

PRESIDENT
Dr. James L. Discipio

VILLAGE MANAGER
Julia A. Cedillo

VILLAGE CLERK
Amanda G. Seidel



TRUSTEES
Rimas V. Kozica
Scott F. Mesick
Patricia B. Rocco
Marshall Seeder
Susan M. Storcel
LaVelle Topps

VILLAGE BOARD WORK SESSION

Tuesday, SEPTEMBER 11, 2012 – 7:30 p.m.

AGENDA

1. **Call meeting to order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Public Participation (Agenda and Non-Agenda Related Items)**
5. **Building and Zoning Committee Items**
 - A. Discussion - Public Hearing 2012-02 to consider an application for certain zoning variations on property located at 406 N. Brainard Avenue, La Grange Park, IL
6. **Public Safety Committee Items**
 - A. Discussion – Technical Service Study Contract with AECOM
7. **Finance Committee Items**
 - A. Discussion – Approve a resolution authorizing the use of Multi-Bank Securities, Inc. and Pershing LLC for the purchase of investments
8. **Public Works Garage Committee Items**
 - A. Discussion – Project Scope, Procurement Method and Timeline
9. **Cool Village Sub-Committee Items**
 - A. Discussion – Authorize Village Manager to enter into a No Cost Agreement to Allow for One Day Sales Event
10. **Other Reports:**
 - (A) Village Manager
 - (B) Village President
 - (C) Village Clerk
 - (D) Committee
11. **New Business**
12. **Executive Session -**
13. **Adjourn**

Next Village Board Meeting: September 25, 2012

Next Village Work Session Meeting: October 9, 2012

447 N. Catherine Avenue, La Grange Park, Illinois 60526-2099
708/354-0225 • Fax 708/354-0241 • www.lagrangepark.org



RULES FOR PUBLIC COMMENT

Village Board Work Session Meetings Village Board Meetings

1. Please step up to the microphone before speaking, and announce your name and address before beginning your comments.
2. After announcing your name and address for the record, you will be allowed to speak for three (3) minutes.
3. You may not use profane or obscene language and you may not threaten any person with bodily harm, or engage in conduct which amounts to a threat of physical harm.
4. (a) Agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to agenda items.

(b) Non-agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to Village business, Village services or Village governance.
5. The Village of La Grange Park complies with the Americans with Disabilities Act of 1990. If you require accommodations in order to observe or participate in the meeting, please contact Ms. Andy Bagley at (708) 354-0225 between 9:00 and 5:00 before the meeting so that the Village can make reasonable accommodations for you.

Building & Zoning Committee

Rimas Kozica, Chairman

Scott Mesick

Marshall Seeder

Village Board Agenda Memo

Date: September 5, 2012

To: President & Board of Trustees

From: Emily Rodman, Assistant Village Manager *ER*

Julia Cedillo, Village Manager *JC*

RE: Zoning Application No. 2012-02: 406 N. Brainard, Variations

GENERAL BACKGROUND:

On July 17, 2012, the Zoning Board of Appeals (ZBA) conducted a public hearing to consider Zoning Application No. 2012-02, filed by Robert Johnson for 406 N. Brainard for the following variations:

- To increase the permissible maximum building coverage from 30% to 31.9%
- To reduce the minimum distance from a rear lot line from 5' to 1'
- To reduce the minimum distance from an interior side lot line from 3' to 1'
- To reduce the minimum distance from a principal structure from 10' to 4'

The variations, if granted, would permit the construction of an approximately 300 square foot detached single-car garage to replace an existing detached single-car garage.

The ZBA accepted testimony and evidence into the record. The ZBA expressed a concern that due to the close proximity of the proposed garage to the rear and interior side lot lines, the applicant should obtain a new survey prior to beginning construction on the new garage. The applicant agreed to obtain a new survey, which will be reviewed by staff prior to issuance of permits for any work related to the proposed garage.

Upon conclusion of the testimony and discussion, the ZBA determined that the application met the standards for variations and recommended that the Village Board approve the zoning application and grant the above noted variations.

MOTION/ACTION REQUESTED:

If the Board agrees with this recommendation, we will place this Ordinance on the agenda for the formal approval at the September 25th Village Board Meeting.

RECOMMENDATION:

The ZBA, on a vote of 4 "AYES" and 0 "NAYS" has recommended that the zoning application be approved.

DOCUMENTATION:

- Transcript of the public hearing for Zoning Application No. 2012-02 (previously distributed)
- Findings of Fact
- Ordinance granting variations for 406 N. Brainard
- Zoning application (previously distributed)

FINDINGS OF FACT
VILLAGE OF LA GRANGE PARK ZONING BOARD OF APPEALS
406 N. BRAINARD
CASE NO. 2012-02

WHEREAS, Robert Johnson, referred to as the "Applicant," on or about June 19, 2012, filed an Application for Variations to seek approval to construct a single car detached garage on the property located at 406 N. Brainard, referred to as "Subject Property"; and

WHEREAS, the Applicant is requesting the following variations for the Subject Property: 1) To increase the permissible maximum building coverage from 30% to 31.9%; 2) to reduce the minimum distance from a rear lot line from 5' to 1'; 3) to reduce the minimum distance from an interior side lot line from 3' to 1'; and 4) To reduce the minimum distance from a principal structure from 10' to 4'; and

WHEREAS, a public hearing was held before the Zoning Board of Appeals of the Village of La Grange Park, Illinois, July 17, 2012, pursuant to notice and publication as required by law; and

WHEREAS, the public hearing was opened at 7:00 p.m. on July 17, 2012, and pursuant to unanimous vote of the Zoning Board of Appeals on July 17, 2012 the public hearing was concluded; and

WHEREAS, based upon documentary evidence and testimony presented by Applicant and members of the public, the Zoning Board of Appeals makes the following Summary of Facts, and pursuant to Section 4.3.F of the La Grange Park Zoning Code, makes the following Findings of Fact:

The Subject Property currently contains a single-car garage that is approximately 200 square feet and which cannot be utilized due to its dilapidated state and small size. The existing garage is considered legal non-conforming with regard to the rear setback, the distance from the principle structure and the existing building coverage (30.3% rather than 30%). The existing garage complies with the Zoning Ordinance with regard to the interior side setback.

The proposed single car garage is approximately 30% larger than the existing single car garage. In order to accommodate the larger structure, the Applicant is proposing to locate the new garage closer to the rear and interior side lot lines than the current garage. The proposed rear and side setback would be 1'. The Zoning Ordinance requires a 5' setback to the rear property line and a 3' setback to the interior side property line. The proximity of the proposed garage to the existing home would increase from the existing 2' 4" to 4'. The Zoning Ordinance requires a minimum distance of 10' between structures. The proposed building coverage would increase to 31.9% - an increase of 1.6% over the existing building coverage and 1.9% greater than allowed under the Zoning Ordinance.

FINDINGS OF FACT

1. **The strict application of the terms of this Zoning Code will result in undue hardship unless the specific relief requested is granted.**

The existing detached garage is considered legal non-conforming and must be demolished due to its dilapidated state. If the current standards in the Zoning Code were enforced (setbacks, building coverage, distance from a principal structure), the Applicant would be unable to construct a new detached garage on the Subject Property. Thus, strict application of the Zoning Code would deny the Applicant the ability to reasonably utilize his property in this manner and would be in conflict with the intent of the Zoning Code.

2. **The plight of the owner is due to unique circumstances inherent to the Subject Property and not from the personal situation of the owner.**

The Subject Property is considered legal non-conforming in the R-1 district with regard to lot width and lot size. The configuration of the Subject Property with regard to the existing single-family home severely restricts where a detached garage could be constructed on the lot. The existing home is over 100 years old and the existing detached garage is considered legal non-conforming.

3. **The variation, if granted, will not alter the essential character of the locality.**

The Subject Property currently includes a single-car detached garage. The requested variations would allow for the replacement of this garage. Although the proposed garage is 30% larger than the existing garage, it is the minimum size needed to comfortably accommodate a single automobile. The size, style and proposed building materials are consistent with other detached garages in the neighborhood. Arguably, the character of the locality would be more significantly altered if the variation requests were not granted as the majority of the homes in this neighborhood have a detached garage.

Regarding the request for the variations outlined above, the Zoning Board of Appeals voted as follows:

AYES: Fosberg, Fotino, Lampert, Massin, Zaura

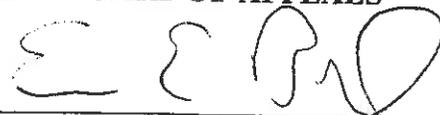
NAYS: None

ABSENT: None

RESPECTFULLY SUBMITTED this 21st day of August, 2012.

**VILLAGE OF LA GRANGE PARK
ZONING BOARD OF APPEALS**

By: _____



ORDINANCE NO. ____

**ORDINANCE GRANTING CERTAIN
VARIATIONS FOR 406 N. BRAINARD
(PUBLIC HEARING NO. 2012-02)**

WHEREAS, on or about June 19, 2012, Robert Johnson filed an application for multiple variations to permit the construction of an approximately 300 square foot single-car detached garage at the property commonly referred to as 406 N. Brainard; and

WHEREAS, on June 27, 2012, the Village of La Grange Park published a legal notice of public hearing before the Zoning Board of Appeals of La Grange Park to consider the variation at a public hearing on July 17, 2012, at 7:00 p.m.; and

WHEREAS, upon conclusion of the public hearing the Zoning Board of Appeals recommended to the Village Board of Trustees that it grant the variations requested in the Application, based upon certain Findings of Fact, true and correct copies of which are attached to this Ordinance; and

WHEREAS, the Board of Trustees of the Village of La Grange Park has reviewed the Application, public notice and Findings of Fact, and have publicly discussed this application at a Village Board Work Session on September 11, 2012.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of La Grange Park, Cook County, Illinois as follows:

SECTION 1: That the variations requested in the Application, to wit:

- Increasing the permissible maximum building coverage from 30% to 31.9%; and
- Reducing the minimum distance from a rear lot line from 5' to 1'; and
- Reducing the minimum distance from an interior side lot line from 3' to 1'; and
- Reducing the minimum distance from a principal structure from 10' to 4';

consistent with the variation application, are hereby granted to the property commonly known as 406 N. Brainard and as legally described in Section 2 of this Ordinance.

SECTION 2: The property that is the subject of the variations granted in Section 1 of this Ordinance is commonly known as 406 N. Brainard and is legally described as follows:

LOT 75 IN COOK AND JOHNSON SUB-DIVISION OF 18 ACRES
NORTHEAST AND ADJOINING THE SOUTH 8 ACRES OF THE
WEST HALF OF THE SOUTHWEST QUARTER (EXCEPT THE
WEST 33 FEET THEREOF) IN SECTION 33 TOWNSHIP 39 NORTH,
RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK
COUNTY.

SECTION 3: That all necessary permits may be issued by the Village of La Grange Park,
subject to further compliance with this Ordinance and all other applicable Village
Ordinances and Codes.

SECTION 4: That this Ordinance shall become effective and shall be in full force and effect
from and after its passage in the manner provided by law.

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES of the Village of La Grange
Park, Cook County, Illinois, this 25th day of September, 2012.

James L. Discipio, Village President
Village of La Grange Park

ATTEST: _____
Amanda Seidel
Village Clerk

Vote taken by the Board of Trustees on passage of the above ordinance:

AYES:

NOS:

CERTIFIED TO BE CORRECT:

Village Clerk

APPROVED AS TO FORM-
VILLAGE ATTORNEY

Public Safety Committee

LaVelle Topps, Chairman

Susan Storcel

Patricia Rocco

Village Board Agenda Memo

Date: September 6, 2012
To: President and Board of Trustees
From: Julia Cedillo, Village Manager *JC*
Re: **Service Sharing Study – Technical Service Study Contract with AECOM**

PURPOSE

To approve a contract for services between AECOM and the Villages of La Grange, La Grange Park and Western Springs.

GENERAL BACKGROUND

In 2010, the Village of La Grange Park engaged in a case study evaluation with the Villages of La Grange and Western Springs for the purposes of exploring opportunities for shared services. The study examined police, fire and communications services of the three participating municipalities and provided an assessment as to where compatibility for shared services exists. The study also identified opportunities to share resources and partner in the delivery of core public safety services which eliminate redundancies, and possibly result in cost savings. The study was presented to the Village Board in September 2011 by Project Manager Bill Balling of WRB LLC. In the report, Mr. Balling identified emergency dispatch service or communications operations as having great promise in terms of functionality and cost savings when considering shared service between the communities.

In October 2011, the Village Board discussed further exploration of a technical services study as a means to better understand the feasibility of consolidating into a single dispatch center. At the time, it was the consensus of the Village Board to move forward with engaging in a technical services study with the Villages of La Grange and Western Springs. The study will not only evaluate the strengths, weaknesses, and opportunities of consolidating the public safety dispatching functions of all three Villages, but it will examine the detailed costs and benefits of the consolidation as well as provide an implementation plan for the recommended solution.

Over the course of the last twelve months, staff from each of the three communities worked to assemble relevant task data, develop a Request for Proposal (RFP) for professional services, issue the RFP, interview candidate firms, check references and select a proposal from the most qualified firm for the desired scope of services. The proposals and costs submitted are as follows. Only the first three of those listed below were selected for an interview presentation.

The Village received four (4) proposals, as follows:

- | | |
|----------|---|
| 1. AECOM | \$89,505 (Reduced to \$74,982) |
| 2. ELERT | \$51,975 |
| 3. RCC | \$95,155 (Revised to \$77,164) |
| 4. RW | \$29,900 (Incorrectly added – actual: \$41,450) |

The total cost will be divided equally among the three communities.

As a result of a thoroughly vetted process, staff from all three communities unanimously selected AECOM as the preferred consulting firm for the project. AECOM's proposal provided the best overall solution in terms of evaluating personnel, financial/cost-benefit analyses, logistical, administrative, governance, and technological needs. The Project Manager Mike Dye is well experienced with dispatch consolidation studies and was highly regarded through the reference check process. AECOM's team has a proven track record of providing a comprehensive solution that includes a blueprint for implementation – how consolidation would best work, something other firms did not provide. Finally, the project approach and the sample feasibility study provided by AECOM most exemplified what the communities were looking for in terms of depth of analyses, presentation, and content. In the proposal materials and through the reference checking process, it became clear that AECOM understands the importance of stakeholder involvement and incorporates it into the evaluation process.

ACTION REQUESTED

This item is for discussion at the September Work Session. If there is consensus to approve the Contract for Services between AECOM and the Villages of La Grange, La Grange Park and Western Springs, it will be placed on the Consent Agenda for the September 25, 2012 Regular Village Board Meeting.

Motion: To approve a Contract for Services between AECOM and the Villages of La Grange, La Grange Park and Western Springs.

RECOMMENDATION

Staff recommends approval of the contract for services. Village staff (managers and chiefs) from all three communities unanimously selected AECOM's proposal for services. This study is budgeted in the Emergency Telephone System Fund, in the amount of \$25,000.

DOCUMENTATION

- Contract for Services between AECOM and the Villages of La Grange, La Grange Park and Western Springs
- Proposal (Amended) for West Suburban Public Safety Dispatch Consolidation Study, dated August 17, 2012
- Work Session Meeting Minutes, October 11, 2011
- Village Board Agenda Memo, dated October 6, 2011
- Village Board Agenda Memo, dated September 20, 2011
- Budget documentation related to this project

**CONTRACT FOR SERVICES BETWEEN AECOM AND THE VILLAGES
OF LA GRANGE, LA GRANGE PARK AND WESTERN SPRINGS**

This Contract for Services ("Contract") is entered into between AECOM, of Lynchburg, Virginia ("AECOM"), and the VILLAGES OF LA GRANGE, LA GRANGE PARK and WESTERN SPRINGS, all municipal corporations ("Villages") on this ___ date of _____, 2012.

WHEREAS, AECOM has offered to perform, and the VILLAGES have agreed to engage AECOM to perform all of the services set forth in the proposal dated April 13, 2012 and as amended on August 17, 2012 from AECOM to the VILLAGES (the "Proposal") (which is incorporated into the Contract by reference) and on the terms set forth herein. In the event of a conflict between the Proposal and this Contract, or between AECOM and the VILLAGES, this Contract, and the determination of the VILLAGES shall control.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and conditions herein contained, the VILLAGES and AECOM agree as follows:

1. **SCOPE OF SERVICES:** AECOM shall provide the services set forth in the Proposal, its amendments, as represented in the PowerPoint presentation and sample reports, and in this Contract ("Services"). Mr. Dye shall be the project lead for AECOM from time of contract award to project completion, and at no additional cost to the VILLAGES should project completion extend beyond December 31, 2012.

