lanzo requires resume with references along with all other now attached documents.	X
Specialty Agents - Relocation Agent	Please make sure to initial relocation log entries.	X
Specialty Agents - Review Appraiser	Congratulations David White, you are approved as a Specialty Agent - Review Appraiser. Continuing education is required at your first EPAS renewal. The 9-hours (two classes) at IDOT this summer will serve for that purpose as well as CE for IDFPR renewal of your appraisal license.	X

X	PREQUALIFIED
A	NOT PREQUALIFIED, REVIEW THE COMMENTS UNDER CATEGORY VIEW FOR DETAILS IN EPAS.
S	SUSPENDED, WILL NOT ACCEPT STATEMENTS OF INTEREST

SECTION 3

Cover Letter

Firm Description

General Statement

Key Personnel

Workload

Related Projects

Current Highland Park Projects

Hourly Personnel Charges

I. PROJECT UNDERSTANDING

Civiltech Engineering, Inc. (Civiltech) understands that the City of Highland Park Department of Public Works is seeking proposals from qualified engineering firms to assist the Engineering Division with various traffic engineering services. We understand that the range of services may include the following:

- Reviews of traffic and/or parking studies prepared for new developments going through the City's formal review and approval process.
- Analysis of traffic operations including safety and capacity at various intersections within the City.
- Review traffic signal operations and recommend revised timings to optimize the signals
- Attendance and participation in public, council, committee, and/or staff meetings as necessary.
- Performance of various other traffic engineering services as requested by Public Works staff.

We understand that the project will be performed on an on-call basis, with the initial contract term expiring on December 31, 2026, and that the City may extend the contract in one-year increments for up to four additional years.

Civiltech has a unique understanding of the types of traffic and transportation engineering projects anticipated to be assigned as part of this Traffic Engineering contract due to our experience in completing over 60 previous assignments for the City of Highland Park since 2001. Projects have included traffic signal warrant analyses, traffic impact studies for developments, reviews of traffic impact studies by private developers, traffic signal plan reviews, traffic signal design, traffic flow and parking improvement studies, and preparation of applications for Federal funding for transportation improvement projects.

In the following sections, please find our proposed approach to this contract, our company and staff qualifications, and other information requested by the City as outlined in the Request for Proposals.







II. PROJECT APPROACH



Following is a sample of the areas of expertise that we possess that we anticipate would be part of this contract, including how we typically approach these various types of assignments.

Traffic and Parking Study Reviews for New Developments

A typical traffic impact study review begins with a discussion or meeting with City staff to review details of the proposed development and to obtain copies of relevant documents such site plans, traffic counts, minutes of past meetings, and the developer's traffic impact study. Civiltech will also discuss any parking or traffic-related concerns of the City related to the development. Civiltech then performs a detailed review of the traffic impact study text, tables, exhibits, and analyses. Our review is based on City ordinances and codes as well as industry-standard resources such as the *ITE Trip Generation Manual, the Manual on Uniform Traffic Control Devices, the TRB Highway Capacity Manual, and the AASHTO Green Book*. We typically prepare a technical memorandum which contains a numbered listing of comments to be addressed by the developer's traffic engineering consultant. There are typically one or two subsequent reviews required before final concurrence is achieved.

Civiltech is also available to attend staff meetings with development representatives as necessary, as well as public meetings held before applicable City Commissions and the City Council to answer any traffic-related questions from elected and appointed officials. Development projects can often be controversial, requiring many meetings to explain the proposal, receive feedback, make revisions, and obtain the support of City staff, elected officials, and the public. Civiltech staff is well-versed in supporting municipal staff at public meetings whether it be through full presentations, expert testimony, or by sitting with staff and acting as an extension of their team. As our many municipal clients will attest, we are experts at communicating at public forums, especially for difficult or controversial projects.

Traffic Counting and Data Collection

In all aspects of traffic engineering, accurate traffic count data is the foundation for the analyses. When turning movement data is needed for long periods of time (for instance, 12 hours or more of turning movement counts are typically needed for a traffic signal warrant analysis), having a cost-effective and accurate method for collecting this data is vital. Civiltech owns eight Miovision Scout video camera systems that we regularly deploy at intersections to collect turning movement data for long periods of time. We can also collect midblock speed and volume data over long periods of time using non-intrusive roadside radars. Once the data has been collected, it is verified by experienced staff to ensure accuracy and is formatted in the appropriate charts, tables, or diagrams. Our staff is skilled at producing infographics that summarize data in an easy-to-understand format.



Intersection Control Studies

We possess expertise in preparing intersection control needs studies, including stop sign warrant analyses and traffic signal warrant analyses as outlined in the Manual on Uniform Traffic Control Devices (MUTCD). Through our work with the Illinois Department of Transportation (IDOT), we are also familiar with IDOT's more restrictive warrant criteria for roadways they have designated as Strategic Regional Arterials (SRA). If any signal warrant analyses are completed for the City at intersections involving an SRA, they will need to meet IDOT's SRA criteria in order to consider the installation of a traffic signal.

Traffic Analyses

Once traffic volume data has been collected and the type of intersection control has been determined, capacity analyses are typically performed, and sometimes simulations are prepared. There are several tools available to aid in these tasks. We are experienced in the use of several different capacity analysis software programs such as Highway Capacity Software (HCS), Synchro, and SIDRA, as well as traffic simulation packages such as SimTraffic and VISSIM. Each analysis tool is appropriate for different situations. HCS allows for analysis of basic intersections and roadway segments in accordance with the accepted methods of the 2010 Highway Capacity Manual. Synchro can analyze more complex intersections, as well as coordinated signal systems and also can be used for optimization of signal system timings. SIDRA is a program that proves particularly useful in capacity analyses of roundabouts, because it considers different aspects of the geometric design of a roundabout, and how these aspects affect its operation. Sim Traffic and VISSIM use simulation of individual vehicles to evaluate traffic operations, and are more accurate than standard traffic analysis software when the roadway network is over capacity or the roadway geometrics are highly complex. Both Sim Traffic and VISSIM can generate animations that can oftentimes be useful in public involvement activities.

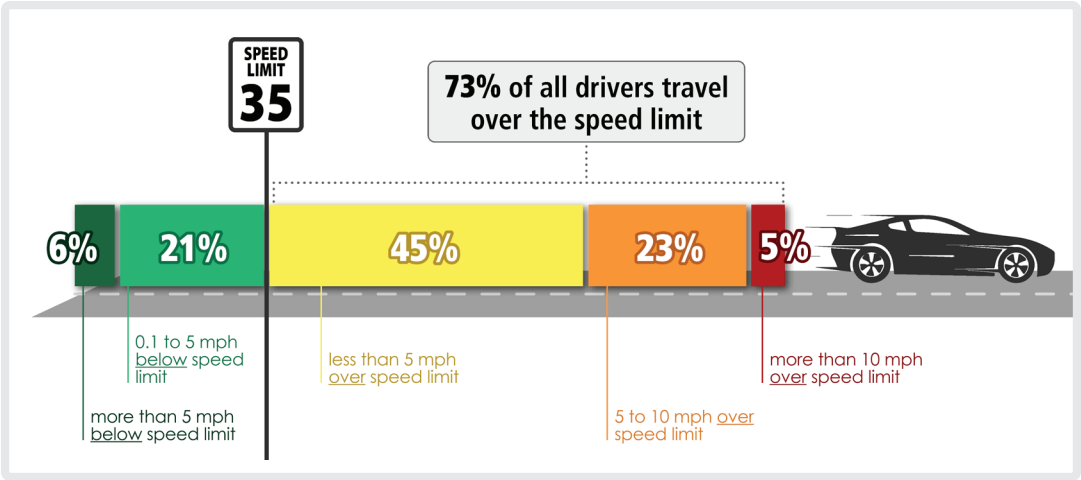


There is more to traffic engineering, however, than simply completing capacity analyses. For a traffic impact study, a trip generation analysis, directional distribution, and assignment of trip-generated traffic to the street network may also be needed. Civiltech and the staff proposed for this project have completed many traffic impact analyses for proposed development projects and have also served as reviewers of traffic impact studies for several municipal clients.

Often, particularly for Intersection Design Studies on Federal-aid projects, projected 2050 traffic volumes must be obtained and analyzed. Using the output of the capacity analyses as well as the IDOT "red-time" formula, we often perform queue analyses to ensure that turn lanes are designed to the appropriate lengths. Civiltech also uses Auto Turn software to design right and left turning radii to accommodate the applicable design vehicle.

Speed Studies

Civiltech has completed speed studies for a number of local agency projects. Typically, we will use roadside radars to collect speed data to provide a baseline for the analysis. Speed studies are then most commonly completed in accordance with IDOT's updated 2025 Policy on Establishing and Posting Speed Limits on the State Highway System.







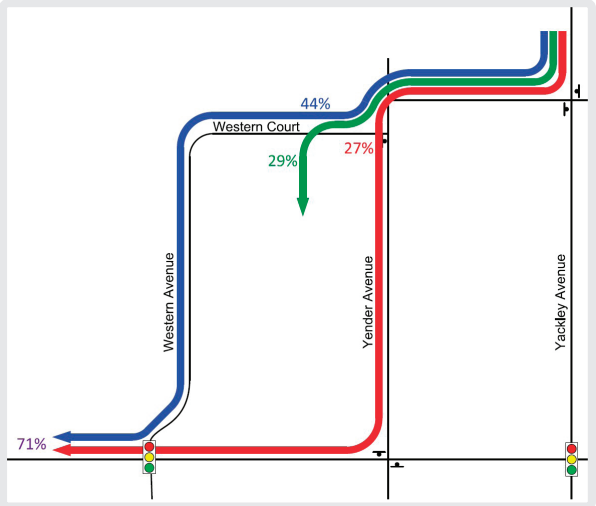
Crash Analyses and Safety Studies

Civiltech has completed an extensive number of crash analyses, as part of stand-alone studies and as part of Phase I studies for roadway improvement projects. We begin by collecting traffic crash data for the most recent three-to-five-year period from the jurisdictional agency. The crash data is used to prepare collision diagrams, crash tables, and to identify any trends in the crash patterns. Based on the crash history, countermeasures intended to reduce crash frequency and severity are proposed. Countermeasures could consist of low-cost improvements that can be easily implemented, or long-range recommendations for possible future improvements.

Civiltech owns a Miovision traffic camera that can complete safety studies using advanced video analytics to evaluate vehicle trajectories, speeds, and acceleration. This device can predict intersection safety by identifying were future crashes are more likely to occur and can provide a proactive understanding of safety risk factors.

Neighborhood Traffic Management

Vehicular traffic is becoming a top "quality of life" issue in almost every urban and suburban community. Regional growth has far outpaced the ability to expand the roadway network and arterial roadways are unable to handle existing traffic demand during peak periods. Arterial traffic is spilling over onto collector and local streets in an attempt to avoid congestion. Often, because of changing traffic patterns, safety concerns, and public comments, municipalities must analyze their residential street networks and identify locations for traffic management and/or traffic calming measures.



Local cut-through or speed-related traffic problems may be "cured" by correcting the cause of the problem or they may be "treated" by managing the symptoms of the problem. Most local traffic problems are in fact symptoms of deficiencies elsewhere on the street network.

Solutions that might "treat the symptoms" of the problem include traditional traffic calming measures such as speed humps, necked-down intersections, or closure of certain through routes by constructing cul-de-sacs. ¬ These types of treatments often seem desirable by concerned residents at first. However, once they are installed, residents often come to realize that they must also endure these treatments on a daily basis during multiple trips to and from their homes.

In addition to "treating the symptoms", we believe that it is important to also investigate and attempt to "cure the causes" of problems. For example, the causes of potentially excessive volumes and speeds along residential streets may be due to a capacity problem at intersections of nearby arterial streets. Capacity improvements at these locations may be one step toward curing neighborhood traffic problems.

Civiltech has had success partnering with communities to implement "paint-and-post" traffic calming treatments. We have found that low-cost installations of pavement markings and flexible delineators offer similar benefits to concrete traffic calming measures (such as curb extensions or pinch points) in that they can lower traffic speeds by visually narrowing travel lanes, slow turning traffic, and reduce pedestrian crossing distances. However, they can be implemented quickly, at a relatively low cost, and allow piloting of an installation prior to committing to permanent construction.



Traffic Signal Design

Civiltech has extensive experience in the preparation of traffic signal design plans for local agencies as well as IDOT. In fact, Civiltech has provided "on-call" traffic signal design to IDOT since 2001. Thus far, these contracts have resulted in the completion of 24 separate traffic signal design projects for IDOT, with three more that are currently being designed. Through our work with IDOT and other local agencies, we have completed traffic signal installation or modification plans at over 150 intersections in the past five years. The scope of these projects has varied from the installation of a new traffic signal at a single intersection, to complex signal systems with more than a dozen interconnected intersections. We have also prepared plans for traffic signal installations in Kane County and Lake County that included video detection and video surveillance equipment, with details and special provisions to transmit the video feedback to the Traffic Management Center for remote viewing. A number of our signal design projects have also included Accessible Pedestrian Signals (APS).

SECTION 4

Cover Letter

Firm Description

General Statement

Key Personnel

Workload

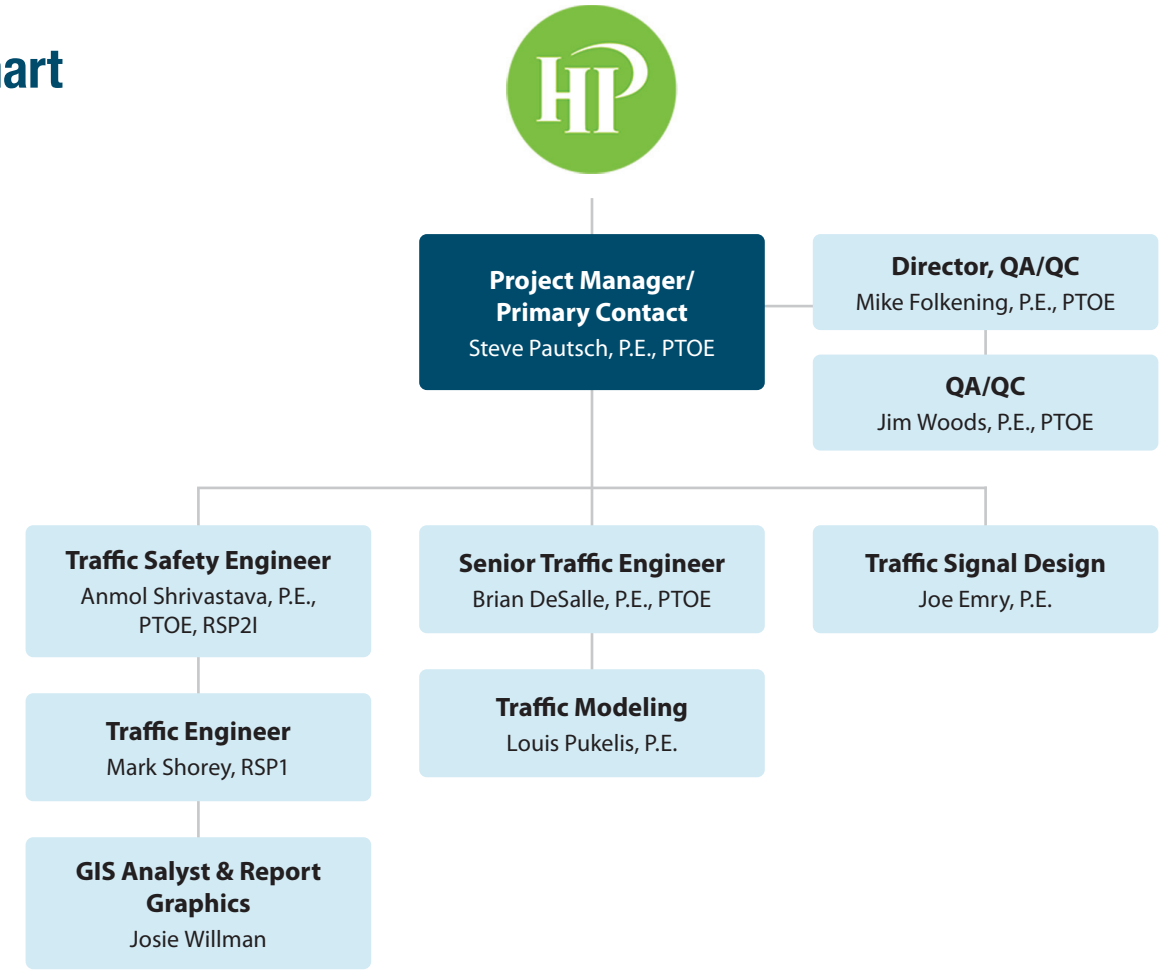
Related Projects

Current Highland Park Projects

Hourly Personnel Charges

KEY PERSONNEL

Organizational Chart



Steve Pautsch, P.E., PTOE

Project Manager



Expertise

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

Education

B.S. Civil Engineering, 2001
Valparaiso University

Professional Registrations

Professional Engineer - Illinois; 062-058388

Professional Traffic Operations Engineer - National Certification; 2020

Certifications

Traffic Signal Workshop, 2002
Northwestern University Center for Public Safety

Traffic Signal Seminar, CECI/IDOT, 2002

Professional Organizations

Institute of Transportation Engineers

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

Representative Projects

Bicycle and Pedestrian Facility Studies

Bicycle and Pedestrian Improvement Plan; City of St. Charles

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

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

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

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

Chicago Avenue, Latrobe Avenue to Kedzie Avenue HSIP; Chicago Department of Transportation; $2.9 million

Buffalo Grove High School Pedestrian Facilities; Cook County Department of Transportation and Highways; $100,000

Broadway Foster Avenue to Devon Avenue; City of Chicago; Chicago Department of Transportation; $8.5 million

Elmhurst Bicycle and Pedestrian Improvements Project; City of Elmhurst; $250,000

Riverside Avenue Design Plans; City of St. Charles; $100,000

Traffic Engineering, Safety and Pedestrian Studies

Traffic Calming Petitions & School Safety Plans; Village of Oak Park

94th Avenue and 159th Street Traffic Safety Study; Village of Orland Park

Fulton Market Traffic Study; Chicago Department of Transportation

Central Avenue Safety Study; Cook County Department of Transportation and Highways

Greggs Parkway & Huntington Drive; Village of Vernon Hills

Traffic Engineering Services; Chicago Department of Transportation

Cook County On-Call Traffic Engineering Services; Cook County Department of Transportation and Highways

Elmhurst City Centre Traffic Review; City of Elmhurst

Vernon Hills Traffic Engineering Services; Village of Vernon Hills

Various Traffic Studies; Village of Libertyville

Representative Projects (Continued)

Traffic Engineering, Safety and Pedestrian Studies (Continued)

Traffic Engineering Services; City of Highland Park

Western Court Traffic Study; Village of Lisle

Northern Terminus Traffic Study; Chicago Department of Transportation

Bicycle Planning

Elmhurst Bicycle & Pedestrian Plan Update; City of Elmhurst

Libertyville Village Bicycle Plan; Village of Libertyville

Bicycle and Pedestrian Improvement Plan; City of St. Charles

Traffic Signal and Signal System Design

Project Development Report; Lake Street/Springfield Drive; Villages of Bloomingdale and Roselle

Biesterfield Road and Leicester Road Intersection Realignment and Widening; Village of Elk Grove Village; (Roadway and Highway Design); $1.0 million

Flashing Beacon Installation, Wolf Road/Forest Avenue; City of Des Plaines

Emergency Vehicle Preemption System Improvements (68 Intersections); City of Joliet

Traffic Signal Modernizations, Signal Timing Optimization, Fairview Ave; Village of Downers Grove (7 Signal Fiber Optic Interconnect)

Temporary and Permanent Traffic Signal Installation and Interconnect with Autoscope Vehicle Detection, Washington Street, U.S. 45 to Hunt Club; Lake County Division of Transportation

Traffic Signal Installation, Washington Street, IL Route 83 to U.S. Route 45; Lake County Division of Transportation, (3 Signal Fiber Optic Interconnects)

Traffic Signal Modernization, 63rd Street; Chicago Department of Transportation

Traffic Signal Design, Big Hollow Road at U.S. 12 Frontage Road; Village of Fox Lake

District 1 Miscellaneous Traffic Signal Designs; Illinois Department of Transportation - Division of Highways

Naperville Road/Warrenville Road Traffic Signal Improvement; DuPage County Division of Transportation

Emergency Vehicle Preemption System Improvements (10 intersections); City of Des Plaines

Emergency Vehicle Preemption System Improvements (68 intersections); City of Joliet

Emergency Vehicle Preemption System Improvements (18 intersections); City of Elgin Fire Department

Grant Writing

On-Call Grant Writing Services; Chicago Department of Transportation

Highway Safety Improvement Applications; Cook County Division of Transportation and Highways

Lisle North Connector Bike Path ITEP Application; Village of Lisle

159th Street and 94th Avenue HSIP Application; Village of Orland Park

Mike Folkening, P.E., PTOE

Director of Urban Design & Traffic



Expertise

Transportation Planning

Roadway Design

Street Rehabilitation and Reconstruction

Bikeway and Pedestrian Facility Design

Stakeholder Coordination and Public Involvement

Preparation of Contract Plans, Specifications and Estimates

Education

B.S Civil Engineering, 1995
Valparaiso University

Professional Registrations

Professional Engineer - Illinois; 062-054315

Professional Engineer - Wisconsin; 47618-6

Professional Traffic Operations Engineer - National Certification; 2483

Certifications

Think Bike Chicago Workshop – Dutch Cycling Embassy, September 2013

Sustainable Streets for Chicago, June 2009

Designing Streets for Pedestrian Safety, November 2007

Context Sensitive Solutions for Local Agencies, October 2006

Professional Organizations

Institute of Transportation Engineers

Lambda Alpha International – Ely Chapter

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

Representative Projects

Transportation Planning

Ogden Avenue Corridor Improvements; Chicago Department of Transportation

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

Joliet ADA Transition Plan; City of Joliet

Will County Long Range Transportation Plan; Will County

Cicero Avenue Corridor Study; Chicago Department of Transportation and Department of Planning and Development

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

Homewood Transit-Oriented Development Study; Village of Homewood (sub-consultant to Muse Community + Design)

NATO Street Closure Permit Plan; Chicago Department of Transportation

Grade Separation Budgetary Cost; Illinois Department of Transportation - CREATE

Pavement Marking Record Plans; Chicago Department of Transportation

Bikeway and Pedestrian Facility Studies

Bicycle and Pedestrian Improvement Plan; City of St. Charles

Libertyville Village Bicycle Plan; Village of Libertyville

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

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

Chicago Avenue, Latrobe Avenue to Kedzie Avenue HSIP; Chicago Department of Transportation; $2.9 million

Broadway Foster Avenue to Devon Avenue; Chicago Department of Transportation; $8.5 million

Elmhurst Bicycle and Pedestrian Improvements Project; City of Elmhurst; $250,000

Des Plaines River Trail Central Feasibility Study; Active Transportation Alliance

Master Bike and Active Transportation Plan; Village of Wilmette

Arterial Bike Network Study; Village of Mount Prospect

Oak Brook Multi-Use Path and Bike Route Master Plan; Village of Oak Brook

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

Representative Projects (Continued)

Bikeway and Pedestrian Facility Studies (Continued)

Master Bike and Active Transportation Plan; Village of Wilmette

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

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

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

Lincoln Village Pedestrian and Bicycle Bridge – Phase I and II; Chicago Department of Transportation; $2.0 million

Traffic Modeling and Simulation

North DuSable Lake Shore Drive Phase I Study; Chicago Department of Transportation/Illinois Department of Transportation

ISW North Lawndale: Ogden Ave; Pulaski to Roosevelt Corridor Improvements; City of Chicago

Belmont Avenue, Milwaukee Avenue to Western Avenue; City of Chicago

Morton Arboretum Access Study; The Morton Arboretum

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

Stony Island Avenue Cycle Track; Chicago Department of Transportation

Traffic Engineering, Safety and Pedestrian Studies

Northern Terminus Traffic Study; Chicago Department of Transportation

Jim Woods, P.E., PTOE

Senior Project Manager



Expertise

Environmental Assessment and Design Studies

Municipal Engineering

Feasibility Studies

Traffic Engineering and Impact Studies

Highway Traffic Noise Analysis

Education

B.S. Civil Engineering, 1997
Valparaiso University

Professional Registrations

Professional Engineer - Illinois; 062-055445

Professional Traffic Operations Engineer - National Certification; 2114

Certifications

FHWA Traffic Noise Model Training Course, August 1998
Bowlby & Associates, Inc.

Phase I Process Overview and Location and Environmental Studies, May 2004
Illinois Department of Transportation

Beginner - Advanced Synchro and Sim Traffic Course, July 2000
University of Nebraska at Lincoln

VISSIM Intro Training, May 2006
PTV America

Context Sensitive Solutions Approach, May 2007
Illinois Department of Transportation

Introduction to NEPA and Transportation Decision Making, November 2009
FHWA/National Highway Institute
Course No. 142052

Highway Traffic Noise, August 2010
FHWA/National Highway Institute
Course No. 142051

Professional Organizations

Institute of Transportation Engineers

Jim is a Project Manager at Civiltech with 27 years of experience, specializing in environmental studies, design, and feasibility studies for roadway, grade separation, complete street, and shared-use trail projects. Jim also serves as our Highway Traffic Noise Analysis expert, and has completed over 30 studies for projects of various sizes. He also has extensive expertise in traffic engineering, having conducted plan reviews, safety studies, and traffic calming studies for a diverse range of clients. Jim is highly skilled at supporting municipal staff during public meetings, whether through delivering presentations, providing expert testimony, or working alongside staff as an integral part of their team. He is currently serving as in-house Village Engineer for the Village of Oak Brook on a part-time basis.

Representative Projects

Environmental Assessment and Design Studies

Project Developement Report; Rockland Road (IL Route 21 to St. Mary's Road) Phase I Study; Village of Libertyville and Libertyville Township Highway Department

Project Developement Report; Farnsworth Avenue at Illinois Prairie Path; City of Aurora; $400 thousand

Project Developement Report; Rockland Road Bridgeover Des Plaines River; Village of Libertyville; $5.6 million

Project Developement Report; Schaumburg, Martingale, and Higgins Roads Bike Paths; Village of Schaumburg; $4.7 million

Project Developement Report; Flat Iron Road Bridge over Mokeler Creek; McHenry County Division of Transportation; $1.7 million

Project Developement Report; Church Street Bicycle and Pedestrian Improvements; City of Evanston; $6.8 million

BLR 19100; Industrial Drive Roadway Improvements; City of Elmhurst; $2.0 million

Project Developement Report; York/Harger Intersection and Underpass Improvement; Village of Oak Brook;
$7.4 million

BLR 19100; Greentree Drive/Red Top Drive/Fourth Avenue Resurfacing; Village of Libertyvillle

BLR 19100; Golf Road Resurfacing STP Improvement; Village of Libertyville

Environmental Impact Statement, North DuSable Lake Shore Drive, Grand Avenue to Hollywood Avenue; City of Chicago; $3.5 billion

Environmental Assessment and Design Report, U.S. Route 14 at CN Railroad Grade Separation; Village of Barrington; $62.8 million

Project Development Report, Thorndale Avenue Improvements, IL Route 53 (Rohlwing Road) to Arlington Heights Road; DuPage County Division of Transportation

Environmental Class of Action Determination and Design Report, IL Route 22, Quentin Road to IL Route 83; Illinois Department of Transportation; $36.0 million

Project Development Report, Ridge Avenue Improvements, Howard Street to Lyons Street; City of Evanston; $6.6 million

Project Development Report, 95th Street Park and Ride; City of Naperville; $1.1 million

Representative Projects (Continued)

Environmental Assessment and Design Studies (Continued)

Environmental Class of Action Determination and Combined Design Report, Fairway Drive Extension, U.S. Route 45 to IL Route 60; Village of Vernon Hills;
$17.0 million

Feasibility Studies

Hamilton Lakes/Elgin-O'Hare Expressway Access Study; Hamilton Partners

I-90 Corridor Study Local Agency Master Plan, IL Route 59 to Arlington Heights Road; Village of Schaumburg

North Connector Trail Feasibility Study; Village of Lisle; $9.5 million

Strategic Regional Arterial Study – Subset No. 5; Illinois Department of Transportation

North-South Arterial Traffic Study; Village of Barrington

Naperville Road/Warrenville Road/I-88 Interchange Feasibility Study; DuPage County Division of Transportation

Traffic Engineering and Impact Studies

General Traffic Engineering Services; Cook County Department of Transportation and Highways

Various Traffic Engineering Studies; Village of Libertyville

Motorola Campus Redevelopment Traffic Studies; Village of Schaumburg

On-call Traffic Engineering Services; Village of Schaumburg

Various Traffic Engineering Studies; Village of Libertyville

Various Traffic Engineering Studies; City of Crystal Lake

Various Traffic Engineering Studies; City of Highland Park

CN Railway Acquisition of the E, J & E Railway Traffic Impact Study; Village of Barrington

Fairground/Farm Bureau Property Traffic Impact Study; Lake County Division of Transportation

Vernon Hills Traffic Engineering Services; Village of Vernon Hills

City-Wide Traffic Engineering Study; City of Aurora

City Centre Traffic Circulation Study; City of Elmhurst

Highway Traffic Noise Analyses

Mobility Improvements to Support the South Lakefront Framework Plan/Obama Presidential Center; City of Chicago

Project Developement Report; 248th Avenue Phase I Study; City of Naperville

Project Developement Report; Biesterfiled Road at I-290; Village of Elk Grove Village

Hook Drive Phase I Study; Gewalt Hamilton Associates for Village of Round Lake Beach

Project Developement Report;York/Harger Intersection and Underpass Improvement; Village of Oak Brook; $7.4 million

Project Developement Report;Darrell Road Phase I Study; Lake County Division of Transportation

Environmental Assessment and Design Report, Weiland Road/Lake Cook Road, Lake Cook Road to IL Route 22 and Buffalo Grove Road to Hastings Lane; Village of Buffalo Grove and Cook County Highway Department; $80.0 million

Environmental Assessment and Design Report, Quentin Road, U.S. Route 12 to IL Route 22; Lake County Division of Transportation; $24.0 million

Brian DeSalle, P.E., PTOE

Engineer V



Expertise

Traffic Engineering and Impact Studies

Traffic Modeling and Simulation

Traffic Signal and Signal System Design

Education

M.S. Civil Engineering, 2002
Purdue University

B.S. Civil Engineering, 1999
University of Missouri-Rolla

Professional Registrations

Professional Engineer – Illinois; 062-058689

Professional Traffic Operations Engineer – National Certification; 2550

Certifications

VISSIM Training, Summer 2023
PTV America

VISUM Intro Training, Summer 2023
PTV America

VISTRO Training, Summer 2023
PTV America

Synchro/SimTraffic Level II Training, August 2011
Cubic

Professional Organizations

Institute of Transportation Engineers

Municipal Affiliations

Village of Pingree Grove
Planning and Zoning Commissioner
2020 - Present

Brian serves as a Senior Traffic Engineer with over 22 years of experience at Civiltech. His specializations are in traffic engineering and impact studies, traffic simulation and modeling, and traffic signal design, timing, and optimization. He has experience using travel demand modeling data and analysis tools to view projects from a "big picture" perspective. He also has expertise evaluating transportation network performance using software packages such as Synchro, VISTRO, Sidra, and Highway Capacity Software (HCS). He has extensive experience using traffic microsimulation models such as VISSIM and SimTraffic for visualization and detailed analysis of transportation solutions.

Representative Projects

Traffic Engineering and Impact Studies

NorthPoint TIS Review; City of Joliet

Lake Cook Road West Phase I Study; Village of Buffalo Grove

Des Plaines River Trail Central Feasibility Study; Active Transportation Alliance

IL 43 and Everett Road Traffic Study; City of Lake Forest

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

Church Street Pedestrian and Bicycle Improvements; City of Evanston

Oakton Street Improvement Study; Christopher B. Burke Engineering, Ltd.

Park Boulevard/Sheehan Avenue Study; Village of Glen Ellyn

Finley Road/Belmont Avenue/Cross Street Study; DuPage County Division of Transportation

248th Avenue Phase I Study; City of Naperville

Manhattan-Monee Road Phase I Study; Will County Division of Transportation

Elmhurst City Centre Traffic Review; City of Elmhurst

Village of Huntley Traffic Services; Village of Huntley

Cook County On-Call Traffic Engineering Services; Cook County Department of Transportation and Highways

In-House Traffic Engineering Services; City of Chicago

Village of Wilmette Traffic Engineering Services; Village of Wilmette

TE-1 On-Call Traffic Engineering Services; Village of Schaumburg

Traffic Engineering Services; Village of Libertyville

Crystal Lake Traffic Engineering Services; City of Crystal Lake

Traffic Modeling and Simulation

North DuSable Lake Shore Drive Phase I Study; Chicago Department of Transportation/Illinois Department of Transportation

ISW North Lawndale: Ogden Ave; Pulaski to Roosevelt Corridor Improvements; City of Chicago

Belmont Avenue, Milwaukee Avenue to Western Avenue; City of Chicago

Michigan Avenue One-Way/Two-Way Conversion Study; City of Kalamazoo, Michigan

Representative Projects (Continued)

Traffic Modeling and Simulation (Continued)

Morton Arboretum Access Study; The Morton Arboretum

Biesterfield Road at I-290 Feasibility Study; Village of Elk Grove Village

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

Fremont Center Road Phase I Study; Lake County Division of Transportation

Darrell Road Phase I Study; Lake County Division of Transportation

Stony Island Avenue Cycle Track; Chicago Department of Transportation

North York Road/Harger Road Intersection Improvement Phase I and II; Village of Oak Brook

Caton Farm-Bruce Road Phase I Study; Will County Division of Transportation

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

Traffic Signal and Signal System Design

Traffic Signal Interconnect – Broadway/Sheridan Road, Hollywood Avenue to Devon Avenue; TranSmart, Inc.

Weiland Road Improvements (Lake Cook Road to IL Route 22); Lake County Division of Transportation

Lake Cook Road Phase II; Village of Buffalo Grove; $43.5 million

Woodfield Road Improvements – Martingale Road to IL 53 East Frontage Road; Village of Schaumburg

Elgin-O'Hare Western Access (EOWA) IL Route 390, Lively Boulevard to Supreme Drive; Illinois Tollway; $88.9 million

Park/Pierce/Devon Synchro Analysis; Robinson Engineering

Transportation Planning

Will County 2050 Long Range Transportation Plan; Will County Division of Transportation

Louis Pukelis, P.E.

Engineer IV



Expertise

Traffic Signal and Signal System Design
Traffic Engineering and Impact Studies
Traffic Modeling and Simulation
Crash Analysis

Education

B.S. Civil and Environmental Engineering, 2015
University of Illinois at Urbana-Champaign

Professional Registrations

Professional Engineer - Illinois; 062-071938

Louis has been working in the field of transportation since 2012. He has been employed as an engineer by Civiltech since June 2015. His experience includes traffic modeling, timing, capacity and crash analysis. He also has experience with construction management-related duties on various road construction projects.

Representative Projects

Traffic Signal and Signal System Design

Lakeview Parkway and IL Route 60; Village of Vernon Hills; $4.6 million

Fremont Center Road Extension; Lake County Division of Transportation; $3 million

Middlefork Savanna Trail Connection; Lake County Forest Preserve District

Church Road STP Improvement - Grand Avenue at Church Road Pedestrian Signal Upgrade; Village of Bensenville

55th Street (Dunham Road to Clarendon Hills Road); DuPage County Division of Transportation

Algonquin Road at West Drive Intersection Improvements; Village of Schaumburg

Arlington Heights Rd & Elk Grove Blvd; Village of Elk Grove Village

Devon Ave/Ridge Ave Radar Detection; Village of Elk Grove Village

EOWA IL-390 Lively Boulevard to Supreme Drive (Contract I-12-4041); Illinois Tollway; $88.9 million

Essington Road and Caton Farm Road Phase II; City of Joliet

Gilmer / Midlothian Phase II; Lake County Division of Transportation

Industrial Drive Roadway Improvements; City of Elmhurst

Lake Zurich Road at US Route 14; Village of Barrington

Quentin Road – U.S. Route 12 to IL Route 22; Lake County Division of Transportation; $22.8 million

Randall Road Transit Infrastructure Improvements; Kane County Division of Transportation

Roselle Road/Bethel Lane Traffic Signal Design; Village of Schaumburg

Various Traffic Signal Projects; Illinois Department of Transportation – Region 1

Weiland Road Improvements (Lake Cook Road to IL Route 22); Lake County Division of Transportation

Woodfield Road - Meacham Road to Martingale Road; Village of Schaumburg

North York Street Sidewalk Phase II; City of Elmhurst

Chicago Avenue, Austin to Cicero Improvements; City of Chicago

East Lake Avenue and Waukegan Road Intersection Improvements Phase II Engineering Services; Village of Glenview

Central Avenue and Hickory Street HSIP Improvement; City of Highland Park

Atkinson Road and Washington Street Phase II; Village of Grayslake

Representative Projects (Continued)

Traffic Signal and Signal System Design (Continued)

2022 Pavement Rehabilitation Program Phase II; Cook County Department of Transportation and Highways

Devon Ave at Arlington Heights Rd Phase II Engineering; Village of Elk Grove Village

PTB 206/03: Job No. D-91-035-23, I-290 at Pulaski Road , Phase II Project; Illinois Department of Transportation

PTB 206/03: Job No. D-91-036-23, I-290 at Keeler Avenue, Phase II; Illinois Department of Transportation

Traffic Engineering and Impact Studies

Tonne Road Phase I Study; Village of Elk Grove Village

Intersection Studies at Springinsguth Road; Village of Schaumburg

City of Elmhurst Traffic Review Services; City of Elmhurst

In-House Traffic Engineering Services; Chicago Department of Transportation

Oakton Street Improvement Study; Christopher B. Burke Engineering, Ltd.

Vernon Hills Traffic Study Engineering Services; Village of Vernon Hills

Western Court Temporary Closure Evaluation Study; Village of Lisle

2016 Owl Haven Farms Subdivision TIS; Serenity Structures, LLC

Elmhurst Premier Childcare Traffic Impact Study; Elmhurst Premier Childcare

2016 Indefinite Quantities Traffic Engineering Services; City of Highland Park

Lively Boulevard/JFK Boulevard Resurfacing Phase I/II; Village of Elk Grove Village

U.S. Route 6 over Marley Creek; Illinois Department of Transportation; $554,000

C*NECT Program; Chicago Department of Transportation, Division of Engineering

Crystal Lake Traffic Engineering Services; City of Crystal Lake

Lake Zurich Road at US Route 14; Village of Barrington

Village of Wilmette Traffic Engineering Services; Village of Wilmette

Biesterfield Road at I-290 Feasibility Study; Village of Elk Grove Village

Route 14 Grade Separation; Village of Barrington

Cottage Grove & 111th Street Extension; City of Chicago

Traffic Engineering Services: Highland Park; City of Highland Park

ISW North Lawndale: Ogden Ave, Pulaski to Roosevelt Corridor Improvements; City of Chicago

Villa Ave. Rehabilitation Phase I Study; Village of Villa Park

Village of Oak Brook In-House Civil Engineering Services; Village of Oak Brook

Transportation Committee Traffic Calming Petitions & School Safety Plans; Village of Oak Park

Ogden Avenue Corridor Improvement Project – Phase 1; Village of Brookfield - Public Works

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

2050 Long Range Transportation Plan; Will County Division of Transportation

US 45 and Tempel Drive Intersection Improvement; Village of Libertyville

Anmol Shrivastava, P.E., PTOE, RSP2I

Engineer IV



Expertise

Traffic Modeling and Simulation
Traffic Engineering and Impact Studies
Safety Studies
Capacity Analysis
Crash Analysis
Traffic Signal and Signal System Design
Traffic Signal Timing Analysis and Optimization

Education

B.S. Civil Engineering, 2014
University of Illinois at Urbana-Champaign

M.S. Civil Engineering, 2015
University of Illinois at Urbana-Champaign

Professional Registrations

Professional Engineer - Illinois; 062-071022

Professional Traffic Operations Engineer - National Certification; 4647

Roadway Safety Professional Level 2 Infrastructure (RSP2I) - National Certification;192

Professional Organizations

Institute of Transportation Engineers
IL Section - President 2025-2026
Leadership ITE, Class of 2022

Anmol has been working in the field of transportation since 2015. He has been employed at Civiltech since September 2018 as a traffic engineer. He works in the Urban Design & Traffic department helping with traffic modeling-simulation, capacity analysis, crash analysis, safety studies, traffic signal timing, traffic signal design, and warrant analysis. He also supervises the traffic data collection and processing. Prior to Civiltech, he worked in Michigan for three years on a variety of transportation projects. The majority of his work involved traffic impact studies, signal warrant analysis, design of municipal roadway projects, and construction administration.

Representative Projects

Traffic Modeling and Simulation

Main Street Improvements; Village of Lombard - Public Works; $2.4 million

Park/Pierce/Devon Synchro (Village of Itasca); Robinson Engineering, Ltd.

Darrell Road Phase I Study; Lake County Division of Transportation

Finley Road/Belmont Road/Ogden Avenue/Cross Street; DuPage County Division of Transportation

West Belmont Avenue VISSIM Analysis; City of Chicago

Traffic Engineering and Impact Studies

Elmhurst City Traffic Centre Traffic Review; City of Elmhurst

Weiland Road Improvements (Lake County Road to IL Route 22); Lake County Division of Transportation

Various Traffic Engineering Services; City of Highland Park

Indian Lakes Redevelopment TIS Review; Village of Bloomingdale

Vernon Hills Traffic Engineering Services; Village of Vernon Hills

Village of Huntley Traffic Services; Village of Huntley

Safety Studies

Weiland Road Improvements (Lake County Road to IL Route 22); Lake County Division of Transportation

Transportation Commitee Traffice Calming Petitions & School Safety Plans; Village of Oak Park

Cook County On-Call Traffic Engineering Services; Cook County Department of Transportation and Highways

Ph I - Chicago Street (Jefferson - Webster) Streetscape Reconstruction Project; City of Joliet

Crystal Lake Traffic Engineering Services; City of Crystal Lake

Cook County On-Call Traffic Engineering Services; Cook County Department of Transportation and Highways

Crosswalk Safety Enhancements at Milwaukee Avenue and Maple Avenue Intersection; Village of Libertyville

Representative Projects (Continued)

Capacity Analysis

Biesterfield Road at I-290 Feasibility Study; Village of Elk Grove Village

Weiland Road Improvements (Lake County Road to IL Route 22); Lake County Division of Transportation

Cook County On-Call Traffic Engineering Services; Cook County Department of Transportation and Highways

North York Street Sidewalk Phase I Study; City of Elmhurst

Central Business District (CBD) Streetscape and Utility Improvements;
Village of Glen Ellyn

Crash Analysis

Weiland Road Improvements (Lake County Road to IL Route 22); Lake County Division of Transportation

Cook County On-Call Traffic Engineering Services; Cook County Department of Transportation and Highways

Transportation Commitee Traffice Calming Petitions & School Safety Plans; Village of Oak Park

Traffic Signal and Signal System Design

Shoe Factory Road - Design; Village of Hoffman Estates; $11.5 million

North York Road/Harger Road Intersection Improvement Phase I and Phase II; Village of Oak Brook

Main Street Improvements; Village of Lombard - Public Works; $2.4 million

Traffic Signal Timing Analysis and Optimization

CDOT Program Manager Consultant; City of Chicago

Mark Shorey, RSP1

Engineer III



Expertise

Traffing Engineering and Impact Studies
Complete Streets
Transportation Planning
Crash Analysis
Bicycle Pedestrian Studies
Public Outreach Meetings
Roadway and Highway Design

Education

B.S. Civil Engineering, 2021
University of Colorado Boulder

Professional Registrations

Road Safety Professional 1; 1348

Professional Organizations

Institute of Transportation Engineers

Young Professionals in Transportation (Chicago Chapter); Vice Chair for Administration

Mark joined Civiltech in July 2023. He works within both Traffic Engineering and Transportation Planning. His experience includes work in traffic impact studies, traffic modeling, transit feasibility studies, Complete Streets design, and public outreach.

Representative Projects

Traffic Engineering, Safety and Pedestrian Studies

In-House Traffic Engineering Services; Chicago Department of Transportation

Cook County On-Call Traffic Engineering Services; Cook County Department of Transportation

Libertyville Metra Lot Shared Parking Study; Village of Libertyville

Fulton Market Traffic Study; Chicago Department of Transportation

Riverside Avenue Design Plans; City of St. Charles

Truck Route and Overweight/Oversized Permit Fee Study; Village of Orland Park

Traffic Study Review; City of Elmhurst

Bicycle and Pedestrian Facility Studies

Libertyville Bike Plan Implementation Study; Village of Libertyville

Master Bike and Active Transportation Plan Implementation Study; Village of Wilmette

Bicycle and Pedestrian Improvement Plan; City of St. Charles

Arterial Bike Network Study; Village of Mount Prospect

Wilmette Master Active Transportation Plan Implementation; Village of Wilmette

Roadway and Highway Design

Green Bay Road Resurfacing and Streetscape Improvements Phase I; Village of Wilmette

IL Route 7 & IL Route 171 Design Study; City of Lockport

Josie Willman

Transportation Planner III



Expertise

Transportation Planning
Data Visualization
Bicycle & Pedestrian Studies
Freight Studies
Transit Planning
Geographic Information Systems
Crash Analysis
Statistical Analysis
Technical Writing
Data Science

Education

Master of Urban Planning, 2019
University of Wisonsin - Milwaukee

BS Business Administration, 2015
The Ohio State University

Technical Skills

Adobe InDesign, Illustrator, and Photoshop

ESRI ArcMap and ArcPro

QGIS

Engagement Tools: Squarespace, Survey Monkey, Wikimap, Social Pinpoint

Published Articles

"Move Closer and Get Active: How to Make Urban University Commutes more Satisfying"
Josie Willman and Robert J Schneider
Transportation Research Part F: Traffic Psychology and Behavior, Volume 60, 462-473, 2019.
(https://doi.org/10.1016/j.trf.2018.11.001)

"Linking Police and EMS Records: An Approach to Strengthen Bicyclist Injury Reporting"
Josie Willman, Robert J Schneider, Stephen Hargarten
Transportation Research Record: Journal of the Transportation Research Board, 2023.
(https://doi.org/10.1177/03611981221151073)

As member of our planning team, Josie brings the ability to balance her technical and creative proficiencies to provide data analytics, GIS, and visual/infographic support to planning and engineering projects at Civiltech. She leverages these expertise to create visual representations that enhance understanding and communication of complex transportation planning or engineering concepts. She has also conducted research on developing strategies to encourage walking and bicycling as viable commute options to universities and understanding the value of linking police-reported crash data with emergency medical services (EMS) data to tackle the issue of underreported bicyclist injuries in police crash databases.

Representative Projects

Transportation Planning

Will County Long Range Transportation Plan; Will County

Highland Park Transit Study; City of Highland Park

Fulton Market Area Traffic Study; City of Chicago

Cicero Avenue Corridor Study; Chicago Department of Transportation and Department of Planning and Development

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

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

Homewood Transit-Oriented Development Study; Village of Homewood (sub-consultant to Muse Community + Design)

Crash Analysis

Multimodal Crash Study; Chicago Department of Transportation

Bicycle and Pedestrian Planning

Oak Brook Shared-Use Path and Bike Route Master Plan; Village of Oak Brook

Arterial Bike Network Study; Village of Mount Prospect

Des Plaines River Trail Central Feasibility Study; Active Transportation Alliance

St. Charles Bicycle and Pedestrian Improvement Plan; City of St. Charles

Libertyville Village Bicycle Plan; Village of Libertyville

Elmhurst Bicycle & Pedestrian Plan Update; City of Elmhurst

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

Master Bike and Active Transportation Plan Implementation; Village of Wilmette

Freight Planning

CMAP Freight Studies: Will County Truck Routing and Communities Study and Will County Freight Transportation and Land Use Strategy; Chicago Metropolitan Agency for Planning

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

Joe Emry, P.E.

Project Manager



Expertise

Traffic Signal and Signal System Design

Environmental Assessment and Design Studies

Traffic Engineering and Impact Studies

Safety Studies

Education

B.S. Civil Engineering, 1999
Valparaiso University

Professional Registrations

Professional Engineer - Illinois; 062-057496

Certifications

Traffic Signal Workshop, April 2000
Northwestern University Center for Public Safety

Phase I Process Overview, March 2006
Illinois Department of Transportation

Road Safety Assessments, June 2007
Illinois Department of Transportation

Highway Safety Manual, December 2008
Institute of Transportation Engineers

Traffic Signal Seminar, October 2009
CECI/IDOT

2009 MUTCD Workshop, May 2010
Institute of Transportation Engineers

Professional Organizations

Institute of Transportation Engineers

Joe has been employed by Civiltech since 1999. His responsibilities include overseeing the design of traffic signals for the Illinois Department of Transportation and other local agencies and municipalities. He also works to complete safety studies, traffic impact studies, and environmental/design study projects.

Representative Projects

Traffic Signal and Signal System Design

York/Harger Intersection and Underpass Improvement; Village of Oak Brook; $7.4 million

Citywide Construction Engineering; Chicago Department of Transportation

IL Route 43 and Everett Road; City of Lake Forest; $2.5 million

Oak Park Avenue Improvement - Irving Park Road to Forest Preserve Drive; Chicago Department of Transportation; $4.4 million

Chicago Streets for Cycling, Phase IV - Projects 3A and 3B; Chicago Department of Transportation, Division of Project Development; $3.4 million

Lake Cook Road; Village of Buffalo Grove; $43.5 million

Essington Road and Caton Farm Road; City of Joliet

Roselle Road at Schaumburg Road; Village of Schaumburg

Quentin Road, U.S. Route 12 to IL Route 22; Lake County Division of Transportation; $22.8 million

Barrington Road at Schaumburg Road; Village of Schaumburg; $6.6 million

Fairfield Road/Route 176 Improvement; Lake County Division of Transportation; $11.8 million

Elgin O'Hare Western Access (EOWA) IL-390, Lively Boulevard to Supreme Drive; Illinois Tollway; $88.9 million

Wise Road Phase II Improvements; Village of Schaumburg; $6.3 million

Devon and Arlington Heights Intersection Phase II; Village of Elk Grove Village; $2.6 million

Lively Boulevard STP Improvement, Devon to Touhy; Village of Elk Grove Village; $5.0 million

Fairview Avenue Traffic Signal Modernization and Interconnect; Village of Downers Grove; $770,000

Quentin Road and Lake Cook Road Improvements; Lake County Division of Transportation; $10.0 million

Various Traffic Signal Projects, Region 1; Illinois Department of Transportation, Divison of Highways

Naperville Road/Warrenville Road/I-88 Reagan Tollway Improvement; DuPage County Division of Transportation; $68.0 million

Fabyan Parkway Traffic Signal Interconnect; Kane County Division of Transportation; $1.0 million

Meacham Road, Tower Road to Algonquin Road; Village of Schaumburg; $7.0 million

Representative Projects (Continued)

Traffic Signal and Signal System Design (Continued)

U.S. Route 14/Davis Street/Arthur Avenue Intersection Improvement; Village of Arlington Heights; $5.0 million

Deerfield Road Rehabilitation, Wilmot Road to Park Avenue; Village of Deerfield; $3.3 million

Wilson Street Interconnect; City of Batavia; $2.6 million

Stearns Road; Kane County Division of Transportation; $9.0 million

Quentin Road Improvement, Long Grove Road to White Pine Road; Lake County Division of Transportation; $17.8 million

U.S. Route 30, U.S. Route 45 to IL Route 43; Illinois Department of Transportation; $30.0 million

Deerfield Parkway Improvement, IL Route 83 to Weiland Road; Village of Buffalo Grove; $7.0 million

IL Route 31 Algonquin Western Bypass; McHenry County Division of Transportation; $64.0 million

Environmental Assessment and Design Studies

Environmental Assessment and Design Report, U.S. Route 14 Grade Separation at CN/EJ&E Railway; Village of Barrington; $60.5 million

Environmental Assessment and Design Report, IL Route 31 Western Bypass, Edgewood Drive to Rakow Road; McHenry County Division of Transportation; $50.4 million

Environmental Class of Action Determination and Design Report, IL Route 22 Quentin Road to IL Route 83; Illinois Department of Transportation; $29.0 million

Project Development Report; Deerpath Road at Mill Creek; City of Batavia; $1.0 million

Traffic Engineering and Impact Studies

Pinetree Mall Traffic Study; City of Crystal Lake

Pleasant Square Traffic Impact Study; Village of Schaumburg

Treehouse at the Ravines Traffic and Parking Study; The Harp Group

Shoe Factory Road Improvements; Village of Hoffman Estates

Elgin Regional Park; City of Elgin

College of DuPage Traffic Study; College of DuPage

Wilson Street/Prairie Street Traffic Analysis; City of Batavia

Safety Studies

Various Safety Assessments, Region 1/District 1; Illinois Department of Transportation

SECTION 5

Cover Letter

Firm Description

General Statement

Key Personnel

Workload

Related Projects

Current Highland Park Projects

Hourly Personnel Charges

WORKLOAD

Name of Key Personnel	Position/Title	Name of Project(s)	Location/Client	% of Time Committed to Each Project	End Date of Commitment
Steve Pautsch, P.E., PTOE	Project Manager	Green Bay Road Surfacing and Streetscape Improvements	Village of Wilmette	20%	03/2026
		Oak Park Village Wide Traffic Signal Study	Village of Oak Park	15%	02/2026
		Prospect Avenue Alternatives Study	Village of Mount Prospect	15%	04/2026
Mike Folkening, P.E., PTOE	Senior Project Manager	General Traffic Studies QC/QA	Various	20%	Ongoing
		North DuSable Lake Shore Drive – Phase I	City of Chicago	5%	01/29
Jim Woods, P.E., PTOE	Project Manager	Various Phase I Engineering Studies	Various	50%	Ongoing
		Municipal Engineering Services	Village of Oak Brook	20%	Through 2027
		Various Highway Traffic Noise Analysis Studies	Various	20%	Ongoing
Brian DeSalle, P.E., PTOE	Senior Traffic Engineer/Project Manager	Westmore-Meyers Road Safety Enhancement Project	Village of Lombard	25%	June 2026
		Will County 2050 Long Range Transportation Plan	Will County	15%	December 2025
		Miscellaneous Traffic Engineering Services	Village of Libertyville	10%	Ongoing
Louis Pukelis, P.E.	Traffic Modeling	Westmore-Meyers Road Safety Enhancement Project	Village of Lombard	10%	06/2026
		Village Wide Traffic Signal Study	Village of Oak Park	20%	02/26
		I-290 at Kostner Avenue	City of Chicago	50%	07/26
Anmol Shrivastava, P.E., PTOE, RSP2I	Senior Traffic Safety Engineer	East Dundee Safety Study	Village of East Dundee	20%	11/25
		Stacy Court	Village of Glen Ellyn	40%	11/25
		Lake Cook Road West Phase I Study	Village of Buffalo Grove	30%	2026
Mark Shorey, RSP1	Senior Traffic Engineer	Green Bay Road Surfacing and Streetscape Improvements	Village Wilmette	15%	03/26
		Oak Park Traffic Calming	Village of Oak Park	10%	05/26
		Illinois Avenue	City of St. Charles	20%	06/26
Josie Willman	GIS Analyst/ Report Graphics	Active Mobility Plan	City of Elgin	15%	06/26
		Downtown Modernization and Beautification Project	City of West Chicago	10%	03/26
		Prospect Avenue Alternatives Study	Village of Mount Prospect	5%	04/26
Joe Emry, P.E.	Traffic Signal Lead/Project Manager	Main Street Resurfacing	City of Lombard	20%	12/26
		22nd Street Signal Modernization	City of Lombard	20%	12/26
		I-290 at Kostner Avenue	City of Chicago	20%	07/26

SECTION 6

Cover Letter

Firm Description

General Statement

Key Personnel

Workload

Related Projects

Current Highland Park Projects

Hourly Personnel Charges

Traffic Engineering Services

Village of Vernon Hills







Scope of Services

Traffic Engineering
Traffic Impact Study
Traffic Calming
Intersection Design Studies
Traffic Signal Design

Construction Cost
NA

Funding
Local

Status
Ongoing

Client Contact
Chris Venatta, P.E.
Director of Public Works
Village of Vernon Hills
christopherv@vhills.org
847.918.3544

On-call Traffic Engineering. Civiltech currently provides on-call Traffic Engineering Services to the Village of Vernon Hills.

Services under this contract include:

- Reviewing Traffic Impact Studies prepared by others for potential developments
- Quantifying cut-through traffic in residential neighborhoods and making recommendations to address problems.
- Coordinating with the Illinois Department of Transportation (IDOT) to make modifications to IDOT controlled intersections to improve overall operation
- Evaluating sight distance issues as a result of sign placement
- Preparing contract documents for Traffic Signals.

Following is a list of traffic engineering projects included in this contract:

- Hawthorn Mall Updated Plan (2025)
- Raising Cane's Site Development Revew (2025)
- Dom's Grocery TIS Review (2024)
- Menards Retail Development TIS Review (2014)
- Belle Tire Site Plan Review (2022)
- Fairway Drive/Lakeview Parkway Traffic Signal Warrant (2022)
- Hawthorn Mall Redevelopment Consulting (2020-2022)
- Greggs Parkway/Huntington Drive Pedestrian Safety Study (2020)
- Gardner School TIS and Parking Review (2019)
- Raising Cane's TIS Review (2019)
- Greggs Parkway/Huntington Drive Intersection Concepts (2017)
- Mellody Farms Traffic Study and Engineering Plan Review (2016)
- Three Traffic Signal Warrant Studies (2014)

Traffic Engineering Services

Village of Libertyville



Scope of Services

Traffic Engineering

Traffic Impact Study

Construction Cost
NA

Funding
Local & Private

Status
Ongoing

Client Contact
Jeffrey Cooper, P.E., CPESC
Village Engineer
Village of Libertyville Public Works
jcooper@libertyville.com
847.918.2105

On-Call Traffic Engineering. Civiltech has served the Village of Libertyville by performing reviews of Traffic Impact Studies and Parking Studies associated with new developments being processed through the Village's review and approval process.

This process involves meeting with Village staff to review details of the proposed development and to obtain copies of relevant documents such as site plans, traffic counts, minutes of past meetings, and the traffic impact study itself, typically prepared by another traffic engineering consultant. This is followed by a discussion with the Village of any parking or traffic concerns related to the development. Civiltech performs a field visit to observe existing traffic operations and site conditions and, in some cases, performs traffic counts. Civiltech then executes a detailed review of the traffic impact study text, tables, exhibits, and analyses based on Village ordinances and codes as well as industry-standard resources such as the ITE Trip Generation Manual, the Manual on Uniform Traffic Control Devices, the TRB Highway Capacity Manual, and the AASHTO Green Book. The review is summarized in a technical memorandum which contains a numbered listing of comments to be addressed by the developer's traffic engineering consultant. After comments are addressed by the developer, typically one or two more subsequent reviews are required until final concurrence with the traffic impact study is achieved. Civiltech also attends staff meetings with development representatives as necessary, as well as public meetings held before applicable Village Commissions and the Village Board to answer any traffic-related questions from elected and appointed officials.

Following is the listing of traffic study, parking study, and site reviews that Civiltech has performed for the Village of Libertyville:

245 Walnut Street TIS Review (2025)

Greenway Chase TIS Review (2025)

Continuum Group TIS Review (2024)

Lake/Milwaukee Redevelopment Study (2024)

Trimm Property Redevelopment Site Circulation Review (2023)

1757 N. Milwaukee Site Access Review (2022)

Liberty Lofts Mixed-Use Development Review (2022)

VetMedic Veterinary Clinic TIS Review (2022)

CPAH Affordable Housing Development TIS Review (2022)

Libertyville Hyundai TIS Review (2021)

Liberty Junction TIS Review (2021)

Libertyville High School Traffic Gate Review (2021)

Broadway Place Site Traffic Review (2021)

Proposed 7-Eleven Fuel Center TIS Review (2020)

1441 N. Milwaukee Medial Office TIS Review (2020)

Midwest Warehouse TIS Review (2020)

Encompass Health TIS Review (2019)

Infiniti Dealership and Car Wash TIS Review (2019)

536-542 Milwaukee Avenue Parking Evaluation (2019)

Libertyville Recreation and Sports Complex Parking Assessment (2018)

Broadway Townhome Development Site Plan Review (2018)

Medical Office Building Site Plan Review (2018)

Milwaukee Ave Development Shared Parking Review (2019)

Traffic Circulation Review (2017)

Libertyville High School Aquatic Center Construction (2017)

Proposed U-Haul Facility TIS Review (2017)

Butterfield-Castleton Curve Signage Review (2017)

Review of Colby Subdivision Report on Parkside Development (2017)

Oak Park Traffic Calming and School Safety Plans

Village of Oak Park







Scope of Services

Traffic Calming
Traffic Engineering
Crash Analysis
Pedestrian Studies

Construction Cost
N/A

Funding
Local

Status
Ongoing

Client Contact
Bill McKenna, P.E.
Village of Oak Park
bmckenna@oak-park.us
708.358.5722

Calming Traffic and Improving Safety throughout Oak Park.

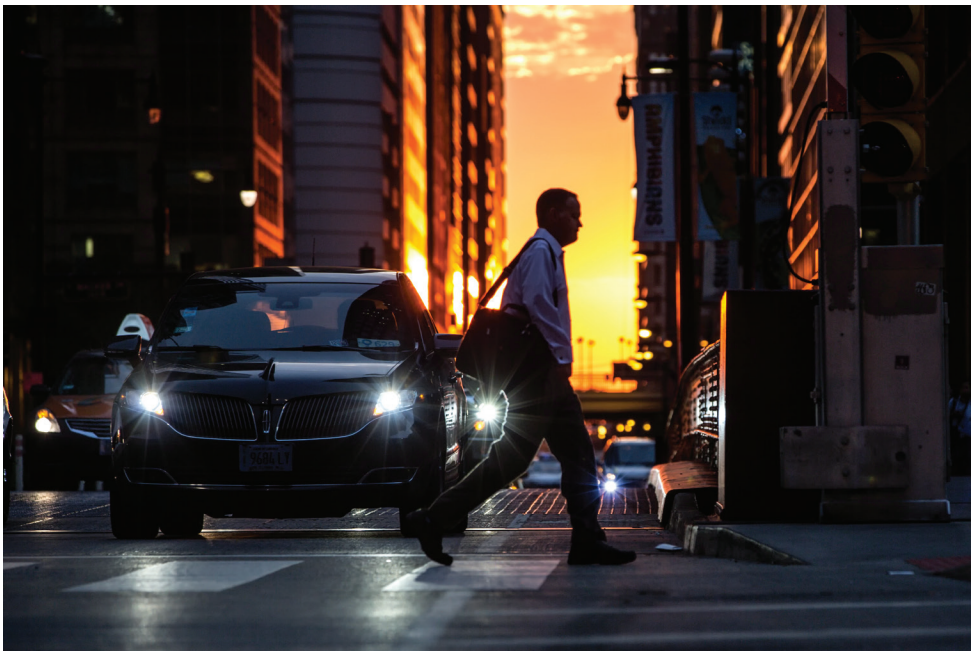
Civiltech engineers work side-by-side with Village staff to collect traffic data and recommend traffic calming treatments to the Transportation Commission.

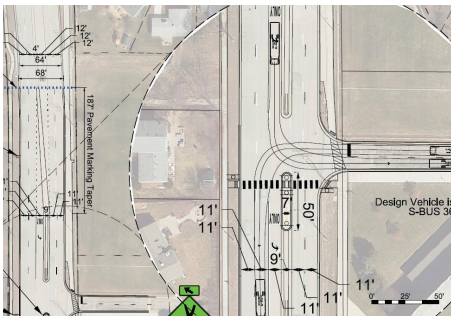
Civiltech traffic engineering staff works part-time in-house at the Village of Oak Park as an extension of the municipal staff. One major component of this project is management of the traffic calming petition process from initiation through completion. The process starts by reviewing applications for traffic calming devices on residential streets to ensure the petitions are valid. Then, mid-block and/or intersection speed, volume, and crash data is collected and reviewed. Recommendations for addressing neighborhood traffic speed and volume issues are proposed and a technical memorandum is written. Recommendations typically consist of measures such as curb extensions, chicanes, pinch points, signage, striping, and vehicular access limitations. Civiltech staff presents these recommendations to the Village's Transportation Commission for approval. This project involves close coordination with stakeholders including residents, Transportation Commission members, and Village staff to ensure a quick and seamless project delivery.

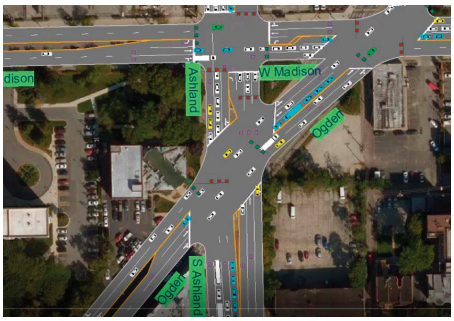
Another key part of this work consists of reviewing and recommending improvements to pick-up and drop-off procedures at the schools throughout Oak Park. Civiltech staff has met with each school to discuss challenges and opportunities to enhance safety and efficiency along the designated walking and biking routes during arrival and dismissal periods.

Various Traffic Engineering Services

Cook County Department of Transportation and Highways







Scope of Services

Traffic Projections
Traffic Counts
Capacity Analysis
Crash Analysis
Intersection Control Studies
Speed Studies
Alternative Analyses
Conceptual Geometrics
Intersection Design Studies
Local Agency Coordination
Permit Review Assistance
Grant Application Preparation

Funding
County

Status
Ongoing

Client Contact
Brian Roberts, P.E., PTOE
Cook County Division of Transportation & Highways
brian.roberts@cookcountyil.gov
312.603.1654

Providing On-Call Engineering Services. Since 2018, Civiltech has consulted on more than 70 different traffic and safety-related studies.

This contract requires our team to work quickly and responsively in order to meet client deadlines, often turning around assignments in less than two weeks' time. At any given time, several tasks are likely to be simultaneously ongoing, requiring constant communication with County staff to ensure our workload is prioritized according to their needs. These studies encompass a wide array of tasks including intersection control studies, speed studies/speed limit recommendations, signage plans, pedestrian studies, crash analyses, corridor studies, review of maintenance of traffic plans, traffic counts, and reviews of Traffic Impact Studies.

While smaller-scale traffic projects were a primary component of this contract, Civiltech also assisted the County with more substantial initiatives. These have included reviewing and updating the County's signage and pavement marking contract, developing a checklist for County staff to use when reviewing permit reviews and traffic impact studies, and preparing grants to secure funding.

In addition to the traffic assignments generated by this contract, Civiltech staff assisted the County with design work. Some of these tasks included preparing conceptual geometric plans, developing intersection design studies, and analyzing improvement alternatives.

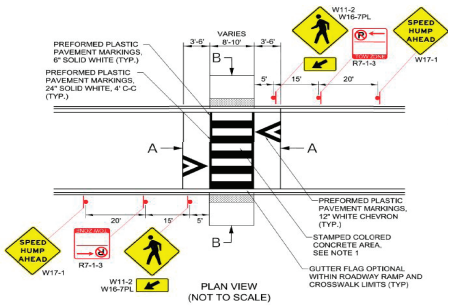
Throughout the course of this contract, Civiltech has partnered with the County to improve safety. Safety Studies performed under this contract include:

- 171st Street & 84th Avenue Intersection Safety Study, Village of Tinley Park
- Central Avenue Safety Study, 95th Street to 11th Street, Villages of Oak Lawn and Chicago Ridge
- Buffalo Grove High School Pedestrian Safety Study, Village of Buffalo Grove
- 94th Street & Central Avenue Intersection Control and Safety Study ,Village of Oak Lawn

Meadow Lane Traffic Calming Study

Village of Plainfield







Scope of Services

Traffic Calming
Safety Studies
Data Collection
Crash Analysis
Cost Estimating

Construction Cost
N/A

Funding
Local

Status
Completed August 2025

Client Contact
Mr. Arlan Schattke, P.E.
Village of Plainfield
aschattke@goplainfield.com
815.230.2036

Calming Traffic and Improving Safety for all Roadway Users along Meadow Lane. Civiltech staff evaluated traffic data and site conditions and recommended calming measures to mitigate speeds and improve safety for all roadway users.

Civiltech conducted a field visit to evaluate existing conditions and collected vehicular speed data along Meadow Lane. A speed and crash analysis were completed to evaluate the safety and reports of cut-through traffic through the residential neighborhood and adjacent to Lincoln Elementary School. Recommendations to address traffic issues included curb extensions, mid-block pinch points, and a raised crosswalk adjacent to the school. Several striping alternatives were considered to visually narrow the street. A cost estimate for the construction of the recommendations was provided to the Village of Plainfield. The traffic calming measures were installed as part of a 2025 resurfacing project.

SECTION 7

Cover Letter

Firm Description

General Statement

Key Personnel

Workload

Related Projects

Current Highland Park Projects

Hourly Personnel Charges

LIST OF CURRENT HIGHLAND PARK PROJECTS

Project Name	Project Manager	Start Date
Highland Park Recreational Center - Loading Dock	Jim Ewers	Sep 29, 2025
Highland Park CC Traffic Signal	Jim Ewers	Jul 22, 2025
Floodplain Study Assessment	Joey Abramson	May 28, 2025
Highland Park Stormwater Utility Fee Assistance	Joey Abramson	Jun 11, 2024
Ravine Outfall Inspections	Joey Abramson	Feb 14, 2024
Ridge Road Resurfacing Phase I/II	Jim Woods	Jan 24, 2024
Grant Assistance Consulting Services	Jim Woods	Feb 14, 2022
Traffic Engineering Services: Highland Park - City of Highland Park	Steve Pautsch	1999

SECTION 8

Cover Letter
Firm Description
General Statement
Key Personnel
Workload
Related Projects
Current Highland Park Projects

Hourly Personnel Charges

HOURLY RATES

Employee	Position	Hourly Rate	Billing Rate
Steve Pautsch, P.E., PTOE	Project Manager/Primary Contact	$62.25	$174.30
Mike Folkening, P.E., PTOE	Director, QA/QC	$85.00	$238.00
Jim Woods, P.E., PTOE	QA/QC	$68.00	$190.40
Joe Emry, P.E.	Traffic Signal Design	$67.75	$189.70
Brian DeSalle, P.E, PTOE	Senior Traffic Engineer	$59.25	$165.90
Anmol Shrivastava, P.E., PTOE, RSP2I	Traffic Safety Enginer	$49.00	$137.20
Louis Pukelis, P.E.	Traffic Modeling	$45.60	$127.68
Josie Willman	GIS Analyst & Report Graphics	$41.50	$116.20
Mark Shorey, RSP1	Traffic Engineer	$40.50	$113.40

Civiltech Notes:
Billing rates reflect hourly rates times a billing factor of 2.8 to include direct labor, overhead, and profit. Annual salary adjustments (raises) will be applied annualy and are generally between 2% and 5%.



CIVILTECH

City of Highland Park

Public Works Department

1150 Half Day Rd.
Highland Park, Illinois 60035
847.432.0807
cityhpil.com

PROFESSIONAL SERVICES AGREEMENT
TRAFFIC ENGINEERING SERVICES

This **PROFESSIONAL SERVICES AGREEMENT** (***"Agreement"***) is dated as of the _____ day of _____, 20_____, and is by and between the **CITY OF HIGHLAND PARK**, an Illinois home rule municipal corporation (***"City"***), and the Consultant identified in Section 1.A of this Agreement.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and pursuant to the City's statutory and home rule powers, the parties agree as follows:

SECTION 1. CONSULTANT.

A. Engagement of Consultant. The City desires to engage the Consultant identified below to perform and to provide all necessary professional consulting services to perform the work in connection with the project identified below:

Consultant Name ***("Consultant")***	Hampton, Lenzini and Renwick, Inc.
Address	1707 N. Randall Road, Suite 100
City, State Zip	Elgin, IL 60123
Phone	847.697.6700
Email	ReJena Lyon; jlyon@hlreng.com
Project Name/Description	PSA - Traffic Engineering Services
Agreement Amount	$ or See Exhibit A

B. Project Description. The engineering firm(s) to supplement the Engineering Division with facets of traffic engineering including but not limited to traffic studies, intersection capacity and timing studies on an as-needed basis. This work is to be performed on an on-call, flexible service basis, as more fully described in the proposal attached to this Agreement as **Exhibit A** (***"Proposal"***).

C. Representations of Consultant. The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the consulting services that are set forth in the Proposal (***"Services"***) in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

SECTION 2. SCOPE OF SERVICES.

A. Retention of the Consultant. The City retains the Consultant to perform, and the Consultant agrees to perform, the Services.

B. Services. The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.

C. Commencement; Time of Performance. The Consultant shall commence the Services immediately upon receipt of written notice from the City that this Agreement has been fully executed by the Parties (***"Commencement Date"***). The Consultant shall diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by the City, but in no event later than December 31, 2026 (***"Time of Performance"***). The City may modify the Time of Performance at any time upon 15 days prior written notice to the Consultant. Delays caused by the City shall extend the Time of Performance in equal proportion to the delay caused by the City; provided, however, that the Consultant shall be responsible for completion of all work within the Time of Performance, notwithstanding any strike or other work stoppage by employees of either Consultant or of the City. This Agreement may be renewed for no more than four additional and consecutive one-year terms upon the mutual written consent of the City and Consultant. For all services performed by Consultant during any renewal term, Consultant shall be paid an amount equal to the proposed costs in Exhibit A, as adjusted by the Consumer Price Index for all Urban Consumers published by the Bureau of Labor Statistics of the United States Department of Labor for Chicago-Naperville-Elgin, IL-IN-WI, All Items (1982-84=$100) for the previous calendar year, except as the City and Consultant may otherwise mutually agree, however such adjustment shall not exceed three percent (3%). ("**Renewal Terms**").

D. Reporting. The Consultant shall regularly report to the City Manager, or his designee, regarding the progress of the Services during the term of this Agreement.

SECTION 1. COMPENSATION AND METHOD OF PAYMENT.

A. Agreement Amount. The total amount paid by the City for the Services pursuant to this Agreement shall not exceed the amount identified as the Agreement Amount in Section 1.A of this Agreement. No claim for additional compensation shall be valid unless made in accordance with Sections 3.D or 3.E of this Agreement.

B. Invoices and Payment. The Consultant shall submit invoices in an approved format to the City for costs incurred by the Consultant in performing the Services. The amount billed in each invoice for the Services shall be based solely upon the rates set forth in the Proposal. Final pay request shall include, without limitation: (i) all final waivers of lien; and (ii) all final certified payrolls, as required. The City shall pay to the Consultant the amount billed within 45 days after receiving such an invoice.

C. Records. The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the City to inspect and audit all data and records of the Consultant for work done pursuant to this Agreement. The records shall be made available to the City at reasonable times during the term of this Agreement, and for one year after the termination of this Agreement.

D. Claim In Addition To Agreement Amount.

1. The Consultant shall provide written notice to the City of any claim for additional compensation as a result of action taken by the City, within 15 days after the occurrence of such action.

2. The Consultant acknowledges and agrees that: (a) the provision of written notice pursuant to Section 3.D.1 of this Agreement shall not be deemed or interpreted as entitling the Consultant to any additional compensation; and (b) any changes in the Agreement Amount shall be valid only upon written amendment pursuant to Section 8.A of this Agreement.

3. Regardless of the decision of the City relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the work required to complete the Services under this Agreement, as determined by the City, without interruption.

E. Additional Services. The Consultant acknowledges and agrees that the City shall not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement (***"Additional Services"***), regardless of whether such Additional Services are requested or directed by the City, except upon the prior written consent of the City.

F. Taxes, Benefits, and Royalties. Each payment by the City to the Consultant includes all applicable federal, state, and City taxes of every kind and nature applicable to the Services, as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits, and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by the Consultant.

G. Final Acceptance. The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the City of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

SECTION 2. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The Key Project Personnel identified in the Proposal shall be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel shall not be changed without the City's prior written approval.

B. Availability of Personnel. The Consultant shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the City as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant shall have no claim for damages and shall not bill the City for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

C. Approval and Use of Subcontractors. The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved in advance by the City in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the City. The City's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the City and consistent with commonly accepted professional practices, the Consultant shall immediately upon notice from the City remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement, or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

SECTION 3. CONFIDENTIAL INFORMATION.

A. Confidential Information. The term ***"Confidential Information"*** shall mean information in the possession or under the control of the City relating to the technical, business, or corporate affairs of the City; City property; user information, including, without limitation, any information pertaining to usage of the City's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. City Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the City prior to the time of disclosure of such information to the Consultant pursuant to this Agreement (***"Time of Disclosure"***); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the City; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the City to maintain such information in confidence.

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the City under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the City. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 4. STANDARD OF SERVICES AND INDEMNIFICATION.

A. Representation and Certification of Services. The Consultant represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the City.

B. Indemnification. The Consultant shall, and does hereby agree to, indemnify, save harmless, and defend the City against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with the Consultant's performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications set forth in Section 6.A of this Agreement.

C. Insurance. The Consultant shall provide, at its sole cost and expense, liability insurance in the aggregate amount of $1,000,000, which insurance shall include, without limitation, protection for all activities associated with the Services. The insurance shall be for a minimum of $1,000,000 per occurrence for bodily injury and $1,000,000 per occurrence for property damage. The Consultant shall cause the City to be named as an additional insured on the insurance policy described in this Section 6.C. Not later than 10 days after the Commencement Date, the Consultant shall provide the City with either: (a) a copy of the entire insurance policy; or (b) a Certificate of Insurance along with a letter from the broker issuing the insurance policy to the effect that the Certificate accurately reflects the contents of the insurance policy. The insurance coverages and limits set forth in this Section 6.C shall be deemed to be minimum coverages and limits, and shall not be construed in any way as a limitation on the Consultant's duty to carry adequate insurance or on the Consultant's liability for losses or damages under this Agreement.

D. No Personal Liability. No elected or appointed official or employee of the City shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 5. CONSULTANT AGREEMENT GENERAL PROVISIONS.

A. Relationship of the Parties. The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed: (1) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the City and Consultant; or (2) to create any relationship between the City and any subcontractor of the Consultant.

B. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no elected or appointed City official, employee or agent has a personal financial interest in the business of the Consultant or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither Consultant nor any person employed or associated with Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither Consultant nor any person employed by or associated with Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the City prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the City for all loss or damage that the City may suffer, and this Agreement shall, at the City's option, be null and void.

D. Termination. Notwithstanding any other provision hereof, the City may terminate this Agreement at any time upon 15 days written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed, which shall be determined on the basis of the rates set forth in the Proposal.

E. Compliance With Laws and Grants.

1. Compliance with Laws. The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq*. The

Consultant shall also comply with all conditions of any federal, state, or local grant received by the City or the Consultant with respect to this Agreement or the Services. Further, the Consultant shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act.

2. Liability for Noncompliance. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or any of its subcontractors, performance of, or failure to perform, the Services or any part thereof.

3. Required Provisions. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

F. Default. If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (***"Event of Default"***), and fails to cure any such Event of Default within ten business days after the Consultant's receipt of written notice of such Event of Default from the City, then the City shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Cure by Consultant. The City may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.

2. Termination of Agreement by City. The City may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.

3. Withholding of Payment by City. The City may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the City as the result of any Event of Default by the Consultant or as a result of actions taken by the City in response to any Event of Default by the Consultant.

G. No Additional Obligation. The Parties acknowledge and agree that the City is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant or with any vendor solicited or recommended by the Consultant.

H. City Council Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by the Consultant to, vendors shall be subject to the approval of the City Council. For purposes of this Section 7.H, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to the City. The City shall not be liable to any vendor or third party for any agreements made by the Consultant without the knowledge and approval of the City Council.

I. Mutual Cooperation. The City agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the City may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the City in the performance and completion of the Services and with any other consultants engaged by the City.

J. News Releases. The Consultant shall not issue any news releases, advertisements, or other public statements regarding the Services without the prior written consent of the City Manager.

K. Ownership. Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received from the City by the Consultant in connection with any or all of the Services to be performed under this Agreement (***"Documents"***) shall be and remain the exclusive property of the City. At the City's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the City.

L. GIS Data. The City has developed digital map information through Geographic Information Systems Technology (***"GIS Data"***) concerning the real property located within the City. If requested to do so by the Consultant, the City agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

1. Limited Access to GIS Data. The GIS Data provided by the City shall be limited to the scope of the Services that the Consultant is to provide for the City;

2. Purpose of GIS Data. The Consultant shall limit its use of the GIS Data to its intended purpose of furtherance of the Services; and

3. Agreement with Respect to GIS Data. The Consultant does hereby acknowledge and agree that:

a. Trade Secrets of the City. The GIS Data constitutes proprietary materials and trade secrets of the City, and shall remain the property of the City;

b. Consent of City Required. The Consultant will not provide or make available the GIS Data in any form to anyone without the prior written consent of the City Manager;

c. Supply to City. At the request of the City, the Consultant shall supply the City with any and all information that may have been developed by the Consultant based on the GIS Data;

d. No Guarantee of Accuracy. The City makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use thereof; and

e. Discontinuation of Use. At such time as the Services have been completed to the satisfaction of the City, the Consultant shall cease its use of the GIS Data for any purpose whatsoever, and remove the GIS Data from all of the Consultant's databases, files, and records; and, upon request, an authorized representative of the City shall be afforded sufficient access to the Consultant's premises and data processing equipment to verify compliance by the Consultant with this Section 7.L.3.e.

SECTION 6. GENERAL PROVISIONS.

A. Amendment. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by the City and the Consultant in accordance with all applicable statutory procedures.

B. Assignment. This Agreement may not be assigned by the City or by the Consultant without the prior written consent of the other party.

C. Binding Effect. The terms of this Agreement shall bind and inure to the benefit of the City, the Consultant, and their agents, successors, and assigns.

D. Notice. All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or by (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of: (a) actual receipt; (b) one business day after deposit with an overnight courier, as evidenced by a receipt of deposit; or (c) four business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 8.D, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the City shall be addressed to, and delivered at, the following address:

City of Highland Park, Department of Public Works
1150 Half Day Road
Highland Park, Illinois 60035
Attention: Ron Bannon, Director

With a copy to:

Elrod Friedman, LLP.
350 North Clark Street, Second Floor
Chicago, Illinois 60654
Attention: Steven M. Elrod, Corporation Counsel

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

_____
_____
_____
_____

With a copy to:

_____
_____
_____
_____

E. Third Party Beneficiary. No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the City.

F. Provisions Severable. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

G. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

H. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

I. Governing Laws. This Agreement shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

J. Authority to Execute.

1. The City. The City hereby warrants and represents to the Consultant that the persons executing this Agreement on its behalf have been properly authorized to do so by its corporate authorities.

2. The Consultant. The Consultant hereby warrants and represents to the City that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.

L. Waiver. Neither the City nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the City or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the City's or the Consultant's right to enforce such rights or any other rights.

M. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

N. Grammatical Usage and Construction. In construing this Agreement, pronouns include all genders and the plural includes the singular and vice versa.

O. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

P. Headings. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

Q. Exhibits. Exhibits A through ___ attached to this Agreement are, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between an Exhibit and the text of this Agreement, the text of this Agreement shall control.

R. **Rights Cumulative.** Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

S. **Counterpart Execution.** This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have executed this Agreement this _____ day of _____, 20____.

ATTEST:

By: _____

Ashley Palbitska, Deputy City Clerk

CITY OF HIGHLAND PARK

By: _____

Ghida S. Neukirch, City Manager

ATTEST:

By:_____

Print Name:_____

Title:_____

CONSULTANT:

By:_____
Executing Officer

Print Name:_____

Title:_____

649609_v6

EXHIBIT A

PROPOSAL

[TO BE PREPARED BY CONSULTANT AND ACCEPTABLE TO CITY]

[SHALL INCLUDE SCHEDULE]



HAMPTON, LENZINI AND RENWICK, INC.

ENGINEERS | SURVEYORS

PROPOSAL

TRAFFIC ENGINEERING SERVICES

CITY OF HIGHLAND PARK

PREPARED FOR:

City of Highland Park
1150 Half Day Road
Highland Park, IL 60035
Attn: Ron Bannon, *Director of Public Works*
Due: October 24 at 3:00 PM (CST)

PREPARED BY:

Hampton, Lenzini and Renwick, Inc. (HLR)
1707 N. Randall Road, Suite 100
Elgin, IL 60123
Ph. 847.697.6700
www.hlrengineering.com

Hampton, Lenzini and Renwick, Inc.
Civil Engineers • Structural Engineers • Land Surveyors • Environmental Specialists
www.hlrengineering.com

October 24, 2025

Mr. Ron Bannon
Director of Public Works
City of Highland Park
1150 Half Day Road
Highland Park, IL 60035

Re: Proposal for Traffic Engineering Services

Dear Mr. Bannon:

Hampton, Lenzini and Renwick, Inc. (HLR) is honored to submit our proposal to continue serving the City of Highland Park with professional Traffic Engineering Services. For more than six decades, we have partnered with Illinois communities to deliver safe, sustainable, and data-driven transportation solutions. For Highland Park specifically, our familiarity with the City's infrastructure, standards, and operational philosophy uniquely positions us to provide seamless, responsive support that advances the City's goals of safety, fiscal stability, and environmental sustainability.

Under the leadership of **Amy McSwane, PE, PTOE**, our Traffic Engineering Manager, HLR offers the City a team of specialists who combine technical precision with proactive communication. We recognize that timely responses, coordination with multiple stakeholders, and practical implementation are essential to effective municipal service. Our approach ensures each assignment—whether a traffic impact study, intersection optimization, or public meeting presentation—is handled with the same focus, transparency, and accountability that your residents expect from their community.

As a 100% employee-owned firm, our commitment goes beyond contracts—we act as an extension of your staff, ready to mobilize when needed and dedicated to delivering quality that endures. Our team's ongoing work in Highland Park, including the City's **Traffic Signal Master Plan**, **Green Bay Road corridor improvements**, and **ADA modernization** efforts, demonstrates our proven ability to translate technical expertise into long-term value for the community.

We appreciate the opportunity to continue this partnership and to contribute to Highland Park's legacy of excellence in transportation and public service. Should you have any questions regarding our submittal, please contact me at (847) 697-6700 or jlyon@hlreng.com.

Sincerely,

HAMPTON, LENZINI AND RENWICK, INC.

ReJena Lyon, PE, PLS
President/CEO

1707 N. Randall Road
Suite 100
Elgin, Illinois 60123
Tel. 847.697.6700
Fax 847.697.6753

380 Shepard Drive
Elgin, Illinois 60123-7010
Tel. 847.697.6700
Fax 847.697.6753

380 N. Terra Cotta Road
Unit G
Crystal Lake, Illinois 60012
Tel. 847.697.6700
Fax 847.697.6753

3085 Stevenson Drive
Suite 201
Springfield, Illinois 62703
Tel. 217.546.3400
Fax 217.546.8116

323 West 3rd Street
P.O. Box 160
Mt Carmel, Illinois 62863
Tel. 618.262.8651
Fax 618.263.3327

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HAMPTON, LENZINI AND RENWICK, INC.

ENGINEERS | SURVEYORS

Engineering the success of our communities.

PROPOSAL

TRAFFIC ENGINEERING SERVICES

CITY OF HIGHLAND PARK

PSMJ Resources, Inc. A/E/C PREMIER AWARD FOR CLIENT SATISFACTION 2022 | WINNER

RESPONSIBLE OFFICE

Hampton, Lenzini and Renwick, Inc. (HLR)
1707 N. Randall Road | Suite 100
Elgin, IL 60123
Ph. 847.697.6700 | Fax 847.697.6753

Authorized Contact:
Amy McSwane, PE, PTOE, *Traffic Engineering Manager*
amcswane@hlreng.com

PREPARED FOR

Ron Bannon, *Director of Public Works*
rbannon@cityhpil.com

City of Highland Park
1150 Half Day Road
Highland Park, IL 60035

Submission Date & Time
Friday, October 24, 2025 | 3:00 PM

Hampton, Lenzini and Renwick, Inc. (HLR) is dedicated to ensuring the City of Highland Park maintains safe, efficient, and sustainable transportation systems through prompt, data-driven analysis.

For this on-call Traffic Engineering Services contract, we understand your primary need is for a technical partner who can deliver unbiased evaluations and immediate service. Our team brings decades of experience, backed by a commitment to integrity and responsiveness, ensuring you get reliable answers when you need them most.

Our 60 years of experience serving Illinois communities means we are not just experts in traffic engineering—we are experts in municipal support. We offer licensed Professional Engineers, certified traffic operations professionals, and modeling specialists who are ready to deploy immediately on your highest-priority projects.

This contract is about providing the City of Highland Park with a seamless extension of your Public Works Department. Our thorough, methodical approach ensures that your staff can make confident, informed decisions quickly, securing the safest and most effective solutions for your residents and visitors for years to come.

ABOUT OUR FIRM AND OUR DEDICATION TO YOUR SUCCESS

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.

At HLR, we embrace a culture guided by our core principles: **Work Hard | Have Fun | Give Back®**. HLR is 100% employee-owned by the people who contribute to our success in both our offices and local communities every day. Our team is dedicated to delivering exceptional service to our clients, driven by the sense of ownership and responsibility that comes with being part of an employee-owned company.

HLR fosters individual development and offers opportunities for growth, with plenty of fun along the way—one of the many reasons we have some of the best and happiest employees. It's also why we were recognized as a top **2025 A/E/C Employer of Choice®** by PSMJ Resources, Inc., the world's leading authority on the management of architecture, engineering, and construction firms, and named a **2024 Best Place to Work** by the Illinois Society of Professional Engineers.

5 OFFICE LOCATIONS IN ILLINOIS

100+ LICENSES & CERTIFICATIONS

100+ EMPLOYEES IN ILLINOIS

60 YEARS IN BUSINESS

WHAT WE DO

At HLR, we understand that every project is distinct, and each situation presents its own unique challenges. Clients seek our services for a variety of reasons, but they consistently rely on one key factor: ***Expertise***.

MUNICIPAL ENGINEERING

Building Inspection, Plan/Permit/Stormwater Review, Capital Planning, Public Works Administration

PRELIMINARY ENGINEERING

Feasibility Studies, Public Involvement, Intersection Design Studies, Federal Aid Documentation/Reports, Grant Applications and Assistance

DESIGN ENGINEERING

Roadway/Stormwater Improvements, Lighting Evaluation and Design, Development Plan Review, ADA-Compliant Design and Planning, Pavement Evaluation/Maintenance

TRAFFIC ENGINEERING

Traffic Signal/Interconnect Design, Optimization/Re-Optimization, Signal Coordination and Timing, Temporary Signal Timings, Traffic/Speed/Safety Studies

CONSTRUCTION ENGINEERING

Construction Observation, Public Relations/Coordination, Erosion and Sediment Control, Construction Layout/Verification, Documentation/CMMS

ENVIRONMENTAL SERVICES

NPDES Documentation, Native Area Management, Aquatic Resources Report/Wetland Permitting, Green Infrastructure Design/Build, CCDD, Air and Noise Analysis

STRUCTURAL ENGINEERING

Bridge and Retaining Wall Rating, Evaluation and Planning, Structure Design, Building Structure Forensics, NBI Bridge Inspections

WATER/WASTEWATER

Ground/Surface Water Source Design, Treatment Plant/ Collection Systems, Hydraulic Distribution Modeling, Telemetry and Control System Design, Pump and Lift Stations

GIS SERVICES

Asset Management, Utility Mapping, System Modeling, Database Design, Training

LAND SURVEYING AND ACQUISITION

Topographic/Route/Boundary Surveys, Right-of-Way Surveys and Plats, ALTA/NSPS Land Title Surveys, Drone Surveys, Scanning, LiDAR, Appraisals

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 project, that team will be involved from beginning to end. This allows us to maintain continuity with the City and effectively communicate during all projects. HLR's professional staff currently includes:

- Licensed Professional Engineers
- Professional Traffic Operations Engineers
- Licensed Structural Engineers
- Licensed Professional Land Surveyors
- Designated Erosion Control Inspectors
- Certified Floodplain Managers
- Certified Wetland Specialists
- NBIS Inspection Team Leaders
- Professional Wetland Scientists
- Certified Professionals in Erosion and Sediment Control
- Certified General Appraisers
- IDOT-Approved Negotiator
- Certified Arborists
- Certified IDOT Quantity Documentation Inspectors
- Certified Public Infrastructure Inspectors
- NBIS Program Managers

As an advocate for the City, our team will maintain consistent communication with you and your staff, constantly look for ways to solve problems proactively, identify improvements, and keep your interests in mind during the entire process.

OUR APPROACH

Our core approach is to provide the City of Highland Park with a seamless extension of your Public Works Department, ensuring you have on-demand access to technical expertise that is consistently aligned with your strategic mandates. We are there listening and responding to you, from initial concept to project completion.

To deliver the reliable, flexible service you require while directly supporting the City's Core Priorities (Fiscal Stability, Public Safety, Infrastructure Investment, Environmental Sustainability), our philosophy is built on three Critical Success Factors:

FOCUSED RESPONSIVENESS AND CONTINUITY

You will experience streamlined communication and guaranteed continuity, directly addressing the City's need for responsiveness to City staff and the public using the following methods.

- Communication is streamlined and fast, saving City staff time because Amy McSwane, PE, PTOE, HLR's Traffic Engineering Manager, will serve as your single point-of-contact for all assignments.
- The potential for community inconvenience is minimized because our on-call protocol includes a proactive communication plan, ensuring transparent public notification during any disruptive traffic studies or temporary changes. Whether it's a kick-off meeting with the City, open house with residents, or personal meetings with affected property owners, our staff will always make information distribution a priority. We can provide the City with bi-weekly or monthly progress reports with regard to status, milestones, and budget if desired.
- We commit to assigning qualified staff who will be involved from beginning to end, ensuring technical excellence and continuity across all task orders.

STRATEGIC TRAFFIC SOLUTIONS FOR ENVIRONMENTAL SUSTAINABILITY

We will transform routine traffic assignments into opportunities that advance the City's bold environmental goals.

- The City will make quantifiable progress toward its Vehicle Miles Traveled (VMT) reduction target of 50% below 2008 levels by 2030 because our traffic studies and signal optimization services will focus on integrating multi-modal improvements and support the Short-Term Recommendations from the 2024 Transit Study.
- Your projects will align with best practices for multi-modal planning because our expertise extends beyond traditional vehicular throughput to include Complete Streets design and VMT-reduction modeling, which is crucial for modern transportation planning.

FISCAL PRUDENCE AND LIFECYCLE VALUE

Your investment in traffic engineering will be grounded in the detailed financial discipline expected from a fiscally responsible municipality such as Highland Park.

- Your project goals, budget, and schedule are protected and met because our process begins with listening to and fully understanding your specific goals and budgetary parameters before initiating any task. Our Project Manager, Amy McSwane, will continuously monitor budget and task progress.
- You will achieve long-term fiscal stability and efficiency because our analysis is not based on the lowest initial cost, but on delivering cost-effective solutions and technical quality that minimize future risk and expensive repairs.

The detailed process steps—**Assign, Listen, Communicate, Review, Monitor**—are the foundation of this approach, ensuring every task order supports your mandate for high-quality municipal services in an efficient and fiscally-responsible manner.



PROVIDING TIMELY SERVICES TO THE CITY OF HIGHLAND PARK

We are committed to helping the City of Highland Park enhance motorist safety and improve traffic flow by applying our proven on-call traffic engineering model.