All work performed by AECOM, including data collection, drafts and the final work products, shall be the property of the VILLAGES. AECOM shall furnish the VILLAGES with 21 printed copies of the final report and three separate disks containing an electronic version of the final report.

At the conclusion of the study, AECOM shall present their recommendations separately to the governing body of each of the VILLAGES.

2. **DUTY OF THE VILLAGES:** The representative authorized by the VILLAGES shall be Andri Peterson, Assistant Village Manager, Village of La Grange. In her absence Ingrid Velkme, Deputy Village Manager, Village of Western Springs shall be the VILLAGES' authorized representative. The authorized representative will provide information requested by AECOM (but only to the extent available to the VILLAGES). AECOM shall communicate with the VILLAGES only through the authorized representative.

3. **COMPENSATION:** As compensation for AECOM's services hereunder, the VILLAGES shall pay AECOM a flat fee of \$74,982 (the "Fee") upon completion of all Services performed pursuant to this Contract. AECOM shall invoice the VILLAGES equally and separately. No other amount shall be paid by the VILLAGES to AECOM for services provided or expenses incurred by AECOM except as specifically agreed upon in writing by VILLAGES in advance of the performance of said services or incurring of said expenses.

4. **RELATIONSHIP OF THE PARTIES.** The parties understand and agree that AECOM is an independent consultant of the VILLAGES and that AECOM shall not hold itself out as a joint venturer, employee or agent of the VILLAGES. AECOM shall have no authority to

bind the VILLAGES in any manner for any purpose or to assume or create any obligation of any kind, expressed or implied, on behalf of the VILLAGES.

5. **CONFIDENTIALITY:** AECOM shall treat all information and data supplied to it by the VILLAGES as highly confidential and shall not disclose such information or data to any person or entity without the express written authorization of the VILLAGES.

6. **INSURANCE:** AECOM shall secure general liability and errors and omissions insurance to cover all services provided under this Contract in such amounts as the VILLAGES deem necessary. AECOM shall deliver certificates evidencing such insurance naming the VILLAGES as additional insured to the VILLAGES simultaneously with its execution of this Contract.

7. **INDEMNIFICATION:** AECOM agrees to indemnify, defend and hold harmless the VILLAGES and its officers, trustees, identified agents, and employees from any claims, demands, judgments, costs, expenses, losses, audits, damages or liability of any type, nature and description whatsoever (including the payment of reasonable attorneys fees and costs) arising out of or related in any way to AECOM's negligence in the performance of its services, or failure of AECOM to perform its services as prescribed by this Contract. These indemnification provisions shall survive the termination of this Contract and shall not be limited or in any way affected by insurance policies required to be maintained pursuant to this Contract.

8. **GOVERNING LAW:** This Contract shall be construed in accordance with and governed by Illinois law. Any lawsuit, brought by either party against the other party must be brought in the County of Cook and State of Illinois.

9. **NOTICES:** All notices, communications and/or demands given pursuant hereto shall be in writing and shall be deemed sufficient if sent by email to the VILLAGES in care of its authorized representative, Andrianna Peterson apeterson@villageoflagrange.com, (708) 579-2315 with a copy to Ingrid Velkme, ivelkme@wsprings.com, 708-246-1800 (x) 125 and Julia Cedillo, jcedillo@lagrangepark.org, 708-579-2370 and to AECOM in care of _____, at _____.

10. **WAIVER:** The terms or covenants of this Contract may be waived only by a written instrument executed by both parties hereto. The failure of any party at any time to require performance of any provision hereof shall in no manner affect its right at a later time to enforce the same. No waiver by any party of any term or covenant contained in this Contract, whether by conduct or otherwise, in any one more instances, shall be deemed to be, or construed as, a further or continuing waiver of any breach, or a waiver of the breach of any other term or covenant contained herein, at the same or any prior or subsequent time.

11. **ENTIRE CONTRACT; AMENDMENTS:** This Contract, including the Proposal referred to herein, sets forth the entire understanding and agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements, arrangements and understanding, written or oral, relating to the subject matter hereof. This Contract may be amended, superseded, cancelled, renewed or extended, only by a written instrument executed by all parties hereto.

IN WITNESS WHEREOF, AECOM, and the VILLAGES OF LA GRANGE, LA GRANGE PARK, AND WESTERN SPRINGS have executed this Contract as of the date and year first written above.

AECOM

VILLAGE OF LA GRANGE PARK

By: _____

By: _____

James Discipio, Village President

VILLAGE OF LA GRANGE

VILLAGE OF WESTERN SPRINGS

By: _____

By: _____

Elizabeth Asperger, Village President

William Rodeghier, Village President



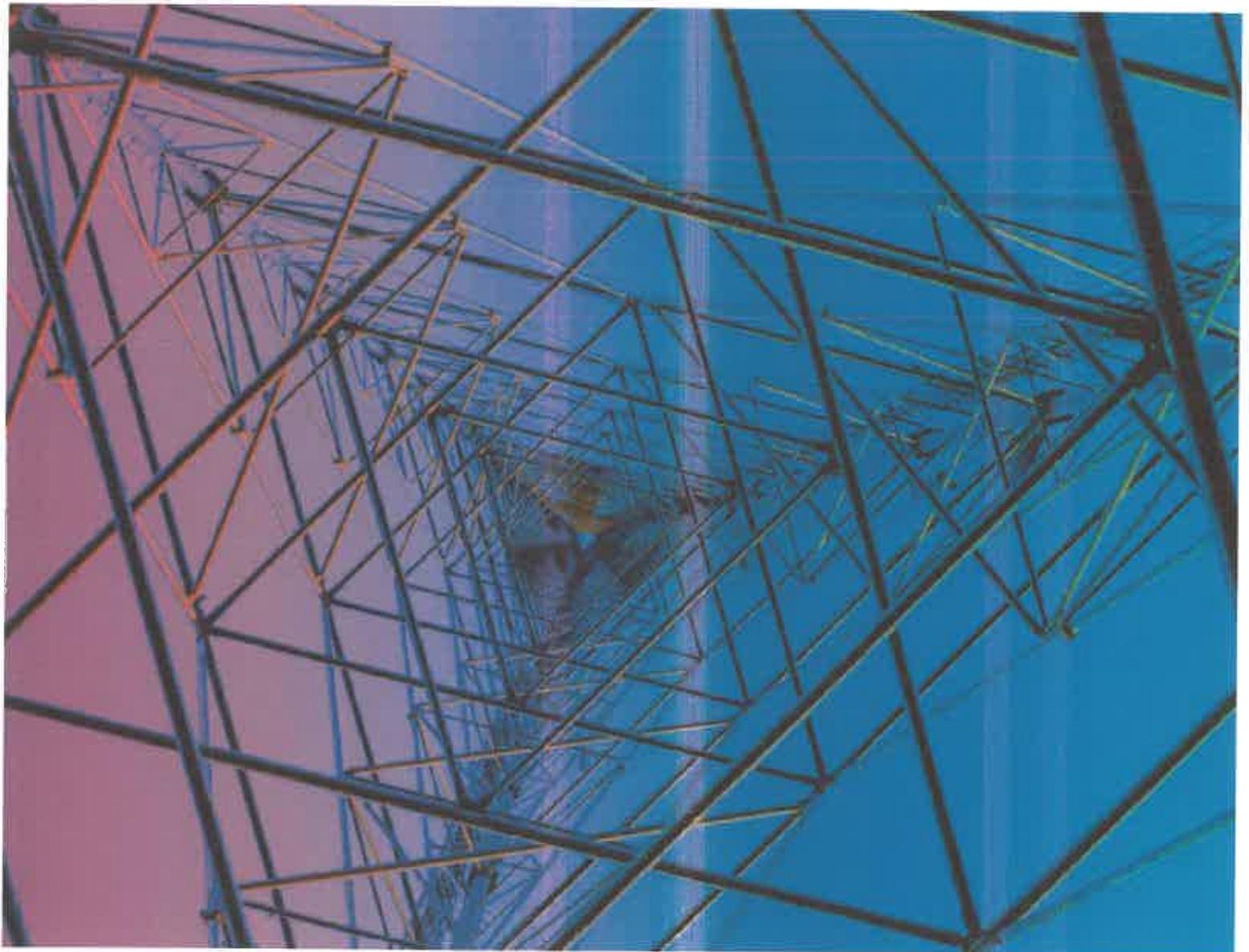
Submitted by:
AECOM Technical Services
20715 Timberlake Rd., Suite 106
Lynchburg, Virginia 24502

Contact:
Cheryl Giggetts, PMP, CHS III
Senior Vice President
T: 434.582.5500

Solutions Proposal for

West Suburban Public Safety Dispatch Consolidation Study

Villages of La Grange, La Grange Park and Western Springs
August 17, 2012





AECOM
20715 Timberlake Rd., Suite 106
Lynchburg, Virginia 24502
www.aecom.com

434 582 5500 tel
434 239 6074 fax

August 17, 2012

Elaine Haeske, Deputy Village Clerk
Village of Western Springs
740 Hillgrove Avenue
Western Springs, IL 60558

Subject: Request for Proposals for West Suburban Public Safety Dispatch Consolidation Study

Dear Ms. Haeske and Members of the Evaluation Committee,

AECOM Technical Services, Inc. (AECOM) offers to the Villages the technical expertise and operational knowledge of more than 28 years in the 911 dispatch and communications industry, in order to meet the Villages' need to evaluate the strengths, weaknesses and opportunities of consolidating the public safety dispatching function for the Villages of La Grange, La Grange Park and Western Springs.

AECOM's authorized representative and your single point of contact for this proposal and any resulting contract is Cheryl S. Giggetts. As a Senior Vice President, I have the ability to bind commitments for AECOM. My contact information is as follows:

Cheryl S. Giggetts
Senior Vice President
AECOM
20715 Timberlake Road, Suite 106
Lynchburg, Virginia 24502
E-mail Cheryl.Giggetts@aecom.com.
Direct line # (434) 582-5500
Main line # (434) 239-9200
Fax # (434) 239-6074

We recognize this project as an important step towards improving your public safety communications environment. We understand the need to provide the best possible solutions, make forward progress within the region, while working within your budgets. The Villages' goals for the consolidation solution are:

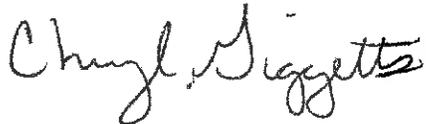
- Improved call taking service to the public;
- Improved efficiency in responding to calls for service;
- Streamlined processing and consistency of all data and reports;
- Increased officer/firefighter productivity and resource management;
- Enhanced officer/firefighter safety with timely and detailed data on persons and locations;
- The identification of enhanced equipment in preparation for future service upgrades (NG 911);
- The potential for enhanced staffing including Emergency Medical Dispatching capabilities;
- Improved management reporting and analysis capabilities;
- Recognition of non-emergency functions as related to staffing requirements in each community;
- Improved ability to respond to Freedom of Information Act requests; and,
- Improved ability to comply with State and Federal requirements.

We have carefully reviewed your scope and we present information on similar projects, with an emphasis on Illinois projects. We have an outstanding record of completing projects such as yours on time and within budget. To demonstrate our previous experience, we provide a list of projects and references that are the most relevant in scope, size, and complexity to your project. We have also assembled a team with the training and project experience that are aligned with the needs of your project.

AECOM has selected a project team with deep knowledge of communications systems gained through relevant experience. Your assigned project manager, James "Mike" Dye, ENP, has worked directly with the Villages during the West Cook Municipal Conference consolidation project in 1998. Supporting your primary team is a cadre of specialized engineers and subject matter experts, who are in-house specialists, not subcontractors. They can be integrated into our team seamlessly as needed.

We offer the proposed services for a fee of seventy-four thousand, nine hundred and eighty-two dollars (\$74,982) this is inclusive of fees and expenses. Thank you for the opportunity to present our qualifications.

Sincerely,



Cheryl Giggetts
Senior Vice President
Technology Solutions

Solutions Proposal

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Executive Summary

AECOM Technical Services, Inc. (AECOM) is pleased to offer the services of our Technology Solutions Group, an organization of highly experienced professionals, technical consultants, project managers, and communications center directors, along with a highly skilled support staff. While AECOM's credentials speak for themselves in the area of technical and operational expertise, it is important to understand the scope of consulting services we bring to your project. AECOM understands the desire of the Villages of La Grange, La Grange Park, and Western Springs to determine the feasibility and desirability of improving and combining the 911 dispatch services for fire, police, and emergency medical services, including the development and deployment of a state-of-the-art emergency operating center. The Villages' project must meet the highest technical standards, and must satisfy the operational requirements of its users and stakeholders. AECOM understands that a less obvious requirement for this project is to lay the foundation for you to make effective decisions. Our efforts can then guide your project team toward consensus in requirements, solutions, planning and deployment.

AECOM's Technology Solutions group is very experienced in offering this type assistance. We have provided similar services to over 38 previous projects. The proposed key personnel have actually operated PSAPs in consolidated, regionalized organizations. The three Villages will benefit from their extensive experience and the valuable lessons our staff has learned while actually performing the tasks as managers, and also as consultants to our previous clients.

AECOM's team will bring to your project over 60 years of dispatch operations and management experience. In addition, the team is knowledgeable of the Association of Public Safety Communications Officials International (APCO), the National Emergency Number Association (NENA), the Commission on Accreditation for Law Enforcement Agencies (CALEA), the National Fire Protection Association (NFPA), the Federal Emergency Management Agency (FEMA), and other applicable standards, through our participation on national initiatives and also through our previous projects.

AECOM's proposed project approach, with an emphasis on equipment and operations and on the human element, will provide you and your participating agencies and stakeholders with the necessary 911 dispatch consolidation assistance that will form the foundation for a successful project. The AECOM team will provide the required consulting services as requested by your Request for Proposal (RFP) to complete a feasibility study of the three Villages' 911 dispatch facilities to determine the feasibility and desirability of improving and combining 911 dispatch services for fire, police, and emergency medical services.

Key reasons to select AECOM for your 911 dispatch consolidation project:

- **911 Dispatch Expertise.** AECOM has developed a group of consultants and a body of experience specifically in public safety radio dispatch assessment, design and implementation. Our operations experience entails developing requirements for 911, CAD, RMS and GIS equipment, as well as the design of dispatch centers and Emergency Operations Centers (EOC). AECOM has on staff people that have been 911 directors, and understand the requirements needed to go beyond Public Safety operations, and fire ground communication issues, facing emergency responders.
- **Dedicated Project Team.** For the project, AECOM has selected a project team with the specific knowledge and backgrounds to support your goals. Your primary project team will include a project manager, a project lead, and a project administrator. Behind this primary team is a cadre of specialized engineers and subject matter experts - employees, not subcontractors - who can be brought into the project as required. This effort will be led by the AECOM's chief executive, Cheryl Gidgetts, whose passion for quality and service is unsurpassed.
- **Effective Implementation Planning.** AECOM's project approach is precise, and is based on experience, proven tools and methods. This is especially significant because the 911 study is a complex and significant large project. Our project team will be intensely involved in your project. However, as you will see in our project approach, we have worked hard to sequence project tasks and activities to keep the commitments of time by your project manager and project team to a manageable level.

While the obvious responsibility we would have as your consultant is to provide you with the benefit of our technical, design, operational, project management, implementation and acceptance experience, a less obvious but equally important responsibility is to assist the three Villages in making critical decisions necessary during project implementation. Part of this second responsibility is to break down technical and operational solutions into understandable language and processes for your project manager and project team.

AECOM's project approach for the Villages is distinguished by the way we combine a high degree of specificity with a high degree of flexibility. Our proposed services for you are:

- **Precise.** We believe our clients are entitled to know as precisely as possible what their consultants will do. This precision helps avoid surprises. You can be confident we have included the resources and activities needed, because you can see them in the task descriptions.
- **Targeted.** At the same time, we believe it is important to recognize that both you and we will be learning and creating new ideas as the project moves forward. Sometimes what has been learned may suggest a shift in priorities or tasks. Because we have carefully defined our planned work from the beginning, the process of updating the project approach is straightforward.
- **Managed.** Finally, because we believe that the best outcome is grounded in good project accountability, our project approach contains our project management package, and runs from kick-off through the length of the project. In addition, we pledge that AECOM's project team will be accessible and responsive.

Our proposed project approach pulls together the experience and technical expertise of the AECOM team, along with the knowledge and operational experience of your people, with the ultimate goal of finding a solution that meets the current and future needs of the communities participating in the project.