The City will have a seamless partnership with our team because we will assign a dedicated project team that will work with you from start to finish. This approach ensures continuity and a deep understanding of the City's needs, preventing miscommunication and project delays. Because our team has worked with the City of Highland Park for the past ten years, we are already familiar with your policies and procedures, allowing us to deliver timely services and get to work immediately.

Our team will serve as the City's advocate, proactively identifying and solving problems, suggesting improvements, and keeping your best interests at the forefront of every decision. By fostering a collaborative and productive working relationship, our team will enhance the City's reputation and ensure that projects are completed efficiently and effectively.

Our detailed approach to each service, along with our team's qualifications, is outlined below.

TASK	WHY HLR?
Review and report on traffic studies associated with new development.	Your interests are protected from development risks because our team performs rigorous, unbiased peer reviews that eliminate costly errors and ensure new development traffic impacts meet the highest municipal standards. This is achieved through our extensive experience reviewing traffic impact studies, safety studies, and warrant studies for similar complex urban areas. We utilize best practices from the Institute of Transportation Engineers (ITE) in all of our evaluations.
Review existing traffic signal operations and intersection optimization.	You will make quantifiable progress toward the 50% VMT reduction target because HLR goes beyond modeling to apply hands-on, in-field expertise. HLR has over 50 years of combined experience in municipal and state traffic engineering. Our engineers are licensed in Illinois, Professional Traffic Operations Engineers (PTOE), and certified by the International Municipal Signal Association (IMSA) to design, test, and program traffic signal controllers. We are experts in designing, timing, and testing Yunex/Siemens/Eagle and Econolite traffic signal controllers and equipment. Both of which are used in the City for traffic operations. Our traffic engineers also know how to model systems to find potential areas of improvement. They can then go beyond the model to apply their hands-on knowledge of signal systems and controllers. Our involvement with in-field inspection, implementation, and troubleshooting of traffic signals acquired in the field provides our team with intimate knowledge of the controllers that run your intersections beyond that of most modelers. Not only do we model systems, but we fine tune them in the field to get the most out of them. We are familiar with many esoteric controller features that can be utilized to alleviate difficult intersections, such as dynamic maxes, adaptive splits, and extra-time-in-cycle. If we encounter a particularly unusual intersection, we have strong relationships with many vendors in the area who install/maintain traffic signal equipment. Our experience providing traffic systems operations management for the City of Elgin and our role as SCAT engineers for IDOT has provided our engineers with the most up-to-date knowledge and talent to operate the latest signal equipment, detection systems, and central computer systems. HLR is prequalified by IDOT in Special Studies - Traffic Studies, Special Plans - Traffic Signals, Special Studies - Signal Coordination & Timing (SCAT), and Special Services - Electrical Engineering. We are one of only six firms entrusted by IDOT District 1 to provide SCAT services to their Bureau of Traffic.
Assist City staff in processing paperwork and providing statutory fiscal certification of State and Federal grants.	The City's Infrastructure Investment is secured and maximized because we understand the importance and need for funding assistance with City improvements. Our pre-qualifications and proven success with CMAQ, HSIP, ITEP, Safe Routes to Schools, and STP funds ensure your grant applications are accurate, timely, and receive statutory fiscal certification.
Attend and participate in City Council, public hearings, committee, and staff meetings when required.	Community support is obtained and your agency's reputation is enhanced because we prioritize responsive public engagement. HLR can assist the City of Highland Park with this endeavor through leading public hearings, attending Plan and Design Commission meetings, and attending City Council meetings. We proactively communicate complex technical information to residents and non-engineers to explain the purpose and benefits of projects while dispelling misinformation, allaying fears, and minimizing inconvenience associated with traffic work or a particular project.
Provide any other typical engineering functions as requested by the City Engineer or Director of Public Works	Your team has flexible access to on-demand, specialized support because our comprehensive experience covers the full spectrum of traffic engineering, including Traffic Signal and Signal System Design, Fiber-Optic/Ethernet Systems, Traffic Signal Timing, Signal System Monitoring & Troubleshooting, Signal Coordination and Timing (SCAT), Signal System Modeling & Analysis, Traffic Circulation Studies, Traffic Safety Studies, Speed Studies, Traffic Impact Analysis, and ADA Modernization Expertise. We are immediately prepared to assist with any need that arises on an as-needed, flexible basis.



PROFESSIONAL REGISTRATIONS

Professional Engineer, Illinois, #062.58432

Professional Engineer, Indiana, #PE11800571

Professional Traffic Operations Engineer, (PTOE)

YEARS OF EXPERIENCE

24 / 19 at HLR

EDUCATION

Master of Business Administration, Finance, DePaul University

Bachelor of Science, Civil Engineering, Purdue University

PROFESSIONAL CERTIFICATIONS

Traffic Signal Level II, IMSA, 2018

CONTINUING EDUCATION

ACEC IDOT Phase I Training, April 2016

FHWA Proven Safety Countermeasures for Intersections, October 2014

Traffic Calming Toolbox Webinar, Traffic Logix, June 2012

ADA/PROWAG, IDOT, March 2012

The New AASTO Greenbook, APWA, March 2012

Pedestrian Safety & Accessibility Considerations at Roundabouts, Pedestrian and Bicycle Information Center, March 2012

IDOT Geometrics Seminar, ACEC, November 2011

Traffic Mediation - Neighborhood and Pedestrian Safety Programs, APWA, May 2010

AMY MCSWANE, PE, PTOE

KEY STAFF

PROJECT MANAGER

Amy is an accomplished engineer and HLR's Phase I and Traffic Engineering Manager with 24 years of experience specializing in traffic engineering and planning for federally funded transportation projects. Her expertise includes traffic capacity analysis, intersection design studies, traffic systems analysis and modeling, accident analysis, safety improvement studies, and cost estimating. Amy also prepares highway location and design reports and leads public involvement efforts, including public hearing presentations and coordination with regulatory agencies. She has extensive experience with Environmental Assessments, Environmental Class of Action Determination documents, and Section 4(f) environmental documents. Prior to joining HLR, Amy served as a Federal Aid Location Engineer (Phase I Project Manager) at the Illinois Department of Transportation (IDOT) for six years, where she managed various Phase I projects.

REPRESENTATIVE EXPERIENCE

SIGNAL COORDINATION AND TIMING (SCAT), PTB 185-003 AND 161-010, IDOT District 1. Principal-in-Charge for this various/various project optimizing various traffic signal systems in IDOT District 1 per District Traffic Signal Special Provisions including preparation of a SCAT report with a Traffic Responsive Program and Time of Day plans. Systems optimized include IL 68 and U.S. 14 (Eagle 4K), IL 31 and IL 56 (Eagle 8P), IL 43/Harlem Avenue (Econ 61), U.S. 6/159th Street (Eagle 6), IL 132/Grand Avenue (Eagle 7F), IL 59 (Econ 133), U.S. 6/Southwest Highway (Econ 181), U.S. 34/Ogden Avenue (Econ 42).

SIGNAL COORDINATION AND TIMING (SCAT), PTB 147-015, IDOT District 1. Principal-in-Charge of the team of engineers involved in all aspects of signal system monitoring, as well as SCAT system optimization projects and on-call assistance to the district's area engineers to respond to signal-related complaints and requests for trouble-shooting and timing adjustments.

TRAFFIC SIGNAL OPERATIONS MANAGEMENT COORDINATION, Kane County Division of Transportation. Principal-in-Charge of the project, including assisting KDOT with the management of their traffic signal operations and the inventory of traffic signal and lighting hardware and software.

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.

GLENVIEW RAILROAD MONITORING, Village of Glenview. Project Manager performing weekly monitoring and detector diagnostics via modem for four intersections with railroad interconnects in Glenview (Dewes and Harlem, Glenview and Harlem, Glenview and Washington, and Chestnut and Lehigh). Weekly report included. On-site meetings for troubleshooting and complaints completed upon request.

NAPERVILLE ADAPTIVE SIGNAL CONTROL, City of Naperville. HLR improved traffic signal timings at the intersections in Naperville, integrating it into the existing signal system within the City, and optimized the timings and coordination settings for the system to improve its performance. Amy determined optimized traffic signal timings using traffic counts conducted during the morning, mid-day, and afternoon peak periods along with field observations of traffic flow, analyzed traffic flow using Synchro/SimTraffic modeling software, coordinated the proposed changes with IDOT for review and approval, and implemented the new signal timings. All required system detector reassignments were made. Traffic responsive program operations were developed and evaluated to verify the proper pattern selection. Peak period traffic operations were observed and fine-tuning adjustments were made to ensure that the new timings resulted in the most optimal traffic flow. A new/updated intersection graphic was prepared and downloaded to the controller. HLR prepared and submitted a validation report summarizing the data collection, observations, modeling results, and final optimized timings.

AMY MCSWANE, PE, PTOE (CONTINUED)

PROJECT MANAGER

ELGIN O'HARE OPTIMIZATION, Aldridge Electric. Amy prepared and submitted a SCAT report summarizing the data collection, observations, modeling results, and final optimized timings for the new I-390 tollway project. The project involved developing a timing program for three separate systems involving a total of 31 intersections. Each system was analyzed after construction and updated accordingly to address the impact of the new tollway. A traffic-responsive program was developed for the Illinois Route 83 (Econ 111) system to select appropriate timing plans throughout the day.

NEIGHBORHOOD SPEED AND TRAFFIC STUDY, Village of Streamwood. The Village has requested multiple speed studies at various locations in the Forest Ridge neighborhood due to resident complaints. Volume, speed, and classification data as well as turning movement counts were collected at 4 locations. HLR completed all-way stop warrant analyses, speed studies, traffic calming evaluation and crash analysis throughout the neighborhood. A presentation to the Homeowners' Association was done at the end of the study.

COMMERCIAL CENTER TRAFFIC IMPACT STUDY, City of Crystal Lake. Prepared the Traffic Impact Study for a proposed multi-use development along IL Route 31 south of Tek Drive. HLR's scope of services included traffic counts at three public intersections, data collection and analysis, observation and analysis of existing and anticipated traffic operations, and preparation of a traffic impact study summarizing the analyses and recommendations.

TRAFFIC SIGNAL WARRANT ANALYSIS, City of Springfield. Project Manager for this signal warrant study. HLR was contacted by the City of Springfield to perform traffic signal warrant analyses at the intersections of North Grand Avenue W at Monument Avenue and West Lake Shore Drive at East Hazel Dell Road. HLR performed field evaluations and a traffic count to compare against MUTCD warrants. It was determined that the existing traffic signals were no longer warranted and was recommended the signals be replaced by an all-way stop condition. A report was prepared to summarize our analyses, findings, and recommendations.

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.

TRAFFIC SIGNAL MASTER PLAN, City of Highland Park. The City was looking to evaluate their existing traffic signal infrastructure and requesting recommendations on how to move forward with capital improvements projects. Responsibilities included conducting on-site data collection, coordination with City staff, preparing an infrastructure evaluation mechanism, creating a cost estimate for improvements, and preparing a master plan report with recommendations. The project scope included an on-site field survey of the signalized intersections. From the data obtained, a GIS equipment inventory database and written report were prepared. The report shows an overview of the existing equipment along with a summary of deficiencies and steps necessary to remedy them with the associated costs. City staff and HLR met to kick off the project and narrow down a list of expectations for the inventory and subsequent master plan report. This traffic signal inventory identified key infrastructure improvements for the City of Highland Park and provides a baseline for future traffic signal improvements. Information contained within this report can be distributed to other agencies and personnel to assist with capital improvement decisions.

IL ROUTE 59 AND I-88 DIVERGING DIAMOND INTERCHANGE, City of Naperville. Amy assisted with the optimized traffic signal timing plans for 25 intersections on two systems in Naperville, including one of the first DDI intersections in Illinois. She timed the two systems to provide coordination between them, as well as with a third system further south on Illinois Route 59. Amy collected traffic counts, modeled the systems with Synchro/SimTraffic, designed and implemented timings plans and time-of-day schedules, and programmed Traffic Responsive routines. The DDI controller uses unique clearance intervals, and Amy assisted in implementing those and in discovering and resolving an issue related to the clearance intervals and the preemption routines. She also studied before and aftereffects by driving the systems at various times of day with GPS tracking. Amy created new intersection graphics for the system and wrote a SCAT report summarizing the data collection, observations, modeling results, and final optimized timings.

ARLINGTON HEIGHTS ROAD CORRIDOR STUDY, Village of Arlington Heights. Project Manager for the Arlington Heights Road Traffic Flow Study to develop median improvements on Arlington Heights Road between Golf Road (IL 58) and Algonquin Road (IL 62) and reduce the left turn lanes at Golf Road and Algonquin Road. The Village was interested in creating a landscaped median in this segment, reducing the access points. This also included converting the southbound dual left at Algonquin Road and the northbound dual left at Golf Road to single left turn lanes to widen the median in these areas. The study included conducting peak hour traffic counts at both signalized intersections (three-hour counts in the AM and PM peak hours) so capacity analyses could be performed to demonstrate that reducing the left turn lane storage will not impact the performance of the intersections.

NICK HALAN, PE, PTOE

KEY STAFF

TRAFFIC ENGINEER



Nick is a dedicated Project Engineer within HLR's Traffic department, entrusted with a multifaceted array of responsibilities. His role encompasses the preparation of traffic management plans, environmental survey requests, Intersection Design Studies, and comprehensive project reports. Nick's expertise extends to orchestrating and executing traffic studies, crafting intricate traffic signal designs, and meticulously coordinating signal coordination and timing (SCAT) plans, alongside overseeing various traffic-related construction projects. Drawing from his background in information technology, Nick assumes a pivotal role in leading HLR's Intelligent Transportation System (ITS) design, pioneering innovative solutions to meet the diverse needs of our clients. Nick was recently selected as a **2025 Rising Star in the AEC Industry** by Zweig Group—a national recognition that celebrates emerging leaders who are making a lasting impact in the architecture, engineering, and construction industry.

REPRESENTATIVE EXPERIENCE

CENTRAL BUSINESS DISTRICT OPTIMIZATION, City of Highland Park. Nick served as the Project Manager for this signal optimization project. The City wanted to explore the retiming of all of their coordinated traffic signals within their central business district. This scope included twelve intersections with existing traffic signal installations. HLR and their subconsultant performed traffic counts and observed field conditions during peak times to gain knowledge on the current traffic operations of the area. Nick developed a Synchro model with optimized timings as well as reviewed each traffic controller database for proposed modifications. A final report was prepared for the council showing the proposed travel time and delay improvements once the timings were implemented.

INTERSTATE 55 AT WEBER ROAD DIVERGING DIAMOND INTERCHANGE SYSTEM OPTIMIZATION, IDOT District 1. This previous diamond interchange has been a congestion point in this area for many years as more businesses developed along the I-55 corridor. The DDI is unique in that traffic from the right side of the road transitions to the left side of the road and then back again. This allows for all left turns to occur without having to cross opposing traffic resulting in fewer conflict points. Nick conducted the Signal Coordination and Timing (SCAT) optimization from Lily Cache Road to Romeo Road. This was conducted per District 1 Traffic Signal Special Provisions including preparation of optimized signal timings and system cycle lengths, performing a floating car delay study, and a final SCAT Report with a Traffic Responsive Program and Time-of-Day plans showing the environmental impact of the improvements.

GREEN BAY ROAD SIGNAL TIMING EVALUATION, City of Highland Park. The City had been receiving citizen inquiries into traffic signal operations along Green Bay Road from Park Avenue West to Laurel Avenue. Nick conducted observations via Lake County's PASSAGE ATMS along with evaluating the current traffic signal timing setup at each signalized intersection in the corridor. A list of recommendations was made and summarized into a memorandum to the City. The recommendations subsequently proceeded which Nick implemented.

NAPERVILLE ADAPTIVE SIGNAL CONTROL, City of Naperville. HLR improved traffic signal timings at the intersections in Naperville, integrating it into the existing signal system within the City, and optimized the timings and coordination settings for the system to improve its performance. HLR determined optimized traffic signal timings using traffic counts conducted during the morning, mid-day, and afternoon peak periods along with field observations of traffic flow, analyzed traffic flow using Synchro/SimTraffic modeling software, coordinated the proposed changes with IDOT for review and approval, and implemented the new signal timings. All required system detector reassignments were made. Traffic-responsive program operations were developed and evaluated to verify the proper pattern selection. Peak period traffic operations were observed, and fine-tuning adjustments were made to ensure that the new timings resulted in the most optimal traffic flow. A new/updated intersection graphic was prepared and downloaded to the controller. HLR prepared and submitted a Validation report summarizing the data collection, observations, modeling results, and final optimized timings. Winner of the ACEC-Illinois 2020 Engineering Excellence Merit Award.

PROFESSIONAL REGISTRATIONS

Professional Engineer, Illinois, #062.073388

Professional Traffic Operations Engineer, #5163, 2021

YEARS OF EXPERIENCE

7 / 7 at HLR

EDUCATION

Bachelor of Science,
Civil Engineering, Valparaiso University

PROFESSIONAL CERTIFICATIONS

Traffic Signal Level II, IMSA, 2019

OSHA 10-Hour General Industry Safety and Health, 2019

Work Zone Safety Specialist, IMSA, 2018

Signs and Marking Specialist Level I, IMSA, 2018

Traffic Signal Inspector, IMSA, 2018

Documentation of Contract Quantities, IDOT, #22-19674

CONTINUING EDUCATION

ACEC-IDOT ADA/PROWAG District Training, 2024

Professional Business Writing Workshop, 2024

Communicating Credibility Training, 2019

Traffic Control Corporation Expo, 2019, 2017, 2022, & 2024

ITS Awareness FHWA Course, 2019

MoboTrex User's Group, 2019, 2021, 2022, & 2024

ATC Training, Traffic Control Corporation, 2018

NICK HALAN, PE, PTOE (CONTINUED)

TRAFFIC ENGINEER

SIGNAL COORDINATION AND TIMING (SCAT), PTBs 185-003 & 161-010, IDOT District 1. Project Engineer for optimization of various traffic signal systems in IDOT District 1 per District Traffic Signal Special Provisions including preparation of a SCAT Report with a Traffic Responsive Program and Time-Of-Day plans. Also provided on-call assistance to the Bureau of Traffic Area Engineers. Systems optimized include IL 68 & U.S. 14 (Eagle 4K), IL 31 & IL 56 (Eagle 8P), IL 43/Harlem Avenue (Econ 61), U.S. 6/159th Street (Eagle 6), IL 132/Grand Avenue (Eagle 7F), IL 59 (Econ 133), U.S. 6/Southwest Highway (Econ 181), U.S. 34/Ogden Avenue (Econ 42), IL 131/Green Bay Road (Eagle 4P), IL 43/Harlem Avenue (Eagle 5J), State Street (Eagle 6H), IL 62/Algonquin Road (Econ 4 and 95), IL 59 & IL 64 (Eagle 5A), US45/IL21 & IL 22 (Former Econ 24), IL 171 (Eagle 5E), Belvidere Road (Former Econ 204), and IL Route 53 (Econ 139).

DOWNTOWN TRAFFIC COUNT STUDY, City of St. Charles. Served as the Project Manager for this analysis of the City. HLR was tasked with performing a study of the traffic volumes and patterns within the neighborhood south of IL Route 64, east of the Fox River (between S. Riverside Avenue and IL Route 25). The study helped determine the feasibility of closing either Walnut Avenue between S. Riverside Avenue and S. 2nd Avenue or partially closing S. Riverside Avenue between Walnut Avenue and Illinois Avenue during the summer months. The study also examined the traffic circulation within the neighborhood and the necessity for the existing "No Left Turn" restrictions currently in place at Illinois Avenue with S. 2nd Avenue, S. 3rd Avenue and S. 4th Avenue. A final report was submitted to City staff to assist in further decisions.

NEIGHBORHOOD SPEED AND TRAFFIC STUDY, Village of Streamwood. The Village has requested multiple speed studies at various locations in the Forest Ridge neighborhood due to resident complaints. Volume, speed, and classification data as well as turning movement counts were collected at 4 locations. HLR completed all-way stop warrant analyses, speed studies, traffic calming evaluation and crash analysis throughout the neighborhood. A presentation to the Homeowners' Association was done at the end of the study.

DOLE MANSION TRAFFIC STUDY, City of Crystal Lake. Served as the Project Manager for this site traffic study. The City wanted to perform a study of the impacts that the events held at the Dole Mansion (401 Country Club Road) have on the surrounding road network and propose solutions to alleviate traffic concerns in the residential area. The study was broken down into two phases. Phase I was conducted immediately addressing the resident's existing concerns prior to any events taking place in the Spring of 2024. Phase II included reevaluating conditions once Spring events have started. Nick conducted site observations in association with City staff to determine traffic patterns and areas for improvement. All final recommendations were summarized in a comprehensive report for the City to utilize.

HALF DAY ROAD AT RIDGE ROAD INTERSECTION STUDY, City of Highland Park. The City requested an analysis of the intersection of IL Route 22 (Half Day Road) at Ridge Road to provide recommendations on improvements that can be made to address resident concerns the City has received. HLR performed traffic counts and observed the intersection in the field to provide further context to the study. Nick performed a capacity analysis of the existing intersection operations and developed three alternatives on new geometrics that could improve operations as well as address the concerns from the local residents. The final alternative was designed to a Phase I design-level and given to the City so that future funding could be pursued.

TRAFFIC SIGNAL MASTER PLAN, City of Highland Park. The City was looking to evaluate its existing traffic signal infrastructure and requested recommendations on how to move forward with capital improvements projects. Responsibilities included conducting on-site data collection, coordination with City staff, preparing an infrastructure evaluation mechanism, creating a cost estimate for improvements, and preparing a master plan report with recommendations. The project scope included an on-site field survey of the signalized intersections. From the data obtained, a GIS equipment inventory database and written report were prepared. The report shows an overview of the existing equipment along with a summary of deficiencies and steps necessary to remedy them with the associated costs. City staff and HLR met to kick off the project and narrow down a list of expectations for the inventory and subsequent master plan report. This traffic signal inventory identified key infrastructure improvements for the City of Highland Park and provides a baseline for future traffic signal improvements. Information contained within this report can be distributed to other agencies and personnel to assist with capital improvement decisions.

PTB 204-048 WO 2-1, IDOT District 2, IL Route 2, Sterling. This project successfully addressed significant Intelligent Transportation System (ITS) infrastructure issues along the IL Route 2 arterial corridor in Sterling for IDOT District 2, which had previously prevented the implementation of an optimal Signal Coordination and Timing (SCAT) plan. HLR provided field support assistance to SRF Consulting and crucial expertise by diagnosing and remediating foundational problems like poor communication over degraded copper lines, failed components, and an unconnected signal cabinet, successfully restoring reliable communications and real-time signal synchronization. Furthermore, HLR collaborated with the vendor, MoboTrex, to source and replace obsolete and broken equipment, like a non-operational FSK modem, which allowed the final coordinated timing plan to be successfully deployed, ultimately maximizing the Level of Service for the traveling public. Nick served as the lead field traffic engineer on this project.

PTB 204-048 WO 2-2R, IDOT District 2, IL Route 251, Machesney Park. In response to a safety and synchronization crisis on the vital IL Route 251 corridor in Machesney Park, which presented severe safety risks and traffic delays due to critical communication failures and mismatched operational plans, HLR's traffic team intervened to restore operational efficiency for IDOT District 2. Immediate corrective actions included conducting a floating car study, adjusting all intersection signal equipment to share the same coordination cycle lengths, and performing on-site tune-ups to meet minimum operational standards, effectively mitigating high-level safety hazards. The project also delivered a comprehensive long-term plan focusing on cost-effective solutions that preserved existing assets, with the main recommendation being the installation of GPS time sync hardware to automatically coordinate traffic signals via satellite, thus establishing a strategic asset management roadmap that transitions the system from a reactive to a reliable, proactive ITS operation. HLR provided this field support to SRF consulting where Nick served as the lead field traffic engineer.



YEARS OF EXPERIENCE

1 / 1 at HLR

EDUCATION

Bachelor of Science,
Civil Engineering, University of Illinois at Chicago

PROFESSIONAL CERTIFICATIONS

Documentation of Contract Quantities, IDOT, #25-23280

CONTINUING EDUCATION

Advanced Transportation Management Systems, 2025

IDOT Capacity Analysis & Intersection Design Study Workshop

DOMINIK MARCISZ

KEY STAFF

TRAFFIC ENGINEER

As an emerging Civil Engineer at HLR, Dominik contributes to the Engineering department with a focus on Traffic Engineering. His expertise includes executing traffic studies, drafting detailed reports and memos, and designing traffic signal systems. He also plays a crucial role in on-site construction project management, ensuring project compliance and conducting vital field inspections.

REPRESENTATIVE EXPERIENCE

HOPPS AND UMBDENSTOCK EVALUATION, City of Elgin. The City requested a traffic analysis and warrant analysis at the intersection of Hopps and Umbdenstock. This analysis was requested because of significant traffic volumes and associated driver delays, which were a direct result of a detour in the area. A traffic count was conducted, and Dominik was tasked to complete the traffic analysis, and warrant analysis. A traffic signal condition was warranted and temporary signal trailers were recommended to the city.

PEDESTRIAN SAFETY STUDY, Village of Streamwood. The Village of Streamwood requested an analysis for the intersection of South Park Boulevard and Woodland Heights Blvd. The goal was to recommend improvements to enhance pedestrian crossing safety. Dominik performed traffic counts at this location to conduct a capacity and warrant analysis. An All-Way Stop was warranted due to intersection sight distance conflicts, and two alternatives were developed to revise the existing intersection geometrics.

TRAFFIC SIGNAL OPERATIONS MANAGEMENT AND ENGINEERING, City of Elgin. Assists the Project Engineer in maintaining an inventory of traffic signal equipment and developing and implementing optimized traffic signal timing plans for various time periods. The overall project consists of assisting the City with the management of its traffic signals. Tasks include checking the traffic signal controller programmed databases (auto-compare) once a week for unauthorized changes, detection problems, and communication problems. Performing quarterly field checks of all traffic signals to ensure all contract traffic signal maintenance is being properly performed. Also developed a scope of long-term modernization updates to the City's traffic signal infrastructure.

PTB 204-048 WO 2-1, IDOT District 2, IL Route 2, Sterling. This project successfully addressed significant Intelligent Transportation System (ITS) infrastructure issues along the IL Route 2 arterial corridor in Sterling for IDOT District 2, which had previously prevented the implementation of an optimal Signal Coordination and Timing (SCAT) plan. HLR provided field support assistance to SRF Consulting and crucial expertise by diagnosing and remediating foundational problems like poor communication over degraded copper lines, failed components, and an unconnected signal cabinet, successfully restoring reliable communications and real-time signal synchronization. Furthermore, HLR collaborated with the vendor, MoboTrex, to source and replace obsolete and broken equipment, like a non-operational FSK modem, which allowed the final coordinated timing plan to be successfully deployed, ultimately maximizing the Level of Service for the traveling public. Dominik assisted HLR's project manager by collecting field data.

PTB 204-048 WO 2-2R, IDOT District 2, IL Route 251, Machesney Park. In response to a safety and synchronization crisis on the vital IL Route 251 corridor in Machesney Park, which presented severe safety risks and traffic delays due to critical communication failures and mismatched operational plans, HLR's traffic team provided field support to SRF Consulting by restoring operational efficiency for IDOT District 2. Immediate corrective actions included conducting a floating car study, adjusting all intersection signal equipment to share the same coordination cycle lengths, and performing on-site tune-ups to meet minimum operational standards, effectively mitigating high-level safety hazards. The project also delivered a comprehensive long-term plan focusing on cost-effective solutions that preserved existing assets, with the main recommendation being the installation of GPS time sync hardware to automatically coordinate traffic signals via satellite, thus establishing a strategic asset management roadmap that transitions the system from a reactive to a reliable, proactive ITS operation. Dominik assisted HLR's project manager by collecting field data.



PROFESSIONAL REGISTRATIONS

Professional Engineer, Illinois, #062.054021

Professional Engineer, Wisconsin, #32716

Professional Engineer, Michigan, #6201049384

Professional Engineer, Indiana, #PE11011359

YEARS OF EXPERIENCE

31 / 10 at HLR

EDUCATION

Bachelor of Science,
Civil Engineering, University of Wisconsin-Milwaukee

PROFESSIONAL CERTIFICATIONS

Documentation of Contract Quantities, IDOT, #25-23579

JEFF MEINDL, PE

KEY STAFF

PROJECT ENGINEER

Jeff is a Project and Senior Civil Engineer with three decades of experience in managing and designing roadway projects, traffic signals, and Intersection Design Studies. His expertise extends to traffic analyses, the design of pedestrian and bicycle facilities, as well as municipal engineering projects encompassing school site infrastructure design, streetscape design, park improvements, and parking lot design. Jeff has also delivered construction engineering services for school sites, traffic signals, street lighting, and bridge projects.

REPRESENTATIVE EXPERIENCE

BIG TIMBER ROAD AT MADELINE LANE INTERSECTION IMPROVEMENTS, City of Elgin. Project Manager for preparation of construction documents for intersection pavement widening, and new traffic signals with interconnect and pedestrian accommodations. The intersection was stop-controlled on the side streets, but development and increased traffic in the area caused traffic signals to become warranted. Widening of the intersection corners was required to facilitate vehicle turning movements after the implementation of the traffic signals. The new traffic signals were interconnected to the existing intersections east and west of this project. A permit was obtained from the Kane County Division of Transportation.

CENTRAL SIGNAL EXPANSION 3, DuPage County Division of Transportation. Field Engineer for observing and documenting traffic signal work. The project involved upgrading existing traffic signals with new control and detection equipment and replacing or installing new interconnection between many locations throughout DuPage County. Services included observation of work, recording of daily progress, tracking of extra work, and calculation of quantities to coordinate contractor payment applications.

SCHAUMBURG STREET LIGHTING STANDARDS UPDATES, Village of Schaumburg. Project Engineer for preparation of updates to the Village's Street lighting design Ordinance, Design Guidelines, and Standard Details. Updates were made to bring the requirements up to current standards and practices. LED fixtures, light poles and foundation types, and controllers were among the equipment specified. Acceptable practices on installation and repair of underground facilities were also included. The work was coordinated with the Village staff and another consulting firm.

PLAN REVIEWS, Kane County Division of Transportation and City of Elgin. Performed review of construction documents prepared by other engineering consultants. Projects consisted of intersection and traffic signal improvements at various locations. Reviewed plans, specifications, and cost estimates and provided mark-ups and written comments to the public agencies for their response to the other consultants.

GREATER WOODFIELD TRAFFIC FLOW IMPROVEMENTS, Village of Schaumburg. Resident Engineer for the installation of new video vehicle detection systems on existing traffic signals at six intersections along Meacham Road. The existing traffic signals used loop detectors which were not performing in a reliable manner. The new video detection systems were installed to provide reliable service and added functionality including traffic counts of vehicles as well as pedestrians and bicycles. Services included project administration, construction observation, documentation, and coordination with the client, contractor, and vendors.

INTERSECTION PEDESTRIAN IMPROVEMENTS, Village of Schaumburg. Project Engineer for the design of modifications to traffic signals and accessible sidewalks for pedestrian crossings. The project was located at the intersection of IL Route 72 (Higgins Road) and National Parkway. The intersection was lacking a means for pedestrians and recreational users to safely cross the streets to access local commercial, office, lodging, and residential sites. The work consisted of engineering design to add pedestrian signals and countdown timers to existing traffic signals, with modifications to sidewalks to make them accessible and the addition of crosswalks. The project was permitted through the Illinois Department of Transportation.

OAK PARK SRTS TRAFFIC SIGNAL UPGRADES, Village of Oak Park. Project Engineer for the design of traffic signal modifications at nineteen intersections. As part of a federally funded safe routes to school program, pedestrian countdown signal heads were added, and traffic signal controllers were upgraded to improve safety and system integration of the intersections. The design was coordinated with the Village and processed through the IDOT Bureau of Local Roads.

RELEVANT EXPERIENCE

Partnering with a solutions-focused civil engineering firm that could extend the reach of City staff

Client: City of Elgin

As the sixth largest municipality in Illinois, the City of Elgin has a lot of infrastructure to create and maintain to support its approximately 115,000 residents — a substantial amount of which includes the water, sewer, streets, and intersections that fall under the domain of the City's Public Works Department.

So when the Public Works Department experienced a staff reduction in 2007, they needed to figure out how to cover their full-time workload with significantly less full-time staff.

One option was to bring in outside help, so Public Works senior staff reached out to Hampton, Lenzini and Renwick Inc. (HLR) — a civil engineering firm based in Elgin that provides a full suite of services including civil engineering, structural engineering, land surveying, and environmental services — and whom they've had a working relationship with since 1977.

The Public Works Department has always been impressed with the firm's technical depth and breadth, but also of something just as important: their deep commitment to the communities in which they work.

"HLR recognizes that they're providing a service to the community at large, and want to have an active role in that community," said Aaron Neal, the City of Elgin's Public Works Director.

Excited by the potential of having Hampton, Lenzini and Renwick Inc. as a go-to outsourced partner, the Public Works Department first brought HLR in to help them with some roadway design projects. Satisfied, they engaged HLR to take over the management of their traffic signal network, which includes 44 City-owned traffic signals as well as 20 additional joint-owned signals with Kane County, Cook County, and the state of Illinois.

"Bringing them on as our traffic signal consultant was the true beginning of the long-standing partnership we've had with HLR," Aaron said. "It really ingrained them into the daily operations of the City and our relationship just bloomed from there. They have maintained our traffic signal program for decades now, as well as done so many other projects with us along the way."



CASE STUDY

RELEVANT EXPERIENCE



Traffic Signal Operations Management and Engineering

Client: City of Elgin

Hampton, Lenzini and Renwick, Inc. (HLR) is assisting the City of Elgin with the management of their traffic signals. This includes checking the traffic signal controller programmed databases (auto-compare) once a week for unauthorized changes, detection problems, and communication problems; performing field checks of all traffic signals and flashing beacons to ensure all contract traffic signal maintenance is being properly performed; and reviewing traffic signal vehicle clearance and pedestrian timings. The project also includes daily coordination with the City's Electrical Maintenance Contractor to address and resolve maintenance issues.

Our support is multifaceted and summarized in the following sections below.

+ **Complaint Resolution and Operational Integrity:** HLR is the primary point of contact for investigating, resolving, and responding to all complaints the City receives regarding traffic signal operations. This includes addressing malfunctions, timing discrepancies, and any other issues that impact the smooth flow of traffic and pedestrian safety. Our team is equipped to swiftly diagnose problems, implement corrective measures, and communicate effectively with the public and relevant City departments to ensure timely and satisfactory resolutions.
+ **Infrastructure Inventory and Optimization:** A core aspect of our work involves conducting a thorough and ongoing inventory of all traffic signal equipment across the City. This detailed inventory provides a foundational understanding of the existing infrastructure, allowing for informed decision-making regarding maintenance, upgrades, and future investments. Concurrently, HLR is responsible for developing and implementing optimized traffic signal timing plans when it is deemed necessary. These plans are meticulously designed to adapt to various time periods, such as peak commuting hours, off-peak periods, and special events, to minimize congestion, reduce travel times, and enhance overall traffic flow. This optimization process involves Synchro traffic modeling and signal performance measure data analysis to ensure the most efficient use of the City's roadway network.
+ **Strategic Planning and Budgetary Support:** HLR actively assists the City in the review and budget decision-making processes for future traffic signal improvements. This involves providing expert technical advice, cost-benefit analyses, and recommendations for the allocation of resources to projects that will yield the greatest impact on traffic efficiency and safety. Our input is vital in shaping the City's long-term vision for its traffic management systems, ensuring that investments are strategically aligned with present and future needs.
+ **Inter-departmental Collaboration and Technological Advancement:** In a collaborative effort, HLR works closely with the City's Police Department and Information Technology Department. This collaboration is essential for planning the future expansion of their respective equipment, particularly as it relates to integrated traffic management systems, surveillance, and data collection. Furthermore, HLR provides critical support in troubleshooting any outages that may occur, leveraging our expertise in both traffic signal technology and communication systems to restore functionality promptly. This inter-departmental synergy ensures a holistic approach to traffic management, encompassing both operational and security aspects. Our commitment extends to exploring and integrating cutting-edge technologies to enhance the resilience, responsiveness, and intelligence of the City's entire traffic signal network.

Project Highlights & Impacts

HLR continues to support the City of Elgin with comprehensive traffic signal operations management and engineering services, meeting evolving challenges with proactive, innovative solutions. Our team works closely with City staff to optimize and expand the traffic signal system network, ensuring safe, efficient traffic flow throughout the community. This includes signal timing optimization, equipment upgrades, system integration, and ongoing maintenance support, all tailored to align with the City's long-term transportation goals. By leveraging industry best practices and advanced traffic technologies, **HLR helps the City improve mobility, reduce congestion, and enhance safety at signalized intersections across the network.**

RELEVANT EXPERIENCE

Streamwood Speed Study and Traffic Analysis

Client: Village of Streamwood

This safety study included evaluating speed data, traffic counts and crash reports within two neighborhoods in Streamwood to determine if traffic calming measures were warranted. Six days of speed data were collected using radar detection and 13-hour turning movement counts were completed at three intersections. All-way stop warrants were evaluated at three intersections. A Technical Memorandum was prepared that summarized the findings and discussed the speed study results, signage that could be installed, lane marking options, traffic calming measures, including the benefits and drawbacks of each, and a section on speed cameras versus speed feedback signs. The study was presented to the two Home Owners Association Boards and Village staff at an evening meeting. The results of the study were discussed, with explanations given to help the residents understand the traffic in their neighborhood.



Various Traffic Signal Warrant Studies

Client: City of Springfield

Springfield requested the analysis of several traffic signals within the City to determine if signals met the MUTCD Traffic Signal Warrants, as no study was done when they were installed. Unwarranted traffic signals can result in drivers ignoring the traffic signal and an increase in rear-end collisions.

HLR follows a multi-step approach to investigate traffic signal warrants at an intersection. We conclude the analysis at the first step where an MUTCD traffic signal warrant is met. Our process includes:

1. Conducting a site visit to record existing site conditions and take photos and measurements at the proposed intersection. Conducting a visual sight distance evaluation. (If it is apparent that signals are warranted based on engineering judgment, we will notify the city following the site visit. None of the following steps will be taken.)
2. Conducting 13 hours turning movement counts using video recordings. This data is used to determine if MUTCD Warrants 1 – 4 are met.
3. HLR obtains the most recent 5-years of crash reports from the City of Springfield to analyze MUTCD Warrant 7 (crash warrant).
4. The remaining MUTCD Warrant 5 School Crossing, Warrant 6 Coordinated Signal System, Warrant 8 Roadway Network, and Warrant 9 Intersection Near a Grade Crossing are evaluated during the site visit.
5. If no traffic signal warrants are met, an all-way stop warrant analysis is completed (using the already collected data).

Locations studied:

+ **Laurel Street at 16th Avenue**
+ **East Cook Street and South Wheeler Avenue**
+ **North Grand Avenue at Monument**
+ **East Hazel Dell Road at West Lake Shore**

RELEVANT EXPERIENCE



Signal Coordination and Timing (SCAT)

Client: Various Clients

With proficiency across various signal platforms used in Illinois (including Yunex/Siemens/Eagle and Econolite), HLR specializes in conducting efficient and cost-effective reviews of existing intersection operations. We excel in developing and implementing revised timing plans and controller settings, recognizing that even small adjustments can significantly impact intersection performance and alleviate congestion.

Our SCAT projects typically encompass a thorough process:

System Review – This involves comprehensive traffic counts, speed and delay studies, examination of existing signal timings, coordination data, and controller settings, along with on-site operational assessments.

Optimization – We meticulously analyze data to develop improved timing plans tailored for time-of-day or traffic-responsive operations.

Implementation & Evaluation – Following the analysis phase, we execute the optimized signal settings using platforms such as Yunex Tactics Central and Closed-Loop, Econolite Aries, and Centrax. Subsequently, we conduct field refinements and a final evaluation of performance, employing quantitative measures such as speed, delay, and emissions reductions to gauge effectiveness.

Some notable examples of HLR's recent SCAT projects include enhancements along:

+ **Willow Road in Northbrook, Glenview, and Northfield**
+ **Central Business District Signal System Analysis and Design in Elgin**
+ **US Route 45/IL Route 21 and IL Route 22 in Vernon Hills and Lincolnshire**
+ **IL Route 171 in Maywood**
+ **Belvidere Street in Waukegan**
+ **IL Route 62 in Hoffman Estates**
+ **IL Route 53 in Romeoville**
+ **US Route 45 in Des Plaines**

Through our expertise and proven track record, HLR is committed to optimizing traffic flow and enhancing intersection efficiency to benefit communities and commuters alike.

RELEVANT EXPERIENCE



Traffic Impact Study Review Services for Development Projects

Client: Multiple Municipalities

Public agencies across Northern Illinois—such as the Cities of St. Charles, and Elgin; the Villages of Glen Ellyn, and Streamwood; and the Kane County Division of Transportation—required independent, objective evaluations of developer-submitted Traffic Impact Studies (TIS) and site plans. These reviews were essential to ensure proposed developments would not adversely impact traffic operations, safety, or network capacity—particularly for projects involving complex land uses, high trip generators, and redevelopment of previously developed sites.

HLR conducted third-party reviews of a wide range of Traffic Impact Studies and site plans to evaluate their technical soundness and compliance with local and regional transportation requirements. Our team reviewed studies for numerous developments, including, but not limited to:

+ **City of St. Charles:** Starbucks, St. Charles Corporate Reserve, car washes, dispensaries, a gas station at Randall Road and IL 64, Pheasant Run redevelopment, Springs of St. Charles, Charlestowne Lakes, Jet Brite, River 504, and East River Lofts.
+ **City of Elgin:** 1451 Sheldon Drive, Elgin Airport Road Fuel Center, and 1700 N. State Street.
+ **Village of Glen Ellyn:** Popeyes, VIDA Glen Ellyn, Downtown Event Park, Full Circle development, Starbucks (Roosevelt Road), Churchill School addition, and Glenbard West addition.
+ **Village of Streamwood:** US 20 and Elizabeth, Andy's Frozen Custard, Sangra, and the Streamwood Auto Dealer.
+ **Kane County Division of Transportation:** Various private development proposals across the County.

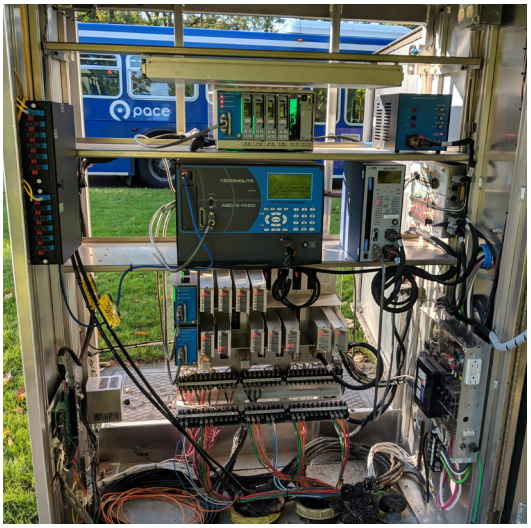
Reviews included thorough analysis of trip generation, directional distribution, network capacity impacts, sight distance evaluations, and intersection performance. For example, in the Lexington Club redevelopment in St. Charles, HLR reviewed the TIS and conducted on-site sight distance evaluations for a proposed townhouse subdivision on a former industrial site.

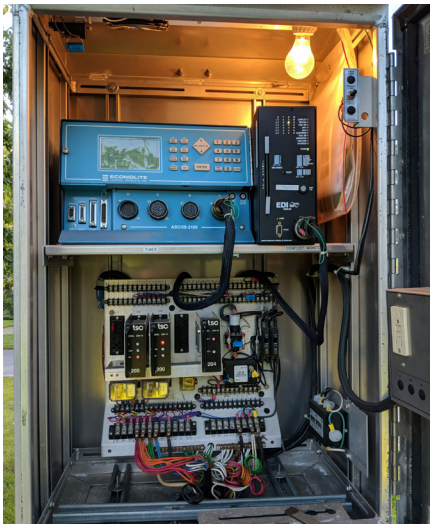
Project Highlights & Impacts

HLR's role in these reviews helped municipalities and agencies make informed, confident decisions regarding development approvals and mitigation requirements. Our objective, third-party analysis ensured that all traffic studies were scrutinized for accuracy and completeness—providing clarity on anticipated impacts to the roadway network and offering recommendations to preserve safety and efficiency. These projects highlight HLR's ability to evaluate traffic impacts for a broad range of development types, including high-density residential, commercial, and mixed-use—**experience that translates directly to projects with the scale and complexity of Highland Park.**

RELEVANT EXPERIENCE







Traffic Signal Master Plan

Client: City of Highland Park

Highland Park required assistance with creating and updating a master plan of existing traffic signal inventory and improvement recommendations.

The scope of the project consisted of on-site data collection, coordination with City staff, preparing an infrastructure evaluation mechanism, creating a cost estimate for improvements, and preparing a master plan report with recommendations. From the data obtained, a GIS equipment inventory database and written report were prepared. The report showed an overview of the existing equipment along with a summary of deficiencies and steps necessary to remedy them with the associated cost estimates. The report also discussed various vehicle and pedestrian detection alternatives the City could explore for future improvements. HLR also provided various funding options for the City to consider. Information contained within this report could be distributed to other agencies and personnel to assist with capital improvement decisions.

HLR worked with City staff to narrow down a list of expectations for the inventory and subsequent master plan report. This project consisted of 27 traffic signals located at intersections and pedestrian crossings throughout the City. Site investigations were conducted to provide a snapshot of what signal equipment is currently in use in the City's signal cabinets. ADA accessibility and intersection deficiencies were also observed and recorded.

The following is equipment investigated and observed as part of the inventory evaluation:

+ Stand-alone vs. signals on Lake County's PASSAGE network
+ Signals that had existing Emergency Vehicle Preemption (EVP) equipment
+ Types of EVP beacons (Incandescent vs. LED)
+ Type of signal cabinets (NEMA TS-1 vs NEMA TS-2 vs ATC)
+ Manufacturer of traffic signal controllers (Econolite vs. Eagle/Siemens/Yunex)
+ Type of Conflict Monitor Unit (CMU) or Malfunction Management Unit (MMU) (Reno vs. EDI)
+ Uninterruptible Battery Backup Power Systems
+ American with Disabilities Act (ADA) and Public Right-of-Way Accessibility Guidelines (PROWAG) intersection deficiencies (sidewalks, crosswalks, ramps, pedestrian push buttons, and pedestrian signal heads)

RELEVANT EXPERIENCE

Traffic Engineering Services

Client: City of Highland Park

HLR is entrusted with delivering comprehensive traffic engineering solutions to Highland Park, operating on a task order basis. Our responsibilities encompass a broad range of services aimed at enhancing the City's traffic management systems. These services include thorough reviews of traffic studies, assessments of current traffic signal functionalities, and the development of optimized signal strategies. Furthermore, we are tasked with designing traffic signal plans tailored to the City's unique needs.

Our methodology is grounded in meticulous fieldwork, encompassing traffic counts, capacity analysis, and evaluations of existing traffic control devices, culminating in well-informed recommendations. HLR extends its expertise to support City personnel, offering professional guidance during traffic signal inspections and the transition of maintenance responsibilities.

Throughout our collaboration with Highland Park, HLR has successfully executed a series of pivotal projects, including:

ADA Design

- Green Bay Road at Laurel Avenue
- Green Bay Road at Central Avenue
- Green Bay Road at Vine Avenue / First Street
- Laurel Avenue at First Street
- Laurel Avenue at Saint Johns Avenue

Central Business District Optimization

- Deerfield Road at Beverly Place
- Deerfield Road at Central Avenue
- Central Avenue at Sunset Road
- Central Avenue at Hickory Street
- Green Bay Road at Laurel Avenue
- Green Bay Road at Central Avenue
- Green Bay Road at Renaissance Garage
- Green Bay Road at Elm Place
- Green Bay Road at Park Avenue West
- Park Avenue West at Highland Park Hospital
- Laurel Avenue at First Street
- Laurel Avenue at St Johns Avenue

Green Bay Road at Bob-o-Link Road Operation Modifications

- Develop traffic signal modification plans
- Coordination with LCDOT
- Attend cabinet modification with electrical contractor and vendor
- Update traffic signal timings

2022 Traffic Signal Miscellaneous Improvements

- Design and construction observation of the following improvements
  - Ridge Road at Park District Crossing
    - New Cabinet
    - New battery backup
    - New APS Signals
  - Half Day Road at Summit Ave
    - New Video detection system
    - Traffic Signal Wireless Interconnect
  - Various Battery Backup Replacements

IL Route 22 (Half Day Road) at Ridge Road Study

- Develop and preliminary design alternatives to address capacity issues
- Determine operational field issues and recommend interim fixes
- Find funding sources to fund proposed improvements

Updates to Master Traffic Signal Plan

- Incorporate recent construction items
- Add new PROWAG/ADA improvements needed based on Final Rule
- Update City-wide cost estimate

Project Highlights & Impacts

Assisted the City of Highland Park in addressing the complexities of urban traffic flow by implementing strategic measures to alleviate congestion and improve network performance. The project focused on enhancing transportation efficiency, safety, and reliability through targeted, data-driven solutions tailored to the city's unique mobility challenges. These efforts resulted in reduced congestion, improved traffic safety, and more efficient travel throughout the community. Overall, the initiative delivered cost-effective outcomes that support long-term sustainability and informed decision-making for future transportation planning.

CURRENT AND PROJECTED WORKLOAD

HLR prides itself on customer service and does not pursue work that we cannot complete in a timely and efficient manner. Our current/future workload will not interfere with nor limit us from providing the City with the time and attention that is required for this project. HLR's financial statements are reviewed annually by IDOT to determine our capacity, overhead rates, and prequalified areas of service. HLR's current backlog of work under contract is approximately $22.5 million, compared to our IDOT-approved capacity of $24.8 million.

Given HLR's broad range of services, depth of personnel, and staff experience, we will be able to start this contract as soon as we receive notice-to-proceed and will complete assigned projects within the required timeframe.

REFERENCES

CITY OF ELGIN

Aaron Neal, ***Superintendent of Public Works***
847.931.6099
neal_a@cityofelgin.org

- Elgin Signals On-Call Services
- Elgin Signals Monthly Services
- City-wide Signal Upgrades Design and Construction Observation
- Big Timber at Madeline Traffic Signal and widening
- McLean at Bowes Traffic Signal Upgrades

CITY OF CRYSTAL LAKE

Abby Wilgreen, PE, ***City Engineer***
815.356.3615
awilgreen@crystallake.com

- Central Park at Lutter Traffic Signal Design
- Farmers Market at the Dole Traffic Impact Study
- Roundabout Feasibility Studies
- Roundabout Street Lighting Design

VILLAGE OF GLEN ELLYN

Jennifer Henaghan, ***Community Development Director***
630.547.5240
jhenaghan@glenellyn.org

Various Traffic Study Reviews

VILLAGE OF STREAMWOOD

Matt Mann, ***Public Works Director***
630.736.3850
mmann@streamwood.org

- Neighborhood Speed Studies
- US 20 @ Elizabeth Traffic Study Review

IDOT DISTRICT 1 BUREAU OF TRAFFIC

Kamil Kobylka, PE, ***Traffic Signal Engineer***
847.705.4734
kamil.kobylka@illinois,gov

- Various Signal Coordination and Timing Projects

CURRENT WORK FOR THE CITY OF HIGHLAND PARK

HLR's Traffic Department is currently working with the City under the Traffic Engineering Services agreement, a one-year contract which was awarded in 2020 and renewed for four additional years. Providing these services for the past five years has given our team unique knowledge of the City and its operations, methods, and philosophy.

HLR primarily works in the public sector and will not let private work conflict with work for Highland Park. HLR currently works for North Shore Gas / WE Energies but has no ongoing projects within Highland Park.

SUMMARY OF HOURLY PERSONNEL CHARGES

Below are our projected 2026 hourly rates.

Employee Classification	2026 Rates
PRINCIPAL	$ 245.00
ENGINEER 6	$ 230.00
ENGINEER 5	$ 210.00
ENGINEER 4	$ 200.00
ENGINEER 3	$ 185.00
ENGINEER 2	$ 155.00
ENGINEER 1	$ 135.00
STRUCTURAL 2	$ 245.00
STRUCTURAL 1	$ 210.00
TECHNICIAN 3	$ 175.00
TECHNICIAN 2	$ 145.00
TECHNICIAN 1	$ 120.00
INTERN/TEMPORARY	$ 75.00
LAND ACQUISITION	$ 185.00
SURVEY 2	$ 190.00
SURVEY 1	$ 135.00
ENVIRONMENTAL 3	$ 200.00
ENVIRONMENTAL 2	$ 150.00
ENVIRONMENTAL 1	$ 120.00
ADMINISTRATION 2	$ 160.00
ADMINISTRATION 1	$ 105.00

Staff Report

Meeting Date: November 10, 2025

Staff Contact: Keith Miller, Utilities Superintendent
Joe O'Neill, Deputy Director of Public Works

Department: Public Works Department

Title: A Resolution Repealing Resolution No. R145-2024 and Approving a Revised Professional Services Agreement with USIC Locating Services, LLC, of Indianapolis, Indiana

Recommendation:
Staff recommends repeal of Resolution No. R145-2024; and approval of the Revised Agreement with USIC for award of the Locating Services contract through Municipal Partnering Initiative (MPI) bid to USIC Locating Services, Inc., Indianapolis, Indiana, for the utility locating of City owned water, sanitary, storm, and fiber optic infrastructure that began January 1, 2025.

Policy Consideration:
In 2002, the City of Highland Park became a member of JULIE (Joint Utility Locate Information Exchange) as required by law. The utility locate process includes a standardized, color-coded system for identifying and marking the locations of City-owned infrastructure, such as water, storm sewer, sanitary sewer, traffic signal-related conduits, fiber optics, and streetlight electrical conduits, within City rights-of-way. Contractors or any private person performing underground excavation are required by State law to contact JULIE prior to the start of construction work. Once a locate request is received, JULIE notifies all utility owners in the area of the proposed work so that the infrastructure can be marked with paint and flags. Historically, utility locating work was performed in-house by Public Works staff, but was eventually contracted out for efficiencies and cost savings.

State law requires that standard locate requests be completed within 48 working hours from the time of receipt, not including the day of notice. Exceptions include emergency locate requests, which must be completed within 2 hours of receipt. The time it takes to perform a utility locate can vary greatly depending on several factors, such as the size, depth, and area of the proposed excavation and the number of utilities present. The City receives approximately 10,000 to 11,000 JULIE locate requests per year.

This contract was formally bid through the Municipal Partnering Initiative (MPI) with the City of Highland Park, and led by the Village of Glenview. On October 16, 2024, one sealed bid was

received for RFB #240026, with USIC Locating Services, Inc., Indianapolis, Indiana, representing the sole responsible bidder. The MPI contract term is three (3) years, with two (2) additional one (1) year renewal options for a total of (5) years. The start date of this contract will be retroactive to January 1st, 2025.

Staff previously brought this to City Council for approval on December 16, 2024. Before the contract could take effect on January 1, 2025, USIC changed its legal representation. During that transition, USIC's new legal team requested that the City consider and execute a revised version of the Agreement. Over the past ten months, both the City and USIC's legal teams have worked collaboratively to revise the language and reach a mutually acceptable agreement. On Wednesday, October 22, all parties finalized the terms, allowing the City to move the contract forward for City Council approval.

Pricing is established for each of the first three (3) years. Pricing has increased 18% since the 2020 contract. USIC has performed water, sanitary sewer, and storm sewer locating services for the City since 2010, and is currently under contract until the end of the year. In early 2019, the City added our new fiber optic network to the USIC utility locating contract that is also included in this contract. Pertinent contract documents are available for review at the Public Services Building, Department of Public Works, 1150 Half Day Road.

Core Priorities:

Fiscal Stability

Funding for this expense has been requested in the FY 25 budget in the Multi-Modal, Water, Sewer, and Equipment Replacement Funds.

Historic Utility Locating Costs:

Fiscal Year	2023	2024	2025
Amount	$149,150	$156,750	$106,685 YTD

Attachments:

1. HP - 2025 USIC Agreement

City of Highland Park

Resolution No.

A Resolution Repealing Resolution No. R145-2024 and Approving a Revised Professional Services Agreement with USIC Locating Services, LLC, of Indianapolis, Indiana

WHEREAS, on December 16, 2024, the City Council adopted Resolution No. R145-2024, approving an agreement with USIC Locating Services, LLC, of Indianapolis, Indiana ("USIC"), for the provision by USIC of utility locates and related services to the City, in substantially the form attached to that Resolution ("Agreement"); and

WHEREAS, USIC has requested that the City consider and execute a revised version of the Agreement ("Revised Agreement"); and

WHEREAS, the City Council has determined that it will serve and be in the best interest of the City to: (i) repeal Resolution No. R145-2024; and (ii) approve the Revised Agreement with USIC;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: REPEALER. Resolution No. R145-2024 is hereby repealed in its entirety, and hereafter is of no force or effect.

SECTION THREE: APPROVAL OF REVISED AGREEMENT. The Revised Agreement by and between the City and USIC is hereby approved in substantially the form attached to this Resolution as Exhibit A, and in a final form to be approved by the City Manager and the Corporation Counsel.

SECTION FOUR: EXECUTION OF REVISED AGREEMENT. The City Manager and the Deputy City Clerk are hereby authorized and directed to execute and attest, on behalf of the City, the Revised Agreement upon receipt by the City Clerk of at least one original copy of the Revised Agreement executed by USIC; provided, however, that if the executed copy of the Revised Agreement is not received by the City Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the City Council, be null and void.

SECTION FIVE: EXECUTION OF FUTURE RENEWALS OF AGREEMENTS. The City Manager is authorized to execute future renewals of the Revised Agreement for future calendar years, in accordance with Section 2.C of the Revised Agreement, if: (a) the City Manager determines, in their discretion, that the proposed renewal is favorable to the City; and

(b) the terms of the proposed renewal is substantially similar to the Revised Agreement, as determined by the City Manager and the Corporation Counsel. This Resolution is not to be deemed or interpreted as obligating the City Manager to execute any future renewal of any Revised Agreement.

SECTION SIX: EFFECTIVE DATE. This Resolution will be in full force and effect upon its passage and approval by a majority of the members of the City Council.

PROFESSIONAL SERVICES AGREEMENT
USIC LOCATING SERVICES, LLC

PROFESSIONAL SERVICES AGREEMENT

This **PROFESSIONAL SERVICES AGREEMENT** (***"Agreement"***) is dated as of the ___ day of _____, 2025, and is by and between the **CITY OF HIGHLAND PARK**, an Illinois home rule municipal corporation (***"City"***), and the Consultant identified in Section 1.A of this Agreement.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and pursuant to the City's statutory and home rule powers, the parties agree as follows:

SECTION 1. CONSULTANT.

A. Engagement of Consultant. The City desires to engage the Consultant identified below to perform and to provide all necessary professional consulting services to perform the work in connection with the project identified below:

Consultant Name ("Consultant")	USIC Locating Services, LLC
Address	
City, State Zip	
Phone	
Email	
Project Name/Description	
Agreement Amount	$ or See Exhibit A

B. Project Description. Utility locates and related services, as more fully described in the proposal attached to this Agreement as **Exhibit A** (***"Proposal"***), and in accordance with the additional terms and conditions set forth in the Scope of Services attached to this Agreement as **Exhibit B**. To the extent the Consultant requires assistance from the City to complete the services set forth in the Proposal, the City will, to the best of its ability, perform the requests from the Consultant to aid the Consultant in accomplishing the services.

C. Representations of Consultant. The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the consulting services that are set forth in the Proposal, which includes the scope of work set forth in the Proposal, as amended (***"Services"***) in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

SECTION 2. SCOPE OF SERVICES.

A. Retention of the Consultant. The City retains the Consultant to perform, and the Consultant agrees to perform, the Services.

B. **Services**. The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.

C. **Commencement; Time of Performance**. The Consultant shall commence the Services immediately upon receipt of written notice from the City that this Agreement has been fully executed by the Parties (***"Commencement Date"***). The Consultant shall diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by the City, but in no event later than the date that is December 31, 2028 (***"Time of Performance"***). The City may modify the Time of Performance at any time upon 15 days prior written notice to the Consultant. Delays caused by the City shall extend the Time of Performance in equal proportion to the delay caused by the City; provided, however, that the Consultant shall be responsible for completion of all work within the Time of Performance, notwithstanding any strike or other work stoppage by employees of either Consultant or of the City. This Agreement may be renewed for no more than two additional and consecutive one-year terms or an additional two-year period, upon the mutual written consent of the City and Bidder (***"Renewal Term(s)"***). For all Work performed by Bidder during any Renewal Term, Bidder shall be paid an amount equal to the total Contract Price, as adjusted by an amount to be mutually agreed by the City and Bidder, and in no event greater than the higher of 3% or the Consumer Price Index for all Urban Consumers published by the Bureau of Labor Statistics of the United States Department of Labor for Chicago-Naperville-Elgin, IL-IN-WI, All Items (1982-84 = $100) for the previous calendar year.

D. **Reporting**. The Consultant shall regularly report to the City Manager, or his designee, regarding the progress of the Services during the term of this Agreement.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

A. **Agreement Amount**. The total amount paid by the City for the Services pursuant to this Agreement shall not exceed the amount identified as the Agreement Amount in Section 1.A of this Agreement. No claim for additional compensation shall be valid unless made in accordance with Sections 3.D or 3.E of this Agreement.

B. **Invoices and Payment**. The Consultant shall submit invoices in an approved format to the City for costs incurred by the Consultant in performing the Services. The amount billed in each invoice for the Services shall be based solely upon the rates and procedures set forth in the Proposal. The City shall pay to the Consultant the amount billed within 30 days after receiving such an invoice, and in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq*. In the event the City disputes any portion of an invoice received from the Consultant, the City will provide written notice to the Consultant no less than 15 days before the invoice is due. If the Consultant cannot correct the invoice prior to the due date, the City will pay all undisputed charges.

C. **Records**. The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the City to inspect and audit all data and records of the Consultant for work done pursuant to this Agreement. Specifically, and without limitation of the foregoing, the Consultant must maintain records of locate indicating the time and date a mark out was made, the type of facility marked, and date, time, and name of the person notified. The Consultant shall take a picture of each locate requiring site visit and Marking and keep it on record. The records shall be made available to the City at reasonable times during the term of this Agreement, and for one year after the termination of this Agreement.

D. Claim In Addition To Agreement Amount.

1. The Consultant shall provide written notice to the City of any claim for additional compensation as a result of action taken by the City, within 15 days after the occurrence of such action.

2. The Consultant acknowledges and agrees that: (a) the provision of written notice pursuant to Section 3.D.1 of this Agreement shall not be deemed or interpreted as entitling the Consultant to any additional compensation; and (b) any changes in the Agreement Amount shall be valid only upon written amendment pursuant to Section 8.A of this Agreement.

3. Regardless of the decision of the City relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the work required to complete the Services under this Agreement, as determined by the City, without interruption.

E. Additional Services. The Consultant acknowledges and agrees that the City shall not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement (***"Additional Services"***), regardless of whether such Additional Services are requested or directed by the City, except upon the prior written consent of the City.

F. Taxes, Benefits, and Royalties. Each payment by the City to the Consultant includes all applicable federal, state, and City taxes of every kind and nature applicable to the Services, as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits, and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by the Consultant.

G. Final Acceptance. **Intentionally Omitted.**

SECTION 4. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The Key Project Personnel identified in the Proposal shall be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel shall not be changed without the City's prior written approval.

B. Availability of Personnel. The Consultant shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the City as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant shall have no claim for damages and shall not bill the City for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

C. Approval and Use of Subcontractors. The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved in advance by the City in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the City. The City's approval of any

subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the City and consistent with commonly accepted professional practices, the Consultant shall immediately upon notice from the City remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement, or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

SECTION 5. CONFIDENTIAL INFORMATION.

A. Confidential Information. The term ***"Confidential Information"*** shall mean information in the possession or under the control of the City relating to the technical, business, or corporate affairs of the City; City property; user information, including, without limitation, any information pertaining to usage of the City's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. City Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the City prior to the time of disclosure of such information to the Consultant pursuant to this Agreement (***"Time of Disclosure"***); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the City; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the City to maintain such information in confidence.

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the City under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the City. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 6. STANDARD OF SERVICES AND INDEMNIFICATION.

A. Representation and Certification of Services. The Consultant represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the City.

B. Indemnification and Liability/Damages Limitations.

1. The Consultant agrees to indemnify and defend the City and its respective elected and appointed officials, employees, agents, consultants, attorneys and representatives and each of them against and hold it and them harmless from any and all lawsuits, claims, injuries, demands, liabilities, losses, and expenses; including court costs and attorneys' fees, brought by a third party, on account of third party personal injury, or death or any damage to third party's tangible property, only to the extent of the fault or negligence of the Consultant in connection with this Agreement. The obligations of the Consultant under this provision shall not be limited by the limits of any applicable insurance required by the Consultant. In the event the injury or damage is caused by joint negligence, concurrent negligence, or otherwise the fault of both the City and Consultant, the loss or expense shall be borne by each party in proportion to its degree of fault.

2. Consultant has no obligation to defend or indemnify the City for Third Party Claims resulting from Damages that are not caused by the Consultant's negligence or fault, nor shall Consultant be required to defend or indemnify the City for damages or Third Party Claims relating to Unidentifiable Facilities, Unlocatable/Untonable Facilities or Third Party Claims that arise from the sole or partial fault, negligence, or willful misconduct of the City, its agents or employees. Any party seeking defense and/or indemnity under this term must provide notice to the other party as promptly as possible upon becoming aware of the incident for which defense and/or indemnity is being sought; failure to prompt notice waives the party's right to be an indemnified party under the terms herein.

3. REPAIR COSTS PAYABLE BY CONSULTANT SHALL NOT EXCEED $5,000 FOR ANY SINGLE INCIDENT OR OCCURRENCE OF DAMAGE TO CUSTOMER'S FACILITIES, REGARDLESS OF THE ALLEGED CAUSE OF THE DAMAGE, REGARDLESS OF THE NUMBER OF FACILITIES DAMAGED IN THE INCIDENT, AND REGARDLESS OF THE ALLEGED SCOPE OR AMOUNT OF THE DAMAGES. THE PARTIES ACKNOWLEDGE AND AGREE THAT THIS PROVISION IS NOT INTENDED TO EXPAND OR OTHERWISE IMPOSE LIABILITY ON USIC BUT, RATHER, IS INTENDED TO BE AN ABSOLUTE LIMIT ON CONSULTANT'S LIABILITY TO CUSTOMER FOR ANY INCIDENT INVOLVING DAMAGE TO CUSTOMER'S FACILITIES, REGARDLESS OF CAUSE.

4. CONSULTANT'S TOTAL LIABILITY TO THE CITY UNDER THIS CONTRACT IN A GIVEN YEAR SHALL NOT EXCEED ONE TIMES THE ANNUAL CONTRACT VALUE DETERMINED BY THE TRAILING TWELVE-MONTH PERIOD.

5. To the fullest extent compliant with applicable law, neither Party shall be liable for loss of profit or revenues, loss of use of equipment or systems, interruption of service, cost of replacement power, cost of capital, downtime costs, increased operating costs, administrative costs including TPA fees, and any special, consequential, incidental, indirect or punitive damages. Consultant is liable for damage incurred as a direct result of Consultant not performing its locating Services with reasonable accuracy. Locator at Fault Damage does not include alleged damage to City Facilities arising from Consultant's late or untimely Locates that were performed within the state's zone of tolerance prior to the damage occurring. Locator at Fault Damage does not include alleged damage to City Facilities arising from Consultant's late or untimely Locates that were performed within the state's zone of tolerance prior to damage occurring.

C. **Insurance**. The Consultant shall provide, at its sole cost and expense, liability insurance in the aggregate amount of $1,000,000, which insurance shall include, without limitation, protection for all activities associated with the Services. The insurance shall be for a minimum of $1,000,000 per occurrence for bodily injury and $1,000,000 per occurrence for property damage. Not later than 10 days after the Commencement Date, the Consultant shall provide the City with either: (a) a copy of the entire insurance policy; or (b) a Certificate of Insurance along with a letter from the broker issuing the insurance policy to the effect that the Certificate accurately reflects the contents of the insurance policy. The insurance coverages and limits set forth in this Section 6.C shall be deemed to be minimum coverages and limits, and shall not be construed in any way as a limitation on the Consultant's duty to carry adequate insurance or on the Consultant's liability for losses or damages under this Agreement.

D. **No Personal Liability**. No elected or appointed official or employee of the City shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.

A. **Relationship of the Parties**. The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed: (1) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the City and Consultant; or (2) to create any relationship between the City and any subcontractor of the Consultant. The City agrees that during the term of this Agreement and for a period of 12 months thereafter, the City will not hire or solicit for hire any employee of the Consultant who has been employed by the Consultant within the previous six months; provided, however, this shall not apply to employment for which the City has publicly posted an open position to which the Consultant's employee responds by seeking employment without first having been solicited by the City.

B. **Conflict of Interest**. The Consultant represents and certifies that, to the best of its knowledge: (1) no elected or appointed City official, employee or agent has a personal financial interest in the business of the Consultant or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither Consultant nor any person employed or associated with Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither Consultant nor any person employed by or associated with Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. **No Collusion**. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the City prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded

with any other person, firm, or corporation, then the Consultant shall be liable to the City for all loss or damage that the City may suffer, and this Agreement shall, at the City's option, be null and void.

D. **Termination**. Notwithstanding any other provision hereof, either Party may terminate this Agreement at any time upon 30 days written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed, which shall be determined on the basis of the rates set forth in the Proposal.

E. **Compliance With Laws and Grants**.

1. Compliance with Laws. The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, without limitation: the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq*. The Consultant shall also comply with all conditions of any federal, state, or local grant received by the City or the Consultant with respect to this Agreement or the Services. Further, the Consultant shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act.

2. Liability for Noncompliance. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or any of its subcontractors, performance of, or failure to perform, the Services or any part thereof.

3. Required Provisions. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

F. **Default**.

1. Default by Consultant. If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (***"Event of Default"***), and fails to cure any such Event of Default within fifteen business days after the Consultant's receipt of written notice of such Event of Default from the City, then the City shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

a. Cure by Consultant. The City may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of

Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.

b. Termination of Agreement by City. The City may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.

c. Withholding of Payment by City. The City may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the City as the result of any Event of Default by the Consultant or as a result of actions taken by the City in response to any Event of Default by the Consultant.

2. Default by City. If it should appear at any time that the City has committed an Event of Default, and fails to cure any such Event of Default within fifteen business days after the City's receipt of written notice of such Event of Default from the Consultant, then the Consultant's sole remedy shall be termination of this Agreement without further obligation or liability hereunder.

G. No Additional Obligation. The Parties acknowledge and agree that the City is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant or with any vendor solicited or recommended by the Consultant.

H. City Council Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by the Consultant to, vendors shall be subject to the approval of the City Council. For purposes of this Section 7.H, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to the City. The City shall not be liable to any vendor or third party for any agreements made by the Consultant without the knowledge and approval of the City Council.

I. Mutual Cooperation. The City agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the City may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the City in the performance and completion of the Services and with any other consultants engaged by the City.

J. News Releases. The Consultant shall not issue any news releases, advertisements, or other public statements regarding the Services without the prior written consent of the City Manager.

K. Ownership. Notwithstanding any other clause of this Agreement, the City shall have no rights or interests in Consultant's work product, which means all materials, data works of authorship, concepts, presentation, inventories, discovery, processes know-how, reduction of information, including without limitation, all intellectual property rights, including trade secrets, data, copyrights, and trademarks related to Contractor's Locate Services, as defined in the Proposal, which is independently created, produced, acquired, developed, conceived or reduced to practice by Consultant as a result of the performance of the Locate Services (***"Work Product"***). All right, title and interest in Consultant Work Product shall be and shall remain the sole property of Consultant or its third-party vendors or subcontractors. The City shall have no property right whatsoever in the Consultant Work Product.

L. **GIS Data**. The City has developed digital map information through Geographic Information Systems Technology (***"GIS Data"***) concerning the real property located within the City. If requested to do so by the Consultant, the City agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

1. Limited Access to GIS Data. The GIS Data provided by the City shall be limited to the scope of the Services that the Consultant is to provide for the City;

2. Purpose of GIS Data. The Consultant shall limit its use of the GIS Data to its intended purpose of furtherance of the Services; and

3. Agreement with Respect to GIS Data. The Consultant does hereby acknowledge and agree that:

a. Trade Secrets of the City. The GIS Data constitutes proprietary materials and trade secrets of the City, and shall remain the property of the City;

b. Consent of City Required. The Consultant will not provide or make available the GIS Data in any form to anyone without the prior written consent of the City Manager;

c. Supply to City. At the request of the City, the Consultant shall supply the City with any and all information that may have been developed by the Consultant based on the GIS Data;

d. No Guarantee of Accuracy. The City makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use thereof; and

e. Discontinuation of Use. At such time as the Services have been completed to the satisfaction of the City, the Consultant shall cease its use of the GIS Data for any purpose whatsoever, and remove the GIS Data from all of the Consultant's databases, files, and records; and, upon request, an authorized representative of the City shall be afforded sufficient access to the Consultant's premises and data processing equipment to verify compliance by the Consultant with this Section 7.L.3.e.

SECTION 8. GENERAL PROVISIONS.

A. **Amendment**. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by the City and the Consultant in accordance with all applicable statutory procedures.

B. **Assignment**. This Agreement may not be assigned by the City or by the Consultant without the prior written consent of the other party.

C. **Binding Effect**. The terms of this Agreement shall bind and inure to the benefit of the City, the Consultant, and their agents, successors, and assigns.

D. **Notice**. All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or by (3) by certified

mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of: (a) actual receipt; (b) one business day after deposit with an overnight courier, as evidenced by a receipt of deposit; or (c) four business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 8.D, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the City shall be addressed to, and delivered at, the following address:

City of Highland Park, Department of Public Works
1150 Half Day Road
Highland Park, Illinois 60035
Attention: Ron Bannon, Director

With a copy to:

Elrod Friedman LLP
350 N. Clark St., Second Floor
Chicago, Illinois 60654
Attention: Steven M. Elrod, Corporation Counsel

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

_____
_____
_____
_____

With a copy to:

_____
_____
_____
_____

E. **Third Party Beneficiary**. No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the City.

F. **Provisions Severable**. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

G. **Time**. Time is of the essence in the performance of all terms and provisions of this Agreement.

H. **Calendar Days and Time**. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

I. **Governing Laws**. This Agreement shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois.

J. **Authority to Execute**.

1. The City. The City hereby warrants and represents to the Consultant that the persons executing this Agreement on its behalf have been properly authorized to do so by its corporate authorities.

2. The Consultant. The Consultant hereby warrants and represents to the City that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

K. **Entire Agreement**. This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.

L. **Waiver**. Neither the City nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the City or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the City's or the Consultant's right to enforce such rights or any other rights.

M. **Consents**. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

N. **Grammatical Usage and Construction**. In construing this Agreement, pronouns include all genders and the plural includes the singular and vice versa.

O. **Interpretation**. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

PROFESSIONAL SERVICES AGREEMENT
USIC LOCATING SERVICES, LLC

P. **Headings**. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

Q. **Exhibits**. Exhibits A attached to this Agreement are, by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between an Exhibit and the text of this Agreement, the text of this Agreement shall control.

R. **Rights Cumulative**. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

S. **Counterpart Execution**. This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

T. **Change in Status**. The Parties will notify each other immediately of any change in its status resulting from any of the following: (1) the Party is acquired by another party; (2) the Party becomes insolvent; (3) the Party, voluntarily or by operation of law, becomes subject to the provisions of any chapter of the Bankruptcy Act; or (4) the Party ceases to conduct its operations in normal course of business. The Parties will have the option to terminate this Agreement immediately on written notice based on any of the changes in status as set forth in this Section.

U. **Defined Terms**. The following terms, when not otherwise defined in this Agreement, have the following meanings:

1. City's Facilities means any Facilities owned or operated by the City of Highland Park, IL.

2. Damage to City's Facilities means the penetration or destruction of any protective coating, sheath, housing or other protective facility of underground plant, the partial or complete severance of underground plant, or the rendering of any underground plant partially or completely inoperable.

3. Excavator(s) means any person or entity which engages directly in excavation.

4. Facility(ies) means any item used in connection with the storage or conveyance of water, sewage, electronic telephonic or telegraphic communications, cablevision, electric energy, petroleum products, gas, gaseous vapors, Hazardous Materials or other substances including, but not limited to, pipes, sewers, conduits, cables, valves, lines, wires, manholes, attachments and those parts of poles or anchors, either above or below ground.

5. Interruption of Service means an interruption in the services provided by the City to its customers arising from a Damage to City's Facilities.

6. Locate(s) means the process of providing Locate Services in response to an Excavator's notice of intent to excavate, and such Locate Services provided by Consultant in accordance with this Contract. As used in this Contract, Locate(s) include(s) "Project Locate", as defined herein after, where applicable in accordance with the definition of "Project Locate" hereunder.

7. Locate Service(s) means the services, of any type of ticket, to be provided by Consultant under this Contract consisting of the process of verifying if City's Facilities are present at a location where an Excavator intends to or conducts excavation; when applicable, detection of City's Facilities through the use of electronic locating equipment; and, when applicable, Marking to identify the existence and location of City's Facilities.

8. Locator At Fault Damage means Damage to City's Facilities caused by an Excavator that occurs as a direct result of Consultant not performing the Locate with Reasonable Accuracy. Locator At Fault Damage does not include alleged Damage to City's Facilities arising from Consultant's late or untimely Locates that were performed with Reasonable Accuracy prior to the damage occurring.

9. Mark(s)(ed)(ing) means the use of stakes and flags, paint or other clearly identifiable materials at appropriately distanced intervals and at each divergence from a straight line in accordance with the current marking standards of the American Public Works Association.

10. One Call Center or 811 means state's Ticket issuing system for all excavation notices.

11. Project Locate or Long Scope Ticket(s) is any Locate that, for any reason, requires Consultant technicians to spend more than 30 minutes to execute the Locate Services requested by the subject Ticket. Project Locate or Long Scope Ticket(s) time is tracked using Consultant's system thresholds and may include any Ticket type (including but not limited to Tickets designated as routine, normal, and/or emergency). Any portion or increment of work above a time threshold shall be rounded up to the next whole unit.

12. Reasonable Accuracy means the placement of appropriate Markings within the applicable state's tolerance zone. For purposes of this Agreement, the applicable state is Illinois.

13. Repair Costs means the actual costs incurred by the City to repair Damage to the City's Facilities arising from Locator At Fault Damages (so long as the City's actual costs are reasonable and customary), subject to the exclusions below. "Repair Costs" is equal to only the reasonable and customary value of the actual labor, equipment, and material costs incurred by the City to repair the Damage to the City's Facilities as supported by actual invoice and/or receipts for work completed by each repair Consultant. This shall include reasonable and customary costs incurred by City's in-house labor and third-party Consultant(s), where an itemized breakdown for all parties included in the repair is submitted. Repair Costs specifically excludes, except where prohibited by law: administrative charges; third party administrative ("TPA") fees; overhead charges; costs arising from betterment of plant (which shall include, among other things, any upgrade, improvement, reinforcement, enlargement, replacement or extension of City's Facilities); invoice markups (whether percentage-based, fixed-amount, or otherwise-calculated; costs arising out of collection actions, whether incurred by City or collection agencies; any other costs or expenses excluded by Agreement or any other provision of this Contract. Consultant reserves the right to dispute the reasonableness of any of City's actual costs; in the event of such a dispute the parties shall attempt to resolve such dispute.

14. Site means the premises where Locate Services are performed, and City has ownership or exercises control.

15. Third Party Claims means any claims for losses, fines, penalties, damages, costs, fees, or expenses, made by a person or entity not a party to this Contract arising from or related to Damages to City's Facilities, including but not limited to, claims as a result of (a) injury to or death of any person, or (b) damage to or loss or destruction of any property.

16. Ticket(s) or excavation notices means the document generated at and transmitted by the One Call Center to Consultant containing each request for Locate.

17. Unidentifiable Facilities means City's Facilities that are not apparent at the Site as based on the records, facility prints, drawings, or maps provided by City.

18. Unlocatable/Untonable Facilities means City's Facilities, including abandoned Facilities, whose presence is known either from records provided by City or from a Visual Examination, but which cannot be Marked with Reasonable Accuracy by employing standard Locate Services, typically consisting of using one conductive hook up point on either side of the Facility being targeted for Locating.

19. Visual Examination means an attempt to determine the existence of City's Facilities at an excavation site by a reasonable visual inspection of the dig site rather than from City's maps and records.

IN WITNESS WHEREOF, the Parties have executed this Agreement this __ day of _____, 2025.

ATTEST:

By: _____
Ashley Palbitska, Deputy City Clerk

CITY OF HIGHLAND PARK

By: _____
Ghida S. Neukirch, City Manager

ATTEST:

By:_____

Print Name:_____

Title:_____

USIC LOCATING SERVICES, LLC

By:_____
Executing Officer

Print Name:_____

Title:_____

PROFESSIONAL SERVICES AGREEMENT
USIC LOCATING SERVICES, LLC

EXHIBIT A

PROPOSAL

GROUP 2 – CITY OF HIGHLAND PARK

(Regular Hours refers to 7:00 a.m. to 5:00 p.m.; Monday through Friday; requires customer pre-approval)

D. YEAR ONE

Base Bid

ITEM	DESCRIPTION	Quantities	PRICE	GRAND TOTAL
1	Underground Utility Locate Requests during normal business hours	9,000 Locates	$18.60 / per ticket	$24,831.00
2	Underground Utility Locate (fiber optic lines) requests during normal business hours	1,000 Locates	$22.54 / per ticket	$9,016.00
3	Underground Utility Locate Requests for project/joint meet items	2 projects	$18.60 / per project	$334.80
			TOTAL	$34,181.80

Supplemental Pricing *Per Quarter Hour After 60 Minutes of Locating: $15.33

4	Emergency Underground Utility Locate Requests during normal business hours	$18.60 / per ticket
5	After Hour Emergency Underground Utility Locate Requests	$43.96 / per ticket
6	Emergency Underground Utility Locate Requests during normal business hours (fiber optic lines)	$22.54 / per ticket
7	After Hour Emergency Underground Utility Locate Requests (fiber optic lines)	$43.96 / per ticket

PROFESSIONAL SERVICES AGREEMENT
USIC LOCATING SERVICES, LLC

E. YEAR TWO

Base Bid

ITEM	DESCRIPTION	Quantities	PRICE	GRAND TOTAL
1	Underground Utility Locate Requests during normal business hours	9,000 Locates	$19.53 / per ticket	$26,072.55
2	Underground Utility Locate (fiber optic lines) requests during normal business hours	1,000 Locates	$23.67 / per ticket	$9,468.00
3	Underground Utility Locate Requests for project/joint meet items	2 projects	$19.53 / per project	$351.54
			TOTAL	$35,892.09

Supplemental Pricing *Per Quarter Hour After 60 Minutes of Locating: $16.10

4	Emergency Underground Utility Locate Requests during normal business hours	$19.53 / per ticket
5	After Hour Emergency Underground Utility Locate Requests	$46.16 / per ticket
6	Emergency Underground Utility Locate Requests during normal business hours (fiber optic lines)	$23.67 / per ticket
7	After Hour Emergency Underground Utility Locate Requests (fiber optic lines)	$46.16 / per ticket

PROFESSIONAL SERVICES AGREEMENT
USIC LOCATING SERVICES, LLC

F. YEAR THREE

Base Bid

ITEM	DESCRIPTION	Quantities	PRICE	GRAND TOTAL
1	Underground Utility Locate Requests during normal business hours	9,000 Locates	$20.51 / per ticket	$27,380.85
2	Underground Utility Locate (fiber optic lines) requests during normal business hours	1,000 Locates	$24.85 / per ticket	$9,940.00
3	Underground Utility Locate Requests for project/joint meet items	2 projects	$20.51 / per project	$369.18
			TOTAL	$37,690.03

Supplemental Pricing *Per Quarter Hour After 60 Minutes of Locating: $16.91

4	Emergency Underground Utility Locate Requests during normal business hours	$20.51 / per ticket
5	After Hour Emergency Underground Utility Locate Requests	$48.47 / per ticket
6	Emergency Underground Utility Locate Requests during normal business hours (fiber optic lines)	$24.85 / per ticket
7	After Hour Emergency Underground Utility Locate Requests (fiber optic lines)	$48.47 / per ticket

DESCRIPTION	GRAND TOTAL
GROUP 2 GRAND TOTAL = D+E+F	$107,763.90

PROFESSIONAL SERVICES AGREEMENT
USIC LOCATING SERVICES, LLC

EXHIBIT B

SCOPE OF SERVICES

Warning Signs and Traffic Control Devices

The Consultant must place warning signs or traffic control devices conspicuously to approaching traffic, before engaging in work in public rights-of-way. The City shall procure, upon Consultant's request related to any high speed and/or high-density roadways which will require underground utility locate services to be performed, with temporary traffic control (TTC) and/or lane closures in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). These requests from Consultant shall result in specific joint City and Consultant plans to achieve work zone protection. These situations may result in the City or Consultant providing or subcontracting such TTC services in a timely manner such that Consultant's workforce will be able to accomplish all other statement of work requirements for those notification tickets. The City, in its sole discretion, will determine whether TTC services should be provided by the City, subcontracted by the City, or provided by the Consultant. If Consultant procures TTC services, any such traffic services shall be billed as direct costs to the City at a rate of $360.00 per incident. Such TTC tickets/locates shall not be included in any timeliness or damage calculation, and the Consultant shall not be liable at any time for any fines and penalties associated with the delay. Furthermore, the City shall not be responsible for providing or compensating the Consultant for TTC services for locate services requested by third-party agencies (i.e. Nicor, ComEd, etc.)

Damage to City's Facilities

The Consultant shall be responsible for investigating damage to the City's Facilities. Should the City become aware of any Damage to City's Facilities that occurs after Consultant has been asked to perform a Locate for the City, the City shall as promptly as possible, and not later than 24 hours from becoming aware of the damage, notify Consultant. This notification must be made by calling Consultant at 1-800-778-9140 or sending an email to USICDispatch@usicllc.com and should include the street address of the damage location, suspected damage date and size/type of facility. Both parties to this Agreement reserve the right and shall be entitled to investigate any reports of Damage to City's Facilities. Any such phone or email notification by the City, Excavator, Third-Party Administrator, or any other party shall commence Consultant's damage investigation process. Upon the Consultant's request, the City will provide list of contacts by division for claims of Damage to City's Facilities.

Consultant will investigate all incidents of Damage to City's Facilities for which it has been notified and provide, a written report of its findings to the City via the City portal within 15 business days from the date of notification. Such report will contain Consultant's determination as to whether the Damage to City's Facilities constitutes a Locator At Fault Damage or a Locator Not At Fault Damage. City shall have 90 days after notification of Consultant's completion of the investigation to contest Consultant's conclusion. Unless City notifies Consultant in writing within such time period, that it disputes Consultant's conclusion as to Locator AT Fault Damage, Consultant's conclusion with regard to that issue shall be deemed final and finding with respect to this Contract. Unless the City notifies Consultant in writing within such time period that it disputes Consultant's conclusion as to a Locator At Fault Damage, Consultant's conclusion with regard to that issue shall be deemed final and binding with respect to this Contract. If the City disputes Consultant's conclusion, the parties will make all reasonable efforts to mutually resolve such dispute.

All potential Damage to the City's Facilities shall be investigated, and Consultant shall be entitled to collect a Damage Investigation Fee for each such investigation it performs unless: 1) it is determined by Consultant's investigation that the damage was Locator At Fault Damage; or (2) the parties ultimately agree that the damage was Locator At Fault Damage.

City agrees that if: (1) City fails to timely notify Consultant of Damage to City's Facilities following Locate Services provided by Consultant; or (2) if damage is repaired or site is covered before Consultant can conduct a timely-investigation with full access to damage site, then Consultant shall not be liable to City for any Repair Costs or any other liabilities arising from that Damage to City's Facilities, and City shall indemnify Consultant against Third Party Claims as applicable. In such situation, City hereby agrees that it is prohibited from asserting that any such Damage to City's Facilities constitutes a Locator At Fault Damage.

When damages are determined to be Locator At Fault Damage, City agrees that Consultant will be invoiced for Repair Costs only with supporting documentation provided with the invoice.

Consultant will be responsible for paying City's Repair Costs for any Damage to City's Facilities only if: (1) Consultant received a request to provide Locate Services with respect to a City's Facilities at the location of the damage; (2) the Damage to City's Facilities constitutes a Locator At Fault Damage; and (3) City sends Consultant an invoice as required herein.

The City agrees to provide any supporting documentation and detail requested by Consultant that relates to Damage to City's Facilities for which City submits an invoice to Consultant. If City does not provide Consultant with all requested documentation and detail within six months of invoicing Consultant for such damages, Consultant shall have no further obligation to participate in the pre-litigation and/or pre-arbitration portions of the Dispute Resolution. This provision does not preclude City from seeking remedies in arbitration or in a court of competent jurisdiction, as applicable.

If the City fails to present an invoice to Consultant for any Damage to City's Facilities within 12 months after the date the City notifies Consultant of the damage, City irrevocably waives and releases any right to seek or demand payment from Consultant for such damages.

To the extent permitted by law and to the extent of and directly corresponding to the Locate Services and related to the accuracy or timeliness of Locate penalties, Consultant shall be entitled to participate in and/or conduct a defense in any investigation or appeal by any administrative, regulatory, or other governing authority, and City shall make any and all reasonable accommodations to allow Consultant to do so. If City refuses or objects to Consultant's participation, City hereby agrees that it is prohibited from asserting that Consultant is liable for any fines or penalties imposed by such administrative, regulatory, or other governing authority. Should any administrative, regulatory, or other governing authority impose a penalty or fine that may have an adverse effect on USIC, then City shall not settle the imposition of such fine or penalty without written consent of Consultant. Consultant shall reimburse the City to the proportion and extent of its fault for such penalties or fines upon receiving an invoice from the City. The total reimbursement of such penalties or fines shall not exceed the Locate revenue paid by City in the month the penalties and/or fines are imposed on City and/or Consultant.

Screening Permission

City agrees that Consultant will have the right to screen Tickets via maps, prints, records, and other technology which eliminates the requirement for a Visual Examination, or an in-person visit to the Site. Upon receipt of a request for a Locate, Consultant will assess whether a conflict exists between the City's Facilities and the proposed excavation Site based on the maps, prints, and records provided by the City (commonly called Digital Locating). In its discretion, Consultant may perform a environ Inspection for any Locate request, but Consultant is not required to do so if City's maps, prints, and records indicate that there is no conflict between City's Facilities and the excavation Site.

The City agrees that Consultant will not be liable for any damages that occur because of incomplete and/or inaccurate maps, prints, or records provided by City.

Screening Prohibition

The City agrees not to suppress or screen any Tickets in the areas where Consultant will provide Locate Services as defined herein that would otherwise come to Consultant from the state One Call Center. All City Tickets shall be transmitted directly to Consultant from the state One Call Center.

Gridding

The City shall not change Gridding such that the volume of Tickets received by Consultant is reduced with the applicable state One Call Center on or after the Contract effective date. Consultant, acknowledges, however, that the volume of Tickets received may be affected by factors other than Gridding, and the City is not responsible for changes in the volume of Tickets received by Consultant.

Mapping

The City agrees to provide Consultant with updates (at least quarterly, or more often as needed) to its prints, maps, and any other Facility location records in a standard GIS/ESRI format (.shp, .mdb, or .gdb) with proposed Facility layers, if available, and One Call Center Ticket information (One Call Center format for the applicable state) via e-mail or web services to Consultant's Ticket management system, so as to permit USIC to provide the Locate Services. City acknowledges that it is City's responsibility to keep all applicable maps, records, and prints up-to-date in accordance with this section and provide such mapping and records to Consultant in a timely manner via a secure customer portal provided by Consultant or Secure File Transfer Protocol (SFTP). Consultant bears no liability for City's failure to provide accurate maps, records, and/or prints, or any damage which arises from incomplete and/or inaccurate maps, records, and/or prints.

Reporting

A status report indicating the work completed the two weeks prior and, if able to be provided, the work planned for the current two week period should be provided to the Director of Public Works or his/her designee bi-weekly, when information is available. The bi-weekly report should also indicate any issues that the Consultants staff have experienced during the two weeks as well as any work planned that was not accomplished.

Supervision

The Consultant is responsible for supervising all employees and their work. The Consultants supervisor should conduct monthly audits of its employees work.

The Consultants supervisor is also responsible for training new personnel and any additional training of experienced personnel as requested by the City at the Consultant's expense. Training includes, but shall not be limited to, geographic areas of the City, field equipment, and safety. The City reserves the right to request a replacement of the Supervisor if they do not meet City standards, and is subject to Consultant approval.

Changes in Enforcement

Consultant shall notify City if Consultant becomes aware of any regulatory, judicial, or 811 process-related changes that affects the amount of time it takes Consultant to provide Locate Services in response to Ticket(s), including but not limited to adjustment of the Ticket parameters or make-up. Any adjustment to prices for Locate Services due to these changes shall be mutually agreed upon, in writing, by both Parties.

Staff Report

Meeting Date: November 10, 2025

Staff Contact: Emmanuel Gomez, City Engineer

Department: Public Works Department

Title: A Resolution Approving a Memorandum of Agreement with the Federal Highway Administration, the Illinois Department of Transportation, and the Illinois State Historic Preservation Officer Regarding the Pedestrian Bridge over US 41 Replacement Project

Recommendation:
Staff recommends approval of a Memorandum of Agreement (MOA) between the City, Federal Highway Administration (FHWA), the Illinois Department of Transportation (IDOT), and the Illinois State Historic Preservation Office (SHPO) for the Pedestrian Bridge over US 41 Replacement Project. This grant-funded bridge project was discussed as part of the FY 26 Capital Improvement Program budget.

Policy Consideration:
The City received Illinois Transportation Enhancement Funding (ITEP) grant funds for the replacement of the existing pedestrian bridge that spans over US Route 41. The ITEP funds provide $2,000,000 in grant funding. The project has a current cost estimate of $10,000,000. As part of the 2026 budget process, the local funding ($8,000,000) was revised from Priority 1 to Priority 2, indicating that the amount is not currently funded. In 2026, we will present options and a recommendation to the City Council at a Committee of the Whole meeting pertaining to maintenance or redevelopment of the bridge and when the work can be advanced. The City continues to complete the IDOT Engineering Process (Phase I, Phase II). Should additional grant or local funding become available, it would be best for the City to be prepared to have this project ready for an IDOT bid opening prior to the expiration of the ITEP funds in November 2026. Therefore, we are targeting a November 2026 IDOT bid opening.

Pursuant to the FHWA federal grant approval process, this project is currently in Phase I Preliminary Engineering. The new bridge will be ADA-compliant and provide safe access across and over US 41. As part of the Phase I Preliminary Engineering process, it was determined by IDOT that the Pedestrian Bridge over US 41 is eligible for the National Register of Historic Places (NRHP).

Public engagement letters were sent in September 2020 to the following historical parties:

- Landmarks Illinois
- Historic Bridge Foundation
- Northern Illinois Historic League
- Highland Park Historical Society
- Highland Park Historical Commission

This led to further coordination and review by the FHWA, IDOT, and SHPO, ultimately requiring that the City enter into a Memorandum of Agreement (MOA) with the FHWA, IDOT, and SHPO.

The attached Memorandum of Agreement (MOA) stipulates that the FHWA, IDOT, SHPO, and the City agree that prior to the beginning of construction activities, IDOT shall complete the Historic Illinois Engineering Record (HIER) recordation of the existing bridge. SHPO shall review and find that the HIER is acceptable prior to IDOT initiating demolition of the bridge.

The City anticipates receiving Phase I Preliminary Engineering approval from IDOT in early 2026 and plans to start Phase II Design Engineering in early 2026, immediately after receiving Phase I approval. The anticipated timeline for completion of Phase II is September 2026. Should the City fund the locale share of the project, construction would be tentatively scheduled for 2027.

Core Priorities:

Fiscal Stability

There is no financial impact with the MOA.

Attachments:

1. 22520 MOA US 41 Ped Bridge 10.1.2025

City of Highland Park

Resolution No.

A Resolution Approving a Memorandum of Agreement with the Federal Highway Administration, the Illinois Department of Transportation, and the Illinois State Historic Preservation Officer Regarding the Pedestrian Bridge over US 41 Replacement Project

WHEREAS, in coordination with the Illinois Department of Transportation ("IDOT"), the City desires to replace the existing Pedestrian Bridge that spans over US Route 41 bridge ("Project"); and

WHEREAS, the City has received grant funding through IDOT and the Federal Highway Administration ("FHWA") for the Project; and

WHEREAS, as a condition of the grants received for the Project, the Project is subject to historic preservation review under Section 106 of the National Historic Preservation Act, 54 U.S.C. § 306108, and the regulations implementing such Section, 36 C.F.R. Part 800; and

WHEREAS, the FHWA has determined that the Project will have an adverse effect on the Pedestrian Bridge that spans over US Route 41, which bridge is eligible for the National Register of Historic Places; and

WHEREAS, the City, IDOT, the FHWA, and the Illinois State Historic Preservation Officer ("SHPO") now desire to enter into a Memorandum of Agreement regarding the Project and compliance with the applicable requirements of Section 106 of the National Historic Preservation Act and the corresponding regulations ("Memorandum of Agreement"); and

WHEREAS, the City Council has determined that it will serve and be in the best interests of the City and its residents to enter into the Memorandum of Agreement with IDOT, the FHWA, and the SHPO;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: APPROVAL OF MEMORANDUM OF AGREEMENT. The Memorandum of Agreement between and among the City, IDOT, the FHWA, and the SHPO is hereby approved in substantially the form attached to this Resolution as Exhibit A.

SECTION THREE: EXECUTION OF MEMORANDUM OF AGREEMENT. The City Manager is hereby authorized and directed to execute and attest, on behalf of the City, the Memorandum of Agreement and all necessary documentation related thereto.

SECTION FOUR: EFFECTIVE DATE: This Resolution will be in full force and effect upon its passage and approval by a majority of the members of the City Council.

MEMORANDUM OF AGREEMENT
AMONG THE
FEDERAL HIGHWAY ADMINISTRATION,
ILLINOIS STATE HISTORIC PRESERVATION OFFICER,
CITY OF HIGHLAND PARK,
AND
ILLINOIS DEPARTMENT OF TRANSPORTATION
REGARDING THE REPLACEMENT OF THE
PEDESTRIAN BRIDGE OVER US 41
IN THE CITY OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS

WHEREAS, the City of Highland Park, in coordination with the Illinois Department of Transportation (IDOT), plans to replace the Pedestrian Bridge over US 41 at Highland Park (Structure #049-6160) in Lake County, Illinois (IDOT Sequence #22520, SHPO Log #005110819) (Project); and

WHEREAS, the Federal Highway Administration (FHWA) may fund the Project thereby making the Project an undertaking subject to review under Section 106 of the National Historic Preservation Act (NHPA), 54 U.S.C. Section 306108, and its implementing regulations, 36 CFR Part 800; and

WHEREAS, the FHWA has defined the undertaking's area of potential effects (APE) as the corridor shown in Exhibit A; and

WHEREAS, the FHWA has consulted with the Illinois State Historic Preservation Office (SHPO), a Division of the Illinois Department of Natural Resources (IDNR), pursuant to the Act; and

WHEREAS, the SHPO currently resides within IDNR (Office), and the Director of IDNR is the duly designated State Historic Preservation Officer (Officer); and

WHEREAS, the FHWA and the IDOT, in consultation with the Officer, have determined that the Pedestrian Bridge over US 41 (Structure #049-6160) is eligible for the National Register of Historic Places (NRHP), and its replacement will cause an adverse effect to this historic property pursuant to 36 CFR Part 800 (Exhibit B); and

WHEREAS, the FHWA has determined that the undertaking will not have an effect on historic properties other than the Pedestrian Bridge over US 41, and the Officer concurred with this finding on March 10, 2022; and

WHEREAS, this Memorandum of Agreement (MOA) addresses the adverse effect to the Pedestrian Bridge over US 41 (Structure # 049-6160) and related improvements; and

WHEREAS, the FHWA and IDOT provided the public opportunities to comment on the Project. Public engagement letters were sent out in September 2020 letters were sent to six parties:

Landmarks Illinois, Historic Bridge Foundation, Northern Illinois Historic League, Highland Park Historical Society, and Highland Park Historical Commission. Comments were received from the Northern Illinois Historic League, who also requested to be a Section 106 consulting party; and

WHEREAS, the IDOT, on behalf of FHWA, in accordance with 36 CFR Part 800.6(a)(1), notified the ACHP of the adverse effect in an email dated February 18, 2022, and the ACHP has chosen not to participate in a letter dated March 4, 2022 pursuant to 36 CFR Part 800. 6(a)(1)(iii); and

WHEREAS, the FHWA has consulted with IDOT and the City of Highland Park regarding the effects of the undertaking on historic properties and has invited them to sign this MOA as an invited signatory; and

WHEREAS, the FHWA has consulted with the Northern Illinois Historic League regarding the effects of the undertaking on historic properties and has invited them to sign this MOA as a concurring party; and

WHEREAS, execution and implementation of this MOA evidences that FHWA has satisfied its Section 106 responsibilities for the Project; and

NOW, THEREFORE, the FHWA, the IDOT, the City of Highland Park, and the Officer agree that the Project shall be implemented in accordance with the following stipulations to ensure that potential effects on historic properties are taken into account.

STIPULATIONS

The FHWA, the IDOT, the City of Highland Park, and the Officer agree that the following steps will be undertaken for the Project:

I. ARCHITECTURAL AND HISTORICAL RESOURCE INVESTIGATIONS

A. Prior to beginning of construction activities, the IDOT shall complete Historic Illinois Engineering Record (HIER) Level III recordation of the existing Bridge. The IDOT will submit the draft HIER (95%) to the Officer, and the IDOT must receive written concurrence from the SHPO that the draft HIER documentation is acceptable prior to the IDOT initiating demolition of the Bridge. The IDOT will ensure the final HIER (100%) documentation is submitted to the Officer for proper filing.

II. PROFESSIONAL STANDARDS

For the purpose of implementing this MOA, the IDOT shall continue to employ departmental staff with qualifications that meet the requirements of 36 CFR Part 61. The IDOT shall ensure that the professional staff responsible for the implementation of the mitigation measures meet the requirements of 36 CFR Part 61.

III. DURATION

This MOA will expire if its stipulations are not carried out within five (5) years from the date of its execution. In such an event, the IDOT shall so notify the parties to this MOA and, if it chooses to continue with the Project, then the FHWA shall reinitiate review of the Project in accordance with 36 CFR Part 800.

IV. POST-REVIEW DISCOVERIES

If potential historic properties are discovered or unanticipated effects on historic properties found, the FHWA shall make reasonable efforts to avoid, minimize, or mitigate adverse effects to such properties and follow the requirements of 36 CFR Part 800.13(b).

V. DISPUTE RESOLUTION

Should any signatory to this MOA object at any time to any actions proposed or the manner in which the terms of this MOA are implemented, FHWA shall consult with such party to resolve the objection. If the FHWA determines that such objection cannot be resolved, the FHWA will:

A. Forward all documentation relevant to the dispute, including any timely advice or comments regarding the dispute from the ACHP and signatories and the FHWA's proposed resolution, to the ACHP in accordance with 36 CFR Part 800.2(b)(2). The ACHP shall provide the FHWA with its advice on the resolution of the objections within thirty (30) days of receiving adequate documentation. Prior to reaching a final decision on the dispute, the FHWA shall prepare a written response that takes into account any timely advice or comments regarding the dispute from the ACHP and signatories and provide them with a copy of this written response. The FHWA will then proceed according to its final decision.

B. If the ACHP does not provide its advice regarding the dispute within the thirty (30) day time period the FHWA may make a final decision on the dispute and proceed accordingly. Prior to reaching such a final decision, the FHWA shall prepare a written response that takes into account any timely comments regarding the dispute from the signatories to the MOA and provide them and the ACHP with a copy of such written response.

C. The FHWA's responsibility to carry out all other actions subject to the terms of this MOA that are not the subject of the dispute remain unchanged.

VI. AMENDMENTS

This MOA may be amended when such an amendment is agreed to in writing by all signatories. The amendment will be effective on the date a copy signed by all of the signatories is filed with the ACHP.

VII. TERMINATION

If any signatory to this MOA determines that its terms will not or cannot be carried out, that party shall immediately consult with the other parties to attempt to develop an amendment. If within thirty (30) days an amendment cannot be reached, any signatory may terminate the MOA upon written notification to the other signatories. Once the MOA is terminated and prior to work continuing on the undertaking, the FHWA must request, take into account, and respond to the comments of the ACHP under 36 CFR Part 800.7. The FHWA shall notify the signatories as to the course of action it will pursue.

Execution of this MOA by the FHWA, the IDOT, the City of Highland Park, and the Officer and implementation of its terms evidence that the FHWA has taken into account the effects of this undertaking on historic properties and afforded the ACHP an opportunity to comment.

(Signature Pages Follow)

MEMORANDUM OF AGREEMENT
AMONG THE
FEDERAL HIGHWAY ADMINISTRATION,
ILLINOIS STATE HISTORIC PRESERVATION OFFICER,
CITY OF HIGHLAND PARK,
AND
ILLINOIS DEPARTMENT OF TRANSPORTATION
REGARDING THE REPLACEMENT OF THE
PEDESTRIAN BRIDGE OVER US 41
IN THE CITY OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS

Signatory

FEDERAL HIGHWAY ADMINISTRATION

By: _____ Date: _____

Print Name:

Title: FHWA, IL Division Environmental Unit

MEMORANDUM OF AGREEMENT
AMONG THE
FEDERAL HIGHWAY ADMINISTRATION,
ILLINOIS STATE HISTORIC PRESERVATION OFFICER,
CITY OF HIGHLAND PARK,
AND
ILLINOIS DEPARTMENT OF TRANSPORTATION
REGARDING THE REPLACEMENT OF THE
PEDESTRIAN BRIDGE OVER US 41
IN THE CITY OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS

Signatory

ILLINOIS STATE HISTORIC PRESERVATION OFFICER

By: _____ Date: _____

Print Name: Carey L. Mayer, AIA

Title: Deputy State Historic Preservation Officer
Illinois Department of Natural Resources

MEMORANDUM OF AGREEMENT
AMONG THE
FEDERAL HIGHWAY ADMINISTRATION,
ILLINOIS STATE HISTORIC PRESERVATION OFFICER,
CITY OF HIGHLAND PARK,
AND
ILLINOIS DEPARTMENT OF TRANSPORTATION
REGARDING THE REPLACEMENT OF THE
PEDESTRIAN BRIDGE OVER US 41
IN THE CITY OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS

Invited Signatory

ILLINOIS DEPARTMENT OF TRANSPORTATION

By: _____ Date: _____

Print Name:

Title:

MEMORANDUM OF AGREEMENT
AMONG THE
FEDERAL HIGHWAY ADMINISTRATION,
ILLINOIS STATE HISTORIC PRESERVATION OFFICER,
CITY OF HIGHLAND PARK,
AND
ILLINOIS DEPARTMENT OF TRANSPORTATION
REGARDING THE REPLACEMENT OF THE
PEDESTRIAN BRIDGE OVER US 41
IN THE CITY OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS

Invited Signatory

CITY OF HIGHLAND PARK

By: _____ Date: _____

Print Name:

Title:

Staff Report

Meeting Date: November 10, 2025

Staff Contact: CHARMAIN LATER, Deputy Director of Community Development

Department: Community Development Department

Title: A Resolution Approving a Third Amendment to the Enterprise Resource Planning Software and Implementation Contract between the City of Highland Park and Tyler Technologies Inc., of Plano, Texas

Recommendation:
Staff recommend amending the City's agreement ("Agreement") with Tyler Technologies, Inc., of Plano, Texas ("Tyler") to provide additional services for the ongoing technical assistance, maintenance, troubleshooting, and configuration enhancements for the Enterprise, Permitting & Licensing ("EP&L") software/database administered by the Community Development Department.

Policy Consideration:
Background:
The City Council approved an agreement with Tyler Technologies (RFCA Exhibit A) in 2019. The City's current contact includes a Tyler System Management Services plan to assist the City's IT Division in maintaining the City's IT environment and network (Second Amendment to the ERP Agreement.). This third amendment adds Tyler Technologies' EP&L Assist Basic service to provide the Dept. of Community Dev. technical software maintenance, troubleshooting, and system / configuration improvement services beyond what internal staff has the capacity to provide. Equally importantly, Tyler's Assist Basic for EP&L also provides training and best practice assistance to ensure full utilization of the software.

Financial Impact:
The fiscal impact for Tyler Assist Basic service is $40,000 per year. This cost is included in the City's FY-26 Budget. Tyler is offering this fee at the 2025 price for the service, although the contract service will begin January 1, 2026 so that it coincides with the City's Fiscal Year.

Core Priorities:
Fiscal Stability - this contract amendment helps the City operate its information systems effectively and efficiently.

Attachments:

1. Exhibit A- ERP Agreement
2. Exhibit B - City of Highland Park EPL Assist Basic Quote 110325 - signed & as to form

City of Highland Park

Resolution No.

A Resolution Approving a Third Amendment to the Enterprise Resource Planning Software and Implementation Contract between the City of Highland Park and Tyler Technologies Inc., of Plano, Texas

WHEREAS, the City and Tyler Technologies, Inc. of Plano, Texas (***"Tyler"***) have entered into an agreement, dated June 25, 2019, as later amended, for the provision of Enterprise Resource Planning (***"ERP"***) software and implementation services by Tyler to the City (***"Agreement"***); and

WHEREAS, the City and Tyler desire to further amend the Agreement to add recurring services for enterprise permitting and licensing (***"Amendment"***); and

WHEREAS, the City Council has determined that entering into the Amendment to the Agreement with Tyler will serve and be in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: APPROVAL OF AMENDMENT. The Amendment to the Agreement by and between the City and Tyler is hereby approved in substantially the form attached to this Resolution as **Exhibit A**.

SECTION THREE: EXECUTION OF AMENDMENT. The City Manager and the Deputy City Clerk are hereby authorized and directed to execute and attest, on behalf of the City, the Amendment upon receipt by the City Clerk of at least one original copy of the Amendment executed by Tyler; provided, however, that if the executed copy of the Amendment is not received by the City Clerk within 60 days after the effective date of this Resolution, then this authority to execute and attest, at the option of the City Council, be null and void.

SECTION FOUR: EFFECTIVE DATE. This Resolution will be in full force and effect upon its passage and approval by a majority of the members of the City Council.



LICENSE AND SERVICES AGREEMENT

This License and Services Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to license the software products and perform the services set forth in the Investment Summary and Tyler desires to perform such actions under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **"Agreement"** means this License and Services Agreement.
- **"Business Travel Policy"** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- **"Client"** means City of Highland Park.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **"Developer"** means a third party who owns the intellectual property rights to Third Party Software.
- **"Documentation"** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **"Effective Date"** means the date on which your authorized representative signs the Agreement.
- **"Force Majeure"** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **"Implementation Planning Document"** means the agreed-upon schedule of project activities necessary to implement the Tyler Software in accordance with the Statement of Work.
- **"Investment Summary"** means the agreed upon cost proposal for the software, products, and services attached as Exhibit A.
- **"Invoicing and Payment Policy"** means the invoicing and payment policy. A copy of our current Invoicing and Payment Policy is attached as Exhibit B.
- **"Maintenance and Support Agreement"** means the terms and conditions governing the provision of maintenance and support services to all of our customers. A copy of our current Maintenance and Support Agreement is attached as Exhibit C.
- **"Statement of Work"** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software, and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit E.
- **"Support Call Process"** means the support call process applicable to all of our customers who have

licensed the Tyler Software. A copy of our current Support Call Process is attached as Schedule 1 to Exhibit C.

- **"Third Party Terms"** means, if any, the end user license agreement(s) or similar terms for the Third Party Software, as applicable and attached as Exhibit D.
- **"Third Party Hardware"** means the third party hardware, if any, identified in the Investment Summary.
- **"Third Party Products"** means the Third Party Software and Third Party Hardware.
- **"Third Party Software"** means the third party software, if any, identified in the Investment Summary.
- **"Third Party Services"** means the third party services, if any, identified in the Investment Summary.
- **"Tyler"** means Tyler Technologies, Inc., a Delaware corporation.
- **"Tyler Software"** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **"we", "us", "our"** and similar terms mean Tyler.
- **"you"** and similar terms mean Client.

SECTION B – SOFTWARE LICENSE

1. License Grant and Restrictions.

1.1 We grant to you a license to use the Tyler Software for your internal business purposes only, in the scope of the internal business purposes disclosed to us as of the Effective Date. You may make copies of the Tyler Software for backup and testing purposes, so long as such copies are not used in production and the testing is for internal use only. Your rights to use the Tyler Software are perpetual but may be revoked if you do not comply with the terms of this Agreement.

1.2 Without limiting the terms of Section 1.1, should you elect to remove the module from optional to in scope, you understand and agree that the Socrata Open Finance module set forth in the Investment Summary is licensed to you on a subscription basis. If you do not pay the required annual fee in accordance with the Invoicing and Payment Policy, your license to use the associated module will be suspended unless and until payment in full has been made.

1.3 The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.

1.4 You may not: (a) transfer or assign the Tyler Software to a third party; (b) reverse engineer, decompile, or disassemble the Tyler Software; (c) rent, lease, lend, or provide commercial hosting services with the Tyler Software; or (d) publish or otherwise disclose the Tyler Software or Documentation to third parties.

1.5 The license terms in this Agreement apply to updates and enhancements we may provide to you or make available to you through your Maintenance and Support Agreement.

1.6 The right to transfer the Tyler Software to a replacement hardware system is included in your license. You will give us advance written notice of any such transfer and will pay us for any required or requested technical assistance from us associated with such transfer.

1.7 We reserve all rights not expressly granted to you in this Agreement. The Tyler Software and Documentation are protected by copyright and other intellectual property laws and treaties. We own

the title, copyright, and other intellectual property rights in the Tyler Software and the Documentation. **The Tyler Software is licensed, not sold.**

2. License Fees. You agree to pay us the license fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.

3. Escrow. We maintain an escrow agreement with a third party under which we place the source code for each major release of the Tyler Software. You may be added as a beneficiary to the escrow agreement by completing a standard beneficiary enrollment form and paying the annual beneficiary fee set forth in the Investment Summary. You will be responsible for maintaining your ongoing status as a beneficiary, including payment of the then-current annual beneficiary fees. Release of source code for the Tyler Software is strictly governed by the terms of the escrow agreement.

4. Limited Warranty. We warrant that the Tyler Software will be without Defect(s) as long as you have a Maintenance and Support Agreement in effect. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect as set forth in the Maintenance and Support Agreement.

SECTION C – PROFESSIONAL SERVICES

1. Services. We will provide you the various implementation-related services itemized in the Investment Summary and described in the Statement of Work.

2. Professional Services Fees. You agree to pay us the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. You acknowledge that the fees stated in the Investment Summary are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable hourly rate by the quoted hours.

3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.

4. Cancellation. We make all reasonable efforts to schedule our personnel for travel, including arranging travel reservations, at least two (2) weeks in advance of commitments. Therefore, if you cancel services less than two (2) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) non-refundable expenses incurred by us on your behalf, and (b) daily fees associated with cancelled professional services if we are unable to reassign our personnel. We will make all reasonable efforts to reassign personnel in the event you cancel within two (2) weeks of scheduled commitments.

5. Services Warranty. We will perform the services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.

6. Site Access and Requirements. At no cost to us, you agree to provide us with full and free access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation

services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us. You further agree to provide a reasonably suitable environment, location, and space for the installation of the Tyler Software and any Third Party Products, including, without limitation, sufficient electrical circuits, cables, and other reasonably necessary items required for the installation and operation of the Tyler Software and any Third Party Products.

7. Assignment and Removal of Staff. After the Effective Date, and in coordination with the project kick-off activities identified in the Statement of Work, we will make our project staffing assignments. Upon request, we will provide you with project resumes, demonstrating relevant past project experience, for project team members that are allocated for onsite services on the project. You agree that those resumes are for your information and planning purposes only.

   Once our project team is assembled and your counterparts have been identified, both parties agree that, except for reasons outside of their control, they will not remove staff and personnel from their assigned project roles without reasonable advance notice and good cause, and that they will work together to mitigate project impacts after any such removal. The parties will also work together to manage the project impact resulting from the temporary unavailability of project staff from either party. We agree to use commercially reasonable efforts to maintain consistency of project personnel and commit to replacement resources having sufficient project knowledge, without additional cost to you, in order to render services in accordance with contractual requirements.

   In the event our personnel is/are not providing services consistent with our services warranty or are otherwise negatively impacting the project, you will notify us of that deficiency and give us a reasonable opportunity to correct it. In the event the deficiency persists, we will replace that project member, upon written request and demonstration of good cause. Replacement staff will be assigned following the same processes set forth above and shall have, at minimum, the reasonably equivalent experience and project knowledge as the person being replaced. The foregoing notwithstanding, if the replacement personnel is providing services onsite, you shall remain liable for travel expenses incurred by such personnel, to be invoiced in accordance with the Business Travel Policy.

8. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working with us to schedule the implementation-related services outlined in this Agreement. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).

SECTION D – MAINTENANCE AND SUPPORT

This Agreement includes the period of free maintenance and support services identified in the Invoicing and Payment Policy. If you have purchased ongoing maintenance and support services, and continue to make timely payments for them according to our Invoicing and Payment Policy, we will provide you with maintenance and support services for the Tyler Software under the terms of our standard Maintenance and Support Agreement.

If you have opted not to purchase ongoing maintenance and support services for the Tyler Software, the Maintenance and Support Agreement does not apply to you. Instead, you will only receive ongoing maintenance and support on the Tyler Software on a time and materials basis. In addition, you will:

(i) receive the lowest priority under our Support Call Process;
(ii) be required to purchase new releases of the Tyler Software, including fixes, enhancements and patches;
(iii) be charged our then-current rates for support services, or such other rates that we may consider necessary to account for your lack of ongoing training on the Tyler Software;
(iv) be charged for a minimum of two (2) hours of support services for every support call; and
(v) not be granted access to the support website for the Tyler Software or the Tyler Community Forum.

SECTION E – THIRD PARTY PRODUCTS

To the extent there are any Third Party Products set forth in the Investment Summary, the following terms and conditions will apply:

1. Third Party Hardware. We will sell, deliver, and install onsite the Third Party Hardware, if you have purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.

2. Third Party Software. Upon payment in full of the Third Party Software license fees, you will receive a non-transferable license to use the Third Party Software and related documentation for your internal business purposes only. Your license rights to the Third Party Software will be governed by the Third Party Terms.

   2.1 We will install onsite the Third Party Software. The installation cost is included in the installation fee in the Investment Summary.

   2.2 If the Developer charges a fee for future updates, releases, or other enhancements to the Third Party Software, you will be required to pay such additional future fee.

   2.3 The right to transfer the Third Party Software to a replacement hardware system is governed by the Developer. You will give us advance written notice of any such transfer and will pay us for any required or requested technical assistance from us associated with such transfer.

3. Third Party Products Warranties.

   3.1 We are authorized by each Developer to grant or transfer the licenses to the Third Party Software.

   3.2 The Third Party Hardware will be new and unused, and upon payment in full, you will receive free and clear title to the Third Party Hardware.

   3.3 You acknowledge that we are not the manufacturer of the Third Party Products. We do not warrant or guarantee the performance of the Third Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third Party Products.

4. Third Party Services. If you have purchased Third Party Services, those services will be provided independent of Tyler by such third-party at the rates set forth in the Investment Summary and in accordance with our Invoicing and Payment Policy.

5. Maintenance. If you have a Maintenance and Support Agreement in effect, you may report defects and other issues related to the Third Party Software directly to us, and we will (a) directly address the defect or issue, to the extent it relates to our interface with the Third Party Software; and/or (b) facilitate resolution with the Developer, unless that Developer requires that you have a separate, direct maintenance agreement in effect with that Developer. In all events, if you do not have a Maintenance and Support Agreement in effect with us, you will be responsible for resolving defects and other issues related to the Third Party Software directly with the Developer.

SECTION F – INVOICING AND PAYMENT; INVOICE DISPUTES

1. Invoicing and Payment. We will invoice you for all fees set forth in the Investment Summary per our Invoicing and Payment Policy, subject to Section F(2).

2. Invoice Disputes. If you believe any delivered software or service does not conform to the warranties in this Agreement, you will provide us with written notice within thirty (30) days of your receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within fifteen (15) days of notice of our intent to do so.

SECTION G – TERMINATION

1. For Cause. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section I(3). You may terminate this Agreement for cause in the event we do not cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within the thirty (30) day window set forth in Section I(3). In the event of termination for cause, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination.

2. Lack of Appropriations. If you should not appropriate or otherwise receive funds sufficient to purchase, lease, operate, or maintain the software or services set forth in this Agreement, you may unilaterally terminate this Agreement effective on the final day of the fiscal year through which you have funding. You will make every effort to give us at least thirty (30) days written notice prior to a termination for lack of appropriations. In the event of termination due to a lack of appropriations, you will pay us for all undisputed fees and expenses related to the software and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Any disputed fees and expenses must have been submitted to the Invoice Dispute process set forth in Section F(2) at the time of termination in order to be withheld at termination. You will not be entitled to a refund or offset of previously paid license and other fees.

3. Force Majeure. Except for your payment obligations, either you or we may terminate this Agreement if a

Force Majeure event suspends performance of scheduled tasks for a period of forty-five (45) days or more. In the event of termination due to Force Majeure, you will pay us for all undisputed fees and expenses related to the software and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Any disputed fees and expenses must have been submitted to the Invoice Dispute process set forth in Section F(2) at the time of termination in order to be withheld at termination. You will not be entitled to a refund or offset of previously paid license and other fees.

SECTION H – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.

   1.1 We will defend you against any third party claim(s) that the Tyler Software or Documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

   1.2 Our obligations under this Section H(1) will not apply to the extent the claim or adverse final judgment is based on your: (a) use of a previous version of the Tyler Software and the claim would have been avoided had you installed and used the current version of the Tyler Software, and we provided notice of that requirement to you; (b) combining the Tyler Software with any product or device not provided, contemplated, or approved by us; (c) altering or modifying the Tyler Software, including any modification by third parties at your direction or otherwise permitted by you; (d) use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties; or (e) willful infringement, including use of the Tyler Software after we notify you to discontinue use due to such a claim.

   1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent, in which case you will stop running the allegedly infringing Tyler Software immediately. Alternatively, we may decide to litigate the claim to judgment, in which case you may continue to use the Tyler Software consistent with the terms of this Agreement.

   1.4 If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; (c) replace it with a functional equivalent; or (d) terminate your license and refund the license fees paid for the infringing Tyler Software, as depreciated on a straight-line basis measured over seven (7) years from the Effective Date. We will pursue those options in the order listed herein. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

   2.1 We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable

attorney's fees and costs) for (a) personal injury or property damage to the extent caused by our negligence or willful misconduct; or (b) our violation of a law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

2.2 To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for personal injury or property damage to the extent caused by your negligence or willful misconduct; or (b) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

3. DISCLAIMER. **EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

4. LIMITATION OF LIABILITY. **EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (A) PRIOR TO FORMAL TRANSITION TO MAINTENANCE AND SUPPORT, THE TOTAL ONE-TIME FEES SET FORTH IN THE INVESTMENT SUMMARY; OR (B) AFTER FORMAL TRANSITION TO MAINTENANCE AND SUPPORT, THE THEN-CURRENT ANNUAL MAINTENANCE AND SUPPORT FEE. THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS H(1) AND H(2).**

5. EXCLUSION OF CERTAIN DAMAGES. **TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

6. Insurance. During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (a) Commercial General Liability of at least $1,000,000; (b) Automobile Liability of at least $1,000,000; (c) Professional Liability of at least $1,000,000; (d) Workers Compensation complying with applicable statutory requirements; and (e) Excess/Umbrella Liability of at least $5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

SECTION I – GENERAL TERMS AND CONDITIONS

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twenty-four (24 months from the Effective Date, and thereafter at our then-current list price, by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twenty-four (24) months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this

Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.

2. Optional Items. Pricing for any listed optional products and services in the Investment Summary will be valid for twenty-four (24) months from the Effective Date.

3. Dispute Resolution. You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in non-binding mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.

4. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.

5. Nondiscrimination. We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.

6. E-Verify. We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.

7. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.

8. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.

9. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a

request for a reasonable time extension equal to the estimated duration of the Force Majeure event.

10. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third Party Terms.

11. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.

12. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.

13. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.

14. Independent Contractor. We are an independent contractor for all purposes under this Agreement.

15. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.

16. Client Lists. You agree that we may identify you by name in client lists, and with your prior written consent, marketing presentations and promotional materials.

17. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:

    (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this

Agreement by a party or its employees or agents;
(b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
(c) a party receives from a third party who has a right to disclose it to the receiving party; or
(d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.

18. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.

19. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state of domicile, without regard to its rules on conflicts of law.

20. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.

21. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. We reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.

22. Contract Documents. This Agreement includes the following exhibits:

Exhibit A	Investment Summaries
	Schedule 1: Munis Investment Summary
	Schedule 2: Incode Investment Summary
	Schedule 3: Brazos Investment Summary
	Schedule 4: Migration Modules
Exhibit B	Invoicing and Payment Policy
	Schedule 1: Business Travel Policy
Exhibit C	Maintenance and Support Agreement
	Schedule 1: Support Call Process
Exhibit D	DocOrigin End User License Agreement
Exhibit E	Statement of Work
	Schedule 1: Munis and Incode SOW
	Schedule 2: Brazos SOW
Exhibit F	Socrata Open Finance Terms
Exhibit G	Tyler's Proposal
Exhibit H	Highland Park's Request for Proposal

In the event of a conflict in the various contract documents listed above, the conflicting language will be interpreted and resolved according to the following order of precedence:

a. License and Services Agreement, including Exhibits A through F.
b. Exhibit G: Tyler's Proposal
c. Exhibit H: Highland Park's Request for Proposals

23. License Rights Terminate Upon Migration. When Tyler makes Tyler Software discounted 100% in the Investment Summary (the "Evergreen Modules") licensed pursuant to this Agreement available to the Client for use in live production, the license to the Tyler software listed in Exhibit A, Schedule 4 (hereafter, "Migration Modules") shall continue on a limited, read-only basis for document viewing and reporting purposes, provided Client maintains the Migration Modules in their current operating environment.

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

By: Andrea L. Favret

Name: Andrea L. Favret

Title: Director of Legal Affairs

Date: 6/19/2019

Address for Notices:
Tyler Technologies, Inc.
One Tyler Drive
Yarmouth, ME 04096
Attention: Chief Legal Officer

City of Highland Park

By: Gluda S. Neukirch

Name: Gluda S. Neukirch

Title: City Manager

Date: 25 June 2019

Address for Notices:
City of Highland Park
1707 Saint Johns Ave
Highland Park, IL 60035
Attention: _____

APPROVED AS TO FORM ONLY
CORPORATION COUNSEL



Exhibit A
Investment Summaries

The following Investment Summaries detail the software, products, and services to be delivered by us to you under the Agreement. The Investment Summaries are effective as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

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Exhibit A
Schedule 1
Munis Investment Summary

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Quoted By:	Jason Cloutier
Date:	6/18/2019
Quote Expiration:	7/1/2019
Quote Name:	City of Highland Park-ERP-Munis 2018
Quote Number:	2018-55751
Quote Description:	City of Highland Park On Premise with increased user counts (6-18-2019)

Sales Quotation For

City of Highland Park
1707 Saint Johns Ave
Highland Park, IL 60035-3532
Phone +1 (847) 432-0800

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Financials:						
Accounting/GL	$29,000.00	104	$16,640.00	$5,600.00	$51,240.00	$5,220.00
Accounts Payable	$9,000.00	32	$5,120.00	$0.00	$14,120.00	$1,620.00
BMI CollectIT Interface	$2,200.00	24	$3,840.00	$0.00	$6,040.00	$396.00
Budgeting	$9,000.00	32	$5,120.00	$0.00	$14,120.00	$1,620.00
Capital Assets	$7,700.00	40	$6,400.00	$3,000.00	$17,100.00	$1,386.00
Cash Management	$5,000.00	24	$3,840.00	$0.00	$8,840.00	$900.00
Contract Management	$3,300.00	24	$3,840.00	$0.00	$7,140.00	$594.00
Employee Expense Reimbursement	$4,000.00	32	$5,120.00	$0.00	$9,120.00	$720.00
Inventory	$7,150.00	40	$6,400.00	$0.00	$13,550.00	$1,287.00
Project & Grant Accounting	$6,000.00	32	$5,120.00	$2,000.00	$13,120.00	$1,080.00
Purchasing	$12,700.00	72	$11,520.00	$2,700.00	$26,920.00	$2,286.00
Human Capital Management:						
ExecuTime Advanced Scheduling (75)	$10,140.00	64	$10,240.00	$0.00	$20,380.00	$2,028.00

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
ExecuTime Advanced Scheduling Mobile Access	$3,975.00	0	$0.00	$0.00	$3,975.00	$795.00
ExecuTime Time & Attendance (225)	$16,895.00	104	$16,640.00	$0.00	$33,535.00	$3,379.00
ExecuTime Time & Attendance Import	$5,145.00	0	$0.00	$0.00	$5,145.00	$1,029.00
ExecuTime Time & Attendance Mobile Access	$5,075.00	0	$0.00	$0.00	$5,075.00	$1,015.00
Human Resources & Talent Management	$13,200.00	72	$11,520.00	$0.00	$24,720.00	$2,376.00
Payroll w/ESS	$16,100.00	152	$24,320.00	$12,300.00	$52,720.00	$2,898.00
Revenue:						
Accounts Receivable	$6,600.00	72	$11,520.00	$0.00	$18,120.00	$1,188.00
Central Property File	$2,200.00	8	$1,280.00	$0.00	$3,480.00	$550.00
General Billing	$3,000.00	32	$5,120.00	$8,200.00	$16,320.00	$540.00
Tyler Cashiering	$11,000.00	40	$6,400.00	$0.00	$17,400.00	$1,980.00
UB Interface	$4,400.00	24	$3,840.00	$0.00	$8,240.00	$792.00
Utility Billing CIS	$18,000.00	160	$25,600.00	$23,700.00	$67,300.00	$3,240.00
Vehicle Stickers	$8,800.00	32	$5,120.00	$0.00	$13,920.00	$1,584.00
Productivity:						
Tyler Forms Processing	$7,500.00	0	$0.00	$0.00	$7,500.00	$1,500.00
Tyler Content Manager SE	$14,000.00	40	$6,400.00	$56,700.00	$77,100.00	$2,520.00
Munis Analytics & Reporting	$9,400.00	80	$12,800.00	$0.00	$22,200.00	$1,692.00
eProcurement	$5,000.00	8	$1,280.00	$0.00	$6,280.00	$900.00
Citizen Self Service	$6,600.00	8	$1,280.00	$0.00	$7,880.00	$1,188.00
Additional:						
Accounting - Actuals up to 7 years	$0.00	0	$0.00	$3,000.00	$3,000.00	$0.00
Accounting - Budgets up to 7 years	$0.00	0	$0.00	$3,000.00	$3,000.00	$0.00
Accounting Standard COA - Summary Balances	$0.00	0	$0.00	$1,500.00	$1,500.00	$0.00
Asset Maintenance	$144,000.00	168	$26,880.00	$20,000.00	$190,880.00	$28,800.00
Asset Performance (5)	$3,000.00	104	$16,640.00	$0.00	$19,640.00	$600.00
EnerGovAdv Server Extensions Bundle	$9,600.00	104	$16,640.00	$0.00	$26,240.00	$1,920.00
EnerGov Business Management Suite (19)	$34,200.00	120	$19,200.00	$24,675.00	$78,075.00	$6,840.00

Tyler Software and Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
EnerGov Citizen Self Service - Business Management	$9,600.00	24	$3,840.00	$0.00	$13,440.00	$1,920.00
EnerGov Citizen Self Service - Community Development	$9,600.00	24	$3,840.00	$0.00	$13,440.00	$1,920.00
EnerGov Community Development Suite (50)	$90,000.00	224	$35,840.00	$31,725.00	$157,565.00	$18,000.00
EnerGov e-Reviews	$18,000.00	72	$11,520.00	$0.00	$29,520.00	$3,600.00
EnerGov iG Workforce Apps	$32,200.00	24	$3,840.00	$0.00	$36,040.00	$6,440.00
EnerGov Report Toolkit	$2,400.00	0	$0.00	$0.00	$2,400.00	$480.00
EnerGov View Only License (30)	$20,970.00	0	$0.00	$0.00	$20,970.00	$4,200.00
Payroll-Accumulators back to 2004	$0.00	0	$0.00	$4,200.00	$4,200.00	$0.00
Payroll-Check History back to 2004	$0.00	0	$0.00	$3,600.00	$3,600.00	$0.00
Payroll-Earning/Deduction History back to 2004	$0.00	0	$0.00	$7,500.00	$7,500.00	$0.00
Project and Grant Accounting - Actuals up to 7 years	$0.00	0	$0.00	$3,000.00	$3,000.00	$0.00
Project and Grant Accounting - Budgets up to 7 years	$0.00	0	$0.00	$3,000.00	$3,000.00	$0.00
Purchase Orders - Closed POs	$0.00	0	$0.00	$1,500.00	$1,500.00	$0.00
Requestor Access License	$1,800.00	0	$0.00	$0.00	$1,800.00	$360.00
Tyler 311/Incident Management	$5,000.00	48	$7,680.00	$0.00	$12,680.00	$1,000.00
Tyler GIS - Site License	$24,500.00	0	$0.00	$0.00	$24,500.00	$4,900.00
Vehicle Stickers	$0.00	0	$0.00	$2,700.00	$2,700.00	$0.00
Sub-Total:	$666,950.00		$362,240.00	$223,600.00	$1,252,790.00	$129,283.00
Less Discount:	*$331,243.00*		*$0.00*	*$105,448.00*	*$436,691.00*	*$129,283.00*
TOTAL:	**$335,707.00**	**2264**	**$362,240.00**	**$118,152.00**	**$816,099.00**	**$0.00**

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
EnerGov Business Management Forms Library (6 Forms)	1	$3,825.00	$0.00	$3,825.00
EnerGov Community Development Forms Library (5 Forms)	1	$3,825.00	$0.00	$3,825.00
EnerGov Project Manager Services	1	$7,500.00	$0.00	$7,500.00
Install Fee - New Server Install-WIN	1	$6,000.00	$0.00	$6,000.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
EnerGov Intelligent Objects Automation	64	$160.00	$0.00	$10,240.00
P-Card Import Format	1	$5,500.00	$0.00	$5,500.00
Project Planning Services	1	$5,000.00	$0.00	$5,000.00
TCM Conversion - Implementation	24	$160.00	$0.00	$3,840.00
Tyler Forms Library - Financial	1	$1,600.00	$0.00	$1,600.00
Tyler Forms Library - General Billing	1	$1,500.00	$0.00	$1,500.00
Tyler Forms Library - Payroll	1	$1,200.00	$0.00	$1,200.00
Tyler Forms Library - Personnel Action	1	$1,000.00	$0.00	$1,000.00
Tyler Forms Processing Configuration	1	$1,500.00	$0.00	$1,500.00
Tyler Forms Library - Utility Billing	1	$3,500.00	$0.00	$3,500.00
TOTAL:				**$56,030.00**

3rd Party Hardware, Software and Services

Description	Quantity	Unit Price	Unit Discount	Total Price	Unit Maintenance	Unit Maintenance Discount	Total Year One Maintenance
Cash Drawer	1	$230.00	$0.00	$230.00	$0.00	$0.00	$0.00
Hand Held Scanner - Model 1900GSR	1	$400.00	$0.00	$400.00	$0.00	$0.00	$0.00
Hand Held Scanner Stand	1	$30.00	$0.00	$30.00	$0.00	$0.00	$0.00
ID Tech MiniMag USB Reader	1	$62.00	$0.00	$62.00	$0.00	$0.00	$0.00
Printer (TM-S9000)	1	$1,600.00	$0.00	$1,600.00	$0.00	$0.00	$0.00
Tyler Secure Signature System with 2 Keys	1	$1,650.00	$0.00	$1,650.00	$0.00	$0.00	$0.00
3rd Party Hardware Sub-Total:			*$0.00*	*$3,972.00*			*$0.00*
TOTAL:				**$3,972.00**			**$0.00**

Summary	One Time Fees	Recurring Fees
Total Tyler Software	$335,707.00	$0.00
Total Tyler Services	$536,422.00	$0.00
Total 3rd Party Hardware, Software and Services	$3,972.00	$0.00
Summary Total	**$876,101.00**	**$0.00**

Summary	One Time Fees	Recurring Fees
Contract Total (Excluding Estimated Travel Expenses)	$876,101.00	
Estimated Travel Expenses	$134,260.00	

Detailed Breakdown of Conversions (included in Contract Total)

Description	Unit Price	Unit Discount	Extended Price
Accounting - Actuals up to 7 years	$3,000.00	$1,680.00	$1,320.00
Accounting - Budgets up to 7 years	$3,000.00	$1,680.00	$1,320.00
Accounting Standard COA - Summary Balances	$1,500.00	$840.00	$660.00
Accounts Payable - Checks up to 5 years	$1,600.00	$896.00	$704.00
Accounts Payable - Invoice up to 5 years	$2,400.00	$1,344.00	$1,056.00
Accounts Payable Standard Master	$1,600.00	$896.00	$704.00
Asset Maintenance - Closed Work Order History No Cost Data (2)	$3,000.00	$0.00	$6,000.00
Asset Maintenance - Work Order Asset (2)	$4,000.00	$0.00	$8,000.00
Asset Maintenance - Work Order History With Cost Data (2)	$3,000.00	$0.00	$6,000.00
Capital Assets Std Master	$3,000.00	$1,680.00	$1,320.00
EnerGov Business Management (3)	$8,225.00	$4,606.00	$10,857.00
EnerGov Community Development (3)	$10,575.00	$5,922.00	$13,959.00
General Billing - Bills up to 5 years	$4,000.00	$2,240.00	$1,760.00
General Billing - Recurring Invoices	$2,700.00	$1,512.00	$1,188.00
General Billing Std CID	$1,500.00	$840.00	$660.00
Payroll - Accrual Balances	$1,500.00	$840.00	$660.00
Payroll-Accumulators back to 2004	$4,200.00	$0.00	$4,200.00
Payroll - Certifications	$1,400.00	$784.00	$616.00
Payroll-Check History back to 2004	$3,600.00	$0.00	$3,600.00
Payroll - Deductions	$1,800.00	$1,008.00	$792.00
Payroll-Earning/Deduction History back to 2004	$7,500.00	$0.00	$7,500.00
Payroll - Education	$1,400.00	$784.00	$616.00
Payroll - PM Action History up to 5 years	$1,400.00	$784.00	$616.00
Payroll - Position Control	$1,400.00	$784.00	$616.00
Payroll - Standard	$2,000.00	$1,120.00	$880.00
Payroll - State Retirement Tables	$1,400.00	$784.00	$616.00
Project and Grant Accounting - Actuals up to 7 years	$3,000.00	$1,680.00	$1,320.00
Project and Grant Accounting - Budgets up to 7 years	$3,000.00	$1,680.00	$1,320.00

Detailed Breakdown of Conversions (included in Contract Total)

Description	Unit Price	Unit Discount	Extended Price
Project Grant Accounting Standard	$2,000.00	$1,120.00	$880.00
Purchase Orders - Closed POs	$1,500.00	$840.00	$660.00
Purchasing - Purchase Orders - Standard Open PO's only	$2,700.00	$1,512.00	$1,188.00
Tyler Content Manager SE - Accounting - Budgets (total balances only) up to 3yrs	$1,800.00	$1,008.00	$792.00
Tyler Content Manager SE - AP - Checks	$1,800.00	$1,008.00	$792.00
Tyler Content Manager SE - AP Standard Master	$5,100.00	$2,856.00	$2,244.00
Tyler Content Manager SE - Business License - Bills (Header,Detail)	$1,800.00	$1,008.00	$792.00
Tyler Content Manager SE - Business License Standard Master - Customer Accounts	$1,300.00	$728.00	$572.00
Tyler Content Manager SE - Capital Assets - History	$1,300.00	$728.00	$572.00
Tyler Content Manager SE - Capital Assets Standard - Master, GL Accounts, Purchase History	$2,600.00	$1,456.00	$1,144.00
Tyler Content Manager SE - EnerGov Business Management	$5,500.00	$3,080.00	$2,420.00
Tyler Content Manager SE - EnerGov Community Development	$6,500.00	$3,640.00	$2,860.00
Tyler Content Manager SE - General Billing - Bills (Header,Detail), Payment History, Invoices	$3,000.00	$1,680.00	$1,320.00
Tyler Content Manager SE - General Billing Standard - CID	$1,300.00	$728.00	$572.00
Tyler Content Manager SE - Payroll - Certications	$1,000.00	$560.00	$440.00
Tyler Content Manager SE - Payroll - Check History	$1,000.00	$560.00	$440.00
Tyler Content Manager SE - Payroll - Deductions	$1,400.00	$784.00	$616.00
Tyler Content Manager SE - Payroll - PM Action History	$1,000.00	$560.00	$440.00
Tyler Content Manager SE - Payroll - Position Control	$1,400.00	$784.00	$616.00
Tyler Content Manager SE - Payroll - Recruiting	$1,000.00	$560.00	$440.00
Tyler Content Manager SE - Payroll Standard - Employee, Address	$7,000.00	$3,920.00	$3,080.00
Tyler Content Manager SE - Permits and Code Enforcement - Applications	$1,400.00	$784.00	$616.00
Tyler Content Manager SE - Permits and Code Enforcement - Inspections	$1,000.00	$560.00	$440.00
Tyler Content Manager SE - Permits and Code Enforcement - Violations	$1,000.00	$560.00	$440.00
Tyler Content Manager SE - Property Master Standard	$1,300.00	$728.00	$572.00
Tyler Content Manager SE - Purchase Orders - Standard - Open PO's	$3,600.00	$2,016.00	$1,584.00
Tyler Content Manager SE - Utility Billing - Backflow	$1,300.00	$728.00	$572.00
Tyler Content Manager SE - Utility Billing - Standard - UB Account, CID's	$1,300.00	$728.00	$572.00
Utility Billing - Assessments	$1,800.00	$1,008.00	$792.00

Detailed Breakdown of Conversions (included in Contract Total)

Description	Unit Price	Unit Discount	Extended Price
Utility Billing - Backflow	$2,000.00	$1,120.00	$880.00
Utility Billing - Balance Forward AR	$5,100.00	$2,856.00	$2,244.00
Utility Billing - Consumption History up to 5 years	$3,000.00	$1,680.00	$1,320.00
Utility Billing - Service Orders	$3,100.00	$1,736.00	$1,364.00
Utility Billing - Services	$4,100.00	$2,296.00	$1,804.00
Utility Billing - Standard	$4,600.00	$2,576.00	$2,024.00
Vehicle Stickers	$2,700.00	$1,512.00	$1,188.00
TOTAL:			**$118,152.00**

Optional SaaS			One Time Fees		
Description	# Years	Annual Fee	Impl. Hours	Impl. Cost	Data Conversion
Productivity:					
Tyler Notify	1	$6,000.00	0	$0.00	$0.00
Additional:					
Socrata Open Finance	1	$12,000.00	0	$0.00	$0.00
	Sub-Total:	$18,000.00		$0.00	$0.00
	Less Discount:	*$6,300.00*		*$0.00*	*$0.00*

Optional Tyler Software & Related Services

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Financials:						
Bid Management	$3,300.00	24	$3,840.00	$0.00	$7,140.00	$594.00
BMI Asset Track Interface	$2,200.00	24	$3,840.00	$0.00	$6,040.00	$396.00
Human Capital Management:						
Recruiting	$2,750.00	24	$3,840.00	$0.00	$6,590.00	$495.00
Productivity:						
Tyler Content Manager Enterprise Upgrade (Existing CL w/Tyler Content Manager SE)	$14,000.00	48	$7,680.00	$0.00	$21,680.00	$2,520.00
Additional:						
CAFR Statement Builder	$10,625.00	40	$6,400.00	$0.00	$17,025.00	$1,913.00
Tyler Disaster Recovery Service	$0.00	0	$0.00	$0.00	$0.00	$21,586.00
Tyler System Management Services Contract	$0.00	0	$0.00	$0.00	$0.00	$21,586.00
Sub-Total:	$32,875.00		$25,600.00	$0.00	$58,475.00	$49,090.00
Less Discount:	*$6,607.00*		*$0.00*	*$0.00*	*$6,607.00*	*$0.00*
TOTAL:	**$26,268.00**	**160**	**$25,600.00**	**$0.00**	**$51,868.00**	**$49,090.00**

Optional Other Services

Description	Quantity	Unit Price	Discount	Extended Price
Install Fee - Socrata Open Finance	1	$3,200.00	$0.00	$3,200.00
TOTAL:				**$3,200.00**

Optional 3rd Party Hardware, Software and Services

Description	Quantity	Unit Price	Unit Discount	Total Price	Unit Maintenance	Unit Maintenance Discount	Total Year One Maintenance
Tyler Notify IVR Plan (25,000 Minutes)	1	$2,500.00	$0.00	$2,500.00	$0.00	$0.00	$0.00
Tyler Notify SMS Text Plan (25,000 Messages)	1	$1,250.00	$0.00	$1,250.00	$0.00	$0.00	$0.00
3rd Party Software Sub-Total:			*$0.00*	*$3,750.00*		$0.00	*$0.00*
TOTAL:				**$3,750.00**			**$0.00**

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O. #: _____

All primary values quoted in US Dollars

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Financials:						
Accounting/GL	$29,000.00	$29,000.00	$0.00	$5,220.00	$5,220.00	$0.00
Accounts Payable	$9,000.00	$9,000.00	$0.00	$1,620.00	$1,620.00	$0.00
BMI CollectIT Interface	$2,200.00	$770.00	$1,430.00	$396.00	$396.00	$0.00
Budgeting	$9,000.00	$9,000.00	$0.00	$1,620.00	$1,620.00	$0.00
Capital Assets	$7,700.00	$7,700.00	$0.00	$1,386.00	$1,386.00	$0.00
Cash Management	$5,000.00	$1,750.00	$3,250.00	$900.00	$900.00	$0.00
Contract Management	$3,300.00	$1,155.00	$2,145.00	$594.00	$594.00	$0.00
Employee Expense Reimbursement	$4,000.00	$1,400.00	$2,600.00	$720.00	$720.00	$0.00
Inventory	$7,150.00	$2,503.00	$4,647.00	$1,287.00	$1,287.00	$0.00

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Project & Grant Accounting	$6,000.00	$6,000.00	$0.00	$1,080.00	$1,080.00	$0.00
Purchasing	$12,700.00	$12,700.00	$0.00	$2,286.00	$2,286.00	$0.00
Payroll/HR:						
ExecuTime Advanced Scheduling (75)	$10,140.00	$3,549.00	$6,591.00	$2,028.00	$2,028.00	$0.00
ExecuTime Advanced Scheduling Mobile Access	$3,975.00	$1,391.00	$2,584.00	$795.00	$795.00	$0.00
ExecuTime Time & Attendance (225)	$16,895.00	$5,913.00	$10,982.00	$3,379.00	$3,379.00	$0.00
ExecuTime Time & Attendance Import	$5,145.00	$1,801.00	$3,344.00	$1,029.00	$1,029.00	$0.00
ExecuTime Time & Attendance Mobile Access	$5,075.00	$1,776.00	$3,299.00	$1,015.00	$1,015.00	$0.00
Human Resources & Talent Management	$13,200.00	$13,200.00	$0.00	$2,376.00	$2,376.00	$0.00
Payroll w/ESS	$16,100.00	$16,100.00	$0.00	$2,898.00	$2,898.00	$0.00
Revenue:						
Accounts Receivable	$6,600.00	$6,600.00	$0.00	$1,188.00	$1,188.00	$0.00
Central Property File	$2,200.00	$2,200.00	$0.00	$550.00	$550.00	$0.00
General Billing	$3,000.00	$3,000.00	$0.00	$540.00	$540.00	$0.00
Tyler Cashiering	$11,000.00	$11,000.00	$0.00	$1,980.00	$1,980.00	$0.00
UB Interface	$4,400.00	$4,400.00	$0.00	$792.00	$792.00	$0.00
Utility Billing CIS	$18,000.00	$18,000.00	$0.00	$3,240.00	$3,240.00	$0.00
Vehicle Stickers	$8,800.00	$3,080.00	$5,720.00	$1,584.00	$1,584.00	$0.00
Productivity:						
Citizen Self Service	$6,600.00	$6,600.00	$0.00	$1,188.00	$1,188.00	$0.00
eProcurement	$5,000.00	$1,750.00	$3,250.00	$900.00	$900.00	$0.00
Munis Analytics & Reporting	$9,400.00	$3,290.00	$6,110.00	$1,692.00	$1,692.00	$0.00
Tyler Content Manager SE	$14,000.00	$4,900.00	$9,100.00	$2,520.00	$2,520.00	$0.00
Tyler Forms Processing	$7,500.00	$0.00	$7,500.00	$1,500.00	$1,500.00	$0.00
Additional:						
Asset Maintenance	$144,000.00	$50,400.00	$93,600.00	$28,800.00	$28,800.00	$0.00
Asset Performance (5)	$3,000.00	$1,050.00	$1,950.00	$600.00	$600.00	$0.00

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
EnerGovAdv Server Extensions Bundle	$9,600.00	$3,360.00	$6,240.00	$1,920.00	$1,920.00	$0.00
EnerGov Business Management Suite (19)	$34,200.00	$11,970.00	$22,230.00	$6,840.00	$6,840.00	$0.00
EnerGov Citizen Self Service - Business Management	$9,600.00	$3,360.00	$6,240.00	$1,920.00	$1,920.00	$0.00
EnerGov Citizen Self Service - Community Development	$9,600.00	$3,360.00	$6,240.00	$1,920.00	$1,920.00	$0.00
EnerGov Community Development Suite (50)	$90,000.00	$31,500.00	$58,500.00	$18,000.00	$18,000.00	$0.00
EnerGov e-Reviews	$18,000.00	$6,300.00	$11,700.00	$3,600.00	$3,600.00	$0.00
EnerGov iG Workforce Apps	$32,200.00	$11,270.00	$20,930.00	$6,440.00	$6,440.00	$0.00
EnerGov Report Toolkit	$2,400.00	$840.00	$1,560.00	$480.00	$480.00	$0.00
EnerGov View Only License (30)	$20,970.00	$7,350.00	$13,620.00	$4,200.00	$4,200.00	$0.00
Requestor Access License	$1,800.00	$630.00	$1,170.00	$360.00	$360.00	$0.00
Tyler 311/Incident Management	$5,000.00	$1,750.00	$3,250.00	$1,000.00	$1,000.00	$0.00
Tyler GIS - Site License	$24,500.00	$8,575.00	$15,925.00	$4,900.00	$4,900.00	$0.00
TOTAL:	**$666,950.00**	**$331,243.00**	**$335,707.00**	**$129,283.00**	**$129,283.00**	**$0.00**

Optional Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Financials:						
Payroll/HR:						
Recruiting	$2,750.00	$963.00	$1,787.00	$495.00	$0.00	$495.00
Productivity:						
Tyler Content Manager Enterprise Upgrade (Existing CL w/Tyler Content Manager SE)	$14,000.00	$0.00	$14,000.00	$2,520.00	$0.00	$2,520.00
Additional:						
CAFR Statement Builder	$10,625.00	$3,719.00	$6,906.00	$1,913.00	$0.00	$1,913.00
Tyler Disaster Recovery Service	$0.00	$0.00	$0.00	$21,586.00	$0.00	$21,586.00
Tyler System Management Services Contract	$0.00	$0.00	$0.00	$21,586.00	$0.00	$21,586.00

Optional Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Total:	**$32,875.00**	**$6,607.00**	**$26,268.00**	**$49,090.00**	**$0.00**	**$49,090.00**

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
  - Implementation and other professional services fees shall be invoiced as delivered.
  - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
  - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
  - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
  - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
  - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite.
- Expenses associated with onsite services are invoiced as incurred.

Tyler System Management Services is calculated at 25% of the Munis annual maintenance. There is a $2,500 minimum annual fee.

Tyler's Disaster Recovery Service is calculated at 25% of the Munis annual maintenance. There is a $5,000 minimum annual fee for Disaster Recovery service. The Disaster Recovery fees are applicable only to one Live Munis database and excludes all test and training databases.

Tyler recommends the use of a 128-bit SSL Security Certificate for any Internet Web Applications, such as the Munis Web Client and the MUNIS Self Service applications if hosted by the Client. This certificate is required to encrypt the highly sensitive payroll and financial information as it travels across the public internet. There are various vendors who sell SSL Certificates, with all ranges of prices.

Conversion prices are based on a single occurrence of the database. If additional databases need to be converted, these will need to be quoted.

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely, but can be done onsite upon request at an additional cost.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

In the event Client acquires from Tyler any edition of Tyler Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager Enterprise Edition.

Payroll library includes: 1 PR check, 1 direct deposit, 1 vendor from payroll check, 1 vendor from payroll direct deposit, W2, W2c, ACA 1095B, ACA 1095C and 1099 R.

Financial library includes: 1 A/P check, 1 EFT/ACH, 1 Purchase order, 1 Contract, 1099M, 1099INT, 1099S, and 1099G.

General Billing library includes: 1 invoice, 1 statement, 1 general billing receipt and 1 miscellaneous receipt.

Utility billing library includes: 1 Utility bill, 1 assessment, 1 UB receipt, 1 Lien letter, 1 UB delinquent notice, 1 door hanger and 1 final utility bill.

Includes digitizing two signatures, additional charges will apply for additional signatures.

Project Management includes project planning, kickoff meeting, status calls, task monitoring, verification and transition to support.

Tyler Forms Payroll Core library includes: 1 PR check, 1 direct deposit, 1 vendor from payroll check, 1 vendor from payroll direct deposit, W2, W2c, 1099 R, ACA 1095B and ACA 1095C.

Personnel Actions Forms Library includes: 1 Personnel Action form - New and 1 Personnel Action Form - Change.

Tyler's cost is based on all of the proposed products and services being obtained from Tyler. Should significant portions of the products or services be deleted, Tyler reserves the right to adjust prices accordingly.

Comments

Financial library includes: 1 A/P check, 1 EFT/ACH, 1 Purchase order, 1099M, 1099INT, 1099S, and 1099G.

Utility billing library includes: 1 Utility bill, 1 UB receipt, 1 UB delinquent notice, 1 door hanger and 1 final utility bill.

EnerGov e-Reviews requires Bluebeam Studio Prime, at an estimated yearly subscription cost of $3,000/100 users. Further pricing detail is available by contacting Bluebeam at https://www.bluebeam.com/solutions/studio-prime

Business Management Forms Library Includes: 1 Licensing - Business License, 1 Licensing - Business License Renewal, 1 Licensing - Business License Delinquent, 1 Licensing - Profession License, 1 Licensing - Profession License Renewal, 1 Licensing --Profession License Delinquent.

Community Development Forms Library Includes: 1 Permits - Building, 1 Permits - Trade, 1 Planning - Certificate, 1 Permits - Occupancy/Completion, 1 Code - Violation Notice.

Tyler Notify SaaS services will renew automatically for additional one (1) year terms at our then-current fee unless terminated in writing by either part at least thirty (30) days prior to the end of the then-current term.

Utility Billing CIS includes the Graphing Agent.

Development modifications, interfaces and services, where applicable, shall be invoiced to the client in the following manner: 50% of total upon authorized signature to proceed on program specifications and the remaining 50% of total upon delivery of modifications, interface and services.



Exhibit A
Schedule 2
Incode Investment Summary

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Quoted By:	Jon Atkin
Quote Expiration:	7/31/2019
Quote Name:	City of Highland Park-LGD-CT
Quote Number:	2018-59861
Quote Description:	City of Highland Park Incode Court On-Premise

Sales Quotation For
City of Highland Park
1707 Saint Johns Ave
Highland Park , IL 60035-3532
Phone: +1 (847) 432-0800

Tyler Software and Related Services

Description	License	Impl Hours	Impl Cost	Data Conversion	Module Total	Maintenance
Incode Court Suite						
Cashiering	$0	0	$0	$0	$0	$0
GL Interface to Eden or Munis	$0	0	$0	$0	$0	$0
Output Director	$3,850	8	$1,000	$0	$4,850	$289
Parking Court Case Mgt	$11,000	60	$7,500	$0	$18,500	$2,750
Scheduling	$4,000	0	$0	$0	$4,000	$500
Brazos Technology Interface -Parking	$0	0	$0	$0	$0	$0
DataXchange	$0	0	$0	$0	$0	$0
Court/Police (non-Incode) Interface (Import or Export of Citations/Warrants/Dispositions)	$5,500	0	$0	$0	$5,500	$0
Collection Agency Export Interface	$2,750	0	$0	$0	$2,750	$482
Court Payment Import (Generic Interface)	$2,500	4	$500	$0	$3,000	$438
General Ledger Interface (non-INCODE)	$4,000	0	$0	$0	$4,000	$0
AP Interface to Eden or Munis	$0	0	$0	$0	$0	$0
IL Vehicle Owners License Plate Export Import parking	$3,500	0	$0	$0	$3,500	$613
Brazos boot-tow	$0	0	$0	$0	$0	$0
Energov Interface Citations and dispositions	$0	0	$0	$0	$0	$0
Tyler Content Manager						
Tyler Content Manager Standard Edition (TCM SE)	$25,000	40	$5,000	$0	$30,000	$0
Sub-Total:	*$62,100*		*$14,000*	*$0*	*$76,100*	*$5,072*
Less Discount:	*$41,820*					
TOTAL:	**$20,280**	**112**	**$14,000**	**$0**	**$34,280**	**$5,072**

Tyler Software and Related Services - Annual

	One Time Fees			
Description	Impl. Hours	Impl. Cost	Data Conversion	Annual Fee
Incode Court Suite				
Court IVR	0	$0	$0	$0

Tyler Hosted Applications

Court Online Component	0	$0	$0	$0
Notifications for Court	0	$0	$0	$0
Sub-Total:		*$0*	*$0*	*$0*
TOTAL:	**0**	**$0**	**$0**	**$0**

Other Services

Description	Quantity	Unit Price	Extended Price	Maintenance
Project Management -Parking	1	$2,500	$2,500	$0
Online Application -Set up fee	1	$800	$800	$0
TOTAL:			**$3,300**	**$0**

Summary	**One Time Fees**	**Recurring Fees**
Total Tyler Software	$20,280	$5,072
Total Tyler Services	$17,300	$0
Total Third Party Hardware, Software and Services	$0	$0
Summary Total	**$37,580**	**$5,072**
Estimated Travel Expenses	**$4,000**	

Comments

Violations 5000
Population 29,767

- Incode Court Online component displays citations for payment, payment plans, payment options, deferred disposition. Make payments, collects pleas from defendants, security SSL(secure socket layer), payment processing (credit card), and payment packet is created to be imported to Court system. Note that the defendant pays $2.50-$3.50 fee per transaction for payment on-line.
- Incode Notification for Courts ($.20 per violation) - defendant notification by phone. Calls can be made for citation issued, court date reminders, court date missed and notification of next step, warrant issued, and payment plan due date reminder etc. Case is updated after each call. Call can be taken live, a message left, or no answer (court creates unique message for each call type and call can be in English or Spanish). The call can go to the attorney rather than the defendant. Incode Notification for Courts ($.20 per text) - Defendant notification by text. Text can be made for the citation issues, court date reminder, court date missed and notification of next step, warrant issued, and payment plan due date reminder. Note: The Court will be billed by Tyler Technologies quarterly for the calls/ texts conducted. The Court will be allowed 2 call campaigns in the first 30 days at no charge. Tyler will assist with the setup and creation of the campaigns. Trial offer is free for 30 days and the campaign is limited to a one year time frame. Both campaigns must be used within the 30 day time frame. If more than 2 campaigns are used, then the customer will be billed for the additional campaigns.
- Parking Court Case Management includes Cashiering, Notify and Online Payments.
- Brazos Technology Interface includes Citation Import, Auto Citation Import, and Warrant Export.
- IVR solution for Court- The payment packet is created in centralized cash collections, the IVR system gives the defendant the balance owed on the citation, the defendant makes the payment by phone and the citation is updated with the payment record. Note: There is a $2.50 per transaction fee associated with IVR that will be paid by the client unless Tyler is instructed by the client to pass along to the user at time of payment.
- Travel Expenses are billed as incurred based on our current Business Travel Policy.

Exhibit A
Schedule 3
Brazos Investment Summary

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new world
a tyler public safety solution

Date:	6/11/2019
Quote Expiration:	6/30/2019
Quote Name:	Highland Park - Brazos Hosted
Quote Number:	2019-28279
Quote Description:	Tyler Hosted Brazos eCitation, eParking and eWarnings (Lake County Config-16 MDT's and 7 PDA's)

Sales Quotation For
City of Highland Park
1707 Saint Johns Ave
Highland Park , IL 60035-3532
Phone: +1 (847) 432-0800

Tyler Software and Related Services

Description	License	Impl Hours	Impl Cost	Module Total	Year One Maintenance
Law Enforcement Records Management System					
Ticket Writer Interface (Supports Brazos)	$0	0	$0	$0	$0
Mobile					
MCT Ticket Writer Interface (supports Brazos)	$0	0	$0	$0	$0
Other Software					
Brazos					
Device Level Interface: New World Mobile	$0	0	$0	$0	$0
Interface: New World Records Mgmt System	$0	0	$0	$0	$0
Interface: Tyler Incode Court Case Mgmt System	$0	0	$0	$0	$0
Task: eParking: Custom Parking Task	$4,063	0	$0	$4,063	$853
eCitation - Brazos Rapid Extension Framework - MDC or TABLET	$12,800	0	$0	$12,800	$2,688
eCitation - Brazos Rapid Extension Framework - PDA (7)	$5,600	0	$0	$5,600	$1,176
Sub-Total:	*$22,463*		*$0*	*$22,463*	*$4,717*
Less Discount	*$4,600*		*$0*	*$4,600*	*$0*
TOTAL:	**$17,863**	**0**	**$0**	**$17,863**	**$4,717**

Annual/SaaS

Description	Quanity	Fee	Discount	Annual
Brazos Hosting Fee	1	$1,572	$0	$1,572
TOTAL:				**$1,572**

Services

Description	Quantity	Unit Price	Discount	Total
Ticket Writer Interface (Supports Brazos) Installation	1	$0	$0	$0
Estimated Brazos Travel Expenses	1	$2,500	$0	$2,500
Brazos Set Up & Config	1	$6,500	$0	$6,500
Brazos Project Mgmt (plus per diem as needed if not remote)	1	$2,000	$0	$2,000
Brazos Training	1	$2,000	$0	$2,000
Brazos Incode Interface: Set Up & Configuration	1	$0	$0	$0
Brazos Set-Up & Configuration - HANDHELD	1	$2,500	$0	$2,500
TOTAL:				**$15,500**

Third Party Hardware, Software and Services

Description	Quantity	Unit Price	Total	Unit Maintenance	Year One Maintenance
SG-TC7X-STYLUS-03 / Zebra EVM, TC7X Stylus with Tether, 3 pack	3	$26	$78	$0	$0
23844-00-00R / Zebra EVM, US AC Line Cord, grounded	2	$10	$20	$0	$0
CBL-DC-382A1-01 / Zebra EVM, TC7X, MC67, US DC Line Cord, Multi-Slot CRD	2	$19	$38	$0	$0
CHG-TC7X-CLA1-01 / Zebra EVM, TC7X, Auto Charger-Cigarette Adapter	3	$77	$231	$0	$0
CRD-TC7X-SE5EU1-01 / Zebra EVM, TC7X, 5 Bay Ethernet Cradle	2	$472	$944	$0	$0
PWR-BGA12V108W0WW / Zebra EVM, TC7X, Power Supply, Multi-Slot CRD	2	$67	$134	$0	$0
TC75EK-2MB22AB-US / Zebra EVM, TC75X, w/GMS	7	$1,424	$9,968	$0	$0
Z1AE-TC75XX-3C00 / Zebra EVM, Warranty, TC75, 3 year	7	$303	$2,121	$0	$0
3rd Party Hardware Sub-Total:			*$13,456*		*$0*
3rd Party Software Sub-Total:			*$0*		*$0*
TOTAL:			**$13,456**		**$0**

Summary	**One Time Fees**	**Recurring Fees**
Total Tyler Software	$17,863	$4,717
Total Annual Fees		$1,572
Total Tyler Services	$15,500	
Total Other Costs	$0	
Total Third Party Hardware, Software and Services	$13,534	$0

Summary	One Time Fees	Recurring Fees
Travel and Living Expenses	$0	
Summary Total	**$46,897**	**$6,289**

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance
Law Enforcement Records Management System				
Ticket Writer Interface (Supports Brazos)	$0	$0	$0	$0
Mobile				
MCT Ticket Writer Interface (supports Brazos)	$0	$0	$0	$0
Other Software				
Brazos				
Device Level Interface: New World Mobile	$0	$0	$0	$0
Interface: New World Records Mgmt System	$0	$0	$0	$0
Interface: Tyler Incode Court Case Mgmt System	$0	$0	$0	$0
eCitation - Brazos Rapid Extension Framework - MDC or TABLET	$12,800	$0	$12,800	$2,688
eCitation - Brazos Rapid Extension Framework - PDA	$5,600	$0	$5,600	$1,176
Task: eParking: Custom Parking Task	$4,063	$0	$4,063	$853
Sub-Total:	*$22,463*	*$0*	*$22,463*	*$4,717*
Less Discount:	*$0*	*$4,600*	*-$4,600*	*$0*
Total:	**$22,463**	**$4,600**	**$17,863**	**$4,717**

Optional Tyler Software and Related Services

Description	License	Impl Hours	Impl Cost	Module Total	Maintenance
Brazos					
Task: Tow/Impound Report (standard)	$4,063	0	$0	$4,063	$853
Sub Total:	*$4,063*		*$0*	*$4,063*	*$853*
TOTAL:	**$4,063**	**0**	**$0**	**$4,063**	**$853**

Assumptions

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
  - Implementation and other professional services fees shall be invoiced as delivered.
  - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
  - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
  - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
  - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
  - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite.
- Expenses associated with onsite services are invoiced as incurred.

Personal Computers must meet the minimum hardware requirements for New World products. Microsoft Windows 7/8.1/10 32/64 bit or later is required for all client machines. Windows Server 2012/2016 and SQL Server 2012/2014/2016 are required for the Application and Database Server(s).

Assumptions

New World product requires Microsoft Windows Server 2012/2016 and SQL Server 2012/2016, including required Client Access Licenses (CALs) for applicable Microsoft products. Servers must meet minimum hardware requirements provided by Tyler. The supported Microsoft operating system and SQL versions are specific to Tyler's release versions.

New World product requires Microsoft Excel or Windows Search 4.0 for document searching functionality; Microsoft Word is required on the application server for report formatting.

Tyler recommends a 100/1000MB (GB) Ethernet network for the local area network. Wide area network requirements vary based on system configuration, Tyler will provide further consultation for this environment.

Does not include servers, workstations, or any required third-party hardware or software unless specified in this Investment Summary. Client is responsible for any third-party support.

Licensed Software, and third-party software embedded therein, if any, will be delivered in a machine readable form to Client via an agreed upon network connection. Any taxes or fees imposed are the responsibility of the purchaser and will be remitted when imposed.

Tyler's GIS implementation services are to assist the Client in preparing the required GIS data for use with the Licensed New World Software. Depending upon the Licensed Software the Client at a minimum will be required to provide an accurate street centerline layer and the appropriate polygon layers needed for Unit Recommendations and Run Cards in an industry standard Esri file format (Personal Geodatabase, File Geodatabase, Shape Files). Client is responsible for having clearly defined boundaries for Police Beats, EMS Districts and Fire Quadrants. If necessary Tyler will assist Client in creating the necessary polygon layers (Police Beats, EMS Districts and Fire Quadrants) for Unit Recommendations and Run Cards. Tyler is not responsible for the accuracy of or any ongoing maintenance of the GIS data used within the Licensed New World Software.

Client is responsible for any ongoing annual maintenance on third-party products, and is advised to contact the third-party vendor to ensure understanding of and compliance with all maintenance requirements

All Tyler Clients are required to use Esri's ArcGIS Suite to maintain GIS data. All maintenance, training and ongoing support of this product will be contracted with and conducted by Esri. Maintenance for Esri's ArcGIS suite of products that are used for maintaining Client's GIS data will be contracted by Client separately with Esri.

When Custom interface is included, Custom interface will be operational with existing third-party software. Any subsequent changes to third-party applications may require additional services.

When State/NCIC is included, Client is responsible for obtaining the necessary State approval and any non-Tyler hardware and software. Includes state-specific standard forms developed by Tyler. Additional forms can be provided for an additional fee.

eCitation Project Includes:

- State of Illinois Uniform Traffic Citation (UTC)
- Parking Citations (Custom)
- Warnings (Both Written and Verbal)
- Overweight Ticket and Complaint

Assumptions

- Non-Traffic Complaint Notice to Appear
- IDOT Traffic and Pedestrian Stop Forms
- IDOT Demographic Profile Report
- Tyler New World Mobile Interface - Brazos Laptop Config Only
- Tyler RMS Interface
- Incode Adjudication Interface

Subject to the applicable terms of your existing contract with Tyler, and for the fees quoted herein, we grant you: (i) a per-unit licenseto the software located on the ticket writer hardware provided under this purchase order, and (ii) a per-unit license to access a remotedatabase via the ticket writer hardware, both for your internal business purposes only. We will provide remote database accessaccording to our industry standard hosting terms of
service.

Travel expenses are billed as incurred and not to exceed.



Exhibit A
Schedule 4
"Migration Modules"

Customer Request
Tyler Output Processing
Data Dictionaries/Menu
Position Budgeting
Payroll
Human Resources
State Package
Requisitions
Purchasing
Project Accounting
GL/AP
Fixed Assets
Budget Preparation
Accounts Receivable
CORE Cashiering - 1 Station
Citizen Services Web
Parcel Manager
Utility Billing
Handhelds
Licensing
Parcels w/ Permits
Tyler Cashiering



Exhibit B
Invoicing and Payment Policy

We will provide you with the software and services set forth in the Investment Summary. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable license and services fees in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. Tyler Software.

   1.1 *License Fees*: License fees are invoiced 100% on the date when we make the applicable Tyler Software available to you for downloading (the "Available Download Date").

   1.2 *Maintenance and Support Fees*: Year 1 maintenance and support fees, at the rate set forth in the applicable Investment Summary (Exhibit A, Schedule 1 (Munis), Schedule 2 (Incode), or Schedule 3 (Brazos), as applicable), are payable on January 1, 2020, and subsequent maintenance and support fees are invoiced annually in advance of each anniversary thereof. Your fees for each subsequent year will be set at our then-current rates. On January 1, 2020, Client shall no longer be required to pay annual support fees for the Migration Modules. The foregoing notwithstanding, year-over-year increases in fees for years one through ten shall not exceed the following caps:

   Year 1: Base rate per applicable Investment Summary (Exhibit A, Schedules 1-3)
   Year 2: 2% over the amounts listed in the applicable Investment Summary for Year 1 Maintenance fees before discount.
   Year 3: 2%
   Year 4: 3%
   Year 5: 3%
   Year 6: 5%
   Year 7: 5%
   Year 8: 5%
   Year 9: 5%
   Year 10: 5%

2. Professional Services.

   2.1 *Implementation and Other Professional Services (including training)*: Implementation and other professional services (including training) are billed and invoiced as delivered, at the rates set forth in the Investment Summary.

2.2 *Conversions*: Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.

2.3 *Requested Modifications to the Tyler Software*: Requested modifications to the Tyler Software are invoiced 50% upon delivery of specifications and 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within forty-five (45) days of delivery; otherwise, the modification will be deemed to be accepted and in compliance with the specifications after the 45-day window has passed. You may still report Defects to us as set forth in the Maintenance and Support Agreement.

2.4 *Other Fixed Price Services*: Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment will be due upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.

2.5 *Change Management Services*: If you have purchased any change management services, those services will be invoiced in the following amounts and upon the following milestones:

Acceptance of Change Management Discovery Analysis	15%
Delivery of Change Management Plan and Strategy Presentation	10%
Acceptance of Executive Playbook	15%
Acceptance of Resistance Management Plan	15%
Acceptance of Procedural Change Communications Plan	10%
Change Management Coach Training	20%
Change Management After-Action Review	15%

3. Other Services and Fees.

3.1 *Brazos Hosting Fees:* Hosting fees for the Brazos software are invoiced annually in advance, beginning on the Effective Date. Year 1 fees are at the rates set forth in the Brazos Investment Summary (Exhibit A, Schedule 3). Subsequent annual fees will be at our then-current rates.

4. Third Party Products.

4.1 *Third Party Software License Fees*: License fees for Third Party Software, if any, are invoiced when we make it available to you for downloading.

4.2 *Third Party Software Maintenance*: The first year maintenance fees for the Third Party Software, if any, is invoiced when we make that Third Party Software available to you for downloading.

4.3 *Third Party Hardware*: Third Party Hardware costs, if any, are invoiced upon delivery.

4.4 *Third Party Services:* Fees for Third Party Services, if any, are invoiced as delivered, along with

applicable expenses, at the rates set forth in the Investment Summary.

5. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy, plus a 10% travel agency processing fee. Upon request, Tyler will provide an estimate of expected travel expenses prior to site visitation. Our current Business Travel Policy is attached to this Exhibit B at Schedule 1. Copies of receipts will be provided upon request; we reserve the right to charge you an administrative fee depending on the extent of your requests. Receipts for miscellaneous items less than twenty-five dollars and mileage logs are not available.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is:

Bank:	Wells Fargo Bank, N.A. 420 Montgomery San Francisco, CA 94104
ABA:	121000248
Account:	4124302472
Beneficiary:	Tyler Technologies, Inc. – Operating

Payment by check may be sent to:

Tyler Technologies, Inc.
PO Box 203556
Dallas, TX 75320-3556

Exhibit B
Schedule 1
Business Travel Policy

1. Air Travel

   A. Reservations & Tickets

   The Travel Management Company (TMC) used by Tyler will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within $100 (each way) of the lowest logical fare. If a net savings of $200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

   Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

   Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

   B. Baggage Fees

   Reimbursement of personal baggage charges are based on trip duration as follows:

   - Up to five (5) days = one (1) checked bag
   - Six (6) or more days = two (2) checked bags

   Baggage fees for sports equipment are not reimbursable.

2. Ground Transportation

A. Private Automobile

Mileage Allowance – Business use of an employee's private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a "mid-size" or "intermediate" car. "Full" size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

3. Lodging

Tyler's TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

"No shows" or cancellation fees are not reimbursable if the employee does not comply with the hotel's cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be reimbursed.

4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at www.gsa.gov/perdiem.

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of Defense and will be determined as required.

A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00 p.m.*	Breakfast, lunch and dinner

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

- Breakfast 15%
- Lunch 25%
- Dinner 60%

B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.*

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

5. Internet Access – Hotels and Airports

   Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to $10.00 per day. Charges for internet access at airports are not reimbursable.

6. International Travel

   All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the "lowest practical coach fare" with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

   When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

   The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

   Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.



Exhibit C
Maintenance and Support Agreement

We will provide you with the following maintenance and support services for the Tyler Software. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

1. Term. We provide maintenance and support services on an annual basis. The initial term commences on the Effective Date, and remains in effect for one (1) year. The term will renew automatically for additional one (1) year terms unless terminated in writing by either party at least thirty (30) days prior to the end of the then-current term. We will adjust the term to match your first use of the Tyler Software in live production if that event precedes the one (1) year anniversary of the Effective Date.

2. Maintenance and Support Fees. Your year 1 maintenance and support fees for the Tyler Software are listed in the Investment Summary, and your payment obligations are set forth in the Invoicing and Payment Policy. We reserve the right to suspend maintenance and support services if you fail to pay undisputed maintenance and support fees within thirty (30) days of our written notice. We will reinstate maintenance and support services only if you pay all past due maintenance and support fees, including all fees for the periods during which services were suspended.

3. Maintenance and Support Services. As long as you are not using the Tyler Help Desk as a substitute for our training services on the Tyler Software, and you timely pay your maintenance and support fees, we will, consistent with our then-current Support Call Process:

   3.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (limited to the then-current version and the immediately prior version); provided, however, that if you modify the Tyler Software without our consent, our obligation to provide maintenance and support services on and warrant the Tyler Software will be void;

   3.2 provide telephone support during our established support hours;

   3.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;

   3.4 provide you with a copy of all major and minor releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and

   3.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with our then-current release life cycle policy.

4. Client Responsibilities. We will use all reasonable efforts to perform any maintenance and support services

remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. Upon request, Tyler will provide an estimate of expected travel expenses prior to site visitation. We strongly recommend that you also maintain a VPN for backup connectivity purposes.

5. Hardware and Other Systems. If you are a self-hosted customer and, in the process of diagnosing a software support issue, it is discovered that one of your peripheral systems or other software is the cause of the issue, we will notify you so that you may contact the support agency for that peripheral system. We cannot support or maintain Third Party Products except as expressly set forth in the Agreement.

   In order for us to provide the highest level of software support, you bear the following responsibility related to hardware and software:

   (a) All infrastructure executing Tyler Software shall be managed by you;
   (b) You will maintain support for all non-Tyler software associated with Tyler Software (including operating systems and database management systems, but excluding Third-Party Software, if any); and
   (c) You will perform daily database backups and verify that those backups are successful.

6. Other Excluded Services. Maintenance and support fees do not include fees for the following services: (a) initial installation or implementation of the Tyler Software; (b) onsite maintenance and support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (c) application design; (d) other consulting services; (e) maintenance and support of an operating system or hardware, unless you are a hosted customer; (f) support outside our normal business hours as listed in our then-current Support Call Process; or (g) installation, training services, or third party product costs related to a new release. Requested maintenance and support services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) weeks' advance notice.

7. Current Support Call Process. Our current Support Call Process for the Tyler Software is attached to this Exhibit C at Schedule 1.

8. Support of Migration Modules. On January 1, 2020 and subject to Client's timely payment of annual maintenance and support fees for Tyler Evergreen Modules, Client is entitled to receive, at no additional charge, maintenance and support for the Migration Modules until Tyler makes the Tyler Evergreen Modules available for use in live production.



Exhibit C
Schedule 1
Support Call Process

Support Channels

Tyler Technologies, Inc. provides the following channels of software support:

(1) Tyler Community – an on-line resource, Tyler Community provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
(2) On-line submission (portal) – for less urgent and functionality-based questions, users may create unlimited support incidents through the customer relationship management portal available at the Tyler Technologies website.
(3) Email – for less urgent situations, users may submit unlimited emails directly to the software support group.
(4) Telephone – for urgent or complex questions, users receive toll-free, unlimited telephone software support.

Support Resources

A number of additional resources are available to provide a comprehensive and complete support experience:

(1) Tyler Website – www.tylertech.com – for accessing client tools and other information including support contact information.
(2) Tyler Community – available through login, Tyler Community provides a venue for clients to support one another and share best practices and resources.
(3) Knowledgebase – A fully searchable depository of thousands of documents related to procedures, best practices, release information, and job aides.
(4) Program Updates – where development activity is made available for client consumption

Support Availability

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Clients may receive coverage across these time zones. Tyler's holiday schedule is outlined below. There will be no support coverage on these days.

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

Issue Handling

Incident Tracking

Every support incident is logged into Tyler's Customer Relationship Management System and given a unique incident number. This system tracks the history of each incident. The incident tracking number is used to track and reference open issues when clients contact support. Clients may track incidents, using the incident number, through the portal at Tyler's website or by calling software support directly.

Incident Priority

Each incident is assigned a priority number, which corresponds to the client's needs and deadlines. The client is responsible for reasonably setting the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain "characteristics" may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the client towards clearly understanding and communicating the importance of the issue and to describe generally expected responses and resolutions.

Priority Level	Characteristics of Support Incident	Resolution Targets
1 Critical	Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client's remote location; or (c) systemic loss of multiple essential system functions.	Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the client in restoring its last available database.
2 High	Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of data.	Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler's responsibility for loss or corrupted data is limited to assisting the client in restoring its last available database.
3 Medium	Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.	Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the client in restoring its last available database.

Priority Level	Characteristics of Support Incident	Resolution Targets
4 Non-critical	Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.	Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days. Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release.

Incident Escalation

Tyler Technology's software support consists of four levels of personnel:

(1) Level 1: front-line representatives
(2) Level 2: more senior in their support role, they assist front-line representatives and take on escalated issues
(3) Level 3: assist in incident escalations and specialized client issues
(4) Level 4: responsible for the management of support teams for either a single product or a product group

If a client feels they are not receiving the service needed, they may contact the appropriate Software Support Manager. After receiving the incident tracking number, the manager will follow up on the open issue and determine the necessary action to meet the client's needs.

On occasion, the priority or immediacy of a software support incident may change after initiation. Tyler encourages clients to communicate the level of urgency or priority of software support issues so that we can respond appropriately. A software support incident can be escalated by any of the following methods:

(1) Telephone – for immediate response, call toll-free to either escalate an incident's priority or to escalate an issue through management channels as described above.
(2) Email – clients can send an email to software support in order to escalate the priority of an issue
(3) On-line Support Incident Portal – clients can also escalate the priority of an issue by logging into the client incident portal and referencing the appropriate incident tracking number.

Remote Support Tool

Some support calls require further analysis of the client's database, process or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Support is able to quickly connect to the client's desktop and view the site's setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.

Exhibit D
DocOrigin End User License Agreement

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B. **Per-Document.** This is defined as a fee per document based on the total number of documents generated annually by merging data with a template created by the Software. The combined data and template produce documents of one or more pages. A document may contain 1 or more pages. For instance, a batch of invoices for 250 customers may contain 1,000 pages, this will be counted as 250 documents which should correspond to 250 invoices.

C. **Per-Surface.** This is defined as a fee per surface based on the total number of surfaces generated annually by merging data with a template created by the Software. The combined data and template produce documents of one or more pages, the pages may be printed one side (one surface) or duplexed (2 surfaces). The documents may be rendered to a computer file (i.e. PDF), each page placed in the file is considered a surface. A document may contain 1 or more surfaces. For instance, a batch of invoices for 250 customers may contain 500 pages duplexed, this will be counted as 1000 surfaces.

1.5 **Disaster Recovery License.** You may request a Disaster Recovery license of the Software for each production license You have purchased as a failover in the event of loss of use of the production server(s). This license is for disaster recovery purposes only and under no circumstance may the disaster recovery license be used for production simultaneously with a production license with which it is paired.

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7.2 Eclipse Corporation may terminate this Agreement in the event of any breach by You if such breach has not been cured within thirty (30) days of notice to You. No termination of this Agreement will entitle You to a refund of any amounts paid by You to Eclipse Corporation or its applicable distributor or reseller or affect any obligations You may have to pay any outstanding amounts owing to Eclipse Corporation or its distributor.

7.3 Your rights to use the Software will immediately terminate upon termination or expiration of this Agreement. Within thirty (30) days of termination or expiration of this Agreement, You shall purge all Software and all copies thereof from all computer systems and storage devices on which it was stored, and certify such to Eclipse Corporation

8. GENERAL PROVISIONS

8.1 **No Waiver.** No delay or failure in exercising any right under this Agreement, or any partial or single exercise of any right, will constitute a waiver of that right or any other rights under this Agreement. No consent to a breach of any express or implied term set out in this Agreement constitutes consent to any subsequent breach, whether of the same or any other provision.

8.2 **Severability.** If any provision of this Agreement is, or becomes, unenforceable, it will be severed from this Agreement and the remainder of this Agreement will remain in full force and effect.

8.3 **Assignment.** You may not transfer or assign this Agreement (whether voluntarily, by operation of law, or otherwise) without Eclipse Corporation 's prior written consent. Eclipse Corporation may assign this Agreement at any time without notice. This Agreement is binding upon and will inure to the benefit of both parties, and their respective successors and permitted assigns.

8.4 **Governing Law and Venue if You are located in the USA.** This Agreement shall be governed by the laws of the State of Texas if You are located in the USA. No choice of laws rules of any jurisdiction shall apply to this Agreement. You consent and agree that the courts of the State of Texas shall have jurisdiction over any legal action or proceeding brought by You arising out of or relating to this Agreement, and You consent to the jurisdiction of such courts for any such action or proceeding.

8.5 Governing Law and Venue if You are not located in the USA. This Agreement shall be governed by the laws of the Province of Ontario in Canada if You are not located in the USA . No choice of laws rules of any jurisdiction shall apply to this Agreement. You consent and agree that the courts of the Province of Ontario in Canada shall have jurisdiction over any legal action or proceeding brought by You arising out of or relating to this Agreement, and You consent to the jurisdiction of such courts for any such action or proceeding.

8.6 **Entire Agreement.** This Agreement is the entire understanding and agreement between You and Eclipse Corporation with respect to the subject matter hereof, and it supersedes all prior negotiations, commitments and understandings, verbal or written, and purchase order issued by You. This Agreement may be amended or otherwise modified by Eclipse Corporation from time to time and the most recent version of the Agreement will be available on the Eclipse Corporation website www.docorigin.com.

Last Updated: July 22, 2017

Exhibit E
Schedule 1
Munis and Incode Statement of Work

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Statement of Work

Tyler Technologies

Prepared for:

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Prepared by:

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1 Executive Summary

1.1 Project Overview

The Statement of Work (SOW) documents the Project Scope, methodology, roles and responsibilities, implementation Stages, and deliverables for the implementation of Tyler products.

The Project goals are to offer City of Highland Park the opportunity to make the City more accessible and responsive to external and internal customer needs and more efficient in its operations through:

- Streamlining, automating, and integrating business processes and practices
- Providing tools to produce and access information in a real-time environment
- Enabling and empowering users to become more efficient, productive and responsive
- Successfully overcoming current challenges and meeting future goals

1.2 Product Summary

Below, is a summary of the products included in this Project, as well as reference to the City's functional area utilizing the Tyler product(s). Refer to the Implementation Stages section of this SOW for information containing detailed service components.

Product	Application
EnerGov	Community Development
EnerGov	Business Management
EnerGov	Citizen Self-Service
EnerGov	eReviews
EnerGov	iG Workforce
ExecuTime	Advanced Scheduling
ExecuTime	Time & Attendance
Munis	Financial Management
Munis	Procurement
Munis	Human Capital Management
Munis	Utility Billing
Munis	Accounts Receivable and Collections
Munis	Tyler Reporting Services
Tyler	Tyler Content Management
Tyler	Tyler 311
Tyler	Incode Court

1.3 Project Timeline

The Project Timeline establishes a start and end date for each Phase of the Project. Developed during the Initiate & Plan Stage and revised as mutually agreed to, if needed, the timeline accounts for resource availability, business goals, size and complexity of the Project, and task duration requirements. Tyler requires sixty (60) to ninety (90) days to move from Agreement signing to the Initiate & Plan Stage.

Phase	Functional Areas	Modules	Estimated Duration
1	**Munis Financials**	• Accounting/GL • Accounts Payable • • BMI CollectIT Interface • Budgeting • Capital Assets • Cash Management • Contract Management • Employee Expense Reimbursement • eProcurement • Inventory • Project & Grant Accounting • Purchasing • eProcurement • Accounts Receivable • General Billing • Tyler Cashiering •	11 months

	Munis Financials Forms	• Tyler Forms Library - Financials
		  ○ 1 AP Check
		  ○ 1 EFT/ACH
		  ○ 1 Purchase Order
		  ○ 1 Contract
		  ○ 1099M
		  ○ 1099INT
		  ○ 1099S
		  ○ 1099G
		• Tyler Forms Library – General Billing
		  ○ 1 Invoice
		  ○ 1 Statement
		  ○ 1 General Billing Receipt
		  ○ 1 Miscellaneous Receipt	

2	**EnerGov**	• EnerGov Adv Server Extensions Bundle • EnerGov Business Management Suite • EnerGov Citizen Self Service – Business Management	12 months

Phase	Functional Areas	Modules	Estimated Duration
		• EnerGov Citizen Self Service – Community Development • EnerGov Community Development Suite • EnerGov e-Reviews • EnerGov iG Workforce Apps • EnerGov Report Toolkit	

	EnerGov Forms	• Community Development
		  ○ Building Permit
		  ○ Trades Permit
		  ○ Planning Certificate
		  ○ Certificate of Occupancy/Completion
		  ○ Code Violation Notice
		• Business Management
		  ○ Business License
		  ○ Business License Renewal
		  ○ Business License Delinquent
		  ○ Professional License
		  ○ Professional License Renewal
		  ○ Professional License Delinquent	

3	**Munis Human Capital Management**	• ExecuTime Advanced Scheduling • ExecuTime Advanced Scheduling Mobile Access • ExecuTime Time & Attendance • ExecuTime Time & Attendance Import • ExecuTime Time & Attendance Mobile Access • Human Resources & Talent Management • Payroll w/ ESS •	10 months

	Munis Human Capital Management Forms	• Tyler Forms Library - Payroll
		  ○ 1 PR Check
		  ○ 1 Direct Deposit
		  ○ 1 Vendor from PR Check
		  ○ W2
		  ○ W2c
		  ○ ACA 1095B
		  ○ ACA 1095C
		  ○ 1099R
		• Tyler Forms Library – Personnel Action
		  ○ 1 Personnel Action – New
		  ○ 1 Personnel Actions - Change	

4	**Utility Billing, Revenue**	• Central Property File • Citizen Self Service • Tyler Cashiering • UB Interface • Utility Billing CIS • Vehicle Stickers • Accounts Receivable • General Billing	10 months

Phase	Functional Areas	Modules	Estimated Duration
	Munis Utility Billing Forms	• Tyler Forms Library - Utility Billing o 1 Utility Bill o 1 Assessment o Past Due bill o 1 UB Receipt o 1 Lien Letter o 1 UB Delinquent Notice o 1 Door Hanger o 1 Final Utility Bill	
5	**Enterprise Asset Management**	• Asset Maintenance • Asset Performance • Tyler311 • Tyler GIS	10 months
Cross	**Cross**	• Munis Analytics & Reporting • Tyler Forms Processing • Tyler Content Manager SE	-
6	**Incode**	• Court	6-9 Months

1.4 Project Methodology Overview

Tyler bases its implementation methodology on the Project Management Institute's (PMI) Process Groups (Initiating, Planning, Executing, Monitoring & Controlling, and Closing). Using this model, Tyler developed a 6-stage process specifically designed to focus on critical project success measurement factors.