AECOM is aware of the level of commitment you are showing by moving forward with this project. We are mindful of the need to provide identifiable benefits, tangible and intangible, for every dollar you spend. Consulting services in a project like yours can pay for themselves many times over. Therefore, we bring to the table a specific team of professionals, and a level of structure and accountability, that give you complete oversight into the project at all times. AECOM has developed a number of highly effective technical and management processes. These processes are embodied in our project approach. Our approach will be one of constructive collaboration with your participating agencies and stakeholders. We describe it in detail in section 4 of our proposal.

1. Company Background

How long the company has been in business

AECOM was founded in 1990, although its legacy firms have distinguished histories dating back to the early 1900s. Our Technology Solutions practice has operated under various names, including CTA Communications (CTA) since the 1980s. As CTA, we quickly gained a national reputation for responsiveness, commitment, and service excellence. CTA merged with AECOM Technology Services, Inc. (NYSE: ACM) in January 2007.

A brief description of the company size and organization

AECOM is a global provider of professional technical and management support services to a broad range of markets, including transportation, facilities, environmental, and energy. With more than 45,000 employees around the world, AECOM is a leader in all of the key markets that it serves. AECOM provides a blend of global reach, local knowledge, innovation, and technical excellence in developing solutions that enhance and sustain the world's built, natural, and social environments. A Fortune 500 company (NYSE: ACM), AECOM serves clients in more than 125 countries and has a revenue of over \$8 billion in any given year. More information on AECOM and its services can be found at www.aecom.com.

AECOM's Technology Solutions experts offer comprehensive consulting services in all aspects of communications engineering for public safety and operational facilities. Our Technology Solutions practice encompasses the following disciplines and number of employees per discipline:

Radio Communications – 15
Security Services – 16
911 Command and Control Systems – 4
Information Technology – 16
Audio/Visual Systems – 7

Our staff offers comprehensive consulting services in **all aspects of communications engineering** for public safety and operational facilities. Our solutions are being implemented by clients throughout the United States, including federal, state, and local governments, utility, and private industries. Our expertise encompasses all radio and wireless technologies, telecommunications networks, 911 and communications/dispatch systems, and facility/architectural design.

AECOM's Technology Solutions offers comprehensive specialized services, such as feasibility analysis, budget planning, life cycle planning, P25 standards and applications, frequency licensing assistance, governance models, Tactical Interoperable Communications Plans (TICP), and Standard Operating Procedures (SOP). We have delivered communications solutions to more than 205 clients. Our team of project managers, engineers, public safety consultants, and technical specialists work in concert to develop complex technologies, from conceptual design to operational readiness. By focusing on their operational and interoperability requirements, we facilitate effective solutions to precisely meet our client's needs.

Our strengths, in both operational and technical aspects of public safety communications, stand out from the competition. Technical subject matter expertise in interoperability technologies includes P25, VHF, UHF, 800 MHz and 700 MHz, trunked and conventional systems, TETRA, gateway design, IP networking and cyber security. Our experience with administrative and operations planning, particularly public safety operations planning, has emphasized that many communications problems do not have exclusively *technical* solutions, but also require a knowledge of and sensitivity to your *operational* situation.

AECOM employees belong to industry-related, scientific, professional, and technical committees and associations, such as Project 25 Interest Group (PTIG), Association of Public Safety Communications Officers (APCO), and National Emergency Number Association (NENA), so we are aware of not only the new developments in these

areas, but also we contribute to and help drive innovation in the trade. We are familiar with federal and state regulatory requirements. Our staff continuously monitors technological changes and issues, such as the NTIA and the FCC regulatory activity and requirements and other issues in the communications industry.

These continued efforts come as second nature for all of our personnel. We understand that, as the communications industry evolves, we need to stay on top of the most valuable information, since this can provide short- and long-term benefits to our clients. AECOM's Technology Solutions staff offers in-depth knowledge and experience in P25 digital, conventional and trunked communications systems, represented by our work with several clients, who operate, or are in the process of implementing, P25 digital radio communications systems.

Independent Contractor

We are independent of any vendor, manufacturer, supplier, or dealer of equipment, software or services or any construction company. Our history of recommendations in competitive procurements proves our objectivity. We have never had a successful protest filed on any recommendation. In the midst of a highly competitive marketplace with a proliferation of marketing hype, this objectivity provides our clients with a fully, impartial perspective.

Internal Quality Control

Our procedures and design philosophy incorporate proven and stringent management, cost, and schedule control procedures on every project. Our attention to detail means that projects are implemented as you envision and plan them. Projects meet budget constraints and are completed on schedule. Our procurement approach using functional specifications result in intensely competitive project bids and, therefore, cost savings to our clients.

How long the company has been providing public safety consulting to public sector clients

Although AECOM's official founding was in 1990, the Technology Solutions staff has over 28 years of active experience in the public safety communications industry, providing services similar to this RFP with legacy firms.

Our operational subject matter experts have over 30 years experience in direct operational environments, such as firefighting, law enforcement, government budgeting and planning, government procurements, training development, and communication center management. The communications projects undertaken frequently require both communications expertise and structural, mechanical, or electrical expertise associated with A/E construction service providers. The A/E construction capabilities of AECOM complement our communications capabilities.

When requested, we will be ready to provide the following information within five days of request:

1. Formal certification signed by authorized officer that AECOM has not filed for bankruptcy in any form, nor is there any current intention of filing any type of bankruptcy proceedings.
2. Financial statements for AECOM's last two fiscal years. We can provide this information.

2. Company Experience

Our communications experts have experience in the area of interoperability, regional and statewide, and the development of procedures and plans for implementation of 911 dispatch systems. We believe our familiarity and knowledge of public safety agencies enables us to coordinate with diverse work groups and achieve objectives, essential to the quality services we provide EVERY client.

Several of our staff members have pioneered the 911 and consolidated dispatch operations required for modern communities. We have members who, prior to joining AECOM, managed large public safety communications departments for major municipal governments. We have worked on over 30 projects in the recent years that entailed developing requirements for 911, CAD, RMS and GIS equipment, and the design of dispatch centers and Emergency Operations Centers (EOC). We have a dedicated staff with over 25 years of experience in designing 911/dispatch systems. We have included below our dispatch center and 911 consulting services:

- Dispatch center surveys & assessments
- Dispatch center traffic analysis
- Workload analysis
- Technical issues analysis
- Operational issues analysis
- Financial issues analysis
- Wireless 911 and dispatch issues
- Site facilities and requirements analysis
- Site facilities definition
- Conceptual system designs
- Opinion of probable system cost analysis
- Dispatch equipment layout
- Equipment installation inspections
- Grounding specifications
- Equipment procurement
- Systems installation oversight
- Facility and infrastructure inspections
- Acceptance testing
- Operations testing
- Cutover planning & oversight

We include below more areas of expertise, skills, and qualifications that are part of our knowledge in the public safety communications industry:

- Project management
- Planning and implementation of public sector telecommunications systems
- Telecommunications infrastructure & services
- Network security
- Systems development costing, estimating, scheduling
- Business plan development
- Two-way radio systems, including trunked systems
- Microwave and data systems requirements
- Smart grid communications systems requirements
- Electrical engineering (power, grounding)
- Structural engineering (tower, buildings)
- Mechanical engineering (HVAC, fire protection)
- Architects (planning, design, review)
- Telecommunications experience
- Licensure and approval of radio communications systems, tower sites, and associated facilities
- Public safety experience
- Mechanical discipline experience
- Electrical discipline experience
- Federal Communications Commission (FCC)
- Federal Aviation Administration (FAA)
- Software experience
- Information technology planning/implementation
- Cyber security
- Organization and management of communications systems
- Maintenance and operations
- Radio communications experience

Our clients have included federal, local, and state government, utility companies, and private industry. Public Safety communications require special considerations because they deal with life and death situations. Law enforcement officers face dangers from criminals, fugitives and other socially deviant persons. Fire fighters and emergency medical personnel are faced with emergencies that threaten life and property as well as their own personal well-being. In this day and time, when budget pressures force all government agencies to “provide more services with fewer resources,” the effectiveness of a municipal communications system is critical to the government entity’s ability to provide the services required of it.

AECOM veteran communications consultants have investigated, planned, designed, tested, and implemented telecommunications systems across the United States. Our combination of skills allows the AECOM team to address all of the technologies applicable to your particular project with in-house people.

List of all clients of similar size and larger

We offer below a list of consolidation study projects similar to yours, where we demonstrate the vast experience AECOM has attained over the years. Your assigned project manager, James "Mike" Dye, ENP, has worked directly with the Villages during the West Cook Municipal Conference consolidation project in 1998. This preliminary knowledge of your area makes him a great management fit for your project. We bring all of our lessons learned, and current strategies to provide innovative and sustainable solutions tailored to your specific needs. Our clients' satisfaction is the definitive evidence of our adherence to budget and schedule constraints.

Client Name	Number of Communities	Beginning and End dates
Town of Amherst, Massachusetts	8	08/2009 – 01/2011
Bi-State Regional Commission	4	08/2005 – 08/2006
Carteret County, North Carolina	3	06/2007 – 11/2007
DU-COMM (Dupage Public Safety Communications), Illinois	4	12/2005 – 08/2006
Frederick County, Virginia	2	01/2006 – 05/2007
Gallatin County, Montana	3	12/2007 – 09/2009
Harrisonburg/Rockingham County, Virginia	2	12/2002 – 07/2005
Honolulu County and City, Hawaii	4	03/2008 – 12/2010
James River PSAP Group, Virginia	5	08/2002 – 03/2009
Metropolitan Washington Airports Authority (MWAA)	2	01/2006 – 03/2007
New York Troop G, New York	7	07/2007 – 12/2011
Northern Middlesex Council of Governments (NMCOG), Massachusetts	10	02/2011 – 03/2012
Old Colony Planning Commission, Massachusetts	7	01/2012 – ongoing
Orleans Parish, Louisiana	4	01/2006 – ongoing
Pima County, Arizona	7	01/2006 – ongoing
Solano County, California	6	10/2010 – 04/2011
City of Springfield, Massachusetts	3	02/2008 – 09/2008
Town of Monson, Massachusetts	3	04/2010 – 10/2010
Town of Monson (second study), Massachusetts	4	11/2011 – ongoing
Valley Emergency Communications Center (VECC), Salt Lake City, Utah	7	03/2000 – 07/2001
Virginia Information Technology Agencies(VITA) Consolidation Studies	16	01/2007 – 06/2010
West Cook Municipal Conference, Illinois	14	06/2000 – 05/2001
Will County, Illinois	4	02/2005 – 03/2007
Winnebago County, Illinois	9	06/2003 – 09/2006

References

We also include five specific references and we urge you to contact them for their comments on the quality of our services. We are confident that the lowest evaluation of our services will be "Excellent!"

Client Name	Project title	Contact Information	Beginning and End dates
Winnebago County, Illinois	911 System Study and Facility and Equipment Replacement	Sandy Stansell, 911 Division Administrator Rockford Fire Department 204 S. First Street Rockford, IL 61104 Phone (815) 987-5783 Fax (815)967-6999 Sandy.Stansell@rockfordil.gov	09/2001 – 09/2006
Bi-State Regional Commission (Cities of Davenport and Bettendorf and Scott County, Iowa)	PSAP Consolidation Study for Davenport, Scott County Sherriff's Office, Bettendorf, MEDIC-EMS	Denise Bulat Executive Director Bi-State Regional Commission 1504 Third Avenue Rock Island, IL Phone (309) 793-6300 ext. 140 Fax (309) 793-6305 dbulat@bistateonline.org	08/2005 – 08/2006
Virginia Information Technologies Agency (VITA) Cities of Staunton and Waynesboro and Augusta County, Virginia	PSAP Consolidation Study for Staunton, Augusta County and Waynesboro (SAW)	Gary P. Critzer NREMT-P, CCEMT Director of Emergency Management/EMS City of Waynesboro Virginia 250 South Wayne Avenue, Suite 301 Waynesboro, VA 22980-4625 Phone (540) 942-6698 Fax (540) 942-6521 CritzerGP@ci.waynesboro.va.us	01/2009 – 06/2010
Town of Amherst, Massachusetts	Regional Emergency Communications Center Study	Captain Jennifer Gundersen Amherst Police Department 111 Main Street Amherst, MA 01002 Phone (413) 259-3012 Fax (413) 259-2408 GundersenJ@amherstma.gov	08/2009 – 08/2010
Northern Middlesex Council of Governments (NMCOG), Massachusetts	911 Regional Emergency Communications Center Study	Beverly Woods, Executive Director, NMCOG 40 Church Street, Suite 200 Lowell, MA 01852 Phone (978) 454-8021, ext 20	02/2011 – 03/2012

Please refer to the project descriptions included in the following pages for more detailed information about our experience and involvement with these referenced projects. We note the areas of participation of the personnel assigned to your project.

Winnebago County, Illinois 911 System Study and Facility and Equipment Replacement

Winnebago County is the **second** largest county in Illinois. The County was served by two full 911 answering centers, Rockford 911 and Loves Park 911. Both Centers have been operating since 1991 with little change. They asked AECOM (formerly CTA Communications) to review their current level of service and equipment. The goal was to move their operating environment to modern standards in the areas of 911 customer premise equipment (CPE), computer aided dispatch (CAD), radio control systems, console furniture, as well as the overall dispatch center employee work environment. The existing leased mobile data system was also studied. The study explored fully the existing situation and the County was presented with a multiple alternative approach to achieve the desired goals. The expected costs and cost trade-offs were fully investigated with the County.

In addition to the initial findings on CPE, CAD, radio control, and dispatcher environment, new discoveries led to the community's decision to explore a major relocation and renovation of the dispatch centers. Recommendations were made in reference to the new, modern 911 equipment (CPE), the existing CAD system without a viable records management interface, and the ergonomics of the work place.

The study, completed in November of 2002 recommended that a new consolidated dispatch center be constructed, with a new CAD system, with a records management interface, new 911 Customer Premise Equipment compliant with FCC (94-102 & 98-245) Phase I & II requirements, new radio console equipment, and that also the existing 911 center be renovated and equipped with equipment to serve as a back-up PSAP.

The County proceeded with the next phase of the project, and AECOM was contracted to assist the County in defining the technical and electronic requirements of the centers, developing the specifications and assisting in the procurement of the CPE, CAD, radio controls, dispatch furniture, and developing and managing the cutover plan for both centers. This cutover plan was designed so that the operations can move in a "live" 911 environment, and ensuring no lost calls. The system was cutover to the two new facilities in the fall of 2006.

Project Team Participation:

Project Manager – James "Mike" Dye, ENP
Project Lead Specialist – Jonathan W. Farrar

Bi-State Regional Commission

Cities of Bi-State Regional Commission Cities of Davenport and Bettendorf, and Scott County, Iowa PSAP Consolidation Study for Davenport, Scott County Sheriff's Office, Bettendorf, MEDIC-EMS

Scott County, Iowa is the largest of the four counties in the Quad Cities Metropolitan Statistical Area (MSA). The City of Davenport is the largest of the incorporated cities in the Quad City Metropolitan Area. Bettendorf is the smallest and fastest growing of the Quad Cities. Scott County represents a blend of the urban and rural. While the area around Davenport and Bettendorf is highly urbanized, a large percentage of the 465 square-mile land area of Scott County is farmland. MEDIC EMS provides Advanced Life Support transport service for most of Scott County including the Cities of Davenport and Bettendorf.

There are currently three primaries and one secondary Public Safety Answering Point (PSAP) in Scott County, Iowa. The four PSAPs perform similar functions for the entities they serve. Previously, the communities attempted to consolidate dispatch service without success. In 2005, a new approach was tried. A "Blue Ribbon Committee" was formed, and AECOM (as CTA Communications) conducted a feasibility study for consolidating two or more of the dispatch centers in the County.

The study was designed to address the following client's concerns:

- How would a consolidation take place and provide improved service?
- How should it be organized and staffed?
- What services should it perform?
- How should policies be made and changed?
- How should it be funded?
- With consolidation, what communications changes or improvements should be made in order to support the operations better than provided today?