Tailored specifically for Tyler's public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to Scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the City's complexity, and organizational needs.

2 Project Governance

The purpose of this section is to define the resources required to adequately establish the business needs, objectives, and priorities for the Project; communicate the goals to other project participants; and provide support and guidance to accomplish these goals. Project governance also defines the structure for issue escalation and resolution, Change Control review and authority, and organizational Change Management activities.

The preliminary governance structure establishes a clear escalation path when issues and risks require escalation above the project manager level. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The path below illustrates an overall team perspective where Tyler and the City collaborate to resolve project challenges according to defined escalation paths. In the event project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the City steering committee become the escalation points to triage responses prior to escalation to the City and Tyler executive sponsors. As part of the escalation process, each project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The City and Tyler executive sponsors serve as the final escalation point.

2.1 Client Governance

Depending on the City's organizational structure and size, the following governance roles may be filled by one or more people:

2.1.1 Client Project Manager

The City's project manager(s) coordinate project team members, subject matter experts, and the overall implementation schedule and serves as the primary point of contact with Tyler. The City project manager(s) will be responsible for reporting to the City steering committee and determining appropriate escalation points.

2.1.2 Steering Committee

The City steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation of the Project's value throughout the organization. Oversees the City project manager(s) and the Project and through participation in regular internal meetings, the City steering committee remains updated on all project progress, project decisions, and achievement of project milestones. The City steering committee also provides support to the City project manager(s) by communicating the importance of the Project to all impacted departments. The City steering committee is responsible for ensuring the Project has appropriate resources, provides strategic direction to the project team, for making timely decisions on critical project issues or policy decisions. The City steering committee also serves as primary level of issue resolution for the Project.

2.1.3 Executive Sponsor(s)

The City's executive sponsor provides support to the Project by allocating resources, providing strategic direction, and communicating key issues about the Project and the Project's overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated project issues. The executive sponsor engages in the Project, as needed, in order to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day project activities. The executive sponsor empowers the City steering committee, project manager(s), and functional leads to make critical business decisions for the City.

2.2 Tyler Governance

2.2.1 Tyler Project Manager

The Tyler project manager(s) have direct involvement with the Project and coordinates Tyler project team members, subject matter experts, the overall implementation schedule, and serves as the primary point of contact with the City. As requested by the City, the Tyler project manager(s) provide regular updates to the City's steering committee and other Tyler governance members.

2.2.2 Tyler Implementation Management

Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. Tyler project manager(s) consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler project manager(s) or with the City management, as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level. The name(s) and contact information for this resource will be provided and available to the project team.

2.2.3 Tyler Executive Management

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the project team and collaborates with other Tyler department managers, as needed, in order to escalate and facilitate implementation project tasks and decisions. The name(s) and contact information for this resource will be provided and available to the project team.

2.3 Acceptance and Acknowledgment Process

All Deliverables and Control Points must be accepted or acknowledged following the process below. Acceptance requires a formal sign-off while acknowledgement may be provided without formal sign-off at the time of delivery. The following process will be used for accepting or acknowledging Deliverables and Control Points:

- The City shall have fifteen (15) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept or acknowledge each Deliverable or Control Point. If the City does not provide acceptance or acknowledgement within fifteen (15) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

- If the City does not agree the Deliverable or Control Point meets requirements, the City shall notify Tyler project manager(s), in writing, with reasoning within fifteen (15) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.

- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The City shall then have five (5) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the City does not provide acceptance or acknowledgement within five (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

- Client will have a sixty (60) calendar day "Test Period" to test the System in a live production environment. If there are no Defects reported during the Test Period the Client shall issue "Acceptance." Upon Acceptance of the last Phase of the project, Client shall also grant "Project Closure."

- If Client reports a documented Defect during the Test Period, Client will notify Tyler in writing. Tyler will correct the Defect(s) or provide a mutually agreeable plan for future resolution of any Defect(s). A dispute with respect to the plan shall be addressed pursuant to the Dispute Resolution Process of the Agreement.

- Upon resolution of a Defect during the Test Period, Client may re-perform testing for a maximum of thirty (30) calendar days. This procedure shall repeat until all Defects have either been resolved or the Client and Tyler, reasonably cooperating, have developed a mutually agreeable schedule for Defect resolution, at which point the Client shall issue Project Closure.

3 Overall Project Assumptions

3.1 Project, Resources and Scheduling

- Project activities will begin after the Agreement has been fully executed.
- The City has the ability to allocate additional internal resources if needed. The City also ensures the alignment of their budget and Scope expectations.
- The City and Tyler ensure that the assigned resources are available, they buy-into the change process, and they possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, buy-in, and knowledge.
- Tyler and City provide adequate resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases can result in Project delays if there are not sufficient resources assigned to complete all required work as scheduled.
- Changes to Project Plan, availability of resources or changes in Scope may result in schedule delays, which may result in additional charges to the Project.
- Tyler provides a written agenda and notice of any prerequisites to the City project manager(s) ten (10) business days prior to any scheduled on site or remote sessions.
- Tyler provides notice of any prerequisites to the City project manager(s) a minimum of ten (10) business days prior to any key deliverable due dates.
- City users complete prerequisites prior to applicable scheduled activities.
- Tyler provides guidance for configuration and processing options available within the Tyler software. The City is responsible for making decisions based on the options available.
- In the event the City may elect to add and/or modify current business policies during the course of this Project, such policy changes are solely the City's responsibility to define, document, and implement.
- The City makes timely Project related decisions in order to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Decisions left unmade may affect the schedule, as each analysis and implementation session builds on the decisions made in prior sessions.
- Tyler considers additional services out of Scope and requires additional time and costs be requested via Change Request approved through the Change Control process.

- The City and Tyler will each respond to information requests in a comprehensive and timely manner, in accordance with the Project Plan.
- Tyler delivers site report(s) no later than five (5) business days after the last day of a site visit.
- Tyler and the City will use the agreed-upon project documentation site (i.e. Client Project SharePoint) to store, access and edit project related files.
- Tyler will provide the City with, and regularly update, a resource driven project plan and calendar with built in dependencies.

3.2 Data Conversion

- Tyler will deliver data conversion schemas appropriate for the software version installed.
- Tyler will obtain a client database backup (.bak) from Tyler System Management (formerly OSDBA)
- The City is solely responsible to ensure all required data is accurate within legacy system prior to backup being obtained
- The City may need to correct data scenarios in the Eden System prior to the final data extract(s) being created
- During Production Cutover, the City may need to manually add or adjust data after data has been loaded into the Munis production database as mutually agreed to prior to the load
- The conversion planning, delivery, and proofing processes will continue iteratively without a limit to the number of passes.

3.3 Data Exchanges, Modifications, Forms and Reports

- The City ensures the 3rd party data received conforms to a Tyler standard format.
- The 3rd party possesses the knowledge of how to program their portion of the interaction and understands how to manipulate the data received.
- Client is on a supported, compatible version of the 3rd party software or Tyler standard Data Exchange tools may not be available.
- The City is willing to make reasonable business process changes rather than expecting the product to conform to every aspect of their current system/process.
- Any Modification requests not expressly stated in the contract are out of Scope. Modifications requested after contract signing have the potential to change cost, Scope, schedule, and

production dates for project Phases. Modification requests not in Scope must follow the Project Change Request process.

3.4 Hardware and Software

- Tyler will initially install the most current generally available version of the purchased Tyler software.
- The City will provide network access for Tyler modules, printers, and Internet access to all applicable City and Tyler project staff.
- The City has in place all hardware, software, and technical infrastructure necessary to support the Project.
- The City's system hardware and software meet Tyler standards to ensure sufficient speed and operability of Tyler software. Tyler will not support use of software if the City does not meet minimum standards of Tyler's published specifications.

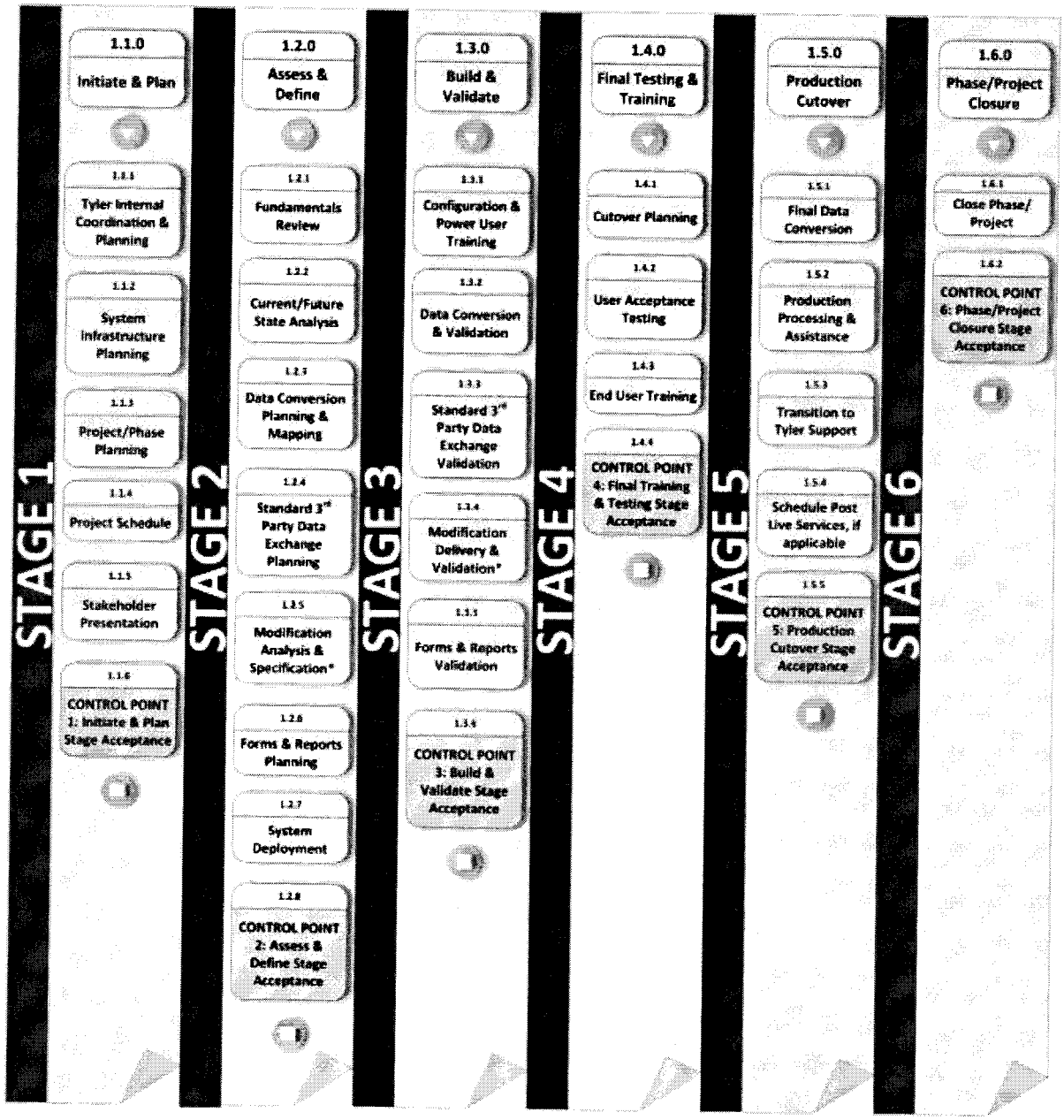
3.5 Education

- Throughout the Project lifecycle, the City provides a training room for Tyler staff to transfer knowledge to the City's resources, for both onsite and remote sessions. The City will provide staff with a location to practice what they have learned without distraction. If Phases overlap, the City will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The training room is set up in a classroom setting. The City determines the number of workstations in the room. Tyler recommends every person attending a scheduled session with a Tyler Consultant or Trainer have their own workstation. However, Tyler requires there be no more than two (2) people at a given workstation.
- The City provides a workstation which connects to the Tyler system for the Tyler trainer conducting the session. The computer connects to a City provided projector, allowing all attendees the ability to actively engage in the training session.
- The City testing database contains the Tyler software version required for delivery of the Modification prior to the scheduled delivery date for testing.
- The City is responsible for verifying the performance of the Modification as defined by the specification.
- Users performing user acceptance testing (UAT) have attended all applicable training sessions prior to performing UAT.

4 Implementation Stages

4.1 Work Breakdown Structure (WBS)

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called "Stages" and the second level components are called "work packages." The work packages, shown below each Stage, contain the high-level work to be done. The detailed Project Plan, developed during Initiate & Plan and finalized during Assess & Define, will list the tasks to be completed within each work package. Each Stage ends with a "Control Point", confirming the work performed during that Stage of the Project.



* - If included in project scope

4.2 Initiate & Plan (Stage 1)

The Initiate & Plan Stage creates a foundation for the Project through identification of City and Tyler Project Management teams, development of implementation management plans, and the provision and discussion of system infrastructure requirements. City participation in gathering information is critical. Tyler Project Management teams present initial plans to stakeholder teams at Stage end.

4.2.1 Tyler Internal Coordination & Planning

Prior to Project commencement, Tyler management staff assigns project manager(s). Tyler provides the City with initial Project documents used in gathering basic information, which aids in preliminary planning and scheduling. City participation in gathering requested information by provided deadlines ensures the Project moves forward in a timely fashion. Internally, the Tyler project manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the City's team. During this step, Tyler will work with the City to establish the date(s) for the Project/Phase Planning session.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Tyler Internal Coordination & Planning																				
	TYLER									CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Assign Tyler project manager	A	R	I						I			I								
Provide initial Project documents to Client	A	I	R						C			I								
Sales to Implementation knowledge transfer	A	I	R						C											
Internal planning and phase coordination		A	R					C												

4.2.2 System Infrastructure Planning

The City provides, purchases or acquires hardware according to hardware specifications provided by Tyler and ensures it is available at the City's site. The City completes the system infrastructure audit, ensuring vital system infrastructure information is available to the Tyler implementation team, and verifies all hardware compatibility with Tyler solutions.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	System Infrastructure Planning																				
	TYLER									CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide system hardware specifications			I					R	A			I						C		
Make hardware available for Installation			I					C				A						R		
Install system hardware, if applicable			I					C				A						R		
Complete system infrastructure audit			I					C				A						R		

4.2.3 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify Applications to implement in each Phase (if applicable), and discuss implementation timeframes. The Tyler project manager(s) deliver an Implementation Management Plan, which is mutually agreeable by City and Tyler.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	**Project/Phase Planning**																				
	TYLER									CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Perform Project/Phase Planning		A	R								I	C	C			I				
Deliver implementation management plan		A	R									C	C	I						

4.2.4 Project Schedule

Client and Tyler will mutually develop an initial Project Schedule. The initial schedule includes, at minimum, enough detail to begin Project activities while the detailed Project Plan/schedule is being developed and refined.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	**Project Schedule**																				
	TYLER									CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop initial Project Schedule		A	R	I								C	I	I						
Deliver Project Plan and schedule for Project Phase		A	R	I						I	I	C	C	I	I	I				
Client reviews Project Plan & initial schedule			C							I	A	R	C	C		C				
Client approves Project Plan & initial schedule			I							I	A	R	C	C	I	I		I	I	I
Tyler maintains and updates Project Plan throughout project lifecycle			R	I								C								

4.2.5 Stakeholder Presentation

City stakeholders join Tyler project manager(s) to communicate successful Project criteria, Project goals, Deliverables, a high-level milestone schedule, and roles and responsibilities of Project participants.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Stakeholder Presentation																				
	TYLER									CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Present overview of Project Deliverables, Project Schedule and roles and responsibilities		A	R	I					I	I	I	C	I	I	I	I		I	I	I
Communicate successful Project criteria and goals			I							R	C	A	C	I	I	C	I	I		

4.2.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below. Advancement to the Assess & Define Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.2.6.1 Initiate & Plan Stage Deliverables

- Implementation Management Plan
    - Objective: Update and deliver baseline management plans to reflect the approach to the City's Project.
    - Scope: The Implementation Management addresses how communication, quality control, risks/issues, resources and schedules, and Software Upgrades (if applicable) will be managed throughout the lifecycle of the Project.
    - Acceptance criteria: City reviews and acknowledges receipt of Implementation Management Plan.
- Project Plan/Schedule
    - Objective: Provide a comprehensive list of tasks, timelines and assignments related to the Deliverables of the Project.
    - Scope: Task list, assignments and due dates
    - Acceptance criteria: City acceptance of schedule based on City resource availability and Project budget and goals.

4.2.6.2 Initiate & Plan Stage Acceptance Criteria

- Hardware Installed
- System infrastructure audit complete and verified
- Implementation Management Plan delivered
- Project Plan/Schedule delivered; dates confirmed
- Stakeholder Presentation complete

4.3 Assess & Define (Stage 2)

The primary objective of Assess & Define is to gather information about current City business processes and translate the material into future business processes using Tyler Applications. Tyler uses a variety of methods for obtaining the information, all requiring City collaboration. The City shall provide complete and accurate information to Tyler staff for analysis and understanding of current workflows and business processes.

4.3.1 Fundamentals Review

Fundamentals Review provides functional leads and Power Users an overall understanding of software capabilities prior to beginning current and future state analysis. The primary goal is to provide a basic understanding of system functionality, which provides a foundation for upcoming conversations regarding future state processing. Tyler utilizes a variety of methods for completing fundamentals training including the use of eLearning, videos, documentation, and walkthroughs.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Assess & Define																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Schedule fundamentals review & provide fundamentals materials & prerequisites, if applicable		A	R	I								C	I		I				I	
Complete fundamentals materials review and prerequisites			I									A	R		I				C	
Ensure all scheduled attendees are present			I	I							A	R	C		I					
Facilitate fundamentals review			A	R								I	I		I					

4.3.2 Current/Future State Analysis

City and Tyler evaluate current state processes, options within the new software, pros and cons of each option based on current or desired state, and make decisions about future state configuration and processing.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Current/Future State Analysis																				
	TYLER									CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide Current/Future State analysis materials to the City, as applicable		A	R	I								C	I		I					
Conduct Current & Future State analysis			A	R								I	C	I	C					
Provide pros and cons of Tyler software options			A	R								I	C	I	C					
Make Future State Decisions according to due date in the Project Plan			I	I							C	A	R	I	C	I				
Record Future State decisions			A	R								I	C	I	C					

4.3.3 Data Conversion Planning & Mapping

This entails the activities performed to prepare to convert data from the City's Legacy (Eden) System Applications to the Tyler system. Tyler staff and the City work together to complete Data Mapping for each piece of data (as outlined in the Agreement) from the Legacy (Eden) System to a location in the Tyler system.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Data Conversion Planning & Mapping																					
	TYLER										CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales		Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator	
Review contracted data conversion(s) options			A	R	I								C	C		C			C			
Pull conversion data extract (.bak)			A		I			R					C	C		C			C			
Preliminary data mapping from Legacy (Eden) System to Tyler system			A	C	R								I	C					C			
Final data mapping from Legacy (Eden) System to Tyler system			I	C	I								A	C		C			R			
Run balancing Reports for data pulled and provide to Tyler			I		I								A	C		R			I			
Review and approve initial data extract (.bak)		A	I	C	R								I						I			
Correct issues with data extract (.bak), if needed			I	C	C								A	C		C			R			

4.3.4 Standard 3rd Party Data Exchange Planning

Standard Data Exchange tools are available to allow clients to get data in and out of the Tyler system with external systems. Data exchange tools can take the form of Imports and Exports, and Interfaces.

A Standard Interface is a real-time or automated exchange of data between two systems. This could be done programmatically or through an API. It is Tyler's responsibility to ensure the Tyler programs operate correctly. It is the City's responsibility to ensure the third-party program operates or accesses the data correctly.

The City and Tyler project manager(s) will work together to define/confirm which Data Exchanges are needed (if not outlined in the Agreement). Tyler will provide a file layout for each Standard Data Exchange.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Standard 3rd Party Data Exchange Planning																				
	TYLER									CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review Standard or contracted Data Exchanges			A	R								C	I		I			C		
Define or confirm needed Data Exchanges			I	C								A	C		C			R		

4.3.5 Modification Analysis & Specification, if contracted

Tyler staff conducts additional analysis and develops specifications based on information discovered during this Stage. The City reviews the specifications and confirms they meet City's needs prior to acceptance. Out of Scope items or changes to specifications after acceptance may require a Change Request.

Tyler's intention is to minimize Modifications by using Standard functionality within the Application, which may require a City business process change. It is the responsibility of the City to detail all of their needs during the Assess and Define Stage. Tyler will write up specifications (for City approval) for contracted program Modifications. Upon approval, Tyler will make the agreed upon Modifications to the respective program(s). Once the Modifications have been delivered, the City will test and approve those changes during the Build and Validate Stage.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	**Modification Analysis & Specification, if contracted**																				
	TYLER									CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Analyze contracted modified program requirements			A	C			R					C	C	I	C			C		
Develop specification document(s)	A		I	C			R					I	I		I			I		
Review specification document(s); provide changes to Tyler, if applicable			I	C			C					A	R	I	C			C		
Sign-off on specification document(s) and authorize work			I				I				A	R	C	I	I			C		

4.3.6 Forms & Reports Planning

City and Tyler project manager(s) review Forms and Report needs. Items that may be included in the Agreement are either Standard Forms and Reports or known/included Modification(s). Items not included in the Agreement could be either City-developed Reports or a newly discovered Modification that will require a Change Request.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Forms & Reports Planning																				
	TYLER									CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review required Forms output			A	R									C	I	C			I		
Review and complete Forms options and submit to Tyler			I			I						A	R		C					
Review in Scope Reports			A	R								I	C		C					
Identify additional Report needs			I	C								A	R		C					
Add applicable tasks to Project schedule		A	R	I		C						C	I		I			I		

4.3.7 System Deployment

The Tyler Technical Services team Installs Tyler Applications on the server (hosted or client-based) and ensures the platform operates as expected.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	System Deployment																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Install contracted software on server	A		I					R				I						C		
Ensure platform operates as expected	A		I					R				I						C		

4.3.8 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below. Advancement to the Build & Validate Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.3.8.1 Assess & Define Stage Deliverables

- Completed analysis Questionnaire
    - Objective: Gather and document information related to City business processes for current/future state analysis as it relates to Tyler approach/solution.
    - Scope: Provide comprehensive answers to all questions on Questionnaire(s).
    - Acceptance criteria: City acceptance of completed Questionnaire based on thoroughness of capturing all City business practices to be achieved through Tyler solution.
- Data conversion summary and specification documents
    - Objective: Define data conversion approach and strategy.
    - Scope: Data conversion approach defined, data extract strategy, conversion and reconciliation strategy.
    - Acceptance criteria: Data conversion document(s) delivered to the City, reflecting complete and accurate conversion decisions.
- Modification specification documents, if contracted
    - Objective: Provide comprehensive outline of identified gaps, and how the modified program meets the City's needs.
    - Scope: Design solution for Modification.
    - Acceptance criteria: City accepts Modified Specification Document(s) and agrees that the proposed solution meets their requirements.
- Completed Forms options and/or packages
    - Objective: Provide specifications for each City in Scope form, Report and output requirements.
    - Scope: Complete Forms package(s) included in agreement and identify Report needs.
    - Acceptance criteria: Identify Forms choices and receive supporting documentation.
- Installation checklist
    - Objective: Installation of purchased Tyler software.
    - Scope: Tyler will conduct an initial coordination call, perform an installation of the software included in the Agreement, conduct follow up to ensure all tasks are complete, and complete server system administration training, unless the City is hosted.
    - Acceptance criteria: Tyler software is successfully installed and available to authorized users, City team members are trained on applicable system administration tasks.

4.3.8.2 Assess & Define Stage Acceptance Criteria

- Tyler software is installed.
- Fundamentals review is complete.
- Required Form information complete and provided to Tyler.

- Current/Future state analysis completed; Questionnaires delivered and reviewed.
- Data conversion mapping and extractions completed and provided to Tyler.

4.4 Build & Validate (Stage 3)

The objective of the Build & Validate Stage is to prepare the software for use in accordance with the City's needs identified during the Assess and Define Stage, preparing the City for Final Testing and Training.

4.4.1 Configuration & Power User Training

Tyler staff collaborates with the City to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. Tyler staff will train the City Power Users to prepare them for the Validation of the software. The City collaborates with Tyler staff iteratively to Validate software configuration.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Build & Validate																				
	TYLER										CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Perform configuration			A	R								I	R		I					
Power User process and Validation training			A	R								I	C	I	C				I	
Validate configuration			I	C								A	C		R			C		

4.4.2 Data Conversion & Validation

Tyler completes an initial review of the converted data for errors. With assistance from the City, the Tyler Data Conversion Team addresses items within the conversion program to provide the most efficient data conversion possible. With guidance from Tyler, the City reviews specific data elements within the system and identifies and Reports discrepancies in writing. Iteratively, Tyler collaborates with the City to address conversion discrepancies prior to acceptance.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Data Conversion & Validation																				
	TYLER									CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Write and run data conversion program against Client data		A	I	C	R													C		
Complete initial review of data errors		A	I	C	R							I	I					C		
Review data conversion and submit needed corrections			I	C	I							A	C		R			C		
Revise conversion program(s) to correct error(s)		A	I	C	R							I	I		C			C		

4.4.3 Standard 3rd Party Data Exchange Validation

Tyler provides training on Data Exchange(s) and the City tests each Data Exchange.

The table below represents Tyler's response to the Required Interfaces included in the City's RFP, Functional Requirements Matrix.

Attachment C - Functional Requirements Matrix									
	Requirements Sheets								
	Technical Requirements	Requirements Response Rules:							
	The following functional, technical, workflow and reporting needs provide the minimum requirements of the City of Highland Park. Please review the items carefully and respond in accordance with the requirements response rules provided. Any partial response will be classed as an invalid response. MANDATORY: EVERY REQUIREMENT (Req#) MUST HAVE A RESPONSE TO BE CONSIDERED COMPLETE.	Column #1. Mandatory: Proposers are required to input one response per requirement using the drop down list provided. Response Types: F= Fully provided out of the box, or fully provided out of the box through basic configuration Mod= Provided through a technical modification of the software (i.e., a customization) TP = Provided through a proposed third party application or capability CR= Custom report requiring development SR = Standard report provided through a built in or proposed reporting tool NA = Not Available Column #2. Proposers are requested to itemize estimated costs for all modification requirements. Column #3. Proposers are requested to list the third party product name for all Third Party Product requirements. Column #4. Mandatory: Proposers are required to mark yes or no to whether the implementation costs of this functionality is included in their cost proposal. Column #5. Mandatory: Proposers are required to mark yes or no to whether the training costs of this functionality is included in their cost proposal. Column #6. If a subcontractor is implementing or providing training for this functionality, please indicate the name of the subcontracting firm responsible for the functionality. Column #7. Mandatory: Proposers are required to list the version number for all functionality proposed to the City.							
Req#	PROCESS	1.Response	2.Costs for Mod response	3.Third Party Application for TP response	4. Included in Implementation Y or No	5. Included in training costs Y or No	6. Subcontractor	7. Version Number	Comments/Narrative
#NAME?	Technical Requirements								
#NAME?	Required Interfaces								
#NAME?	The system interfaces with the government's bank to process electronic wire transfers and post to the GL and process receivable transactions	F			Yes	Yes		2018.1 Munis General Ledger, Accounts Receivable	Assuming use of compatible import/export formats
#NAME?	The system interfaces with FacilityDude for work orders	Mod	Need additional information/analysis in order to provide a cost estimate						
#NAME?	The system interfaces with TreeKeeper for tree inventory	Mod	Need additional information/analysis in order to provide a cost estimate						
#NAME?	The system interfaces with Schedule Anywhere for advanced scheduling	F			Yes	Yes		Munis 2018.1 Payroll w/ ESS	Assuming use of compatible import/export formats
#NAME?	The system interfaces with ICC building codes	NA							
#NAME?	The system interfaces with Discovery Benefits for flexible spending accounts	F			Yes	Yes		Munis 2018.1 Payroll w/ ESS	Assuming use of compatible import/export formats
#NAME?	The system interfaces with Benefit solver for employee benefits selection	F			Yes	Yes		Munis 2018.1 Payroll w/ ESS	Assuming use of compatible import/export formats
#NAME?	They system interfaces with Water Smart for online customer utility account	Mod	Need additional information/analysis in order to provide a cost estimate						
#NAME?	They system interfaces with Neptune for meter reading				Yes	Yes		Munis 2018.1 Payroll w/ ESS	Assuming use of compatible import/export formats
#NAME?	The system interfaces with MSI for vehicle stickers	F			Yes	Yes		Munis 2018.1 Accounts Receivable, General Billing	Assuming use of compatible import/export formats
#NAME?	The system interfaces with Bluebeam for plan review	F			Yes	Yes		2018.1 Energov	
#NAME?	The system interfaces with Firehouse for Fire and medical records billing records and fire inspections records	F			Yes	Yes		Munis 2018.1 Accounts Receivable, General Billing	Assuming use of compatible import/export formats
#NAME?	The system interfaces with GIS (BI connection through a SQL server)	F			Yes	Yes		2018.1 Munis	ESRI ArcGIS only via Tyler's GIS integration
#NAME?	The system interfaces with Laserfiche for document management	NA			No	No			LaserFiche integration not possible
#NAME?	The system interfaces with New World for police ticketing	F			Yes	Yes		Munis 2018.1 Accounts Receivable, General Billing	Assuming use of compatible import/export formats
#NAME?	The system interfaces with Performance Pro to add employee performance ratings to employee records	F			Yes	Yes		Munis 2018.1 Payroll w/ ESS	assuming use of compatible import formats
#NAME?	The system interfaces with CFAWin8ICFA shop floor for fleet management	Mod	Need additional information/analysis in order to provide a cost estimate						
#NAME?	The system interfaces with NEOGOV for human resource functions	F			Yes	Yes		Munis 2018.1 Payroll w/ ESS	Assuming use of compatible import/export formats
#NAME?	The system interfaces with Cardinal for parking tickets	F			Yes	Yes		Munis 2018.1 Accounts Receivable, General Billing	Assuming use of compatible import/export formats
#NAME?	The system provides integration with the City's website to post and automatically update dashboards related to budgeting and operating statistics	F			Yes	Yes		2018.1 Munis/ExecuTime/EnerGov	Via Standard journal imports or integration. Real-time integration would need to be discussed further to confirm functionality.

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RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Standard 3rd Party Data Exchange Validation																				
	TYLER									CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Train Data Exchange(s) processing in Tyler software			A	R								C	I	I	I			C	I	
Coordinate 3rd Party Data Exchange activities			I	I								A	C		C			R		
Test all Standard 3rd party Data Exchange(s)			I	C								A	C	I	R			C		

4.4.4 Modification Delivery & Validation, if contracted

Tyler delivers in Scope Modification(s) to the City for preliminary testing. Final acceptance will occur during the Final Testing and Training Stage.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Modification Delivery & Validation, if contracted																				
	TYLER									CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop and deliver contracted modified program(s)		A	I	C	I		R					I	C	I	C			I		C
Test contracted modified program(s) in isolated database			I	C			C					A	C		R			C		
Report discrepancies between specification and delivered contracted modified program(s)			I	I			I					A	R		C			C		
Make corrections to contracted modified program(s) as required		A	I	C	I		R					I	C		C			I		

4.4.5 Forms & Reports Validation

Tyler provides training on Standard Forms/Reports and the City tests each Standard Form/Report.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Forms & Reports Validation																				
	TYLER									CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Standard Forms & Report training			A	R								I	C		C			I		
Test Standard Forms & Reports			I	C		C						A	C		R			C		

4.4.6 Control Point 3: Build & Validate Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Final Testing & Training Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.4.6.1 Build & Validate Stage Deliverables

- Initial data conversion
    - Objective: Convert Legacy (Eden) System data into Tyler system.
    - Scope: Data conversion program complete; deliver converted data for review.
    - Acceptance criteria: Initial error log available for review.
- Data conversion verification document
    - Objective: Provide instructions to the City to verify converted data for accuracy.
    - Scope: Provide self-guided instructions to verify specific data components in Tyler system.
    - Acceptance criteria: City accepts data conversion delivery; City completes data issues log.
- Installation of Modifications on the City's server(s) *except for hosted Clients
    - Objective: Deliver Modification(s) in Tyler software.
    - Scope: Program for Modification is complete and available in Tyler software, Modification testing.
    - Acceptance criteria: Delivery of Modification(s) results in objectives described in the City-signed specification.
- Standard Forms & Reports Delivered
    - Objective: Provide Standard Forms & Reports for review.
    - Scope: Installation of all Standard Forms & Reports included in the Agreement.
    - Acceptance criteria: Standard Forms & Reports available in Tyler software for testing in Stage 4.

4.4.6.2 Build & Validate Stage Acceptance Criteria

- Application configuration completed.
- Standard Forms & Reports delivered and available for testing in Stage 4.
- Data conversions (except final pass) delivered.
- Standard 3rd party Data Exchange training provided.
- Modifications delivered and available for testing in Stage 4.
- The City and Tyler have done a review of primary configuration areas to Validate completeness and readiness for testing and acceptance in Stage 4.

4.5 Final Testing & Training (Stage 4)

During Final Testing and Training, Tyler and the City review the final Cutover plan. A critical Project success factor is the City understanding the importance of Final Testing and Training and dedicating the resources required for testing and training efforts in order to ensure a successful Production Cutover.

4.5.1 Cutover Planning

City and Tyler project manager(s) discuss final preparations and critical dates for Production Cutover. Tyler delivers a Production Cutover Checklist to outline Cutover tasks to help prepare the City for success.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	**Cutover Planning**																					
	TYLER									CLIENT												
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Cutover Planning Session		A	R	C							I	C	C	C	C			C	C	
Develop Production Cutover Checklist		A	R	C						I	I	C	C	I	I			C		

4.5.2 User Acceptance Testing (UAT)

The City performs User Acceptance Testing to verify software readiness for day-to-day business processing. Tyler provides a Test Plan for users to follow to ensure proper Validation of the system.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	User Acceptance Testing (UAT)																				
	TYLER									CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Deliver Test Plan for User Acceptance Testing		A	R	C								I	I							
Perform User Acceptance Testing			I	C							A	R	C	C	C	I	I	C	I	
Accept modified program(s), if applicable			I	I			I				A	R	C	I	C			C		
Validate Report performance			I	C		C						A	C		R			C		

4.5.3 End User Training

End Users attend training sessions to learn how to utilize Tyler software. Training focuses primarily on day-to-day City processes that will be delivered via group training, webinar, eLearnings and/or live training sessions.

Unless stated otherwise in the Agreement, Tyler provides one occurrence of each scheduled training or implementation topic with up to the maximum number of users as defined in the Agreement, or as otherwise mutually agreed. City users who attended the Tyler sessions may train any City users not able to attend the Tyler sessions or additional sessions may be contracted at the applicable rates for training.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	**End User Training**																				
	TYLER									CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Conduct user training sessions			A	R								C	I		I	I		I	I	
Conduct additional End User training sessions			I								I	A	C	I	R	I	I	I	I	

4.5.4 Control Point 4: Final Testing & Training Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Production Cutover Stage is dependent upon Tyler's receipt of the Stage Acceptance.

4.5.4.1 Final Testing & Training Stage Deliverables

- Production Cutover checklist
    - Objective: Provide a detailed checklist outlining tasks necessary for production Cutover.
    - Scope: Dates for final conversion, date(s) to cease system processing in Legacy (Eden) System, date(s) for first processing in Tyler system, contingency plan for processing.
    - Acceptance criteria: Definition of all pre-production tasks, assignment of owners and establishment of due dates.
- User Acceptance Test Plan
    - Objective: Provide testing steps to guide users through testing business processes in Tyler software.
    - Scope: Testing steps for Standard business processes.
    - Acceptance criteria: Testing steps have been provided for Standard business processes.

4.5.4.2 Final Testing & Training Stage Acceptance Criteria

- Production Cutover Checklist delivered and reviewed.
- Modification(s) tested and accepted, if applicable.
- Standard 3rd party Data Exchange programs tested and accepted.
- Standard Forms & Reports tested and accepted.
- User acceptance testing completed.
- End User training completed.

4.6 Production Cutover (Stage 5)

City and Tyler resources complete tasks as outlined in the Production Cutover Plan and the City begins processing day-to-day business transactions in the Tyler software. Following Production Cutover, the City transitions to the Tyler support team for ongoing support of the Application.

4.6.1 Final Data Conversion, if applicable

Tyler obtains final data extract (.bak) and Reports from the Legacy (Eden) System for data conversion and Tyler executes final data conversion. The City may need to manually enter into the Tyler system any data added to the Legacy (Eden) System after final data extract.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Final Data Conversion, if applicable																					
	TYLER										CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales		Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator	
Obtain final data extract (.bak)			A		I			R				I	C	C	I	I	I	I	C			
Provide final extract balancing Reports			I		I								A	C		R			I			
Convert and deliver final pass of data		A	I	I	R								I	I		I			C			
Validate final pass of data			I	C	C							I	A	C		R			C			
Load final conversion pass to Production environment			I		I							I	A	C	I	C			R			

4.6.2 Production Processing & Assistance

Tyler staff collaborates with the City during Production Cutover activities. The City transitions to Tyler software for day-to day business processing.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Production Processing & Assistance																				
	TYLER									CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Production processing			C	C						I	I	A	R	R	R	R	R	R	I	I
Provide production assistance			A	R				C				I	C	C	C	C	C	C		

4.6.3 Transition to Tyler Support

Tyler project manager(s) introduce the City to the Tyler Support team, who provides the City with day-to-day assistance following Production Cutover.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Transition to Tyler Support																				
	TYLER										CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop internal support plan			I								A	R	C	C	C	C		C	C	C
Conduct transfer to Support meeting	A	I	C					R				C	C	C	C	I	I	C	I	I

4.6.4 Schedule Post-Production Services, if applicable

Tyler provides post-production services if included in the Agreement. Prior to scheduling services, the Tyler project manager(s) collaborate with City project manager(s) to identify needs.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Schedule Post-Production Services, if applicable																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Identify topics for post-production services			C	C								A	R	I	C				I	
Schedule services for post-production topics		A	R	I								C	C	I	C				I	

4.6.5 Control Point 5: Production Cutover Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Phase/Project Closure Stage is dependent upon Tyler's receipt of this Stage Acceptance.

Using the available Project budget, the Tyler Project Managers will include the following activities in post-production activities:

- Month End processing (estimated up to 1 day)
- Year End processing (estimated up to 2 days)

4.6.5.1 Production Cutover Stage Deliverables

- Final data conversion, if applicable
    - Objective: Ensure (in Scope) Legacy (Eden) System data is available in Tyler software in preparation for production processing.
    - Scope: Final passes of all conversions completed in this Phase.
    - Acceptance criteria: Data is available in production environment.
- Support transition documents
    - Objective: Define strategy for on-going Tyler support.
    - Scope: Define support strategy for day-to-day processing, conference call with City Project Manager(s) and Tyler support team, define roles and responsibilities, define methods for contacting support.
    - Acceptance criteria: the City receives tools to contact support and understands proper support procedures.

4.6.5.2 Production Cutover Stage Acceptance Criteria

- Final data conversion(s) delivered.
- Processing is being done in Tyler production.
- Transition to Tyler support is completed.
- Post-live services have been scheduled, if applicable.

4.7 Phase/Project Closure (Stage 6)

Project or Phase closure signifies full implementation of all products purchased and encompassed in the Phase or Project. The City moves into the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Support).

4.7.1 Close Phase/Project

The City and Tyler project manager(s) review the list of outstanding Project activities and develop a plan to address them. The Tyler project manager(s) review the Project budget and status of each contract Deliverable with the City project manager(s) prior to closing the Phase or Project.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 6	**Close Phase/Project**																				
	TYLER									CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review outstanding Project activities and develop action plan		A	R	C								C	C	I	C	I		C		
Review Project budget and status of contract Deliverables		A	R							I	I	C								

4.7.2 Control Point 6: Phase/Project Closure Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. This is the final acceptance for the Phase/Project.

4.7.2.1 Phase/Project Closure Stage Deliverables

- Phase/Project reconciliation report
    - Objective: Provide comparison of contract Scope and Project budget.
    - Scope: Contract Scope versus actual, analysis of services provided and remaining budget, identify any necessary Change Requests or Project activity.
    - Acceptance criteria: Acceptance of services and budget analysis and plan for changes, if needed.

4.7.2.2 Phase/Project Closure Stage Acceptance Criteria

- Outstanding Phase or Project activities have been documented and assigned.
- Phase/final Project budget has been reconciled.
- Tyler Deliverables for the Phase/Project are complete.

5 Roles and Responsibilities

5.1 Tyler Roles and Responsibilities

Tyler assigns project manager(s) prior to the start of each Phase of the Project. The project manager(s) assign additional Tyler resources as the schedule develops and as needs arise. One person may fill multiple project roles.

5.1.1 Tyler Executive Management

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the City's overall organizational strategy.
- Authorizes required project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Offers additional support to the project team and is able to work with other Tyler department managers in order to escalate and facilitate implementation project tasks and decisions.
- Acts as the counterpart to the City's executive sponsor.

5.1.2 Tyler Implementation Management

- Acts as the counterpart to the City steering committee.
- Assigns initial Tyler project personnel.
- Works to resolve all decisions and/or issues not resolved at the Project Management level as part of the escalation process.
- Attends City steering committee meetings as necessary.
- Provides support for the project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.

5.1.3 Tyler Project Manager

The Tyler project manager(s) provides oversight of the Project, coordination of resources between departments, management of the project budget and schedule, effective risk and issue management, and is the primary point of contact for all Project related items.

- Contract Management
    - Validates contract compliance throughout the Project.
    - Ensures Deliverables meet contract requirements.
    - Acts as primary point of contact for all contract and invoicing questions.
    - Prepares and presents contract milestone sign-offs for acceptance by City project manager(s).
    - Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.
- Planning

- Update and deliver Implementation Management Plan.
- Defines project tasks and resource requirements.
- Develops initial project schedule and full scale Project Plan.
- Collaborates with City project manager(s) to plan and schedule project timelines to achieve on-time implementation.

- Implementation Management

  - Tightly manages Scope and budget of Project; establishes process and approval matrix with the City to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
  - Establishes and manages a schedule and resource plan that properly supports the Project Plan that is also in balance with Scope/budget.
  - Establishes risk/issue tracking/reporting process between the City and Tyler and takes all necessary steps to proactively mitigate these items or communicates with transparency to the City any items that may impact the outcomes of the Project.
  - Collaborates with the City's project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
  - Sets a routine communication plan that will aide all project team members, of both the City and Tyler, in understanding the goals, objectives, current status and health of the project.

- Team Management

  - Acts as liaison between project team and Tyler manager(s).
  - Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
  - Provides direction and support to project team.
  - Builds partnerships among the various stakeholders, negotiating authority to move the Project forward.
  - Manages the appropriate assignment and timely completion of tasks as defined in the Project Plan, task list, and Production Cutover Checklist.
  - Assesses team performance and adjusts as necessary.
  - Interfaces closely with Tyler developers to coordinate program Modification activities.
  - Coordinates with in Scope 3rd party providers to align activities with ongoing project tasks.

5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Performs problem solving and troubleshooting.
- Follows up on issues identified during sessions.
- Documents activities for on site services performed by Tyler.
- Provides conversion Validation and error resolution assistance.
- Recommends guidance for testing Forms and Reports.
- Tests software functionality with the City following configuration.
- Assists during Production Cutover process and provides production support until the City transitions to Tyler Support.
- Provides product related education.

- Effectively facilitates training sessions and discussions with City and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- Conducts training (configuration, process, conversion Validation) for Power Users and the City's designated trainers for End Users.
- Clearly documents homework tasks with specific due dates and owners, supporting and reconciling with the final Project Plan.
- Keeps Tyler project manager(s) proactively apprised of any and all issues which may result in the need for additional training, change in schedule, change in process decisions, or which have the potential to adversely impact the success of the Project prior to taking action.

5.1.5 Tyler Sales

- Provide sales background information to Implementation during Project initiation.
- Support Sales transition to Implementation.
- Provide historical information, as needed, throughout implementation.

5.1.6 Tyler Software Support

- Manages incoming client issues via phone, email, and online customer incident portal.
- Documents and prioritizes issues in Tyler's Customer Relationship Management (CRM) system.
- Provides issue analysis and general product guidance.
- Tracks issues and tickets to timely and effective resolution.
- Identifies options for resolving reported issues.
- Reports and escalates defects to Tyler Development.
- Communicates with the City on the status and resolution of reported issues.

5.1.7 Tyler Data Conversion Experts

- Validates client data files are in proper format.
- Develops customized conversion programs to convert Legacy (Eden) System data into the Tyler database for production use according to defined mapping.
- Provides error Reports on unsupported data conditions and the merging or normalization of data fields.
- Assists the City with understanding and interpreting error Reports.
- Performs changes and corrections to customized conversion programs as the City discovers data anomalies and exception conditions.

5.1.8 Tyler Reports/Forms Experts

- Provides specifications for all Forms & Reports in Scope.
- Reviews requirements for Peripherals and Consumables, if applicable.
- Conducts review of City's form mockup sheets.
- Develops final form designs.
- Configures and installs Forms software and approved Forms.

5.1.9 Tyler SaaS Technicians

- Provides maintenance of hosted server hardware, operating system, and Software Upgrades.
- Provides IT-related services for server environment.
- Provides remote technical assistance and tracks issues.
- Provides systems management and disaster recovery services within hosting services.
- Adds new City users; SaaS determines user names incorporating a unique client identifier and user initials.
- Performs Tyler Software Upgrades through coordination with the City.

5.2 City Roles and Responsibilities

City resources will be assigned prior to the start of each Phase of the project. One person may be assigned to multiple project roles.

5.2.1 City Executive Sponsor

- Provides clear direction for the Project and how the Project applies to the organization's overall strategy.
- Champions the Project at the executive level to secure buy-in.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the City steering committee level as part of the escalation process.
- Actively participates in organizational change communications.

5.2.2 City Steering Committee

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Provides management support for the project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
    - Cost
    - Scope
    - Schedule
    - Project Goals
    - City Policies

5.2.3 City Project Manager

The City shall assign project manager(s) prior to the start of this Project with overall responsibility and authority to make decisions related to project Scope, scheduling, and task assignment, and communicates decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the City project manager(s) do not have the knowledge or authority to make decisions, he or she engages the correct resources from the City to participate in discussions and make decisions in a timely fashion to avoid Project delays.

- Contract Management
    - Validates contract compliance throughout the Project.
    - Ensures invoicing and Deliverables meet contract requirements.
    - Acts as primary point of contact for all contract and invoicing questions.
    - Signs off on contract milestone acknowledgment documents.
    - Collaborates on and approves Change Requests, if needed, to ensure proper Scope and budgetary compliance.
- Planning
    - Review and acknowledge Implementation Management Plan.
    - Defines project tasks and resource requirements for City project team.
    - Collaborates in the development and approval of the initial Project Plan and Project Plan.
    - Collaborates with Tyler project manager(s) to plan and schedule Project timelines to achieve on-time implementation.
- Implementation Management
    - Tightly manages Project budget and Scope and collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
    - Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the Project Plan, as a whole, that is also in balance with Scope/budget.
    - Collaborates with Tyler Project manager(s) to establish risk/issue tracking/reporting process between the City and Tyler and takes all necessary steps to proactively mitigate these items or communicates with transparency to Tyler any items that may impact the outcomes of the Project.
    - Collaborates with Tyler Project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the Project.
    - Routinely communicates with both City staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the Project by all team members.
- Team Management
    - Acts as liaison between project team and stakeholders.
    - Identifies and coordinates all City resources across all modules, Phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.

- Provides direction and support to project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the Project forward.
- Manages the appropriate assignment and timely completion of tasks as defined in the Project Plan, task list, and Production Cutover Checklist.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to City technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
- Coordinates in Scope 3rd party providers to align activities with ongoing Project tasks.

5.2.4 City Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Attends and contributes business process expertise for current/future state analysis sessions.
- Identifies and includes additional subject matter experts to participate in Current/Future State Analysis sessions.
- Provides business process change support during Power User and End User training.
- Completes performance tracking review with client project team on End User competency on trained topics.
- Provides Power and End Users with dedicated time to complete required homework tasks.
- Act as an ambassador/champion of change for the new process.
- Identifies and communicates any additional training needs or scheduling conflicts to City project manager.
- Prepares and Validates Forms.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:

    - Task completion
    - Stakeholder Presentation
    - Implementation Management Plan development
    - Schedule development
    - Maintenance and monitoring of risk register
    - Escalation of issues
    - Communication with Tyler project team
    - Coordination of City resources
    - Attendance at scheduled sessions
    - Change Management activities
    - Modification specification, demonstrations, testing and approval assistance
    - Conversion Analysis and Verification Assistance
    - Decentralized End User Training
    - Process Testing
    - User Acceptance Testing

5.2.5 City Power Users

- Participate in Project activities as required by the project team and project manager(s).

- Provide subject matter expertise on City business processes and requirements.
- Act as subject matter experts and attend current/future state and validation sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout Project.
- Participate in Conversion Validation.
- Test all Application configuration to ensure it satisfies business process requirements.
- Become Application experts.
- Participate in User Acceptance Testing.
- Adopt and support changed procedures.
- Complete all Deliverables by the due dates defined in the Project Plan.
- Demonstrate competency with Tyler products processing prior to Production Cutover.
- Provide knowledge transfer to City staff during and after implementation.

5.2.6 City End Users

- Attend all scheduled training sessions.
- Become proficient in Application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all Deliverables by the due dates defined in the Project Plan.
- Utilize software to perform job functions at and beyond Production Cutover.

5.2.7 City Technical Support

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Extracts and transmits conversion data and control reports from City's Legacy (Eden) System per the conversion schedule set forth in the Project Plan.
- Coordinates and adds new users and printers and other Peripherals as needed.
- Validates all users understand log-on process and have necessary permission for all training sessions.
- Coordinates Interface development for City third party Data Exchanges.
- Develops or assists in creating Reports as needed.
- Ensures onsite system hardware meets specifications provided by Tyler.
- Assists with software Installation as needed.

5.2.8 City Upgrade Coordinator

- Becomes familiar with the Software Upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler Community to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the City's Software Upgrade process.
- Assists with the Software Upgrade process during implementation.
- Manages Software Upgrade activities post-implementation.
- Manages Software Upgrade plan activities.
- Coordinates Software Upgrade plan activities with City and Tyler resources.
- Communicates changes affecting users and department stakeholders.

- Obtains department stakeholder sign-offs to upgrade production environment.

5.2.9 City Project Toolset Coordinator

- Ensures users have appropriate access to Tyler project toolsets such as Tyler University, Tyler Community, Tyler Product Knowledgebase, SharePoint, etc.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

5.2.10 City Change Management Lead

- Validates users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

6 EnerGov Business Scope

6.1 Transactions and Automation

- Unique Business Transactions in Scope = up to 10 Transactions
- Template Business Transactions in Scope = up to 10 Transactions
- Geo-Rules within Scope = up to 7 Geo-Rules
- Intelligent Objects and IAA's within Scope = up to 7 IO/IAA
- Custom Reports/Output documents within scope = up to 11 reports
- Integrations within scope = 0
- Data Conversion Sources within scope = 1 data source

6.2 "Unique Business Transaction" is defined by:

- Unique workflow or business process steps & actions (including output actions)
- Unique Fee assessment / configuration definition
- Unique Custom fields/forms definition

Uniqueness of any of these mentioned parameters regulates the need for a unique business case transaction design document and configuration event.

6.3 "Template Transaction" is defined by:

- A pre-defined and pre-configured EnerGov best management business process.
- The following modifications to Template Transactions are considered within scope (quantified above in "Transactions and Automation" section):
    - Changes to the required inspections
    - Changes to the required review departments
    - Adding no more than 2 additional actions to the workflow
    - Changes to fees that require creating no more than 3 fees to accommodate
    - Changes to the custom field layouts that are related to fees and reports

6.3.1 "Template" transaction is defined by:

- A pre-defined and pre-configured EnerGov best management business process.

6.3.2 "Geo-Rule" is defined by:

- An automation event that is triggered by a condition configured around the source ESRI geodatabase. Current geo-rule events are:

Alert	• **Displays a pop-up with a custom message to the user, notifying them of certain spatial data (i.e. noise abatement zones; flood zones; etc.).**

Block	• Places a block on the case and prevents any progress or updates from occurring on the record (i.e. no status changes can be completed, no fees can be paid, the workflow cannot be managed, etc.)
Block with Override	• Places a block on the case and prevents any progress or updates from occurring on the record (i.e. no status changes can be completed, no fees can be paid, the workflow cannot be managed, etc.) However, the block can be overridden by end-users who have been given the proper securities.
Fee Date	• Populates the CPI vesting date on the record if vesting maps are used by the jurisdiction.
Filed Mapping	• A custom field or any field inherent in the EnerGov application can automatically populate with information based on spatial data.
Required Action	• A workflow action can automatically populate in the workflow details for the particular record (i.e. plan, permit, code case, etc.) that requires the action based on certain spatial data related to the case.
Required Step	• A workflow step can automatically populate in the workflow details for the particular record (i.e. plan, permit, code case, etc.) that requires the step based on certain spatial data related to the case.
Zone Mapping	• The zone(s) automatically populate on the "Zones" tab of the record (i.e. plan, permit, code case, etc.).

6.3.3 "Intelligent Object (IO)" is defined by:

- Key components for automatically and reactively triggering geo-rules, computing fees, and generating emails, alerts and other notifications.

6.3.4 "Intelligent Automation Agent (IAA)" is defined by:

- A tool designed to automate task in a proactive manner by setting values and generating emails and other tasks. On a nightly basis, a Windows service sweeps the EnerGov system looking for IAA conditions that have been met, and the associated actions are then performed. The IAA does not generate alerts or errors.

6.3.5 "EnerGov SDK API (Toolkits)" are defined by:

- API's developed by Tyler Technologies for extending the EnerGov Framework and functionality to external agencies and systems. Full documentation is available for each toolkit upon request.

Note: The EnerGov toolkits and related documentation are simply tools that allow clients to create applications and integrations. The purchase of a toolkit does not imply any development related services from Tyler Technologies. The client is responsible for working with their IT staff and VAR's to develop any necessary applications and integrations except as otherwise noted in the Investment Summary for any "in-scope" integrations.

7 EnerGov Conversion Summary

7.1 Community Development

- Permit Master basic information
- Plan Master basic information
- Plan & Permit Contacts
    - Unique (keyed) contacts converted to global contacts
    - Non-keyed contacts converted to a Memo Custom Field or standard note
- Sub-permit Associations – Visible in Workflow and Attached Records
- Reviews and Approvals
- Projects
- Permit Renewals
- Bonds and Escrow
- Contractors
- Initialized Workflows
- Inspections and Inspection Cases
- Meetings and Hearings
- Activities and Actions
- Conditions
- Fees
- Holds
- Notes
- Parcels and Addresses
- Payments and Fee History
- Zones
- Code Case Master basic information
- Code Requests
- Code Case Contacts and Properties
    - Unique (keyed) contacts converted to global contacts
    - Non-keyed contacts converted to a Memo Custom Field or standard note
- Violations
    - Fees
    - Payments
    - Notes

7.2 Business Management

- Business Entity (Only for Business Licensing)
- License Master basic information
- License Contacts
    - Unique (keyed) contacts converted to global contacts
    - Non-keyed contacts converted to a Memo Custom Field or standard note
- Reviews and Approvals – Converted to Activity
- Fees

- Bonds and Escrow
- Activities and Actions
- Conditions
- Notes
- Holds
- Initialized Workflows
- Contractors
- Business Types and NAICS Codes
- Payment and Fee History
- Code Case Master basic information
- Code Requests
- Code Case Contacts and Properties
    - Unique (keyed) contacts converted to global contacts
    - Non-keyed contacts converted to a Memo Custom Field or standard note
- Parcels and Addresses
- Meetings and Hearings
- Violations
    - Fees
    - Payments
    - Notes

8 Munis Conversion Summary

8.1 Accounting Standard COA

- Chart of Accounts segments, objects, character codes, project codes (if applicable), organization codes (if applicable), control accounts budget rollups, fund attributes, due to/due from accounts
- Requires the use of a Tyler provided spreadsheet for design and entry of the data to be converted

8.2 Accounting - Actuals up to 7 years

- Summary account balances
- Current year (1), plus up to 7 years historical

8.3 Accounting - Budgets up to 7 years

- Original budget, budget adjustments, revised budget summaries for accounts
- Current year (1), plus up to 7 years historical
- Up to 7 years

8.4 Accounts Payable Standard Master

- Vendor Master file including names, addresses, SSN/FID, contacts, phone numbers
- Multiple remittance addresses
- Year-to-date 1099 amounts

8.5 Accounts Payable - Checks up to 5 years

- Check header data including vendor, warrant, check number, check date, overall check amount, GL cash account and clearing information
- Check detail data including related document and invoice numbers for each check
- Current year (1), plus up to 5 years historical

8.6 Accounts Payable - Invoice up to 5 years

- Invoice header data containing general information for the invoice
- Invoice detail data containing line-specific information for the invoice
- Current year (1), plus up to 5 years historical

8.7 Asset Maintenance – Closed Work Order History No Cost Data

- Work Order History with no cost data, this is the basic work order information, the work order number, comments, contracts, description, user defined fields.
- 2 Databases – TreeKeeper, CFAwin

8.8 Asset Maintenance – Work Order Assets

- Asset Maintenance tables for all work order asset types. These tables contain the detail of the asset based on the type e.g. Equipment, infrastructure, fleet etc.

8.9 Asset Maintenance – Work Order History with Cost Data

- Work Order History with cost data, everything included in option 2 but integrated with several other Munis modules such as Inventory or Payroll, linking employee numbers, customer number, Inventory items, etc.
- 2 Databases – TreeKeeper, CFAwin

8.10 Capital Assets Std Master

- Asset description, status, acquisition quantity, date and amount, codes for asset class, subclass, department, custodian, flags for capitalization and depreciation, estimated life, serial number, model, model year, depreciation method, life-to-date depreciation amount, last depreciation date, disposal information (if any), purchase information, if any (vendor, PO, Invoice)

8.11 General Billing Std CID

- Customer information

8.12 General Billing – Recurring Invoices

- General Billing Invoices that are sent on a regular basis
- Header records with general information about the invoice
- Detail records with line-specific information

8.13 General Billing – Bills up to 5 years

- Unlimited history of open and closed invoices
- General Ledger information so open invoices can be processed in Munis

8.14 Human Capital Management - Standard

- HCM Employee Master data including data such as name, address, SSN, legacy employee ID, date of birth, hire date, activity status (such as active/inactive), leave/termination code and date, phone(s), e-address, marital status, gender, race, personnel status (such as full-time, part-time, etc.), highest degree, advice-delivery (print/email/both) and check location, plus primary group, job, location, and account information

8.15 Human Capital Management – Accumulators up to 15 years

- YTD, QTD, MTD amounts for employee pay and deductions
- Needed for mid-calendar-year go-live

- May not be needed if converting earnings/deductions history
- Back to 2004
- Current year (1), plus up to 14 years historical

8.16 Human Capital Management – Accrual Balances

- Employee Accrual Balances including Vacation, Holiday, and other Leave balances
- Start of year balance, earned to date, used to date

8.17 Human Capital Management – Deductions

- Employee Deductions - including employee ID, deduction codes, tax information, and direct deposit information

8.18 Human Capital Management – Check History up to 15 years

- Back to 2004
- Current year (1), plus up to 14 years historical, additional years must be quoted. We convert amounts for earnings and deductions in employee check history, check number and date.

8.19 Human Capital Management – Earning/Deduction History up to 15 years

- Back to 2004
- Current year (1), plus up to 14 years historical, additional years must be quoted. Earning and deduction history broken down my individual codes (earnings and deduction) and amounts per pay period, the detail of these lines, sums the check history in opt 4.

8.20 Human Capital Management – PM Action History up to 5 years

- Current year (1), plus up to 5 years historical, additional years must be quoted. A variety of Personnel actions, such as job or salary changes and dates these events occurred.

8.21 Human Capital Management – Position Control

- Position, description, status, job code, bargaining group, location, number of employees allowed for each, FTE percentage, GL account, and max/min grade and step

8.22 Human Capital Management – State Retirement Tables

- Specific state-required data, plus related service years information, when appropriate
- Needed for some states

8.23 Human Capital Management – Certifications

- Certification area and certification type codes, certification number and effective date, expiration date, and required-by date, codes for certification level and subjects

8.24 Human Capital Management – Education

- Codes, for institution, type of degree, and area(s) of study

8.25 Project Grant Accounting Standard

- Segments, account strings and fund string allocation table
- Requires the use of a Tyler provided (Chart of Accounts) spreadsheet for design and entry of the data to be converted

8.26 Project Grant Accounting – Actuals up to 7 years

- Summary project ledger string balances
- Current year (1), plus up to 7 years historical

8.27 Project Grant Accounting – Budget up to 7 years

- Original project ledger budget amounts
- Current year (1), plus up to 7 years historical

8.28 Purchasing - Purchase Orders – Closed POs

8.29 Purchasing - Purchase Orders – Standard Open POs only

- Open purchase orders header data including vendor, buyer, date, accounting information, etc.
- Open purchase orders detail data including line item descriptions, quantities, amounts, etc.

8.30 Utility Billing - Standard

- Account Master data including previous and current customer owner information- address info, phone, fax, SSN number, FID number, account status, parcel number, location street, apartment, city, state, zip, book number, read sequence, account start and end date, EFT bank information

8.31 Utility Billing – Services

- Service data for each account including service codes, status, type, factor, condo units, bill cycle codes, budget information, winter usage, meter readings (current and previous), meter usage (current and previous), sales tax information

8.32 Utility Billing – Service Orders

8.33 Utility Billing – Backflow

- Account information, backflow device information, backflow type, and backflow violations

8.34 Utility Billing – Balance Forward AR

- Total balance due on the account, or by charge code
- If late penalties will be applied in Munis after the conversion, balance forward amounts must be converted by charge code

8.35 Utility Billing – Consumption History up to 5 years

- History of meter readings, usage, read dates, usage days, bill amounts, bill dates, read codes

8.36 Utility Billing –Assessments

- Assessments are improvement costs that are spread across to property owner
- Utility Billing conversion option 4 (balance forward AR) must also be purchased in order to convert assessments

8.37 Vehicle Stickers

9 TCM Conversion Summary

9.1 Tyler Content Manager SE - Accounting - Budgets (total balances only) up to 3yrs

9.2 Tyler Content Manager SE - AP - Checks

9.3 Tyler Content Manager SE - AP Standard Master

9.4 Tyler Content Manager SE - Business License - Bills (Header, Detail)

9.5 Tyler Content Manager SE - Business License Standard Master - Customer Accounts

9.6 Tyler Content Manager SE - Capital Assets - History

9.7 Tyler Content Manager SE - Capital Assets Standard - Master, GL Accounts, Purchase History

9.8 Tyler Content Manager SE - EnerGov Business Management

9.9 Tyler Content Manager SE - EnerGov Community Development

9.10 Tyler Content Manager SE - General Billing - Bills (Header, Detail), Payment History, Invoices

9.11 Tyler Content Manager SE - General Billing Standard - CID

9.12 Tyler Content Manager SE - Payroll - Certifications

9.13 Tyler Content Manager SE - Payroll - Check History

9.14 Tyler Content Manager SE - Payroll - Deductions

9.15 Tyler Content Manager SE - Payroll - PM Action History

9.16 Tyler Content Manager SE - Payroll - Position Control

9.17 Tyler Content Manager SE - Payroll - Recruiting

9.18 Tyler Content Manager SE - Payroll Standard - Employee, Address

9.19 Tyler Content Manager SE - Permits and Code Enforcement – Applications

9.20 Tyler Content Manager SE - Permits and Code Enforcement – Inspections

9.21 Tyler Content Manager SE - Permits and Code Enforcement - Violations

9.22 Tyler Content Manager SE - Property Master Standard

9.23 Tyler Content Manager SE - Purchase Orders - Standard - Open PO's

9.24 Tyler Content Manager SE - Utility Billing - Backflow

9.25 Tyler Content Manager SE - Utility Billing - Standard - UB Account, CID's

10 Project Deliverable Listing

A description of each summary deliverable is provided below. All deliverables will be provided electronically in the format used to prepare the deliverable (example: Microsoft Word, Excel) to allow for updates and revisions.

Deliverable Number: DED-01	
Deliverable Name: Implementation Management Plan	**Phase: 1**
Objective: To provide procedures for project management and managing changes to the project scope, schedule or budget.	
Scope: Customized management plans to reflect Client's specific project approach. Management plans will document specific project management processes that are agreed upon between Client and Tyler Project Manager. As part of project planning, the Tyler Project Manager will review the SOW and contract with Client.	
Format: Microsoft Word / SharePoint	
Outline: ***Scope Management Plan*** • Scope Management Approach • Scope Management Roles and Responsibilities • Scope Verification • Scope Control • Scope Change ***Communication Management Plan*** • Communications Planning • Information Distribution • Communication Roles and Responsibilities • Communication Plan Matrix ***Resource Management Plan*** • Project Team List • Physical Resource Requirements • Facility Resource Matrix • Human Resources Requirements Matrix	

Deliverable Number: DED-01
Quality Management Plan • Quality Approach • Quality Planning • Establish Quality Control Checklist • Issue Resolution • Quality Assurance • Quality Control • Quality Control Checklist ***Risk Management Plan*** • Risk Assessment Procedures • Risk Management Procedures • Risk Measuring and Control Procedures • Risk Register • Risk Assessment • Risk Evaluation • Risk Management Planning • Risk Measuring and Control
Acceptance Criteria: • Client project team has read, understands, and agrees with the procedures and schedules within the Implementation Management Plan • The deliverable contains all the components specified in the Outline of this DED and the SOW • The respective Tyler and Client project team members have resolved all material content and/or quality issues. • The deliverable is free of formatting and spelling errors.

Deliverable Number: DED-02	
Deliverable Name: Project Plan / Schedule	**Phase:** 1, 2, 3, 4, 5
Objective: Task list with owners and due dates for successful completion of the project.	
Scope: Project implementation tasks, milestones, due dates, owners, and dependencies.	
Format: Developed in MS Project, then uploaded and maintained as the master project plan on the Client Project SharePoint site.	
Outline: The project plan will follow the Tyler Implementation Methodology WBS and contain all WBS tasks, tasks necessary for completion of WBS tasks, deliverables, milestones, review/acceptance periods, and other key project events. The Project Plan will contain: • Project's activities and tasks • Dates of project activities and tasks • Specific resources assigned to project tasks • Detailed Project schedule / Work Breakdown Structure (WBS) featuring phases, deliverables, and work packages • Milestones and Deliverables • Client Review Periods for Milestones and Deliverables • Project Acceptance of Implementation Control Points	
Client Role: • Review project plan • Contribute information necessary to complete and maintain project plan	
Tyler Role: • Provide initial on-site and remote session schedule to client for approval • Create project plan • Post project plan to Project SharePoint site	
Acceptance Criteria: • The client signs off on the project plan and schedule • The deliverable contains all the components specified in the Outline of this DED and the SOW • The respective Tyler and Client project team members have resolved all material content and/or quality issues. • The deliverable is free of formatting and spelling errors.	

Deliverable Number: DED-03	
Deliverable Name: User Manuals	**Phase:** 1, 2, 3, 4, 5
Objective: Provide documentation on Tyler software	
Scope: Baseline user manuals for all major processes for purchased modules reflecting version that client will implement.	
Format: MS Word	
Outline: • Overview of module • Detailed description of how to complete tasks in Tyler • Identification of options, fields, and functions built into the Tyler software.	
Client Role: • Review User Materials	
Tyler Role: • Provide training manuals on SharePoint.	
Acceptance Criteria: • The deliverable contains all the components specified in the Outline of this DED and the SOW • The respective Tyler and Client project team members have resolved all material content and/or quality issues. • The deliverable is free of formatting and spelling errors.	

Deliverable Number: DED-04	
Deliverable Name: **System** Analysis Design Documents	**Phase:** 1, 2, 3, 4, 5
Objective: To document the decisions and processes resulting from analysis and identify how Client will use the Tyler system.	
Scope: Detailed configuration decisions for each in scope functional area, module, and business process to identify the detailed set-up notes for how the system will be used. The document is to contain workflow, and security information where applicable.	
Format: MS Word and/or MS Excel	

Deliverable Number: DED-04
Sample Outline: **Current Needs:** • Identification of current process **Client Decision Making:** • Process flow / process description • Process Decisions • Setup Decision • Workflow Decisions utilizing Workflow Matrix • Follow Up Items **Detailed Munis set-up considerations** • Set up details • Security Role recommendations utilizing Security Matrix • Interfaces **Other Information** • Workflow Process and Role Details • Security Role Details
Client Role: • Participate in all meetings and make decisions • Review the documents provided by the Tyler project team • Identify any discrepancies • Ask for clarification from the Tyler team, if necessary
Tyler Role: • Complete Analysis Documents • Complete deliverable containing all information described in this DED. • Participate in meetings as required to gather information necessary to completed deliverable. • Post completed documents to SharePoint.
Acceptance Criteria: • All configurations for software documented in Analysis Document. • The deliverable contains all the components specified in the Outline of this DED • The respective Tyler and Client project team members have resolved all material content and/or quality issues. • The deliverable is free of formatting and spelling errors.

Deliverable Number: DED-05	
Deliverable Name: Data Conversion Plan	**Phase:** 1, 2, 3, 4, 5
Objective: Document conversion option decisions, timelines, tasks and validation methods.	
Scope: All conversions listed in Conversion Summary sections that Client chooses to convert. As analysis sessions occur, the plan will be updated with scope of conversions, years of history, and plan to convert.	
Format: MS Excel	
Outline: • Conversion options to be exercised • Conversion options not to be completed, with description of change order action • Timelines for each conversion option • Reports and data validation recommendations	
Client Role: • Attend conversion and applicable module analysis sessions • Participate in planning discussions • Review and accept the conversion plan	
Tyler Role: • Provide conversion analysis • Provide conversion specifications and guidelines • Provide guidance on proofing methods and tools • Create and provide the conversion plan	
Acceptance Criteria: • The deliverable contains all the components specified in the Outline of this DED and the SOW • The respective Tyler and Client project team members have resolved all material content and/or quality issues. • The deliverable is free of formatting and spelling errors.	

Deliverable Number: DED-06	
Deliverable Name: Forms Packages	**Phase:** 1, 2, 3, 4, 5

Deliverable Number: DED-06
Objective: Review and complete in-scope requirements for Forms.
Scope: For Munis modules that include Tyler Forms, this includes reviewing Tyler Forms kits, completing kits, completing form mock-up, and submitting all required kit information to Tyler Forms.
Format: Various – Word, Excel, PDF
Outline: See Forms & Reports Planning and Forms & Reports Validation sections.
Client Role: • Client reviews Tyler Forms kits with Munis Consultants • Client reviews the Tyler Forms proofs for Munis • Client signs off on final Tyler Forms proofs for Munis
Tyler Role: • Provide Tyler Forms kits and review contents with Client. • Provide guidance to Client in completion of Form kit and form Mock-up.
Acceptance Criteria: • The deliverable contains all the components specified in the Outline of this DED • The respective Tyler and Client project team members have resolved all material content and/or quality issues. • The deliverable is free of formatting and spelling errors.

Deliverable Number: DED-07	
Deliverable Name: Data Conversion Program	**Phase:** 1, 2, 3, 4, 5
Objective: Develop conversion program to convert data from legacy system to Munis.	
Scope: See Data Conversion & Validation section.	
Format: N/A	
Outline: • Deliver Error Report, if applicable. • Deliver first pass of converted data. • First pass of converted data is in test database.	
Client Role: • Review Error Report, if applicable. • Load converted data, if applicable.	

Deliverable Number: DED-07
• Authorize load of converted data, if applicable.
Tyler Role: • Write conversion program based on mapping and crosswalk information provided by Client and Tyler Consultant. • Run conversion program against data provided by Client. • Provide Error Report to Client (if applicable). • Provide first Data Pass to Client. • Provide instructions for loading Data Pass. • Load Data Pass (if applicable).
Acceptance Criteria: • The deliverable contains all the components specified in the Outline of this DED and the SOW

Deliverable Number: DED-08	
Deliverable Name: Production Cutover Checklist	**Phase:** 1, 2, 3, 4, 5
Objective: Identify all tasks that will need to be completed for Production Cutover. Checklist will provide cutover timelines to cease processing in the legacy system, timeline for final conversions, contingency processing plans and instructions for decentralized departments.	
Scope: Implementation will provide the client with a checklist of items needed to be completed for Production Cutover.	
Format: MS Excel	
Outline: **Sample activities from a Payroll Go-Live Checklist:** • Separation of duties between Payroll and HR determined and tested • Validate process of starting a payroll, switch T & A users • Review Dept. Time & Attendance process, proof reports • Verify GL Distribution Posting correctly- Finance Dept. approval • Verify appropriate permission levels on General, Time & Attendance and Payroll Run Processing for all users **Checklist columns:** • Item ID • Activity • Owner • Date Verified • Client Approval (initials)	

Deliverable Number: DED-08
• Notes/Comments
Client Role: • Review and complete the list of items required for Production Cutover.
Tyler Role: • Provide client with a list of items required for completion for the Production Cutover, by phase.
Acceptance Criteria: • The deliverable contains all the components specified in the Outline of this DED and the SOW • The respective Tyler and Client project team members have resolved all material content and/or quality issues. • The deliverable is free of formatting and spelling errors.

Deliverable Number: DED-09	
Deliverable Name: Support Transition Documents	**Phase:** 1, 2, 3, 4, 5
Objective: Define on-going Tyler support processes.	
Scope: For all Tyler products.	
Format: Microsoft Word	
Outline: • Define support strategy for day-to-day processing. • Establish Roles & Responsibilities in handling Support relationship. • Determine methods for contacting Tyler Support.	
Client Role: • Participate in call with Tyler Support Manager. • Review Transition Documents. • Prepare internal Support Plan.	
Tyler Role: • Coordinate call between City and Tyler Support Manager. • Review Transition Documents • Provide Support with key Client information.	
Acceptance Criteria:	

Deliverable Number: DED-09
• The deliverable contains all the components specified in the Outline of this DED and the SOW • Support Transition documents outline information relevant to City for Support consumption. • The deliverable is free of formatting and spelling errors.

Deliverable Number: DED-10	
Deliverable Name: Phase/Project Reconciliation Report	**Phase:** 1, 2, 3, 4, 5
Objective: Provide comparison of contract scope and Project budget.	
Scope: Contract scope versus actual, analysis of services provided and remaining budget, identify any necessary Change Requests or Project activity.	
Format: Microsoft Word, Excel, or SharePoint	
Outline: • Define starting balances, change orders, amendments, and ending balances.	
Client Role: • Review Reconciliation Report.	
Tyler Role: • Review Reconciliation Report with City.	
Acceptance Criteria: • The deliverable contains all the components specified in the Outline of this DED and the SOW • The deliverable is free of formatting and spelling errors.	

11 Glossary

Word or Term	Definition
Application	A computer program designed to perform a group of coordinated functions, tasks or activities for the benefit of the user.
Change Control	A systematic approach for managing change governing how Change Requests will be received, assessed and acted on.
Change Management	An approach for ensuring that changes are thoroughly and smoothly implemented and that the lasting benefits of change are achieved. The focus is on the global impact of change with an intense focus on people and how individuals and teams move from the current situation to the new one.
Change Request	A form used as part of the Change Control process whereby changes in the Scope of work, timeline, resources, and/or budget are revised and agreed upon by participating parties.
Consumables	Items that are used on a recurring basis, usually by Peripherals. Examples: paper stock or scanner cleaning kits.
Control Point	Occurring at the end of each Stage, the Control Point serves as a formal client review point. Project progress cannot continue until the client acknowledges the agreed upon Deliverables of the Stage have been met or agree on an action plan to make the Deliverable acceptable and move to next Stage while executing final steps of current Stage.
Cutover	The point when a client begins using Tyler software in production.
Data Exchange	A term used to reference Imports and Exports, and Interfaces which allow data to be exchanged between an external system and Tyler software.
Data Mapping	The process of mapping fields from the Legacy (Eden) System to the appropriate location in the new system from one or more sources.
Deliverable	A tangible or intangible object/document produced as a result of the Project that is intended to be delivered to a client (either internal or external) or vendor at a specific time.
End User	The person for whom the software is designed to use on a day-to-day basis.
Forms	A document which is typically printed on a template background and only captures data for one record per page. Forms are provided to entity customers whether internal (employees) or external (citizens).
Imports and Exports	A process within the system that a user is expected to run to consume (Import) or produce (Export) a specifically defined file format/layout.
Interface	A real-time or automated exchange of data between two systems.

Install	References the initial installation of software files on client services and preparing the software for use during configuration. The version currently available for general release will always be used during the initial install.
Legacy (Eden) System	The system from which a client is converting.
Modification	Modification of software program package to provide individual client requirements documented within the Scope of the Agreement.
Peripherals	An auxiliary device that connects to and works with the computer in some way. Examples: mouse, keyboard, scanner, external drive, microphone, speaker, webcam, and digital camera.
Phase	A portion of the Project in which specific set of related products are typically implemented. Phases each have an independent start, Production Cutover and closure dates but use the same Implementation Plans as other Phases within the Project. Phases may overlap or be sequential and may have the same Tyler project manager and Tyler project team or different individuals assigned.
Power User	An experienced client person or group who is (are) an expert(s) in the client business processes, as well as knowledgeable in the requirements and acceptance criteria.
Project	The Project includes all implementation activity from Plan & Initiate to Closure for all products, Applications and functionality included in a single Agreement. The Project may be broken down into multiple Phases.
Project Plan	The Project Plan serves as the master blueprint for the Project. As developed, the Project schedule will become a part of the Project Plan and outline specific details regarding tasks included in the Project Plan.
Project Planning Meeting	Occurs during the Plan & Initiate Stage to coordinate with the Client project manager to discuss Scope, information needed for project scheduling and resources.
Questionnaire	A document containing a list of questions to be answered by the client for the purpose of gathering information needed by Tyler to complete the implementation.
RACI	A chart describing level of participation by various roles in completing tasks or Deliverables for a Project or process. Also known as a responsibility assignment matrix (RAM) or linear responsibility chart (LRC).
Reports	Formatted to return information related to multiple records in a structured format. Information is typically presented in both detail and summary form for a user to consume.
Scope	Products and services that are included in the Agreement.

Software Upgrade	References the act of updating software files to a newer software release.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project and requires acknowledgement before continuing to the next Stage. Some tasks in the next Stage may begin before the prior Stage is complete.
Stakeholder Presentation	Representatives of the Tyler implementation team will meet with key client representatives to present high level Project expectations and outline how Tyler and the Client can successfully partner to create an environment for a successful implementation.
Standard	Included in the base software (out of the box) package.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project -specific activities and Deliverables Tyler will provide to the client.
Test Plan	Describes the testing process. Includes "Test Cases" to guide the users through the testing process. Test cases are meant to be a baseline for core processes; the client is expected to supplement with client specific scenarios and processes.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.

Appendix A – EnerGov Conversion Options

What is Conversion?

The process of converting your legacy system's database into Energov formatted records. This process can take up to 6 months based on the chosen conversion option, the amount of records being converted, complexity, and your team's knowledge of the legacy system.

What am I responsible for?

The client Project Manager must identify a person who is knowledgeable of your legacy system and its database structure. This person is responsible for selecting a conversion method from the "Conversion Options" section below and filling in Data Source Documents throughout the conversion process. The resource(s) described above will be referred to as the Legacy System Subject Matter Expert.

Conversion Options:

Option 1: (Fastest solution, requires DBA-level skillset)

Tyler will provide a D.C.T. database and supporting instructions on how to populate it. Your Legacy System SME will populate this database with required legacy data. Once completed, the Legacy System SME will provide a database backup to Tyler's secure FTP Server (Kiteworks).

Option 2: (Slower, Requires less DBA level skills)

Your Legacy System SME will create and provide a Data Source Document containing a mapping of the legacy database schema to Tyler's template database schema. A database backup file of your Legacy System Database is also provided, and all files are uploaded to Tyler's secure FTP Server (KiteWorks).

Option 3: (Slow, requires intimate knowledge of legacy database)

Your Legacy System SME will extract the legacy data from the legacy system into Tyler-provided Excel template files or delimited text files. Tyler will provide a Mapping Dictionary containing specific schema information to assist your SME with mapping the legacy data. These files will be uploaded to Tyler's secure FTP server.

The following steps would be the same for all three options.

1. Using one of the conversion options above, the Legacy System Database and/or Data Source Document is uploaded to Kiteworks for Tyler's conversion engineer.
2. The conversion engineer will then process the conversion, identifying issues with the schema, as well as specific data conversion errors, that need to be addressed by the client. This feedback is provided to the client for correction on subsequent data passes.
3. In addition, a database backup file of the client's local Energov database is uploaded to Kiteworks.
4. Once the issues are resolved with a specific data pass and the client's local Energov database backup are received, the conversion engineer will create a Data Mapping Document and provide it the client to be completed by Legacy System SME(s), approximately 5 business days. The Data Mapping Document gives Subject Matter Experts an easy and intuitive tool to assign legacy data to its future home in Energov.

5. It may be necessary to go through several iterations of data passes, as well as local Energov database backups, to produce a complete Legacy Data Home Assignment Document.
6. Once the Data Mapping Document is determined as complete, the conversion engineer will create and provide an Energov database for the client's testing and review. A completed Data Mapping Document is necessary to create a complete conversion pass of your Legacy System to the new Energov system.
7. This process repeats itself as necessary until the client is satisfied with the converted Energov database.

Frequently Asked Questions

"What are our first steps?"

- Identify Legacy System SME
- Have this SME pull an initial legacy database backup in SQL Format
- Fill out Legacy Data Questionnaire document (provided by EnerGov Project Manager)
- Identify conversion approach (from "Conversion Options" section above)
- Begin immediate work on your chosen option

How many records can we bring over?

Please defer to your record retention laws for this answer. The conversion process and Implementation of EnerGov is a perfect time to clean up the system and remove records that you don't legally have to maintain/support any longer. While there is no limit on the amount of data/records we can bring over, the execution and timeline of your conversion is strongly linked to the sheer amount of data you need to convert into EnerGov.

Are Attachments that are associated to our Legacy System covered by an EnerGov Conversion?

No. Attachments conversion from your Legacy System can only be converted through a Tyler Content Manager Product (Product used to manage Attachments for various Tyler Products). This can also be done manually by staff to save time/money in the event there are an incredible amount of attachments that need to be brought over.

Our database has data in it that is used for other non- Legacy System Products, this is causing our database to be very large. What should our Legacy System SME do?

The SME should extract all required Legacy System data into its own separate database, to be uploaded to Kiteworks separately without impacting other data in the database.

What happens if we don't have a qualified Legacy System SME?

We discuss this prior to Project Kick Off and determine if a Full Conversion needs to be purchased at a higher cost to take to the responsibility off of your Project Team. This is a rare exception and would make the Tyler Conversion team responsible for creating the Data Source Document.

How does this impact the Project Timeline?

EnerGov depends upon this conversion process being completed and tested prior to a Go Live being scheduled. In the event staff are unable to execute their conversion responsibilities, this will result in project delays or on indefinite hold.

How "clean" should my data be?

The Energov conversion team is not responsible for cleaning up any of your data, i.e. Addresses, Contact Information, Fee Names, etc. The dataset we receive must be finalized and meet your data standards prior to the conversion process being started. If your data does not meet your standards when the Energov Implementation starts, start cleaning it up Immediately.

Exhibit E
Schedule 2
Brazos Statement of Work

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Statement of Work

Brazos eCitation
Software and Implementation Services

Prepared for:

Highland Park, IL

Prepared by:

Tyler Technologies, Inc.
www.tylertechnologies.com

June 17, 2019

tyler technologies

Empowering people who serve the public®

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Acronyms

The following acronyms are used throughout the Statement of Work (SOW).

- **WP** – Work Plan
- **RMS** – Records Management System
- **CMS** – Court Management System
- **ECS** – Electronic Citation System
- **MDT** – Mobile Data Terminal (any laptop mobile platform running a standard operating system)
- **SYNC** – A process through which citation data is transmitted from the device to the Brazos server and through which new software for the MDT's are transmitted from the Brazos server to the device.

Definitions

The following definitions are used throughout the SOW.

- **Acceptance of Deliverable** – Written notification from Highland Park to Tyler, signed by the responsible Highland Park Project Manager, indicating that the Deliverable has been evaluated and satisfies the Acceptance Criteria of each deliverable
- **Deliverables** - Any materials procured or prepared by Brazos or services provided by Tyler to Highland Park

Project Scope & Summary

This Statement of Work provides the understanding of the objectives, approach, schedule, and deliverables for this engagement.

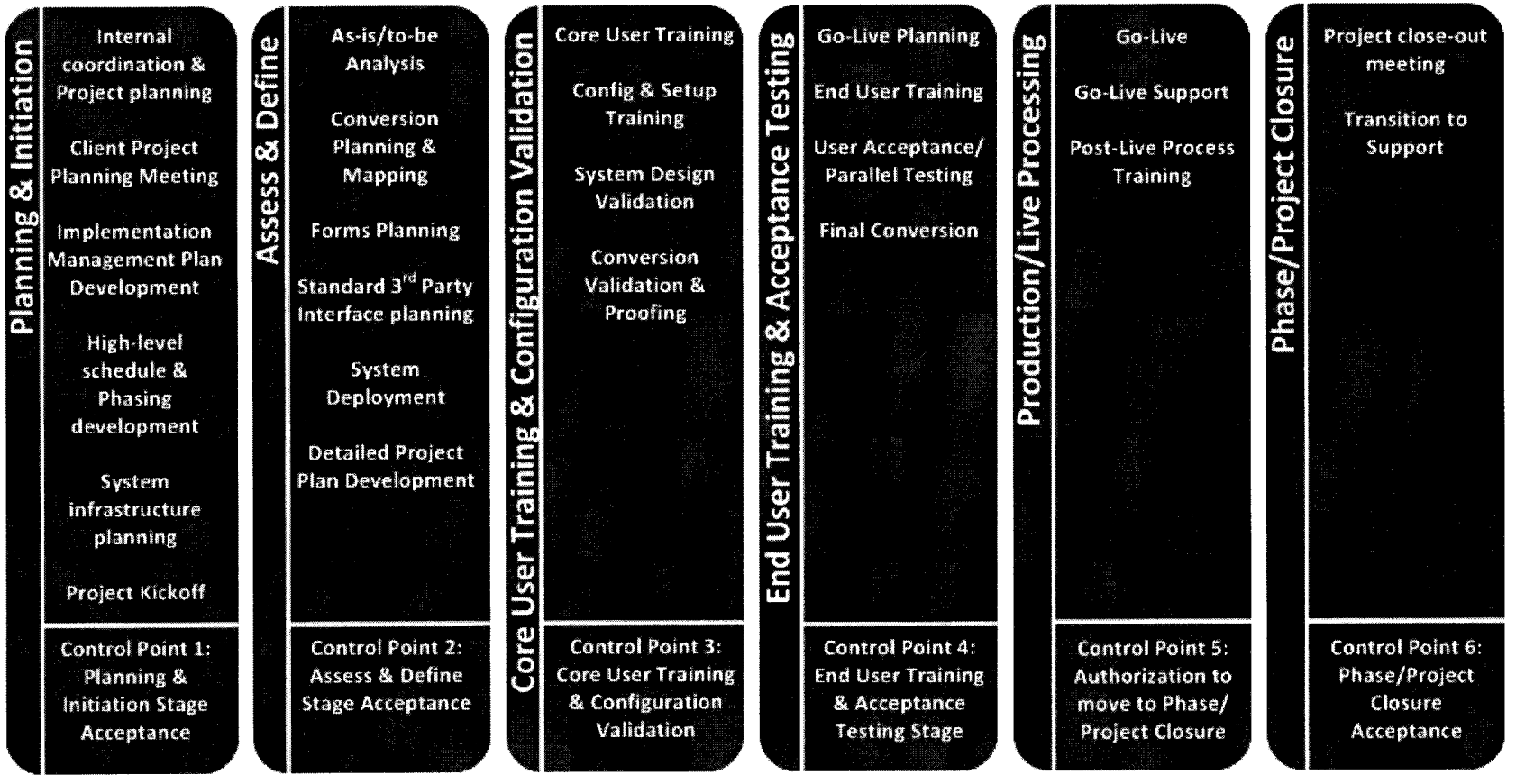
Any standard interfaces purchased are detailed in SOW Attachment D – Brazos Solutions Summary. It is important for the Client to read the portion of the attachment related to each interface purchased to understand its full functionality.

The **summary scope** of this project includes the following:

1. The ECS will, at a minimum, conform to the requirements as outlined in the executed proposal (QUO 2019-28279). Further details of how each requirement will be accomplished will be determined at the Kick-Off Meeting and subsequent requirements gathering meetings.
2. The ECS will provide the ability to add additional customized forms not specified in the executed Sales documentation (at an additional cost).
3. The ECS must enable officers to enter text notes.
4. The ECS must support the Court's (Will have a City Administrative Hearing numbering system so they can differentiate between Branch Court Citations and CHP Citations) citation numbering system (may need to submit sample citation to court for certification/approval).
5. The ECS must allow the County to customize the layout of the citation printout as permitted by the State of Illinois and/or Lake County Court.
6. The ECS must create an electronic data file when a citation is completed and approved and provide the ability to transfer that data file which will then be made available for import into the CMS / RMS / 3rd Party systems as specified in the contract.
7. The ECS will include the Citation Entry Screen (CES) that will allow authorized users with the ability to enter data from manual (paper) citations into the ECS through the secure web portal.

Implementation Stages

Tyler provides a well-defined, multi-stage roadmap which can be applied to a single-phase project or to projects with multiple phases. For multi-phase projects, the stages are repeated as necessary.



tyler technologies

Each stage, as established above, is designed to provide a point at which a full review of the stage objectives is assessed for completeness. When a stage is complete, a Work-Acknowledgement Form [see SOW Attachment A (sample) – Work Acknowledgement Form] is completed and signed by the Client signifying acceptance of that stage and the beginning of the next stage. Each stage is dependent on the results of the previous stage, and therefore each stage of the methodology cannot begin until the previous stage is completed and approved.

Data Conversion

Data Conversion is referenced in the Implementation stages methodology graphic; however, no data conversion is included within the scope of this project for Highland Park. The graphic is representative of the standard implementation methodology utilized throughout the various product lines offered by Tyler Technologies.

Key Project Assumptions

- Client and Tyler shall review their responsibilities before work begins to ensure that Services can be satisfactorily completed.
- Client will provide Tyler with access to its equipment, systems, and personnel to the extent needed to complete the defined Services.
- Client will provide work space for Tyler Services for work completed on Client premises.
- Tyler shall initially implement the most current version of the Tyler software at the time of the contract signing. During the implementation, Tyler will provide newer releases of the software that meet or exceed the version available at contract signing.
- Client will maintain primary responsibility for the scheduling of Client employees and facilities in support of project activities.
- Client shall provide Tyler with network access for remote installation and testing through industry standards such as Virtual Private Network (VPN) or other secure access methods.
- Client will allow users unauthenticated access the following web addresses to ensure adequate access to system resources:
    - 72.32.135.120 (syncsvc.brazostech.com) (ports 80 and 443)
    - 72.32.135.125 (syncsvc2.brazostech.com) (ports 80 and 443)
    - 98.129.131.213 (Reports2014.brazostech.com) (ports 80 and 443)
    - 72.32.135.124 (www.brazostech.com) (ports 80 and 443)
    - 72.32.135.122 (my.brazostech.com) (ports 80 and 443)
    - 207.182.213.55 (brazossupport.tylertech.com) (ports 80 and 443)
- Client will provide/purchase/acquire the appropriate hardware, software and infrastructure assets to support all purchased Tyler software products in both support/testing and production environments.

- Client is responsible for proper site preparation, hardware, software, and network configuration in accordance with Tyler specifications.
- Client has, or will provide, access licenses and documentation of existing system to any 3rd party system software which Tyler will be required to read, write or exchange data.
- Client has, or will provide, a development/testing environment for interface testing as they are developed by Tyler.
- Tyler shall be responsible for implementing a functioning version of the application software (assuming Client has installed the proper hardware, software, and networking devices).
- All deliverables and timelines assigned to the Client will be held to the same standards of delivery as those assigned to Tyler Technologies.
- Installation of Hardware required in City Vehicles shall be completed by the participating agencies Personnel and facilities. They may decide to purchase mounts on their own or opt to purchase from Tyler.
- The Client will deploy initially on sixteen (16) MDT's and seven (7) PDA's.
- Deployment of the Tyler Brazos ECS for the Client will utilize the Tyler Hosted environment.
- All Client personnel involved in the Project will participate fully in the training provided by Tyler Technologies.
- Setup of 3rd party hardware (printers) will be handled by the participating agency staff and Tyler will provide the initial documentation/training.
- If an Interface to any CMS / RMS / Device systems are included in this Phase of the project, it should be reflected in the contract, and will include the synchronization of tables/files. ***Interfaces included: Incode Court, Records Management (New World) and Mobile Device (New World).***

Out of Scope

- **Custom interfaces.** Custom interfaces involve the development of a standard, repeatable process for transferring information into or out of the Tyler software. These interfaces may take the form of a user-initiated import/export program, an API, or a web service. There are no custom interfaces included in the scope of the agreement unless detailed in Attachment D – Brazos Solutions Summary.
- **Custom reports.** Custom reports involve the development of new reports that are not offered as part of the standard reporting package and modifications to existing reports. There are no custom reports included in the scope of the agreement unless detailed in Attachment D – Brazos Solutions Summary.

- **Undocumented requirements.** Undocumented requirements include requirements not specified in this Statement of Work and associated attachments.
- **Post System Acknowledgement Configuration**. System Acknowledgement requirements are met at the completion of End User Training and User Acceptance Testing stage. Any changes requested of the Tyler implementation team to alter the configuration, post acknowledgement of these milestones, must be documented through a Change Order and may incur additional time and/or costs. Client may have access to built-in configuration tools, so, when available, is free to reconfigure or create a new configuration as required or desired. If assistance using these tools is required, additional change orders may apply.

Risk/Mitigation Strategy

Unavailability/Incompatibility of Staff

Risk: Tyler recognizes that individuals assigned to projects may become unavailable due to various causes. Further, Tyler recognizes that individuals sometimes clash for reasons of incompatibility. Tyler schedules team members based on all the projects to which those individuals are assigned. Unavailability may occur due to unforeseen circumstances such as family matters or the employee's departure from Tyler employment. Incompatibility creates intolerance in project objectives and tasks and creates unnecessary delays and can lead to project failure if not corrected.

Mitigation: In the event a Tyler project member is determined to be unavailable, a Tyler manager will consult with Client on alternatives such as a temporary replacement or substitute of the person. Likewise, a similar response is expected from the Client if their team member is unavailable.

Incompatibility is addressed first through attempts to resolve the compatibility issues between individuals. Failing resolution, team members must be replaced. In the event a Tyler team member is determined to be incompatible, Tyler will replace with a new team member and provide time to orient to the project before assuming their respective responsibilities.

Client Staff unavailability

Risk: Delays in the project timeline will occur if appropriate Client staff is unavailable to meet with or respond to Tyler for timely decisions and or directions.