Recognizing that a shared center with proper implementation offers significant service improvements to all of the participants, improves interagency coordination, and at the same time reduces the overall cost of providing service to the community, AECOM recommended that a shared public safety ECC be created. Participants in the shared center include:

- Davenport
- Scott County Sheriff's Office
- Bettendorf
- MEDIC-EMS

Project Team Participation:

Project Manager – James "Mike" Dye, ENP

Staunton, Augusta County, Waynesboro, Virginia (SAW) Regional Emergency Communications Center Study

The Commonwealth of Virginia Office of Information Technology (VITA) initiated a number of 911/dispatch consolidation studies across the Commonwealth. AECOM was hired as the consultant to perform four of these studies. One of the last to be done was the Staunton/Augusta/Waynesboro (known as SAW) study. Once the study started, the City of Waynesboro became the managing agency. Each of the communities operates their own public safety dispatch centers.

The consolidation study was designed to accomplish the following tasks and to answer the following questions:

- How would a consolidation take place and provide improved service?
- How should it be organized and staffed?
- What services should it perform?
- How should policies be made and changed?
- How should it be funded?
- With consolidation, what communications changes or improvements should be made in order to support the operations better than provided today?

In this particular study, the investigation revealed that there were no inherent problems in the existing operational structure, there were not any significant financial gains to be realized in consolidation, and the existing back-up provisions would be lost in a consolidation.

AECOM recommended that there not be a consolidation effort at this time, but that the communities participate in a shared agreement for future purchases; and move to a "Hosted Services" environment where one PSAP would provide common CPE equipment for all three PSAPs, another would provide a common CAD platform, and the third a common radio console system. We also recommend the required inter-PSAP connectivity required. The communities will share the costs based on participation levels.

The communities have accepted the AECOM recommendations. They are moving forward with the purchasing agreements and planning on future equipment in the manner described.

Project Team Participation:

Project Manager – James "Mike" Dye, ENP

Cost Estimation Subject Matter Expert – Greg Douglas, EIT

Town of Amherst, Massachusetts Regional Emergency Communications Center Study

The Amherst Regional Emergency Communications Center (RECC) Consolidation Study includes nine towns, one independent fire district, and one university, all located in Hampshire and Hamden Counties of Western Massachusetts. Currently, eight of the towns (Amherst, Belchertown, East Longmeadow, Hadley, Ludlow, South Hadley, Ware, and Wilbraham) and the University of Massachusetts are each operating their own public safety dispatch centers.

Recognizing that a shared center with proper implementation offers significant service improvements to all of the participants improves interagency coordination and, at the same time, reduces the overall cost of providing service to the community, AECOM recommended that a shared public safety Regional Emergency Communications Center be created.

Participants in the shared center should include the Town of Amherst, Town of Hadley, Town of Belchertown, Town of Pelham, Town of South Hadley, Town of Ware, South Hadley Fire District 2, and the University of Massachusetts at Amherst. AECOM further recommended that the Town of East Longmeadow, the Town of Ludlow, and the Town of Wilbraham investigate forming a separate Regional Emergency Communications Center with other neighboring communities in Hampden County.

Final presentations of the results were given to the participants. At present, four Towns have signed intergovernmental agreements to regionalize.

Project Team Participation:

Project Manager – James “Mike” Dye, ENP

Cost Estimation Subject Matter Expert – Greg Douglas, EIT

Northern Middlesex Council of Governments (NMCOG), Lowell, Massachusetts 911 Regional Emergency Communications Center Study

Before AECOM's involvement with this project, NMCOG was working with a different consulting firm hired to complete a study to determine the feasibility of consolidating 911 center/PSAPs in eight of the Towns and one City in the region. This project had been unsuccessful, and NMCOG was forced to end their contract.

Because of our previous successful work in Massachusetts, NMCOG asked AECOM to take over, and complete the study. AECOM agreed and proceed to re-interview and survey the Towns and City. Another Town that was not originally listed was added to be considered for consolidation.

At the conclusion of the study, AECOM had presented and explained nine separate consolidation scenarios to the NMCOG members to address the various needs of the municipalities. Budgets were estimated for each scenario and improvements and detriments for each municipality were addressed in committee and public meetings.

At present, NMCOG is pursuing one of the scenarios we provided, and are seeking additional funding for its execution.

Project Team Participation:

Project Manager – James “Mike” Dye, ENP

Project Lead Specialist – Jonathan W. Farrar

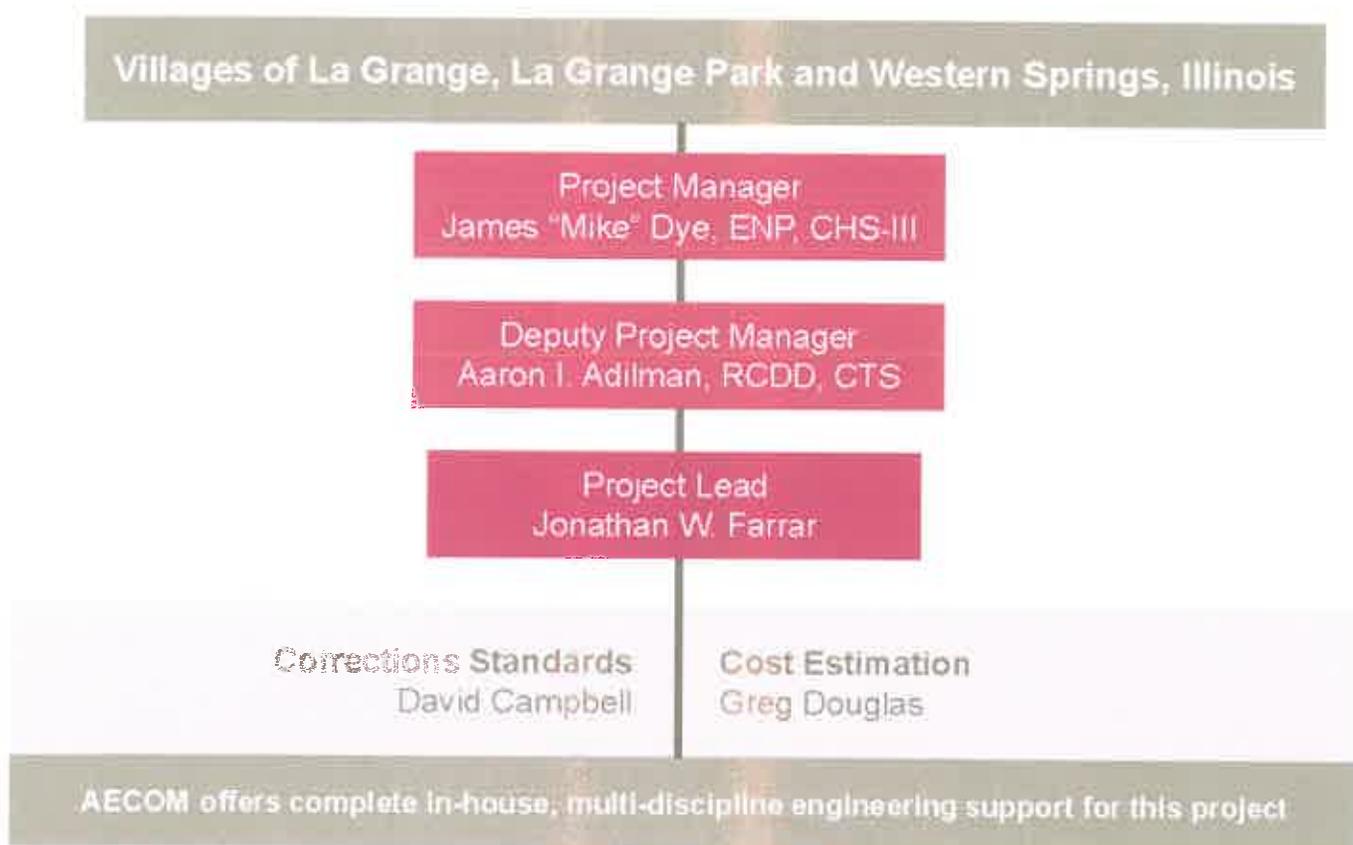
Cost Estimation Subject Matter Expert – Greg Douglas, EIT

3. Project Team Organization

Your proposed team has qualifications that include the following technical skills and knowledge:

- Experience in conducting public safety dispatch consolidation studies;
- Technical skills and experience with CAD equipment and software;
- Knowledge of public safety radio equipment and dispatch consoles, including radio networks;
- Knowledge of wireless point-to-point data connectivity;
- Knowledge of mobile data systems;
- Knowledge of industry standards and regulatory requirements;
- Knowledge of Illinois Department of Corrections (IDOC) lock-up standards;
- Project management skills and experienced staff.

We provide an organization chart that shows describes graphically how your project will be organized.



We propose James "Mike" Dye, ENP, CHS-III as **Project Manager**. Mr. Dye will be actively involved in supervising all work, participating in weekly team meetings and scheduled client meetings as required, participating in the data gathering interviews, scrutinizing all deliverables both from a technical and quality assurance standpoint, and responding to your project staff at all times. Mr. Dye is the best fit for your project because of his extensive technical and operational knowledge gained by working on projects similar to yours, and also from his early first-hand involvement with the public safety community as a Police Officer, and the manager of two 911 dispatch centers. Next, we provide a brief overview of Mr. Dye's 911 career accomplishments and extensive experience and knowledge in the public safety field. Mr. Dye will remain an employee of AECOM throughout the life of this project, to include additional phases if so desired by the Villages.

Mr. Dye has over 34 years of experience in public safety and has assisted in over 38 communications projects and consolidation projects with AECOM. He is a long time member of NENA at the state and national levels. He is also member of national and state APCO. Mr. Dye is a certified ENP. He has served on numerous committees, and continues to do so, such as the Congressional Public Safety Wireless Advisory Council, Association of Public Safety Communications Officials' Project 31, and National Emergency Number Association's (NENA) Technical Requirements Committee.

Mr. Dye's involvement in 911 began in the State of Georgia. As the Director of the Clarke County Emergency Communications Center, he oversaw the implementation of the first Enhanced 911 system in the State and the second east of the Mississippi River. Many of the existing E911 regulations and governance in place today were created in the State by the Clarke County ECC pioneer transition. The system design and technology that was created and the standards that were developed extended throughout the southeast and the nation.

Later in his career, he moved to Cobb County, Georgia, a large county comprising metro Atlanta, as the 911 Director. In Georgia, he was a member of both APCO and NENA. He served as President of Georgia APCO in 1995 and 1996 during the Atlanta Summer Olympics, and served on the Olympic Law Enforcement Command Committee. He was a member of the NENA Technical Standards Committee. Mr. Dye also represented Georgia on the Public Safety Wireless Advisory Committee (PSWAC), testifying before the FCC as a representative of public safety needs. He also served on the Georgia APCO Wireless 911 Committee, and made presentations before the Georgia Senate concerning the impact of Wireless 911 on operations and finances. In fact, the Georgia Senate toured his 911 center to see firsthand the affect of their rulings. This resulted in the transition of wireless telephones to their current billing status.

Mr. Dye has received numerous awards from the Georgia APCO and NENA chapters and has received Life Member status by the Georgia NENA Chapter. Since leaving the County, Mr. Dye continues to be involved with both APCO and NENA nationally and locally, in Georgia and Virginia. He is currently serving on the Next Generation 911 Working Group in the Transition and Accessibility sub-committees.

Aaron I. Adilman will be the **Deputy Project Manager**. He will assist Mr. Dye from our Chicago office. He has extensive experience managing projects located in Illinois. With Mr. Dye and Mr. Adilman having preliminary knowledge of your area and the region, it makes them a great fit as your management team for your project. We offer the resources of our Chicago office to provide any necessary support for impromptu meetings, or short notice requests, should the need arise.

Jonathan W. Farrar will be the **Project Lead**. Mr. Farrar will be actively involved with the development of the task deliverables and providing interoperability guidance to our project team. He will be the day-to-day technical point of contact, reporting directly to your Project Manager. Mr. Farrar will direct the team that will perform the majority of the work on your project, will attend meetings and conference calls, and will participate in the interviews and surveys. He is responsible for the entire content of your project, the reports, correspondence, and presentations.

In addition to the primary participants of your project, we also have in-house specialties that allow us to produce a complete package for your project. We have staff that falls under the major categories of radio technologies, connectivity, licensing, and operations. These personnel have performed these specialties for the company on many projects and thus, they create an expert resource pool that will be used to your benefit. They are well qualified in their respective field, and provide oversight to the project staff in their respective area. These in-house resources allow us to cover and successfully address any challenges that may arise on the project.

- David Campbell will be the **Corrections Standards Subject Matter Expert**.
- Gregory Douglas will be the **Cost Estimating Subject Matter Expert**.

One of AECOM's particular strengths is the way that every team member collaborates. By partnering with AECOM, the Villages gain the benefits of not only your assigned team members and the personal interactions, but also receive the combined efforts of all the staff that comprises AECOM. They will be brought into your project as required to provide their specific expertise for your project. We operate this way in every project, adding value to the choice of AECOM as your consultant. We offer the necessary resources in order to successfully accomplish the goal of improving communications among emergency and non-emergency personnel.

To illustrate the caliber of people who form your project team, in the following pages we have included their resumes, in the format you have requested, which include their pertinent experience, and technical qualifications.

- A. Name and position title**
- B. Total years experience with current firm and others**
- C. Education (degree, major, institution, year)**
- D. Summary of pertinent experience and qualifications**
- E. Identify the number of comparable engagements involved in or completed by the Project Manager who will handle the Villages' project**
- F. Whether or not any personnel have relationships with potential technological related or other vendors that may be recommended as a part of a consolidation solution.**

A. James "Mike" Dye, ENP, CHS-III, Project Manager

- B. Years with AECOM: 14; years of public safety service: 22
- C. Bachelor of Arts in Political Science, University of Georgia, 1969
Master Studies in Governmental History, University of Georgia, 1974
- D. Mr. Dye managed two 911 centers in large suburban areas in Georgia, Clarke County 911 and Cobb County 911, which involved the creation of organizations that did not previously exist. The creation of these 911 Centers necessitated construction of the physical dispatch centers, creation of dispatch databases, purchase and installation of equipment, and the training of dispatchers. Both centers combined and consolidated multi-discipline and multi-government operations. At Mr. Dye's departure, the Cobb 911 Center was responding to 911 calls for the unincorporated county, three cities, a military installation, and two national parks. Mr. Dye also managed, from bidding to operation, the Cobb County's radio system: a fifteen-channel, four-site, simulcast, 800 MHz trunked system. This system grew to over 3,000 units, and served sixteen public safety agencies.

During the 1996 Atlanta Olympics, he served on the Olympic Security Communications Committee (OSSG). He was President of the Georgia Chapter of APCO in 1995 and 1996, and also served on the Congressional Public Safety Wireless Advisory Council, the Association of Public Safety Communications Officials' Project 31, and the National Emergency Number Association's (NENA) Technical Requirements Committee. He was made a Life Member by the Georgia NENA Chapter for his contributions to the 911 community. Mr. Dye is also currently serving on the NENA Next Generation 911 Transition and Accessibility subcommittees.

Since joining AECOM, Mr. Dye has had the opportunity to work on several projects, including helping to relocate the Orleans Parish Communication District's emergency dispatch center after hurricane Katrina struck the Gulf Coast. Mr. Dye traveled to New Orleans while the city was still flooded to help move and manage the emergency dispatch center. After three different temporary relocations, Mr. Dye continues to work with the Orleans Parish and will help them move to their permanent center. His personal commitment demonstrates Mr. Dye's dedication to client satisfaction.

Mr. Dye's project experience allows him to cover the areas of project operations management, project coordination, and cost and risk analysis for all radio projects. As an AECOM senior management member, he has the ability to assign the resources necessary to implement and oversee project execution and completion within schedule, historically saving our clients time and money.

Areas of Expertise:

911, public safety operations, government organizations, costing and budgeting

Technologies:

911, CAD, DVL recorders, grounding, radio operations

Professional Affiliations:

National Emergency Number Association - Emergency Number Professional (ENP)

Member NENA Next Generation:

- Operations Committee
 - Transition and Accessibility Sub-Committees
- Homeland Security Level III Certification #105747
Georgia Certified Police Officer #77-838
Georgia Certified Communications Officer #PRD-95-00003-N
National Certified Emergency Medical Dispatcher #128
Police Officer Standards and Training Certified Instructor

- E. As your project manager, Mr. Dye has participated and completed over 38 comparable projects, involving over 200 communities. In addition to the projects included in section 2, we include a brief description of his involvement on other similar projects:

Orleans Parish Communications District New Orleans, Louisiana 911 Center and EOC. Prior to the impact of Hurricane Katrina, the Orleans Parish Communications District began work on establishing a new 911 and dispatch center. AECOM was brought on board immediately after the storm. We have been with the District during three relocations and moves into temporary facilities. As project manager, Mr. Dye worked with the architects and engineers to establish the needed facilities and operational areas for the permanent dispatch operation and EOC. He is participating with the Parish and the architects to determine: capacity and functionality needs of the dispatch center, capacity and functionality needs of the Emergency Operating Center, radio tower coordination, architect coordination, negotiations with vendors, monitor installation, cutover services. The project is continuing and the new facility began construction in FY 2010.

City of Springfield Centralized Public Safety Dispatch Center Feasibility Analysis and Assessment, Massachusetts. As project manager, Mr. Dye worked with the City Police and Fire, and the Commonwealth's Finance Control Board to complete the Feasibility Study designed to assist in the identification and resolution of all issues related to the development, planning, and implementation of a combined (police and fire) dispatch center; to identifying possible locations for the center; and recommend the equipment and systems necessary with cost estimates associated with a single consolidated center.

Town of Monson Regional ECC Consolidation Study, Massachusetts. As project manager, Mr. Dye led the team responsible for the development of the Study for the Towns of Monson, Palmer, and Hampden to determine the feasibility and desirability of combining the dispatch services for fire, police, and emergency medical services, including the development of a state-of-the-art emergency operating center. When complete, the study will describe current conditions, alternatives considered, the process used to arrive at that design, our recommended project approach, and a preliminary schedule for implementation.

- F. Mr. Dye does not have any relationships with potential technological related or other vendors that may be recommended as a part of a consolidation solution.

A. Aaron I. Adilman, RCDD, CTS, Deputy Project Manager

- B. Years with AECOM: 11; years with other firms: 10
- C. Bachelor of Science in Industrial Technology, Illinois State University, 1990
- D. Mr. Adilman has over 18 years' experience in design, engineering, and project management for low-voltage technology systems including advanced audiovisual systems, IT transport systems, wireless systems, structured cabling systems, physical electronic security surveillance systems, and audiovisual systems. Mr. Adilman has applied his expertise on behalf of the aviation, energy, government, ports, sports, financial, education, medical, commercial, and A/E/C markets.

Mr. Adilman has also supported DoD clients and classified civilian agencies with C4I systems and command center design, security and communications infrastructure design, and information technology design and specification, including data centers and emergency operations systems.

Included below are brief descriptions of comparable work performed by Mr. Adilman, to demonstrate his vast experience.

Office of Emergency Management and Communications, Operations Center, Chicago, Illinois

Mr. Adilman served as the Technology Project Manager and Lead Systems Engineer (including audiovisual, telecommunications, and security technology design, project management, and integrated systems support) for this project for the City of Chicago's Office of Emergency Management and Communication (OEMC) new Operations Center. The new OEMC Operations Center monitors several thousand CCTV cameras located throughout the city and serves as dispatch and response focal point for various events and emergency situations. The center provides a true surveillance environment designed to provide real time collaboration between several local and federal government agencies. The heart of new center features state of the art surveillance monitoring systems including a large display wall matrix, 24 x 7 operation, command and control, network and computer aided dispatch operations, and accommodations for over 13 operator positions. Systems design includes full redundancy capability and fault tolerant operability.

City Incident Center (CIC), Chicago, Illinois. Mr. Adilman served as the Technology Project Manager and Lead Systems Engineer (including audiovisual, telecommunications, and security technology design, project management, and integrated systems support) for the City of Chicago's Office of Emergency Management and Communication (OEMC) new City Incident Center. Working closely with the City of Chicago's Office of Emergency Management and Communications (OEMC), AECOM developed the technology within the CIC to integrate OEMC's homeland security strategies with traffic services, towing, Department of Streets and Sanitation operations and the Department of Water Management dispatch services. As Technology Project Manager and Lead Systems Engineer, Mr. Adilman designed the latest in audiovisual, telecommunications and IT systems for the CIC and equipped the room with advanced radio and data switching, data traffic management, and audiovisual systems to make communications among City departments more efficient and reliable.

DuPage County, Water Utility Threat and Vulnerability Assessment Services, Illinois. Mr. Adilman participated in vulnerability and risk assessments of this client's water treatment and distribution facilities in the Midwestern United States. He conducted physical security, cyber, and SCADA system surveys, and recommended security improvements based on survey findings.

City of Palatine, Water Utility Threat and Vulnerability Assessment Services, Palatine, Illinois. Mr. Adilman participated in vulnerability and risk assessments for this client's water treatment and distribution facilities in the Midwestern United States. He conducted physical security, cyber, and SCADA system surveys, and recommended security improvements based on survey findings.

Registrations

Registered Communications Distribution Designer (RCDD) / 2001 / #04505

Certified Technology Specialist (CTS), InfoComm International / 7-30-2002

RAM-W SM 6/15/2002 Certified in the use of Sandia National Laboratories Risk Assessment Methodology for Water Systems

Affiliations

Building Industries Consulting Services International (BICSI)

- E. Not applicable. Please refer to resume for Project Manager Mike Dye.
- F. Mr. Adilman does not have any relationships with potential technological related or other vendors that may be recommended as a part of a consolidation solution.

A. Jonathan W. Farrar, Project Lead

- B. Years with AECOM: 12; years with other firms: 0
- C. Associate in Arts and in Science for General Studies, Central Virginia Community College, 2002
Bachelor in Science Engineering Technology in Electrical Engineering Technology, Old Dominion University, pending graduation by 2013
- D. Mr. Farrar is a senior communications specialist at AECOM. He has 10 years of experience in communications consulting in both the public and private sectors. His experience includes site facility work, schedule management, budget analysis, testing and inspection of communications systems, and computer networks. Mr. Farrar's previous work spans the various levels of federal, statewide, countywide, and commercial communications systems. His analysis experience includes detailed site inspections of facilities and communications equipment, assisting in need assessments and specifications, frequency research and licensing, radio coverage analysis, and E-911 testing. Mr. Farrar is currently in the process of finishing his Bachelor of Science degree at Old Dominion University, and has successfully been able to incorporate his work experience into his education and vice versa.

At AECOM, Mr. Farrar works on both land mobile radio and 911 projects. His responsibilities include physical facility design of communications centers and sites. Mr. Farrar creates budget estimates and analyzes costs for both radio and 911 projects. He is responsible for creating and managing project schedules, and working with the client to incorporate all necessary tasks for successful project completion with estimated dates, milestones, deliverables, sequencing and dependencies. Master scheduling of various projects, tracking percent complete, deliverables, and overseeing coordination between vendors, contractors, and the client all come under the charge of Mr. Farrar, as well. He possesses a strong work ethic, a passion for learning, a team-player attitude, and a close eye for detail, all traits that make him a valuable addition to any team.

911 Experience

Computer-Aided Dispatch (CAD) systems, Records Management Systems (RMS), Geographic Information System (GIS) equipment, PBX and Centrex equipment, radio consoles, 911 Customer Premise Equipment (CPE), wireless and wire line technologies, next generation 911 systems, Internet Protocol (IP) and circuit-based technologies.

Radio Experience

Electrical grounding, bonding, and shielding of communication equipment and sites, P25 radio systems, trunked and conventional radio systems, analog and digital radio systems, battery systems design, electrical systems design, and emergency power backup designs.

Software experience

AutoCAD, Microsoft Visio, ESRI ArcView, Terrain Analysis Package, Microsoft Office, Webex WebOffice, Microsoft SharePoint, Microsoft Project, Microsoft Visual Studios, UNIX and Microsoft operating systems, Virtual Box, and VMware.

Included below are brief descriptions of comparable work performed by Mr. Farrar, to demonstrate his experience as a project lead in projects similar to yours.

Winnebago County Emergency Telephone System, Illinois. Lead specialist reviewed their level of service and equipment. Mr. Farrar's main responsibilities included analyzing the counties current dispatch system and equipment, working on budget estimate for the client, evaluating cost proposals from various vendor proposals, coordinating the efforts between all vendors during the installation of equipment in the two dispatch centers, overseeing testing and inspection of all systems involved prior to cutover, developing and managing a complex, multi vendor dynamic schedule that culminated in the successful cutover of a multi agency center.

Northern Middlesex Council of Governments Regional Emergency Communications Center Study, Massachusetts. Lead Specialist responsible for reviewing and assessing the existing technology. Performed site surveys, and created and published the survey report.

James River Public Safety Answering Point (PSAP) Group Phase II Compliance, Virginia. For each jurisdiction, Mr. Farrar tested different cell phone carriers by calling 911. He recorded the log information that was sent to the PSAP and carried out Phase I and Phase II compliance testing.

Will County 911 Emergency Telephone System Program and Site Selection Services, Illinois. Carried out site surveys and performed cost estimates to perform a space needs study and site selection for two regional dispatch centers.

Professional Affiliations:

Society of Physics Students (SPS)
Association for Computing Machinery (ACM)
Optical Society of America (OSA)
American Mathematical Society (AMS)
IEEE Communications Society (ComSoc)
NENA Virginia

- E. Not applicable. Please refer to resume for Project Manager Mike Dye.
- F. Mr. Farrar does not have any relationships with potential technological related or other vendors that may be recommended as a part of a consolidation solution.

A. David R. Campbell, PE, Corrections Standards Subject Matter Expert

- B. Years with AECOM: 14; years with other firms: 10
- C. Bachelor of Science in Electronic Engineering Technology, DeVry Institute, 1985
- D. Mr. Campbell has 24 years experience in commercial and industrial security systems. He specializes in programming, planning, operational analysis, threat analysis and design of security systems for justice, healthcare, educational, commercial, military and institutional facilities. He participates in the American Correctional Association (ACA), American Jail Association (AJA) and the American Society of Industrial Security (ASIS) conferences. He is a member of the American Society for Testing and Materials (ASTM) committee for the Selection of Operational Security Control Systems. He is a registered Professional Electrical Engineer. He designs electronic surveillance, monitoring, communication, security and control systems. He leads a team of engineers and draftsmen who work with clients to provide electronic solutions to security and life safety requirements.

Included below are brief descriptions of comparable work performed by Mr. Campbell in the area of Correctional Standards. By demonstrating this experience, he brings to the project the necessary skills and knowledge of Illinois Department of Corrections (IDOC) lock-up standards to your project.

Illinois Maximum Security Detention Center, Thomson, Illinois. As the Security Engineer, he designed the door control, intercom, nurse call, perimeter detection, duress, CCTV, under vehicle surveillance, vehicle control, biometric identification, visitation, stun fence, microwave detection and un-interruptible power systems. This facility is a State of Illinois maximum security correctional facility. This is a \$100M facility which includes sixteen hundred (1600) maximum security inmate housing cells, a 200-bed minimum security dormitory unit, programs building, support building, administration building, warehouse and gate houses.

Illinois Maximum Security Detention Center, Grayville, Illinois. As the Security Engineer, he designed the door control, intercom, nurse call, perimeter detection, duress, CCTV, under vehicle surveillance, vehicle control, biometric identification, visitation, stun fence, microwave detection and un-interruptible power systems. This facility is a State of Illinois maximum security correctional facility. The is a \$129M facility which includes sixteen hundred (1600) maximum security inmate housing cells, a 200-bed minimum security dormitory unit, programs building, support building, administration building, warehouse and gate houses.

Big Muddy Correctional Center, Ina, Illinois. As the Security Engineer, he designed the renovation of the existing electronic security control systems. Designed the systems to be replaced while maintaining occupancy within the prison. Designed the door control, intercom, paging, and utility control systems.

Registration

Professional Engineer, Colorado expires 7/31/2012 (July 1998, #32916)

- E. Not applicable. Please refer to resume for Project Manager Mike Dye.
- F. Mr. Campbell does not have any relationships with potential technological related or other vendors that may be recommended as a part of a consolidation solution.

A. Greg Douglas, EIT – Cost Estimation Subject Matter Expert

- B. Years with AECOM: 3.
- C. Bachelor of Science in Electrical Engineering, Virginia Tech, 2008
- D. Mr. Douglas' experience includes cost estimation, coverage testing, coverage predictions, radio system specifications and proposal evaluations, site facilities, frequency planning, and frequency licensing.

Mr. Douglas works on many aspects of land mobile radio and microwave projects, including system designs, frequency planning and searching for new frequencies, frequency licensing, interoperability planning and solutions, and cost estimations.

Mr. Douglas has performed extensive coverage predictions and coverage testing, writing test plans, overseeing testing, and analyzing test results to determine whether systems meet their coverage requirements or, in the case of rebanding, to determine if system performance was effected by rebanding.

Mr. Douglas has been able to provide fresh, innovative solutions to problems present at any stage of the project. Mr. Douglas' passion for networking, communications, and computer systems complement his problem solving skills. His critical eye for detail and team player attitude make him an excellent addition to any AECOM team.

Included below are brief descriptions of comparable work performed by Mr. Douglas in the area of Cost Estimation.

Town of Amherst Regional ECC Study, Massachusetts. This study included nine towns, one independent fire district, and one university. As a result of the study, AECOM recommended that a shared public safety Regional Emergency Communications Center be created. Mr. Douglas was instrumental in the financial analysis of the various options available to the study participants.

Northern Middlesex Council of Governments Regional Emergency Communications Center Study, Massachusetts. Assisting in the areas of budget estimation, call loading, staffing requirements and contributed to the writing of the report.

Staunton, Augusta County and Waynesboro (SAW) PSAP Consolidation Study, Virginia. Assisting in the areas of budget estimation, call loading, staffing requirements and contributed to the writing of the report.

Areas of Expertise:

Frequency planning, coverage testing, cost estimation, P25, interoperability

Technologies:

P25 radio systems, two-way radio systems, radio frequency (RF) Propagation, grounding, IP networking

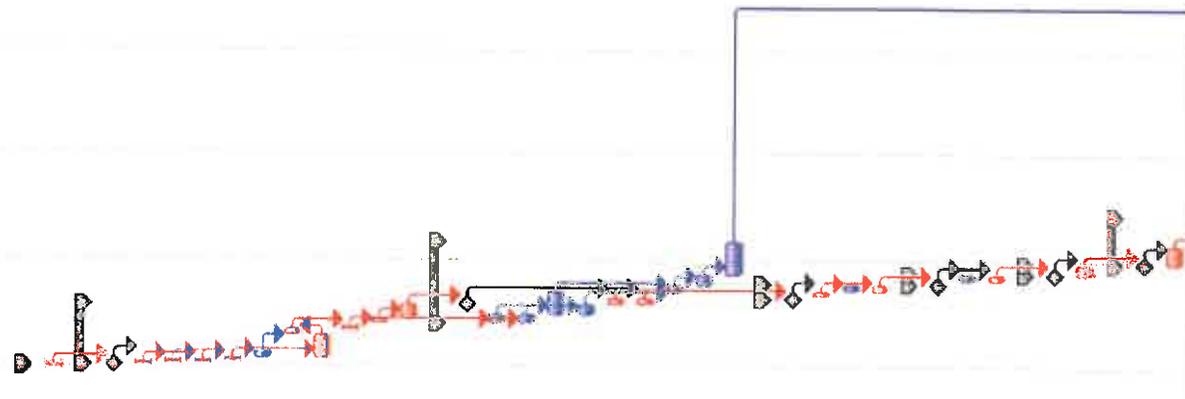
Professional Affiliation:

Institute of Electrical and Electronics Engineers (IEEE)
Engineer-In-Training File # 420060631
APCO Member

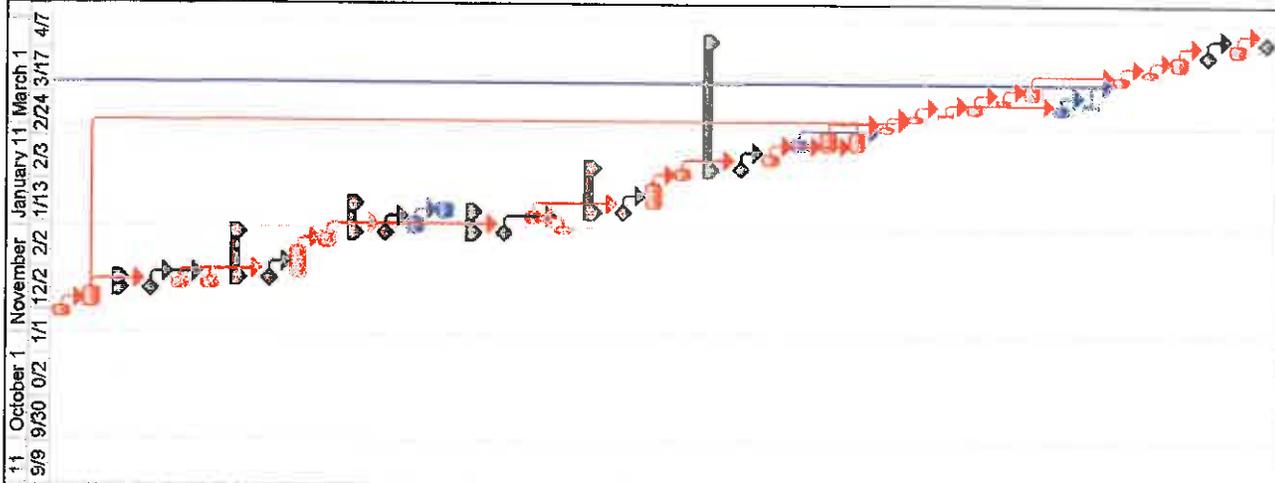
- E. Not applicable. Please refer to resume for Project Manager Mike Dye.
- F. Mr. Douglas does not have any relationships with potential technological related or other vendors that may be recommended as a part of a consolidation solution.