Mitigation: Client should ensure that staff assigned to this project is given sufficient priority and authority to work with Tyler while completing other Client responsibilities in a timely fashion. Decisions must be made in hours and days, not weeks.

Scope Changes

Risk: Poorly defined projects always take longer than expected or cost more than expected because of poorly defined scope at the beginning of the project.

Mitigation: Both parties must ensure that the scope of the project is well stated and completely defined to the best of each party's knowledge. Functional requirements should be reviewed carefully to ensure completeness. Change Orders are required to document any subsequent impact on schedule and/or costs.

Activity Focus

Risk: Activity Focus is the risk that minor activities consume time that should otherwise be dedicated to major activities of the project, with the end result of time and/or costs overrunning budget. This risk is sometimes associated with efforts that lead to scope changes. Examples include meetings of little substance or that go longer than they need, or time consumed investigating undocumented functionality or other activities not in scope.

Mitigation: Project Managers for both Parties must guard themselves to avoid focus drift by ensuring the focus is squarely on meeting deadlines, services, and configuration requirements of the implementation as planned and documented in the planning, assessment and definition stages.

Achievable Goals

Risk: The expectations of this project are set too high or are not explicit or clear to Client Staff and thus not communicated to Tyler through Functional Requirements and clearly stated scope.

Mitigation: The parties must ensure, through the Contract and Task Orders, that the goals of the project are explicit, well defined and attainable, and that both parties have "signed off" on the requirements.

Technology Age

Risk: This risk is highly dependent on the choice of Tyler products, the MDT's/PDA's to be used for data capture, and whether the Client is hosting any of those products. If the Client will be hosting its own servers, the technology utilized should be robust enough to meet the Client's needs for several years into the future. Technology that barely meets minimum requirements today will be insufficient as the system and its needs grow.

Mitigation: Tyler will assist Client in determining optimal technology and plans to guard against premature obsolescence.

Critical Success Factors

In order to successfully execute the services described herein, there are several critical success factors for the project that must be closely monitored. These factors are critical in setting

expectations between the Client and Tyler, identifying and monitoring project risks, and promoting strong project communication.

- **Knowledge Transfer** - While Tyler cannot guarantee specific expertise for Client staff as a result of participating in the project, Tyler shall make reasonable efforts to transfer knowledge to the Client. It is critical that Client personnel participate in the analysis, configuration and deployment of the Tyler software in order to ensure success and to transfer knowledge across the organization. After completion of the production phase, the Client will be responsible for administering the configuration and introduction of new processes in the Tyler system.
- **Dedicated Client Participation** – Tyler fully understands that Client staff members have daily responsibilities that shall compete with the amount of time that can be dedicated to the Tyler implementation project. However, it is critical that the Client understands and acknowledges that its staff must be actively involved throughout the entire duration of the project as defined in the Project Plan. Tyler shall communicate any insufficient participation of Client and Tyler resources, as well as the corresponding impact(s), through Project Status Reports.
- **Acknowledgement Process –** Acknowledgment must be based on criteria. The objectives and tasks of each stage of a project provide the basic criteria by which to judge acceptance of a stage is to be granted. Within each stage additional criteria will be developed by team members on which to judge future stages. For example, User Acceptance Testing will be based on criteria developed in earlier stages.

As resources are consumed, Tyler shall provide the Client with a Work Acknowledgement Form [see Attachment A-(Sample) Work Acknowledgement Form] to formalize receipt. The Work Acknowledgment Form is subsequently signed by the appropriate Client stakeholder(s) and faxed or emailed to Tyler. Timely and honest acceptance is required to maintain project momentum. Failure to properly establish acceptance criteria or failure to accept a properly completed stage will cause delays in the project.

In an effort to ensure quality and complete satisfaction with each stage of the project, Tyler's Professional Services Division has established the following rule: A Signed Work Acknowledgement Form (see Attachment A) is required upon completion and Client-acknowledgement of the resources consumed on the project. Stage signoff is also required before proceeding to the next stage in the process.

- **Managing Project Scope** - In an effort to implement the project on time and within budget, both Tyler and Client agree to limit the software and professional services to only those items identified in this Statement of Work. Expanded scope results in additional costs.

Change orders or contract addendums for additional items outside the scope of the defined project requirements must be submitted in advance and signed by project stakeholders before work can be accomplished on those items. Likewise, reductions of the defined scope will also require a Change Order.

Future Amendments to Scope

Future changes in the project scope, beyond the capability of a Change Order, will assume the appropriate processes outlined in this Statement of Work and in the Agreement, unless future scope changes require a different or modified process. If no new Statement of Work is required, then new functionality and payment requirements are provided for in an amendment to the initial Agreement.

Project Management

Tyler performs ongoing project management services throughout the implementation in order to plan and monitor execution of the project. Project management includes the following tasks:

- Project plan
- Project document management
- Issue log management and escalation
- Status reporting
- Change order management
- Resource management
- Executive project oversight via Executive Sponsor and Project Review Committee

By mutual agreement, some project management tasks are shared between the Tyler Project team and the Client Project Manager/Stakeholders.

Staffing

Every reasonable effort is made to maintain a consistent project team from Tyler for the duration of the project. Should the Client have concerns related to assigned resources, those concerns should be submitted to the Tyler Project Manager or Tyler Management Staff for review and consideration. Tyler will make staffing decisions based on appropriate skill set and other soft skills of resources deemed compatible to the success of the project.

Tyler Brazos Team

Project Manager – TBD

As Project Manager, TBD will be responsible for establishing and administering controls to ensure the quality of deliverables are acceptable to the Client, monitoring project activities to ensure project schedules are met, and providing monthly Full Status Meetings. Project Manager will be able to authorize changes and will be expected to refer any problems or issued that cannot be resolved by on-site implementation staff to company management.

Technical Lead – TBD

The Technical Lead will be responsible for design and architecture of the Tyler Brazos software.

Training Lead – TBD

The Training Lead will be responsible for ensuring that all the Client personnel specified in this SOW are appropriately trained according to the requirements of their participation in the project.

Highland Park Team

Project Manager – TBD

The Project Manager for the Client will be responsible for establishing and administering controls to ensure the quality of deliverables are acceptable to the Client. The Project Manager will also make decisions about any changes to the implementation plan or technical aspects of the system.

Resource – Department Lead (POLICE) – TBD

Resource – Department Lead (COURT) – TBD

Resource – Department Lead (IT) – TBD

Project Schedule

Upon execution of the contract, the parties will subsequently collaborate during the project planning and initiation stage to determine a start date for services to be rendered. Upon initiation of these services, Tyler shall work with Client to collaboratively define a baseline or preliminary project schedule/plan. Given the fact that project schedules are working documents that change over the course of the project, Tyler shall work closely with Client to update, monitor, agree, and communicate any required changes to the project schedule. A Sample Project Schedule is included in Attachment E – Deliverables and Project Schedule.

Development Tools

No special development tools are required for the Tyler software. Tyler source code is not accessible (unless through the requirements of an Escrow Agreement).

The configuration tools are built into the software, and the Client has full access. The Tyler implementation staff will use these same configuration tools to set up the system with the Client. The Client will receive training on the use of these tools. If assistance with using these tools is required, additional change orders may apply.

Documentation

Tyler-provided documentation

Over the course of the 6-stage implementation lifecycle, the Tyler project team will provide stage-specific documentation in a range of formats (both editable and non-editable). Examples include:

- Data collection documents (MS Excel and/or MS Word) for configuration
- Training documentation templates (MS Word and MS PowerPoint)
- Other documentation as required for the specifics of the project

Client-provided documentation

A definitive list of Client-provided documentation is not possible until all aspects of the implementation are determined, usually in the beginning stages of the project. Certainly, the Client's assistance in completing the Tyler-provided forms and requests for configuration information is essential to a successful project. The Tyler Project Manager will provide the Client with details of the documentation necessary for each product to be successfully implemented. The list below is a sample of the types of documentation that is likely to be requested.

Documentation originated by the Client includes:

- Application Programming Interface documents (API's) for any third-party software system to which the Tyler software will interface and exchange data
- Workflow documentation on the Client's current business processes
- Copies of pertinent ordinances or other controlling authorities
- Fee schedules, when applicable
- Copies of existing forms and other documents presented to the public and expected to be derived from the Tyler Software

Project Status Meetings

Communication is crucial to the success of the project. Regular communication between Tyler and the Client staff are required.

Full Status Meetings

Monthly Reports to the Client Staff (may be done remotely)

- Presented by Tyler project manager
- The full status meeting schedule will begin upon acceptance of the SOW
- Status of major activities
- Target dates for completion of remaining tasks
- Potential delays in reaching target dates and the basis for those delays
- Proposed revisions to the overall work schedule – if any

Progress Meetings

Bi-weekly in writing – prepared by Tyler Project Manager

- Recap of previous period's work
- Preview of next period's tasks
- Status of major activities
- Target dates for completion of remaining tasks
- Potential delays in reaching target dates and the basis for those delays
- Proposed revisions to the overall work schedule – if any

Communication Plan

- The purpose of the Communication Plan is to define and document on-going communication commitments between Tyler and the Client. The Project Manager will provide a contact list to Tyler for each agency representative for direct communications with that respective agency. These individuals will be responsible for department policy, budget and overall strategic direction of the project.
- The Tyler Project Manager, will create, maintain, and distribute a contact list for all project team members. This list will be distributed to all team members as required or requested via email and will include phone extension, cell number, email addresses, etc. of all Tyler project team members, the Client project team members as applicable.

SOW Attachments Listing

SOW Attachment A – (Sample) Work Acknowledgement Form

This form provides the means for the Client to accept work provided or provide reason for denial of a work.

SOW Attachment B – (Sample) Change Order Form

Any change in the project must have a completed and approved Change Order.

SOW Attachment C - Hardware / Software Requirements

This document provides the recommended hardware/software requirements for the Tyler system. Performance using systems which do not meet these requirements may not have expected performance levels.

SOW Attachment D – Brazos Solutions Summary

This document provides a summary description of the purpose and function of the Brazos applications included in the scope of this project.

SOW Attachment E – Deliverables and Project Schedule

This document provides a summary description of the purpose and function of the Brazos applications included in the scope of this project.

Attachment A – Work Acknowledgment

Work Acknowledgment

Client:

Date:

Visit/Deliverable:

Accomplishments	Performed by	Notes

☐ I am satisfied with the work performed for this stage, and/or deliverable.

☐ I am NOT satisfied with the work performed for this stage, and/or deliverable.

In an effort to ensure quality and complete satisfaction with each phase of the project Tyler Technology's Professional Services division has established the following rules:

1. Projects will not be allowed to move from one phase to another without a sign off indicating satisfaction with the work performed. The Tyler Technology project team will immediately stop all other tasks, complete the phase at hand, and obtain sign off before moving to the next phase.

2. Customer understands that any payment not received within 30 days of invoice will result in work stoppage. All related project tasks will be stopped until payment is received.

Print Name: _____

Signature: _____

Date: _____

(Please return signed copy to the Tyler Technologies project team)

Attachment B – Change Order Form

Change Order Form

Client: _____

Date: _____

Generated By: _____

Authorized By: _____

Change Overview:

Narrative Description of Change:

Impact of Change:

Schedule Impact: Delay of milestone & sub-tasks on Tyler Technologies Implementation Project Plan including:

Task	Proposed Date Changes

Cost Impact:

Change Detail	Credit	Debit	Total

Revision No.: _____

No changes may be made to this project without the agreement of the Project Manager(s) and must be approved by the Project Director. Submit endorsed Change order to the Tyler Technologies Project Manager.

Date Approved	Comments	Approved By	Signature

Attachment C – Hardware / Software Requirements

Brazos eCitation – Hardware

If you have any questions about this document, please contact your Project Manager.

Tyler's software is designed to operate on networks and operating systems that meet certain requirements. Systems that do not meet the required specifications may not provide reliable or adequate performance, and Tyler cannot guarantee acceptable results.

LOCALLY INSTALLED SERVER SPECIFICATIONS

NOT APPLICABLE WITH THIS PROJECT

Attachment D – Brazos Solutions Summary

Brazos eCitation Applications

Tyler Technologies will work with the Client to deliver the Electronic Citation System (ECS). The system will be installed on MDT's/PDA's and allow officers to capture all information for citations/warnings, print a copy or copies of the citation for the violator, and electronically transfer all information into the respective Court/RMS/3rd Party system(s).

Tyler is committed to delivering a successful Electronic Citation System (ECS) project to our customers. Our implementation approach has been highly successful, and we feel that this process provides the best method to minimize risks and ensure a successful project. The key is to involve the customer in all phases of developing and implementing software specifically for them, to meet their specific needs. This process is comprised of the following:

- **Kick-off Meeting**. An on-site or conference call-style meeting (to be determined by Tyler) with the project owners to define roles, responsibilities, and outline the schedule. This meeting will also include review of all initial requirements of the SOW document and RFP and identification of areas within the SOW that will require modification/clarification.
- **Completion and acceptance of the final SOW document**. Tyler will update the SOW and provide it to the Client for review. The SOW will include all significant work tasks, steps, timeframes and deliverables required to complete Phase I, including software installation, interface customization, implementation, testing, and training.
- **Setup and Configuration**. Tyler Technologies will work with the Client to install the ECS client software, import offenses, layout the defendant's receipt, configure reports, and any other configuration required by the Client. The Client will perform any tasks related to enabling the department to install any vehicle mounted hardware and setting up the printers prior to Tyler arriving onsite for the initial training.
- **Begin Pilot.** The pilot program should involve up to 14 key officers per 2-day session, with 1 of these 2-day sessions included in the contract. These users, designated by the Client, should adapt to this technology quickly. They will be given full software training in order to understand and become familiar with the technology. The training process includes going out on the street and writing warning-citations with a Tyler trainer to ensure comfort with the technology.
- **Operational Pilot**. The operational phase of the pilot begins once the officers are familiar with the technology and we have verified successful data transfer to any/all CMS and RMS systems specified in the contract. At this point the pilot officers will begin writing actual citations. This process serves two purposes: 1) validation of the entire process prior to engaging the entire police force, and 2) providing positive feedback to circulate within the department prior to full rollout.

- **Full Rollout.** The rollout process is primarily the training of all additional officers specified as participants in Phase I of the new system. The preferred process for training is to provide a classroom style of instruction, followed by a "hands on" session that may include DL checks, ride-alongs, etc., to ensure every officer has used the system in the field. It is the intent of this project that certain officers identified as train-the-trainers from the pilot project will be utilized at this stage to assist with the training of the additional officers.
- **Post Action**. Finally, after the full rollout, we will convene with the project owners to determine what went well and what improvements are required of the system, process, or any other aspect of the project. A full project review will be documented by Tyler and provided to the Client Project Manager.

  The delivery and training processes are the most significant keys to the success of this project. We will jointly determine the Operational Pilot duration, depending upon officer success and satisfaction and their recommendations for deployment. When all parties agree, full rollout training and deployment will begin.

Training

Tyler will provide all training associated with the Electronic Citation System (ECS) and will identify the Training Lead at the beginning of the project.

In order for this project to be successful, the officers need to know not only the basics of the software but first-level troubleshooting tips for the hardware and operating system as well. It is our experience that the officers must be proficient in the mobile hardware for this project to have the long-term success that the Client and Tyler are looking to achieve.

The delivery and training processes are the most significant key to the success of this project. The Tyler Training Lead will ensure that all levels of the Client personnel who utilize the Tyler Brazos Solution will receive adequate training. Tyler will incorporate measurement tools to assist in monitoring the end-users' competence in using the system.

Classroom Training. The Train-the-Trainer course shall involve all officers specified to participate in the Operational Pilot (limit = 14 Officers). They will be given full software training in order to understand and become familiar with the technology. The training process includes producing several test citations with a trainer to ensure comfort with the application. Also provide training on how to setup existing printers to work with Brazos.

Practical Application. The practical application phase begins once the officers are familiar with the technology. At this point the pilot officers will begin writing real citations.

Administrator Training. The Tyler Brazos ECS provides powerful management tools with great ease of use for agency administrators and management. Tyler will provide sufficient training to designated management personnel for them to be able to utilize those tools as well as have a solid understanding of the capabilities of the system.

eCitation Client Software

The Tyler Brazos ECS client software will be installed on 16 MDT's and 7 PDA's allowing the officers to write, print, and push citations electronically to the Court software system(s). All ECS software is embedded on the MDT/PDA and is completely functional with or without a network connection. The software will be configured for the Client and the Client will have the ability to define, approve and modify the layout of all screens and print jobs under the scope of this agreement.

The software will have the ability to:

- Allow officers to quickly and easily capture citation information.
- Print the citation in the field for the violator using a Bluetooth connection or USB to a mobile printer.
- Push citations via a network connection.
- The Client will have the ability to VOID a citation on the MDT/PDA, after save but before sync. Notations as to the reason for VOID can also be required.
- The citation number sequence shall follow a unique numbering system dictated by the Courts.
- Ticket types will consist of Illinois Uniform Traffic, Local Ordinances, Parking and Warnings.
- Charges identified will be specific to each Ticket type as further defined during the design phase.
- Ability for System Administrator to add/modify/delete statutes, codes, etc., as further defined during the design phase.

The applications/tasks included in the scope of this project are:

- eCitation
- eParking
- TSS

ECS Server Software

The Client will utilize the Tyler Hosted server for all reporting, interface and administrative functions. There are no limitations to the number of users of the system and any future hardware/software requirements or upgrades are the responsibility of the Client. The ECS server provides the following benefits:

- Access to add/change/delete any dropdown on the MDT/PDA (i.e. offenses, streets, officers, etc.).
- Access to all reports (i.e., Citation Detail and over 35 other standard reports).
- Configuration and management of all users of the ECS for both the server and the clients.
- View and query images of citations captured via the mobile devices via internet browser.
- Creation/modification of interfaces to new/existing systems.
- Citation Entry Screen (CES) for entry of either paper tickets or modification to previously captured information by an authorized court assigned user (Program will have some type of tracking capabilities for changes made in the CES).

  The CES will also be configured for the Client and available through the locally-installed ECS server. The CES is configured with the same business rules as the ECS client software, providing the Client with a complete solution for all citations.

Synchronization (Device to ECS Server)

The Tyler Brazos Solution allows officers to create, save, and print citations or other record types with or without network connectivity. When an officer creates a citation, it is saved to non-volatile memory on the device. The citation record can then be uploaded to the ECS server via one of the following methods:

- Real-time via cellular connection (aircard required)
- 802.x wireless connection to hotspots
- Ethernet LAN connection

The frequency and method of upload is defined and controlled by the Client via the Tyler Brazos web-based configuration tool, BuildIT. Once uploaded, the data is processed through the system according to the agency-specific workflow, which is also defined and controlled by the Client via BuildIT. All new updates and changes are also passed from the ECS Server to the device through this same process.

Attachment E – Project Deliverables and Project Schedule

Project Deliverables

Existing Citation Process

The existing process flow will be identified and documented in partnership with the Client and Tyler as a separate appendix during the design phase of the project.

Proposed System

The proposed process flow will be identified and documented in partnership with the Client and Tyler as a separate appendix during the design phase of the project

Acceptance Testing Plan (ATP)

The ATP will provide the Client with the testing plan for verification of the installed system, including interfaces, which will allow the Client to certify the ECS performs in according with the requirements. The testing plan will include strategies and test cases to assist with the verification. The Client will have the ability to certify the ATP prior to both the certification from Tyler as well as the beginning of the acceptance test.

System Installation

TYLER BRAZOS ECS SERVER – Tyler will host the ECS server, database server and verify operation of the system. Any hardware purchases required to meet system specifications are the responsibility of City of Highland Park.

TYLER CLIENT SOFTWARE – The Tyler Brazos Client Software will be installed on the MDT's/PDA's. The initial installation will be completed by Highland Park and/or Participating Agencies. If the Client elects to have Tyler perform the installation, the hardware will be sent to Tyler for off-site installation and verification at an additional cost.

TYLER INTERFACES – During the setup and configuration process, connectivity for any included interfaces will also be verified. The Client will provide Tyler personnel with the proper access to complete tasks required to complete this effort. Any installation requirements with regards to security or setup must be provided to Tyler one-week prior to the scheduled interface testing.

HARDWARE IN VEHICLES – Tyler will not install any hardware in the vehicles.

Training

OPERATIONAL PILOT – Tyler will provide full **Train-the-Trainer training** to the officers specified by the Client to participate in the pilot (limit = 14 Officers). The training will consist of two formal days of training.

- Day 1 should occur in a classroom setting where the officers will be thoroughly exposed to training that covers the hardware, operating systems, application, troubleshooting, and proper care/maintenance.
- Day 2 is focused on field training and includes Tyler personnel at the side of the Client officers, as the officers complete citations in "real world" environments.

This training may incorporate such tactics as DL checks, standard traffic stops, etc. to ensure that all the officers involved are exposed to several different types of scenarios and receive the maximum effective training. Upon completion of the field training portion, Tyler will train the officers on how to review their citations via the web-based tool and any workflow processes specified by the Client. Tyler will also train any specified supervisors in procedures for reviewing citations and voids, as well as statistical reports.

FULL ROLLOUT – The Client will provide full training to the officers specified to participate in Full rollout. The format of this training shall be the same as that of the Operational Pilot training. Select officers from the Operational Pilot group who have been identified as "ECS Trainers" will be utilized to assist in this training.

SYSTEM ADMINISTRATOR – Instructor-led, hands-on training will be provided for up to three (3) Client staff members who will ultimate be actively involved in administering the ECS.

Full Rollout

Upon completion of the Pilot Project, the Client will initiate the full rollout of the ECS. Tyler will assist the Client by providing training materials, support and consultation to the Client training officers.

Milestones

1) Contract Award
2) Contract Signature
3) Kick-Off Project
4) Sign-off of Work Plan by City
5) Order hardware
6) Setup Configuration of ECS (off-site)
7) Create ATP Plan
8) On-Site testing
9) Training of 'Pilot Users'
10) Acceptance Testing by City
11) Final Acceptance
12) Full Rollout of Project

Schedule

This schedule is a sample draft only. It does not represent all tasks/activities relevant for this project and is intended to serve as an illustration only. It does not represent a commitment by Tyler or the Client and will be modified post Kick-Off Meeting.

T – Tyler, HP – Highland Park, J – Joint (both are responsible)

Phase	Task	Activity	Description	Task Duration	Total Duration (Weeks)	Owner	Deliverables
1			**First Phase**				
	1		**Contract Award**	TBD		J	
	2		**Contract Signature**	TBD		HP	
	3		**Kick-Off Project**	TBD	TBD	J	Official Work Plan
		1	On-Site Meeting/Conference Call			J	
		2	Gather requirements from all project owners			J	
		3	Build official Work Plan			J	
		4	Verify Work Plan with hardware vendors			J	Work Plan to be signed off by Client
	4		**Sign-off of Work Plan by Client**	3 Days	2.5w	HP	
	5		**Order hardware**	TBD		T	
	6		**Setup Configuration of ECS (off-site)**	3 weeks	5.5w		
		1	Setup and Configure mobile software			T	
		2	Receive all incoming interface samples to load into mobile device from Client			HP	
		3	Setup and Configure all interfaces			T	Interface Documentation
		4	Layout the citation printouts			T	Sample Layouts for Approval
		6	Install mobile software onto Client hardware (off-site)			T	
		7	Test solution using VC hardware			T	
		8	Create sample interface files for Client system(s)			J	
		9	Test sample interface files			J	
		10	Approve sample interface files			HP	
	7		**Create ATP Plan**	1w			
		1	Build ATP Plan			T	
		2	Approve ATP Plan			HP	
	8		**On-Site testing**	TBD	6.5w		
		1	Test MDTs/PDA's and connectivity to server			T	

		2	Test all interfaces for server			T	
		3	Test web-citation entry screen			T	
		4	Test web-based reporting			T	
		5	Certify ECS based upon ATP			T	
	9		**Training of 'Pilot Users'**	3d	7w		
		1	Train officers on Classroom Train-the-Trainer and Field Training			J	
		2	System Administrator Training			J	
		3	Court Training				
	10		**Acceptance Testing by Client**	32d	TBD		
		1	Evaluate Hardware				
		2	Compile and Evaluate hardware observations				
		3	Finalize hardware selection				
		4	Initial Acceptance Test for "go live"				
		5	Initiation of Final Acceptance Period	30d			
	11		**Final Acceptance**	1d		T	Client signs off on project
	12		**Full Rollout of First Phase**		TBD		
			Task are TBD				
	13		**End of Phase I**				Debrief of all project principals

Signatures

IN WITNESS WHEREOF, the parties have hereunder executed this Agreement effective as of the date last signed.

HIGHLAND PARK

Signed: _____

Print Name: _____

Title: _____

Date: _____

TYLER TECHNOLOGIES

Signed: _____

Print Name: _____

Title: _____

Date: _____

Exhibit F
Socrata Open Finance Terms

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Socrata Open Finance Terms

1. Definitions.
   a. "SaaS Services" means Company's off the shelf, cloud-based software service and related services, including maintenance and support services, as specified under this Agreement. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting, or other professional services.
2. Use of Service.
   a. *Customer Owned Data.* Customer retains all ownership and intellectual property rights to all data, files, information, content and links uploaded or provided by Customer through the use of the SaaS Services. During the term of this agreement, Customer may export its Customer Data as allowed by functionality within the Service. When Customer uploads or provides Customer Data to Company's SaaS, Customer grants to Company a perpetual non-exclusive, worldwide, royalty-free, sub-licensable, and transferable license to use, reproduce, publicly display, distribute, modify, create derivative works of, and translate the Client Data as needed in response to Company's use of the SaaS Services, or otherwise use by Public Users. Company may use aggregate anonymized data within the SaaS Services for purposes of enhancement of the SaaS Services, aggregated statistical analysis, technical support and other internal business purposes.
   b. *Reservation of Rights.* The SaaS Services, other services, workflow processes, user interface, designs, and other technologies provided by Company pursuant to this Agreement are the proprietary property of Company and its licensors. All right, title and interest in and to such items, including all associated intellectual property rights, remain only with Company. Customer may not remove or modify any proprietary marking or restrictive legends from items or services provided under this Agreement. Company reserves all rights unless otherwise expressly granted in this Agreement. Company reserves the right to develop derivative data assets based on Customer's publicly available data. These uses might include but aren't necessarily limited to: aggregating and summarizing data; normalizing, standardizing and concatenating data to create new regional or national data assets, developing key performance indicators and benchmarks. While Company agrees to never commercially sell data Customer makes publicly available, Company reserves the right to commercially sell derivative data assets Company creates based on Customer's public data.
   c. *Restrictions.* Company may not: (a) except as explicitly provided for herein, make the SaaS Services or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services or Documentation available to any third party other than as expressly permitted by this Agreement; (e) use the SaaS Services to store or transmit infringing, unsolicited marketing emails, libelous, or otherwise objectionable, unlawful or tortious material, or to store or transmit material in violation of third party rights; (f) interfere with or disrupt the integrity or performance of the SaaS Services (including without limitation, vulnerability scanning, penetration testing or other manual or automated simulations of adversarial actions, without Company's prior written consent); or (g) attempt to gain unauthorized access to the SaaS Services or its related systems or networks.
   d. *Access and Usage by Users and Contractors.* Customer may allow its users and third-party contractors to access the Service in compliance with the terms of this agreement, which access must be for the sole benefit of Customer. Customer is responsible for the compliance with this agreement by its users and contractors.
   e. *Public Users.* The Service provides Customer with functionality to publish all or part of Customer Data to the general public through one or more public facing websites. Customer determines which Customer Data is shared publicly, and Customer is responsible for determining the online terms of use and license relative to a public user's (Public User) use of Customer Data, and the enforcement thereof. Once a user publicly publishes Customer Data using the Service, Company has no control over a Public User's use or misuse of Customer Data. Users have the ability within the Service to remove the public setting applied to Customer Data and revert it to a private setting.
   f. *Customer Responsibilities.* Customer (i) must keep its passwords secure and confidential; (ii) is solely responsible all activity occurring under its account; (iii) must use commercially reasonable efforts to prevent unauthorized access to its account and notify Company promptly of any such unauthorized access; (iv) may use the Service only in accordance with the Service's technical documentation (Documentation); (v) comply with all federal, state and local laws, regulations and policies of Customer, as to its use of the Service, Customer Data, and instructions to Company regarding the same.
   g. *Company Support.* Company will provide customer support for the Service under the terms of Company's

Customer Support Policy (Support) which is located at https://support.socrata.com/hc/en- us. Company will report scheduled maintenance windows, outages or other events affecting on Company's support site.

h. *Customer Data Backup.* Customer is providing Company a copy of Customer Data, and Company is not the system of record of Customer Data. Any laws and regulations governing Customer for retention of Customer Data remains Customer's responsibility. CUSTOMER IS SOLELY RESPONSIBLE FOR BACKING UP CUSTOMER DATA.

i. *API.* Company will provide access to its application-programming interface (API) as part of the Service if purchased under an order. Subject to the other terms of this agreement, Company grants Customer a non-exclusive, nontransferable, terminable license to interact only with the Service as allowed by the API. Customer may not use the API in a manner--as reasonably determined by Company--that exceeds the capacity limits in the order, constitutes excessive or abusive usage, or fails to comply with any part of the API. If any of these occur, Company can suspend or terminate Customer's access to the API on a temporary or permanent basis. Company may change or remove existing endpoints or fields in API results upon at least 30 days' notice to Customer, but Company will use commercially reasonable efforts to support the previous version of the API for at least 6 months. Company may add new endpoints or fields in API results without prior notice to Customer. The API may be used to connect the Service to hosted or on-premise software applications not provided by Company (Non-Company Applications). Customer is solely responsible for development, license, access to and support of Non-Company Applications, and Customer's obligation under this agreement are not contingent on access to or availability of any Non-Company Application.

j. *Data Security Measures.* In order to protect Customer's Confidential Information, Company will: implement and maintain all reasonable security measures appropriate to the nature of the Confidential Information including without limitation, technical, physical, administrative and organizational controls, and will maintain the confidentiality, security and integrity of such Confidential Information; (ii) implement and maintain industry standard systems and procedures for detecting, mitigating, and responding to attacks, intrusions, or other systems failures and regularly test or otherwise monitor the effectiveness of the safeguards' key controls, systems, and procedures; (iii) designate an employee or employees to coordinate implementation and maintenance of its Security Measures (as defined below); and (iv) identify reasonably foreseeable internal and external risks to the security, availability, confidentiality, and integrity of Confidential Information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information, and assess the sufficiency of any safeguards in place to control these risks (collectively, Security Measures).

k. *Exclusion.* Company is not responsible for any data breach caused by Customer, its users or contractors, or otherwise arising from their technology or systems or networks (including but not limited to Non-Company Applications), or where Customer Data is used with a Trial Service.

l. *Notice of Data Breach.* If Company knows that Confidential Information has been accessed, disclosed, or acquired without proper authorization and contrary to the terms of this agreement, we will alert Customer of any such data breach in accordance with applicable law, and take such actions as may be necessary to preserve forensic evidence and return the SaaS Services to standard operability. If so required, Socrata will provide notice in accordance with applicable State data breach notification laws.

m. *Software Warranty.* Company warrants to Client that the functionality or features of the SaaS Services will substantially perform as communicated to Client in writing, or their functional equivalent, but Socrata has the right to update functionality. The support policies may change but will not materially degrade during the term. Socrata may deprecate features upon at least 30 days' notice to Client, but Socrata will use commercially reasonable efforts to support the previous features for at least 6 months following the deprecation notice. The deprecation notice will be posted at https://support.socrata.com. Company will use commercially reasonable efforts maintain the online availability of the SaaS Service for a minimum of availability in any given month as provided in the chart below *(excluding* maintenance scheduled downtime, outages beyond our reasonable control, and outages that result from any issues caused by you, your technology or your suppliers or contractors, Service is not in the production environment, you are in breach of this Agreement, or you have not pre-paid for SaaS Fees for the Software as a Service in the month in which the failure occurred).

Availability SLA	Credit
99.9%	3% of monthly fee for each full hour of an outage that adversely impacted Client's access or use of the SaaS Services (beyond the warranty).

Maximum amount of the credit is 100% of the prorated SaaS Service Fees for such month, or $1,800.00, whichever is less, and the minimum credit cannot be less than $100.00.

Limited Remedy. Your exclusive remedy and our sole obligation for our failure to meet the warranty under Section C(8.2) is the provision by us of the credit for the applicable month, as provided in the chart above (if this Agreement is not renewed then a refund in the amount of the credit owed); provided that you notify us of such breach of the warranty within thirty (30) days of the end of that month.

3. Other Terms.
   a. *Third-Party Platform Service.* Customer may be provided with access to certain third-party web-based components as part of the Service (example without limitation, AWS Hosting third-party stock photos, public datasets, and third-party maps) (Third-Party Services). Customer must agree to such Third- party Service contracts if it chooses to use those third-party services. Such Third-Party Services will be solely governed by such third-party service contracts, and are provided AS-IS. Customer acknowledges that Company is not the provider of any Third-Party Platform Services. We do not warrant or guarantee the performance of the Third-Party Platform Services.
   b. *Open Source Code with the API.* Company does not own any open source code that may be provided with the API and it is provided as a convenience to Customer. Such opens source code is provided AS IS and is governed by the applicable open source license that applies to such code; provided, however, that any such open source licenses will not materially interfere or prohibit Client's limited right to use the SaaS Services for its internal business purposes.
   c. *Federal Application.* The Service and Documentation is a "commercial item," as that term is defined at 48 C.F.R. 2.101, consisting of "commercial computer software" and "commercial computer software documentation," as such terms are used in 48 C.F.R. 12.212. Consistent with 48 C.F.R. 12.212 and 48 C.F.R. 227.7202-1 through 227.7202-4, all U.S. Government End Users acquire only those rights in the Service and the Documentation that are provided under this agreement.
   d. *Feedback.* If Customer provides feedback or suggestions about the Service, then Company (and those it allows to use its technology) may use such information without obligation to Customer.

Exhibit G
Tyler Technologies, Inc. Proposal and Attachment C

Dated September 19, 2018 to the

City of Highland Park Request for Proposals

Enterprise Resource Planning (ERP) Software

and Implementation

Dated August 20, 2018

INCORPORATED BY REFERENCE

Available in the Office of the City Clerk

Exhibit H
City of Highland Park Request for Proposals

Enterprise Resource Planning (ERP) Software

and Implementation

Dated August 20, 2018

INCORPORATED BY REFERENCE

Available in the Office of the City Clerk

Quoted By:	Joe Parent
Quote Expiration:	12/31/25
Quote Name:	City of Highland Park EPL Assist Basic
Quote Description:	EPL Assist Basic

Sales Quotation For:
HIGHLAND PARK, IL CITY OF
ACCOUNTS PAYABLE
HIGHLAND PARK IL 60035-3532

Shipping Address:
City of Highland Park
1707 Saint Johns Ave
Highland Park IL 60035-3532

Tyler Annual Services

Description	QTY	Imp. Hours	Annual Fee
Recurring Services			
Enterprise Permitting & Licensing Assist Basic	1	0	$ 40,000.00
TOTAL:		**0**	**$ 40,000.00**

Summary	One Time Fees	Recurring Fees
Total Tyler License Fees	$ 0.00	$ 0.00
Total SaaS	$ 0.00	$ 0.00
Total Tyler Services	$ 0.00	$ 40,000.00
Total Third-Party Hardware, Software, Services	$ 0.00	$ 0.00
Summary Total	**$ 0.00**	**$ 40,000.00**

Contract Total	**$ 40,000.00**

Client's purchase of the items listed above is subject to the Comments below
Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held
For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Tyler Approval: Erik Graney

Print Name: Erik Graney

Date: 11/03/25

APPROVED AS TO FORM ONLY
Marina Martinez
CORPORATION COUNSEL

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
    - Implementation and other professional services fees shall be invoiced as delivered.
    - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
    - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion module, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion module.

- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.
- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the canceled services if Tyler is unable to re-assign its personnel.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

EPL Assist Basic commencing 12.1.25. Fees are prorated to align with applicable term under the agreement of 1.1.26 with renewals invoiced annually thereafter in accord with the term of the agreement.

City of Highland Park EPL Assist Basic Quote 10.31.25 Updated Term edited SMG 110325

Final Audit Report 2025-11-03

Created:	2025-11-03
By:	Stacey Gerard (stacey.gerard@tylertech.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5Fw8yax4v-CW66VQaEmkoukUOLc7Dj9W

"City of Highland Park EPL Assist Basic Quote 10.31.25 Updated Term edited SMG 110325" History

Document created by Stacey Gerard (stacey.gerard@tylertech.com)
2025-11-03 - 6:15:11 PM GMT- IP address: 163.116.144.53

Document emailed to Erik Graney (erik.graney@tylertech.com) for signature
2025-11-03 - 6:15:46 PM GMT

Email viewed by Erik Graney (erik.graney@tylertech.com)
2025-11-03 - 9:21:54 PM GMT- IP address: 163.116.249.128

Document e-signed by Erik Graney (erik.graney@tylertech.com)
Signature Date: 2025-11-03 - 9:23:24 PM GMT - Time Source: server- IP address: 163.116.249.128

Agreement completed.
2025-11-03 - 9:23:24 PM GMT

tyler technologies | Powered by Adobe Acrobat Sign

Staff Report

Meeting Date: November 10, 2025

Staff Contact: William Bonaguidi, Executive Officer

Department: Police Department

Title: An Ordinance Amending Section 71.275 of "The Highland Park Code of 1968," as amended, Regarding Driver Duty to Make Traffic Accident Report

Recommendation:
Staff recommends amending Section 71.275 of The Highland Park Code of 1968 in accordance with Section 11-407 of the Illinois Vehicle Code, 625 ILCS 5/11-407.

Policy Consideration:
In reviewing Section 71.275 of The Highland Park Code of 1968, staff learned that portions of the ordinance pertaining to a driver's duty to report a traffic accident were outdated. The proposed amendment would update the ordinance accordingly.

Core Priorities:
Fiscal Stability
There is no cost to the City should City Council approve this amendment.

Public Safety
This ordinance assists the City in analyzing where it should focus its efforts regarding engineering, education, and enforcement on its roadways.

Attachments:
None

4906-6804-1587, v. 4

City of Highland Park

Ordinance No.

An Ordinance Amending Section 71.275 of "The Highland Park Code of 1968," as amended, Regarding Driver Duty to Make Traffic Accident Report

WHEREAS, Section 71.275 of "The Highland Park Code of 1968," as amended ("***City Code***"), sets forth the reporting responsibilities and procedures of drivers involved in traffic accidents; and

WHEREAS, the City Council desires to amend Section 71.275 of the City Code in accordance with Section 11-407 of the Illinois Vehicle Code, 625 ILCS 5/11-407; and

WHEREAS, the City Council has determined that it will serve and be in the best interests of the City to amend Section 71.275 of the City Code pursuant to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Ordinance as the findings of the City Council.

SECTION TWO: DUTY OF DRIVER TO MAKE REPORT OF TRAFFIC ACCIDENT. Section 71.275, titled "Duty of Driver to Make Report of Traffic Accident," of Chapter 71, titled "Traffic Regulations," of Title VII, titled "Traffic Regulations," of the City Code is hereby amended further to read as follows:

"Sec. 71.275. – Duty of Driver to Make Report of Traffic Accident.

(A) *Report to Illinois Division of Highways*. The driver of a motor vehicle involved in an accident resulting in injury or death of any person shall, within 24 hours, after such accident forward a written report to the Traffic Engineer, Illinois Division of Highways, Springfield, Illinois. It shall also be the duty of any driver of a vehicle involved in a traffic accident to comply with all provisions of Article IV, Sections 36 to 44 inclusive, of the Uniform Act Regulating Traffic on Highways of the State of Illinois.

(B) *Report to Chief of Police of the City*. The driver of a vehicle involved in an accident within the corporate limits of the City~~,~~ **(i)** resulting in injury to or death of any person**; (ii) resulting in** ~~or~~ total property damage to an extent of ~~$25.00~~ **$1,500.00** or more~~,~~**; (iii) in which a school bus is involved in the crash and the crash is caused by a collision, a sudden stop, or otherwise, and the crash results in any property damage, personal injury, or death; or (iv) if the crash occurs within 50 feet of a school bus and results in personal injury to or death of any person who is**

awaiting or preparing to board the school bus or immediately after the person exists the school bus, shall immediately, by the quickest means of communication give notice of such accident to the Chief of Police of the City. The driver shall also, within 24 hours, make a written report of such accident to the Chief of Police of the City. This report may be a copy of the report required pursuant to Section 41A, Article IV, of the Uniform Act Regulating Traffic on Highways of the State of Illinois, and such supplementary reports as the Chief of Police deems necessary. All such reports shall be for the confidential use of the Chief of Police except that the Chief of Police may disclose the identity of a person involved in an accident when such identity is not otherwise known or when such person denies his presence at such accident. No report shall be used as evidence in any trial, civil or criminal, arising out of an accident, except that the Chief of Police shall furnish upon demand of any person who has, or claims to have made such a report, or upon demand of any court, a certificate showing that a specified accident report has or has not been made to the Chief of Police solely to prove a compliance or a failure to comply with the requirement that such a report be made to the Chief of Police. **Whenever the driver of a vehicle is physically incapable of giving immediate notice of a crash as required by this Section 71.275(B) and there was another occupant in the vehicle at the time of the crash capable of doing so, that occupant must give notice as required by this Section 71.275(B).**

(C) *Garage keeper to report damaged vehicles*. The person in charge of any garage or repair shop to which is brought any motor vehicle **for** which ~~shows evidence of having been involved in an accident where the evident or estimated damage amounts to $25.00 or more, or where~~ it is apparent that personal injuries were sustained, or the vehicle was struck by a bullet, shall report to the police headquarters of the City within 24 hours after such motor vehicle is received, giving the ~~engine number~~ **vehicle identification number (VIN), license plate number,** and the name and address of the owner or operator of said vehicle."

SECTION Three: Publication. The City Clerk is hereby directed to publish this Ordinance in pamphlet form pursuant to the Statutes of the State of Illinois.

SECTION Four: Effective Date. This Ordinance will be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Staff Report

Meeting Date: November 10, 2025

Staff Contact: William Bonaguidi, Executive Officer

Department: Police Department

Title: A Resolution Approving a Memorandum of Understanding with Public Safety Cadets for the Operation of a Police Cadet Program

Recommendation:
Staff recommends approval of a Memorandum of Understanding with Public Safety Cadets for the operation of a Police Cadet Program.

Policy Consideration:
In furtherance of the City's Core Priorities and the Police Department's Five-Year Strategic Plan, staff researched additional ways to connect with young adults. A police cadet program is recommended in order to enhance community partnership and assist the Police Department with recruiting and retaining future police officers.

Public Safety Cadets (PSC) of Leesburg, VA was founded in 2018 and is managed by active and retired law enforcement and business leaders. PSC's mission is "Mentoring young adults to serve their communities by providing knowledge, skills and practical experiences through education and training delivered by public safety professionals that build character, physical fitness and respect for the rule of law." PSC would provide City staff with the framework and guidance to implement and manage a police cadet program here in Highland Park.

Core Priorities:

Fiscal Stability
There is an annual Unit Registration fee of $25.00 should the City approve this MOU. Such a fee is included in the Police Department's annual budget under activities and programming costs.

Public Safety
This program will help guide and mentor future public safety employees.

Vibrancy
A public safety cadet program supports community vibrancy by offering current and future opportunities to its young adults.

Attachments:

1. Resolution Exhibit A

City of Highland Park

Resolution No.

A Resolution Approving a Memorandum of Understanding with Public Safety Cadets for the Operation of a Police Cadet Program

WHEREAS, the City Police Department desires to implement a police cadet program, to provide mentoring opportunities for young adults in the community, and to support community outreach and recruitment efforts; and

WHEREAS, the Police Department has determined that the cadet program operated and managed by Public Safety Cadets, a Virginia not-for-profit corporation (***"PSC"***), best suits the needs of the Department; and

WHEREAS, the City desires to enter into a memorandum of understanding with PSC for the implementation of a police cadet program (***"MOU"***); and

WHEREAS, the City Council has determined that execution of the MOU will serve and be in the best interest of the City and its residents;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: APPROVAL OF MOU. The City Council hereby approves the MOU between the City and PSC, in the form attached to this Resolution as **Exhibit A**.

SECTION THREE: EXECUTION OF MOU. The City Manager is hereby authorized and directed to execute, on behalf of the City, the MOU and all necessary documentation related thereto.

SECTION FOUR: EFFECTIVE DATE. This Resolution will be in full force and effect upon its passage and approval by a majority of the members of the City Council.

MEMORANDUM OF UNDERSTANDING
BETWEEN
PUBLIC SAFETY CADETS
AND THE
CITY OF HIGHLAND PARK, ILLINOIS
REGARDING
A PROGRAM TO EDUCATE AND MENTOR YOUTH

1. **PARTIES.** The following Parties hereby enter into this Memorandum of Understanding (MOU): Public Safety Cadets (PSC), a Commonwealth of Virginia Nonstock, Nonprofit, Corporation and the following named agency/organization:

City of Highland Park, Illinois (City)

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2. **BACKGROUND.** PSC was established as a nonprofit corporation on September 11, 2018 to mentor young adults in order to help them become contributing members of the community by providing knowledge, skills and practical experiences through education and training delivered in the workplace by public safety professionals that build character, physical fitness, and respect for the rule of law and human and civil rights.

3. **PURPOSE.** The purpose of this MOU is to document the conditions for participating in the program and events operated and maintained by Public Safety Cadets in order to establish a mutually beneficial relationship by the Parties to foster a greater understanding between youth and the public safety organizations within their community through the use of PSC programs and resources.

4. **RESPONSIBILITIES.**

A. Public Safety Cadets: Is responsible for:

1. Providing outreach, support, service, structure, governance, guidance and standard operating procedures to assist the participating agency/organization succeed in their use of the PSC program.
2. Obtaining general liability and supplemental accident medical insurance to cover all registered participants in their official and individual capacities against personal liability judgements arising from official Public Safety Cadet activities. Coverage details are available on the PSC website or by request.
3. Providing education and training to adult Mentors and volunteers to include Public Safety Cadets Youth Safety and Abuse Prevention Training.

4. Organizing national and regional PSC events, to include conferences, competitions, leadership academies, career fairs and instructional seminars.
5. Providing a library of resources to help implement, manage and grow a PSC unit successfully.
6. Seeking and promoting scholarship opportunities for PSC youth participants.
7. Establishing proficiency and special awards for recognition of achievement.
8. Seeking academic credits for community service by PSC participants.
9. Promoting the establishment of a recruiting pipeline and pathways for employment with public safety organizations.
10. Promoting the PSC organization and its goals nationally.

B. Participating Agency/Organization: Is responsible for:

1. Designating an adult member of the agency/organization to act as the lead Mentor who will work directly with a registered unit. Each unit will be led by a designated adult Mentor. Other adult mentors may be designated or participate as volunteers with registered units as determined by the participating agency/organization.
2. Conducting screening to assure that only adults found suitable for mentoring young adults are allowed to participate in the PSC program. Screening will include criminal history; motor vehicle operation certification and credit worthiness as may be applicable to the position within the PSC unit.
3. Assuring that each adult and youth participant is properly registered with the PSC organization.
4. Ensuring that a minimum of two adult Mentors are present during all meetings, training sessions, events and activities with Cadets to provide a "Two-Deep" supervisory environment at all times.
5. Assuring all adults participating in the PSC program complete the required Public Safety Cadets Youth Safety and Abuse Prevention Training annually.
6. Providing facilities adequate for program participants to assemble, hold meetings and associated training on a regular basis with time and place reserved.
7. Abiding by the PSC Standard Operating Procedures (SOP) as posted on the PSC website. The SOP may be updated from time to time, with a minimum of two weeks' notice to Participating Agency/Organization at the Point of Contact identified in Addendum A hereto, to provide timely and pertinent program guidance. The participating agency/organization may add more stringent requirements to unit SOPs, but may not dilute them as to impair the intent therein.
8. Participating in periodic self-assessments and program reviews with Public Safety Cadets to assure that mutual goals and expectations are being met.
9. Sharing, as practicable, information, metrics and associated data on PSC program participants that achieve employment in public safety professions.

5. **POINTS OF CONTACT.** All Parties will designate a Point of Contact (POC) who will be familiar with the provisions of this MOU and will be available during customary business hours or as practicable. The head of the agency/organization, or their authorized designee, will designate a Lead Mentor for each registered unit. The POC may also be the same as the Lead Mentor. Contact information for the POC and designated Lead Mentor and any additional designated Mentors are set forth in Addendum A.

6. **LIMITATIONS OF LIABILITY.** PSC shall not be liable for participating agency/organization's acts or omissions, including participating agency/organization's failure to abide by the responsibilities in this MOU. The Participating Agency/Organization shall not be liable for PSC's acts or omissions, including PSC's failure to abide by the responsibilities in this MOU. Except as otherwise provided herein, if both PSC and the Participating Agency/Organization are liable for any claims, damages or attorney fees arising from any negligent or illegal acts or omissions taken in connection to this MOU, then PSC and Participating Agency/Organization shall be liable for the portion of the claims, damages and attorney fees that arise from the negligent or illegal acts of that party as determined by the court adjudicating the matter or as agreed in any settlement. Nothing in this MOU waives or alters the Participating Agency/Organization's entitlement to governmental immunity pursuant to applicable law.

7. **INTELLECTUAL PROPERTY.** Either Party may use the other Party's name, logo, materials, and other data or materials as may be provided in connection with this MOU, pursuant to PSC's Standard Operating Procedures and/or other direction given by the disclosing Party.

8. **NO OBLIGATION OF FUNDS.** This MOU is not an obligation or commitment of funds, nor a basis for transfer of funds. Unless otherwise agreed in writing, each Party shall bear its own costs in relation to this MOU. Expenditures by each Party will be subject to budgetary processes and availability of funds and resources pursuant to applicable laws, regulations, and policies. Unit and Individual Registration Fees will be established and communicated by PSC in the year preceding collection.

9. **EQUIPMENT.** The Parties will use their own equipment and personnel to complete their portion of this MOU.

10. **REPORTING REQUIREMENTS.** The Parties agree to cooperate in meeting any reporting requirements and will coordinate with each other before responding to any such requirements.

11. **SETTLEMENT OF DISPUTES.** Disagreements between or among the Parties arising under or related to this MOU will be resolved only by consultation between or among the Parties.

12. **OTHER PROVISIONS.** This MOU is not intended to conflict with current laws or regulations applicable to the Parties. If any term of this MOU is inconsistent with such authority, then the term shall be invalid, but the remaining terms and conditions of this

MOU shall remain in full force and effect.

13. **CHANGE IN MANAGEMENT.** Should the head of agency/organization change, this MOU may be terminated early, or reissued bearing the name and signature of the new agency/organization head, or their authorized designee, as soon as practicable. The terms of this MOU will remain in effect until the reissued MOU is completed and the participating agency/organization remains registered in good standing.

14. **EFFECTIVE DATE.** The terms of this MOU will become effective on the date on which it is signed by all Parties and will continue in perpetuity unless either Party notifies the other in writing of their intent not to renew. The MOU may be signed in counterparts.

15. **PERIODIC REVIEW.** The POCs designated by the Parties pursuant to this MOU may meet periodically or at the request of any Party to discuss and review the implementation of this MOU. Failure of the Parties to conduct periodic reviews will not result in the termination of activities provided for under this MOU.

16. **AMENDMENT.** This MOU may be amended at any time by the mutual written consent of the Parties. Modification within the scope of this MOU shall be made by the issuance of a fully executed addendum prior to any changes in responsibilities being performed. Addendum A may be modified by the written consent of the Parties.

17. **TERMINATION.** The terms of this MOU, as it may be amended, will remain in effect while the participating agency/organization remains registered annually in good standing with Public Safety Cadets. Either Party may terminate this MOU immediately upon written notice for a breach by the other Party that remains uncured after reasonable notice. Either organization may terminate its participation in this MOU upon at least 30 days prior written notice. In the event of termination, each Party will continue with full participation up to the effective date of termination.

18. **NO PRIVATE RIGHTS.** This MOU is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the Parties, their parent or component agencies, or the officers, employees, agents or other associated personnel thereof.

The foregoing represents the understanding reached by the Parties.

[Signature Page To Follow]

APPROVED BY:

Signature of agency/organization head or designee — Date

Ghida Neukirch / City Manager

Printed Name/Title of agency/organization head or designee

Public Safety Cadets by:

in his capacity as President of Public Safety Cadets

Signature on behalf of Public Safety Cadets — Date

David Constantineau / President

Printed Name/Title of Public Safety Cadets Representative

ADDENDUM A

POINTS OF CONTACT

A. David Constantineau will serve as the primary POC for Public Safety Cadets. He may be contacted at: info@PublicSafetyCadets.org or by calling the national office at: 703-717-8168.

B. _____has been designated as the primary POC for the above-named agency/organization and may be contacted at: (please provide Title, Email, and telephone contact information here)
_____.

C. _____has been designated as a Lead Mentor of a registered unit for the above-named agency/organization and may be contacted at: (please provide Title, Email and telephone contact information here)
_____.

D. Additional designated agency/organization Mentors (if any) are identified below:

Name, Title, Email and telephone contact

Name, Title, Email and telephone contact

Name, Title, Email and telephone contact

Name, Title, Email and telephone contact

(*Add additional pages as necessary*)

Staff Report

Meeting Date: November 10, 2025

Staff Contact: Kristi McCaulou, Finance Director

Department: Finance Department

Title: Public Hearing Related to the Fiscal Year 2026 Proposed Budget for the City of Highland Park, a Home Rule Municipality, County of Lake, State of Illinois

Recommendation:
Conduct a public hearing for the Fiscal Year 2026 (2026) Proposed Budget, which the City Council will consider for adoption on November 24, 2025.

Policy Consideration:
The City's 2025 process timeline for the 2026 budget is included in the proposed budget document. The budget process begins in the spring and continues through November. 2026 budget workshops were conducted during Committee of the Whole meetings or staff reports issued throughout the process. Budget workshop presentations and staff reports have been available for public review on the City's website and at City Hall during regular business hours by appointment since the day following each workshop. The 2026 budget was discussed during individuals meetings with each elected official and the City Manager and Finance staff.

A copy of the 2026 proposed budget document has been available for public review on the City's website and at City Hall during regular business hours by appointment since November 3, 2025. Notice of the public hearing was published in the October 30, 2025 edition of the Highland Park News. The public hearing presentation will be posted to the City's website and available at City Hall beginning November 12, 2025.

Core Priorities:

Attachments:
1. Exhibit A - Proposed 2026 - Budget Public Hearing 2025-1110



2026 Budget Workshop
Proposed Budget Public Hearing

Presentation to be posted at cityhpil.com on 11/12/2025

City of Highland Park

Staff Report

Meeting Date: November 10, 2025

Staff Contact: Karl Burhop, Senior Planner

Department: Community Development Department

Title: An Ordinance Amending a Special Use Permit for a Planned Development (445 Central Avenue)

Recommendation:
A public hearing is required to consider an amendment to a Planned Development ("***PUD***") to allow uses for the ground floor of the commercial building at 445 Central Ave. (the "***Property***"). An Ordinance has been drafted, along with a resolution to amend the Development Agreement and amended Development Agreement. This consideration was discussed at a Committee of the Whole (COTW) meeting and is recommended for approval; based on the COTW feedback and given the requested tenancy of one applicant, it is recommended that the City Council conduct the public hearing.

[1] The Plan and Design Commission has not considered this amendment; however, the Commission considered a broader request for two tenant space changes at its June 17 meeting (including, in part, the change for this tenant space for the medical office land use) and recommended 6-0 (Ihnchak absent) that any B5 land uses be allowed for the site – a broader recommendation than the Applicant's request.

Policy Consideration:
The Applicant and owner, Alabama Associates, LP has revised their request, previously considered and denied by the City Council on Aug. 11, 2025. The City Council was advised of the possible changes at its Oct. 6, 2025 Committee of the Whole meeting. The proposal is substantially different from the prior consideration, as the Applicant has struck the request for the second tenant space land use change and is now offering a donation to the City in the amount of $250k to be used for economic development initiatives, and commits to leasing the balance of the ground floor spaces for restaurant or retail by Dec. 31, 2027. The $250k is a donation due to the loss of potential sales tax revenue. The Applicant requests the PUD be amended to allow one

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tenant space be used for a medical office land use. The Applicant proposes a high-end dermatology practice which includes retail sales. The two remaining tenant spaces are proposed to be developed for restaurant or retail uses, per the PUD ordinance and Development Agreement.

The link and background to the prior PUD approval and other background information can be found in the staff reports from the Aug. 11 and Oct. 6 hyperlinks.

The Development Agreement will be amended as follows in **Section 4. Amendment.**

"C. Operation and Use.

1. Developer shall use the first floor of the Building only for restaurant and retails uses allowed in the B5 District of the **City** ~~Zoning Ordinance and the POSO District of the Zoning Ordinance~~; **provided, however, that the space located on the first floor of the Building, designated for retail use, identified as Suite 100 on the revised floor plans, and comprising 3,245 square feet ("Suite 100"), may be used for medical office use**.

2. **Developer must enter into lease agreements for the restaurant or retail use of the remaining two spaces on the ground floor of the Building ("*Restaurant/Retail Spaces*") no later than December 31, 2027.**

3. The Restaurant/Retail Spaces may (but are not required to) be leased to entities that are related to Developer.

4. Prior to the issuance by the City of any certificate of occupancy for Suite 100, the Applicant must pay $250,000.00 to the City, to be appropriated for economic development initiatives.

5. Upon the termination or expiration of the lease for the use of Suite 100 as a medical office, the use of Suite 100 will be limited to retail or restaurant uses."

Off-Street Parking Relief.

Although the 2018 Planned Development included 25 spaces of parking relief for the then uses proposed, medical office uses have a higher parking requirement. The proposed delineation of the medical office space necessitates relief for at most five parking spaces for the specific 3,245 sq. ft. tenant space.

Core Priorities:

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Economic Development
Supports City's funding to advance economic development efforts

Vibrancy
Creates vibrancy by attracting people to the City and providing services to residents.

Attachments:
1. Ordinance Exhibit A - Legal Description of the Property
2. Ordinance Exhibit B - Floor Plans
3. Ordinance Exhibit C - Second Amendment to the Development Agreement

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City of Highland Park

Ordinance No.

An Ordinance Amending a Special Use Permit for a Planned Development (445 Central Avenue)

WHEREAS, Alabama Associates, LP, an Illinois limited partnership (***"Applicant"***), is the record owner of that certain parcel of real property consisting of approximately 3.37 acres, located within the b5 Central Business District of the City ("***B5 District***"), commonly known as 445 Central Avenue, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance (***"Property"***); and

WHEREAS, the Property is improved with a two-story commercial structure ("***Building***"); and

WHEREAS, on April 23, 2018, the City Council adopted Ordinance No. O48-2018 ("***Special Use Ordinance***"), granting, among other things, a special use permit for a planned development for the Property ("***Approved Planned Development***"); and

WHEREAS, as required by Section 7.A of the Special Use Ordinance, the City and the Applicant have entered into that certain Development Agreement dated April 23, 2018, as amended by that certain First Amendment to the Development Agreement, dated January 14, 2019 (collectively, the "***Development Agreement***"), to provide for the use, development, and operation of the Property in accordance with the Special Use Ordinance; and

WHEREAS, pursuant to Section Three of the Special Use Ordinance, the Property must be developed, used, and maintained in accordance with the "***Final Development Plan***" (as that term is defined in the Special Use Ordinance); and

WHEREAS, pursuant to Section 7.C of the Special Use Ordinance, the first floor of the Building may be used only for restaurant and retail uses allowed in the B5 District of the City; and

WHEREAS, the Applicant desires to use one of the ground floor retail spaces of the Building for a medical office ("***Proposed Amendment***"), as depicted in the plan attached to and, by this reference, incorporated into this Ordinance as **Exhibit B** (**"*Floor Plan*"**); and

WHEREAS, pursuant to Section 150.545(A)(1)(a) of the "City of Highland Park Zoning Ordinance of 1997," as amended ("***Zoning Code***"), the Proposed Amendment constitutes a "substantial change" to the Approved Planned Development; and

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Whereas, the Applicant has filed an application with the City for an amendment to the Approved Planned Development and the Final Development Plan to permit the operation of a medical office on the first floor of the Building; and

WHEREAS, the Applicant has agreed to execute a second amendment to the Development Agreement prepared by the City's Corporation Counsel governing the use and development of the Property, and incorporating the conditions set forth in this Ordinance, in substantially the form attached to this Ordinance as **Exhibit C** ("***Second Amendment to the Development Agreement***"); and

WHEREAS, pursuant to the City's statutory and home rule powers, a public hearing of the City Council to consider the Proposed Amendment was duly advertised in the Lake County News Sun on October 24, 2025, and held on November 10, 2025; and

WHEREAS, the City Council has determined that the Proposed Amendment complies with the required standards for special use permits and planned developments as set forth in Articles V and XIV of the Zoning Code; and

WHEREAS, the City Council has determined that it will serve and be in the best interests of the City and its residents to approve the Proposed Amendment to the Approved Planned Development, in accordance with, and subject to, the conditions, restrictions, and provisions of this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Ordinance as the findings of the City Council.

SECTION TWO: AMENDMENT OF APPROVED PLANNED DEVELOPMENT. Subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section Five of this Ordinance, the City Council hereby approves an amendment to the Approved Planned Development for the Property to amend Section 7.C the Special Use Ordinance, in accordance with, and pursuant to, Articles V and XIV of the Zoning Code and the home rule powers of the City, as follows:

> "Section Seven: Conditions. Notwithstanding any use or development right that may be applicable or available pursuant to the provision of the City Code or the Zoning Code or any other rights the Applicant and the City may have, the approvals for the Property granted in Sections Two through Six of this Ordinance shall be, and are hereby, expressly subject to and contingent upon the redevelopment, use, and maintenance of the Property in compliance with each and all of the following conditions:

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* * *

C. Use and Development of the Subject Property. The first floor of the Building may be used only for restaurant and retail uses allowed in the B5 District of the **City** ~~Zoning Ordinance and the POSO District of the Zoning Ordinance~~; **provided, however, that the space designated for retail use on that certain plan attached to Ordinance No. _____ as Exhibit B, identified as Suite 100, comprising 3,245 square feet, and located on the first floor of the Building may be used for a medical office use**. The second floor of the Building is intended to be used for office uses, but may be used for any of use permitted in the B5 District of the Zoning Ordinance."

Section Three: APPROVAL OF AMENDED FINAL DEVELOPMENT PLAN. Subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section Five of this Ordinance, the City Council hereby amends the Final Development Plan for the Approved Planned Development to include the Floor Plan.

Section Four: APPROVAL OF AMENDED ZONING MODIFICATION WITHIN A PLANNED DEVELOPMENT. Subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section Five of this Ordinance, the City Council hereby grants a modification from Section 150.851 of the Zoning Code to decrease the minimum required off-street parking spaces for the Approved Planned Development, from 38 to eight, in accordance with, and subject to, Section 150.510(A) of the Zoning Code, and the home rule powers of the City:

Section Five: CONDITIONS. Notwithstanding any use or development right that may be applicable or available pursuant to the provisions of the City Code or the Zoning Code or any other rights the Applicant may have, Sections Two, Three, and Four of this Ordinance are hereby expressly subject to and contingent upon the redevelopment, use, and maintenance of the Property in compliance with each and all of the following conditions:

A. Second Amendment to the Development Agreement.
   1. Execution and Recordation. Within 30 days after the adoption of this Ordinance, the Applicant must execute and deliver to the City the Second Amendment to the Development Agreement.
   2. Compliance with Development Agreement. The development, use, operation, and maintenance of the Property must at all times comply with all terms, conditions, restrictions, and provisions of the Development Agreement (as amended by the Second Amendment to the Development Agreement).

B. Compliance with Regulations. The redevelopment, use, operation, and

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maintenance of the Property must comply with all applicable City codes and ordinances, as the same have been or may be amended from time to time, except to the extent specifically provided otherwise in this Ordinance, the Special Use Ordinance, as amended, or the Development Agreement.

C. Compliance with Final Development Plan. The redevelopment, use, operation, and maintenance of the Property must comply with the Final Development Plan, as defined in Section Three of the Special Use Ordinance, and as amended pursuant to Section Three of this Ordinance, except for minor changes and site work approved by the Director of Community Development and the City Engineer (for matters within their respective permitting authorities) in accordance with all applicable City standards.

D. Configuration of First Floor Uses. The layout of the uses on the first floor of the Building must conform to the Floor Plan.

E. Grant. Prior to the issuance by the City of building permits for the construction of a medical office in the Building, the Applicant must pay to the City $250,000.00, to be appropriated for economic development initiatives.

SECTION Six: CONTINUED EFFECT; CONFLICTS. Except as provided otherwise in this Ordinance or the Special Use Ordinance, all terms, provisions, and requirements of the Approved Planned Development remain unchanged and in full force and effect. In the event of a conflict between this Ordinance on the one hand, and the Special Use Ordinance or the Final Development Plan on the other, this Ordinance will control.

SECTION Seven: RECORDATION; BINDING EFFECT. A copy of this Ordinance will be recorded in the Office of the Lake County Recorder of Deeds. This Ordinance and the privileges, obligations, and provisions contained herein will run with the Property and will inure to the benefit of, and be binding upon, the Applicant, and its respective personal representatives, successors, and assigns.

SECTION Eight: FAILURE TO COMPLY WITH CONDITIONS. Upon the failure or refusal of the Applicant to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, in addition to all other remedies available to the City, the approvals granted in this Ordinance, and in the Approved Planned Development (as amended) (collectively, the ***"Approvals"***), will, at the sole discretion of the City Council, by ordinance duly adopted, be revoked and become null and void; provided, however, that the City Council may not so revoke the Approvals unless it first provides the Applicant with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the City Council. In the event of such revocation, the City Manager and Corporation Counsel are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances.

SECTION Nine: AMENDMENTS. Any amendment to any provision of this

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Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Code for the granting of special use permits.

Section Ten: EFFECTIVE DATE. This Ordinance will be effective only upon the occurrence of all of the following events:

1. This Ordinance will be effective only upon the occurrence of all of the following events:

    1. Passage by the City Council in the manner required by law;
    2. Publication in pamphlet form in the manner required by law;
    3. Recordation of this Ordinance, together with such exhibits as the City Clerk deems appropriate for recordation, with the office of the Recorder of Lake County; and
    4. Execution by the Applicant of the Second Amendment to the Development Agreement, and delivery to the City Clerk of the executed Second Amendment to the Development Agreement, within 30 days after the date of adoption of this Ordinance.

2. In the event that the Applicant does not deliver fully executed copies of the Second Amendment to the Development Agreement within 30 days after the date of adoption of this Ordinance by the City Council, as required by Section 8.A.4 of this Ordinance, this Ordinance will automatically, and without further action, be and become null and void and of no force or effect.

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EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

The subject property address is: 445 Central Avenue.

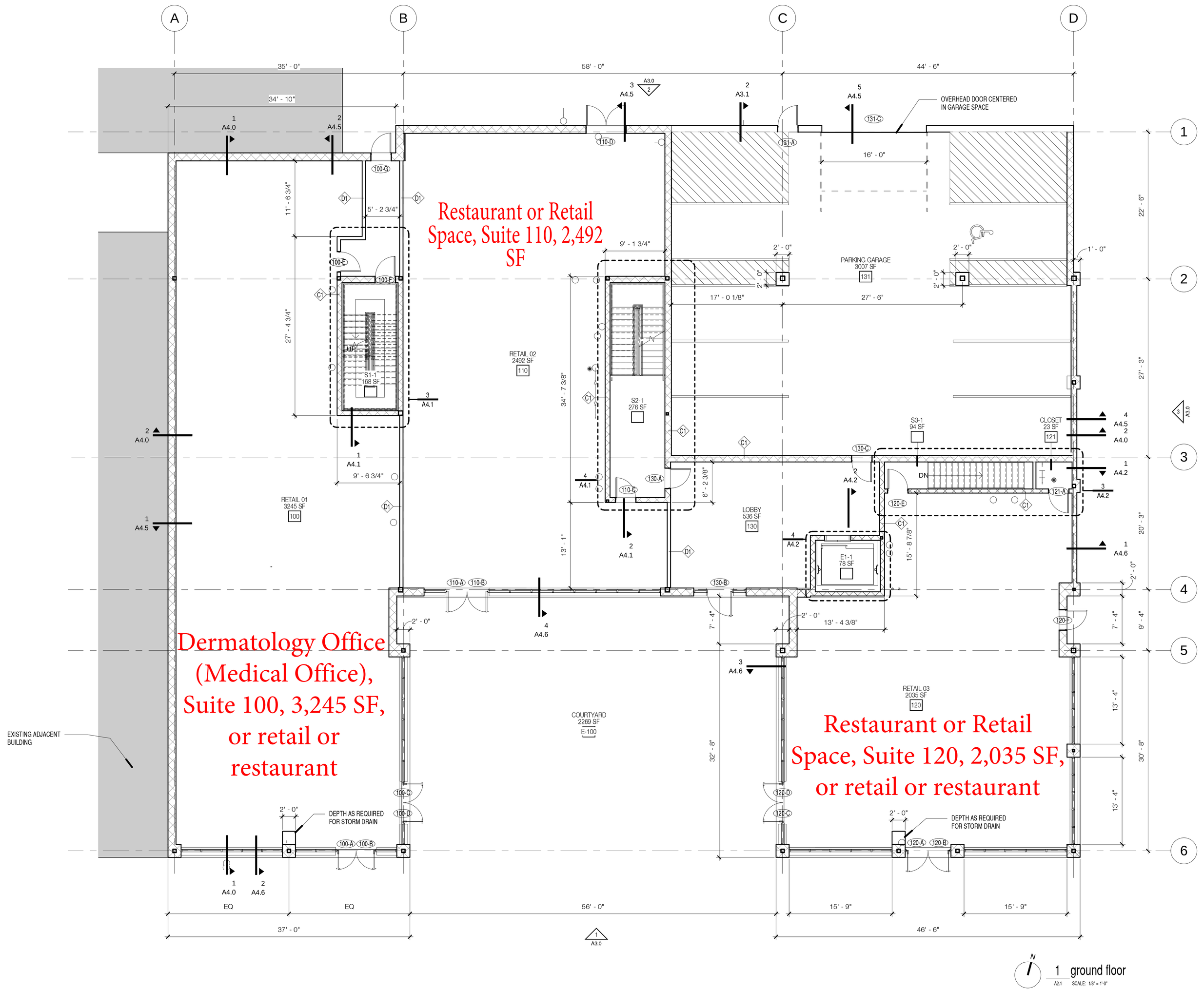
The subject property is legally described as:

Lot 1 in Highland Park Theater Resubdivision, a Resubdivision of all of Lot 8 and Part of Lots 7 and 9 in Block 22 in Highland Park, in the Southeast Quarter of Section 23, Township 43 North, Range 12 East of the Third Principal Meridian, according to the plat thereof recorded August 9, 2018, Document No. 7504755, in Lake County, Illinois.

PIN(s): 1623407081 & 1623407080

EXHIBIT B

FLOOR PLAN



1 ground floor
A2.1 SCALE: 1/8" = 1'-0"

Annotation by City Staff, Nov. 3, 2025 (kjb)

issue

3	Issue for permit	03.19.18
2	CD check set	02.21.18
1	CD check set	01.12.18

notes

project team

owner:

Highland Park Theater Redevelopment, LLC.
1949 St Johns Ave
Highland Park, IL 60035

general contractor:

Alan Ives Construction
1949 St Johns Ave
Highland Park, IL 60035

structural:

CEA&A
175 N Franklin St. Suite 410
Chicago, IL 60606

mechanical electrical plumbing:

Morton Gestalt
311 Florida Street
San Antonio, TX 78210

Woodhouse Tinucci Architects
230 W Superior 6th Flr Chicago IL 60654
Tel 312 943 3120 www.woodtinarch.com

LICENSED ARCHITECT BRIAN T. FOOTE 001-018836 STATE OF ILLINOIS

Brian Foote
Illinois License #01-18836
Design Firm Registration #001008783
Expires 11/30/2018

I hereby certify that these plans were prepared under my direction and to the best of my knowledge and belief conform to the applicable Building Codes and Ordinances

© copyright 2018

Highland Park Theater Development

445 Central Ave.
Highland Park, IL 60035

first floor plan

A2.1

EXHIBIT C

SECOND AMENDMENT TO THE DEVELOPMENT AGREEMENT

THIS DOCUMENT PREPARED BY AND AFTER RECORDING RETURN TO:

City of Highland Park
Department of Community Development
1150 Half Day Road
Highland Park, IL 60035

Above Space For Recorder's Use Only

SECOND AMENDMENT TO THE DEVELOPMENT AGREEMENT

BETWEEN

THE CITY OF HIGHLAND PARK

AND

ALABAMA ASSOCIATES, LP

(445 Central Avenue)

DATED AS OF _____, 2025

SECOND AMENDMENT TO THE DEVELOPMENT AGREEMENT
BETWEEN
THE CITY OF HIGHLAND PARK
AND ALABAMA ASSOCIATES, LP
(445 Central Avenue)

THIS IS A SECOND AMENDMENT (***"Second Amendment"***), dated as of _____, 2025 (***"Effective Date"***), to a Development Agreement dated April 23, 2018 (***"Original Development Agreement"***), as amended on January 14, 2019 ("***First Amendment***," and collectively with the First Amendment, the "***Development Agreement***"), by and between the **CITY OF HIGHLAND PARK**, an Illinois home rule municipal corporation (***"City"***), and **ALABAMA ASSOCIATES, LP,** an Illinois limited partnership (***"Developer"***).

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Second Amendment, and pursuant to the City's home rule powers, the City and the Developer hereto agree as follows:

SECTION 1. RECITALS.

A. On April 23, 2018, the City Council adopted Ordinance No. O48-2018 (***"Special Use Ordinance"***), granting a special use permit for a planned development (***"Approved Planned Development"***) for that certain parcel of real property consisting of approximately 16,270 square feet, commonly known as 445 Central Avenue, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Second Amendment (***"Property"***).

B. The Property is improved with a two-story commercial building ("***Building***").

C. On April 23, 2018, pursuant to Section 7.A of the Special Use Ordinance, the Developer and City entered into the Original Development Agreement, which governs the use and development of the Property and incorporates the conditions set forth in the Special Use Ordinance.

D. On January 14, 2019, the City Council adopted Resolution No. R4-2019, ratifying a minor amendment to the Approved Planned Development and Final Development Plan (as that term is used in the Special Use Ordinance) ("***First Amendment to Development Agreement,***" and collectively with the Original Development Agreement, the "***Development Agreement***").

E. The Developer desires to amend the Approved Planned Development in order to permit the use of one of the ground floor retail portions of the Building for a medical office (***"Requested Amendment"***).

F. Pursuant to Section 150.545(A)(1) of the Zoning Code, the Requested Amendment constitutes a "substantial change" to the Approved Planned Development.

G. Pursuant to Articles V and XIV of the Zoning Code, Developer filed an application with the City to amend the Approved Planned Development for the Property to allow for the Requested Amendment.

H. On _____, 2025, the Corporate Authorities approved Ordinance No. _____, approving the Requested Amendment (***"Amendatory Ordinance"***).

I. As provided in, and as a condition of, the Amendatory Ordinance, Developer has agreed to execute this Second Amendment so as to provide that the Property be redeveloped and used only in compliance with the Development Agreement, as amended by this Second Amendment, and the Special Use Ordinance, as amended by the Amendatory Ordinance.

J. The City and Developer now desire to amend the Development Agreement in accordance with Section 17.L of the Development Agreement to allow for the development of the Property in accordance with the Amendatory Ordinance.

SECTION 2. DEFINITIONS; RULES OF CONSTRUCTION.

A. Definitions. All capitalized words and phrases used throughout this Second Amendment have the meanings set forth in the various provisions of this Second Amendment. If a word or phrase is not specifically defined in this Second Amendment, it has the same meaning as in the Development Agreement.

B. Rules of Construction. Except as specifically provided in this Second Amendment, all terms, provisions and requirements contained in the Development Agreement remain unchanged and in full force and effect. In the event of a conflict between the text of the Development Agreement and the text of this Second Amendment, the text of this Second Amendment controls.

SECTION 3. COMPLIANCE WITH THE AMENDATORY ORDINANCE AND WITH THE AMENDED FINAL DEVELOPMENT PLAN.

A. General Use and Development Restrictions. The redevelopment and use of, and the construction on, the Property, must, except for minor alterations due to final engineering and site work approved by the City Engineer or the Director of Community Development, as appropriate, comply, and be in accordance, with all documents identified in Section 3 of the Special Use Ordinance, as amended by the Minor Amendment and this Second Amendment.

B. Amendment of Final Development Plan. The City and the Developer acknowledge and agree that, in accordance with Section 2.A of the Agreement and pursuant to Section 3 of the 2018 Amendatory Ordinance, the "Final Development Plan" also consists of the Revised Floor Plans, consisting of one sheet, a copy of which is attached to this Second Amendment as **Exhibit B**.

SECTION 4. AMENDMENT. Section 6.C of the Development Agreement is hereby amended further to read as follows:

> "C. Operation and Use.
>
> 1. Developer shall use the first floor of the Building only for restaurant and retails uses allowed in the B5 District of the **City** ~~Zoning Ordinance and the POSO District of the Zoning Ordinance~~; **provided, however, that the space located on the first floor of the Building, designated for retail use, identified as Suite 100 on the revised floor plans, and comprising 3,245 square feet ("Suite 100"), may be used for medical office use**.

2. **Developer must enter into lease agreements for the restaurant or retail use of the remaining two spaces on the ground floor of the Building ("*Restaurant/Retail Spaces*") no later than December 31, 2027.**

3. The Restaurant/Retail Spaces may (but are not required to) be leased to entities that are related to Developer.

4. Prior to the issuance by the City of any certificate of occupancy for Suite 100, the Applicant must pay $250,000.00 to the City, to be appropriated for economic development initiatives.

5. Upon the termination or expiration of the lease for the use of Suite 100 as a medical office, the use of Suite 100 will be limited to retail or restaurant uses.

6. Operation of the Subject Property must at all times be in strict conformance with the applicable provisions of the Zoning Code, the Special Use Ordinance**, as amended**, and the Requirements of Law."

SECTION 5. RECORDING; BINDING EFFECT.

A copy of this Second Amendment will be recorded in the Office of the Lake County Recorder of Deeds against the Property. This Second Amendment and the privileges, obligations, and provisions contained herein run with the Property and inure to the benefit of, and are and will be binding upon, the Developer and its personal representatives, successors, and assigns.

SECTION 6. REPRESENTATIONS.

A. By the City. The City hereby represents and warrants that: (1) the persons executing this Second Amendment on its behalf have been properly authorized to do so by the Corporate Authorities; (2) it has full power and authority to execute and deliver this Second Amendment and to perform all of its obligations imposed pursuant to this Second Amendment; and (3) this Second Amendment constitutes a legal, valid and binding obligation of the City enforceable in accordance with its terms.

B. By the Developer. The Developer hereby represents and warrants that: (1) it has full power and authority to execute and deliver this Second Amendment and to perform all of its obligations imposed pursuant to this Second Amendment; and (2) this Second Amendment constitutes a legal, valid and binding obligation of the Developer enforceable in accordance with its terms.

IN WITNESS WHEREOF, the Parties have set their hands on the date first above written.

ATTEST:

CITY OF HIGHLAND PARK,
an Illinois home rule municipal corporation

_____
Ashley Palbitska

By:_____
Ghida S. Neukirch

Deputy City Clerk

Its: City Manager

ATTEST:

ALABAMA ASSOCIATES, LP,
an Illinois limited partnership

By: _____

Its: _____

By: _____

Its: _____

ACKNOWLEDGMENTS

STATE OF ILLINOIS)
) SS.
COUNTY OF LAKE)

This instrument was acknowledged before me on _____, 2025, by Ghida S. Neukirch, the City Manager of the **CITY OF HIGHLAND PARK**, an Illinois home rule municipal corporation, and by Ashley Palbitska, the Deputy City Clerk of said home rule municipal corporation.

Given under my hand and official seal this ____ day of _____, 2025.

_____
Notary Public

My Commission expires:_____

SEAL

STATE OF ILLINOIS)
) SS.
COUNTY OF LAKE)

This instrument was acknowledged before me on _____, 2025, by _____, the _____ of **ALABAMA ASSOCIATES, LP**, an Illinois limited partnership.

Given under my hand and official seal this ____ day of _____, 2025.

_____
Notary Public

My Commission expires:_____

SEAL

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

EXHIBIT B

REVISED FLOOR PLANS

Staff Report

Meeting Date: November 10, 2025

Staff Contact: Karl Burhop, Senior Planner

Department: Community Development Department

Title: A Resolution Approving a Second Amendment to the Development Agreement Between the City of Highland Park and Alabama Associates, LP

Recommendation:
Staff recommend approving a second amendment to the Development Agreement for 445 Central Ave. Please refer to the staff report regarding the Planned Development Amendment request for 445 Central Ave.

Policy Consideration:

Core Priorities:

Attachments:
1. Resolution Exhibit A - Second Amendment to the Development Agreement
2. DA Exhibit A - Legal Description of the Property
3. DA Exhibit B - Revised Floor Plans

4905-7627-8357, v. 3

4905-7627-8357, v. 3

City of Highland Park

Resolution No.

A Resolution Approving a Second Amendment to the Development Agreement Between the City of Highland Park and Alabama Associates, LP

WHEREAS, Alabama Associates, LP, an Illinois limited partnership ("***Owner***"), is the record owner of that certain parcel of real property consisting of approximately 0.37 acres, located within the B5 Central Business District of the City ("***B5 District***"), commonly known as 445 Central Avenue (***"Property"***); and

WHEREAS, the Property is improved with a two-story commercial structure ("***Building***"); and

WHEREAS, on April 23, 2018, the City Council adopted Ordinance No. O48-2018 ("***Special Use Ordinance***"), granting, among other things, a special use permit for a planned development for the Property ("***Approved Planned Development***"); and

WHEREAS, as required by Section 7.A of the Special Use Ordinance, the City and the Applicant have entered into that certain Development Agreement dated April 23, 2018, as amended by that certain First Amendment to the Development Agreement, dated January 14, 2019 (collectively, the "***Development Agreement***"), to provide for the use, development, and operation of the Property in accordance with the Special Use Ordinance; and

WHEREAS, the Owner now desires to amend the Special Use Ordinance, the Approved Planned Development, and the Development Agreement in order to permit the use of one ground floor retail space in the Building for a medical office ("***Proposed Use***"); and

WHEREAS, on _____, 2025, the City Council adopted Ordinance No. _____ ("***Amendatory Ordinance***"), amending the Approved Planned Development and the Final Development Plan (as that term is defined in the Special Use Ordinance) to allow the Proposed Use; and

WHEREAS, Section 5.A of the Amendatory Ordinance requires that the City and the Owner enter into an amendment to the Development Agreement governing the operation of the Proposed Use; and

WHEREAS, the City and the Owner now desire to amend the Development Agreement, in accordance with Section 17.L of the Development Agreement, to permit the Proposed Use on the Property and to provide for the operation of the Approved Planned

4905-7627-8357, v. 3

Development, as amended (*"**Second Amendment to the Development Agreement**"*); and

WHEREAS, the City Council has determined that entering into the Second Amendment to the Development Agreement with the Owner will serve and be in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION TWO: APPROVAL OF Second Amendment to the Development Agreement. The Second Amendment to the Development Agreement by and between the City and the Owner is hereby approved in substantially the form attached to this Resolution as **Exhibit A**, and in a final form to be approved by the City Manager and the Corporation Counsel.

SECTION THREE: EXECUTION OF Second Amendment to the Development Agreement. The City Manager and the Deputy City Clerk are hereby authorized and directed to execute and attest, on behalf of the City, the Second Amendment to the Development Agreement upon receipt by the City Clerk of at least one original copy of the Second Amendment to the Development Agreement executed by the Owner; provided, however, that if the executed copy of the Second Amendment to the Development Agreement is not received by the City Clerk within 30 days after the effective date of this Resolution, then this authority to execute and attest will, at the option of the City Council, be null and void.

SECTION FOUR: EFFECTIVE DATE. This Resolution will be in full force and effect upon its passage and approval by a majority of the members of the City Council.

4905-7627-8357, v. 3

EXHIBIT A

SECOND AMENDMENT TO THE DEVELOPMENT AGREEMENT

THIS DOCUMENT PREPARED BY AND AFTER RECORDING RETURN TO:

City of Highland Park
Department of Community Development
1150 Half Day Road
Highland Park, IL 60035

Above Space For Recorder's Use Only

SECOND AMENDMENT TO THE DEVELOPMENT AGREEMENT

BETWEEN

THE CITY OF HIGHLAND PARK

AND

ALABAMA ASSOCIATES, LP

(445 Central Avenue)

DATED AS OF _____, 2025

SECOND AMENDMENT TO THE DEVELOPMENT AGREEMENT
BETWEEN
THE CITY OF HIGHLAND PARK
AND ALABAMA ASSOCIATES, LP
(445 Central Avenue)

THIS IS A SECOND AMENDMENT (***"Second Amendment"***), dated as of _____, 2025 (***"Effective Date"***), to a Development Agreement dated April 23, 2018 (***"Original Development Agreement"***), as amended on January 14, 2019 ("***First Amendment***," and collectively with the First Amendment, the "***Development Agreement***"), by and between the **CITY OF HIGHLAND PARK**, an Illinois home rule municipal corporation (***"City"***), and **ALABAMA ASSOCIATES, LP,** an Illinois limited partnership (***"Developer"***).

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Second Amendment, and pursuant to the City's home rule powers, the City and the Developer hereto agree as follows:

SECTION 1. RECITALS.

A. On April 23, 2018, the City Council adopted Ordinance No. O48-2018 (***"Special Use Ordinance"***), granting a special use permit for a planned development (***"Approved Planned Development"***) for that certain parcel of real property consisting of approximately 16,270 square feet, commonly known as 445 Central Avenue, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Second Amendment (***"Property"***).

B. The Property is improved with a two-story commercial building ("***Building***").

C. On April 23, 2018, pursuant to Section 7.A of the Special Use Ordinance, the Developer and City entered into the Original Development Agreement, which governs the use and development of the Property and incorporates the conditions set forth in the Special Use Ordinance.

D. On January 14, 2019, the City Council adopted Resolution No. R4-2019, ratifying a minor amendment to the Approved Planned Development and Final Development Plan (as that term is used in the Special Use Ordinance) ("***First Amendment to Development Agreement,***" and collectively with the Original Development Agreement, the "***Development Agreement***").

E. The Developer desires to amend the Approved Planned Development in order to permit the use of one of the ground floor retail portions of the Building for a medical office (***"Requested Amendment"***).

F. Pursuant to Section 150.545(A)(1) of the Zoning Code, the Requested Amendment constitutes a "substantial change" to the Approved Planned Development.

G. Pursuant to Articles V and XIV of the Zoning Code, Developer filed an application with the City to amend the Approved Planned Development for the Property to allow for the Requested Amendment.

H. On _____, 2025, the Corporate Authorities approved Ordinance No. _____, approving the Requested Amendment (***"Amendatory Ordinance"***).

I. As provided in, and as a condition of, the Amendatory Ordinance, Developer has agreed to execute this Second Amendment so as to provide that the Property be redeveloped and used only in compliance with the Development Agreement, as amended by this Second Amendment, and the Special Use Ordinance, as amended by the Amendatory Ordinance.

J. The City and Developer now desire to amend the Development Agreement in accordance with Section 17.L of the Development Agreement to allow for the development of the Property in accordance with the Amendatory Ordinance.

SECTION 2. DEFINITIONS; RULES OF CONSTRUCTION.

A. Definitions. All capitalized words and phrases used throughout this Second Amendment have the meanings set forth in the various provisions of this Second Amendment. If a word or phrase is not specifically defined in this Second Amendment, it has the same meaning as in the Development Agreement.

B. Rules of Construction. Except as specifically provided in this Second Amendment, all terms, provisions and requirements contained in the Development Agreement remain unchanged and in full force and effect. In the event of a conflict between the text of the Development Agreement and the text of this Second Amendment, the text of this Second Amendment controls.

SECTION 3. COMPLIANCE WITH THE AMENDATORY ORDINANCE AND WITH THE AMENDED FINAL DEVELOPMENT PLAN.

A. General Use and Development Restrictions. The redevelopment and use of, and the construction on, the Property, must, except for minor alterations due to final engineering and site work approved by the City Engineer or the Director of Community Development, as appropriate, comply, and be in accordance, with all documents identified in Section 3 of the Special Use Ordinance, as amended by the Minor Amendment and this Second Amendment.

B. Amendment of Final Development Plan. The City and the Developer acknowledge and agree that, in accordance with Section 2.A of the Agreement and pursuant to Section 3 of the 2018 Amendatory Ordinance, the "Final Development Plan" also consists of the Revised Floor Plans, consisting of one sheet, a copy of which is attached to this Second Amendment as **Exhibit B**.

SECTION 4. AMENDMENT. Section 6.C of the Development Agreement is hereby amended further to read as follows:

> "C. Operation and Use.
>
> 1. Developer shall use the first floor of the Building only for restaurant and retails uses allowed in the B5 District of the **City** ~~Zoning Ordinance and the POSO District of the Zoning Ordinance~~; **provided, however, that the space located on the first floor of the Building, designated for retail use, identified as Suite 100 on the revised floor plans, and comprising 3,245 square feet ("Suite 100"), may be used for medical office use**.

2. **Developer must enter into lease agreements for the restaurant or retail use of the remaining two spaces on the ground floor of the Building ("*Restaurant/Retail Spaces*") no later than December 31, 2027.**

3. The Restaurant/Retail Spaces may (but are not required to) be leased to entities that are related to Developer.

4. Prior to the issuance by the City of any certificate of occupancy for Suite 100, the Applicant must pay $250,000.00 to the City, to be appropriated for economic development initiatives.

5. Upon the termination or expiration of the lease for the use of Suite 100 as a medical office, the use of Suite 100 will be limited to retail or restaurant uses.

6. Operation of the Subject Property must at all times be in strict conformance with the applicable provisions of the Zoning Code, the Special Use Ordinance**, as amended**, and the Requirements of Law."

SECTION 5. RECORDING; BINDING EFFECT.

A copy of this Second Amendment will be recorded in the Office of the Lake County Recorder of Deeds against the Property. This Second Amendment and the privileges, obligations, and provisions contained herein run with the Property and inure to the benefit of, and are and will be binding upon, the Developer and its personal representatives, successors, and assigns.

SECTION 6. REPRESENTATIONS.

A. By the City. The City hereby represents and warrants that: (1) the persons executing this Second Amendment on its behalf have been properly authorized to do so by the Corporate Authorities; (2) it has full power and authority to execute and deliver this Second Amendment and to perform all of its obligations imposed pursuant to this Second Amendment; and (3) this Second Amendment constitutes a legal, valid and binding obligation of the City enforceable in accordance with its terms.

B. By the Developer. The Developer hereby represents and warrants that: (1) it has full power and authority to execute and deliver this Second Amendment and to perform all of its obligations imposed pursuant to this Second Amendment; and (2) this Second Amendment constitutes a legal, valid and binding obligation of the Developer enforceable in accordance with its terms.

IN WITNESS WHEREOF, the Parties have set their hands on the date first above written.

ATTEST:

CITY OF HIGHLAND PARK,
an Illinois home rule municipal corporation

_____
Ashley Palbitska

By:_____
Ghida S. Neukirch

Deputy City Clerk

Its: City Manager

ATTEST:

ALABAMA ASSOCIATES, LP,
an Illinois limited partnership

By: _____

Its: _____

By: _____

Its: _____

ACKNOWLEDGMENTS

STATE OF ILLINOIS)
) SS.
COUNTY OF LAKE)

This instrument was acknowledged before me on _____, 2025, by Ghida S. Neukirch, the City Manager of the **CITY OF HIGHLAND PARK**, an Illinois home rule municipal corporation, and by Ashley Palbitska, the Deputy City Clerk of said home rule municipal corporation.

Given under my hand and official seal this ____ day of _____, 2025.

_____
Notary Public

My Commission expires:_____

SEAL

STATE OF ILLINOIS)
) SS.
COUNTY OF LAKE)

This instrument was acknowledged before me on _____, 2025, by _____, the _____ of **ALABAMA ASSOCIATES, LP**, an Illinois limited partnership.

Given under my hand and official seal this ____ day of _____, 2025.

_____
Notary Public

My Commission expires:_____

SEAL

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

The subject property address is: 445 Central Avenue.

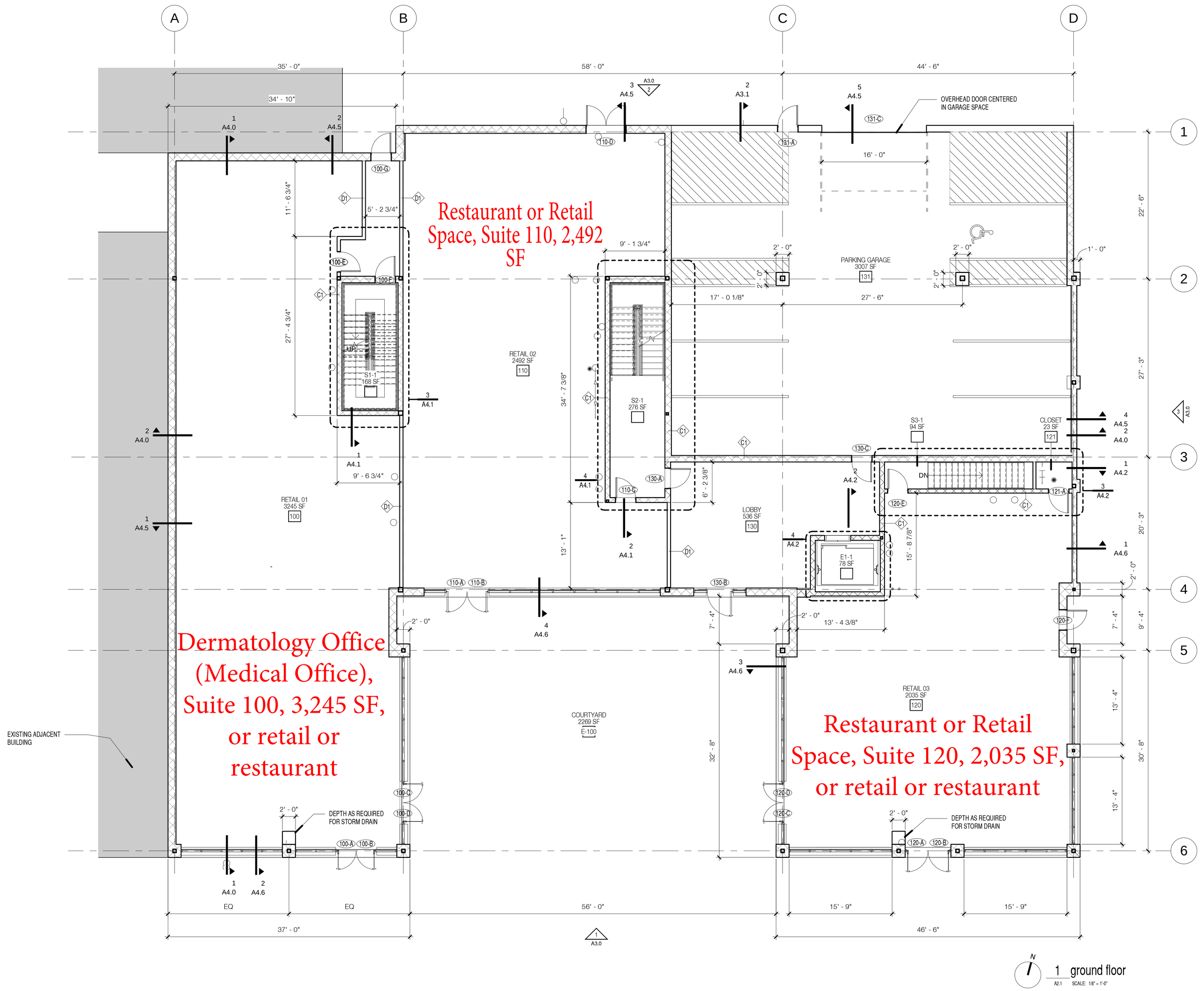
The subject property is legally described as:

Lot 1 in Highland Park Theater Resubdivision, a Resubdivision of all of Lot 8 and Part of Lots 7 and 9 in Block 22 in Highland Park, in the Southeast Quarter of Section 23, Township 43 North, Range 12 East of the Third Principal Meridian, according to the plat thereof recorded August 9, 2018, Document No. 7504755, in Lake County, Illinois.