ID	Task Name	Resource Names	Duration	Start	Finish
0	AECOM Preliminary Project Schedule		135 days	Mon 10/1/12	Wed 4/10/13
1	Phase 1 - Consolidation Study	West Suburban	1 day	Mon 10/1/12	Mon 10/1/12
2	Notice to Proceed		1 day	Mon 10/1/12	Mon 10/1/12
3	2.1 Conduct Current State Analysis		21 days	Mon 10/1/12	Tue 10/30/12
4	Start of Task 2.1		0 days	Mon 10/1/12	Mon 10/1/12
5	Initialization Letter	AECOM	1 day	Tue 10/2/12	Tue 10/2/12
6	Update Project Approach	West Suburban	1 day	Wed 10/3/12	Wed 10/3/12
7	Update Project Schedule	AECOM	1 day	Wed 10/3/12	Wed 10/3/12
8	Kickoff Teleconference	Teleconference	1 day	Thu 10/4/12	Thu 10/4/12
9	Background Data	West Suburban	2 days	Fri 10/5/12	Mon 10/8/12
10	Existing System Data Review	AECOM	3 days	Tue 10/16/12	Thu 10/18/12
11	Interview/Survey Schedule	West Suburban	7 days	Fri 10/5/12	Mon 10/15/12
12	Initialization Meeting	Meeting	1 day	Fri 10/19/12	Fri 10/19/12
13	Written Survey	AECOM	2 days	Mon 10/22/12	Tue 10/23/12
14	Survey Response	West Suburban	5 days	Wed 10/24/12	Tue 10/30/12
15	2.2 Conduct Technology Feasibility		27 days	Mon 10/22/12	Thu 11/29/12
16	Start of Task 2.2		0 days	Tue 10/30/12	Tue 10/30/12
17	Interview Sessions	AECOM	4 days	Mon 10/22/12	Thu 10/25/12
18	Dispatch Center Surveys/Interviews	AECOM	4 days	Mon 10/22/12	Thu 10/25/12
19	Draft Interview Records	AECOM	7 days	Fri 10/26/12	Mon 11/5/12
20	Draft Facility Records	AECOM	3 days	Fri 10/26/12	Tue 10/30/12
21	Technical Issues Analysis	AECOM	3 days	Wed 10/31/12	Fri 11/2/12
22	Dispatch Center Requirements	AECOM	3 days	Wed 10/31/12	Fri 11/2/12
23	Review Records	West Suburban	3 days	Tue 11/6/12	Thu 11/8/12
24	Edit Records	AECOM	3 days	Fri 11/9/12	Tue 11/13/12
25	Finalize Records	AECOM	10 days	Wed 11/14/12	Thu 11/29/12
26	2.3 Review Facility Requirements		5 days	Fri 11/2/12	Fri 11/9/12
27	Start of Task 2.3		0 days	Fri 11/2/12	Fri 11/2/12
28	Outline Development	AECOM	2 days	Mon 11/5/12	Tue 11/6/12
29	Define Site Facilities	AECOM	3 days	Wed 11/7/12	Fri 11/9/12
30	Dispatch Center Analysis	AECOM	3 days	Wed 11/7/12	Fri 11/9/12
31	2.4 Determine Projected Call Volume/Workload		3 days	Fri 11/9/12	Wed 11/14/12
32	Start of Task 2.4		0 days	Fri 11/9/12	Fri 11/9/12
33	Dispatch Traffic Analysis	AECOM	3 days	Mon 11/12/12	Wed 11/14/12
34	Workload Analysis	AECOM	3 days	Mon 11/12/12	Wed 11/14/12
35	2.5 Project Staffing Levels		3 days	Wed 11/14/12	Mon 11/19/12
36	Start of Task 2.5		0 days	Wed 11/14/12	Wed 11/14/12
37	Personnel Issues Analysis	AECOM	3 days	Thu 11/15/12	Mon 11/19/12
38	2.6 Develop Projected Cost/Benefit Analysis		15 days	Mon 11/19/12	Wed 12/12/12
39	Start of Task 2.6		0 days	Mon 11/19/12	Mon 11/19/12
40	Financial Issues	AECOM	5 days	Tue 11/20/12	Wed 11/28/12

11 October 1 November January 11 March 1
 9/9 9/30 0/2 1/1 12/2 2/2 1/13 2/3 2/24 3/17 4/7



ID	Task Name	Resource Names	Duration	Start	Finish
41	Cost Benefit Review Meeting	Meeting	3 days	Thu 11/28/12	Mon 12/3/12
42	Financial Report Updates	AECOM	7 days	Tue 12/4/12	Wed 12/12/12
43	2.7 Review Non-Dispatch Tasks		3 days	Wed 12/12/12	Mon 12/17/12
44	Start of Task 2.7		0 days	Wed 12/12/12	Wed 12/12/12
45	Non-Dispatch Issues Analysis	AECOM	3 days	Thu 12/13/12	Mon 12/17/12
46	Operational Issues Analysis	AECOM	3 days	Thu 12/13/12	Mon 12/17/12
47	2.8 Review and Comment on a Governance Structure		15 days	Mon 12/17/12	Tue 1/8/13
48	Start of Task 2.8		0 days	Mon 12/17/12	Mon 12/17/12
49	Governance Structure Analysis	AECOM	10 days	Tue 12/18/12	Tue 1/1/13
50	Develop Governance Recommendations	AECOM	5 days	Wed 12/19/12	Tue 1/8/13
51	2.9 Develop Funding Methodology		10 days	Tue 1/8/13	Tue 1/22/13
52	Start of Task 2.9		0 days	Tue 1/8/13	Tue 1/8/13
53	Funding Methodology Development	AECOM	5 days	Wed 1/9/13	Tue 1/15/13
54	Develop Funding Recommendations	AECOM	5 days	Wed 1/16/13	Tue 1/22/13
55	2.10 Develop and Recommend Organizational Structure		8 days	Tue 1/8/13	Fri 1/18/13
56	Start of Task 2.10		0 days	Tue 1/8/13	Tue 1/8/13
57	Develop Organizational Recommendations		5 days	Mon 1/14/13	Fri 1/18/13
58	Organizational Issues Analysis	AECOM	3 days	Wed 1/9/13	Fri 1/11/13
59	2.11 Review and Recommend Human Resource Requirements		15 days	Fri 1/18/13	Fri 2/8/13
60	Start of Task 2.11		0 days	Fri 1/18/13	Fri 1/18/13
61	Human Resources Requirement Review	AECOM	10 days	Mon 1/21/13	Fri 2/1/13
62	Human Resources Recommendations	AECOM	5 days	Mon 2/4/13	Fri 2/8/13
63	2.12 Prepare Final Report and Presentation		43 days	Fri 2/8/13	Wed 4/10/13
64	Start of Task 2.12		0 days	Fri 2/8/13	Fri 2/8/13
65	Prepare Final Report	AECOM	5 days	Mon 2/11/13	Fri 2/15/13
66	Draft Figures	AECOM	5 days	Mon 2/18/13	Fri 2/22/13
67	Draft Text	AECOM	7 days	Mon 2/18/13	Tue 2/28/13
68	Draft Tables	AECOM	7 days	Mon 2/18/13	Tue 2/28/13
69	Assemble Document	AECOM	3 days	Wed 2/27/13	Fri 3/1/13
70	PM Review	AECOM	3 days	Mon 3/4/13	Wed 3/6/13
71	Technical Edit	AECOM	1 day	Thu 3/7/13	Thu 3/7/13
72	Finalize Draft Report	AECOM	3 days	Fri 3/8/13	Tue 3/12/13
73	Publish Draft Report	AECOM	2 days	Wed 3/13/13	Thu 3/14/13
74	Draft Approval Report	West Suburban	5 days	Fri 3/15/13	Thu 3/21/13
75	Executive Summary	AECOM	2 days	Fri 3/8/13	Mon 3/11/13
76	Edit Executive Summary	AECOM	1 day	Tue 3/12/13	Tue 3/12/13
77	Review Comments	AECOM	2 days	Fri 3/22/13	Mon 3/25/13
78	Technical Edit	AECOM	3 days	Tue 3/26/13	Thu 3/28/13
79	Finalize Report	AECOM	5 days	Fri 3/29/13	Thu 4/4/13
80	Publish Final Report	AECOM	0 days	Thu 4/4/13	Thu 4/4/13
81	Formal Presentation	Meeting	4 days	Fri 4/5/13	Wed 4/10/13
82	End Phase 1		0 days	Wed 4/10/13	Wed 4/10/13



4. Proposed Project Approach and Solutions

In this section, we include the requirements from section 2.0 of the RFP in **bold text**, and we address each of them below.

2.0 PROJECT APPROACH

The Study shall include a review and analysis of all of the following elements. Additionally, it is the specific responsibility of the vendor to identify and evaluate any other factors that need to be considered to insure a comprehensive review and analysis.

2.1 CONDUCT CURRENT STATE ANALYSES OF ALL THREE VILLAGES

The selected vendor shall identify all required data to facilitate a current state analysis. The attached Appendices include, budget information, staffing, calls and other data to help expedite this task. For all three Villages, the Current State Analysis shall include, at a minimum but not limited to, the following:

- **Current organizational structure and governance**
- **Inventory of the existing facilities and equipment**
- **Staffing levels**
- **Compensation**
- **E911 and administrative call volumes**
- **Call processing statistics**
- **Training and quality assurance practices**
- **Budget data**
- **Technology in use**
- **Technology being considered**
- **Facilities**
- **Stakeholder perspectives**
- **Non-dispatch tasks performed by employees**

The analysis begins with the Villages providing AECOM with notice to proceed (NTP). Our team will begin the analysis with a carefully drawn approach and schedule, joining them with the multiple services and deliverables requirements of the RFP. Our team will advance through the preparation, data collection, analysis and alternate development tasks to provide, at the end a Report and formal presentation to your Management.

Initialization Letter AECOM will prepare and send to the Villages a formal Initialization Letter to: (1) confirm your and AECOM's team assignments; (2) establish the kickoff teleconference and Initialization Meeting agendas; and (3) list materials and information needed for our existing system data review.

Updating Project Approach/Schedule We begin the analysis with the proposed approach and a preliminary schedule, along with any modifications resulting from negotiations between AECOM and yourself.

Study Kickoff Teleconference. AECOM will meet initially via teleconference with your project manager and key project participants. The purpose of the teleconference is to review the contract, approach, schedule, responsibilities, deliverables, existing system data requirements, Interview and survey goals, on-site meeting requirements and logistics.

Existing System Data Review Our team will carefully review all existing system data provided from the records of the existing dispatch operations and user agencies. In addition, we may request and review existing system and

operational data from the maintenance personnel. Requested information may include, but not be limited to, the following:

- Lists of equipment
- Existing facility drawings
- Operational procedures
- Dispatch traffic loading
- Growth projections

We will review the latest statistical data on calls for service and responses. We will also study applicable staffing levels; special operational requirements, unique dispatch procedures, and interoperability needs. The review will assist in preparing our team for the next task, the initialization meeting.

Initialization Meeting The purpose of the meeting is to introduce the key stakeholders of all participating agencies, to mutually agree on specific near term goals and processes, and to build a strong foundation on which the remainder of the project will rest. During the meeting, AECOM will explain the current state-of-the-art technologies and other features of applicable dispatch networks. We have found that teleconference and e-mail communications with your project manager and associated principals prior to this meeting facilitates an effective and instructive meeting.

Interview Sessions An important part of laying the groundwork for the project is to obtain first hand information about current problems, goals and objectives, dispatching requirements and existing equipment via discussions with key agency personnel. AECOM's team will conduct a series of interviews. AECOM anticipates that interviews with any agency will be personal interviews with management representatives and applicable users from each agency. Our team will also interview personnel of the dispatch centers. Interview locations, dates, and times will be finalized by your project manager prior to the start of the interviews. AECOM understands that some of the personnel may not be available during the day. To that end, we are prepared to have a late afternoon or early evening meeting with those who cannot attend a daytime meeting.

Our team will conduct interviews at each dispatch center. The existing Appendix A – Service Sharing Study has much data, but this ends at 2010 numbers. AECOM will ask each Village to confirm the data as shown in this report. In support of this, our team will issue a Communications Center Survey form to be completed during each of the interviews. The form is designed confirm the data mentioned as well as collect data from activities and budgets in 2011 and 2012. This effort is necessary to gather center information and data pertaining to dispatch tasks performed, dispatch center activity and services provided, call volume, agencies served, staffing and budget. We may also request statistical records and projections of such things as population, school registrations, housing starts, building permits, new roads, and utility construction. All interviews will be documented, and the participants will be provided the opportunity to review the results before they become part of the record.

Dispatch Center Surveys Another important part of laying the groundwork for the project is to visit the dispatch centers. To this end, AECOM's team will conduct surveys at each center. The surveys will gather first hand information about the types of equipment at the centers, its general condition, and overall condition. We will review and spot-check center drawings and data provided, in an effort to confirm completeness and accuracy

Completion of the above tasks will allow the AECOM team to address the requirements of your Study by establishing:

- Inventory the existing 911 dispatch facilities, systems, equipment, and procedures in each of the communities, and provide an assessment of current call volumes and response times.
- Examination of the current dispatch facilities in the three member municipalities, and validate or invalidate the need for new physical plant for all purposes, including examination of potential for increased opportunities for cost sharing in future technologies, and dispatch equipment.

- Review opportunities for improvement to **present operations, staffing training, management, supervision and governance** (to include IGAs, Customer services standards, SLAs, and consensus building).

Community Involvement The support of the community is critical in a project such as this. The three Villages should begin to garner this support in the very beginning of the study. In this first phase AECOM will work with the Villages to review the best practices and methods for involving the community. This will be in the form of suggestions and recommendations. AECOM can participate if any meetings are scheduled to occur in the same time frame as other planned trips.

2.2 CONDUCT TECHNOLOGY FEASIBILITY

The selected vendor shall review and analyze current and planned technology. The Villages will provide the consultant with general consensus direction regarding a preferred system. For all three Villages, the Technology Feasibility Analysis shall include, at a minimum but not limited to, the following

- CAD
- Police RMS
- Fire RMS
- Voice and Data Radio
- Base Stations and Receivers
- E 911 Equipment
- Dispatch Consoles
- Intercom/Paging System
- Logging recorders
- Network and infrastructure
- Mobile communications
- State and Federal Interfaces (LEADS,NCIC, Alerts, IWIN)
- Video equipment
- Alarms and alarm monitoring
- Livescan
- GIS capabilities
- Emergency resident notification (Code Red)Fire/EMS applications
- Environmental equipment
- Backup/ Alternative Processing site(s)
- Radio System Interoperability
- Fiber optic connections
- Other public safety software

We will begin our assessment and analysis of the current situation in each of the three centers involved. Our team will use a number of industry standards, guidelines and best practices to assist us in the assessment. The Association of Public Safety Communications Officials International (APCO), the National Emergency Number Association (NENA), the Commission on Accreditation for Law Enforcement Agencies (CALEA), the National Fire Protection Association (NFPA), the Federal Emergency Management Agency (FEMA), and others have each established various standards and guidelines that provide guidance to public safety agencies on their communications systems and facilities. For example, there are identified seven “Best Practices” for dispatch operation based on ideas and standards in the public safety communications industry. The seven practices include:

- Develop and use standard operating procedures
- Support a trained and qualified work force
- Maintain adequate communications and network equipment
- Consider opportunities for coordinating the use of dispatching equipment and cooperative dispatching

- Keep records and measure performance
- Promote information exchanges among public safety response agencies
- Educate the public on the 911 system and services

These seven actions, the industrial standards and guidelines will provide a solid framework to evaluate public safety communications in your centers.

Technical Issues Analysis The condition of your communications infrastructure will be a primary subject of the data collection process. It is anticipated that a major change in the location and routing of public safety communications systems could have a profound effect on the existing systems.

One primary concern of the study will be to identify the elements that are reusable, and those that will require replacement. AECOM's task will be to allow the governing bodies of the consolidated center to make informed decision concerning the infrastructure, and the effect of these changes on the future.

Dispatch Center Requirements The first step in our development of the analysis is to establish the dispatch center requirements; the operational and technical features that reflect the needs of the user community in this study. AECOM will organize and analyze the compiled data from the interviews and surveys. This data will enable us to develop the specific 911 system requirements, which respond to any specific communications condition, as well as projected needs and general design criteria, which in our professional opinion would be needed. The system requirements will be codified into a list.

As part of this process, we use a methodical and logical process to determine the 911 and dispatch system required. During the process of defining system requirements, we will estimate the quantities and types of consoles and system functions, and establish operational parameters needed.

Participating managers and department heads will be provided the opportunity to review and approve the list of requirements before we lay out the final design. We will agree on critical factors such as reliability, system capacity, performance, and special features required.

Village Technical Capabilities While developing technical requirements, AECOM will be mindful of the fact that the three Villages have limited technical resources and personnel. Plans and recommendations will take this into account.

2.3 REVIEW FACILITY REQUIREMENTS

As previously noted, space is limited at both La Grange Park and Western Springs. As such, the selected vendor shall review the current La Grange facility to determine the viability of this location and identify any modifications and costs required to host a consolidated dispatch center. The current facility shall also be reviewed to address any requirements or modifications that would be required to accommodate other communities who may be interested in joining the consolidated dispatch operation in the future. At a minimum, the selected vendor shall provide reasonable cost estimates for any required renovations or modifications.

A combined dispatch center is expected to provide the following services to the Villages:

- Primary 911 answering with Phase 2 Wireless and Enhanced (ALI/ANI) Wireline service
- Police, fire and EMS radio dispatch and Computer Aided Dispatch (CAD) services
- Provide after hours telephone contact for residents of the member communities
- Provide monitoring of prisoners in an adjacent municipal jail facility, both in person checks and audio/visual monitoring in compliance with Illinois
- Department of Corrections standards

- **Monitor certain video feeds from member communities, including possible cameras located at police facilities and other locations in the Villages including possible supplemental remote dispatch stations to be utilized in high volume call events**
- **Provide officials from the Villages with required reporting information such as call logs and other statistics**
- **Provide wireless point-to-point data communication between facilities.**
- **Provide the capability to incorporate enhanced services such as NG 911 and Emergency Medical Dispatch.**

Dispatch Center Analysis In addition to the criteria indicated above, there are a number of location specific criteria that must be considered in the dispatch center analysis. Some of these are:

- Telephone company facilities and circuit routing
- Utility company routing
- The sites' exposure to threats from natural hazards, airport operations, rail carriers, highway HAZMAT carriers, and manufacturing
- Zoning, historical districts, and neighborhood concerns
- Employee access
- Public concerns

Our team will use AECOM's proprietary **Dispatch Center AssessorSM** to evaluate the adequacy of the existing dispatch centers. The **Dispatch Center AssessorSM** evaluates more than twenty different factors and categorizes them (good, fair, poor, unknown). The results of the analysis are summarized in table form, as shown below. AECOM's analysis will include these factors listed above as well as OSHA, ADA, Department of Labor regulations, and other extraordinary factors involved with critical facilities, such as a public safety emergency communications center. The results will be discussed in detail in our Study.

Table X-Y
 Dispatch Center Assessment

Dispatch Center	Reference	Dispatch Center Size	Dispatch Center Condition	Equipment Room Condition	Expansion Capacity	Radio Console System	CAD System	CPE System	PSX/Admin. Telephones	Furniture	Lighting	HVAC	Reliability	Generator	UPS	Back-Up Precision	Maintainability	Parking	Internal Facilities	Security
XXXXX Police Department		F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
YYYYY Police Department		F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
ZZZZZ County Sheriffs Office		F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
XXXXX City Police Department		F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
YYYYY Police Department		F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
ZZZZZ Police Department		F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F

Define Site Facilities. Our conceptual analysis will establish general requirements for floor space, towers, power, HVAC, and other parameters needed to define PSAP facilities. Plans and budgetary estimates must include these costs. Our design will also include recommendations for communications center and radio dispatch center equipment. Our opinion of probable cost will include budgetary construction and modification costs for the sites recommended.

Facilities site selection is one of the major challenges in the implementation of a multiple jurisdiction 911 system. The basic criteria will be the dispatch and equipment areas available in these structures. It will only be after the initial interview and survey process, and some basic recommendations are drawn, that the required space needed can be accurately planned.

Estimated Hours of Work

We present a table that shows the breakdown of estimated hours per task for your project.

Breakdown of Hours and Personnel per Task	James Dye, ENP Project Manager	Aaron Adilman Deputy Project Manager	Jon Farrar Project Lead	David Campbell Corrections Standards SME	Greg Douglas Cost Estimation SME	Project Administration	Round Trip Expenses	Per diem Expenses
2.1 CONDUCT CURRENT STATE ANALYSES OF ALL THREE VILLAGES	40	0	54	5	0	14	2	8
2.2 CONDUCT TECHNOLOGY FEASIBILITY	0	0	8	0	0	1	0	0
2.3 REVIEW FACILITY REQUIREMENTS	4	0	40	3	0	1	0	0
2.4 DETERMINE PROJECTED CALL VOLUME/WORKLOAD	2	0	20.5	0	0	1	0	0
2.5 PROJECT STAFFING LEVELS	5.5	0	12	0	0	1	0	0
2.6 DEVELOP A PROJECTED COST/BENEFIT ANALYSIS	15	0	0	0	22	6	2	3
2.7 REVIEW NON-DISPATCH TASKS	2	0	6	0	0	1	0	0
2.8 REVIEW AND COMMENT ON A GOVERNANCE STRUCTURE	2	2	6	0	0	0	0	0
2.9 DEVELOP FUNDING METHODOLOGY	8	0	0	0	6	3	0	0
2.10 DEVELOP AND RECOMMEND ORGANIZATIONAL STRUCTURE	2	1	10	0	0	0	0	0
2.11 REVIEW AND RECOMMEND HUMAN RESOURCE	6	2	4	0	0	0	0	0
2.12 PREPARE FINAL REPORT AND PRESENTATION	24	0	32	2	0	31	2	3
Total Hours	110.5	5	192.5	10	28	59	6	14

Project Schedule

AECOM's team is committed to schedule development and adherence. As part of our preparation to offer our services to you, AECOM has developed a preliminary schedule, which defines and identifies project tasks, time frames, interdependencies, deliverables, critical paths, and responsibilities. Tasks that are specific responsibilities of AECOM are designated as such. Tasks that must be your responsibility are likewise designated. The schedule will use Microsoft Project Professional 2007 software.

The schedule will be an important part of our team's review and management activities. As we progress through the project, completion dates are included, and additional tasks or sub-tasks are inserted in the schedule as appropriate. Responsibilities are assigned, and every participant is fully aware of the impact of their contribution to the overall project and schedule. In the following pages, we include the schedule in Gantt format. If requested, we can provide a PERT chart format.

Design parameters will include required building size, configuration, and general design criteria of the major items of supporting equipment. We will recommend general characteristics and sizes of primary and backup power, fire protection, and grounding systems for the dispatch centers. Designs and recommendations will incorporate maximum use of existing facilities when cost effective. Our recommendations for existing communication centers will identify modifications to expand the floor space if necessary.

2.4 DETERMINE PROJECTED CALL VOLUME/WORKLOAD

The selected vendor shall determine the projected call volume and workload for the consolidated dispatch center. Projections shall consider population trends, impact of mobile phones and devices and other known factors that affect E 911 call volumes. Based on the projected call volume, the selected vendor shall project the workload by shift for the consolidated dispatch center for the purpose of establishing initial staffing levels and any cost efficiencies, including the following:

- **Processing incoming E 911 calls**
- **Incoming and outgoing administrative calls**
- **Events dispatched to other participating agencies in the area**

Projections shall be developed for a five and ten year post-consolidation period.

During the interview and survey process, AECOM will directly observe operations, and record our observations for the purpose of analyzing existing procedures. We will determine the operational concerns of the parties and will describe the benefits and negatives, if any, for each of the municipalities participating in the project.

Determining the level of service desired will be one of the particular items discussed in the interview process. Several items will require analysis, not limited to but including:

- Number of 911 calls
- Number of non 911 calls
- Law Enforcement dispatches
- Fire dispatches
- Emergency Medical Service (EMS) dispatches
- If Emergency Medical Dispatch (EMD) utilized, number of EMD or pre-arrival instructions given
- NCIC activity
- Alarm monitoring
- Paging/tone-out activities
- Administrative duties
- Record keeping duties, including tape production for court
- Other functions performed

AECOM will review historical dispatch traffic statistics provided by you. Our team will analyze these statistics, and identify trends that will assist in projecting the growth of communications requirements.

Using the information that we have gathered during the surveys and interviews, our team will analyze the dispatch centers'/PSAPs' workload and operating processes using our proprietary workload analysis program, with inputs derived from the surveys and other information provided by your personnel. Our specialists will carefully look at the community's user requirements to establish the staffing based on an acceptable *Grade of Service* projected for the busiest hour of any week. We will also look at seasonal variations. Our assessment of the workload will lead to a recommended staffing level.

The involvement of multiple agencies and dispatch centers adds a level of complexity to this analysis. AECOM's experience with multiple agencies and dispatch centers has provided us with a unique level of expertise in assessing existing situations, identifying issues, and building a consensus on future direction.

2.5 PROJECT STAFFING LEVELS

The selected vendor shall develop the required number and type of staff required to operate the consolidated dispatch center by shift. The projected staffing shall be based upon industry standards and indicate the methodology/standard used to develop the projections.

Personnel Issues Analysis Since the existing dispatch centers are operated by different governmental entities, each center will have its own personnel policies, pay plans, benefits schedule, and so forth. Our team will identify the variations in a clear form, so that any resulting consolidation recommendation takes these issues into account. At this point we would expect there should be a new position of Director/Manager who should have an administrative staff to help manage the center. It is possible that a full-time administrative assistant would be an important part of the administrative staff.

AECOM normally recommends that there be a Shift Supervisor on duty in the center twenty-four hours a day. The shift supervisors would assure the smooth running on an around-the clock basis.

The staff for any new 911 PSAP must be calculated to meet expectations of the three villages. This will assist "buy-in" into the project. In that regard, the staff should be sufficient to ensure efficient answering of incoming emergency calls. Even during peak periods of the day, the communication center should strive to answer at least 90% of incoming emergency calls within two rings (ten seconds) and complete 95% of emergency dispatching within sixty seconds. Adequate staff is necessary to ensure that those calls are answered in a timely fashion. We will recommend that a number of personnel required in each scenario we examine.

2.6 DEVELOP A PROJECTED COST/BENEFIT ANALYSIS

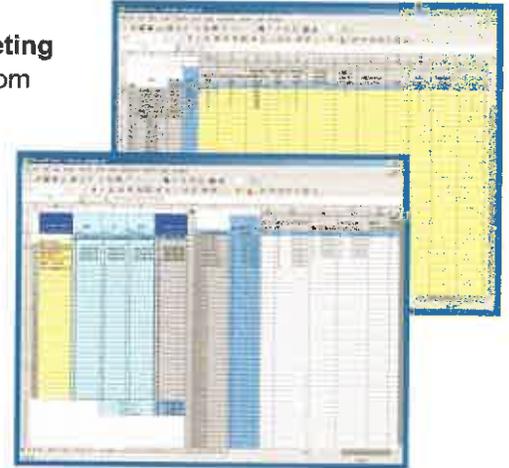
The selected vendor shall develop a projected cost/benefit analysis for the consolidation of the dispatch centers as well as any alternatives considered. Cost elements shall include, but not be limited to, the following:

- Personnel costs (salary and benefits)
- Comparison of current and post consolidation personnel costs
- Technology costs to include CAD, RMS, E 911 equipment, answering equipment, radio consoles, network expansion and other costs. Costs shall include one time and annual maintenance costs.
- Comparison of current and post consolidation costs
- Facility renovation costs
- Identification of one-time costs to includes such items as employee training, transition costs and professional fees
- Project costs for staffing an existing station after dispatch departs, if any
- Projected revenue related to call volume projections
- Ten year projection of revenue and expenditures, including the identification of any cost savings.
- Time phased implementation plan on migrating from the current state to a consolidated dispatch operation

Financial Issues This is an especially challenging time for the provision of government services. Public safety dispatching and providing 911 services are no exception. Many previously reliable revenue sources have either disappeared or been greatly diminished. Recent changes in the controlling 911 legislation may have exacerbated the issues. As an integral part of our alternates' development process, we will identify the fiscal issues, and their impact on the funding of public safety dispatching services. Our in-depth experience with public budgeting and finance issues, allows us to provide you with the in-depth analysis required for a project of this magnitude and complexity.

Opinion of Probable Alternative Cost Analysis This task will provide the Villages with estimated budgetary costs. AECOM's proprietary **Cost Budgeting AnalystSM** software is based on a composite of actual costs experienced from recent procurements of similar systems. Our **Cost Budgeting AnalystSM** specialists have produced potential costs that have proven quite accurate in the past – frequently with a deviation of only a few percent when compared with the actual final cost of the system. We will provide the printed results in a format compatible with that required by your budgeting process.

In this process, AECOM's team will develop annual costs such as maintenance, utilities, any leases, supplies, and a recommended equipment replacement allotment. Salaries and personnel costs will be extrapolated from the existing salaries and benefits, and adjusted for any known changes.



During the development of the opinion of probable costs, we will meet with you to discuss cost/benefit, recommendations, potential trade-offs, and plan development. At this point we can project that as a minimum there will be investigation of No Consolidation (Do Nothing), a Virtual Consolidation (Technology sharing only), and a Full Consolidation (All three villages). There may also be partial consolidation scenarios that develop during the study. This will provide the Villages an advanced understanding of the costs involved, and will allow us to finalize our analysis.

2.7 REVIEW NON-DISPATCH TASKS

The selected vendor shall analyze non-dispatch tasks that are currently performed and determine how these tasks will be accomplished in the post consolidation period (Chiefs Report- Appendix B) for each Village and in a consolidated center.

One of the focal points of the interview and survey process is to collect and establish the volume of non-dispatch tasks. This has always been one of the most difficult analyses, in that these tasks are immeasurable by their nature. In general sitting with, interviewing, and observing the dispatchers is the most direct method to analysis these. In many cases the personnel are not aware themselves of the volume. In one of our studies we found a day-shift dispatcher who did six and one half hours a day that was not dispatching. These tasks include walk-up traffic, issuing forms and reports, filing reports for officers, collecting fees and taxes, monitoring cameras and inmates, acting as matrons, and many others too numerous to mention here.

This process will begin with the Chiefs List or Appendix B of the RFP. AECOM will use this listing as a beginning point. AECOM will create from the List an additional questionnaire that addresses the quantity of effort; either in hours or volume of tasks. We will also ensure that the List is current for the operation. AECOM will collect this data and along with dispatching create a staffing analysis for these functions. This will be necessary to create an estimate of the labor costs to fulfill these needs. The subsurface issue here as well is the concept of having a "dark station" or unstaffed Police headquarters facility. Not surprisingly this issue is second only to management of a consolidated center in the eyes of the stakeholders and the public.

A portion of the analysis will be to determine how to handle these tasks and responsibilities; and the associated costs for the community. Often dispatchers choose to remain at their location to fill these duties in a different job classification, rather than move to a consolidated center.

2.8 REVIEW AND COMMENT ON A GOVERNANCE STRUCTURE

The Villages have tentatively agreed to work towards a governance structure that would function as an extension of local government, with a preference for a joint powers structure for a consolidated center. A

consolidated center is envisioned to be governed by a consolidation board comprised of members from each Village.

The selected vendor shall review governance options and recommend a proposed governance structure to manage the consolidated dispatch alternative, if recommended. Additionally all legal requirements and regulatory requirements (e.g. ICC, ETSB) must be reviewed and addressed.