PIN(s): 1623407081 & 1623407080

EXHIBIT B

REVISED FLOOR PLANS



1 ground floor
A2.1 SCALE: 1/8" = 1'-0"

Annotation by City Staff, Nov. 3, 2025 (kjb)

issue

3	Issue for permit	03.19.18
2	CD check set	02.21.18
1	CD check set	01.12.18

notes

project team

owner:

Highland Park Theater Redevelopment, LLC.
1949 St Johns Ave
Highland Park, IL 60035

general contractor:

Alan Ives Construction
1949 St Johns Ave
Highland Park, IL 60035

structural:

CEA&A
175 N Franklin St. Suite 410
Chicago, IL 60606

mechanical electrical plumbing:

Morton Gestalt
311 Florida Street
San Antonio, TX 78210

Woodhouse Tinucci Architects
230 W Superior 6th Flr Chicago IL 60654
Tel 312 943 3120 www.woodtinarch.com

LICENSED ARCHITECT BRIAN T. FOOTE 001-018836 STATE OF ILLINOIS

Brian Foote
Illinois License #01-18836
Design Firm Registration #001008783
Expires 11/30/2018

I hereby certify that these plans were prepared under my direction and to the best of my knowledge and belief conform to the applicable Building Codes and Ordinances

© copyright 2018

Highland Park Theater Development

445 Central Ave.
Highland Park, IL 60035

first floor plan

A2.1

Staff Report

Meeting Date: November 10, 2025

Staff Contact: Patrick Hoffmann, Planner II

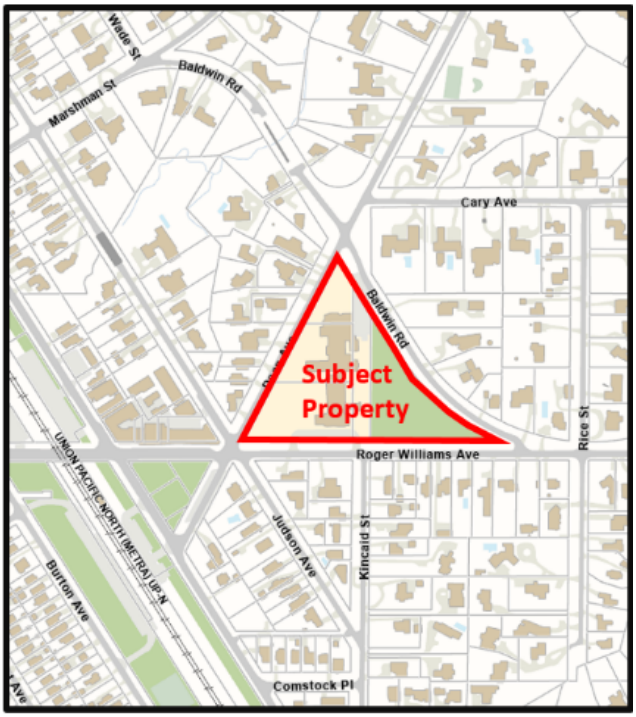
Department: Community Development Department

Title: An Ordinance Amending a Special Use Permit for a Planned Development (763 Dean Avenue)

Recommendation:

Staff recommends approving an amendment to a Planned Development ("PUD") and Design Review with Modification from City Code, for the expansion of off-street parking at Ravinia School. This consideration was reviewed and recommended by the Plan & Design Commission.

Policy Consideration:



4903-7813-4870, v. 4

PROJECT SUMMARY:

The petitioner, Wight & Company-Stuart Brodsky, of 2500 N. Frontage Road, Darien IL 60561 on behalf of the owners North Shore School District 112 (Dr. Michael Lubelfeld), of 445 Sheridan Road, Highwood, IL 60060 (collectively the "***Applicant***") has submitted an application for an amendment to the existing PUD in order to change/expand off-street parking for the existing school building 763 Dean Avenue, Ravinia School (the "***Property***").

The amendment will consist of a new parking area (13 parking spaces) along Roger Williams Ave and an expansion of an existing parking lot (3 parking spaces) that is

4903-7813-4870, v. 4

centrally located and is accessed along Baldwin Road.

This request includes the following:

1. Planned Development Amendment ("PUD") Review – PDC makes a recommendation to City Council. This includes the following:
2. Design Review – PDC is the authority and gives approval.
    a. This includes certain landscaping variation requests. Note: The City Council will have final authority over plans, as this is a PUD.

The Applicant's Narrative Statement is included as **Attachment 1**. The architectural plans and renderings are included as **Exhibit B**.

Commission Consideration.
At the November 4, 2025 Plan and Design Commission meeting, the Commission recommended by a vote of 7-0 to adopt the Findings of Fact (**Attachment 3)** recommending approval of the project as presented. Three members of the community spoke at the hearing discussing their concerns around parking on streets, snow removal on Baldwin, open space at the school, and safety of students related to the new parking spaces. Please note, **Attachment 2** is a submitted public appearance form for the November 4 Commission meeting.

VARIATION RELIEF SUMMARY:

- Section 150.2220(C) – Vehicular Use Area Interior Landscaping. Applicant requests relief to the interior landscaping area provision and proposes no interior landscaping islands.

PUBLIC COMMENTS:

One Public Hearing Appearance Form has been submitted and is included as **Attachment 2.** Again, this was submitted for the November 4 Commission meeting, no other public comment has been received.

EXISTING CONDITIONS:

As a part of the PUD application approved by City Council on May 8, 2023, the property was consolidated into one parcel as well as site improvements such as off-street parking and additions.

BUILDING & SITE DESIGN:

The proposed project is to amend the existing PUD and to expand existing parking facilities on the property.

DESIGN REVIEW – CHAPTER 176:

As a new residential development, this project is subject to the provisions in Chapter 176 of the

4903-7813-4870, v. 4

City Code, “Design Review.” These will include the following:

- Vehicular Use Area plantings are required per Section 150.2220:
    1. 5’ buffer required within 25’ of a street and within 25’ of a residential district: Applicant proposes 5’ buffer along all applicable vehicular use areas.
    2. Interior landscaping is required:
        - RELIEF NEEDED: The applicant does not propose any interior landscaping islands as a part of this application.
- Lighting – Applicant indicates no changes to lighting are being proposed.

NEIGHBORHOOD CONTEXT:

- North: R4 & R5, residential uses.
- West: R5, R6, & B2, residential uses & commercial uses.
- South: R5 & R6, residential uses.
- East: R4, residential uses.

-

CITY DEPARTMENT COMMENTS:

City Forestry Division:

- Comments have been addressed by the applicant.

City Engineering Division:

- Accept the previously submitted traffic study from 2023 PUD

The Police Department, Fire Department, Public Works Utilities Division and Building Division have no comments.

Core Priorities:
Economic Development. The proposal is a land use development application that may result in temporary or permanent job creation.

Vibrancy. The proposal enhances a school within the community.

Attachments:
1. Exhibit A - Legal Description of the Property
2. Exhibit B - Site Plan
3. Exhibit C - Landscape Plan

4903-7813-4870, v. 4

4. Exhibit D - Vehicle Use Area Exhibit
5. Exhibit E - Unconditional Agreement and Consent
6. Attachment 1 - Narrative
7. Attachment 2 - Public Appearance Form
8. Attachment 3 - PUD & SUP Findings of Fact

4903-7813-4870, v. 4

City of Highland Park

Ordinance No.

An Ordinance Amending a Special Use Permit for a Planned Development (763 Dean Avenue)

WHEREAS, North Shore School District 112, an Illinois school district ("***District***"), is the owner of that certain parcel of real property commonly known as 763 Dean Avenue, Highland Park, Illinois, located in the R6 Medium Density Residential District of the City ("***R6 District***"), consisting of approximately 236,480 square feet, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("***Property***"); and

WHEREAS, the Property is improved with a principal building and accessory structures used collectively used as a school ("***Building***"), and a 50-space off-street parking lot ("***Existing Parking Lot***"); and

WHEREAS, on May 8, 2023, the City Council adopted Ordinance No. O25-2023 (***"Special Use Ordinance"***), granting, among other things, a special use permit for a planned development for the Property; and

WHEREAS, as required by Section 5.A of the Special Use Ordinance, the City and District entered into that certain Development Agreement dated May 8, 2023 to provide for the use, development, and operation of the Property in accordance with the Special Use Ordinance (***"Development Agreement"***); and

WHEREAS, pursuant to Section Three of the Special Use Ordinance, the Property must be developed, used, and maintained in accordance with the "***Final Development Plan***" (as that term is defined in the Special Use Ordinance); and

WHEREAS, the District desires to expand the Existing Parking Lot by three parking spaces and construct a new 13-space parking lot on the Property ("***New Parking Lot***"); and

WHEREAS, the District, with consent of the Owner, has filed an application with the City for the approval of an amendment to the approved planned development for the Property to permit the proposed expansion and construction on the Property (***"Requested Relief"***); and

WHEREAS, pursuant to Section 150.545(A)(1)(i) of the "City of Highland Park Zoning Ordinance of 1997," as amended (***"Zoning Code"***), the Requested Relief constitutes a "substantial change" to the approved planned development; and

WHEREAS, a public hearing of the Plan and Design Commission of the City of Highland Park (*"**PDC**"*) to consider the Requested Relief was duly advertised in the *Lake*

4903-7813-4870, v. 4

County News Sun on October 20, 2025, and held on November 4, 2025; and

WHEREAS, on November 4, 2025, the PDC adopted Findings of Fact, Public Hearing No. PUD-2025-00067, recommending that the City Council approve the Requested Relief; and

WHEREAS, the City Council has determined that the Requested Relief complies with the required standards for special use permits and planned developments as set forth in Articles V and XIV of the Zoning Code; and

WHEREAS, consistent with the PDC recommendation, the City Council has determined that it will serve and be in the best interests of the City and its residents to approve the Requested Relief, in accordance with, and subject to, the conditions, restrictions, and provisions of this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS, as follows:

SECTION ONE: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Ordinance as the findings of the City Council.

SECTION TWO: Amendment of Approved Planned Development. Subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section Five of this Ordinance, the City Council hereby approves an amendment to the approved planned development for the Property to allow the expansion of the Existing Parking Lot and the construction of a new 13-parking space parking area on the Property, in accordance with, and pursuant to, Articles V and XIV of the Zoning Code and the home rule powers of the City.

Section Three: Approval of Amended Final Development Plan.

A. Approval of Amendment. Subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section Five of this Ordinance, the City Council hereby amends the Final Development Plan for the approved planned development for the Property to include the following documents (collectively, the ***"Amended Final Development Plan Documents"***):

    1. The Site Plan, consisting of 12 sheets and prepared by Eriksson Engineering Associates, Ltd., with a latest revision date of October 29, 2025, a copy of which is attached to this Ordinance as **Exhibit B**;
    2. The Landscape Plan, consisting of six sheets and prepared by Eriksson Engineering Associates, Ltd., with a latest revision date of October 29, 2025, a copy of which is attached to this Ordinance as **Exhibit C**; and
    3. The Vehicle Use Area Exhibit, consisting of one sheet and prepared

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by Eriksson Engineering Associates, Ltd., with a latest revision date of October 29, 2025, a copy of which is attached to this Ordinance as **Exhibit D**.

B. Conflicts. In the event that any of the Amended Final Development Plan Documents conflict with the plans and documents identified in Section Three of the Special Use Ordinance, the Amended Final Development Plan Documents control.

SECTION FOUR: APPROVAL OF ADDITIONAL AND AMENDED ZONING MODIFICATIONS WITHIN A PLANNED DEVELOPMENT. Subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section Five of this Ordinance, the City Council hereby grants a modification from Section 150.2220(C) of the Zoning Code to waive the requirement for the installation of interior landscaping for vehicular parking areas in the New Parking Lot on the Property, in accordance with, and subject to, Section 150.510(A) of the Zoning Code and the home rule powers of the City.

SECTION Five: CONDITIONS. Notwithstanding any use or development right that may be applicable or available pursuant to the provisions of the City Code or the Zoning Code or any other rights the District may have, the approvals granted in Sections Two, Three, and Four of this Ordinance are hereby expressly subject to and contingent upon the redevelopment, use, and maintenance of the Property in compliance with each and all of the following conditions:

A. Compliance with Regulations. The redevelopment, use, operation, and maintenance of the Property and the approved planned development for the Property must comply with all applicable City codes and ordinances, as the same have been or may be amended from time to time, except to the extent specifically provided otherwise in this Ordinance, the Special Use Ordinance, or the Development Agreement.

B. Compliance with Final Development Plan. The redevelopment, use, operation, and maintenance of the Property must comply with the Final Development Plan, as amended by this Ordinance, except for minor changes and site work approved by the Director of Community Development and the City Engineer (for matters within their respective permitting authorities) in accordance with all applicable City standards.

SECTION Six: CONTINUED EFFECT; CONFLICTS. Except as provided otherwise in this Ordinance, all terms, provisions, and requirements of the approved planned development for the Property remain unchanged and in full force and effect. In the event of a conflict between this Ordinance on the one hand, and the Special Use Ordinance or the Final Development Plan on the other, this Ordinance will control.

SECTION Seven: RECORDATION; BINDING EFFECT. A copy of this Ordinance will be recorded in the Office of the Lake County Recorder of Deeds. This Ordinance and

4903-7813-4870, v. 4

the privileges, obligations, and provisions contained herein will run with the Property and will inure to the benefit of, and be binding upon, the District and its personal representatives, successors, and assigns.

SECTION Eight: FAILURE TO COMPLY WITH CONDITIONS. Upon the failure or refusal of the District to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, in addition to all other remedies available to the City, the approvals granted in this Ordinance, and in the approved planned development for the Property (as amended) (collectively, the ***"Approvals"***), will, at the sole discretion of the City Council, by ordinance duly adopted, be revoked and become null and void; provided, however, that the City Council may not so revoke the Approvals unless it first provides the District with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the City Council. In the event of such revocation, the City Manager and Corporation Counsel are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances.

SECTION Nine: AMENDMENTS. Any amendment to any provision of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Code for the granting of special use permits.

Section Ten: EFFECTIVE DATE. This Ordinance will be effective only upon the occurrence of all of the following events:

A. This Ordinance will be effective only upon the occurrence of all of the following events:
    1. Passage by the City Council in the manner required by law;
    2. Publication in pamphlet form in the manner required by law;
    3. Recordation of this Ordinance, together with such exhibits as the City Clerk deems appropriate for recordation, with the office of the Recorder of Lake County; and
    4. The filing by the District with the City Clerk of an Unconditional Agreement and Consent, in the form of **Exhibit E** attached to and, by this reference, made a part of this Ordinance, to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance and to indemnify the City for any claims that may arise in connection with the approval of this Ordinance.

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EXHIBIT A

Legal Description of the Property

The subject property, commonly known as 763 Dean Avenue, is legally described as:

LOT 1 IN RAVINIA ELEMENTARY SCHOOL CONSOLIDATION; BEING A CONSOLIDATION OF LOTS 102, 140, 143, 144, 147, 148 AND 149 IN SOUTH HIGHLAND PARK ADDITION TO HIGHLAND PARK AND THAT PART OF VACATED KINKAID STREET, IN THAT PART OF SECTION 36, TOWNSHIP 43 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORED JANUARY 3, 2024 AS DOCUMENT 8012981, IN LAKE COUNTY, ILLINOIS.

PINs: 16-36-106-005-0000

EXHIBIT B

Site Plan

RAVINIA ELEMENTARY SCHOOL ADDITION AND RENOVATION

763 DEAN AVE.
HIGHLAND PARK, ILLINOIS 60035

GENERAL NOTES

1. *The Location of Existing Underground Utilities, Such As Watermains, Sewers, Gas Lines, Etc., As Shown On The Plans, Has Been Determined From The Best Available Information and Is Given For The Convenience of The Contractor. However, The Owner and The Engineer Do Not Assume Responsibility In The Event That During Construction, Utilities Other Than Those Shown May Be Encountered, and That The Actual Location of Those Which Are Shown May Be Different From The Location As Shown On The Drawings. Contact Engineer Immediately If Surface and/or Subsurface Features Are Different Than Shown On The Drawings.*
2. *Notify The Engineer Without Delay of Any Discrepancies Between the Drawings and Existing Field Conditions.*
3. *Notify The Owner, Engineer and The City of Highland Park A Minimum of 48 Hours In Advance of Performing Any Work.*
4. *All Areas, On or Off Site, Disturbed During Construction Operations and Not Part of the Work As Shown Hereon Shall Be Restored To Original Condition to the Satisfaction of the Owner at No Additional Cost to the Owner. It is Incumbent Upon Contractor to Show That Damaged Areas Were Not Disturbed By Construction Operations.*
5. *These Drawings Assume That The Contractor Will Utilize An Electronic Drawing File (DWG) and Stake All Site Improvements Accordingly.*
6. *No Person May Utilize The Information Contained Within These Drawings Without Written Approval From Eriksson Engineering Associates, Ltd.*
7. *The Engineer Is Furnishing These Drawings For Construction Purposes As A Convenience To The Owner, Architect, Surveyor, or Contractor. Prior To The Use Of These Drawings For Construction Purposes, The User Of This Media Shall Verify All Dimensions And Locations Of Buildings With The Information Drawings And Architectural Site Plan, and Coordinate All Dimensions and Locations of All Site Items. If Conflicts Exist The User Of This Information Shall Contact The Engineer Immediately.*
8. ***Provide An As-built Survey Prepared By A Licensed Professional Land Surveyor In Accordance With The Authorities Having Jurisdiction Which Shall Include As a Minimum All Storm and Sanitary Sewers, Structure Locations, Sizes, Rim and Invert Elevations, Watermain and Valve and Appurtenance Locations.***
9. *The Illinois Department Of Transportation Standard Specifications For Road And Bridge Construction Latest Edition, And All Addenda Thereto, Shall Govern The Earthwork And Paving Work Under This Contract Unless Noted Otherwise.*
10. *Contractor Shall Confirm All Roof Downspouts Have Been Located And Coordinated With Roofing Contractor And Underground Piping Has Been Installed Prior To Pavement Improvements.*



N

CIVIL SHEET INDEX

C0.00	CIVIL COVER SHEET
C0.01	ALTA / NSPS LAND TITLE SURVEY
C0.02	ALTA / NSPS LAND TITLE SURVEY
C1.00	OVERALL SITE DEMOLITION PLAN (EXISTING CONDITIONS)
C1.01	SITE DEMOLITION PLAN
C2.00	OVERALL SITE GEOMETRY PLAN (PROPOSED CONDITIONS)
C2.01	SITE GEOMETRY PLAN
C3.01	SITE UTILITY PLAN
C4.01	SITE GRADING AND PAVING PLAN
C5.01	SOIL EROSION AND SEDIMENT CONTROL PLAN
C6.01	SITE WORK DETAILS
C7.01	CITY OF HIGHLAND PARK STANDARD CONSTRUCTION DETAILS
CX1.01	VEHICLE USE AREA EXHIBIT

LANDSCAPE SHEET INDEX

L0.10	OVERALL SITE TREE PRESERVATION AND REMOVAL PLAN
L0.11	OVERALL SITE TREE PRESERVATION AND REMOVAL PLAN
L0.12	TREE PRESERVATION AND REMOVAL PLAN (SOUTH)
L1.00	OVERALL SITE LANDSCAPE PLAN
L1.01	SITE LANDSCAPE PLAN (SOUTH)
L2.01	LANDSCAPE DETAILS

DRAINAGE STATEMENT

To The Best Of Our Knowledge And Belief, The Drainage Of The Surface Waters Will Not Be Changed By The Construction Of This Development Or Any Part Thereof, Or That If Such Surface Water Drainage Will Be Changed, Reasonable Provisions Have Been Made For The Collection And Diversion Of Such Surface Waters Into Public Areas Or Drains Which The Property Owner Has A Right To Use, And That Such Surface Waters Will Be Planned For In Accordance With Generally Accepted Engineering Practices So As To Reduce The Likelihood Of Damage To The Adjoining Property Because Of The Construction Of The Development.

NORTH SHORE SCHOOL DISTRICT 112
Inspire...Innovate...Engage

Wight

Wight & Company
wightco.com
2500 North Frontage Road
Darien, IL 60561
P 630.969.7000
F 630.969.7979

ERIKSSON ENGINEERING ASSOCIATES, LTD.
145 COMMERCE DRIVE, SUITE A
GRAYSLAKE, ILLINOIS 60030
PHONE (847) 223-4804
FAX (847) 223-4864
EMAIL INFO@EEA-LTD.COM

SHONDA J. CAIN
062-071456
REGISTERED PROFESSIONAL ENGINEER
OF ILLINOIS
EXP. 11/30/2025

NOT FOR CONSTRUCTION

REV	DESCRIPTION	DATE
	R1 FOR PUD	10/29/2025
	PUD SUBMISSION	09/30/2025

RAVINIA ELEMENTARY SCHOOL - ADDITION AND RENOVATION

763 DEAN AVENUE
HIGHLAND PARK, IL 60035

COVER SHEET

Project Number: 220112
Drawn By: JC
Sheet: **C0.00**

10/10/2022 9:06:21 PM
C:\Users\jvnocaco\Documents\220112_Ravinia Elementary School Addition & Reno_ARCH_2021_vjnocaco.rvt
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NORTH SHORE SCHOOL DISTRICT 112 — Inspire...Innovate...Engage

Wright

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wright.com
2500 North Frontage Road
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GRAYSLAKE, ILLINOIS 60030
FAX: (847) 223-4864
EMAIL: INFO@ERIKLTD.COM

BRYAN J. LEE 3616 REGISTERED PROFESSIONAL LAND SURVEYOR STATE OF ILLINOIS — EXP. 11/30/2025

NOT FOR CONSTRUCTION

REV	DESCRIPTION	DATE
R1	FOR PUD SUBMISSION	10/29/2025
	PUD SUBMISSION	09/30/2025

RAVINIA ELEMENTARY SCHOOL - ADDITION AND RENOVATION

763 DEAN AVENUE
HIGHLAND PARK, IL 60035

ALTA / NSPS LAND TITLE SURVEY

Project Number: 220112
Drawn By: JC
Sheet: **C0.01**

ALTA / NSPS LAND TITLE SURVEY

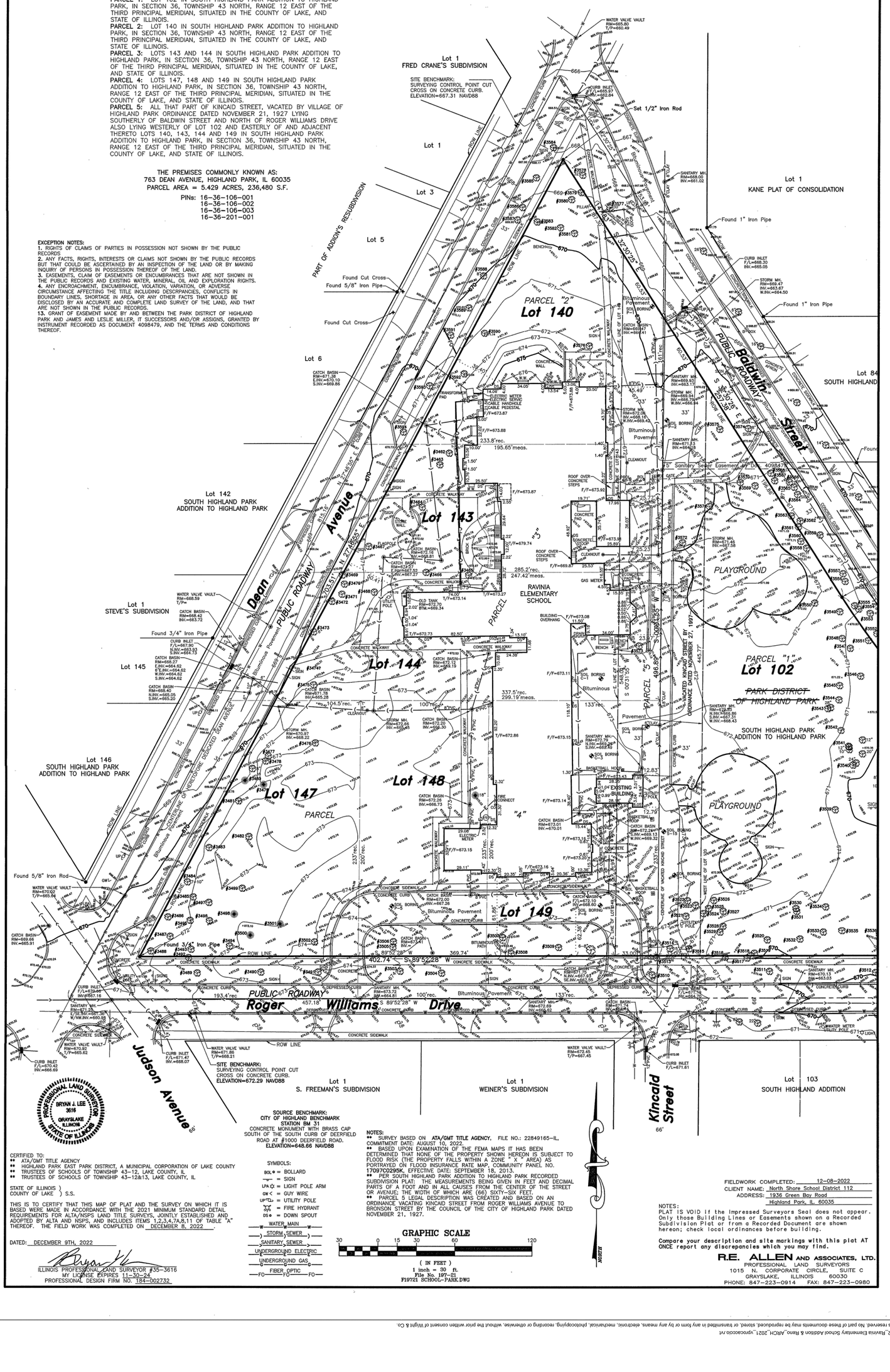
OF

Sheet 1 of 2

PARCEL 1: LOT 102 IN SOUTH HIGHLAND PARK ADDITION TO HIGHLAND PARK, IN SECTION 36, TOWNSHIP 43 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, SITUATED IN THE COUNTY OF LAKE, AND STATE OF ILLINOIS.
PARCEL 2: LOT 140 IN SOUTH HIGHLAND PARK ADDITION TO HIGHLAND PARK, IN SECTION 36, TOWNSHIP 43 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, SITUATED IN THE COUNTY OF LAKE, AND STATE OF ILLINOIS.
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PARCEL 4: LOTS 147, 148 AND 149 IN SOUTH HIGHLAND PARK ADDITION TO HIGHLAND PARK, IN SECTION 36, TOWNSHIP 43 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, SITUATED IN THE COUNTY OF LAKE, AND STATE OF ILLINOIS.
PARCEL 5: ALL THAT PART OF KINCAID STREET, VACATED BY VILLAGE OF HIGHLAND PARK ORDINANCE DATED NOVEMBER 21, 1927 LYING SOUTHERLY OF BALDWIN STREET AND NORTH OF ROGER WILLIAMS DRIVE ALSO LYING WESTERLY OF LOT 102 AND EASTERLY OF AND ADJACENT THERETO LOTS 140, 143, 144 AND 149 IN SOUTH HIGHLAND PARK ADDITION TO HIGHLAND PARK, IN SECTION 36, TOWNSHIP 43 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, SITUATED IN THE COUNTY OF LAKE, AND STATE OF ILLINOIS.

THE PREMISES COMMONLY KNOWN AS:
763 DEAN AVENUE, HIGHLAND PARK, IL 60035
PARCEL AREA = 5.429 ACRES, 236,480 S.F.
PINs: 16-36-106-001
16-36-106-002
16-36-106-003
16-36-201-001

EXCEPTION NOTES:
1. RIGHTS OF CLAIMS OF PARTIES IN POSSESSION NOT SHOWN BY THE PUBLIC RECORDS
2. ANY FACTS, RIGHTS, INTERESTS OR CLAIMS NOT SHOWN BY THE PUBLIC RECORDS BUT THAT COULD BE ASCERTAINED BY AN INSPECTION OF THE LAND OR BY MAKING INQUIRY OF PERSONS IN POSSESSION THEREOF OF THE LAND.
3. EASEMENTS, CLAIM OF EASEMENTS OR ENCUMBRANCES THAT ARE NOT SHOWN IN THE PUBLIC RECORDS AND EXISTING WATER, MINERAL, OIL AND EXPLORATION RIGHTS.
4. ANY ENCROACHMENT, ENCUMBRANCE, VIOLATION, VARIATION, OR ADVERSE CIRCUMSTANCE AFFECTING THE TITLE INCLUDING DESCRIPANCIES, CONFLICTS IN BOUNDARY LINES, SHORTAGE IN AREA, OR ANY OTHER FACTS THAT WOULD BE DISCLOSED BY AN ACCURATE AND COMPLETE LAND SURVEY OF THE LAND, AND THAT ARE NOT SHOWN IN THE PUBLIC RECORDS.
13. GRANT OF EASEMENT MADE BY AND BETWEEN THE PARK DISTRICT OF HIGHLAND PARK AND JAMES AND LESLIE MILLER, IT SUCCESSORS AND/OR ASSIGNS, GRANTED BY INSTRUMENT RECORDED AS DOCUMENT 4098479, AND THE TERMS AND CONDITIONS THEREOF.



CERTIFIED TO:
** ATA/GMT TITLE AGENCY
** HIGHLAND PARK EAST PARK DISTRICT, A MUNICIPAL CORPORATION OF LAKE COUNTY
** TRUSTEES OF SCHOOLS OF TOWNSHIP 43-12, LAKE COUNTY,
** TRUSTEES OF SCHOOLS OF TOWNSHIP 43-12&13, LAKE COUNTY, IL

STATE OF ILLINOIS)
COUNTY OF LAKE) S.S.

THIS IS TO CERTIFY THAT THIS MAP OF PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1,2,3,4,7A,8,11 OF TABLE "A" THEREOF. THE FIELD WORK WAS COMPLETED ON DECEMBER 8, 2022.

DATED: DECEMBER 9TH, 2022

ILLINOIS PROFESSIONAL LAND SURVEYOR #35-3616
MY LICENSE EXPIRES 11-30-24
PROFESSIONAL DESIGN FIRM NO. 184-002732

SYMBOLS:
BOL = BOLLARD
= SIGN
LPA = LIGHT POLE ARM
GW = GUY WIRE
UP = UTILITY POLE
= FIRE HYDRANT
DS = DOWN SPOUT
WATER MAIN
STORM SEWER
SANITARY SEWER
UNDERGROUND ELECTRIC
UNDERGROUND GAS
FIBER OPTIC

NOTES:
** SURVEY BASED ON ATA/GMT TITLE AGENCY, FILE NO.: 22849165-IL, COMMITMENT DATE: AUGUST 10, 2022.
** BASED UPON EXAMINATION OF THE FEMA MAPS IT HAS BEEN DETERMINED THAT NONE OF THE PROPERTY SHOWN HEREON IS SUBJECT TO FLOOD RISK (THE PROPERTY FALLS WITHIN A ZONE " X " AREA) AS PORTRAYED ON FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 17097C0295K, EFFECTIVE DATE: SEPTEMBER 18, 2013.
** PER SOUTH HIGHLAND PARK ADDITION TO HIGHLAND PARK RECORDED SUBDIVISION PLAT: THE MEASUREMENTS BEING GIVEN IN FEET AND DECIMAL PARTS OF A FOOT AND IN ALL CAUSES FROM THE CENTER OF THE STREET OR AVENUE; THE WIDTH OF WHICH ARE (66) SIXTY-SIX FEET.
** PARCEL 5 LEGAL DESCRIPTION WAS CREATED AND BASED ON AN ORDINANCE VACATING KINCAID STREET FROM ROGER WILLIAMS AVENUE TO BRONSON STREET BY THE COUNCIL OF THE CITY OF HIGHLAND PARK DATED NOVEMBER 21, 1927.

GRAPHIC SCALE
30 0 15 30 60 120
(IN FEET)
1 inch = 30 ft.
File No. 197-21
F19721 SCHOOL-PARK.DWG

FIELDWORK COMPLETED: 12-08-2022
CLIENT NAME: North Shore School District 112
ADDRESS: 1936 Green Bay Road
Highland Park, IL 60035

NOTES:
PLAT IS VOID if the Impressed Surveyors Seal does not appear. Only those Building Lines or Easements shown on a Recorded Subdivision Plat or from a Recorded Document are shown hereon; check local ordinances before building.

Compare your description and site markings with this plat AT ONCE report any discrepancies which you may find.

R.E. ALLEN AND ASSOCIATES, LTD.
PROFESSIONAL LAND SURVEYORS
1015 N. CORPORATE CIRCLE, SUITE C
GRAYSLAKE, ILLINOIS 60030
PHONE: 847-223-0914 FAX: 847-223-0980

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ALTA / NSPS LAND TITLE SURVEY

OF

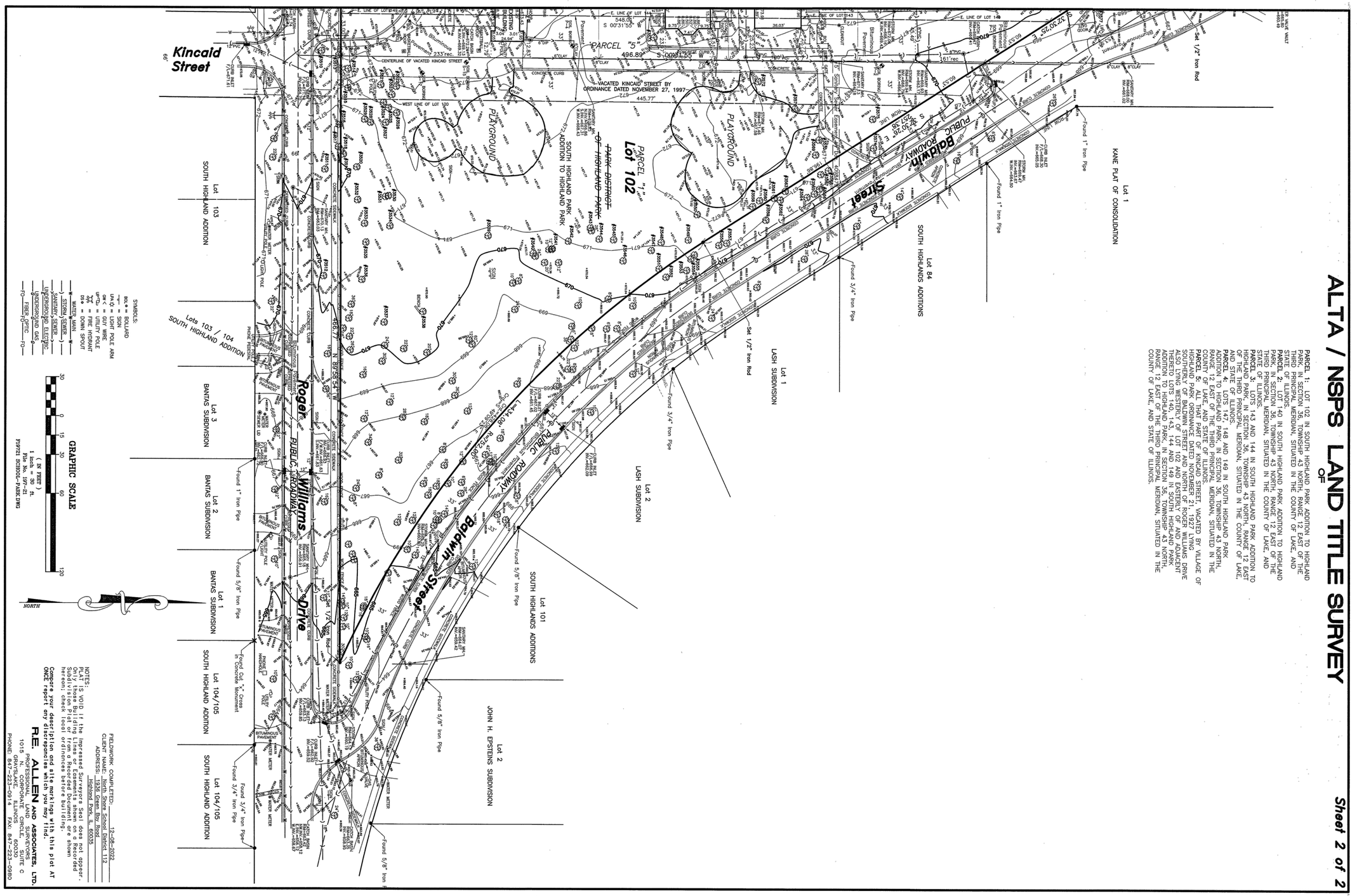
PARCEL 1: LOT 102 IN SOUTH HIGHLAND PARK ADDITION TO HIGHLAND PARK, IN SECTION 36, TOWNSHIP 43 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, SITUATED IN THE COUNTY OF LAKE, AND STATE OF ILLINOIS.

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PARCEL 5: ALL THAT PART OF KINCAID STREET AND NORTH OF ROGER WILLIAMS DRIVE HIGHLAND PARK ORDINANCE DATED NOVEMBER 21, 1927 LYING SOUTHERLY OF BALDWIN STREET AND NORTHERLY OF LOT 102 AND LOT 140 AND LOTS 143, 144 AND 149 IN SOUTH HIGHLAND PARK ADDITION TO HIGHLAND PARK, IN SECTION 36, TOWNSHIP 43 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, SITUATED IN THE COUNTY OF LAKE, AND STATE OF ILLINOIS.



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WATER MAIN
STORM SEWER
SANITARY SEWER
UNDERGROUND ELECTRIC
UNDERGROUND GAS
FIBER OPTIC

GRAPHIC SCALE
1 INCH = 60 FEET
File No. 197-21
F19721 SCHOOL-PARK.DWG

FIELDWORK COMPLETED: 12-08-2022
CLIENT NAME: North Shore School District 112
ADDRESS: 1936 Green Bay Road
Highland Park, IL 60035

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Only those building lines established by Recorded Subdivision Plat or from a Recorded Document are shown hereon; check local ordinances before building.

Compare your description and site markings with this plat AT ONCE report any discrepancies which you may find.

R.E. ALLEN AND ASSOCIATES, LTD.
PROFESSIONAL LAND SURVEYORS
1015 CORPORATE BOULEVARD, SUITE C
GRAYSLAKE, ILLINOIS 60030
PHONE 847-223-0914 FAX: 847-223-0980

Sheet 2 of 2

NORTH SHORE SCHOOL DISTRICT 112
Inspire...Innovate...Engage

Wight

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wightco.com
2500 North Frontage Road
Darien, IL 60561
P 630.969.7000
F 630.969.7979

ERIKSSON ENGINEERING ASSOCIATES, LTD.
145 COMMERCE DRIVE, SUITE A
GRAYSLAKE, ILLINOIS 60030
PHONE (847) 223-4804
FAX (847) 223-4864
EMAIL INFO@EEA-LTD.COM

JOSHUA J. CARLSON
062-071456
REGISTERED PROFESSIONAL ENGINEER
OF ILLINOIS
EXP. 11/30/2025

NOT FOR CONSTRUCTION

REV	DESCRIPTION	DATE
	R1 FOR PUD	10/29/2025
	PUD SUBMISSION	09/30/2025

RAVINIA ELEMENTARY SCHOOL - ADDITION AND RENOVATION

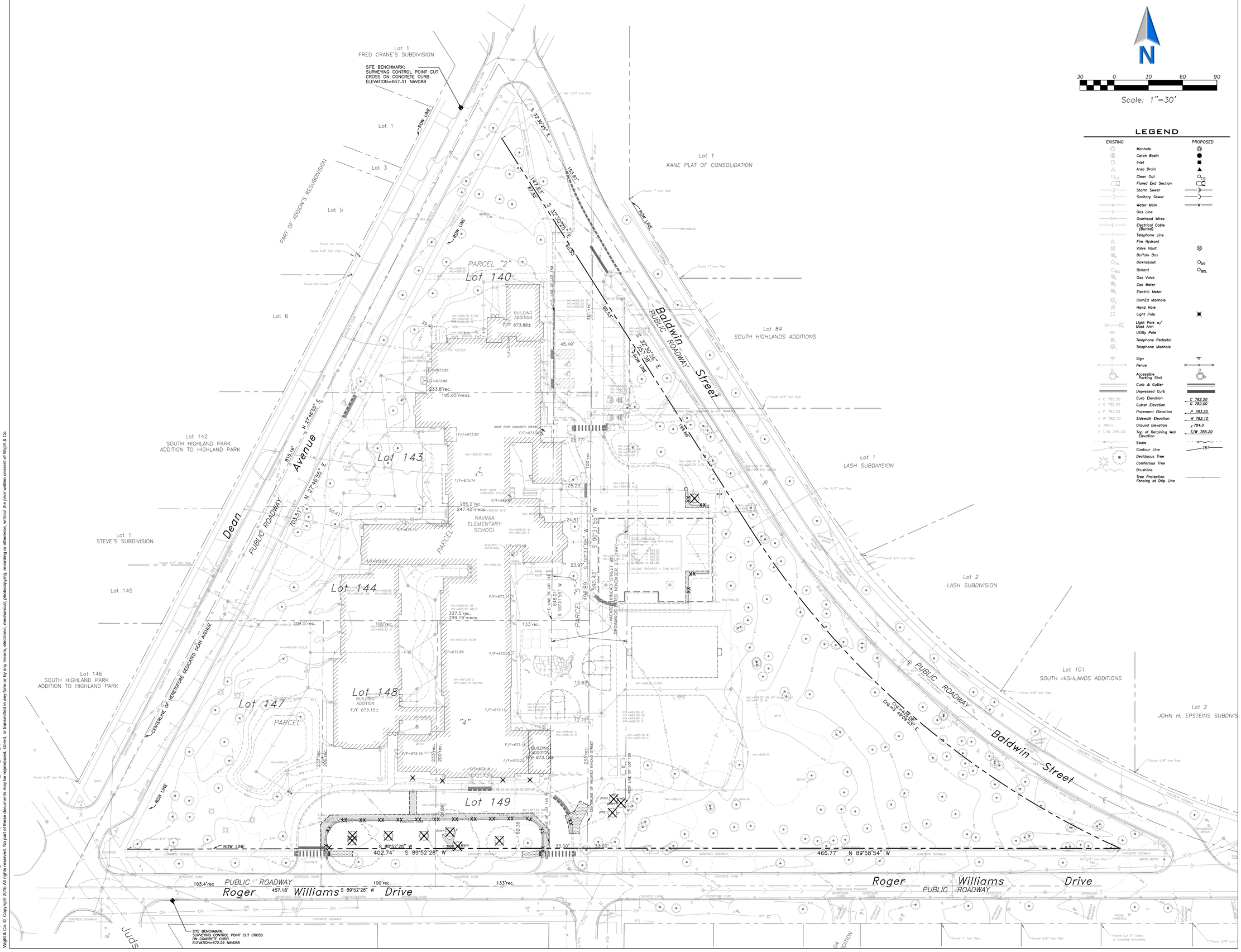
763 DEAN AVENUE
HIGHLAND PARK, IL 60035

ALTA / NSPS LAND TITLE SURVEY

Project Number:
220112
Drawn By:
JC
Sheet:

C0.02

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30 0 30 60 90

Scale: 1"=30'

LEGEND

EXISTING		PROPOSED
	Manhole	
	Catch Basin	
	Inlet	
	Area Drain	
CO	Clean Out	CO
	Flared End Section	
S	Storm Sewer	S
SA	Sanitary Sewer	
W	Water Main	W
G	Gas Line	
OH	Overhead Wires	
E	Electrical Cable (Buried)	
T	Telephone Line	
	Fire Hydrant	
	Valve Vault	
	Buffalo Box	
DS	Downspout	DS
BOL	Bollard	BOL
	Gas Valve	
	Gas Meter	
	Electric Meter	
	ComEd Manhole	
	Hand Hole	
	Light Pole	
	Light Pole w/ Mast Arm	
	Utility Pole	
	Telephone Pedestal	
T	Telephone Manhole	
	Sign	
	Fence	
	Accessible Parking Stall	
	Curb & Gutter	
	Depressed Curb	
x C 782.50	Curb Elevation	C 782.50 G 782.00
x G 782.00	Gutter Elevation	
x P 783.25	Pavement Elevation	P 783.25
x W 782.10	Sidewalk Elevation	W 782.10
x 784.0	Ground Elevation	x 784.0
x T/W 785.20	Top of Retaining Wall Elevation	T/W 785.20
	Swale	
781	Contour Line	781
	Deciduous Tree	
	Coniferous Tree	
	Brushline	
	Tree Protection Fencing at Drip Line	

NORTH SHORE SCHOOL DISTRICT 112
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EXP. 11/30/2025

NOT FOR CONSTRUCTION

REV	DESCRIPTION	DATE
	R1 FOR PUD	10/29/2025
	PUD SUBMISSION	09/30/2025

RAVINIA ELEMENTARY SCHOOL - ADDITION AND RENOVATION

763 DEAN AVENUE
HIGHLAND PARK, IL 60035

OVERALL SITE DEMOLITION PLAN (EXISTING CONDITIONS)

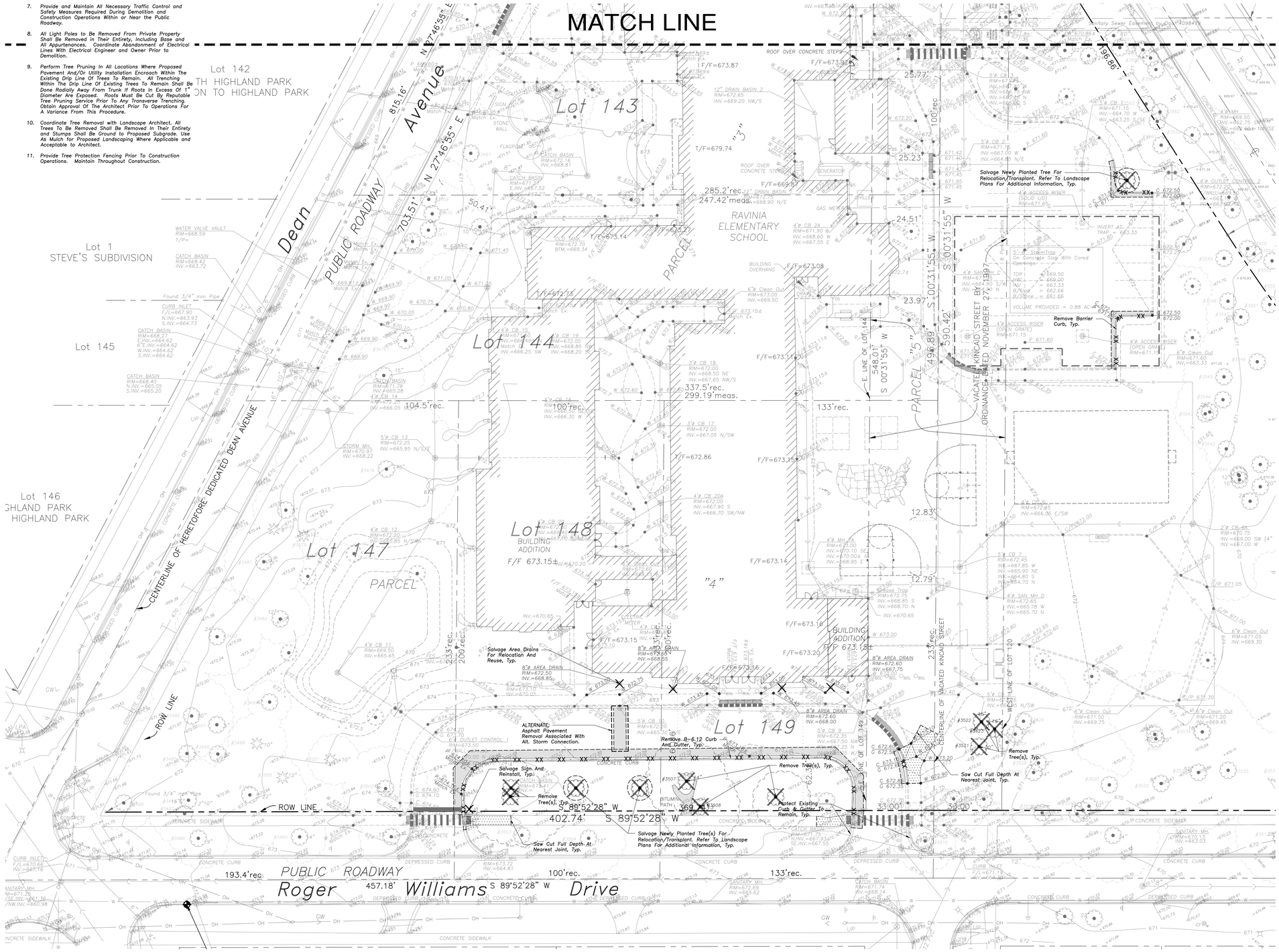
Project Number: 220112
Drawn By: JC
Sheet:

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DEMOLITION NOTES

1. *All Signs to Be Removed Shall Be Salvaged and Stored in the Owner's Facility for Future Use as Applicable.*
2. *Keep All City of Highland Park Streets Free and Clear of Construction Related Dirt/Dust/Debris.*
3. *Coordinate Existing Utility Removal with Local Authorities and Utility Companies Having Jurisdiction.*
4. *Coordinate Removal of Overhead Wires And Utility Poles With Authorities Having Jurisdiction And Respective Utility Providers.*
5. *The Existing Building is to Remain Operational During Construction. Therefore, the Temporary Relocation of All Necessary Utilities Serving the Existing Building Shall Be Coordinated Prior to the Commencement of Construction Operations.*
6. *All Sawcutting Shall be Full Depth to Provide a Clean Edge to Match New Construction. Match Existing Elevations at Points of Connection for New and Existing Pavement, Curb, Sidewalks, etc. All Sawcut Locations Shown Are Approximate and May Be Field Adjusted to Accommodate Conditions, Joints, Material Type, etc. Remove Minimum Amount Necessary for Installation of Proposed Improvements.*
7. *Provide and Maintain All Necessary Traffic Control and Safety Measures Required During Demolition and Construction Operations Within or Near the Public Roadway.*
8. *All Light Poles to Be Removed From Private Property Shall Be Removed in Their Entirety, Including Base and All Appurtenances. Coordinate Abandonment of Electrical Lines With Electrical Engineer and Owner Prior to Demolition.*
9. *Perform Tree Pruning In All Locations Where Proposed Pavement And/Or Utility Installation Encroach Within The Existing Drip Line Of Trees To Remain. All Trenching Within The Drip Line Of Existing Trees To Remain Shall Be Done Radially Away From Trunk If Roots In Excess Of 1" Diameter Are Exposed. Roots Must Be Cut By Reputable Tree Pruning Service Prior To Any Transverse Trenching. Obtain Approval Of The Architect Prior To Operations For A Variance From This Procedure.*
10. *Coordinate Tree Removal with Landscape Architect. All Trees To Be Removed Shall Be Removed In Their Entirety and Stumps Shall Be Ground to Proposed Subgrade. Use As Mulch for Proposed Landscaping Where Applicable and Acceptable to Architect.*
11. *Provide Tree Protection Fencing Prior To Construction Operations. Maintain Throughout Construction.*



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20 0 20 40 60

Scale: 1"=20'

LEGEND

EXISTING		PROPOSED
	Manhole	
	Catch Basin	
	Inlet	
	Area Drain	
$O_{C.O.}$	Clean Out	$O_{C.O.}$
	Flared End Section	
	Storm Sewer	
	Sanitary Sewer	
W	Water Main	W
G	Gas Line	
OH	Overhead Wires	
E	Electrical Cable (Buried)	
T	Telephone Line	
	Fire Hydrant	
	Valve Vault	
	Buffalo Box	
O_{DS}	Downspout	O_{DS}
O_{BOL}	Bollard	O_{BOL}
	Gas Valve	
	Gas Meter	
	Electric Meter	
	ComEd Manhole	
	Hand Hole	
	Light Pole	
	Light Pole w/ Mast Arm	
	Utility Pole	
	Telephone Pedestal	
	Telephone Manhole	
	Sign	
x x	Fence	x x
	Accessible Parking Stall	
	Curb & Gutter	
	Depressed Curb	
x C 782.50	Curb Elevation	C 782.50
x G 782.00	Gutter Elevation	G 782.00
x P 783.25	Pavement Elevation	P 783.25
x W 782.10	Sidewalk Elevation	W 782.10
x 784.0	Ground Elevation	x 784.0
x T/B 785.20	Top of Retaining Wall Elevation	T/W 785.20
781	Swale	781
	Contour Line	
	Deciduous Tree	
	Coniferous Tree	
	Brushline	
	Tree Protection Fencing at Drip Line	

DEMOLITION LEGEND

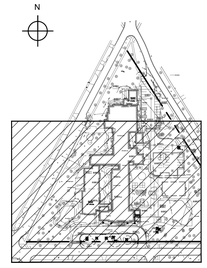
- Utility Line Removal
- Bituminous Pavement Removal (Full Depth)
- Concrete Pavement Removal (Full Depth)
- Pavement Sawcut
- XX XX Curb & Gutter Removal
- Structure Removal
- Tree Removal

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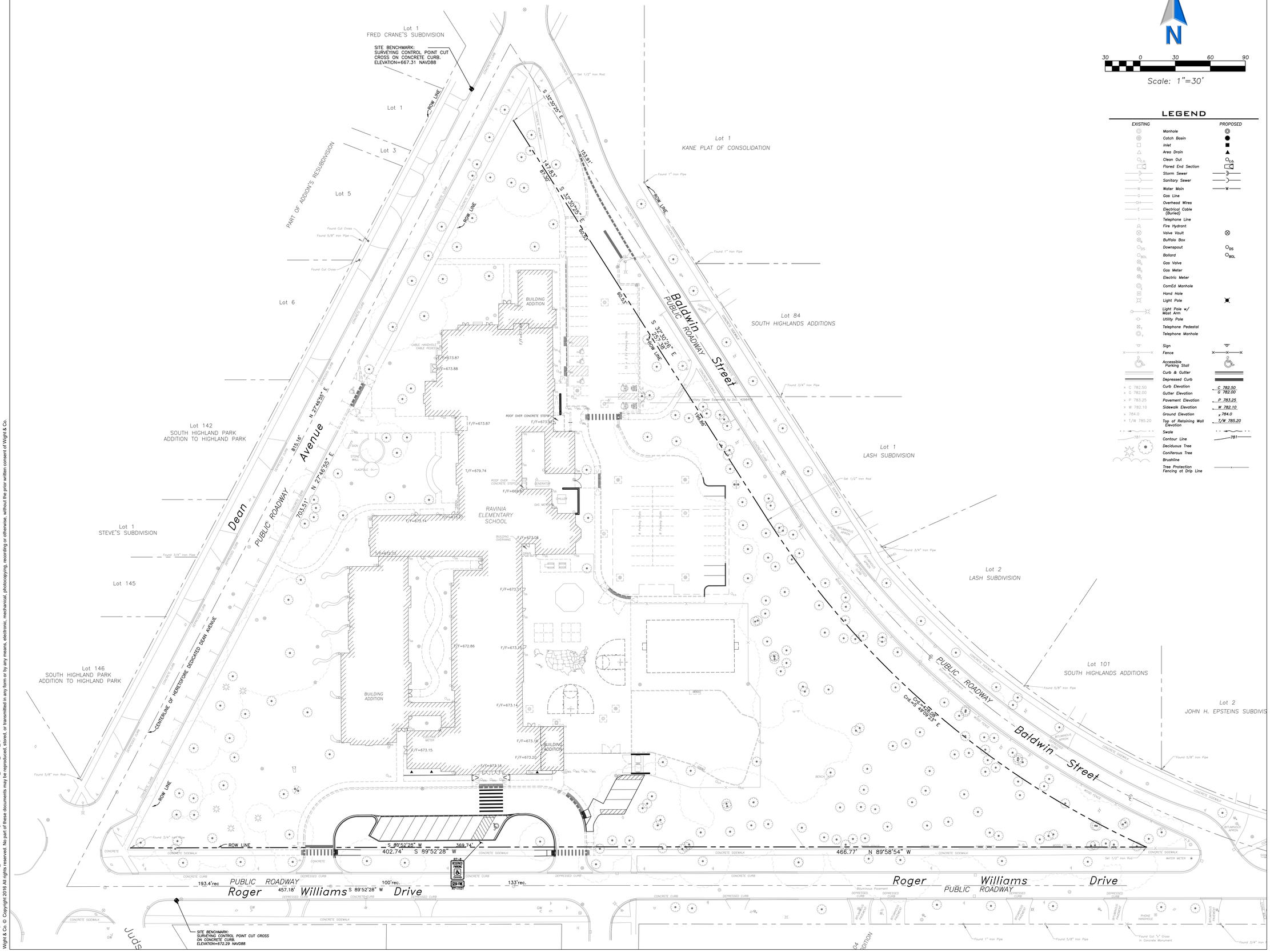
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RAVINIA ELEMENTARY SCHOOL - ADDITION AND RENOVATION

763 DEAN AVENUE
HIGHLAND PARK, IL 60035

SITE DEMOLITION PLAN

Project Number: 220112
Drawn By: JC
Sheet: C1.01



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30 0 30 60 90

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LEGEND

EXISTING		PROPOSED
	Manhole	
	Catch Basin	
	Inlet	
	Area Drain	
O_{CO}	Clean Out	O_{CO}
	Flared End Section	
	Storm Sewer	
	Sanitary Sewer	
W	Water Main	W
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	Telephone Pedestal	
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	Sign	
	Fence	
	Accessible Parking Stall	
	Curb & Gutter	
	Depressed Curb	
x C 782.50	Curb Elevation	C 782.50
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	Tree Protection Fencing at Drip Line	

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763 DEAN AVENUE
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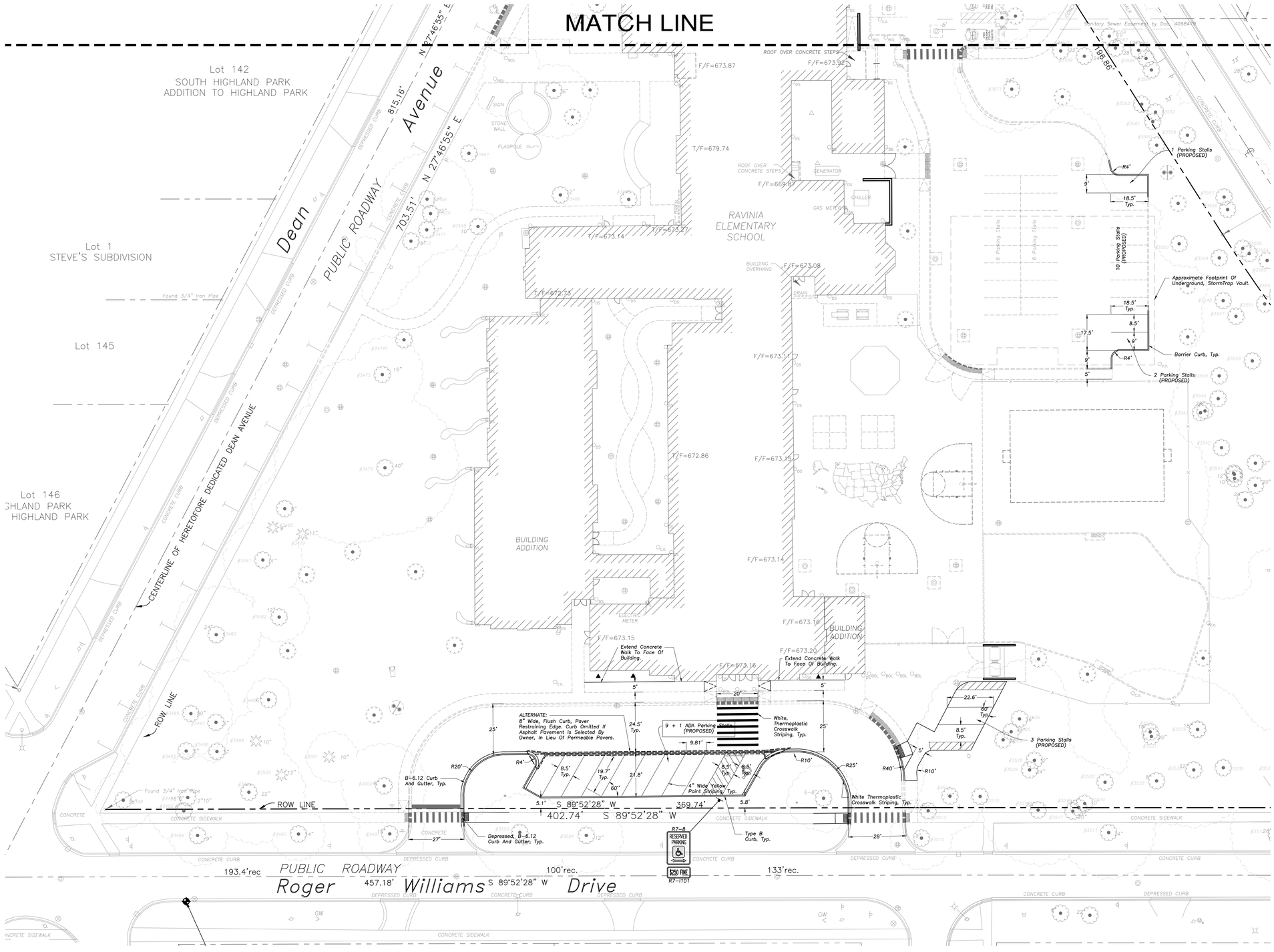
OVERALL SITE GEOMETRY PLAN

Project Number: 220112
Drawn By: JC
Sheet:

C2.00

GEOMETRY NOTES

1. *All Dimensions Contained Herein Reference Back Of Curb, Face Of Retaining Wall, Edge Of Pavement, Center of Structure And Outside Face Of Building Foundation Unless Otherwise Noted.*
2. *All Pavement Striping Shall Be 4" Wide Yellow Paint Per Specifications. All Cross Hatch Striping Shall Be 45° At 2'-0" Centers.*
3. *All Accessible Parking Signs (R7-8) Must Be Placed at the Center of the Space and Within 5 Feet of the Space.*
4. *Refer to Architectural Drawings for Exact Locations of All Buildings.*
5. *Refer to Architectural Drawings for Locations and Details of All Permanent Site Fencing.*
6. *Traffic Sign Posts Shall Be Breakaway Green U-Channel Posts, 2-lb/ft, 11 Gauge Steel, Embedded 42" Minimum Into Ground.*





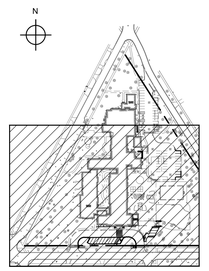
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RAVINIA ELEMENTARY SCHOOL - ADDITION AND RENOVATION

763 DEAN AVENUE
HIGHLAND PARK, IL 60035

SITE GEOMETRY PLAN

Project Number: 220112
Drawn By: JC
Sheet: **C2.01**

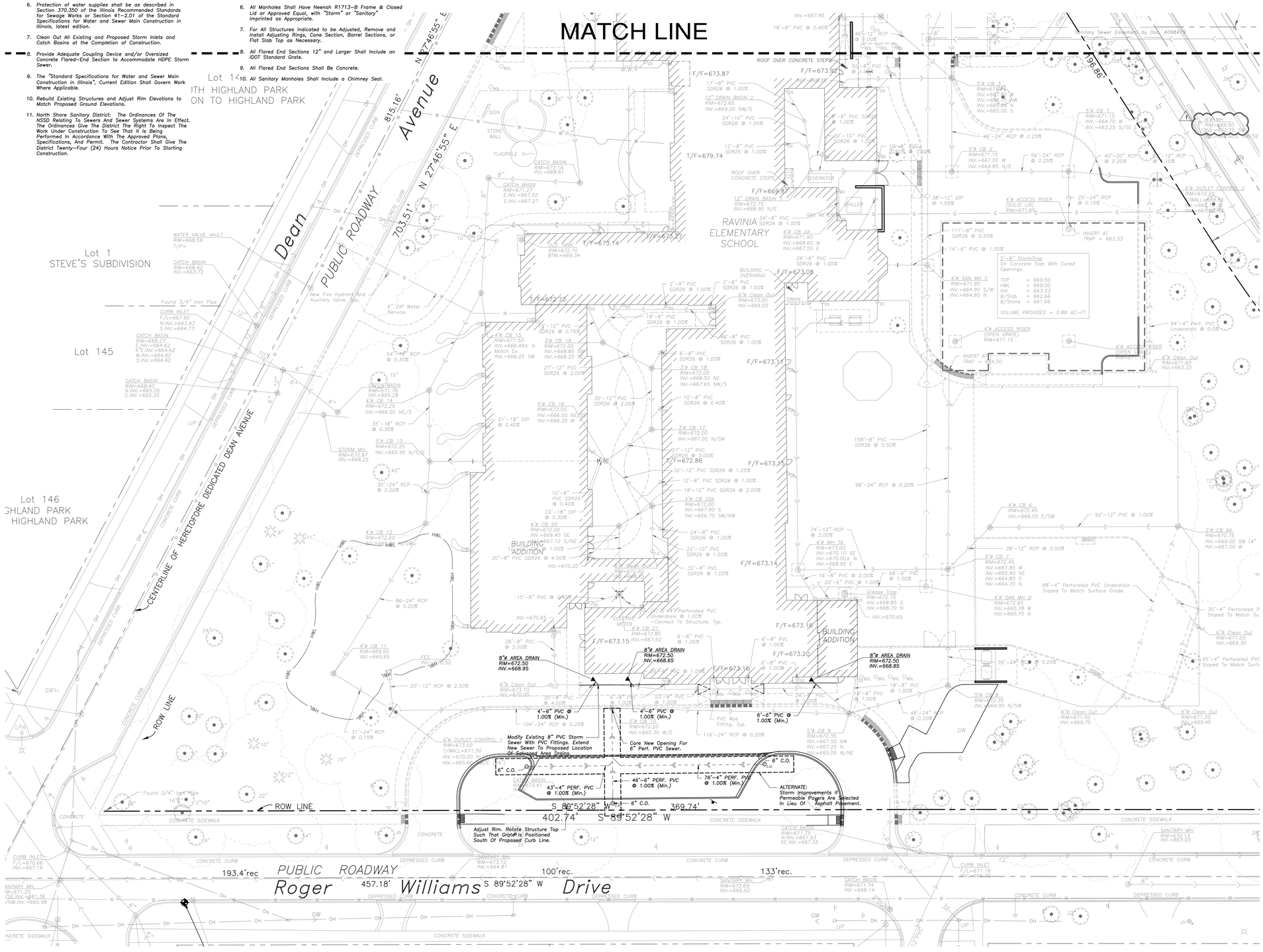
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UTILITY NOTES

1. *Utility Service Lines as Shown Hereon are Approximate. Coordinate The Exact Locations With The Plumbing Drawings. Coordinate The Locations With The Plumbing Contractor and/or the Owner's Construction Representative Prior to Installation of Any New Utilities.*
2. *Refer to Plumbing Drawings for Continuation of All Utilities Within 5 Feet of Building Face.*
3. *Field Verify Invert & Locations of Existing Utility Mains Prior to Installing Any On-Site Utilities or Structures. All Elevations and Inverts Referencing Solid Utility Shall Be Field Verified Prior To Installation Of Any New Structures Or Utilities, and Adjustments Shall Be Made as Necessary. Contact Engineer Prior to Installation if Discrepancy Exists With These Drawings.*
4. *Coordinate the Relocation Of Any Utilities Encountered And Replacement Of Any Utilities Damaged Within Influence Zone Of New Construction. Contact Engineer If The Existing Utilities Vary Appreciably From The Plans.*
5. *All Water Main and Services Shall Be Installed at a Minimum Depth of 5.5' From Top of Finished Ground Elevation to Top of Main.*
6. *Protection of water supplies shall be as described in Section 370.350 of the Illinois Recommended Standards for Sewage Works or Section 41-2.01 of the Standard Specifications for Water and Sewer Main Construction in Illinois, latest edition.*
7. *Clean Out All Existing and Proposed Storm Inlets and Catch Basins at the Completion of Construction.*
8. *Provide Adequate Coupling Device and/or Oversized Concrete Flared-End Section to Accommodate HDPE Storm Sewer.*
9. *The "Standard Specifications for Water and Sewer Main Construction in Illinois", Current Edition Shall Govern Work Where Applicable.*
10. *Rebuild Existing Structures and Adjust Rim Elevations to Match Proposed Ground Elevations.*
11. *North Shore Sanitary District: The Ordinances Of The NSSD Relating To Sewers And Sewer Systems Are In Effect. The Ordinances Give The District The Right To Inspect The Work Under Construction To See That It Is Being Performed In Accordance With The Approved Plans, Specifications, And Permit. The Contractor Shall Give The District Twenty-Four (24) Hours Notice Prior To Starting Construction.*

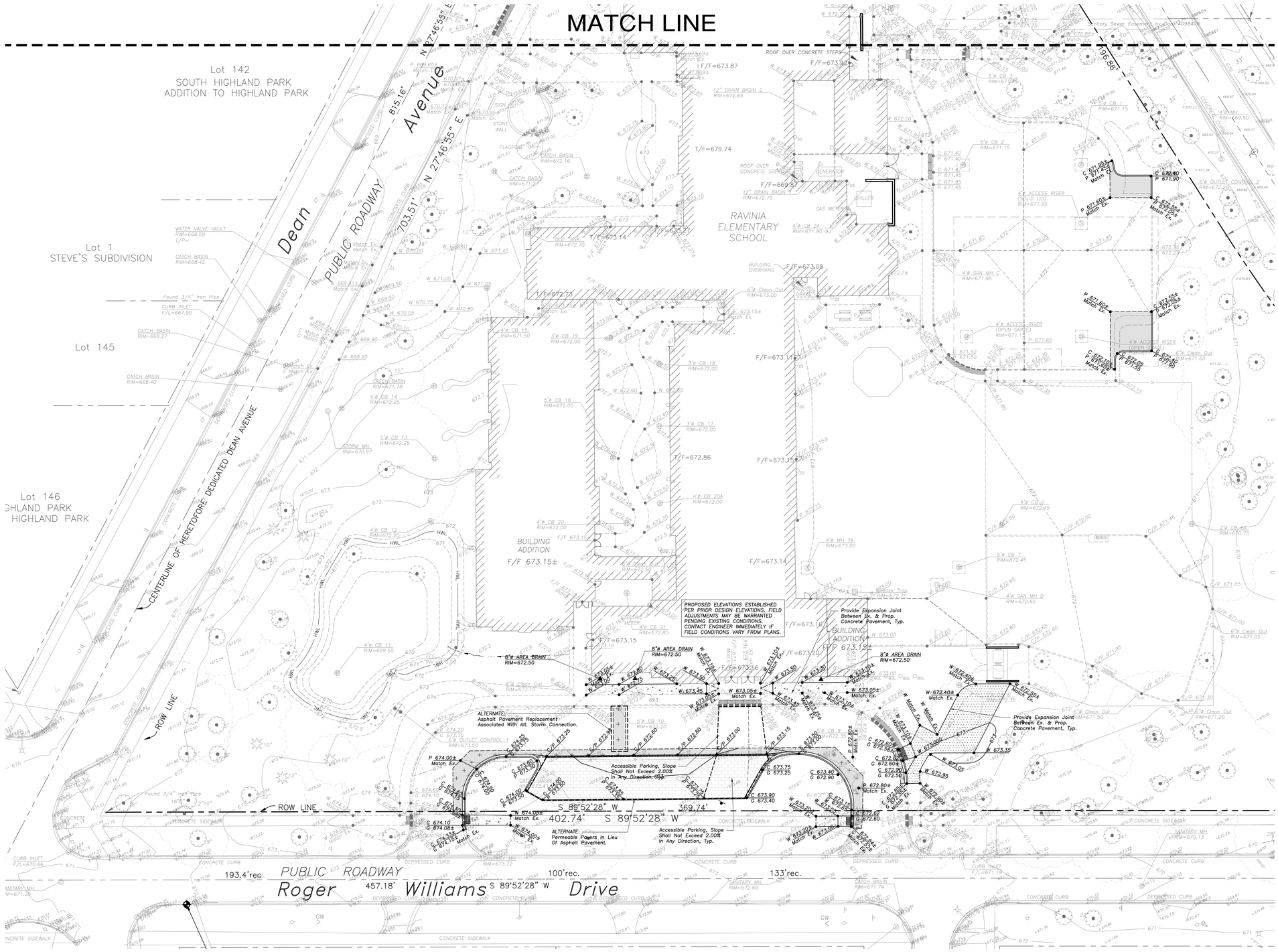
STRUCTURE NOTES

1. *All Catch Basins to Be Installed in Paved Areas Shall Have Neenah R2504-D Frame & Grate or Approved Equal.*
2. *All Catch Basins to Be Installed in Landscaped Areas Shall Have* **Neenah R4340-B Frame & Grate** *or Approved Equal. For Cone Sections Install a Minimum of 4" Grade Rings For Topsoil Respread. For Flat Slab Tops Install the Following Minimum Height of Grade Rings:*
   4' Diameter Structure- 4"
   5' Diameter Structure- 6"
   6' Diameter Structure- 8"
3. *All Catch Basins to Be Installed Along Curb and Gutter (B-6.12) Shall Have Neenah R3281-A Frame & Grate or Approved Equal.*
4. *All Catch Basins to Be Installed Along Depressed Curb and Gutter (Dep B-6.12) Shall Have East Jordan Iron Works 5120 Catch Basin Inlet Frame and Grate, or Approved Equal.*
5. *Where Structures are Shown Along the Curbline, Unless Specifically Stated Otherwise, It Is Intended That the Frame of the Structure Is To Fall Within the Flowline Of The Gutter or at the Pavement Edge Where No Gutter Exists.*
6. *All Manholes Shall Have Neenah R1713-B Frame & Closed Lid or Approved Equal, with "Storm" or "Sanitary" Imprinted as Appropriate.*
7. *For All Structures Indicated to be Adjusted, Remove and Install Adjusting Rings, Cone Section, Barrel Sections, or Flat Slab Top as Necessary.*
8. *All Flared End Sections 12" and Larger Shall Include an IDOT Standard Grate.*
9. *All Flared End Sections Shall Be Concrete.*
10. *All Sanitary Manholes Shall Include a Chimney Seal.*


MATCH LINE
Dean Avenue
PUBLIC ROADWAY
CENTERLINE OF HERETOFORE DEDICATED DEAN AVENUE
N 27°46'55" E
703.51'
815.16'
196.86'
Lot 1
STEVE'S SUBDIVISION
Lot 145
Lot 146
HIGHLAND PARK
ITH HIGHLAND PARK
ON TO HIGHLAND PARK
RAVINIA ELEMENTARY SCHOOL
BUILDING ADDITION
BUILDING ADDITION
Sanitary Sewer Easement by Doc. 4098419
ROOF OVER CONCRETE STEPS
GENERATOR
SHELLER
GAS METER
SIGN
STONE WALL
FLAGPOLE
CATCH BASIN RIM=672.16 INV.=668.81
CATCH BASIN RIM=671.27 E.INV.=667.52 S.INV.=667.27
CURB INLET RIM=672.70 RIM=669.34
WATER VALVE VAULT RIM=668.59 T/P=
CATCH BASIN RIM=668.42 INV.=663.72
Found 3/4" Iron Pipe
CURB INLET F/L=667.90 N.INV.=663.93 S.INV.=664.73
CATCH BASIN RIM=668.27 E.INV.=664.62 6"E.INV.=664.62 W.INV.=664.62 S.INV.=664.62
CATCH BASIN RIM=668.40 N.INV.=665.05 S.INV.=665.20
New Fire Hydrant And Auxiliary Valve, Typ.
6" DIP Water Service.
CATCH BASIN RIM=671.78 INV.=665.28
4'ø CB 14 RIM=672.25 INV.=666.05 NE/S
35'-18" RCP @ 0.30%
5'ø CB 13 RIM=672.25 INV.=665.95 N/SW
STORM MH RIM=670.97 INV.=668.22
30'-24" RCP @ 0.20%
4'ø CB 12 RIM=672.20 INV.=667.10 S/NE
86'-24" RCP @ 0.20%
4'ø CB 11 RIM=669.50 INV.=665.65
FES INV.=665.50
20'-12" RCP @ 2.50%
6'ø OUTLET CONTROL 1 T/WALL=673.50 INV.=670.00 N INV.=665.00
104'-24" RCP @ 0.25%
31'-24" RCP @ 0.15%
ROW LINE
Found 3/4" Iron Pipe
CONCRETE SIDEWALK
CURB INLET F/L=670.66 INV.=667.16
SANITARY MH RIM=671.25 /SE,INV.=661.36 /NW,INV.=660.98
Roger Williams Drive
PUBLIC ROADWAY
193.4'rec
457.18'
S 89°52'28" W
100'rec.
133'rec.
402.74'
S 89°52'28" W
369.74'
DEPRESSED CURB
CONCRETE CURB
CONCRETE
GW
OH
UP
INV.=667.95
18'-8" PVC @ 0.40%
46'-12" RCP @ 1.00%
F/F=673.87
17'-8" PVC SDR26 @ 1.00%
12" DRAIN BASIN 2 RIM=672.65 INV.=669.20 NW/S
24'-10" PVC SDR26 @ 1.00%
32'-10" PVC SDR26 @ 1.00%
12'-8" PVC SDR26 @ 1.00%
T/F=679.74
F/F=673.98
8'-8" PVC SDR26 @ 1.00%
10'-8" PVC SDR26 @ 1.00%
F/F=679.57
12" DRAIN BASIN 1 RIM=672.75 INV=668.90 N/E
24'-8" PVC SDR26 @ 1.00%
T/F=673.27
T/F=675.14
4'ø CB 2A RIM=671.90 INV.=668.60 W INV.=667.55 E
26'-8" PVC SDR26 @ 1.00%
F/F=673.08
BUILDING OVERHANG
DRAIN SPOUT
2'-8" PVC SDR26 @ 1.00%
2'-8" PVC SDR26 @ 1.00%
6'ø Clean Out RIM=673.00 INV.=669.50
T/F=672.75
18'-8" PVC SDR26 @ 1.00%
4'ø CB 15 RIM=671.50 INV.=666.49± N Match Ex. INV.=666.25 SW
3'ø CB 19 RIM=672.00 INV.=668.85 NW INV.=668.20 SE
54'-18" RCP @ 0.30%
27'-12" PVC SDR26 @ 2.00%
F/F=672.86
5'ø CB 16 RIM=672.00 INV.=666.50 NE/S INV.=666.30 W
21'-18" DIP @ 0.40%
3'ø CB 17 RIM=672.00 INV.=667.05 N/SW
37'-12" PVC SDR26 @ 2.00%
F/F=673.35
32'-12" PVC SDR26 @ 1.25%
12'-8" PVC SDR26 @ 1.00%
18'-12" PVC SDR26 @ 2.00%
3'ø CB 18 RIM=672.00 INV.=667.65 NW/S
4'ø CB 20A INV.=667.90 S INV.=666.70 SW/NW
10'-8" PVC SDR26 @ 0.40%
22'-18" DIP @ 0.30%
4'ø CB 20 RIM=672.00 INV.=669.40 SE INV.=667.10 S/NE
24'-8" PVC SDR26 @ 1.00%
22'-10" PVC SDR26 @ 1.00%
32'-8" PVC SDR26 @ 1.00%
F/F=673.14
4'ø Storm Cut RIM=672.85 INV.=670.20
20'-8" PVC SDR26 @ 4.00%
INV.=670.65
15'-8" PVC @ 0.40%
4'ø CB 21 RIM=672.85 INV.=667.50
F/F=673.15
28'-8" PVC @ 2.00%
8'ø AREA DRAIN RIM=672.50 INV.=668.95
8'ø AREA DRAIN RIM=672.50 INV.=668.65
6'ø Clean Out RIM=673.10 INV.=670.05
50'-8" PVC @ 4.00%
4'-6" PVC @ 1.00% (Min.)
6'-8" PVC @ 1.00%
F/F=673.16
F/F=673.20
8'ø AREA DRAIN RIM=672.50 INV.=668.85
53'-8" PVC @ 1.00%
4'ø CB 10 RIM=672.20 INV.=665.30 W/E
4'-6" PVC @ 1.00% (Min.)
PVC Wye Fitting, Typ.
6'-6" PVC @ 1.00% (Min.)
116'-24" RCP @ 0.20%
Modify Existing 8" PVC Storm Sewer With PVC Fittings. Extend New Sewer To Proposed Location Of Salvaged Area Drains.
Core New Opening For 6" Perf. PVC Sewer.
6" C.O.
43'-4" PERF. PVC @ 1.00% (Min.)
46'-6" PERF. PVC @ 1.00% (Min.)
76'-4" PERF. PVC @ 1.00% (Min.)
ALTERNATE: Storm Improvements If Permeable Pavers Are Selected In Lieu Of Asphalt Pavement.
Adjust Rim. Rotate Structure Top Such That Grate Is Positioned South Of Proposed Curb Line.
CATCH BASIN RIM=673.41
SANITARY MH RIM=673.72 INV.=664.81
SANITARY MH RIM=672.69 INV.=665.62
CATCH BASIN RIM=671.74 INV.=668.14
CATCH BASIN RIM=671.75 N.INV.=667.93 SE.INV.=667.55
SANITARY MH RIM=670.13 INV.=663.03
CURB INLET F/L=671.19 INV.=667.70
5'ø CB 3 RIM=672.85 INV.=667.10 W INV.=666.90 N INV.=665.95 S
46'-24" RCP @ 0.25%
5'ø CB 2 RIM=671.15 INV.=667.00 W INV.=664.85 N/E
56'-24" RCP @ 0.25%
5'ø CB 1 RIM=671.15 INV.=664.70 W INV.=663.25 S/SE
40'-30" RCP @ 0.20%
12" RCP @ 1.5%
6'ø OUTLET CONTROL 2 RIM=672.20 T/WALL=669.50 INV.=668.00 W INV.=667.50 E
4'ø ACCESS RISER (SOLID LID) RIM=671.65
38'-12" DIP @ 1.50%
25'-24" RCP @ 0.10%
INVERT AT TRAP = 663.33
14'-6" PVC @ 1.00%
4'-8" StormTrap On Concrete Slab With Cored Openings.
4'ø SAN MH C RIM=671.95 INV.=664.90 S/W INV.=664.80 N
TOP = 669.50
HWL = 669.00
INV = 663.33
B/Slab = 662.66
B/Stone = 661.66
VOLUME PROVIDED = 0.88 AC-FT
4'ø ACCESS RISER (OPEN GRATE) RIM=671.15
INVERT AT TRAP = 664.50
4'ø ACCESS RISER (OPEN GRATE) RIM=671.15
6'ø Clean Out RIM=671.60 INV.=663.33
94'-4" Perf. PVC Underdrain @ 0.0%
158'-8" PVC SDR26 @ 0.50%
98'-24" RCP @ 0.20%
4'ø CB 6 RIM=672.45 INV.=666.05 E/SW
92'-12" PVC @ 1.00%
2'ø CB 6A RIM=670.75 INV.=669.00 SW (4" INV.=667.00 W
28'-12" RCP @ 0.50%
5'ø CB 7 RIM=672.45 INV.=667.85 W INV.=665.90 NE INV.=664.80 S INV.=664.70 N
74'-12" RCP @ 2.00%
4'ø MH 7A RIM=673.00 INV.=670.10 SE INV.=670.00± N INV.=668.95 E
16'-8" PVC @ 2.00%
20'-6" PVC @ 1.00%
68'-6" PVC @ 1.00%
Grease Trap RIM=672.75 INV.=668.85 S INV.=668.70 N INV.=670.65
88'-4" Perforated PVC Underdrain Sloped To Match Surface Grade.
4'ø SAN MH D RIM=672.65 INV.=665.78 W INV.=665.70 N
30'-4" Perforated P Sloped To Match Su
6'ø Clean Out RIM=671.05 INV.=669.30
45'-4" Perforated PVC Sloped To Match Surfc
56'-24" RCP @ 0.20%
6'ø CB 8 RIM=672.35 INV.=664.95 N/SW
6'ø Clean Out RIM=671.50 INV.=669.75
6'ø Clean Out RIM=671.20 INV.=669.45
49'-24" RCP @ 0.20%
18'-8" PVC @ 1.00%
24'-8" PVC @ 1.00%
F/F=673.18
BUILDING ADDITION
F/F=673.15
6'-8" PVC @ 1.00%
6'-8" PVC @ 1.00%
6'-8" PVC @ 1.00%

GRADING NOTES

1. *Install And Maintain Silt Fence at the Perimeter of the Construction Zone.*
2. *The Grading and Construction of Proposed Improvements Shall Be Done In A Manner Which Will Allow For Positive Drainage, and Not Cause Ponding of Stormwater on the Surface of Proposed Improvements.*
3. *All Landscaped Areas Disturbed By Construction Shall Be Respread With 6 Inches (Min.) to 12 Inches (Max.) Topsoil and Sod Unless Noted Otherwise On The Landscape Drawings.*
4. *Refer to Architectural Drawings for Locations and Patterns of Expansion and Control Joints in Concrete Pavement and Sidewalks.*
5. *Accessible Parking Spaces and Loading Spaces Shall Be Sloped at Maximum 2.0% in Any Direction. Maximum Sidewalk Cross Slopes Shall be 2.0%. Maximum Longitudinal Sidewalk Slope Shall Be 4.9%. Contact Engineer if Conflicts Exist.*
6. *Rebuild Existing Structures and Adjust Rim Elevations to Match Proposed Ground Elevations.*

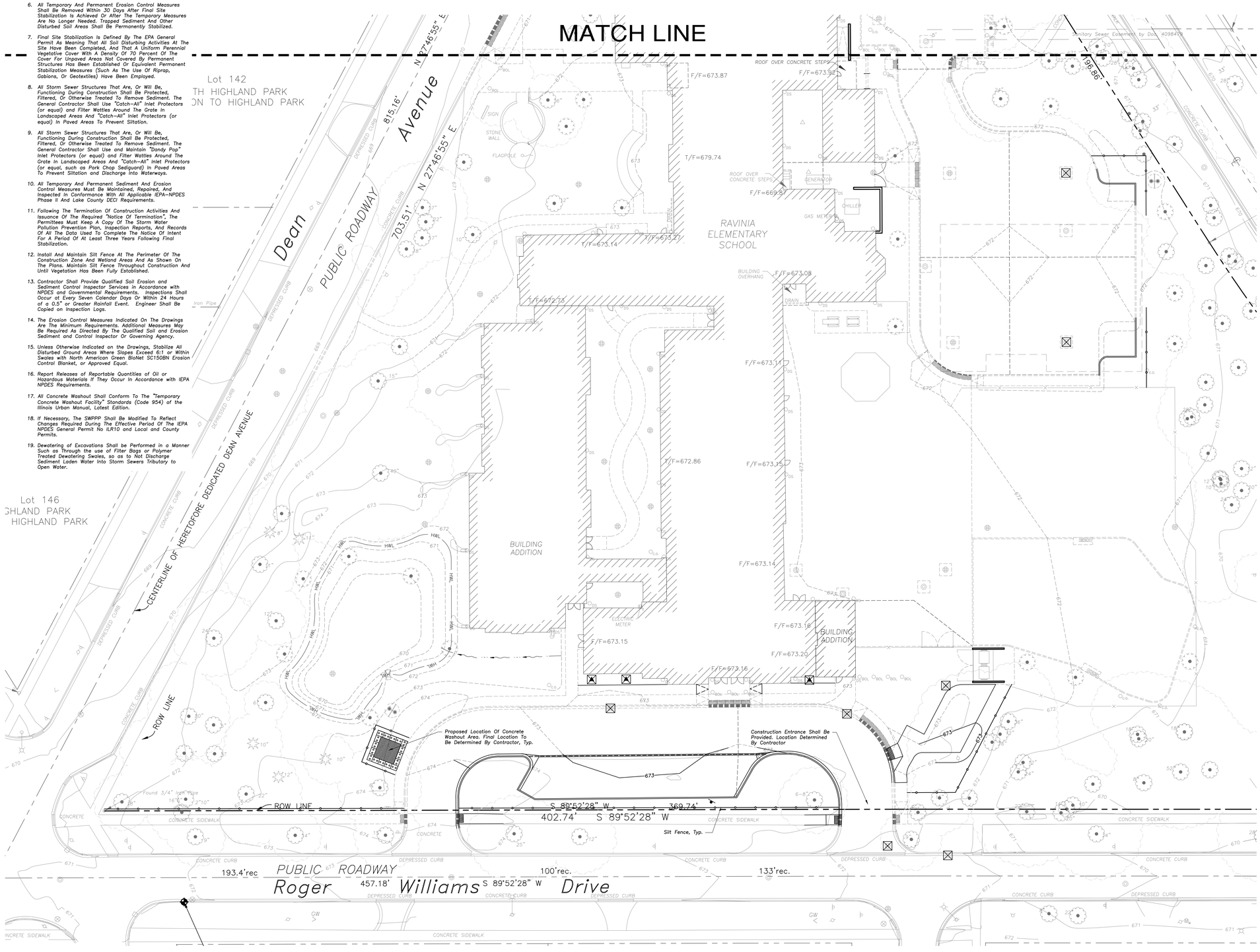

MATCH LINE
Lot 142
SOUTH HIGHLAND PARK
ADDITION TO HIGHLAND PARK
Lot 1
STEVE'S SUBDIVISION
Lot 145
Lot 146
HIGHLAND PARK
HIGHLAND PARK
Dean Avenue
PUBLIC ROADWAY
815.16'
N 27°46'55" E
703.51'
N 27°46'55" E
CENTERLINE OF HERETOFORE DEDICATED DEAN AVENUE
ROW LINE
RAVINIA ELEMENTARY SCHOOL
BUILDING ADDITION
F/F 673.15±
PROPOSED ELEVATIONS ESTABLISHED PER PRIOR DESIGN ELEVATIONS. FIELD ADJUSTMENTS MAY BE WARRANTED PENDING EXISTING CONDITIONS. CONTACT ENGINEER IMMEDIATELY IF FIELD CONDITIONS VARY FROM PLANS.
ALTERNATE: Asphalt Pavement Replacement: Associated With Alt. Storm Connection.
ALTERNATE: Permeable Pavers In Lieu Of Asphalt Pavement.
Accessible Parking, Slope Shall Not Exceed 2.00% In Any Direction, Typ.
Provide Expansion Joint Between Ex. & Prop. Concrete Pavement, Typ.
Provide Expansion Joint Between Ex. & Prop. Concrete Pavement, Typ.
S 89°52'28" W 402.74'
S 89°52'28" W 369.74'
S 89°52'28" W 457.18'
193.4'rec.
100'rec.
133'rec.
PUBLIC ROADWAY
Roger Williams Drive
196.86'
Sanitary Sewer Easement Document #2098419
8" AREA DRAIN RIM=672.50
12" DRAIN BASIN 2 RIM=672.65
12" DRAIN BASIN RIM=672.75
4'ø CB 2A RIM=671.90
4'ø ACCESS RISER (SOLID LID) RIM=671.65
4'ø ACCESS RISER (OPEN GRATE) RIM=671.11
4'ø SAN MH C RIM=671.95
4'ø SAN MH D RIM=672.65
4'ø MH 7A RIM=673.00
4'ø CB 6 RIM=672.45
5'ø CB 1 RIM=671.15
5'ø CB 2 RIM=671.15
5'ø CB 7 RIM=672.45
5'ø CB 9 RIM=672.35
5'ø CB 10 RIM=672.20
4'ø CB 11 RIM=669.50
4'ø CB 12 RIM=672.20
4'ø CB 14 RIM=672.25
4'ø CB 15 RIM=671.50
5'ø CB 16 RIM=672.00
4'ø CB 17 RIM=672.00
4'ø CB 18 RIM=672.00
5'ø CB 19 RIM=672.00
4'ø CB 20 RIM=672.00
4'ø CB 20A RIM=672.00
4'ø CB 21 RIM=672.85
5'ø CB 13 RIM=672.25
4'ø MH 1A RIM=672.60
4'ø CB 4A RIM=670.75
5'ø OUTLET CONTROL 1 RIM=673.50
5'ø OUTLET CONTROL 2 RIM=672.70
6"ø Clean Out RIM=673.00
6"ø Clean Out RIM=673.10
6"ø Clean Out RIM=671.60
6"ø Clean Out RIM=671.05
6"ø Clean Out RIM=671.50
6"ø Clean Out RIM=671.20
STORM MH RIM=670.97
SANITARY MH RIM=671.20
SANITARY MH RIM=673.72
SANITARY MH RIM=672.69
SANITARY MH RIM=671.74
SANITARY MH RIM=670.13
CATCH BASIN RIM=671.78
CATCH BASIN RIM=668.40
CATCH BASIN RIM=668.27
CATCH BASIN RIM=668.42
CATCH BASIN RIM=671.20
CURB INLET F/L=667.90
CURB INLET F/L=670.66
CURB INLET F/L=671.19
WATER VALVE VAULT RIM=668.59
Found 3/4" Iron Pipe
Found 3/4" Iron Pipe
STONE WALL
FLAGPOLE
GENERATOR
SHELTER
GAS METER
ELECTRIC METER
ROOF OVER CONCRETE STEPS
ROOF OVER CONCRETE STEPS
F/F=673.87
F/F=673.33
F/F=669.57
F/F=673.08
F/F=673.11
F/F=672.86
F/F=673.35
F/F=673.14
F/F=673.18
F/F=673.20
F/F=673.36
F/F=672.75
F/F=673.15
T/F=679.74
T/F=675.14
T/F=674.27
T/F=672.75
T/F=673.15
T/F=672.80
T/F=673.25
T/F=673.05
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T/F=675.35

SOIL EROSION & SEDIMENTATION CONTROL NOTES

1. *Illinois Urban Manual Shall Govern All Soil Erosion and Sediment Control, and Related Work.*
2. *Contractor Shall Be Responsible for Compliance With IEPA NPDES and ILR10 Permit Requirements for Project.*
3. *Soil Disturbance Shall Be Conducted in Such a Manner as To Minimize Erosion. Soil Stabilization Measures Shall Consider the Time of Year, Site Conditions, and the Use of Temporary or Permanent Measures.*
4. *Soil Erosion and Sediment Control Features Shall Be Constructed Prior to the Commencement of Upland Disturbance.*
5. *Temporary Soil Stabilization Shall Be Applied to Topsoil Stockpiles and Disturbed Areas, Where Construction Activity Will Not Occur For A Period of More Than 14 Calendar Days, Temporary Measures Shall Be Applied Within 7 Calendar Days of the End of Active Hydrologic Disturbance. The Sediment Control Measures Shall Be Maintained On A Continuing Basis Until The Site Is Permanently Stabilized And All Inspections Are Complete. Permanent Stabilization Shall Be Completed Within 14 Days after Completion of Final Grading of Soil.*
6. *All Temporary And Permanent Erosion Control Measures Shall Be Removed Within 30 Days After Final Site Stabilization Is Achieved Or After The Temporary Measures Are No Longer Needed. Trapped Sediment And Other Disturbed Soil Areas Shall Be Permanently Stabilized.*
7. *Final Site Stabilization Is Defined By The EPA General Permit As Meaning That All Soil Disturbing Activities At The Site Have Been Completed, And That A Uniform Perennial Vegetative Cover With A Density Of 70 Percent Of The Cover For Unpaved Areas Not Covered By Permanent Structures Has Been Established Or Equivalent Permanent Stabilization Measures (Such As The Use Of Riprap, Gabions, Or Geotextiles) Have Been Employed.*
8. *All Storm Sewer Structures That Are, Or Will Be, Functioning During Construction Shall Be Protected, Filtered, Or Otherwise Treated To Remove Sediment. The General Contractor Shall Use "Catch–All" Inlet Protectors (or equal) and Filter Wattles Around The Grate In Landscaped Areas And "Catch–All" Inlet Protectors (or equal) In Paved Areas To Prevent Siltation.*
9. *All Storm Sewer Structures That Are, Or Will Be, Functioning During Construction Shall Be Protected, Filtered, Or Otherwise Treated To Remove Sediment. The General Contractor Shall Use and Maintain "Dandy Pop" Inlet Protectors (or equal) and Filter Wattles Around The Grate In Landscaped Areas And "Catch–All" Inlet Protectors (or equal, such as Pork Chop Sediguard) In Paved Areas To Prevent Siltation and Discharge Into Waterways.*
10. *All Temporary And Permanent Sediment And Erosion Control Measures Must Be Maintained, Repaired, And Inspected In Conformance With All Applicable IEPA–NPDES Phase II And Lake County DECI Requirements.*
11. *Following The Termination Of Construction Activities And Issuance Of The Required "Notice Of Termination", The Permittees Must Keep A Copy Of The Storm Water Pollution Prevention Plan, Inspection Reports, And Records Of All The Data Used To Complete The Notice Of Intent For A Period Of At Least Three Years Following Final Stabilization.*
12. *Install And Maintain Silt Fence At The Perimeter Of The Construction Zone And Wetland Areas And As Shown On The Plans. Maintain Silt Fence Throughout Construction And Until Vegetation Has Been Fully Established.*
13. *Contractor Shall Provide Qualified Soil Erosion and Sediment Control Inspector Services in Accordance with NPDES and Governmental Requirements. Inspections Shall Occur at Every Seven Calendar Days Or Within 24 Hours of a 0.5" or Greater Rainfall Event. Engineer Shall Be Copied on Inspection Logs.*
14. *The Erosion Control Measures Indicated On The Drawings Are The Minimum Requirements. Additional Measures May Be Required As Directed By The Qualified Soil and Erosion Sediment and Control Inspector Or Governing Agency.*
15. *Unless Otherwise Indicated on the Drawings, Stabilize All Disturbed Ground Areas Where Slopes Exceed 6:1 or Within Swales with North American Green BioNet SC150BN Erosion Control Blanket, or Approved Equal.*
16. *Report Releases of Reportable Quantities of Oil or Hazardous Materials If They Occur In Accordance with IEPA NPDES Requirements.*
17. *All Concrete Washout Shall Conform To The "Temporary Concrete Washout Facility" Standards (Code 954) of the Illinois Urban Manual, Latest Edition.*
18. *If Necessary, The SWPPP Shall Be Modified To Reflect Changes Required During The Effective Period Of The IEPA NPDES General Permit No ILR10 and Local and County Permits.*
19. *Dewatering of Excavations Shall be Performed in a Manner Such as Through the use of Filter Bags or Polymer Treated Dewatering Swales, so as to Not Discharge Sediment Laden Water Into Storm Sewers Tributary to Open Water.*

INTENDED SEQUENCE OF MAJOR SEDIMENT AND EROSION CONTROL MEASURES

1. *Install Stabilized Construction Entrance*
2. *Install All Downslope and Sideslope Perimeter Controls Before Commencement of Any Ground Disturbing Activity.*
3. *Do Not Disturb An Area Until It Is Necessary For Construction To Proceed.*
4. *Cover and Stabilize Disturbed Areas As Soon As Possible.*
5. *When Practical, Time Construction Activities To Limit Impact From Seasonal Climate Changes or Weather Events.*
6. *Construct Sedimentation Basins and Structures.*
7. *Perform Grading Operations and Installation of Site Infrastructure and Pavement.*
8. *Install Permanent Seeding and Plantings.*
9. *Remove Accumulated Sediment From Basins and Along Silt Fence.*
10. *Construction of Infiltration Measures Shall Take Place Following Stabilization of Upstream Drainage Areas.*
11. *Remove Temporary Sediment and Erosion Control Measures Following Final Stabilization of All Disturbed Areas.*





LEGEND

EXISTING		PROPOSED
	Manhole	
	Catch Basin	
	Inlet	
	Area Drain	
	Clean Out	
	Flared End Section	
	Storm Sewer	
	Sanitary Sewer	
	Water Main	
	Gas Line	
	Overhead Wires	
	Electrical Cable (Buried)	
	Telephone Line	
	Fire Hydrant	
	Valve Vault	
	Buffalo Box	
	Downspout	
	Bollard	
	Gas Valve	
	Gas Meter	
	Electric Meter	
	ComEd Manhole	
	Hand Hole	
	Light Pole	
	Light Pole w/ Mast Arm	
	Utility Pole	
	Telephone Pedestal	
	Telephone Manhole	
	Sign	
	Fence	
	Accessible Parking Stall	
	Curb & Gutter	
	Depressed Curb	
x C 782.50	Curb Elevation	C 782.50
x G 782.00	Gutter Elevation	G 782.00
x P 783.25	Pavement Elevation	P 783.25
x W 782.10	Sidewalk Elevation	W 782.10
x 784.0	Ground Elevation	x 784.0
x T/W 785.20	Top of Retaining Wall Elevation	T/W 785.20
781	Swale	781
	Contour Line	
	Deciduous Tree	
	Coniferous Tree	
	Brushline	
	Tree Protection Fencing at Drip Line	

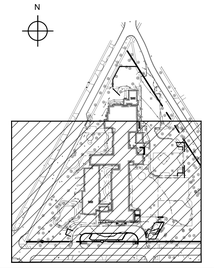
SOIL EROSION & SEDIMENTATION CONTROL LEGEND

- Silt Fence
- Erosion Control Blanket North American Green DS75 Or Approved Equal
- Catch–All, Pork Chop Sediguard (or equal) Paved or Existing Stabilized Areas

NORTH SHORE SCHOOL DISTRICT 112
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Wight & Company
wightco.com
2500 North Frontage Road
Darien, IL 60561
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FAX (847) 223-4864
EMAIL INFO@EEA-LTD.COM

JOSHUA J. CARLSON
062-071456
REGISTERED PROFESSIONAL ENGINEER
OF
ILLINOIS
EXP. 11/30/2025

NOT FOR CONSTRUCTION

REV	DESCRIPTION	DATE
	R1 FOR PUD	10/29/2025
	PUD SUBMISSION	09/30/2025

RAVINIA ELEMENTARY SCHOOL - ADDITION AND RENOVATION

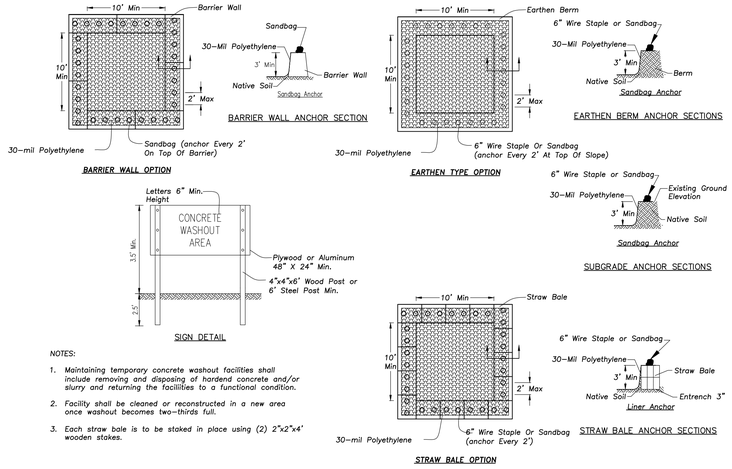
763 DEAN AVENUE
HIGHLAND PARK, IL 60035

SITE EROSION AND SEDIMENT CONTROL PLAN

Project Number: 220112
Drawn By: JC
Sheet:

C5.01

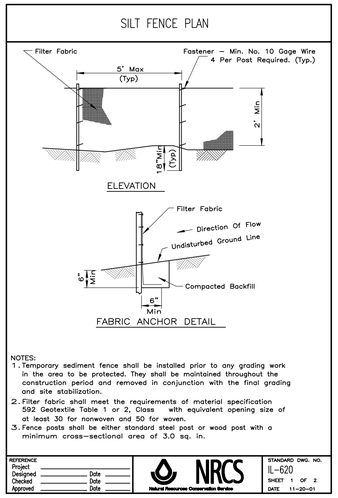
10/10/2022 9:06:21 PM
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NOTES:

1. Maintaining temporary concrete washout facilities shall include removing and disposing of hardened concrete and/or slurry and returning the facilities to a functional condition.
2. Facility shall be cleaned or reconstructed in a new area once washout becomes two-thirds full.
3. Each straw bale is to be staked in place using (2) 2"x2"x4' wooden stakes.

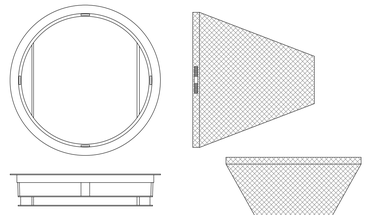
CONCRETE WASHOUT FACILITY



NOTES:

1. Temporary sediment fence shall be installed prior to any grading work in the area to be protected. They shall be maintained throughout the construction period and removed in conjunction with the final grading and site stabilization.
2. Filter fabric shall meet the requirements of material specification 592 Geotextile Table 1 or 2, Class with equivalent opening size of at least 30 for nonwoven and 50 for woven.
3. Fence posts shall be either standard steel post or wood post with a minimum cross-sectional area of 3.0 sq. in.

REFERENCE			NRCS Natural Resources Conservation Service	STANDARD DWG. NO.
Project				IL-620
Designed		Date		SHEET 1 OF 2
Checked		Date		DATE 11-20-01
Approved		Date		



GENERAL NOTES:

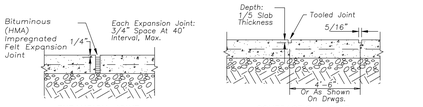
Use Marathon Materials, Inc., "Catch-All" Type 1 Inlet Protectors or Approved Equal. www.marathonmaterials.com

FRAME: Top flange fabricated from 1¼"x1¼"x⅛" angle. Base rim fabricated from 1½"x½"x⅛" channel. Handles and suspension brackets fabricated from 1¼"x¼" flat stock. All domestic steel conforming to ASTM-A36.

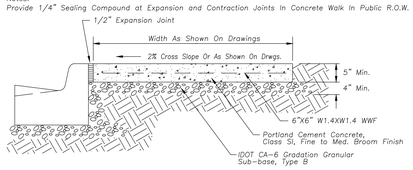
SEDIMENT BAG: Bag fabricated from 4 oz./sq.yd. non-woven polypropylene geotextile reinforced with polyester mesh. Bag secured to base rim with a stainless steel strap and lock.

Install baskets in all existing storm inlets prior to construction and all new storm inlets immediately after installation. Contractor shall maintain throughout construction activities.

"CATCH-ALL" INLET PROTECTORS



Notes:
Provide 1/4" Sealing Compound at Expansion and Contraction Joints In Concrete Walk In Public R.O.W.



PORTLAND CEMENT CONC. SIDEWALK

GENERAL NOTES

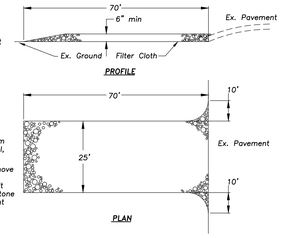
STONE SIZE – Use IDOT gradation CA-1 aggregate stone.

MAINTENANCE – The entrance shall be maintained in a condition which will prevent tracking or flowing of sediment onto public rights-of-way. This may require periodic top dressing with additional stone as conditions demand and repair and/or clean-out of any measures used to trap sediment. All sediment spilled, dropped, washed, or tracked onto public rights-of-way must be removed immediately.

FILTER CLOTH – Will be placed over the entire area prior to placing stone. Conform to Illinois Urban Manual Section 592, Type I, II, or IV.

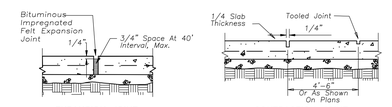
WASHING – Wheels shall be cleaned to remove sediment prior to entrance onto public rights-of-way. When washing is required it shall be done on an area stabilized with stone and which drains into an approved sediment trapping device.

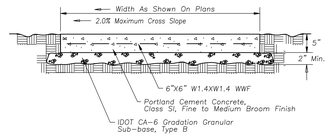
Periodic inspection and needed maintenance shall be provided after each rain.



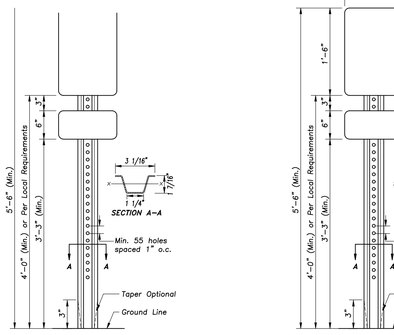
STABILIZED CONSTRUCTION ENTRANCE

NOT TO SCALE





PORTLAND CEMENT CONC. SIDEWALK



Notes: Dimensions shown for cross sections are minimum.

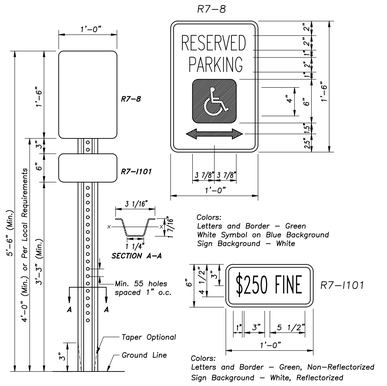
All holes are 3/8" ø. Minimum section modulus about the x-x axis of the post shall be 0.223 in.

For posts in which holes are punched or drilled for more than half their length, the section modulus shall be computed for the net section.

3'-6" Post Bury Depth.

Post shall weigh 2.00 lb/ft length.

TRAFFIC SIGN



Notes: Dimensions shown for cross sections are minimum.

All holes are 3/8" ø. Minimum section modulus about the x-x axis of the post shall be 0.223 in.

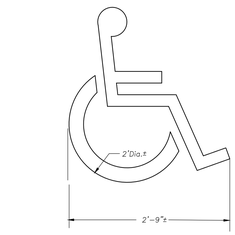
For posts in which holes are punched or drilled for more than half their length, the section modulus shall be computed for the net section.

3'-6" Post Bury Depth.

Post shall weigh 2.00 lb/ft length.

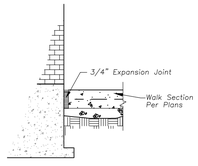
One in 8 Accessible Parking Spaces Must be Van Accessible, Minimum of One. Van Accessible Spaces Have the Same Requirement Except They Must Also Have 96" of Clear Vertical Space.

ACCESSIBLE PARKING SIGN

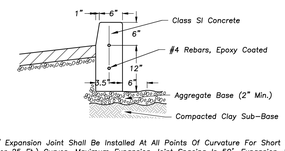


Note: All Paint Shall Be 4" Wide Yellow Lines (Typ.)

ACCESSIBLE PARKING STALL PAVEMENT MARKING



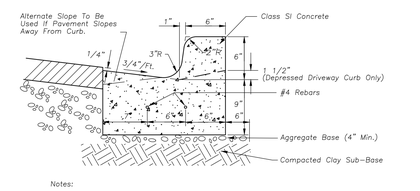
WALK ADJACENT TO BUILDING



Notes:

1. A 1" Expansion Joint Shall Be Installed At All Points Of Curvature For Short Radius (Under 25 Ft.) Curves. Maximum Expansion Joint Spacing Is 50'. Expansion Joints Shall Be Constructed With 1" Thick Preformed Expansion Joint Filler Conforming To The Curb And Gutter Cross Section And Shall Be Provided With One 1-1/4" Diameter, 18" Long, Coated Smooth Dowel Bar. The Dowel Bar Shall Be Fitted With A Cap With A Pinched Stop Which Provides A Minimum Of 1" Of Expansion.
2. Maximum Contraction/Control joint spacing shall be (20') twenty feet.

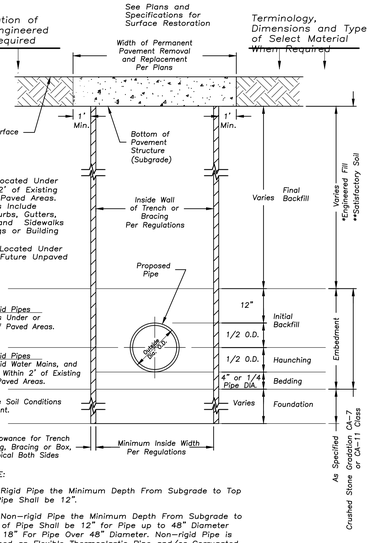
TYPE B CURB



Notes:

1. A 1" Expansion Joint Shall Be Installed At All Points of Curvature For Short Radius (under 25 ft.) Curves. Maximum Expansion Joint Spacing is 50'. Expansion Joints Shall Be Constructed With 1" Thick Preformed Expansion Joint Filler Conforming To The Curb And Gutter Cross Section And Shall Be Provided With One 1 1/4" ø, 18" Long, Coated Smooth Dowel Bar. The Dowel Bar Shall Be Fitted With A Cap With A Pinched Stop Which Provides A Minimum Of 1" Of Expansion.
2. Maximum Contraction (Control) Joint Spacing Shall Be 20'.

B-6.12 CURB & GUTTER

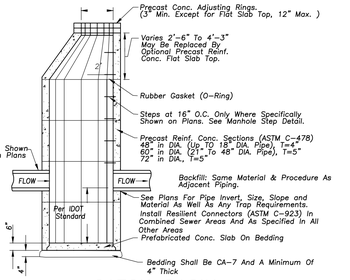


NOTE:

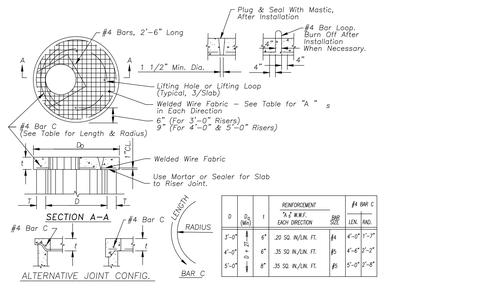
For Rigid Pipe the Minimum Depth From Subgrade to Top of Pipe Shall be 12".

For Non-rigid Pipe the Minimum Depth From Subgrade to Top of Pipe Shall be 12" for Pipe up to 48" Diameter and 18" For Pipe Over 48" Diameter. Non-rigid Pipe is Defined as Flexible Thermoplastic Pipe and/or Corrugated Metal Pipe.

STANDARD SEWER AND WATER TRENCH SECTION

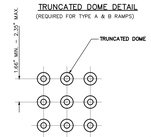


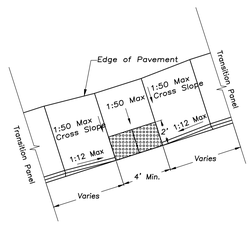
CATCH BASIN



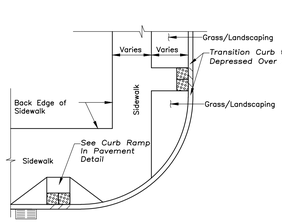
D	Do (Min.)	t	REINFORCEMENT 3" x W.W.F. EACH DIRECTION		#4 BAR C LEN.	NO.
3'-0"	4"	5"	.20 SQ. IN./LIN. FT.	#4	4'-6"	7'-7"
4'-0"	6"	6"	.35 SQ. IN./LIN. FT.	#5	6'-4"	7'-7"
5'-0"	8"	7"	.35 SQ. IN./LIN. FT.	#5	7'-6"	7'-7"

PRECAST REINF. CONC. FLAT SLAB TOP

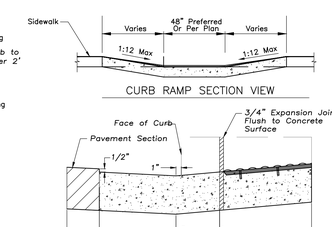


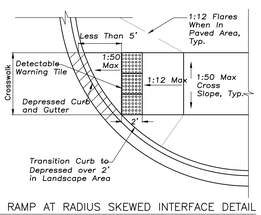


PARALLEL CURB RAMP DETAIL
N.T.S

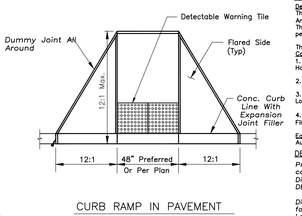


PERPENDICULAR CURB RAMP GEOMETRY
N.T.S





CURB RAMP AT RADIUS SKEWED INTERFACE DETAIL
N.T.S



CURB RAMP IN PAVEMENT
N.T.S

GENERAL NOTES

Description:
This work shall consist of constructing sidewalk curb ramps with detectable warnings in compliance with the Americans with Disabilities Act, Accessibility Guidelines (ADAAG).
The detectable warnings shall consist of an area of truncated domes that provide both visual and tactile cues to pedestrians who are about to enter into traffic.

The detectable warnings shall present a contrast in color from the adjacent sidewalk.

Construction Requirements:

1. Ramps Shall Be Located As Shown On Plans In Alignment With Normal Sidewalk And/or Crosswalk And Shall Have Sufficient Curb Length At Corner Radius To Prevent Vehicular Encroachment.
2. Curb Ramps At Marked Crossings Shall Be Wholly Contained Within The Markings Excluding Flared Sides.
3. In No Case Shall Expansion Joints That Are Constructed In Curbs And Gutters At Or Near Corner Radiuses Be Located Within The Accessible Ramp Areas.
4. Where Preformed Joint Filler (p.j.f) Is Installed Against A Curved Surface, The Contractor Shall Use A Flexible Filler In Accordance With The Illinois Department Of Transportation (IDOT) Standard Specifications.

Equipment: Equipment for the detectable warning area of the curb ramps shall meet the requirements of the Authorities having Jurisdiction.

DETECTABLE WARNING SURFACE TILES

Provide Surface Applied Detectable/Tactile Warning Surface Tiles which comply with the detectable warnings on walking surfaces section of the Americans with Disabilities Act (Title II Regulations; 28 CFR Part 36 ADA STANDARDS FOR ACCESSIBLE DESIGN, Appendix A, Section 4.29.2

Dimensions: Cast In Place Detectable/Tactile Warning Surface Tiles shall be held within the following dimensions and tolerances:
Length and Width in One of the Following as Necessary for the Dimensions of the Surface In Which the Detectable Warning is Proposed: 12x12 24x24 24x36 24x48 24x60 36x48 36x60 nominal. No Cutting of Tiles Is Allowed.

Installation of Detectable/Tactile Warning Surface Tiles Per Manufacturer's Instructions.

Verify With the Local Authorities Having Jurisdiction that Detectable/Tactile Warning Surface Tiles are an Acceptable Method of Providing for the Detectable Warning Surface.

Verify With the Local Authorities Having Jurisdiction that the Manufacturer's Products are Acceptable for the Detectable Warning Surface.

ACCESSIBLE RAMPS FOR SIDEWALKS

10/10/2022 9:06:21 PM
C:\Users\vyocacco\Documents\220112_Ravinia Elementary School Addition & Reno_ARCH_2021_vyocacco.rvt
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NORTH SHORE SCHOOL DISTRICT 112
Inspire...Innovate...Engage

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wightco.com
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Darien, IL 60561
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F 630.969.7979

ERIKSSON ENGINEERING ASSOCIATES, LTD.
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EMAIL INFO@EEA-LTD.COM

JOSHUA J. CAIN
062-071456
REGISTERED PROFESSIONAL ENGINEER
OF
ILLINOIS
EXP. 11/30/2025

NOT FOR CONSTRUCTION

REV	DESCRIPTION	DATE
R1	FOR PUD SUBMISSION	10/29/2025 09/30/2025

RAVINIA ELEMENTARY SCHOOL - ADDITION AND RENOVATION

763 DEAN AVENUE
HIGHLAND PARK, IL 60035

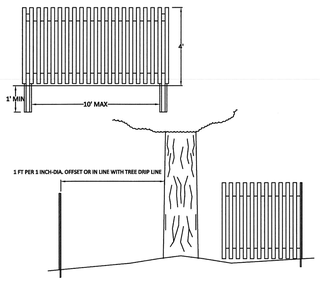
SITE WORK DETAILS

Project Number: 220112
Drawn By: JC
Sheet: C6.01

Install & maintain 4' tall wooden slat fence secured to metal posts spaced a maximum of 10' apart. The tree fence shall be 1 foot from the tree trunk for each inch of diameter measured 4.5' from ground level. The fence must be secured to the metal post with a minimum of 4 ties.

Installation shall be approved by the CITY FORESTER before the start of the project.

Failure to install and maintain protective tree fencing in accordance with City Standards will result in a ticket or a "STOP WORK ORDER" on the project.



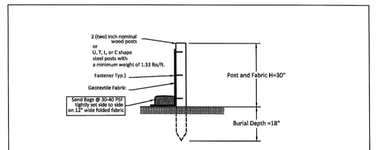
TREE PROTECTION DETAIL

City of Highland Park
Department of Public Works
1150 Half Day Rd, Highland Park, IL 60035

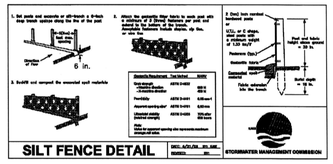
H.P. DWG. No. FOR-1041
Drawn By: M.B.
Revised By: E.J.

DATE: 27th Sept. 2013
Approved By: J.M.W.

1



ALTERNATE TO FABRIC TRENCH
(WITH SAND BAGS)



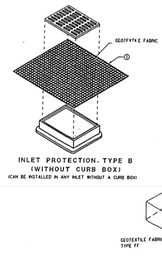
SILT FENCE DETAIL & Alternate Detail (USE L.C.S.M.C STD. DETAIL)

City of Highland Park
Department of Public Works
1150 Half Day Rd, Highland Park, IL 60035

H.P. DWG. No. FOR-1042A, Silt Fence Alternate
Drawn By: M.B.
Revised By: E.J.

DATE: 14 Feb. 2014
Approved By: E.Eckhardt

2



INSTALLATION NOTES:

1. TRIM EXCESS FABRIC IN THE FLOW LINE TO WITHIN 3" OF THE GRATE. THE CONTRACTOR SHALL DEMONSTRATE A METHOD OF MAINTENANCE, USING A SEWN FLAP, HAND HOLDS OR OTHER METHOD TO PREVENT ACCUMULATED SEDIMENT FROM ENTERING THE INLET.
2. TYPE C SHALL BE UTILIZED WITH CURB HEADS, A $1\frac{1}{2}$" X 3" MINIMUM, PIECE OF LUMBER SHALL BE WRAPPED AND SECURED IN THE FABRIC AND PLACED IN FRONT OF THE CURB HEAD AS SHOWN ON THE PLAN. THE LUMBER SHALL NOT BLOCK THE ENTIRE OPENING OF THE CURB BOX AND BE SECURED TO THE GRATE WITH WIRE OR PLASTIC TIES.
3. ALL FABRICS USED AS PART OF AN INLET PROTECTION DEVICE MUST BE SELECTED FROM THE LIST OF APPROVED FABRICS CERTIFIED FOR INLET PROTECTION, GEO-TEXTILE FABRIC, IN ACCORDANCE WITH STATE STANDARD SPECS FOR ROAD AND BRIDGES CONSTRUCTION - JANUARY 1, 2012, ARTICLE 1080.05 ON PAGE 971.

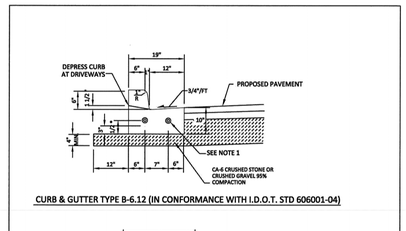
INLET PROTECTION (TYPE B - W/O CURB BOX; TYPE C - W/ CURB BOX)

City of Highland Park
Department of Public Works
1150 Half Day Rd, Highland Park, IL 60035

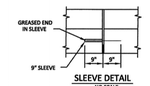
H.P. DWG. No. STR-1037
Drawn By: M.B.
Revised By: E.J.

DATE: 27th Sept. 2013
Approved By: J.M.W.

3



CURB & GUTTER TYPE B-6.12 (IN CONFORMANCE WITH I.D.O.T. STD 606001-04)



SLEEVE DETAIL
NO SCALE

NOTES:
1. EXPANSION JOINTS W/ 3/4 " PREFORMED EXPANSION JOINT MATERIAL & TWO (2) SMOOTH 1-1/4" EPOXY COATED DOWEL BARS WITH GREASE CAPS SHALL BE PLACED:
   a. AT ENDS OF INTERSECTION RADII, P.C.'S, RADIUS POINTS, & BACK OF CUL-DE-SACS
   b. 5 FT. ON EACH SIDE OF DRAINAGE STRUCTURES
   c. MAX. OF 60 FT. INTERVALS
   d. WHERE NEW CURB MEETS EXISTING CURB, THE EXISTING CURB SHALL BE DRILLED AND TWO (2) SMOOTH 1-1/4" DOWEL BARS GROUTED IN PLACE W/ THE GREASE CAP PLACED ON THE SIDE OF THE NEW CURB & GUTTER.
2. TOOL OR SAWCUT CONTRACTION JOINTS AT 15 FT. INTERVALS.
3. SAWCUTS SHALL BE MADE WITHIN TWENTY-FOUR (24) HRS. AND SEALED W/ JOINT SEALANT, JOINTS SHALL BE CLEAN AND DRY PRIOR TO APPLICATION OF SEALANT.

TYPE B-6.12 CURB & GUTTER DETAIL

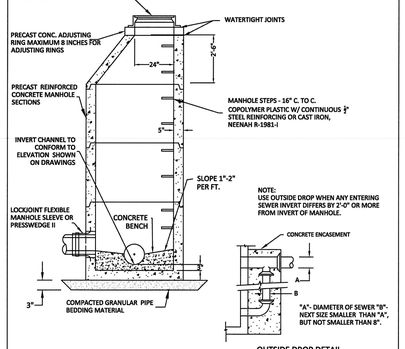
City of Highland Park
Department of Public Works
1150 Half Day Rd, Highland Park, IL 60035

H.P. DWG. No. STR-1036
Drawn By: M.B.
Revised By: E.J.

DATE: 27th Sept. 2013
Approved By: J.M.W.

11

NOTES:
1. ECCENTRIC CONES REQUIRED.
2. USE 4'-0" MIN. DIAMETER FOR SEWER SIZES 24" OR LESS, 5'-0" MIN. FOR SEWER SIZES 27" OR LARGER UNLESS OTHERWISE NOTED.



OUTSIDE DROP DETAIL

SANITARY SEWER MANHOLE DETAIL

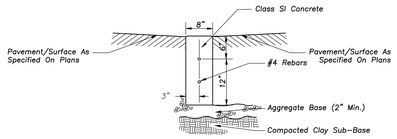
City of Highland Park
Department of Public Works
1150 Half Day Rd, Highland Park, IL 60035

H.P. DWG. No. SAN-1012
Drawn By: M.B.
Revised By: E.J.

DATE: 27th Sept. 2013
Approved By: J.M.W.

19

PERMEABLE PAVER SECTION AND UNDERDRAIN



Notes:

1. A 1" expansion joint shall be installed at all points of curvature for short radius (under 25 Ft.) curves. Maximum expansion joint spacing is 50'. Expansion joints shall be constructed with1" thick preformed expansion joint filler conforming to the curb and gutter cross section and shall be provided with one 1-1/4" diameter, 18" long, coated smooth dowel bar. The dowel bar shall be fitted with a cap with a pinched stop which provedes a minimum of 1" of expansion.

2. Maximum Contraction/Control joint spacing shall be (20') twenty feet.

8" FLUSH CURB (PAVER RESTRAINING EDGE)

10/10/2022 9:06:21 PM
C:\Users\rynocacio\Documents\220112_Ravinia Elementary School Addition & Reno_ARCH_2021_rynocacio.rvt
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NORTH SHORE SCHOOL DISTRICT 112
Inspire...Innovate...Engage

Wight

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EMAIL INFO@EEA-LTD.COM

JOSHUA J. CAIN
062-071456
REGISTERED PROFESSIONAL ENGINEER
OF
ILLINOIS
EXP. 11/30/2025

NOT FOR CONSTRUCTION

REV	DESCRIPTION	DATE
	R1 FOR PUD	10/29/2025
	PUD SUBMISSION	09/30/2025

RAVINIA ELEMENTARY SCHOOL - ADDITION AND RENOVATION

763 DEAN AVENUE
HIGHLAND PARK, IL 60035

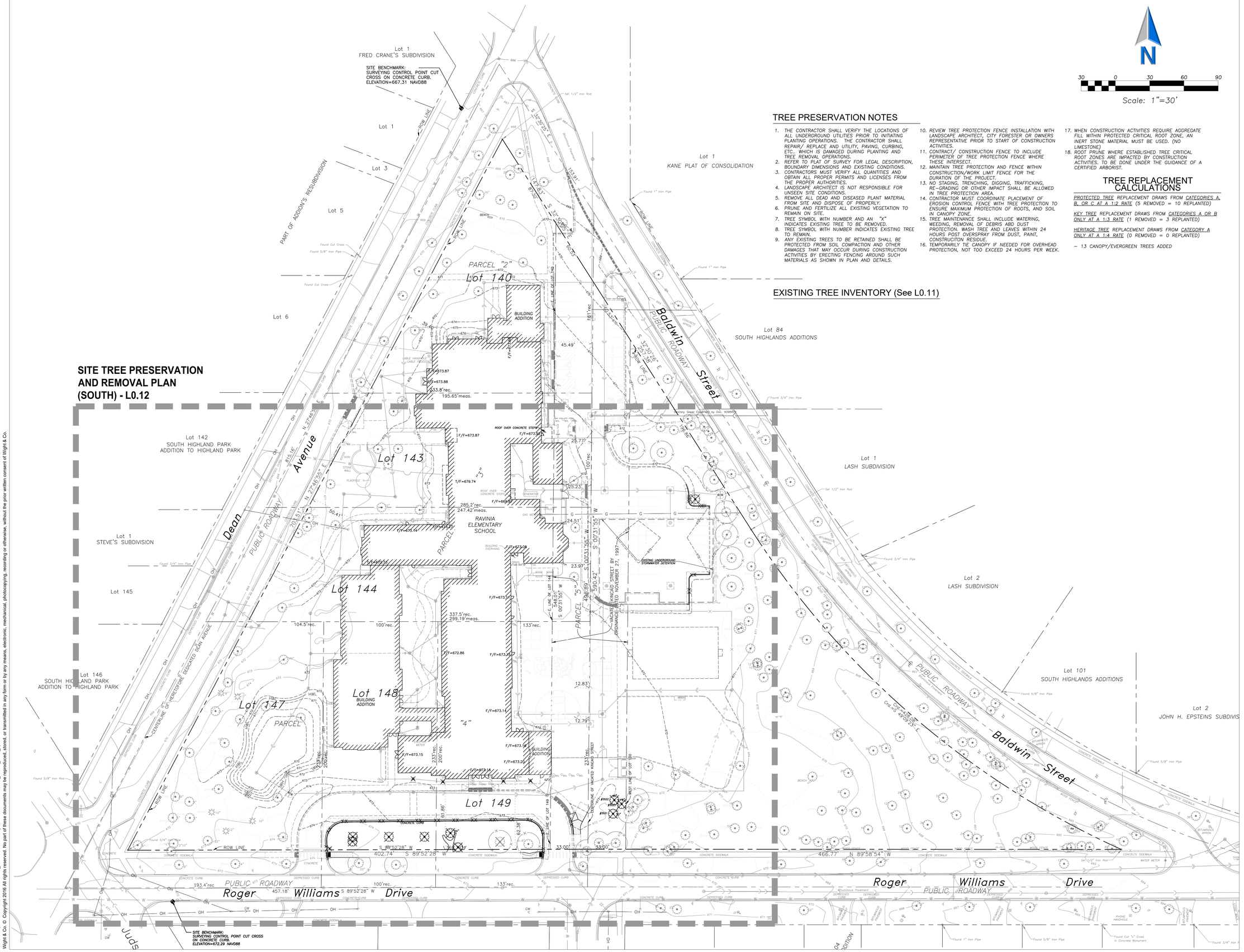
CITY OF HIGHLAND PARK STANDARD CONSTRUCTION DETAILS & ALT. DETAILS

Project Number:
220112
Drawn By:
JC
Sheet:

C7.01

EXHIBIT C

Landscape Plan


Lot 1
FRED CRANE'S SUBDIVISION
SITE BENCHMARK:
SURVEYING CONTROL POINT CUT
CROSS ON CONCRETE CURB.
ELEVATION=667.31 NAVD88
Lot 1
Lot 3
Lot 5
Lot 6
PART OF ADDIN'S RESUBDIVISION
PARCEL "2"
Lot 140
BUILDING ADDITION
Lot 1
KANE PLAT OF CONSOLIDATION
Lot 84
SOUTH HIGHLANDS ADDITIONS
Baldwin Street
PUBLIC ROADWAY
Lot 1
LASH SUBDIVISION
Lot 2
LASH SUBDIVISION
Lot 101
SOUTH HIGHLANDS ADDITIONS
Lot 2
JOHN H. EPSTEINS SUBDIVIS
Lot 142
SOUTH HIGHLAND PARK
ADDITION TO HIGHLAND PARK
Dean Avenue
PUBLIC ROADWAY
Lot 143
RAVINIA
ELEMENTARY
SCHOOL
PARCEL
Lot 1
STEVE'S SUBDIVISION
Lot 145
Lot 144
Lot 146
SOUTH HIGHLAND PARK
ADDITION TO HIGHLAND PARK
CENTERLINE OF HERETOFORE DEDICATED DEAN AVENUE
Lot 147
PARCEL
Lot 148
BUILDING ADDITION
"4"
Lot 149
"5"
VACATED IRONWOOD STREET BY DOCUMENT NUMBER 27, 1997
EXISTING UNDERGROUND STORMWATER DETENTION
Roger Williams Drive
PUBLIC ROADWAY
ROW LINE
CONCRETE SIDEWALK
CONCRETE CURB
DEPRESSED CURB
BITUMINOUS APRON
Found 1" Iron Pipe
Found 3/4" Iron Pipe
Found 5/8" Iron Pipe
Found Cut Cross
Found 5/8" Iron Pipe
Set 1/2" Iron Rod
Found Cut "X" Cross in Concrete Monument
Sanitary Sewer Easement by Doc. 4086479
ROOF OVER CONCRETE STEPS
F/F=673.87
F/F=673.88
F/F=679.74
F/F=673.38
F/F=673.39
F/F=672.86
F/F=673.14
F/F=673.15
F/F=673.20
F/F=673.19
F/F=673.18
F/F=673.17
F/F=673.16
F/F=673.21
F/F=673.22
F/F=673.23
F/F=673.24
F/F=673.25
F/F=673.26
F/F=673.27
F/F=673.28
F/F=673.29
F/F=673.30
F/F=673.31
F/F=673.32
F/F=673.33
F/F=673.34
F/F=673.35
F/F=673.36
F/F=673.37
F/F=673.38
F/F=673.39
F/F=673.40
F/F=673.41
F/F=673.42
F/F=673.43
F/F=673.44
F/F=673.45
F/F=673.46
F/F=673.47
F/F=673.48
F/F=673.49
F/F=673.50
F/F=673.51
F/F=673.52
F/F=673.53
F/F=673.54
F/F=673.55
F/F=673.56
F/F=673.57
F/F=673.58
F/F=673.59
F/F=673.60

EXISTING TREE INVENTORY (SOUTH - L0.12)

TREE TAG NUMBER	COMMON NAME	SCIENTIFIC NAME	DBH	CONDITION	FORM	COMMENTS
3464	Norway maple	*Acer platanoides*	13	1	1	
3465	crab apple	*Malus sp.*	3	2	2	
3466	Norway maple	*Acer platanoides*	12	3	2	
3467	red maple	*Acer rubrum*	3	1	1	
3468	white oak	*Quercus alba*	6	1	1	
3469	white oak	*Quercus alba*	21	2	3	
3470	white oak	*Quercus alba*	22	2	3	
3471	white oak	*Quercus alba*	19	2	3	
3472	white oak	*Quercus alba*	19	2	3	
3475	elm hybrid	*Ulmus sp.*	16	2	2	
3476	swamp white oak	*Quercus bicolor*	41	1	1	
3479	Douglas fir	*Pseudotsuga menziesii*	10	3	2	
3480	Douglas fir	*Pseudotsuga menziesii*	7	3	2	
3481	black walnut	*Juglans nigra*	12	4	2	
3482	redbud	*Cercis canadensis*	11	3	3	
3483	sugar maple	*Acer saccharum*	32	2	2	
3485	elm hybrid	*Ulmus sp.*	11, 10	3	2	
3488	white oak	*Quercus alba*	20	2	3	
3489	Ohio buckeye	*Aesculus glabra*	8	2	3	slight lean
3490	little-leaved linden	*Tilia cordata*	12	2	2	
3491	little-leaved linden	*Tilia cordata*	13	2	1	
3492	white mulberry	*Morus alba*	6	3	4	lean
3493	American linden	*Tilia americana*	18, 10, 7	3	3	
3494	sugar maple	*Acer saccharum*	30	2	3	
3495	Douglas fir	*Pseudotsuga menziesii*	4	4	4	
3496	Douglas fir	*Pseudotsuga menziesii*	4	4	4	
3497	Douglas fir	*Pseudotsuga menziesii*	4	4	4	
3498	Douglas fir	*Pseudotsuga menziesii*	10	3	4	slight lean
3499	red maple	*Acer rubrum*	5	1	1	
3500	Austrian pine	*Pinus nigra*	14	3	4	lean
3501	Douglas fir	*Pseudotsuga menziesii*	11	2	4	lean
3502	little-leaved linden	*Tilia cordata*	7	2	2	
3503	white oak	*Quercus alba*	29	3	2	
3504	Norway maple	*Acer platanoides*	13	2	1	
3505	Eastern red cedar	*Juniperus virginiana*	14	3	3	Remove - Protected Tree
3506	slippery elm	*Ulmus rubra*	6	3	3	Remove
3507	Eastern cottonwood	*Populus deltoides*	41	2	2	Remove - Protected Tree
3508	Norway maple	*Acer platanoides*	12	1	1	Remove - Protected Tree
3509	elm hybrid	*Ulmus sp.*	6	2	3	
3510	Norway maple	*Acer platanoides*	9	4	2	
3511	hackberry	*Celtis occidentalis*	12	1	1	
3512	Northern cigar tree	*Catalpa speciosa*	30	2	2	
3513	American elm	*Ulmus americana*	6	3	4	lean
3514	white mulberry	*Morus alba*	15	3	3	
3515	American elm	*Ulmus americana*	7	3	3	
3516	swamp white oak	*Quercus bicolor*	27	3	3	
3517	elm hybrid	*Ulmus sp.*	17	3	3	
3518	elm hybrid	*Ulmus sp.*	13	3	3	
3519	swamp white oak	*Quercus bicolor*	9	3	3	
3520	boxelder	*Acer negundo*	7	3	4	lean
3521	slippery elm	*Ulmus rubra*	9	3	3	Remove - Protected Tree
3522	Eastern cottonwood	*Populus deltoides*	42	2	2	Remove - Protected Tree
3523	red oak	*Quercus rubra*	14	3	3	Remove - Key Tree
3524	Norway maple	*Acer platanoides*	12	2	2	
3525	red oak	*Quercus rubra*	10	3	3	
3526	white oak	*Quercus alba*	33	3	3	
3528	Norway maple	*Acer platanoides*	13	2	3	
3529	red oak	*Quercus rubra*	27	3	3	
3530	slippery elm	*Ulmus rubra*	15	3	3	
3531	Norway maple	*Acer platanoides*	16	2	2	
3532	Eastern cottonwood	*Populus deltoides*	7	2	3	
3533	Eastern cottonwood	*Populus deltoides*	42	2	2	
3534	swamp white oak	*Quercus bicolor*	18	2	2	
3535	swamp white oak	*Quercus bicolor*	14	1	2	
3536	hawthorn	*Crataegus sp.*	8, 7	3	3	
3537	white oak	*Quercus alba*	30	2	2	
3538	Northern cigar tree	*Catalpa speciosa*	8	1	1	
3541	black locust	*Robinia pseudoacacia*	12, 10	3	3	
3542	shagbark hickory	*Carya ovata*	7	1	1	
3543	black locust	*Robinia pseudoacacia*	12, 12	3	3	
3544	black locust	*Robinia pseudoacacia*	13, 10	3	3	
3545	hawthorn	*Crataegus sp.*	9, 8	3	3	
3546	white oak	*Quercus alba*	27	2	3	
3547	white oak	*Quercus alba*	15	3	3	
3548	red maple	*Acer rubrum*	6	3	3	
3549	black cherry	*Prunus serotina*	10, 8	4	4	
3550	sugar maple	*Acer saccharum*	8	3	2	Memorial Tree - To Be Preserved
3551	white oak	*Quercus alba*	27	3	3	
3552	red oak	*Quercus rubra*	14	3	3	
3553	sugar maple	*Acer saccharum*	18	3	4	lean
3554	sugar maple	*Acer saccharum*	10, 8, 7	3	3	
3555	sugar maple	*Acer saccharum*	7, 6	3	3	
3556	white oak	*Quercus alba*	26	3	3	
3557	red oak	*Quercus rubra*	14	3	3	
3559	white oak	*Quercus alba*	14	3	3	
3560	American elm	*Ulmus americana*	6	2	3	
3561	white oak	*Quercus alba*	27	3	3	
3562	white oak	*Quercus alba*	13	4	4	
3563	sugar maple	*Acer saccharum*	8, 7	3	3	
3564	Norway maple	*Acer platanoides*	6	2	3	
3565	Norway maple	*Acer platanoides*	13	2	3	
3566	Norway maple	*Acer platanoides*	12	2	3	
3569	white oak	*Quercus alba*	25	2	2	
3570	white oak	*Quercus alba*	20	3	3	
3571	white mulberry	*Morus alba*	10, 9, 7	3	3	

TREE LABEL NUMBER	COMMON NAME	SCIENTIFIC NAME	DBH	CONDITION	FORM	COMMENTS
RAV07	swamp white oak	*Quercus bicolor*	3			Installed 08/25 - Relocate
RAV08	Northern Advance Sycamore	*Platanus occidentalis 'Bismark'*	3			Installed 08/25 - Preserve
RAV09	Homestead Elm	Ulmus x 'Homestead'				Installed 08/25 - Preserve
RAV10	Northern Advance Sycamore	*Platanus occidentalis 'Bismark'*	3			Installed 08/25 - Preserve
RAV11	swamp white oak	*Quercus bicolor*	3			Installed 08/25 - Relocate
RAV12	Northern Advance Sycamore	*Platanus occidentalis 'Bismark'*	3			Installed 08/25 - Relocate

TREE SURVEY PERFORMED BY:
Valerie Jakobi, CPESC, CA
Senior Ecologist
ISA Certified Arborist #4434A
Bollinger Environmental, Inc.
Date : 09/07/22

EXISTING TREE WALKTHROUGH PERFORMED 01/08/24
RAV07–RAV12 TREES INSTALLED 05/2025 – NOT TAGGED

Arborist Rating System		
No Problem(s)	1	Excellent
No Apparent Problem(s)	2	Good
Minor Problems	3	Fair
Major Problems	4	Poor
Dead	5	Dead

TREE PRESERVATION NOTES

1. *THE CONTRACTOR SHALL VERIFY THE LOCATIONS OF ALL UNDERGROUND UTILITIES PRIOR TO INITIATING PLANTING OPERATIONS. THE CONTRACTOR SHALL REPAIR/ REPLACE AND UTILITY, PAVING, CURBING, ETC,. WHICH IS DAMAGED DURING PLANTING AND TREE REMOVAL OPERATIONS.*
2. *REFER TO PLAT OF SURVEY FOR LEGAL DESCRIPTION, BOUNDARY DIMENSIONS AND EXISTING CONDITIONS.*
3. *CONTRACTORS MUST VERIFY ALL QUANTITIES AND OBTAIN ALL PROPER PERMITS AND LICENSES FROM THE PROPER AUTHORITIES.*
4. *LANDSCAPE ARCHITECT IS NOT RESPONSIBLE FOR UNSEEN SITE CONDITIONS.*
5. *REMOVE ALL DEAD AND DISEASED PLANT MATERIAL FROM SITE AND DISPOSE OF PROPERLY.*
6. *PRUNE AND FERTILIZE ALL EXISTING VEGETATION TO REMAIN ON SITE.*
7. *TREE SYMBOL WITH NUMBER AND AN "X" INDICATES EXISTING TREE TO BE REMOVED.*
8. *TREE SYMBOL WITH NUMBER INDICATES EXISTING TREE TO REMAIN.*
9. *ANY EXISTING TREES TO BE RETAINED SHALL BE PROTECTED FROM SOIL COMPACTION AND OTHER DAMAGES THAT MAY OCCUR DURING CONSTRUCTION ACTIVITIES BY ERECTING FENCING AROUND SUCH MATERIALS AS SHOWN IN PLAN AND DETAILS.*
10. *REVIEW TREE PROTECTION FENCE INSTALLATION WITH LANDSCAPE ARCHITECT, CITY FORESTER OR OWNERS REPRESENTATIVE PRIOR TO START OF CONSTRUCTION ACTIVITIES.*
11. *CONTRACT,/ CONSTRUCTION FENCE TO INCLUDE PERIMETER OF TREE PROTECTION FENCE WHERE THESE INTERSECT.*
12. *MAINTAIN TREE PROTECTION AND FENCE WITHIN CONSTRUCTION/WORK LIMIT FENCE FOR THE DURATION OF THE PROJECT.*
13. *NO STAGING, TRENCHING, DIGGING, TRAFFICKING, RE-GRADING OR OTHER IMPACT SHALL BE ALLOWED IN TREE PROTECTION AREA.*
14. *CONTRACTOR MUST COORDINATE PLACEMENT OF EROSION CONTROL FENCE WITH TREE PROTECTION TO ENSURE MAXIMUM PROTECTION OF ROOTS, AND SOIL IN CANOPY ZONE.*
15. *TREE MAINTENANCE SHALL INCLUDE WATERING, WEEDING, REMOVAL OF DEBRIS ABD DUST PROTECTION. WASH TREE AND LEAVES WITHIN 24 HOURS POST OVERSPRAY FROM DUST, PAINT, CONSTRUCITON RESIDUE.*
16. *TEMPORARILY TIE CANOPY IF NEEDED FOR OVERHEAD PROTECTION, NOT TOO EXCEED 24 HOURS PER WEEK.*
17. *WHEN CONSTRUCTION ACTIVITIES REQUIRE AGGREGATE FILL WITHIN PROTECTED CRITICAL ROOT ZONE, AN INERT STONE MATERIAL MUST BE USED. (AVOID LIMESTONE)*
18. *ROOT PRUNE WHERE ESTABLISHED TREE CRITICAL ROOT ZONES ARE IMPACTED BY CONSTRUCTION ACTIVITIES. TO BE DONE UNDER THE GUIDANCE OF A CERTIFIED ARBORIST.*

TREE REPLACEMENT CALCULATIONS

PROTECTED TREE REPLACEMENT DRAWS FROM CATEGORIES A, B, OR C AT A 1:2 RATE (5 REMOVED = 10 REPLANTED)

KEY TREE REPLACEMENT DRAWS FROM CATEGORIES A OR B ONLY AT A 1:3 RATE (1 REMOVED = 3 REPLANTED)

HERITAGE TREE REPLACEMENT DRAWS FROM CATEGORY A ONLY AT A 1:4 RATE (0 REMOVED = 0 REPLANTED)

– 13 CANOPY/EVERGREEN TREES ADDED

NORTH SHORE SCHOOL DISTRICT 112
Inspire...Innovate...Engage

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LANDSCAPE ARCHITECT
JOSHUA ANDERSSON
157-001586
STATE OF ILLINOIS

NOT FOR CONSTRUCTION

REV	DESCRIPTION	DATE
	R1 FOR PUD	10/29/2025
	PUD SUBMISSION	09/30/2025

RAVINIA ELEMENTARY SCHOOL - ADDITION AND RENOVATION

763 DEAN AVENUE
HIGHLAND PARK, IL 60035

OVERALL SITE TREE PRESERVATION AND REMOVAL PLAN

Project Number:
220112
Drawn By:
JJA
Sheet:

L0.11

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TREE PRESERVATION NOTES

1. THE CONTRACTOR SHALL VERIFY THE LOCATIONS OF ALL UNDERGROUND UTILITIES PRIOR TO INITIATING PLANTING OPERATIONS. THE CONTRACTOR SHALL REPAIR/ REPLACE AND UTILITY, PAVING, CURBING, ETC.. WHICH IS DAMAGED DURING PLANTING AND TREE REMOVAL OPERATIONS.
2. REFER TO PLAT OF SURVEY FOR LEGAL DESCRIPTION, BOUNDARY DIMENSIONS AND EXISTING CONDITIONS.
3. CONTRACTORS MUST VERIFY ALL QUANTITIES AND OBTAIN ALL PROPER PERMITS AND LICENSES FROM THE PROPER AUTHORITIES.
4. LANDSCAPE ARCHITECT IS NOT RESPONSIBLE FOR UNSEEN SITE CONDITIONS.
5. REMOVE ALL DEAD AND DISEASED PLANT MATERIAL FROM SITE AND DISPOSE OF PROPERLY.
6. PRUNE AND FERTILIZE ALL EXISTING VEGETATION TO REMAIN ON SITE.
7. TREE SYMBOL WITH NUMBER AND AN "X" INDICATES EXISTING TREE TO BE REMOVED.
8. TREE SYMBOL WITH NUMBER INDICATES EXISTING TREE TO REMAIN.
9. ANY EXISTING TREES TO BE RETAINED SHALL BE PROTECTED FROM SOIL COMPACTION AND OTHER DAMAGES THAT MAY OCCUR DURING CONSTRUCTION ACTIVITIES BY ERECTING FENCING AROUND SUCH MATERIALS AS SHOWN IN PLAN AND DETAILS.
10. REVIEW TREE PROTECTION FENCE INSTALLATION WITH LANDSCAPE ARCHITECT, CITY FORESTER OR OWNERS REPRESENTATIVE PRIOR TO START OF CONSTRUCTION ACTIVITIES.
11. CONTRACT/ CONSTRUCTION FENCE TO INCLUDE PERIMETER OF TREE PROTECTION FENCE WHERE THESE INTERSECT.
12. MAINTAIN TREE PROTECTION AND FENCE WITHIN CONSTRUCTION/WORK LIMIT FENCE FOR THE DURATION OF THE PROJECT.
13. NO STAGING, TRENCHING, DIGGING, TRAFFICKING, RE-GRADING OR OTHER IMPACT SHALL BE ALLOWED IN TREE PROTECTION AREA.
14. CONTRACTOR MUST COORDINATE PLACEMENT OF EROSION CONTROL FENCE WITH TREE PROTECTION TO ENSURE MAXIMUM PROTECTION OF ROOTS, AND SOIL IN CANOPY ZONE.
15. TREE MAINTENANCE SHALL INCLUDE WATERING, WEEDING, REMOVAL OF DEBRIS ABD DUST PROTECTION. WASH TREE AND LEAVES WITHIN 24 HOURS POST OVERSPRAY FROM DUST, PAINT, CONSTRUCTION RESIDUE.
16. TEMPORARILY TIE CANOPY IF NEEDED FOR OVERHEAD PROTECTION, NOT TOO EXCEED 24 HOURS PER WEEK.
17. WHEN CONSTRUCTION ACTIVITIES REQUIRE AGGREGATE FILL WITHIN PROTECTED CRITICAL ROOT ZONE, AN INERT STONE MATERIAL MUST BE USED. (AVOID LIMESTONE)
18. ROOT PRUNE WHERE ESTABLISHED TREE CRITICAL ROOT ZONES ARE IMPACTED BY CONSTRUCTION ACTIVITIES. TO BE DONE UNDER THE GUIDANCE OF A CERTIFIED ARBORIST.

TREE REPLACEMENT CALCULATIONS

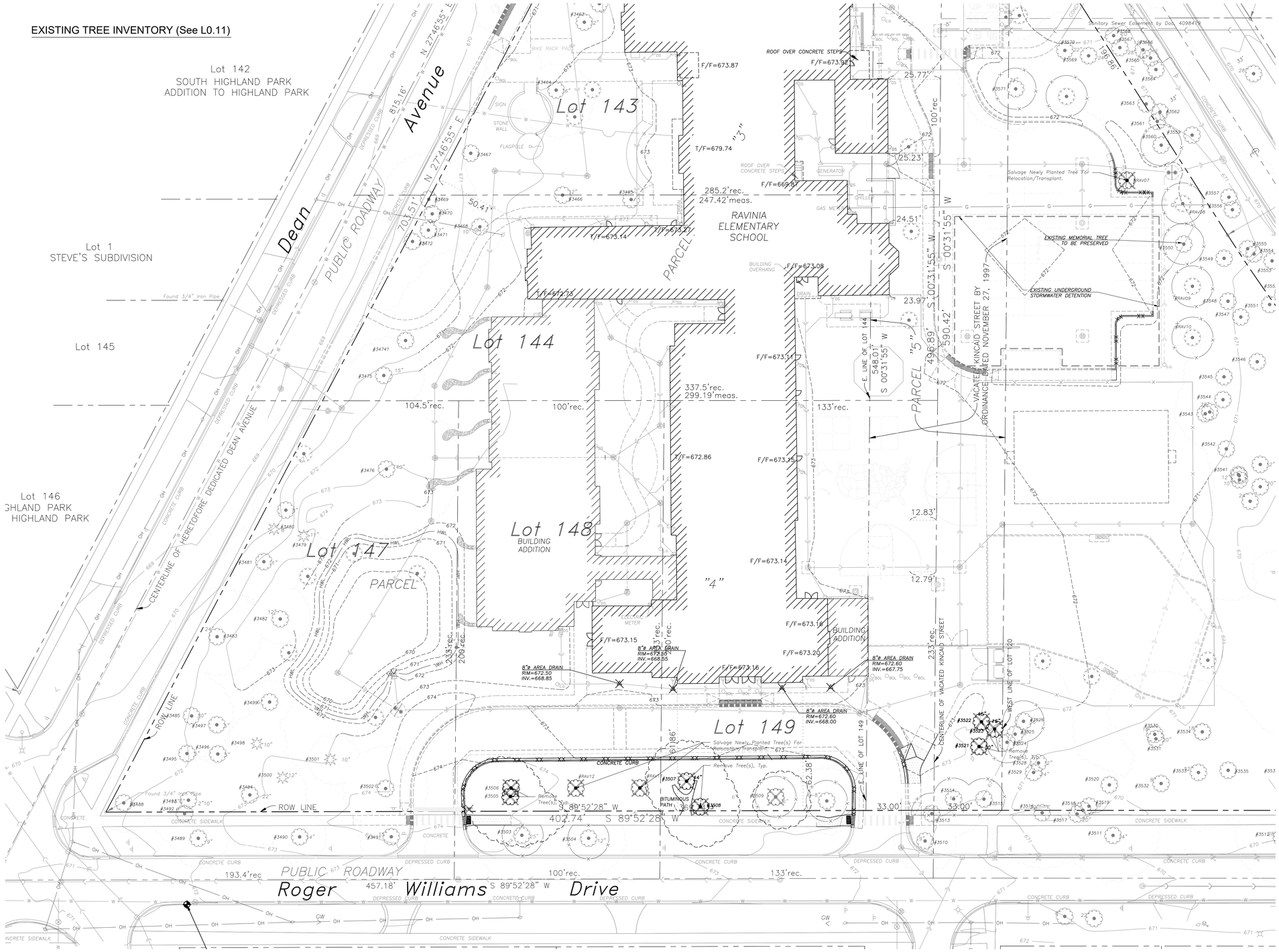
PROTECTED TREE REPLACEMENT DRAWS FROM CATEGORIES A, B, OR C AT A 1:2 RATE (5 REMOVED = 10 REPLANTED)

KEY TREE REPLACEMENT DRAWS FROM CATEGORIES A OR B ONLY AT A 1:3 RATE (1 REMOVED = 3 REPLANTED)

HERITAGE TREE REPLACEMENT DRAWS FROM CATEGORY A ONLY AT A 1:4 RATE (0 REMOVED = 0 REPLANTED)

– 13 CANOPY/EVERGREEN TREES ADDED

EXISTING TREE INVENTORY (See L0.11)



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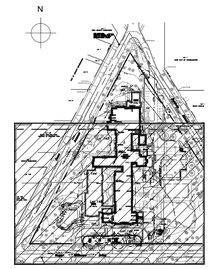
20 0 20 40 60

Scale: 1"=20'

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LANDSCAPE ARCHITECT
JOSHUA ANDERSSON
157-001586
STATE OF ILLINOIS

NOT FOR CONSTRUCTION

REV	DESCRIPTION	DATE
	R1 FOR PUD	10/20/2025
	PUD SUBMISSION	09/30/2025

RAVINIA ELEMENTARY SCHOOL - ADDITION AND RENOVATION

763 DEAN AVENUE
HIGHLAND PARK, IL 60035

SITE TREE PRESERVATION AND REMOVAL PLAN (SOUTH)

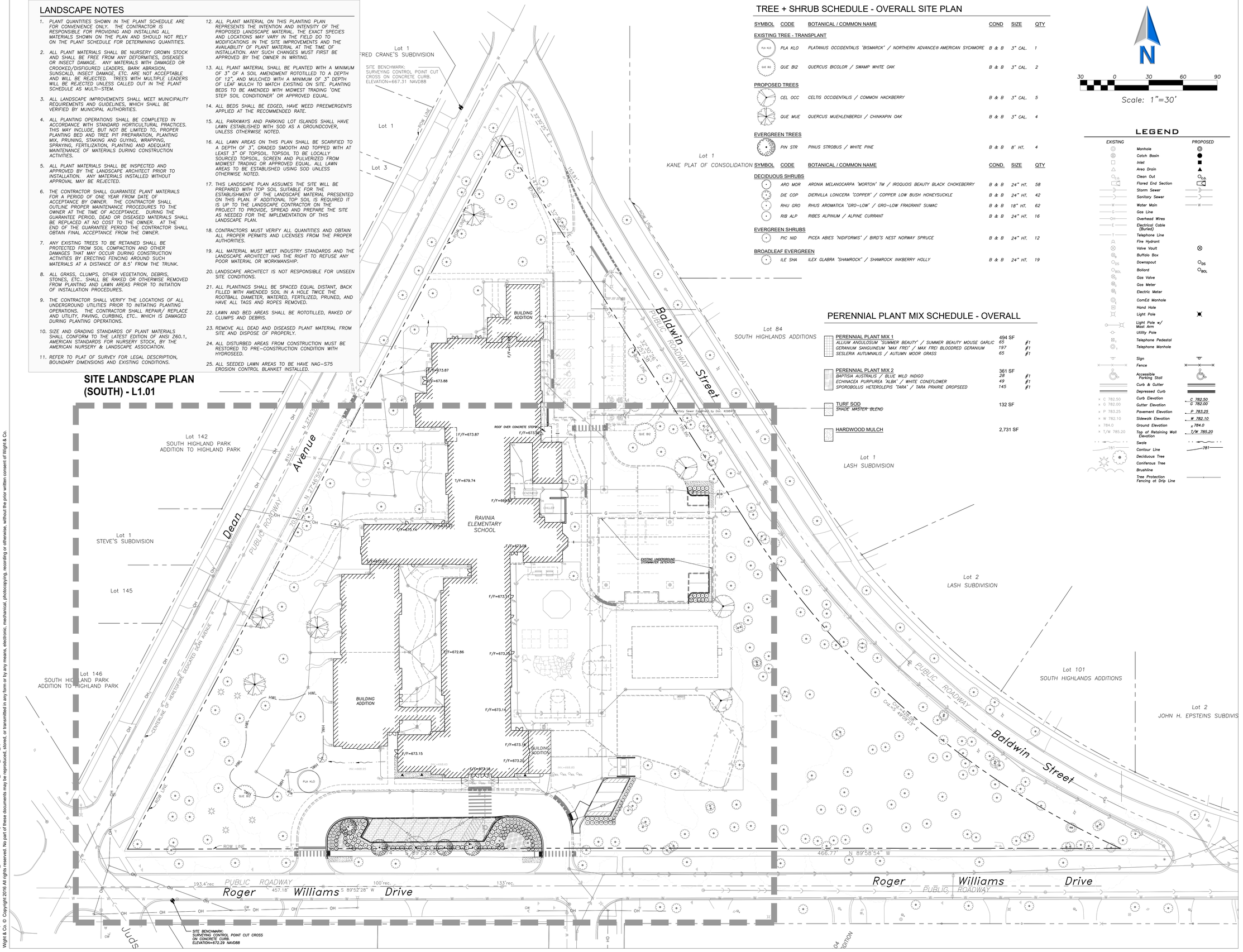
Project Number: 220112
Drawn By: JJA
Sheet:

L0.12

LANDSCAPE NOTES

1. PLANT QUANTITIES SHOWN IN THE PLANT SCHEDULE ARE FOR CONVENIENCE ONLY. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING AND INSTALLING ALL MATERIALS SHOWN ON THE PLAN AND SHOULD NOT RELY ON THE PLANT SCHEDULE FOR DETERMINING QUANTITIES.
2. ALL PLANT MATERIALS SHALL BE NURSERY GROWN STOCK AND SHALL BE FREE FROM ANY DEFORMITIES, DISEASES OR INSECT DAMAGE. ANY MATERIALS WITH DAMAGED OR CROOKED/DISFIGURED LEADERS, BARK ABRASION, SUNSCALD, INSECT DAMAGE, ETC. ARE NOT ACCEPTABLE AND WILL BE REJECTED. TREES WITH MULTIPLE LEADERS WILL BE REJECTED UNLESS CALLED OUT IN THE PLANT SCHEDULE AS MULTI-STEM.
3. ALL LANDSCAPE IMPROVEMENTS SHALL MEET MUNICIPALITY REQUIREMENTS AND GUIDELINES, WHICH SHALL BE VERIFIED BY MUNICIPAL AUTHORITIES.
4. ALL PLANTING OPERATIONS SHALL BE COMPLETED IN ACCORDANCE WITH STANDARD HORTICULTURAL PRACTICES. THIS MAY INCLUDE, BUT NOT BE LIMITED TO, PROPER PLANTING BED AND TREE PIT PREPARATION, PLANTING MIX, PRUNING, STAKING AND GUYING, WRAPPING, SPRAYING, FERTILIZATION, PLANTING AND ADEQUATE MAINTENANCE OF MATERIALS DURING CONSTRUCTION ACTIVITIES.
5. ALL PLANT MATERIALS SHALL BE INSPECTED AND APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. ANY MATERIALS INSTALLED WITHOUT APPROVAL MAY BE REJECTED.
6. THE CONTRACTOR SHALL GUARANTEE PLANT MATERIALS FOR A PERIOD OF ONE YEAR FROM DATE OF ACCEPTANCE BY OWNER. THE CONTRACTOR SHALL OUTLINE PROPER MAINTENANCE PROCEDURES TO THE OWNER AT THE TIME OF ACCEPTANCE. DURING THE GUARANTEE PERIOD, DEAD OR DISEASED MATERIALS SHALL BE REPLACED AT NO COST TO THE OWNER. AT THE END OF THE GUARANTEE PERIOD THE CONTRACTOR SHALL OBTAIN FINAL ACCEPTANCE FROM THE OWNER.
7. ANY EXISTING TREES TO BE RETAINED SHALL BE PROTECTED FROM SOIL COMPACTION AND OTHER DAMAGES THAT MAY OCCUR DURING CONSTRUCTION ACTIVITIES BY ERECTING FENCING AROUND SUCH MATERIALS AT A DISTANCE OF 8.5' FROM THE TRUNK.
8. ALL GRASS, CLUMPS, OTHER VEGETATION, DEBRIS, STONES, ETC.. SHALL BE RAKED OR OTHERWISE REMOVED FROM PLANTING AND LAWN AREAS PRIOR TO INITIATION OF INSTALLATION PROCEDURES.
9. THE CONTRACTOR SHALL VERIFY THE LOCATIONS OF ALL UNDERGROUND UTILITIES PRIOR TO INITIATING PLANTING OPERATIONS. THE CONTRACTOR SHALL REPAIR/ REPLACE AND UTILITY, PAVING, CURBING, ETC.. WHICH IS DAMAGED DURING PLANTING OPERATIONS.
10. SIZE AND GRADING STANDARDS OF PLANT MATERIALS SHALL CONFORM TO THE LATEST EDITION OF ANSI Z60.1, AMERICAN STANDARDS FOR NURSERY STOCK, BY THE AMERICAN NURSERY & LANDSCAPE ASSOCIATION.
11. REFER TO PLAT OF SURVEY FOR LEGAL DESCRIPTION, BOUNDARY DIMENSIONS AND EXISTING CONDITIONS.
12. ALL PLANT MATERIAL ON THIS PLANTING PLAN REPRESENTS THE INTENTION AND INTENSITY OF THE PROPOSED LANDSCAPE MATERIAL. THE EXACT SPECIES AND LOCATIONS MAY VARY IN THE FIELD DO TO MODIFICATIONS IN THE SITE IMPROVEMENTS AND THE AVAILABILITY OF PLANT MATERIAL AT THE TIME OF INSTALLATION. ANY SUCH CHANGES MUST FIRST BE APPROVED BY THE OWNER IN WRITING.
13. ALL PLANT MATERIAL SHALL BE PLANTED WITH A MINIMUM OF 3" OF A SOIL AMENDMENT ROTOTILLED TO A DEPTH OF 12", AND MULCHED WITH A MINIMUM OF 3" DEPTH OF LEAF MULCH TO MATCH EXISTING ON SITE. PLANTING BEDS TO BE AMENDED WITH MIDWEST TRADING 'ONE STEP SOIL CONDITIONER' OR APPROVED EQUAL.
14. ALL BEDS SHALL BE EDGED, HAVE WEED PREEMERGENTS APPLIED AT THE RECOMMENDED RATE.
15. ALL PARKWAYS AND PARKING LOT ISLANDS SHALL HAVE LAWN ESTABLISHED WITH SOD AS A GROUNDCOVER, UNLESS OTHERWISE NOTED.
16. ALL LAWN AREAS ON THIS PLAN SHALL BE SCARIFIED TO A DEPTH OF 3", GRADED SMOOTH AND TOPPED WITH AT LEAST 3" OF TOPSOIL. TOPSOIL TO BE LOCALLY SOURCED TOPSOIL, SCREEN AND PULVERIZED FROM MIDWEST TRADING OR APPROVED EQUAL. ALL LAWN AREAS TO BE ESTABLISHED USING SOD UNLESS OTHERWISE NOTED.
17. THIS LANDSCAPE PLAN ASSUMES THE SITE WILL BE PREPARED WITH TOP SOIL SUITABLE FOR THE ESTABLISHMENT OF THE LANDSCAPE MATERIAL PRESENTED ON THIS PLAN. IF ADDITIONAL TOP SOIL IS REQUIRED IT IS UP TO THE LANDSCAPE CONTRACTOR ON THE PROJECT TO PROVIDE, SPREAD AND PREPARE THE SITE AS NEEDED FOR THE IMPLEMENTATION OF THIS LANDSCAPE PLAN.
18. CONTRACTORS MUST VERIFY ALL QUANTITIES AND OBTAIN ALL PROPER PERMITS AND LICENSES FROM THE PROPER AUTHORITIES.
19. ALL MATERIAL MUST MEET INDUSTRY STANDARDS AND THE LANDSCAPE ARCHITECT HAS THE RIGHT TO REFUSE ANY POOR MATERIAL OR WORKMANSHIP.
20. LANDSCAPE ARCHITECT IS NOT RESPONSIBLE FOR UNSEEN SITE CONDITIONS.
21. ALL PLANTINGS SHALL BE SPACED EQUAL DISTANT, BACK FILLED WITH AMENDED SOIL IN A HOLE TWICE THE ROOTBALL DIAMETER, WATERED, FERTILIZED, PRUNED, AND HAVE ALL TAGS AND ROPES REMOVED.
22. LAWN AND BED AREAS SHALL BE ROTOTILLED, RAKED OF CLUMPS AND DEBRIS.
23. REMOVE ALL DEAD AND DISEASED PLANT MATERIAL FROM SITE AND DISPOSE OF PROPERLY.
24. ALL DISTURBED AREAS FROM CONSTRUCTION MUST BE RESTORED TO PRE-CONSTRUCTION CONDITION WITH HYDROSEED.
25. ALL SEEDED LAWN AREAS TO BE HAVE NAG-S75 EROSION CONTROL BLANKET INSTALLED.

SITE LANDSCAPE PLAN (SOUTH) - L1.01



TREE + SHRUB SCHEDULE - OVERALL SITE PLAN

SYMBOL	CODE	BOTANICAL / COMMON NAME	COND	SIZE	QTY
EXISTING TREE - TRANSPLANT					
PLA KLO	PLA KLO	PLATANUS OCCIDENTALIS 'BISMARCK' / NORTHERN ADVANCE® AMERICAN SYCAMORE	B & B	3" CAL.	1
QUE BI2	QUE BI2	QUERCUS BICOLOR / SWAMP WHITE OAK	B & B	3" CAL.	2
PROPOSED TREES					
CEL OCC	CEL OCC	CELTIS OCCIDENTALIS / COMMON HACKBERRY	B & B	3" CAL.	5
QUE MUE	QUE MUE	QUERCUS MUEHLENBERGII / CHINKAPIN OAK	B & B	3" CAL.	4
EVERGREEN TREES					
PIN STR	PIN STR	PINUS STROBUS / WHITE PINE	B & B	8' HT.	4
DECIDUOUS SHRUBS					
ARO MOR	ARO MOR	ARONIA MELANOCARPA 'MORTON' TM / IROQUOIS BEAUTY BLACK CHOKEBERRY	B & B	24" HT.	58
DIE COP	DIE COP	DIERVILLA LONICERA 'COPPER' / COPPER LOW BUSH HONEYSUCKLE	B & B	24" HT.	42
RHU GRO	RHU GRO	RHUS AROMATICA 'GRO-LOW' / GRO-LOW FRAGRANT SUMAC	B & B	18" HT.	62
RIB ALP	RIB ALP	RIBES ALPINUM / ALPINE CURRANT	B & B	24" HT.	16
EVERGREEN SHRUBS					
PIC NID	PIC NID	PICEA ABIES 'NIDIFORMIS' / BIRD'S NEST NORWAY SPRUCE	B & B	24" HT.	12
BROADLEAF EVERGREEN					
ILE SHA	ILE SHA	ILEX GLABRA 'SHAMROCK' / SHAMROCK INKBERRY HOLLY	B & B	24" HT.	19

PERENNIAL PLANT MIX SCHEDULE - OVERALL

PERENNIAL PLANT MIX 1	494 SF	
ALLIUM ANGULOSUM 'SUMMER BEAUTY' / SUMMER BEAUTY MOUSE GARLIC	*65*	*#1*
GERANIUM SANGUINEUM 'MAX FREI' / MAX FREI BLOODRED GERANIUM	*197*	*#1*
SESLERIA AUTUMNALIS / AUTUMN MOOR GRASS	*65*	*#1*
PERENNIAL PLANT MIX 2	361 SF	
BAPTISIA AUSTRALIS / BLUE WILD INDIGO	*28*	*#1*
ECHINACEA PURPUREA 'ALBA' / WHITE CONEFLOWER	*49*	*#1*
SPOROBOLUS HETEROLEPIS 'TARA' / TARA PRAIRIE DROPSEED	*145*	*#1*
TURF SOD	132 SF	
SHADE MASTER BLEND		
HARDWOOD MULCH	2,731 SF	

LEGEND

EXISTING		PROPOSED
	Manhole	
	Catch Basin	
	Inlet	
	Area Drain	
O_{CO}	Clean Out	O_{CO}
	Flared End Section	
	Storm Sewer	
	Sanitary Sewer	
W	Water Main	W
G	Gas Line	
OH	Overhead Wires	
E	Electrical Cable (Buried)	
T	Telephone Line	
	Fire Hydrant	
	Valve Vault	
	Buffalo Box	
O_{DS}	Downspout	O_{DS}
O_{BOL}	Bollard	O_{BOL}
	Gas Valve	
	Gas Meter	
	Electric Meter	
	ComEd Manhole	
	Hand Hole	
	Light Pole	
	Light Pole w/ Mast Arm	
	Utility Pole	
	Telephone Pedestal	
	Telephone Manhole	
	Sign	
	Fence	
	Accessible Parking Stall	
	Curb & Gutter	
	Depressed Curb	
C 782.50	Curb Elevation	C 782.50
G 782.00	Gutter Elevation	G 782.00
P 783.25	Pavement Elevation	P 783.25
W 782.10	Sidewalk Elevation	W 782.10
784.0	Ground Elevation	784.0
T/W 785.20	Top of Retaining Wall Elevation	T/W 785.20
	Swale	
781	Contour Line	781
	Deciduous Tree	
	Coniferous Tree	
	Brushline	
	Tree Protection Fencing at Drip Line	

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LANDSCAPE ARCHITECT
JOSHUA ANDERSSON
157-001586
STATE OF ILLINOIS

NOT FOR CONSTRUCTION

REV	DESCRIPTION	DATE
	R1 FOR PUD	10/29/2025
	PUD SUBMISSION	09/30/2025

RAVINIA ELEMENTARY SCHOOL - ADDITION AND RENOVATION

763 DEAN AVENUE
HIGHLAND PARK, IL 60035

OVERALL SITE LANDSCAPE PLAN

Project Number: 220112
Drawn By: JJA
Sheet: **L1.00**

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TREE SCHEDULE - SOUTH

SYMBOL	CODE	BOTANICAL / COMMON NAME	COND	SIZE	QTY
EXISTING TREE - TRANSPLANT					
PLA KLO	PLA KLO	PLATANUS OCCIDENTALIS 'BISMARCK' / NORTHERN ADVANCE® AMERICAN SYCAMORE	B & B	3" CAL.	1
QUE BI2	QUE BI2	QUERCUS BICOLOR / SWAMP WHITE OAK	B & B	3" CAL.	2
PROPOSED TREES					
	CEL OCC	CELTIS OCCIDENTALIS / COMMON HACKBERRY	B & B	3" CAL.	4
	QUE MUE	QUERCUS MUEHLENBERGII / CHINKAPIN OAK	B & B	3" CAL.	3
EVERGREEN TREES					
	PIN STR	PINUS STROBUS / WHITE PINE	B & B	8' HT.	4

SHRUB SCHEDULE - SOUTH

SYMBOL	CODE	BOTANICAL / COMMON NAME	COND.	SIZE	QTY
DECIDUOUS SHRUBS					
	ARO MOR	ARONIA MELANOCARPA 'MORTON' TM / IROQUOIS BEAUTY BLACK CHOKEBERRY	B & B	24" HT.	58
	DIE COP	DIERVILLA LONICERA 'COPPER' / COPPER LOW BUSH HONEYSUCKLE	B & B	24" HT.	42
	RHU GRO	RHUS AROMATICA 'GRO-LOW' / GRO-LOW FRAGRANT SUMAC	B & B	18" HT.	62
	RIB ALP	RIBES ALPINUM / ALPINE CURRANT	B & B	24" HT.	16
EVERGREEN SHRUBS					
	PIC NID	PICEA ABIES 'NIDIFORMIS' / BIRD'S NEST NORWAY SPRUCE	B & B	24" HT.	12
BROADLEAF EVERGREEN					
	ILE SHA	ILEX GLABRA 'SHAMROCK' / SHAMROCK INKBERRY HOLLY	B & B	24" HT.	19

LANDSCAPE NOTES

SEE L1.00

VUA CALCULATIONS

3,488 SF ADDED VEHICULAR USE AREA =

LANDSCAPE REQUIRED = 174 SF PLANTINGS
1 CANOPY TREES

PHASE 1 PLANTINGS REMOVED = 1,120 SF PLANTINGS
3 CANOPY TREES – RELOCATED

LANDSCAPE PROVIDED = 3,586 SF PLANTINGS
13 CANOPY/EVERGREEN TREES

LANDSCAPE QUANTITY CALCULATIONS

254 LINEAR FEET (EAST/SOUTH EDGE OF IMPROVEMENTS)

ONE (1) 3" CAL DECIDUOUS TREE EVERY 40 LF = 6 CANOPY/ORNAMENTAL TREES
ONE (1) 3" CAL EVERGREEN TREE EVERY 60 LF = 4 REQUIRED DUE TO LOT LINE ADJACENT TO STREET
ONE (1) SHRUB EVERY 5 LF = 51 SHRUBS

PROVIDED
- 9 CANOPY/ORNAMENTAL TREES
- 4 EVERGREEN TREES
- 209 SHRUBS

N

20 0 20 40 60

Scale: 1"=20'

PERENNIAL PLANT MIX SCHEDULE - SOUTH

PERENNIAL PLANT MIX 1		494 SF	
ALLIUM ANGULOSUM "SUMMER BEAUTY" / SUMMER BEAUTY MOUSE GARLIC	65	#1	
GERANIUM SANGUINEUM "MAX FREI" / MAX FREI BLOODRED GERANIUM	197	#1	
SESLERIA AUTUMNALIS / AUTUMN MOOR GRASS	65	#1	
PERENNIAL PLANT MIX 2		361 SF	
BAPTISIA AUSTRALIS / BLUE WILD INDIGO	28	#1	
ECHINACEA PURPUREA 'ALBA' / WHITE CONEFLOWER	49	#1	
SPOROBOLUS HETEROLEPIS "TARA" / TARA PRAIRIE DROPSEED	145	#1	
TURF SOD		132 SF	
SHADE MASTER BLEND			
HARDWOOD MULCH		2,731 SF	

Lot 142
SOUTH HIGHLAND PARK
ADDITION TO HIGHLAND PARK

Lot 1
STEVE'S SUBDIVISION

Lot 145

Lot 146
SOUTH HIGHLAND PARK
ADDITION TO HIGHLAND PARK

Dean Avenue
PUBLIC ROADWAY
N 27°46'55" E 815.16'
N 27°46'55" E 701.51'
CENTERLINE OF HERETOFORE DEDICATED DEAN AVENUE
ROW LINE
ROW LINE

RAVINIA ELEMENTARY SCHOOL

BUILDING ADDITION

BUILDING ADDITION

Sanitary Sewer Easement by Doc. 4098479

EXISTING UNDERGROUND STORMWATER DETENTION

ROOF OVER CONCRETE STEPS
F/F=673.98
F/F=669.57
F/F=673.08
F/F=673.14
F/F=673.87
T/F=679.74
T/F=675.14
T/F=673.27
T/F=672.05
F/F=672.86
F/F=673.15
F/F=673.25
F/F=673.14
F/F=673.18
F/F=673.20
F/F=673.16
INV.=668.65
INV.=668.95
INV.=668.85

QUE BI2
PLA KLO
QUE BI2
GENERATOR
CHILLER

136.56'
193.4'rec
457.18'
100'rec.
133'rec.
S 89°52'28" W
Roger Williams Drive
PUBLIC ROADWAY

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LANDSCAPE ARCHITECT
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RAVINIA ELEMENTARY SCHOOL - ADDITION AND RENOVATION

763 DEAN AVENUE
HIGHLAND PARK, IL 60035

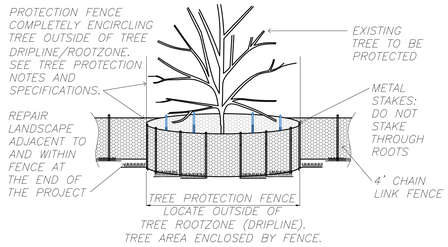
SITE LANDSCAPE PLAN (SOUTH)

Project Number:
220112
Drawn By:
JJA
Sheet:

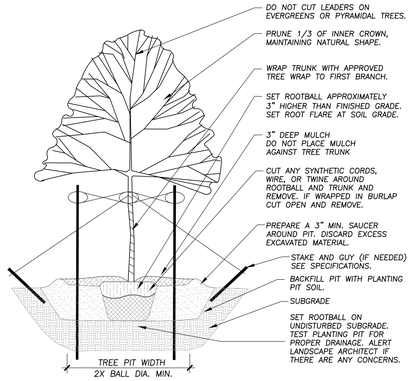
L1.01

NOTES:

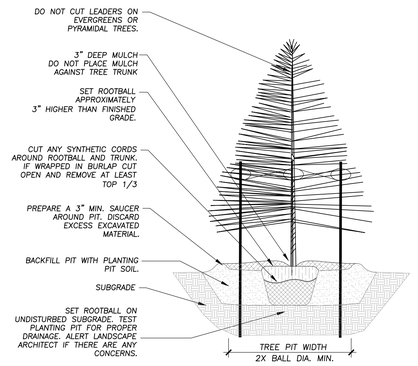
1. REVIEW TREE PROTECTION FENCE INSTALLATION WITH LANDSCAPE ARCHITECT, PRIOR TO START OF CONSTRUCTION ACTIVITIES.
2. CONTRACT/ CONSTRUCTION FENCE TO INCLUDE PERIMETER OF TREE PROTECTION FENCE WHERE THESE INTERSECT.
3. MAINTAIN TREE PROTECTION AND FENCE WITHIN CONSTRUCTION/WORK LIMIT FENCE FOR THE DURATION OF THE PROJECT.
4. NO STAGING, TRENCHING, DIGGING, TRAFFICKING, RE-GRADING OR OTHER IMPACT SHALL BE ALLOWED IN TREE PROTECTION AREA.
5. CONTRACTOR MUST COORDINATE PLACEMENT OF EROSION CONTROL FENCE WITH TREE PROTECTION TO ENSURE MAXIMUM PROTECTION OF ROOTS, AND SOIL IN CANOPY ZONE.
6. TREE MAINTENANCE SHALL INCLUDE WATERING, WEEDING, REMOVAL OF DEBRIS ABD DUST PROTECTION. WASH TREE AND LEAVES WITHIN 24 HOURS POST OVERSPRAY FROM DUST, PAINT, CONSTRUCITON RESIDUE.
7. TEMPORARILY TIE CANOPY IF NEEDED FOR OVERHEAD PROTECTION, NOT TOO EXCEED 24 HOURS PER WEEK.



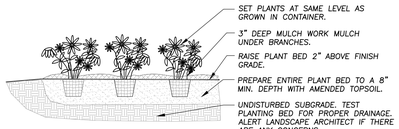
1 TREE PROTECTION DETAIL
NTS



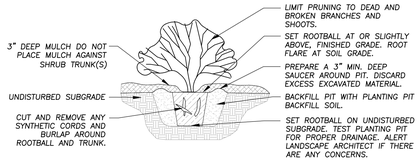
2 TREE PLANTING DETAIL
Not To Scale 329343-01



3 EVERGREEN TREE PLANTING DETAIL
NOT TO SCALE 329343-02



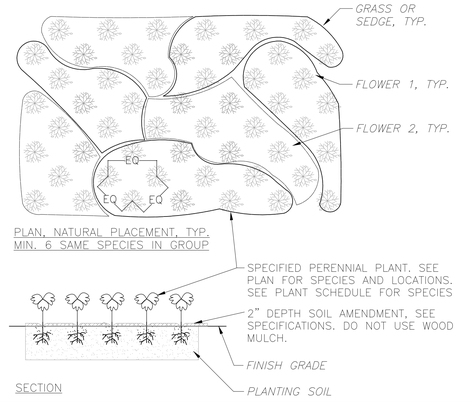
5 ANNUAL, PERENNIAL, & GROUNDCOVER DETAIL
Not To Scale 329301-03



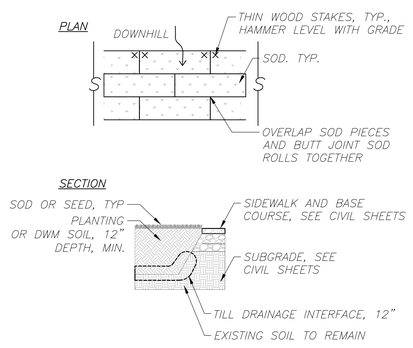
4 SHRUB PLANTING DETAIL
Not To Scale 329333-01

NOTES:

1. DO NOT DAMAGE EXISTING PLANT ROOTS WHEN EXCAVATING PLANTING HOLES.
2. PLACE PLANTS IN A NATURAL MANNER SIMILAR TO THE DETAIL PLAN SHOWN AND APPROVED BY OWNER IN THE FIELD.
3. PRUNE DEAD STALKS AND REMOVE ANY DEAD LEAVES.
4. REMOVE ALL POTS PRIOR TO PLANTING. BY HAND, REMOVE POT BOUND AND ENCIRCLING ROOTS.
5. PLACE PLANTS SO THAT FINISH GRADE IS FLUSH WITH SOIL POT HEIGHT. LEAVE SPACE BETWEEN PLANT STALKS AND SOIL AMENDMENT.
6. MAINTAIN PROPER PLANTING HEIGHT THROUGHOUT WARRANTY PERIOD.
7. MAINTAIN A WEED-FREE CONDITION THROUGHOUT THE MAINTENANCE PERIOD.



6 PERENNIAL PLANT MIX : LAYOUT
1/4" = 1'-0" 329301-09



7 SOD AND SEED DETAIL
1/4" = 1'-0" 329301-08

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LANDSCAPE ARCHITECT
JOSHUA ANDERSSON
157-001586
STATE OF ILLINOIS

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RAVINIA ELEMENTARY SCHOOL - ADDITION AND RENOVATION

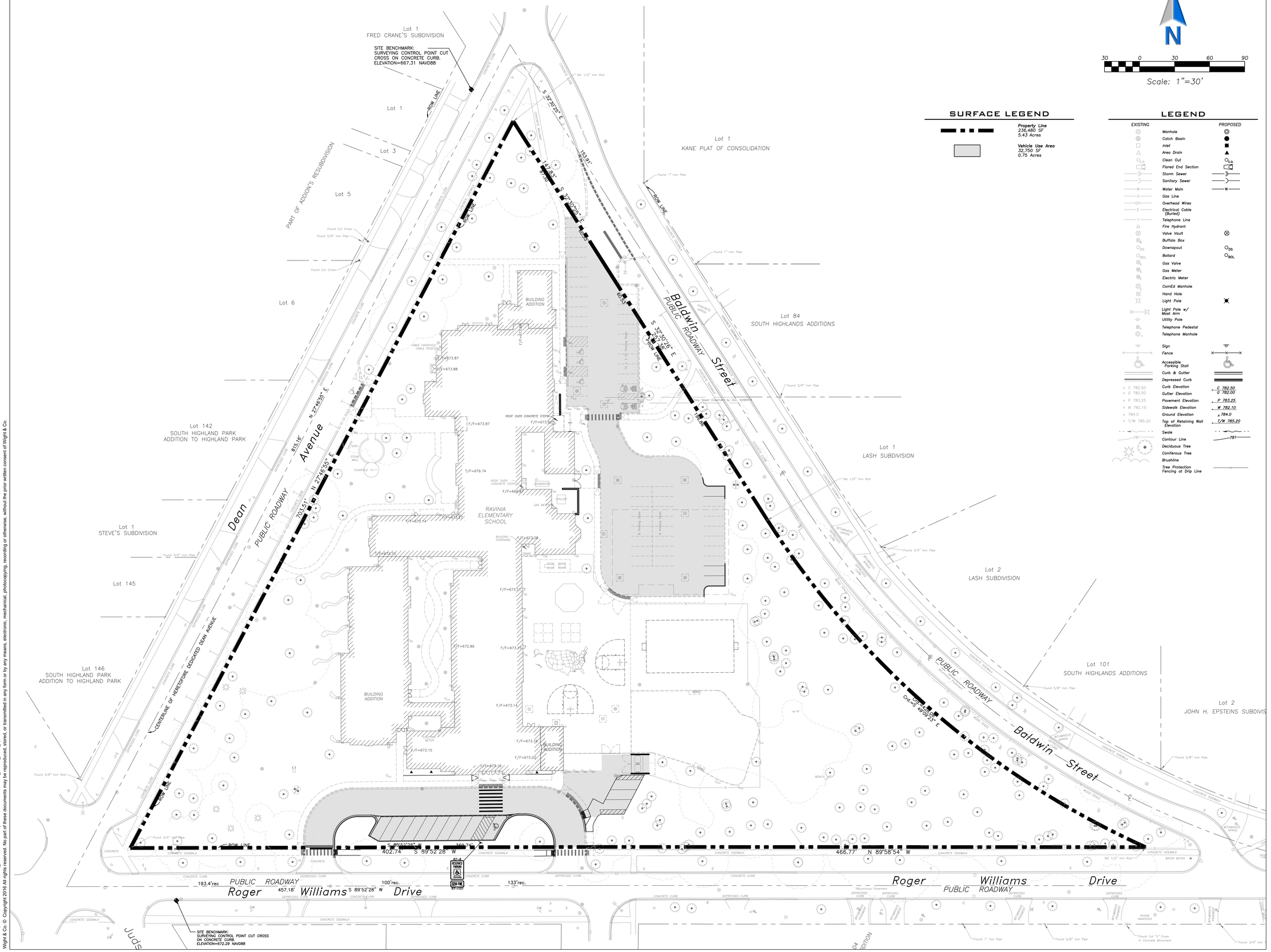
763 DEAN AVENUE
HIGHLAND PARK, IL 60035

LANDSCAPE DETAILS

Project Number:
220112
Drawn By:
JJA
Sheet:
L2.01

EXHIBIT D

Vehicle Use Area Exhibit



N

30 0 30 60 90

Scale: 1"=30'

SURFACE LEGEND

Property Line
236,480 SF
5.43 Acres

Vehicle Use Area
32,750 SF
0.75 Acres

LEGEND

EXISTING		PROPOSED
	Manhole	
	Catch Basin	
	Inlet	
	Area Drain	
O_{CO}	Clean Out	O_{CO}
	Flared End Section	
	Storm Sewer	
	Sanitary Sewer	
W	Water Main	W
G	Gas Line	
OH	Overhead Wires	
E	Electrical Cable (Buried)	
T	Telephone Line	
	Fire Hydrant	
	Valve Vault	
	Buffalo Box	
O_{DS}	Downspout	O_{DS}
O_{BOL}	Bollard	O_{BOL}
	Gas Valve	
	Gas Meter	
	Electric Meter	
	ComEd Manhole	
	Hand Hole	
	Light Pole	
	Light Pole w/ Mast Arm	
	Utility Pole	
	Telephone Pedestal	
T	Telephone Manhole	
	Sign	
	Fence	
	Accessible Parking Stall	
	Curb & Gutter	
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x P 783.25	Pavement Elevation	P 783.25
x W 782.10	Sidewalk Elevation	W 782.10
x 784.0	Ground Elevation	x 784.0
x T/W 785.20	Top of Retaining Wall Elevation	T/W 785.20
	Swale	
781	Contour Line	781
	Deciduous Tree	
	Coniferous Tree	
	Brushline	
	Tree Protection Fencing at Drip Line	

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JOSHUA J. CAIN
062-071456
REGISTERED PROFESSIONAL ENGINEER
OF ILLINOIS
EXP. 11/30/2025

NOT FOR CONSTRUCTION

REV	DESCRIPTION	DATE
	R1 FOR PUD	10/29/2025
	PUD SUBMISSION	09/30/2025

RAVINIA ELEMENTARY SCHOOL - ADDITION AND RENOVATION

763 DEAN AVENUE
HIGHLAND PARK, IL 60035

VEHICLE USE AREA EXHIBIT

Project Number:
220112
Drawn By:
JC
Sheet:

CX1.01

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EXHIBIT E

Unconditional Agreement and Consent

TO: The City of Highland Park, Illinois (***"City"***):

WHEREAS, North Shore School District 112, an Illinois park district (***"District"***), is the record title owner of that certain property commonly known as 763 Dean Avenue, in the City (**"*Property*"**); and

WHEREAS, Ordinance No. _____, adopted by the City Council on _____ __, 2025 (***"Ordinance"***), amends a special use permit for a planned development for the Property to permit the expansion of an existing parking lot and the construction of a new parking lot; and

WHEREAS, Section 10 of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the District has filed, within 30 days following the passage of the Ordinance, its unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in the Ordinance;

NOW, THEREFORE, the District does hereby agree and covenant as follows:

1. The District hereby unconditionally agrees to, accepts, consents to, and will abide by, each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.

2. The District acknowledges that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, has considered the possibility of the revocation provided for in the Ordinance, and agrees not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.

3. The District acknowledges and agrees that the City is not and will not be, in any way, liable for any damages or injuries that may be sustained as a result of the City's granting of a special use permit for the Property or its adoption of the Ordinance, and that the City's approvals do not, and will not, in any way, be deemed to insure the District against damage or injury of any kind and at any time.

4. The District hereby agrees to hold harmless and indemnify the City, the City's corporate authorities, and all City elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of such parties in connection with the City's adoption of the Ordinance granting the special use permit for the Property.

NORTH SHORE SCHOOL DISTRICT 112,
an Illinois School District

By: _____

Its: _____

To: Plan and Design Commission - City of Highland Park

Request: Request for Planned Development Review

Property: Ravinia Elementary School
763 Dean Avenue
Highland Park, IL 60035

Project Description:

The school district proposes an amendment to the previously approved, and in-progress, Planned Unit Development to allow for the expansion of off-street parking facilities. The project seeks to address parking demands generated by existing use within the PUD and to improve overall off-street parking capacity.

The original PUD application included off-street parking for 52 stalls with approval for future expansion of 11 additional stalls for a total of 63 stalls.

The immediate proposal (Phase II) is to construct an additional 15 stalls on the south end of the property with future expansion provisions (Phase III) of up to 16 an additional stalls.

The proposed amendment includes the construction of additional off-street parking spaces within the existing development boundaries, reconfiguration of certain drive aisles, and minor adjustments to landscaping to accommodate the new layout. The design will comply with applicable zoning and development standards, including requirements for accessible spaces, screening, stormwater management, and landscaping buffers.

No changes are proposed to the approved building footprints, land uses, or density of the development. The amendment is limited in scope to the expansion of parking capacity and associated site improvements, with the intent of minimizing impacts on adjacent properties and the surrounding community.

This modification is consistent with the intent of the original PUD approval and enhances the overall functionality of the site by ensuring adequate parking to serve visitors and employees.

Timeline:
The project will begin and complete as soon as possible and as weather and material supply permits.

Quantitative Summary of Key Facts

Item	Current	Proposed
Zoning District	R6, school permitted	R6, school permitted
Building Height 60 feet maximum height for school use	Not Applicable	Not Applicable
Building Setback from Property Lines Front Setback Required: 25 feet + 1 foot per foot of building height over 30 feet	Not Applicable	Not Applicable
Floor-Area-Ratio (F.A.R.) $\frac{(.15 \times \text{lot area}) + 1250}{\text{lot area}} \times 1.00$ Required: 0.15 maximum	Not Applicable	Not Applicable
Number of Parking Spaces (on-site) Street parking is available but not included.	49 + 3 ADA	Phase II (south parking improvements only): 65 Total (4 ADA + 2 EV) Phase III (central and north parking improvements): 81 Total (5 ADA + 2 EV)
Total impervious area	103, 925 sf	110,890 sf
Building Footprint	44,843 SF	44,843 SF
Total Square Footage	63,488 SF	63,488 SF
Lot Area	236,480 SF	236,480 SF

Proposed Variation of Zoning Standards

1. Article VIII Sec. 150.805 B.2 Regulations for locating off-street parking.
    a. Per Article VIII Sec. 150.805 B.2, parking more than those required may be located in the front yard of R-6 zoning districts with dense landscape buffer. Per Table R, elementary school parking space requirements are as determined by zoning administrator. Zoning variance for locating within the front setbacks on both the north and south property lines is requested if zoning administrator deems it to be necessary.

Statement of Public Benefit:

The public benefit will be accommodating additional parking on-site and reducing the frequency of street parking in the immediate neighborhoods surrounding the school.

Legal Description of Property

Refer to attached survey for legal description

Request to Waive Fees

The school district would like to request a waiver to the application fees, we feel it would be an inappropriate use of the school district/taxpayer time and resources.

Re: 11/4/25 7pm Public Hearing #PUD-2025-00067 (Additions & Improvements to Ravinia School).

THE CITY OF HIGHLAND PARK
PUBLIC HEARING APPEARANCE FORM

Any person who desires to appear at a City of Highland Park public hearing as an "interested party" with the right to cross-examine others must complete and file this appearance form with the City of Highland Park by the date specified in the public hearing notice. NOTE: IT IS NOT NECESSARY TO COMPLETE THIS FORM TO MAKE A GENERAL STATEMENT, OR OTHERWISE SPEAK AT THE PUBLIC HEARING WITHOUT CROSS EXAMINATION.

Please provide the following information:

NAME: Dennis SmitHENRY / Hiranyan Karnik

ADDRESS: 326 ROGER WILLIAMS AVE, Highland Park, IL 60035

TELEPHONE NUMBER: [redacted]

PLEASE PROVIDE A BRIEF EXPLANATION OF YOUR SPECIAL INTEREST IN THE PUBLIC HEARING (such as, without limitation, your property is within 250 feet of the subject property, or your property shares facilities with the subject property that may be impacted).

our property is w/i 400 ft of Ravinia School. We're concerned about changes to lighting and parking proposed at the school. Also, we are very curious to learn why the proposed additions (1-story six classroom, 1-story food service, 2-story 2-classroom additions) were not made as part of the previous

PLEASE DESCRIBE THE NATURE OF THE TESTIMONY YOU INTEND TO PROVIDE AND THE QUESTIONS YOU DESIRE TO POSE AT THE PUBLIC HEARING:

2-yr. renovation; which seems very inefficient use of tax dollars

Our testimony and questions relate to the concerns identified above. Thanks!

CHI1 #205498 v1

FINDINGS OF FACT
For an amendment to a Planned Development

Public Hearing #PUD-2025-00067 is for an amendment to a Special Use Permit in the form of a PUD in order to change/expand off-street parking for the existing school building at 763 Dean Avenue (Ravinia School)

Pursuant to Section 150.530(H)(3): The Plan and Design Commission shall not recommend approval of a proposed Planned Development and Preliminary Development Plan except upon making all findings of fact required pursuant to Section 150.1404 of this Chapter, and as follows:

a) *That the Planned Development conforms to the goals and objectives of the Master Plan, and to the standards and requirements of this Article, including, without limitation, Section 150.520 of this Article;*

b) *That the proposed Planned Development contains no more residential dwelling units than permitted pursuant to the subdivision sketch plan submitted in accordance with Section 150.525(A)(8) of this Article, as may be adjusted pursuant to Section 150.510(D) of this Article; and*

c) *That the Planned Development provides a public benefit, if required pursuant to Section 150.515 of this Article.*

Findings of Fact consistent to the requirements in Section 150.530(H)(3) are provided below:

Pursuant to Section 150.1404, the Plan & Design Commission or the City Council, as the case may be, shall not recommend or grant a special use permit be issued unless it shall make findings of fact based upon evidence presented at the hearing in any given case that:

(1) The special use will serve the public convenience at the location of the subject property; or the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;

Finding**:** The Plan & Design Commission finds that the establishment and operation of the school development with proposed off-street parking additions at the Property will not be detrimental to or endanger the public health, safety, or general welfare. The project utilizes existing rights-of-way for access. The building is designed in a manner reasonably consistent to the adjacent properties. The location of the property is within the R6 and permits a public school land use.

(2) The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with the special use, the size of the subject property in relation to such special use, and the location of the site with respect to streets giving access to it, shall be such that it will be in harmony with the appropriate, orderly development of the zoning district in which it is located;

Finding**:** The Plan & Design Commission finds that the planned development is in harmony with the appropriate, orderly development of the R6 zoning district.

(3) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purposes already permitted in such zoning

district, nor substantially diminish and impair the value of other property in the neighborhood;

Finding: The Plan & Design Commission finds that the planned development will not be injurious to properties in the immediate vicinity of the subject property. The Commission finds the proposed off-street parking is in line with the use.

(4) The nature, location, and size of the buildings or structures involved with the establishment of the special use will not impede, substantially hinder, or discourage the development and use of adjacent land and buildings in accord with the regulations of the zoning district within which they are located;

Finding**:** The Plan & Design Commission finds that the nature and size of the development will not impede or discourage the development or use of adjacent land. The public school land use is consistent with the R6 zoning district.

(5) Adequate utilities, access roads, drainage, and other necessary facilities have been or will be provided;

Finding: The Plan & Design Commission finds that adequate utilities, access roads, and drainage will be provided within the final engineering plans.

(6) Parking areas of adequate size for the special use shall be properly located and suitably screened from adjoining residential uses, and the entrance and exit driveways to and from these parking areas shall be designed to prevent traffic hazards, eliminate nuisance, and minimize traffic congestion in the public streets;

Finding**:** The Plan & Design Commission finds that the planned development is providing all off-street parking facilities required by Article 8 of the Zoning Code.

(7) The special use shall in all other respects conform to the applicable regulations of the zoning district in which it is located, except as such regulations may, in each instance, be modified as provided in this Chapter;

Finding**:** The Plan & Design Commission finds that the planned development conforms to the regulations of the R6 zoning district and the applicable provisions in other Articles of Chapter 150 with the following modifications:

a. Specific landscaping relief related to no landscaping parking islands.

(8) There is reasonable assurance that the special use will be completed and maintained as and if authorized; and

Finding**:** The Plan & Design Commission finds reasonable assurance that the Planned Development amendment will be built and maintained as authorized.

(9) The special use shall comply with all applicable requirements set forth in this Chapter.

Finding: The Plan & Design Commission finds that the proposed planned development meets the requirements of the Zoning Code with acceptable modifications.

150.530(H)(3)(a): That the Planned Development conforms to the goals and objectives of the Master Plan, and to the standards and requirements of this Article, including, without limitation, Section 150.520 of this Article

Objectives of the Master Plan
Finding: The Plan and Design Commission finds the proposed project is consistent with the intent of the Master Plan. The property is located within the Lakefront District Neighborhood[1], and public schools are consistent with the Master Plan.

Pursuant to Section 150.520 of the Code, the applicant for a Planned Development must demonstrate that the proposed Planned Development satisfies and incorporates, to the greatest extent practicable, the following site design standards:

(A) Protection of the Public Health, Safety, and Welfare. The uses and structures within the Planned Development shall be compatible with one another, in that they are designed, located, and proposed to be operated so that the public health, safety and welfare will be protected.

Finding**:** The Plan & Design Commission finds that the planned development is designed and located in a manner that will not impact the public health, safety, and welfare. Further, the proposed public school land uses is permitted in the R6 district and developed at a density consistent with the underlying zoning.

(B) Preservation of Environmentally Sensitive Areas.

(1) No development shall occur in any Environmentally Sensitive Area located on the subject property, except upon approval of a modification therefore, in accordance with Section 150.510(B) of this Article.

Finding**:** The Plan & Design Commission finds that the no portion of the development is located in an Environmentally Sensitive Area.

(2) Environmentally Sensitive Areas located on the subject property may be included as common open space within a Planned Development, upon either (a) identification of such areas on the plat of subdivision as a separate lot or lots, or (b) recordation by the applicant of a conservation easement or similar restriction that ensures the preservation of such areas, in perpetuity, from future development.

Finding**:** The Plan & Design Commission finds that there are no Environmentally Sensitive Areas located on the subject property and this standard does not apply.

(C) Historic Resources. The Planned Development shall preserve all (1) locally designated landmarks, and (2) properties, structures, areas, objects, and landscapes determined to be historically significant by the Historic Preservation Commission in accordance with Chapters 24 or 170 of the Code.

[1] This plan is found online: https://cms6.revize.com/revize/highlandparkil/development/city_of_highland_park_master_plan/docs/02%20LAKEFRONT%20APPROVED%20PLAN.PDF.

Finding**:** The Plan & Design Commission finds that this standard is not applicable to the proposed development as no changes to historically significant structures are being proposed.

(D) **Clustering New Development. The Planned Development shall preserve the structures, landscapes, scenic view sheds, and other natural and historic features of the subject property, through (i) clustering of lots or building pads, (ii) adaptive reuse of existing structures, and (iii) the protection of designated open space from development; provided, however, that clustering of development shall not be required upon a demonstration by the applicant, to the satisfaction of the Plan & Design Commission and the City Council, that there are no features on the subject property worthy of preservation, or that those features worthy of preservation will be more effectively preserved by not clustering development.**

Finding**:** The Plan & Design Commission finds that the project provides for adequate open and green space.

(E) **Location of Structures. All structures to be located within the Planned Development shall (1) be related harmoniously to the terrain and to existing structures in the vicinity of the subject property, and (2) have a visual relationship to existing nearby structures;**

Finding: The Plan & Design Commission finds that the landscape buffers maintain a visual relationship to the zoning district uses, and adjacent properties.

(F) **Environmental Quality and Responsible Design. The Planned Development shall be consistent with the City of Highland Park Environmental Policy and with the City of Highland Park Checklist for Environmentally Responsible Design and Construction. The applicant may demonstrate consistency with standards established for site design and building construction practices by referencing known sustainable development and green architecture rating systems.**

Finding**:** The Plan & Design Commission finds that the planned development satisfies this standard by providing and preserving open space and tree cover.

(G) **Preservation of Landscapes. The landscapes within the Planned Development shall be preserved in their natural states, insofar as practicable, by minimizing tree and soil removal. All proposed grade changes shall be consistent with the general appearance of neighboring developed areas.**

Finding: The Plan & Design Commission finds that the planned development satisfies this standard by providing and preserving open space and tree cover.

(H) **Schools, Parks, and Public Facilities. The Planned Development shall not impose an undue burden on parks, recreational areas, schools, or other public facilities that serve or are proposed to serve the Planned Development.**

Finding: The Plan & Design Commission finds that the planned development is a public school and expands the existing school, to serve the community.

(I) **Relationship and Connection to Adjoining Land. The Planned Development shall not be designed as an enclave separate from adjacent properties, unless existing development patterns, natural features, and/or topographic conditions prevent vehicular or pedestrian access connections to adjacent properties. In order to achieve connectivity to adjoining land, all lots, streets, sidewalks and/or paths within a Planned Development shall be designed, to**

the extent practicable, to allow for the continuation of such existing or proposed features to adjoining areas. New streets, sidewalks, and/or paths located within a proposed Planned Development shall be constructed and installed to the boundaries of the proposed Planned Development if the City Council determines, in its sole discretion, that the proposed Planned Development adjoins land with the potential of being subdivided or re-subdivided.

Finding: The Plan & Design Commission finds that the planned development incorporates connectivity to surrounding areas and incorporates sidewalks and crosswalks.

(J) Setbacks from the Periphery of the Planned Development. The required front, rear, and side yards along the periphery of the Planned Development shall be of a size not less than the greater of (1) the minimum front, rear, and side yard requirements of the underlying Zoning District in which the Planned Development is located, and (2) the minimum front, rear, and side yard requirements of the adjacent Zoning District.

Finding: The Plan & Design Commission finds the planned development meets the setback and height requirements.

(K) Functional and Mechanical Features. Exposed storage areas, trash containers, recycling container space, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures shall be (1) identified on the site plan required pursuant to Section 150.525(A)(9) of this Chapter, (2) incorporated into common areas of the development, (3) made as unobtrusive as possible, and (4) designed, landscaped, and screened in accordance with the requirements set forth in Article XXII of this Chapter and of Chapter 176 of the Code.

Finding: The Plan & Design Commission finds that refuse and mechanical equipment provided is appropriately screened and accessible.

(L) Distance Between Buildings. The minimum horizontal distance between any two new buildings to be located on the subject property, or between any new building and an existing building (including building appurtenances), shall be not less than 15 feet; provided, however, that this Section 150.520(L) shall not apply to buildings that (1) share a common wall, and (2) have individual entrances and exits.

Finding: The Plan & Design Commission finds that this standard is satisfied as no new buildings are being proposed.

(M) Surface Water Drainage. In accordance with the storm water management regulations set forth in Article XVIII of this Chapter, surface drainage systems serving the subject property shall be designed to prevent surface waters from adversely affecting neighboring properties or the public storm water drainage system. Surface water in all paved areas shall be collected at intervals so as to prevent obstruction of the flow of vehicular or pedestrian traffic. The design of the storm water management system shall enhance natural storm water storage areas such as high-quality aquatic resources and regulatory floodplains, and may incorporate natural storm water management techniques commonly referred to as low impact development techniques or best management practices.

Finding: The Plan & Design Commission found that the planned development will be constructed in accordance with the storm water management regulations established in the Highland Park City Code.

(N) Ingress to and egress from the Planned Development shall be designed to (1) promote safe vehicular movements, (2) minimize traffic congestion in the public streets outside the Planned Development, and (3) facilitate the free flow of vehicular and pedestrian traffic within the Planned Development.

Finding: The Plan & Design Commission finds no objections from Public Works Department as to the proposed development.

(O) Streets, Alleys, and Public Ways. The streets, alleys, and other public and private traffic thoroughfares located within the Planned Development shall conform to the applicable requirements set forth in Section 151.004 of the Subdivision Ordinance, as may be modified upon the recommendation of the Director of Public Works and the approval by the City Council. The City Council may, in its sole discretion, require that streets located within the Planned Development be stubbed in order to provide for future connections to adjacent developments.

Finding: The Plan & Design Commission finds that the planned development is not creating any new streets, alleys, or traffic thoroughfares.

(P) Common Ownership or Control.

(1) During Development. During the development process and until such time that the development is turned over to an owners' association or equivalent entity, all common areas within buildings, common open space, landscaping, exterior maintenance areas, and all other exterior aspects of the development located within the proposed Planned Development shall be on a tract or tracts of land under common ownership or control.

Finding: The Plan & Design Commission finds that this standard is not relevant.

(2) Upon Completion of Development. The owners' association or equivalent entity, upon its establishment, shall be responsible for all obligations set forth in (a) the ordinance approving the Planned Development, adopted pursuant to Section 150.540(C) of this Article, (b) any associated development agreement pertinent to the Planned Development, and (c) the declaration of covenants, or similar recorded document, establishing the owners' association or equivalent entity.

Finding**:** The Plan & Design Commission finds that the subject property will be held in ownership by a single entity.

150.530(H)(3)(b): That the proposed Planned Development contains no more residential dwelling units than permitted pursuant to the subdivision sketch plan submitted in accordance with Section 150.525(A)(8) of this Article, as may be adjusted pursuant to Section 150.520(D) of this Article;

Finding: The Plan & Design Commission finds that this standard is not relevant.

150.530(H)(3)(c): That the Planned Development provides a public benefit, if required pursuant to Section 150.515 of this Article.

Finding: The Plan & Design Commission finds that the planned development requires no modifications requiring a public benefit.

CONDITIONS OF APPROVAL

The Commission recommended approval and adopted the Findings of Fact with no conditions of approval by a vote of 7-0 at the November 4, 2025 Commission meeting.

Staff Report

Meeting Date: November 10, 2025

Staff Contact: Zubin Coleman, Senior Planner
Karl Burhop, Senior Planner

Department: Community Development Department

Title: Consideration of a Planned Development and Final Plat (932 and 942 Deerfield Rd.)

Recommendation:
Staff recommend consideration of a Plan and Design Commission ("Commission") of a preliminary and final Planned Development ("PUD") for a proposed 4-unit, three-story townhome development at 932 & 942 Deerfield Road ("Property"). The PUD also includes a recommendation of approval for Design Review and a Plat of Re-subdivision to consolidate. Staff also recommends Council direct staff to prepare approval documents for final consideration at a future meeting.

Policy Consideration:
The project by Alex Malecki of Stalwart Development ("***Applicant***"). The property is zoned RM1. The Applicant proposes 4 attached three-story townhouse-style units oriented west on the lot; as seen in the Applicant's narrative and exhibits in **Attachments 1** and **Attachments 2, and 3** (plan set and renderings). Each townhome unit has an attached two-car garage and there are two guest parking spaces located at the south of the lot. There is only one entry/exit for vehicular access off Deerfield Road. The Property is currently comprised of two parcels; each with a vacant residential structure set for demolition with issued demolition permits.

Commission Consideration.
The Commission considered the project at its, Sep. 2, and Sep. 16 meetings[1] (click on the hyperlinks for the packet, minutes, and video of those meetings). On September 16, 2025, the Commission considered the application, as revised, and recommended approval 6-1 for council consideration[2]. Findings of Fact recommending approval are included as **Attachment 8**. There were Commission comments that were also included as Conditions of Approval with the expectation that they're addressed before the PUD and plans are adopted at the final council meeting, yet to be scheduled. Those conditions are the following:

- The Applicant needs to submit an updated landscape plan that includes a planting schedule approved by the City Forester.[3]
- The City Forester must approve the updated landscape plan to ensure that the new tree plantings will be of a certain caliper and height upon installation and that said trees will ultimately reach a height suitable for this development and its screening for

the site.
  - No Parking signs shall be installed in the shared drive aisle to ensure that there is room for emergency vehicles to enter and exit uninterrupted by parked vehicles.
  - Consider alternatives to the Deerfield Road façade.

As a result from the September 16th PDC meeting, the Applicant submitted an updated landscape plan, included as **Attachment 4**. The plan includes alternatives to the deciduous trees and an adjusted height size to ensure compliance with the code and satisfaction from the City Forester's recommendation.

Further, the Applicant provided renderings that show alternative options to the Deerfield Road façade. The Commission expressed multiple times that the façade design left a lot to be desired and encouraged the Applicant to provide larger windows or incorporate decorative elements on the façade adjacent to Deerfield Road. At the September 16th PDC meeting, the Applicant explained the rationale for not expanding the windows or including decorative elements. The Commission accepted the Applicant's rationale for the window size, but remained adamant in wanting decorative elements. The Applicant provided new renderings, included as **Attachment 5**, that show additional panel design element options with and without trim. Consideration on the submitted options is requested.

Public Testimony.

There was no testimony submitted for the latest consideration at the September 16th, 2025 PDC meeting. At the meeting, the neighbor to the southeast of the property provided public testimony, questioning if the planting schedule provided adequate tree screening from their property. There was also concern regarding the design of the building, particularly along Deerfield Road and its lack of windows and design elements. This was a concern that the Commission agreed with. At the September 2nd PDC meeting, the same neighbor and other nearby neighbors attended the meeting to express concerns about parking, fence & privacy, design and sewer backup. No written public testimony was submitted for that meeting.

Modifications Requested.

The following provides a summary of the only zoning relief requested. The proposal meets the density requirements of the RM1 district with no relief requested for bulk & density. The only relief requested is for the proposed landscape & plantings, as follows:

- Relief of eight (8) **evergreen trees** otherwise required that are not provided, per the requirements of Sec. 150.2230.

type	required	proposed	relief
shade or ornamental trees	12	12	0
evergreen trees	8	0	8
total trees	20	12	8
shrubs	96	101	0

Consideration Standards.

This consideration includes two elements: (1) Preliminary Planned Development in the nature of a Special Use Permit ("***SUP***"), (2) Design Review, and (3) a Re-subdivision to Consolidate. The Commission's Findings of Fact found in **Attachment 8** address the standards of approval for this consideration as follows:

- Planned Development, Sec. 150.520.
- Special Use Permit, Sec. 150.1404(A).
- Design Review – Chapter 176.
- Re-subdivision – Chapter 151

Public Benefit.
No public benefit is required nor provided for this PUD. No zoning relief for bulk or density is requested and this is a smaller PUD than most that are considered by the Commission and City Council.

Inclusionary Housing Review.
No inclusionary review is required for this project as there are only 4 units. Article XXI – the Inclusionary Ordinance, only requires developments of 5 or more units to submit an inclusionary housing plan.

Next Steps.

- Consider the application and updated materials.

[1] Click on the hyperlinks for the packet, minutes, and video of those meetings.
[2] Commissioner Nanus voted "No" at the Sep. 16 PDC meeting
[3] The Applicant submitted an updated landscape plan (see Attachment 4)

Core Priorities:

Economic Development - Creates a tax base and increases number of households to this site.

Vibrancy - Creates vibrancy by adding new housing supply to a high-traffic corridor.

Attachments:

1. Attachment 1 - Project Narrative
2. Attachment 2 - Plans & Elevations
3. Attachment 3 - Renderings
4. Attachment 4 - Updated Landscape Plan
5. Attachment 5 - Renderings with Alternative Facade Options
6. Attachment 6 - Materials List
7. Attachment 7 - Final Plat of Consolidation & Staff Review
8. Attachment 8 - DRAFT PUD, DRC & Subdivision Findings of Fact - 932-942 Deerfield Rd

Stalwart Development is glad to propose a new 4 townhouse development. The development will replace 2 existing, run down old buildings. The project is thoroughly designed to enhance the beauty of the community. This stunning new building will provide a wonderful living environment to 4 new occupants. Our goal is to deliver this modern, high end building while following all codes, design standards, and zoning regulations.

We are combining two lots that are adjacent to each other. The properties are 932 and 942 Deerfield Rd. The current buildings there are over 100 years old. These old and run down buildings will be demolished. The lots will be combined to build 4 townhouses that are approximately 3000 sq ft each across the width of the lot. The townhouses will be 3 bedrooms and 3.5 baths. We plan to build on them as soon as possible. These units are planned to be for sale. The townhouses will be 3 stories tall. There will be a common driveway leading to each independent garage per townhome. There will be additional common parking in the front. The building will be similar to 898 Deerfield Rd. This will provide young families with room to grow and raise their children in a warm environment. Or alternatively, provide an elderly couple with a comfortable, low maintenance place to settle and live out their retirement.

We believe that through this project we will accomplish providing several things. We will enhance the appeal of the community through new design and updated construction. We will provide more housing than what is there currently. The space will have higher utilization while not impeding traffic or neighborhood flows.

We kindly welcome all feedback, comments and concerns. We are excited to help the community grow. We look forward to working collaboratively with the Plan & Design Commission, Building Division and Planning Division.

Cordially,
Alex
847 877 9740

CITY OF HIGHLAND PARK DESIGN CODES:
2018 INTERNATIONAL RESIDENTIAL CODE
2014 ILLINOIS STATE PLUMBING CODE
2017 NATIONAL ELECTRICAL CODE
2018 INTERNATIONAL MECHANICAL CODE
2018 INTERNATIONAL FIRE CODE
2018 INTERNATIONAL FUEL GAS CODE
2021 ILLINOIS ENERGY CONSERVATION CODE
2018 ILLINOIS ACCESSIBILITY CODE
2018 INTERNATIONAL BUILDING CODE
CITY OF HIGHLAND PARK AMENDMENTS
CITY OF HIGHLAND PARK ZONING ORDINANCE

ALL WORK IS TO COMPLY WITH LISTED ABOVE CODES.

ZONING CODE COMPLIANCE:	
ZONING DISTRICT:	RM1
ZONING USE:	MEDIUM TO HIGH DENSITY RESIDENTIAL DISTRICT
MIN. AVERAGE WIDTH:	50'-0"
ACTUAL WIDTH:	100'-0"
MIN. LOT AREA:	11,616.00 S.F.
ACTUAL LOT AREA:	15,000.00 S.F.
MIN. LOT AREA PER UNIT:	2,904.00 S.F.
ACTUAL LOT AREA PER UNIT:	3,750.00 S.F.
MIN. FRONT YARD:	25'-0"
ACTUAL FRONT YARD:	25'-0"
MIN. REAR YARD:	25'-0"
ACTUAL REAR YARD:	25'-0"
MIN. SIDE YARD:	16'-0"
ACTUAL SIDE YARD (EAST):	16'-0"
ACTUAL SIDE YARD (WEST):	40'-11"
MAX. STRUCTURE HEIGHT:	35'-0"
ACTUAL STRUCTURE HEIGHT:	34'-8"
MAX. LOT COVERAGE:	4,995.00 S.F. - 33.30%
ACTUAL LOT COVERAGE:	4,470.00 S.F. - 29.80%
REQ'D PARKING SPACES PER UNIT:	2.00 SPACES
ACTUAL PARKING SPACES PER UNIT:	2.00 SPACES
REQ'D GUEST PARKING SPACES:	2.00 SPACES
ACTUAL GUEST PARKING SPACES:	2.00 SPACES

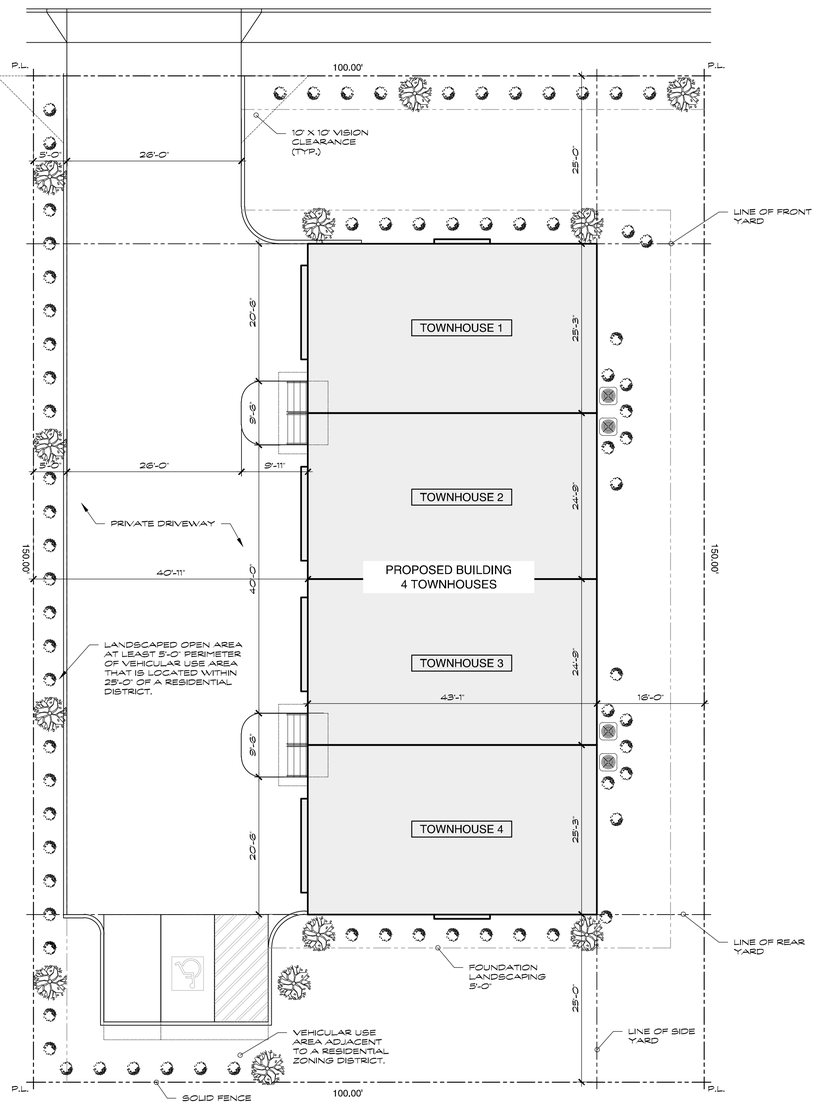
EACH TOWNHOUSE TO BE EQUIPPED WITH AN APPROVED AUTOMATIC SPRINKLER SYSTEM NFPA 13D

2021 IECC COMPLIANCE PATH:

1. BUILDING THERMAL ENVELOPE: PRESCRIPTIVE COMPLIANCE OPTION AS SHOWN ON SUMMARY BELOW.
2. REQUIRED ENERGY TESTING:
   - 2.1. THE BUILDING SHALL HAVE AN AIR LEAKAGE RATE NOT EXCEEDING 3.0 AIR CHANGES PER HOUR.
   - 2.2. DUCTS SERVING HEATING AND/OR COOLING SYSTEMS SHALL BE PRESSURE TESTED TO DETERMINE AIR LEAKAGE RATE. THE AIR LEAKAGE RATE FOR DUCTS ENTIRELY WITHIN THE THERMAL ENVELOPE SHALL NOT EXCEED 8.0 CUBIC FEET PER MINUTE PER 100 SQUARE FEET OF CONDITIONED FLOOR AREA.
3. ADDITIONAL EFFICIENCY PACKAGE OPTION:
   - 3.1. MORE EFFICIENT DUCT THERMAL DISTRIBUTION SYSTEM OPTION: 100% OF DUCT THERMAL DISTRIBUTION SYSTEM LOCATED IN CONDITIONED SPACE.

SUMMARY FOR INSULATION & FENESTRATION PRESCRIPTIVE COMPLIANCE 2021 ILLINOIS ENERGY CONSERVATION CODE	
RESIDENTIAL	
VALUES	COMPONENT
R-49 CAVITY (MIN.)	ROOF (UNCOMPRESSED INSULATION OVER TOP PLATE)
R-30 CONT. INSULATION (MIN.)	EXTERIOR WALL ABOVE GRADE (WOOD FRAMED WALL)
R-30 CAVITY (MIN.)	FLOOR (WOOD FRAME FLOOR ASSEMBLY)
R-10 CONT. (MIN.)	SLAB ON GRADE FLOOR (4'-0" DEPTH)
0.30 U-VALUE (MAX.)	FENESTRATION FOR GLAZING
0.40 SHGC	GLAZED FENESTRATION SHGC

DEERFIELD ROAD



1 SITE PLAN
3/32" = 1'-0"

8' 0 8' 16' 32'
SCALE: 3/32" = 1'-0"

NOTE:

NEAREST FIRE HYDRANT TO SITE LOCATED AT 919 DEERFIELD ROAD

GENERAL & BUILDING NOTES

1. GENERAL CONTRACTOR AND SUB-CONTRACTORS SHALL INSPECT THE CONSTRUCTION SITE IN ITS ENTIRETY AND NOTE ALL SITE RESTRICTIONS AND CONDITIONS.
2. GENERAL CONTRACTOR AND SUB-CONTRACTORS TO FIELD VERIFY ALL DIMENSIONS AND CONDITIONS PRIOR TO ORDERING, FABRICATING, OR COMMENCING WORK AND NOTIFY ARCHITECT OF ANY DISCREPANCIES.
3. DO NOT SCALE DRAWINGS, VERIFY DIMENSIONING. ALL WORK TO BE PERFORMED PER DESIGN CODES AS LISTED ON SHEET T1.
4. ALL EXIT DOORS TO BE KEYLESS IN THE DIRECTION OF EGRESS.
5. ALL GYPSUM BOARD SHALL BE MIN. ⅝" THICK.
6. WALL AND CEILING FINISHES SHALL HAVE A FLAME SPREAD RATING INDEX OF NOT GREATER THAN 200 AND A SMOKE DEVELOPED INDEX OF NOT GREATER THAN 450
7. COMBUSTIBLE INSULATION SHALL BE SEPARATED NOT LESS THAN 3" FROM RECESSED LUMINARIES, FAN MOTORS AND OTHER HEAT-PRODUCING EQUIPMENT; RECESSED LUMINARIES INSTALLED IN THE BUILDING THERMAL ENVELOPE MUST BE IC RATED
8. EACH PANE OF GLAZING INSTALLED IN HAZARDOUS LOCATION MUST BE PROVIDED WITH SAFETY GLAZING MEETING APPROPRIATE STANDARD.
9. EXCEPT FOR CAST IRON AND GALVANIZED STEEL PIPING, PIPING CONCEALED WITHIN LIGHT-FRAMED CONSTRUCTION ASSEMBLIES AND LESS THAN 1 ½" FROM THE FRAMING MEMBER FACE TO WHICH WALL, CEILING OR FLOOR MEMBRANES WILL BE ATTACHED, SHALL BE PROTECTED AGAINST PENETRATION BY FASTENERS BY THE USE OF MIN. 16 GA. SHIELD PLATES
10. FIREBLOCKING SHALL BE PROVIDED
    - 7.1. IN CONCEALED SPACES OF STUD WALLS AND PARTITIONS, INCLUDING FURRED SPACES AND PARALLEL ROWS OF STUDS OR STAGGERED STUDS AS FOLLOWS
      - 7.2.1. VERTICALLY AT THE CEILING AND FLOOR LEVELS
      - 7.2.2. HORIZONTALLY AT INTERVALS NOT EXCEEDING 10 FEET
    - 7.3. AT INTERCONNECTIONS BETWEEN CONCEALED VERTICAL AND HORIZONTAL SPACES SUCH AS OCCUR AT SOFFITS, DROPPED CEILINGS AND COVE CEILINGS
    - 7.4. IN CONCEALED SPACES BETWEEN STAIR STRINGERS AT THE TOP AND BOTTOM OF THE RUN
    - 7.5. AT OPENINGS AROUND VENTS, PIPES, DUCTS, CABLES AND WIRES AT CEILING AND FLOOR LEVEL, WITH AN APPROVED MATERIAL TO RESIST THE FREE PASSAGE OF FLAME AND PRODUCTS OF COMBUSTION.
8. ALL APPLIANCES & EQUIPMENT TO BE INSTALLED PER MANUFACTURERS REQUIREMENTS AND INSTALLATION INSTRUCTIONS SHALL BE AVAILABLE DURING INSPECTION

ENERGY CONSERVATION NOTES

1. ALL WORK TO COMPLY WITH 2021 ILLINOIS ENERGY CONSERVATION CODE.
2. ALL PERMANENTLY INSTALLED LIGHTING FIXTURES SHALL CONTAIN ONLY HIGH-EFFICACY LAMPS.
3. ALL RECESSED LUMINARIES WITHIN BUILDING THERMAL ENVELOP SHALL BE SEALED WITH A GASKET OR CAULK BETWEEN THE HOUSING AND THE INTERIOR WALL OR CEILING COVERING.
4. ALL EXPOSED BUILDING CAVITIES DURING CONSTRUCTION MUST BE FULLY FILLED WITH INSULATION OR TO THE LEVEL REQUIRED BY THE ENERGY CODE FOR THE SPECIFIC COMPONENT.
5. IN EXTERIOR WALLS, BATT INSULATION SHALL BE CUT NEATLY TO FIT AROUND WIRING AND PLUMBING OR INSULATION THAT ON INSULATION READILY CONFORMS TO AVAILABLE SPACE SHALL EXTEND BEHIND PIPING AND WIRING.
6. EXTERIOR WALLS ADJACENT TO SHOWERS AND TUBS SHALL BE INSULATED.
7. THE AIR BARRIER INSTALLED AT EXTERIOR WALLS ADJACENT TO SHOWERS AND TUBS SHALL SEPARATE THE WALL FROM THE SHOWER OR TUB.
8. AIR BARRIER SHALL BE INSTALLED BEHIND ELECTRICAL AND COMMUNICATION BOXES, ALTERNATIVELY, AIR SEALED BOXES SHALL BE INSTALLED

CLIMATIC & GEOGRAPHIC DESIGN CRITERIA

- GROUND SNOW LOAD: 30 PSF
- WIND SPEED: 90 MPH, EXPOSURE B
- SEISMIC DESIGN CATEGORY: A
- CONCRETE WEATHERING: SEVERE
- FROST LINE DEPTH: 42"
- TERMITE INFESTATION: SLIGHT TO MODERATE
- WINTER DESIGN TEMPERATURE: 4°F
- ICE BARRIER UNDERLAYMENT REQUIRED: YES
- FLOOD HAZARDS: OUTSIDE OF FLOODPLAIN / FLOODWAY

DESIGN LIVE LOADS

- UNINHABITABLE ATTICS WITHOUT STORAGE: 10 PSF
- SLEEPING ROOMS: 40 PSF
- ROOMS OTHER THAN SLEEPING ROOMS: 40 PSF
- STAIRS: 40 PSF
- HANDRAILS & GUARDS: 50 PLF

Sheet List Table	
Sheet Number	Sheet Title
T	SITE PLAN, CODE COMPLIANCE & NOTES
A1	1ST FLOOR PLAN, SCHEDULES & NOTES
A2	2ND FLOOR PLAN, DOOR SCHEDULE & NOTES
A3	3RD FLOOR & ROOF PLAN
A4	EXTERIOR ELEVATIONS
A5	EXTERIOR ELEVATIONS
A6	BUILDING & WALL SECTIONS
S1	FOUNDATION PLAN
S2	2ND & 3RD FLOOR FRAMING PLANS
S3	ROOF FRAMING PLANS
S4	1ST & 2ND FLOOR BRACED WALL PLANS
S5	3RD FLOOR BRACED WALL PLAN, SCHEDULE, DETAIL & NOTES
M1	1ST & 2ND FLOOR MECHANICAL PLANS, SCHEDULES & NOTES
M2	3RD FLOOR MECHANICAL PLAN, SCHEDULE & NOTES
E1	1ST & 2ND FLOOR ELECTRICAL PLANS, SERVICE & NOTES
E2	3RD FLOOR ELECTRICAL PLAN, TYPICAL PANEL & NOTES
P	SUPPLY & DRAINAGE DIAGRAMS, WATER SERVICE & NOTES

LICENSED ARCHITECT RONALD A. VARI 1-9030 STATE OF ILLINOIS

THIS IS TO CERTIFY THAT THESE DRAWINGS WERE PREPARED UNDER MY DIRECT SUPERVISION AND TO THE BEST OF MY KNOWLEDGE, CONFORM TO THE APPLICABLE CODES OF HIGHLAND PARK, ILLINOIS.

ARCHITECT IL LICENSE # 1-9030 — EXPIRES NOVEMBER 30, 2026

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Design Firm Registration #184-005041

LICENSED ARCHITECT RONALD A. VARI 1-9030 STATE OF ILLINOIS

vari architects ltd
824 north racine avenue
chicago, illinois 60642
312.829.4788

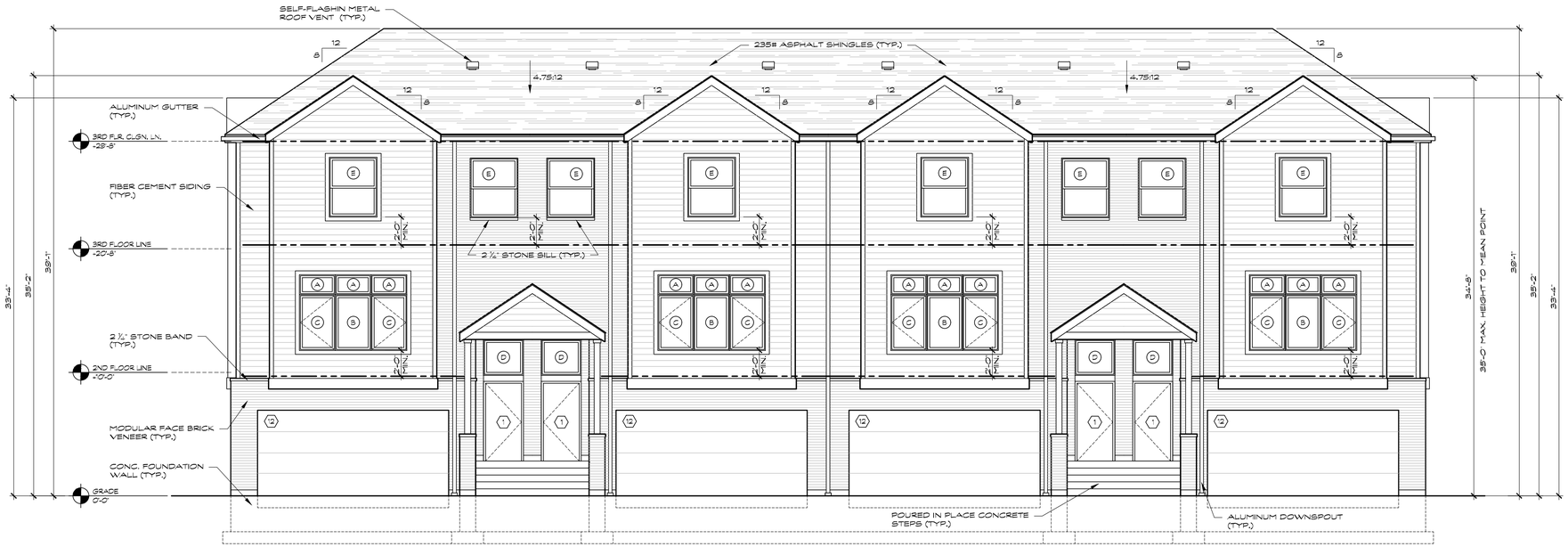
4 TOWNHOUSES
932 - 942 DEERFIELD ROAD
HIGHLAND PARK, ILLINOIS

REVISIONS		

DATE:	2/4/2025
DRAWN BY:	AD
CHECKED BY:	JV
SCALE:	AS NOTED

SITE PLAN, CODE COMPLIANCE & NOTES

T



1 FRONT ELEVATION

3/16" = 1'-0"

4' 0 4' 8' 12'

SCALE: 3/16" = 1'-0"



2 REAR ELEVATION

3/16" = 1'-0"

4' 0 4' 8' 12'

SCALE: 3/16" = 1'-0"

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1-9030
STATE OF ILLINOIS

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4 TOWNHOUSES

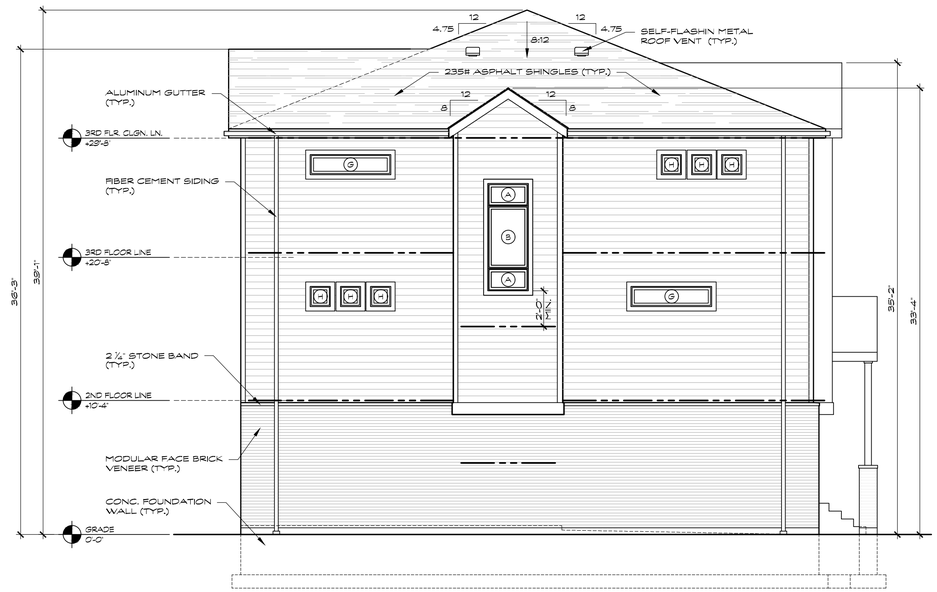
932 - 942 DEERFIELD ROAD
HIGHLAND PARK, ILLINOIS

REVISIONS		

DATE:	2/4/2025
DRAWN BY:	AD
CHECKED BY:	JV
SCALE:	AS NOTED

EXTERIOR ELEVATIONS

A4

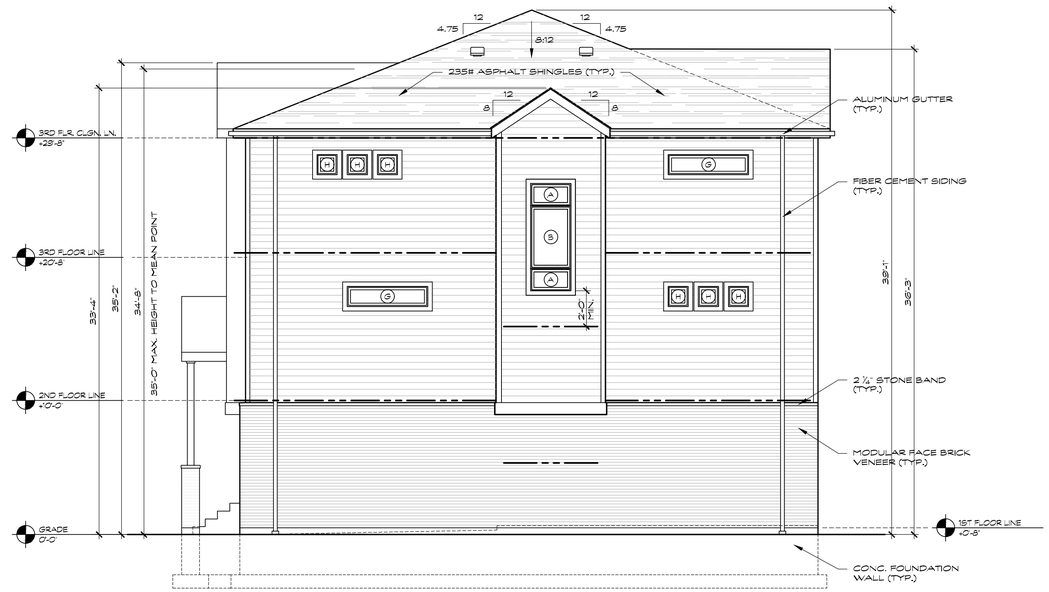


2 LEFT ELEVATION

3/16" = 1'-0"

4' 0 4' 8' 12'

SCALE: 3/16" = 1'-0"



1 RIGHT ELEVATION

3/16" = 1'-0"

4' 0 4' 8' 12'

SCALE: 3/16" = 1'-0"

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Design Firm Registration #184-005041

LICENSED ARCHITECT
RONALD A. VARI
1-9030
STATE OF ILLINOIS

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824 north racine avenue
chicago, illinois 60642
312.829.4788

4 TOWNHOUSES
932 - 942 DEERFIELD ROAD
HIGHLAND PARK, ILLINOIS

REVISIONS

DATE:	2/4/2025
DRAWN BY:	AD
CHECKED BY:	JV
SCALE:	AS NOTED

EXTERIOR ELEVATIONS

A5



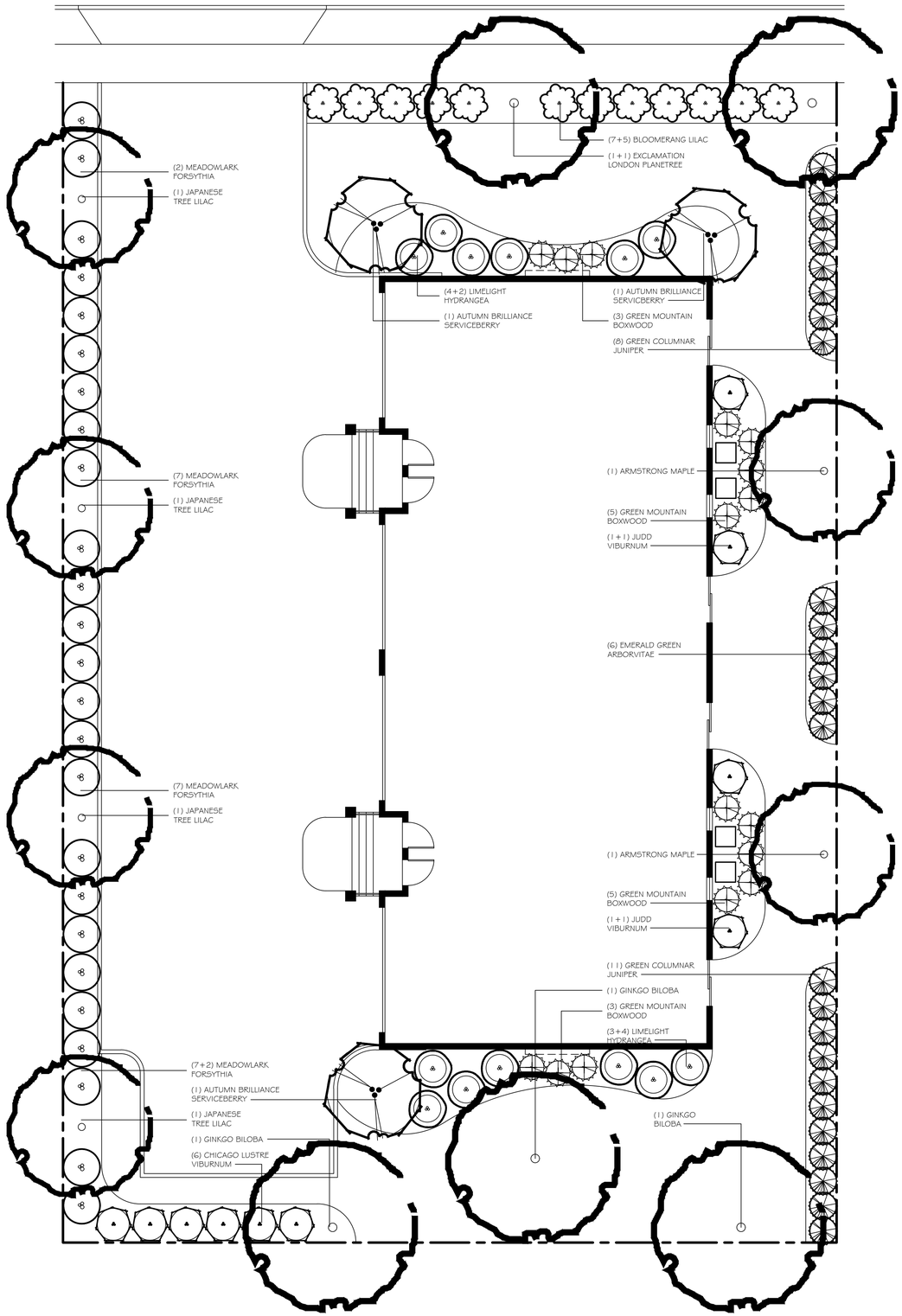


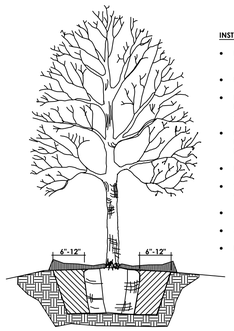








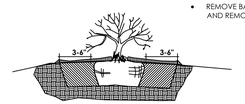




INSTALLATION NOTES:

- REMOVE BACK BURLAP FROM THE TOP OF THE BALL AND REMOVE THE TWINE
- BEND TOP OF METAL BASKET DOWN
- EXPOSE ROOT FLAIR AND MAKE SURE THE BOTTOM OF THE ROOT FLAIR IS ABOVE THE SURROUNDING GRADE
- REMOVE 'V' CROTCHES, STUBS, DOUBLE LEADERS AND OVERLAPPING / RUBBING BRANCHES
- PRUNE PLANTS AFTER PLANTING (IF NEEDED)
- WATER IMMEDIATELY AFTER PLANTING UNTIL GROUND IS SATURATED
- AMENDED SOIL TO BE USED AS BACKFILL
- 3" DEEP MULCH
- REMOVE BACK BURLAP FROM TOP OF BALL AND REMOVE TWINE

DECIDUOUS / ORNAMENTAL TREE PLANTING DETAIL



INSTALLATION NOTES:

- REMOVE BACK BURLAP FROM THE TOP OF THE BALL AND REMOVE THE TWINE
- BEND TOP OF METAL BASKET DOWN
- EXPOSE ROOT FLAIR AND MAKE SURE THE BOTTOM OF THE ROOT FLAIR IS ABOVE THE SURROUNDING GRADE
- REMOVE 'V' CROTCHES, STUBS, DOUBLE LEADERS AND OVERLAPPING / RUBBING BRANCHES
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- AMENDED SOIL TO BE USED AS BACKFILL
- 3" DEEP MULCH
- REMOVE BACK BURLAP FROM TOP OF BALL AND REMOVE TWINE

DECIDUOUS / EVERGREEN SHRUB PLANTING DETAIL

PLANT SCHEDULE

DECIDUOUS TREES				
COMMON NAME	BOTANICAL NAME	CONT	SIZE	QTY
* Ginkgo Biloba	Ginkgo biloba	B&B	8'	3
Exclamation London Planetree	Platanus x acerifolia 'Morton Circle'	B&B	3"	2
ORNAMENTAL TREES				
COMMON NAME	BOTANICAL NAME	CONT	SIZE	QTY
Autumn Brilliance Serviceberry	Amelanchier x grandiflora 'Autumn Brilliance'	B&B	8'	3
Armstrong Maple	Acer rubrum 'Armstrong'	B&B	3"	2
Japanese Tree Lilac	Syringa reticulata subsp. reticulata	B&B	3"	4
DECIDUOUS SHRUBS				
COMMON NAME	BOTANICAL NAME	CONT	SIZE	QTY
Limelight Hydrangea	Hydrangea paniculata 'Limelight'	B&B	5'	13
Meadowlark Forsythia	Forsythia x 'Meadowlark'	B&B	36"	25
Chicago Lustre Viburnum	Viburnum dentatum 'Synnestvedt'	B&B	36"	6
Judd Viburnum	Viburnum x juddii	B&B	30"	4
Bloomerang Lilac	Syringa x 'Bloomerang'	B&B	24"	12
EVERGREEN SHRUBS				
COMMON NAME	BOTANICAL NAME	CONT	SIZE	QTY
Green Mountain Boxwood	Buxus x 'Green Mountain'	B&B	24"	16
Green Columnar Juniper	Juniperus chinensis 'Hetzi Columnaris'	B&B	6'	19
Emerald Green Arborvitae	Thuja occidentalis 'Emerald Green'	B&B	6'	6

* ALTERNATIVES:
- Bald Cypress
- Dawn Redwood

Landscape Notes:

1. Seed/ Sod limit line is approximate. Seed/ Sod to limits of grading and disturbance. Contractor responsible for restoration of any unauthorized disruption outside of designated construction area.
2. Contractor responsible for erosion control in all seeded/ sodded areas.
3. Tree mulch rings in turf areas are 5' diameter. Contractor shall provide a mulch ring around all existing trees within the limits of work. Remove all existing grass from area to be mulched and provide a typical spade cut edge. Landscape Fabric shall not be installed under mulch.
4. Bedlines are to be spade cut to a minimum depth of 3". Curved bedlines are to be smooth and not segmented.
5. All planting, beds shall receive top dressing of mulch. Landscape fabric shall not be installed under mulch.
6. Do not locate plants within 10' of utility structures or within 5' horizontally of underground utility lines unless otherwise shown on plans. Consult with Landscape Architect if these conditions exist.
7. For Lump Sum Contracts, plants and other materials are quantified and summarized for the convenience of the Owner and jurisdictional agencies only. Confirm and install sufficient quantities to complete the work as drawn and specified. No additional payments will be made for materials required to complete the work as drawn and specified.
8. It is the responsibility of the contractor to locate and provide plant material as specified on this plan. The contractor may submit a request to provide substitutions for the specified plant material under the following conditions:

a. Any substitutions proposed shall be submitted to the project owner's representative within two weeks of the award of contract. Substitutions must meet equivalent design and functional goals of the original materials as determined by the owner's representative. Any changes must have the approval of the owner's representative,

b. The request will be accompanied by at least three notices from plant material suppliers that the plant material specified is not available and will not be available prior to construction.

10. Verify site conditions and information on drawings. Promptly report any concealed conditions, mistakes, discrepancies or deviations from the information shown in the Contract Documents. The Owner is not responsible for unauthorized changes or extra work required to correct unreported discrepancies. Commencement of work shall constitute acceptance of conditions and responsibility for corrections
11. A minimum of two working days before performing any digging, call underground service alert for information on the location of natural gas lines, electric cables, telephone cables, etc. The contractor shall be responsible for location and protection of all utilities, and repair of any damage resulting from his work at no additional cost to the owner.
12. Contractor shall promptly repair all damages to existing site at no cost to owner.
13. Refer to landscape specifications for additional conditions, standards, and notes.

Landscape Development Plan

HIGHLAND PARK TOWNHOMES

932-942 Deerfield Road
Highland Park, Illinois

sheet:

date: 10 JULY 2025

project no.:

drawn: TM

checked: TM

scale: 1/8" = 1'-0"

north:

revisions:

3 | 10/31/25
2 | 7/31/25
1 | 7/30/25

TOMEK DESIGN
landscape architectural design


Option 1


Option 2

Option 3





Illinois Brick White,
Grey and black Brick

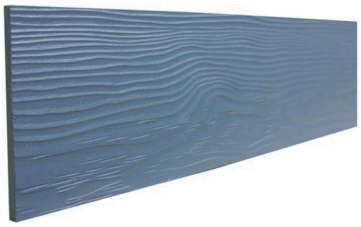
Matte Black Metal
Door, railings, Garage

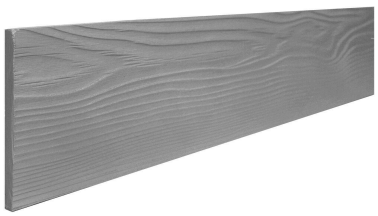
White Metal
Facia











Atlas Pinnacle Sun Cool Surf
Asphalt Shingle

Sherwin Williams Biscayne Blue Prefinished
Fiber Cement Siding and dover gray

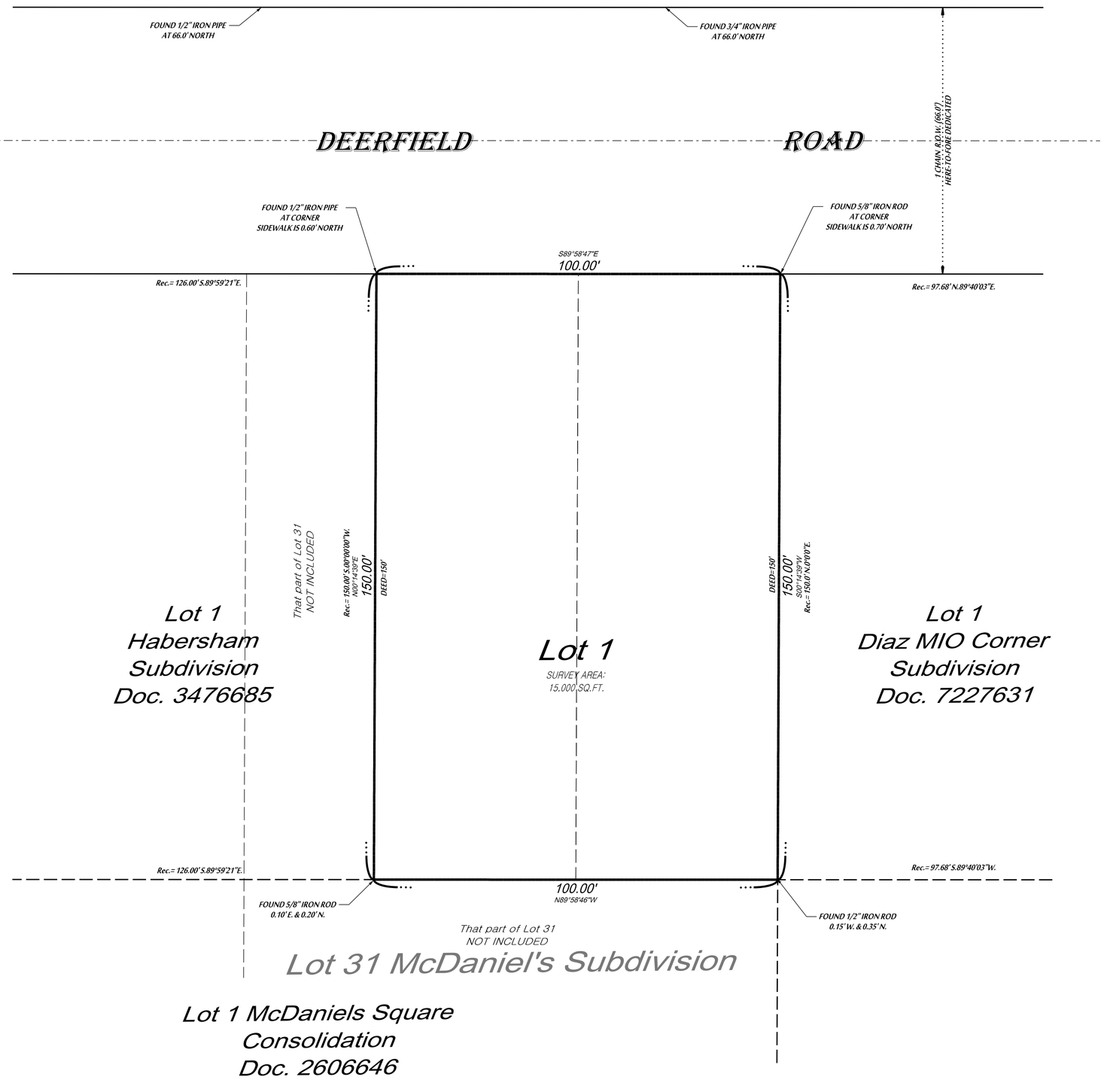
Property under consideration by Stalwart Development located at 932-942 Deerfield Rd.
Materials are subject to availability and if changed then it will be approved by architect.

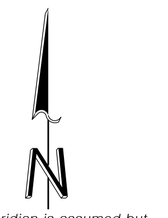
STALWART'S
DEERFIELD ROAD CONSOLIDATION

of

part of Lot 31 in McDaniel's Subdivision in the West Half of the Northeast Quarter of Section 26, Township 43 North, Range 12 East of the Third Principal Meridian, in Lake County, Illinois

Space Reserved for Recorder





The Meridian is assumed but reflects the record Subdivision or Deed, except when noted.

0 20 40

Scale: 1"= 20 ft.

Easement Provisions :

Non Exclusive Easements for serving the subdivision and other property with Electric, Communication, Sounds, Signals, Cable Television, Sewers, Water, Natural Gas, Street Lighting and Drainage are hereby granted to the City of Highland Park, Commonwealth Edison, Ameritech Telephone, Northern Illinois Gas and any Cable Television or Internet Company with a franchise agreement with the said municipality , and their respective succesors and/or assigns, jointly and severally over the areas of the property shown within the dotted lines on the plat and marked Easement, for the perpetual right, privilege and authority to construct, reconstruct, repair, inspect, maintain and operate the various utility mains, equipment and services over upon, along, under and through the surface said indicated easements, together with the right of access across the property of necessary people and equipment to do any of the above work.

The right is also granted to cut down, trim or remove any trees or other plants on the easements that interfere with the operation of said utility mains, equipment, services and related appurtenances. No permanent buildings shall be placed on said easement but same may be used for landscaping, parking and other purposes that do not then or later interfere with the aforesaid uses or rights.

Owner's Certificate with Notary

State of Illinois)
County of Lake)

This certifies that ALEXANDER MALECKI & ZBIGNIEW W. MALECKI are the owners of the land described in the subject plat, and that they have caused the same to be surveyed and consolidated, as indicated thereon, for the uses and purposes therein set forth, and they do hereby acknowledge and adopt the same under the style and title thereon indicated.

Dated this _____ day of _____, A.D. 2025.

Signed: _____ By: ALEXANDER MALECKI , Owner

Signed: _____ By: ZBIGNIEW W. MALECKI , Owner

State of Illinois)
County of Lake)

I, _____, a Notary Public in and for said County in the State aforesaid, do hereby certify that ALEXANDER MALECKI and ZBIGNIEW W. MALECKI are personally know to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed and delivered said instrument as their own free and voluntary act for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this _____ day of _____, A.D. 2025.

Signed: _____
Notary Public

Drainage Certificate

State of Illinois)
County of Lake)

The undersigned owner or duly authorized agent hereby certify that to the best of their knowledge and belief the drainage of surface waters will not be changed by the construction of such subdivision or any part thereof, or that if such surface water drainage will be changed, adequate provision has been made for collection and diversion of such surface waters into public areas, or drains which the subdivider has a right to use, and that such surface waters will not be deposited on the property of adjoining landowners in such concentrations as may cause damage to the adjoining property because of the construction of the subdivision.

Dated this _____ day of _____, A.D. 2025.

By: _____
Owner

City Council Certificate

State of Illinois)
County of Lake)

Approved by the Mayor and City Council of the City of Highland Park, Lake County, Illinois. Illinois at a meeting held the _____ day of _____, A.D. 2025.

By: _____ Attest: _____
Mayor City Clerk

City Treasurer Certificate

State of Illinois)
County of Lake)

I, _____, Treasurer for the City of Highland Park do hereby certify that there are no delinquent or unpaid current or forfeited special assessments or any deferred installments thereof that have been apportioned against the tract of land in the subject plat.

Dated this _____ day of _____, A.D. 2025.

Signed: _____ , CityTreasurer

City Engineer Certificate

State of Illinois)
County of Lake)

I, the undersigned, being the City Engineer of the City of Highland Park, Illinois, hereby certify that the land improvements described in the subject plat and the plans and specifications thereof meet the minimum requirements of said City and have been approved by all public authorities having jurisdiction thereof.

Dated at Highland Park, Lake County, Illinois, this _____ day of _____, A.D. 2025.

By: _____
City Engineer

City Planning and Zoning Certificate

State of Illinois)
County of Lake)

Approved by the Planning and Zoning Boad of Appeals of the City of Highland Park, Lake County, Illinois. Illinois at a meeting held the _____ day of _____, A.D. 2025.

By: _____ Attest: _____
Chairman Secretary

County Clerk Certificate

State of Illinois)
County of Lake)

I, ANTHONY VEGA, do hereby certify that there are no delinquent general taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments against any of the land included in the described property. I further certify that I have recieved all statutory fees in connection with the plat.

Given under my hand and seal at Waukegan, Illinois, this _____ day of _____, A.D. 2025.

By: _____
County Clerk

School District Certificate

State of Illinois)
County of Lake)

Pursuant to Section 1.005 of the Plat Act, this document shall serve as the school district statement to as to the best of the owners knowledge, the tract of land described in the attatched Plat lies the following school districts:

Grade District - North Shore School District 112
High School District - Township High School District 113

By: _____, Owner
Alexander Malecki

Surveyor's Certificate

State of Illinois)
County of Lake)

This is to certify that I, Richard G Pavletic, Illinois Professional Land Surveyor, No. 3261, have surveyed and consolidated the following described property:

Parcel 1: The East 50 feet of the North 150 feet of Lot 31 in McDaniels Subdivision of the West half of the Northwest Quarter of Section 26, Township 43 North, Range 12, East of the Third Principal Meridian, according to the plat thereof recorded June 1, 1871, in Book A of Plats, page 7, in Lake County, Illinois.

Parcel 2: The West 50 feet of the East 100 feet of the North 150 feet of that part of Lot 31 in McDaniels Subdivision of the West half of the Northwest Quarter of Section 26, Township 43 North, Range 12, East of the Third Principal Meridian, according to the plat thereof recorded June 1, 1871, in Book A of Plats, page 7, in Lake County, Illinois.

as shown by the subject plat, which is a correct representation of said survey and subdivision. All distances are shown in feet and decimal parts thereof.

Upon inspection of FIRM Rate Map Community Panel No.17097C 0291 L with an effective date of October 5, 2023 this consolidation shown hereon lies within a Zone "X" Areas of minimal flooding.

I further certify that this subdivision is within the corporate limits of the City of Highland Park.

Given under my hand and seal at Libertyville, Illinois this _____ day of _____, A.D. 2025.

By: _____
Professional Land Surveyor No. 3261

Prepared for:

Stalwart Development
3100 N. Kenmore Ave. Apt. G
Chicago, IL 60657-3472
Alex Malecki

Order Number: 25-264
Field Work Completed on: 5-2-2024
Date: 5-13-2025

R E DECKER
PROFESSIONAL LAND SURVEYORS PC
114 E. COOK AVENUE
LIBERTYVILLE, IL 60048
TEL. 847-362-0091
DECKERSURVEY@GMAIL.COM

PROFESSIONAL DESIGN FIRM
R.E. DECKER, P.C.
184–3086
Libertyville, IL
STATE OF ILLINOIS
expires 4–30–27

MEMORANDUM – PLAN & DESIGN COMMISSION

TO: Plan and Design Commission ("***Commission***")

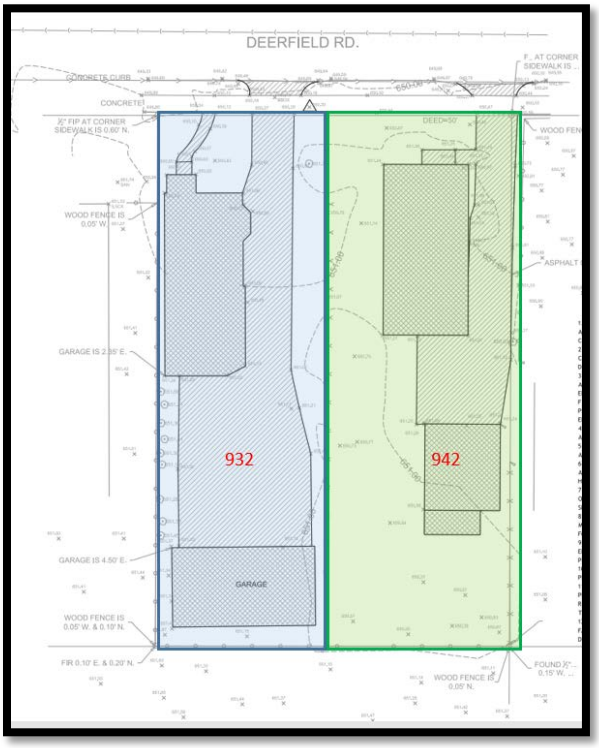
FROM: Community Development Department

DATE: July 31, 2025

RE: **#SUB-2025-00009 for a Plat of Consolidation Review**

Consideration:
The property owners are the following:

- Alex Malecki, owner of 932 & 942 Deerfield Road, and representing the ownership Alexander and Zbigniew Malecki.



The Subject Properties are the following:

- 932 & 942 Deerfield Road
- The properties are currently two buildable lots.
- The lots are zoned RM1
- Two buildable lots are proposed (two separate and independent legal lots of record).
- The properties at 932 Deerfield (7,426 Sq. Ft.) & 942 Deerfield (7,535 Sq. Ft) are combining into one legal lot

Proposed Re-subdivision.

Standard	***Requirement (RM1)***	***Proposed***	***Notes***
Lot Dimensions	10,000 Sq. Ft.	15,000 Sq. Ft	Complies
Density – Min. lot area per dwelling unit	2,904 Sq. Ft.	2,904 Sq. Ft.	Complies

- The proposed lot will each meet the minimum lot area, lot depth, and lot width requirements of both the RM1 – Multi Family Residential District.

Sec. 151.004(A):

- (1) Lot Shapes: the lot is 4-sided and lot lines intersect at 90 degree angles.
- (2) Lot Depths: The lot is 150' deep, more than the 125' min. requirement.
- (3) Conformance to Zoning Ordinance: min. lot area and average width are met (see above table). Existing structures must be demolished. A PUD is not triggered (size of property is than three acres).
    - CONDITION: Existing structures must be demolished prior to plat recordation.
- (4) The property has no Steep Slope Zone and is all tableland.

- (5) The property fronts on Deerfield Rd., a public street.
- (6) The Estab. Property Width Average only applies to single and two family zoning districts, and this property is zoned multiple family – RM1.

Sec. 151.004(B) & (C): No dedications are required for public streets, alleyways, pedestrian ways, or parks or public use facilities.

Sec. 151.004(D): No easements are required.

Sec. 151.004(E) and F: this is not applicable – no lot-in-depth is proposed and no unbuildable parcels are proposed.

A Minor Subdivision *without* variation only requires review by the Secretary and Chairman of the Plan Commission prior to the City Council meeting, per Section 151.005(E)(1)(a)[1]. In all cases final consideration occurs by City Council at a public meeting noticed by regular US mailing to adjoining property owners.

The plat qualifies as a Minor Subdivision because no Bonded Improvements are required[2].

NEIGBOR COMMENTS:
As of Friday afternoon, July 11, no written comments have been submitted.

City & Agency Review:

The City Planning, Building, Engineering, Police, Fire, and Forestry Divisions / Departments reviewed the plat, and Utility and other County or State Agencies also reviewed, and the following is a summary of comments:

1. Planning Comments: Zoning review is included within this memo.
2. Engineering Comments: No objection.
3. Forestry: No objection to the plat of consolidation
4. North Shore Gas, Comcast, AT&T, and COMED: Notice provided.
5. Lake County SMC: Notice provided.

Comments from City entities and outside agencies are only for the proposed subdivision. Future construction / development, such as for a new home, must comply with all relevant local, county, state, and federal requirements.

CONDITIONS FOR PLAT CONSIDERATIONS:
Standards conditions of approval are recommended, only (as are standard on all resolutions for plats).

ADDITIONAL CODE DEFINITIONS:

Section 151.010(B):

"Bonded Improvements. Privately owned improvements (e.g., retention ponds and other improvements which the City Engineer determines are nevertheless necessary for the public good and all public improvements."

Per Section 151.008(B)(7) - Except as otherwise provided, all utility distribution lines for telephone, gas, electric, telecommunications, internet, or cable television services (collectively referred to in this Section as "Utility Lines") to be newly installed, or to be reinstalled from existing overhead facilities, shall be placed underground within easements or dedicated public rights-of-way. Specifically, and without limitation of the foregoing, all overhead Utility Lines located on property that is the subject of an application for subdivision

[1] Section 151.005(E)(1)(a). *"Following a review of the plat of each such Minor Subdivision by the Secretary and Chairman of the Plan Commission, the Chairman will make a written recommendation regarding the plat to the City Council within 45 days. The failure of the Chairman to provide a recommendation within such 45 day period, or such further time to which the applicant may, in writing, agree, shall be deemed a recommendation against the approval of the minor subdivision plat."*

[2] Section 151.010(B)(23) *"'Minor Subdivision' Any subdivision which does not involve the installation and/or construction of bonded improvements."*

approval pursuant to this Subdivision Code, or on a public right-of-way adjacent to such property, shall, as a condition of such subdivision approval, be placed underground within a dedicated easement or a public right-of-way. No Utility Lines shall be constructed within a storm or sanitary sewer easement, except for crossings, without the advance written approval of the City Engineer.

- Applicant stated no utility work will be done.

DRAFT FINDINGS OF FACT
For a Preliminary Planned Development

For Public Hearing for a Special Use Permit in the Nature of a Concurrent Preliminary and Final Planned Development, Final Plat of Re-subdivision, and Design Review, with Modifications from City Code (932 & 942 Deerfield Road)

Pursuant to Section 150.530(H)(3): The Plan and Design Commission shall not recommend approval of a proposed Planned Development and Preliminary Development Plan except upon making all findings of fact required pursuant to Section 150.1404 of this Chapter, and as follows:

a) That the Planned Development conforms to the goals and objectives of the Master Plan, and to the standards and requirements of this Article, including, without limitation, Section 150.520 of this Article;

b) That the proposed Planned Development contains no more residential dwelling units than permitted pursuant to the subdivision sketch plan submitted in accordance with Section 150.525(A)(8) of this Article, as may be adjusted pursuant to Section 150.510(D) of this Article; and

c) That the Planned Development provides a public benefit, if required pursuant to Section 150.515 of this Article.

Findings of Fact consistent the requirements in Section 150.530(H)(3) are provided below:

Pursuant to Section 150.1404, the Plan & Design Commission or the City Council, as the case may be, shall not recommend or grant a special use permit be issued unless it shall make findings of fact based upon evidence presented at the hearing in any given case that:

(1) The special use will serve the public convenience at the location of the subject property; or the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;

Finding**:** The Commission finds that the proposed four-unit planned development will not be detrimental to or endanger the public health, safety, or general welfare. The project utilizes existing rights-of-way for access from Deerfield Road. The building is designed in a manner complimentary of the surrounding area.

(2) The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with the special use, the size of the subject property in relation to such special use, and the location of the site with respect to streets giving access to it, shall be such that it will be in harmony with the appropriate, orderly development of the zoning district in which it is located;

Finding**:** The Commission finds that the planned development is within the density allowance and therefore the proposal is in harmony with the appropriate, orderly development of the zoning district in which it is located. The Commission finds the density acceptable since RM1 allows for a density of 2,904 sq. ft. per unit and the proposed development is 3,750 sq. ft. per unit. There is no requested relief toward the density or height.

(3) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purposes already permitted in such zoning district, nor substantially diminish and impair the value of other property in the neighborhood;

Finding: The Design Commission finds that the planned development will not be injurious to properties in the immediate vicinity of the subject property. The property has been in a multi-residential zoning district for many years, which permits multi-family uses. The Commission finds that the modifications requested are warranted given the size of the lot and the nature of this zoning district allowing denser designs.

(4) The nature, location, and size of the buildings or structures involved with the establishment of the special use will not impede, substantially hinder, or discourage the development and use of adjacent land and buildings in accord with the regulations of the zoning district within which they are located;

Finding**:** The Commission finds that the nature and size of the development will not impede or discourage the development or use of adjacent land. The multifamily land use building are consistent with the RM1 zoning districts (including the modifications proposed) and the immediate surrounding area.

(5) Adequate utilities, access roads, drainage, and other necessary facilities have been or will be provided;

Finding: The Commission finds that adequate utilities, access roads, and drainage will be provided within the final engineering plans. The applicant has confirmed that they'll provide a fire hydrant on-site for emergency vehicle access and there are no other issues for utility connection onsite.

(6) Parking areas of adequate size for the special use shall be properly located and suitably screened from adjoining residential uses, and the entrance and exit driveways to and from these parking areas shall be designed to prevent traffic hazards, eliminate nuisance, and minimize traffic congestion in the public streets;

Finding**:** The Commission finds that the planned development is providing all off-street parking facilities required by Article 8 of the Zoning Code. 10 total spaces are required and 10 off-street spaces are provided. 8 spaces for the four townhomes and 2 guest spaces. Off-street parking on Deerfield Road is not feasible.

(7) The special use shall in all other respects conform to the applicable regulations of the zoning district in which it is located, except as such regulations may, in each instance, be modified as provided in this Chapter;

Finding**:** The Plan & Design Commission finds that the planned development conforms to the regulations of the zoning district and the applicable provisions in other Articles of Chapter 150 with the following modifications:

- Landscape Planting & Screening Relief, per Article XXII:
  - Per calculation, 8 Evergreen trees required and 0 are

(8) There is reasonable assurance that the special use will be completed and maintained as and if authorized; and

Finding**:** The Commission finds reasonable assurance that the Planned Development will be built and maintained as authorized.

(9) The special use shall comply with all applicable requirements set forth in this Chapter.

Finding: The Commission finds that the proposed planned development meets the requirements of the Zoning Code with acceptable modifications.

150.530(H)(3)(a): That the Planned Development conforms to the goals and objectives of the Master Plan, and to the standards and requirements of this Article, including, without limitation, Section 150.520 of this Article

Objectives of the Master Plan
Finding: The Commission finds the proposed development conforms to the goals and objectives of the Central Business District Plan[1]. The project integrates residential living opportunities throughout the Central District (Page III-18).

Pursuant to Section 150.520 of the Code, the applicant for a Planned Development must demonstrate that the proposed Planned Development satisfies and incorporates, to the greatest extent practicable, the following site design standards:

(A) Protection of the Public Health, Safety, and Welfare. The uses and structures within the Planned Development shall be compatible with one another, in that they are designed, located, and proposed to be operated so that the public health, safety and welfare will be protected.

Finding**:** The Commission finds that the planned development is designed and located in a manner that will not impact the public health, safety, and welfare. Further, the proposed multifamily land use is permitted in the zoning district and developed at a density with no modifications requested, besides landscaping for Evergreen trees.

(B) Preservation of Environmentally Sensitive Areas.

(1) No development shall occur in any Environmentally Sensitive Area located on the subject property, except upon approval of a modification therefore, in accordance with Section 150.510(B) of this Article.

Finding**:** The Commission finds that the no portion of the development is located in an Environmentally Sensitive Area.

(2) Environmentally Sensitive Areas located on the subject property may be included as common open space within a Planned Development, upon either (a) identification of such areas on the plat of subdivision as a separate lot or lots, or (b) recordation by the applicant of a conservation easement or similar restriction that ensures the preservation of such areas, in perpetuity, from future development.

[1] Central District Plan (May 2001).

Finding**:** The Commission finds that there are no Environmentally Sensitive Areas located on the subject property and this standard does not apply.

(C) Historic Resources. The Planned Development shall preserve all (1) locally designated landmarks, and (2) properties, structures, areas, objects, and landscapes determined to be historically significant by the Historic Preservation Commission in accordance with Chapters 24 or 170 of the Code.

Finding**:** The Commission finds that this standard is not applicable to the proposed development as the Historic Preservation Commission reviewed the vacant residential structures on both lots for historic significance and received approval for issued permits. The commission determined that there was no presence of historically significant resources on the development site.

(D) Clustering New Development. The Planned Development shall preserve the structures, landscapes, scenic view sheds, and other natural and historic features of the subject property, through (i) clustering of lots or building pads, (ii) adaptive reuse of existing structures, and (iii) the protection of designated open space from development; provided, however, that clustering of development shall not be required upon a demonstration by the applicant, to the satisfaction of the Plan & Design Commission and the City Council, that there are no features on the subject property worthy of preservation, or that those features worthy of preservation will be more effectively preserved by not clustering development.

Finding**:** The Commission finds that the applicant made a reasonable effort to meet the open space standard and that they were close to meeting the landscaping requirement. The applicant failed to provide the required 8 Evergreen trees but they included additional Evergreen shrubs that exceeded the minimum shrub requirement for the site. The massing and scale of the proposed townhome building is not overbearing on the property. The applicant also revised the design to meet the "stepback" requirement so that the building isn't overbearing right on the minimum setback of the east property line.

(E) Location of Structures. All structures to be located within the Planned Development shall (1) be related harmoniously to the terrain and to existing structures in the vicinity of the subject property, and (2) have a visual relationship to existing nearby structures;

Finding: The Commission finds that the proposed building is harmonious to the existing structures in the vicinity and has a visual relationship with nearby structures, or will be harmonious in the future given zoning bulk regulations and future development.

(F) Environmental Quality and Responsible Design. The Planned Development shall be consistent with the City of Highland Park Environmental Policy and with the City of Highland Park Checklist for Environmentally Responsible Design and Construction. The applicant may demonstrate consistency with standards established for site design and building construction practices by referencing known sustainable development and green architecture rating systems.

Finding**:** The Commission finds that the planned development satisfies this standard.

(G) Preservation of Landscapes. The landscapes within the Planned Development shall be preserved in their natural states, insofar as practicable, by minimizing tree and soil removal. All proposed grade changes shall be consistent with the general appearance of neighboring developed areas.

Finding: The Commission finds that the planned development satisfies this standard, as the applicant has been working with the City Forester for any required tree removal permits. This development is the redevelopment of two residential lots with single-family dwellings, so there was less natural landscape to preserve compared to other areas in the city.

(H) Schools, Parks, and Public Facilities. The Planned Development shall not impose an undue burden on parks, recreational areas, schools, or other public facilities that serve or are proposed to serve the Planned Development.

Finding: The Commission finds that the planned development will introduce 4 new residential attached townhome units to the district. No evidence was presented at the public hearings indicating the development will impose an undue burden on parks, recreational areas, schools, or other public facilities.

(I) Relationship and Connection to Adjoining Land. The Planned Development shall not be designed as an enclave separate from adjacent properties, unless existing development patterns, natural features, and/or topographic conditions prevent vehicular or pedestrian access connections to adjacent properties. In order to achieve connectivity to adjoining land, all lots, streets, sidewalks and/or paths within a Planned Development shall be designed, to the extent practicable, to allow for the continuation of such existing or proposed features to adjoining areas. New streets, sidewalks, and/or paths located within a proposed Planned Development shall be constructed and installed to the boundaries of the proposed Planned Development if the City Council determines, in its sole discretion, that the proposed Planned Development adjoins land with the potential of being subdivided or re-subdivided.

Finding: The Commission finds that the planned development incorporates connectivity to surrounding areas and does not disrupt the access to the sidewalk that is provided and runs parallel to Deerfield Road.

(J) Setbacks from the Periphery of the Planned Development. The required front, rear, and side yards along the periphery of the Planned Development shall be of a size not less than the greater of (1) the minimum front, rear, and side yard requirements of the underlying Zoning District in which the Planned Development is located, and (2) the minimum front, rear, and side yard requirements of the adjacent Zoning District.

Finding: The Commission finds the planned development meets the setbacks except the modification in the PUD code for 25' front setback and the 25' rear setback, as listed in the requested relief. The Commission finds that the bundling shall be built in a building code compliant manner where located 0' or otherwise.

(K) Functional and Mechanical Features. Exposed storage areas, trash containers, recycling container space, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures shall be (1) identified on the site plan required pursuant to Section 150.525(A)(9) of this Chapter, (2) incorporated into common areas of the development, (3) made as unobtrusive as possible, and (4) designed, landscaped, and screened in accordance with the requirements set forth in Article XXII of this Chapter and of Chapter 176 of the Code.

Finding: The Commission finds that storage areas, trash containers, and related items will be located inside the proposed first floor, with the exception of ground-mounted HVAC mechanical

units. Those units will be screened by landscaping and are located in the rear of each townhome (sideyard setback to the east lot line).

(L) **Distance Between Buildings. The minimum horizontal distance between any two new buildings to be located on the subject property, or between any new building and an existing building (including building appurtenances), shall be not less than 15 feet; provided, however, that this Section 150.520(L) shall not apply to buildings that (1) share a common wall, and (2) have individual entrances and exits.**

Finding: The Commission finds that there is only one new building on the lot so this standard is met.

(M) **Surface Water Drainage. In accordance with the storm water management regulations set forth in Article XVIII of this Chapter, surface drainage systems serving the subject property shall be designed to prevent surface waters from adversely affecting neighboring properties or the public storm water drainage system. Surface water in all paved areas shall be collected at intervals so as to prevent obstruction of the flow of vehicular or pedestrian traffic. The design of the storm water management system shall enhance natural storm water storage areas such as high-quality aquatic resources and regulatory floodplains, and may incorporate natural storm water management techniques commonly referred to as low impact development techniques or best management practices**.

Finding: The Commission found that the planned development will be constructed in accordance with the storm water management regulations established in the Highland Park City Code.

(N) **Ingress to and egress from the Planned Development shall be designed to (1) promote safe vehicular movements, (2) minimize traffic congestion in the public streets outside the Planned Development, and (3) facilitate the free flow of vehicular and pedestrian traffic within the Planned Development.**

Finding: The Commission finds the proposed access is acceptable, as the existing lot was comprised of 2 units and the proposed lot is comprised of 4 units. The addition of 2 units will not exacerbate the usual vehicular or pedestrian traffic already seen on Deerfield Road.

(O) **Streets, Alleys, and Public Ways. The streets, alleys, and other public and private traffic thoroughfares located within the Planned Development shall conform to the applicable requirements set forth in Section 151.004 of the Subdivision Ordinance, as may be modified upon the recommendation of the Director of Public Works and the approval by the City Council. The City Council may, in its sole discretion, require that streets located within the Planned Development be stubbed in order to provide for future connections to adjacent developments.**

Finding: The Commission finds that the planned development does not have any alleyways for vehicular traffic to utilize. However, Deerfield Road is a major arterial road and can easily accommodate 4 new units in this area.

(P) **Common Ownership or Control.**

(1) **During Development. During the development process and until such time that the development is turned over to an owners' association or equivalent entity, all common areas within buildings, common open space, landscaping, exterior maintenance areas, and all other**

exterior aspects of the development located within the proposed Planned Development shall be on a tract or tracts of land under common ownership or control.

Finding: The Commission finds that this isn't applicable as there is not any shared area besides the two guest parking spaces. The Applicant will still have to verify this for the Final PUD submission.

(2) Upon Completion of Development. The owners' association or equivalent entity, upon its establishment, shall be responsible for all obligations set forth in (a) the ordinance approving the Planned Development, adopted pursuant to Section 150.540(C) of this Article, (b) any associated development agreement pertinent to the Planned Development, and (c) the declaration of covenants, or similar recorded document, establishing the owners' association or equivalent entity.

Finding**:** The Commission finds the Applicant will have to verify this for Final PUD submission.

CONDITIONS OF APPROVAL

The Applicant shall install "No Parking" signage in drive aisle along west lot line to ensure a clear drive aisle for emergency vehicle access.

The Applicant shall ensure the landscape plan to ensure compliance with the code and satisfaction from the City's Forester with respect to adequate tree planting calipers and height upon installation.

150.530(H)(3)(b): That the proposed Planned Development contains no more residential dwelling units than permitted pursuant to the subdivision sketch plan submitted in accordance with Section 150.525(A)(8) of this Article, as may be adjusted pursuant to Section 150.520(D) of this Article;

Finding: The Commission finds that the proposed development does not contain more residential dwelling units than permitted by Code.

150.530(H)(3)(c): That the Planned Development provides a public benefit, if required pursuant to Section 150.515 of this Article.

Finding: The Plan & Design Commission finds that the planned development does not require modifications to the regulations of Chapter 150 and is of lesser scale than most planned developments. Thus, Pursuant to Section 150.515, the development does **not** need to provide a public benefit.

Sec. 151.005(E).

"(1)Plan Commission recommendation.

(a) Following a review of the plat of each such Minor Subdivision by the Secretary and Chairman of the Plan Commission, the Chairman will make a written recommendation regarding the plat to the City Council within 45 days. The failure of the Chairman to provide a recommendation within such 45 day period, or such further time to which the applicant may, in writing, agree, shall be deemed a recommendation against the approval of the minor subdivision plat.

(b) NOTE: If, by reason of the general character or topography of the property to be subdivided, or of any lot to be created by such subdivision, it appears likely to the Secretary and Chairman of the Plan

Commission that a variation from the application of the Zoning Ordinance or the Highland Park Building Code will be sought after approval of the plat for recording as submitted, then the Chairman of the Plan Commission shall reject the entire plat of subdivision, or may direct that such lots as to which it appears likely that a variation will be sought be excluded therefrom; provided, however, that no rejection or exclusion shall be made if the owner of the legal and equitable titles to the tract to be subdivided enters into a written covenant running with the land, and binding upon his heirs, successors, administrators, and assigns, that no such variations will be requested."

- The Commission finds the plat is a minor plat of re-subdivision to consolidate the property with no variations requested, pursuant to the condition that principal and accessory buildings and structures are demolished, as appropriate per City Code, prior to recordation of the plat.

- No variations are requested for the plat.