Any significant change of government services includes a number of organizational issues. Each community's public safety services, including 911 and public safety dispatch services have evolved in response to specific community needs and concerns. Any consideration of amending these must take those needs and concerns into account. With the established project objective of providing the most professional 911 service possible, there are a number of approaches to how that service is governed. AECOM is experienced in analyzing the issues involved. We have provided this service to previous clients, and members of our team involved in your study have managed 911 centers in a consolidated environment. While specific recommendations can be drawn after the interview process, in general, the important facts will be that all parties feel they have a voice in the governance. Certain aspects of organizational governance will be affected by requirements of outside organizations, such as NCIC. AECOM will be able to offer valuable assistance in this area from knowledge and experience.

During this process AECOM will provide example Intergovernmental agreements and service level agreements that have been used successfully in other projects and communities.

In addition one of AECOM's proven strengths is in developing the transition plans for facilities, equipment, and personnel in this type of project. Any move to a new public safety dispatch center is challenging, and consolidation of multiple centers into a combined center creates additional issues. In identifying the issues involved with the transition, our approach is to assure that the one party that will not be affected is the public.

The public should not know that a transition is occurring, except for the eventual improvement in service.

2.9 DEVELOP FUNDING METHODOLOGY

The selected vendor shall develop a recommend funding methodology to establish initial funding requirements and a long term funding and cost allocation methodology to support ongoing operations. Any funding mechanism must comply with current Illinois laws and any relevant State or Federal requirements.

The recommended creation of a consolidated center will include significant capital expenditures as part of the start-up of operations. While the amount required is significant, and the first year of operation may require the expenditure of more funds than the combined cost of operating the three dispatch centers independently, the long term cost of the consolidation will result in cost savings for each of the jurisdictions. Not only will the personnel and operating costs be reduced, by combining the dispatch centers, each jurisdiction will not need to purchase its own capital equipment.

While some grant funding may be available, the participating villages will have to provide funding as well. A formula will need to be devised to allocate the funding requirements among participating entities. There are numerous examples of funding formulas available. Some use only one metric, such as 911 calls, radio transmissions, and so forth. The cost estimates AECOM provides will be displayed based on the number of 911 calls and population, as an example. Others use multiple factors. Another common formula uses population, equalized property values, and system usage; or even index crime. We will explore these with you and give you information as to the impact on each of you.

2.10 DEVELOP AND RECOMMEND ORGANIZATIONAL STRUCTURE

The selected vendor shall recommend an appropriate organizational structure for the consolidated dispatch center. The organizational structure may include, but is not limited to, the following:

- **Administration**

- **Management**
- **Supervisory**
- **Technical Support**
- **Quality Assurance**
- **Training**
- **Clerical support**
- **Facility support**
- **Number of employees needed to staff the center (include organizational staffing chart)**

The organizational structure and governance of the shared center must be decided. Several different methods of governing a shared emergency communications center and communications system have been used in different localities with varying degrees of success. These may be categorized into three broad alternatives:

- One existing agency expands its services to include the other agencies' dispatch services;
- Co-location of dispatch centers; or
- Consolidation into a separate, independent agency.

In any event an administrative entity would need to be established in order for all communities to feel that their emergency needs would be addressed in an even-handed and equitable manner. There are several models that would serve the Villages. One certainly is to create an independent agency focused on the provision of public safety communications services for the participants. The separate entity has been the model of choice in most successful consolidations that we have studied. This envisions that the center would be a separate governmental authority. In general there are normally several common elements for successful projects:

- Board of Directors for the dispatch authority
- User Advisory Committee
- Center Director

While no two public safety agencies are identical. Among the three communities participating in this study, there is a great deal of commonality in how the public safety dispatch services are provided. While there is some variation between the agencies, there is sufficient commonality so that a shared communications center is feasible. The model of consolidating dispatch services under one of the existing agencies would be the simplest to implement, concerns over the ability of the other agencies to influence policies and procedures generally may the desirability of this organizational alternative. AECOM will work with the Villages to determine which model works best for you.

2.11 REVIEW AND RECOMMEND HUMAN RESOURCE REQUIREMENTS

The selected vendor shall recommend appropriate human resource requirements for the consolidated dispatch center, if recommended. The human resource requirements may include, but are not limited to, the following:

- **Pay scale disparities**
- **Employee benefit packages**
- **Paid time off disparities**
- **Seniority issues**
- **Job titles and job descriptions**
- **Retirement packages**
- **Union contracts**
- **Employee retention**

Personnel issues are another significant matter that must be dealt with if a consolidation is to occur. The personnel of the existing centers are all members of different collective bargaining units. There will be some contention over who is selected to represent the employees of the new center. The employees will need to decide if they want to be represented and by whom, and if a new collective bargaining unit will need to be negotiated.

In this case the dispatch employees may become employees of the independent agency. This would cause significant disruption to the employees of the existing dispatch centers. Typically, when consolidation occurs, the adopted pay and benefits are at least equal to the highest being paid by the participating communities. Two different approaches are taken to employee seniority. One is that the employees bring their seniority with them; the other is that every employee starts without any seniority. This alternative allows the most flexibility in the use of personnel, requires the fewest number of personnel assigned to dispatch.

It can be presumed that many of the dispatchers will have the opportunity to transfer to the new organization. In addition, there will be a need for some positions to be retained at the employees' current departments for the collateral duties now currently being handled by the dispatch staff. The standards for hiring new personnel will be set out in directives that govern the communication center. The board should decide compensation for the staff. Tenure and seniority for dispatchers who have been displaced by the reorganization of a central communications center may remain (e.g., a dispatcher with 10 years of service at a particular department, should maintain his or her 10 years of service at a new center). There should be one compensation and benefits package. AECOM will work with the Villages to determine how to handle these issues.

2.12 PREPARE FINAL REPORT AND PRESENTATION

The selected vendor shall summarize all the findings and recommendations, prepare a final report and make a final presentation to Village management. The selected vendor shall provide regular progress reports as requested as well as answer questions as needed. Subsequent presentations may be required to individual Village Boards and Committees from each of the three communities.

All work to this point is preliminary to the actual design process. Once the requirements are defined, the recommended facilities established and the impact assessed, our team will take the results to date, and using their extensive experience and insight, develop a conceptual dispatch design for the top-rated alternative. Our design will define the major elements. The design will include facility configurations, CPE, CAD, and other operational systems required, dispatch handling capacity, and the type and general quantity of interconnection circuits required. The design will include recommended telecommunications circuits (digital microwave, fiber optics, or leased T1 lines) for interconnecting the facilities, PSAPs and user agencies.

One of the key success factors for the Villages will be to choose between a large numbers of alternatives. AECOM possesses the knowledge and experience in this type of project to develop, with you multiple approaches to a consolidation solution. Our experience has shown that each community is unique and, as such, different solutions may be appropriate for different situations. AECOM will explore each possible solution with you, and most importantly, explain the advantages and drawbacks inherent to each solution. The ultimate goal is to prepare you to make informed and effective decisions for each community.

Upon completion of the above tasks, our Project Team will write a draft Consolidation Study, describing current conditions, alternatives considered, the process used to arrive at that design, our recommended project approach, and a preliminary schedule for implementation. Our report will include at a minimum and address fully the following aspects:

- Current environment and dispatch configuration
- Comparative Activity Table showing Call-to-FTE- for each center

- Number and type of agencies dispatched by each center
- Overview of current technology utilized in each center
- Number and type of dispatch and call taker positions
- Call volumes (911, administrative, etc.)
- Assessment of current service levels and protocols
- Issues and Problems with the current situation
- Requirements a consolidated public safety communications center
- Technical and Operational Requirements
- Staffing and Training Impacts
- Identification and analysis of alternatives
- Organizational comparison
- Comparison of operational, public safety, technical, and financial advantages and disadvantages
- Recommendations
- Consolidated center(s) configuration
- Staffing / Equipment
- Number and type of positions at each center
- Maintenance considerations
- Mobile data / 911 systems
- Network integration
- Logging Recorder(s) / CAD and Records Management
- Facility, including potential locations
- Infrastructure, including microwave, T-1, etc.
- Funding / Governance
- Budget Impacts/Funding Requirements
- Recommended Implementation Plan, time line, and start-up costs for the operation of a consolidated center(s).
- Projected annual operating budget for the consolidated center
- Identification of future expansion capabilities for the consolidated center and potential assimilation of new agencies into the consolidated center(s).

AECOM will provide the draft analysis to your project manager for review, and provide a presentation exploring the draft analysis. You will be asked to provide a single consolidated list of changes or comments regarding the draft to us. We envision the comments will be provided within ten working days after receipt of the report document.

Our analysis will provide the Villages with our recommendations on the best alternative for each of the participating entities. We will compare the recommended alternative with the costs of continuing to operate as each community currently does. The analysis will provide you with an implementation plan, as well as a recommended schedule of key events, if a consolidation is the recommendation. AECOM will also include our opinion of the probable costs for the life cycle of the project and compare that with the costs of maintaining current operations.

Upon approval of the draft analysis, we will publish a final Study, including a focused executive summary intended to augment a presentation.

Basis of Proposal

In order to control and maintain costs, AECOM proposes a well-defined approach and responsibilities for our team and your project team. Our approach and professional fees are based on the following:

Villages Considerations:

1. The Villages will appoint a project manager who will be the single point of contact for this project. This individual will coordinate all activities for the participating entities.

2. The Villages will provide review and approval of submittals and draft reports according to the proposed schedule, and respond with consolidated comments.
3. To the fullest extent permitted by law, the Villages hereby acknowledges and agrees that it is the express intent of the parties that AECOM be entitled to the same immunity from claims by third parties arising out of or in any way related to the subject matter of this contract under any applicable tort claim act or similar statutes and regulations as that provided by said act, statutes or regulations to the Villages. In addition, to the fullest extent permitted by law, the Villages hereby acknowledges and agrees that it is the express intent of the parties that AECOM be entitled to assert the government contractor defense to any such third party claims.
4. To the fullest extent permitted by law, the Villages and AECOM waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

AECOM Considerations:

1. AECOM scope and professional fees are based on sufficient review and information gathering meetings in Cook County to obtain the necessary information and make the necessary decisions pertaining to the project. AECOM estimates the following visits will be sufficient for the project, and has based this project approach accordingly:

Consolidation

Visits/Meetings

Study Kickoff Teleconference	Teleconference
Study Initialization Meeting/Interview Sessions	1
Dispatch Center Surveys/Interviews	1
Cost Benefit Review Meeting	1
Formal Presentation	1

2. AECOM's scope of services is limited to those services and deliverables set forth in this Project Approach and AECOM hereby denies any responsibility to perform any services or provide any deliverables not expressly identified herein. Further, AECOM neither warrants nor guarantees the performance of any manufacturer, vendor, supplier, contractor or any other third party, nor assumes responsibility for any such person's or entity's failure to furnish and perform its work in accordance with the Contract Documents.
3. AECOM warrants that all services performed or furnished by AECOM will be performed in accordance with the care and skill ordinarily used by members of AECOM's profession practicing under similar circumstances at the same time and in the same locality. AECOM makes no other guarantees or warranties, express or implied, in connection with AECOM's services.

5. Project Management

We propose James “Mike” Dye, ENP, CHS-III as your **Project Manager**. Mr. Dye will be actively involved in supervising all work, participating in weekly team meetings and scheduled client meetings as required, participating in the data gathering interviews, scrutinizing all deliverables both from a technical and quality assurance standpoint, and responding to your project staff at all times. He is responsible for the complete project, and has the authority and decision-making capabilities over the complete project scope.

Mr. Dye does not possess any criminal history that could potentially impact the Villages selection of a vendor or the outcome of the study.

Mr. Dye does not have any personal or business relationships with any employees, contractors or elected officials from any of the three communities.

AECOM Project Management Standards and Methodology

Quality is an attitude, a culture, and a way of life at AECOM. It is part of everything we do, every day. It is inherent in the way we plan, do, check and act to produce the work we perform for our clients, both internal and external. AECOM offers the Villages a proven quality management system (QMS) that is certified to the internationally renowned ISO 9001:2008 standard, yet sufficiently flexible to address the specific requirements of this project. Quality management is central to our project management approach, and our project team includes individuals assigned to specific quality roles under our system. The general components of AECOM’s approach to project quality management, and the parties responsible for them, are depicted below.

Phase	Planning and Approach	Design and Development	Checking	Review	Verification
Responsible Parties	Project Manager Project Director Discipline Leads Project Quality Rep	Discipline Leads Discipline Staff	Discipline Reviewers	Discipline Leads Project Manager Project Principal Peer Teams	Project Quality Rep Project Manager

Initiating Quality. Quality begins with AECOM’s understanding of your project goals and objectives, emphasizing communication with Roanoke County and a thorough review of project inputs. Assigning technically qualified and experienced personnel to produce and review the work is an important next step. Our initial planning and scheduling activities, including defining the various project work tasks and associated quality activities, are foundational to a successful project.

Producing Quality. AECOM requires a project plan on all projects to define key parameters and guide the work of the team. The plan is discussed at the project team kickoff meeting and updated as needed to inform the team of new developments. As work proceeds, a number of critical technical activities are undertaken, including:

- Proper application of codes, standards and design criteria
- Ongoing oversight and supervision for accuracy and completeness as work proceeds
- Distribution of in-progress documents at defined intervals for quality review
- Coordination among disciplines
- Verification of compatibility and consistency among document types, such as drawings and specifications
- Resolution and closure of in-progress review comments

Confirming Quality. While it is important to build quality into the work as it is performed, formal checking and review are critical QMS activities. Quality checking activities, which are all documented with checklists and two-level approvals, include:

- *Checking calculations* to verify correctness and completeness of mathematics, methodology, selection of software, application of standards and codes, and general approach.
- *Checking drawings* within each discipline to confirm design layout, dimensions and details. Potential interferences, conflicts and interface issues are resolved through interdisciplinary reviews.
- *Checking specifications* for content and application, as well as compliance with the prescribed format, and for consistency throughout the specifications.
- *Checking studies/reports* for content, logic, clarity and soundness of recommendations, as well as grammar, punctuation and format.

Improving Quality. A key component of AECOM's quality program and ISO 9001:2008 is continuous improvement. We learn from our experiences and apply those lessons to future work through a formal, iterative process. The true focus of this process is to generate client satisfaction, one of AECOM's core values.



AECOM's QMS is ISO 9001-2008 certified

AECOM is committed to and proficient in the core processes of successful project management: Project integration management, project scope management, project time management, project quality management, project communications management, project risk management, and project cost management.

Project Organization. Because the implementation of the Consolidation Study is a complex and significant project, successful implementation will require an innovative staff comprising a combination of high technical expertise, demonstrated management capability, and a strong commitment to quality, schedule, and cost-control. AECOM demonstrates the qualifications of our proposed key personnel and project organization in our proposal via our organization chart and resumes.



Planning For Delivering High Quality Services. The secret to our success in projects of this complexity is communications. Internal AECOM communications will be accomplished with scheduled project review meetings where all core team participants are present either in person or, if need be, by teleconference. Project communications in regularly scheduled project meetings and/or teleconferences, will be carefully documented with meeting and conference records.

Documentation Control. Project documentation will establish an information trail supporting decisions, and agreements, including the processes and assumptions used to reach these points. Project tracking, where our team tracks all transmittals (hard copy and electronic), all action items (yours, ours, and those of the equipment or service providers), anticipated risks (so that we can minimize or mitigate them early), all schedule items (by responsibility, so everyone is operating as a team), and all budget items (so that you have cost information at its current level).

Project Coordination. Coordination with your representatives will be pro-active: Regularly scheduled meetings and teleconferences, carefully developed project management reports scheduled to provide current information at times when you need it for your management and reporting requirements, and rapid response when you need it. We use electronic communications routinely, and we treat each communication as if it were a hard copy transmittal, with a

careful tracking and nomenclature procedure, filing, and most importantly, the attention necessary to provide complete communications in each transmission.

Technical Problem Resolution. Technical problems (management and/or administration problems are covered below) will be handled by our team utilizing a time proven two-step resolution process. In the first step, we identify and describe the problem, typically in a brainstorming session with two or more experts involved. During that session, we structure the solution process, identify several courses of action, establish the initial conditions and the desired outcome, identify and commit resources needed to handle the problem, and identify and document a schedule that will leave time for a quality review. The second step occurs after the participants have worked through the solution (or several candidate solutions), and entails a second session where the experts critique the solution or focus on one of the several candidate solutions. The lead person then documents the results.

Management and administrative problems also involve multiple step processes. Typically the lead individual (the one who has identified the problem) meets with management personnel to identify and describe the problem. Should the situation merit it, a meeting with a broader group will follow, where we carefully and pro-actively solicit all views in an environment of open and frank discussion, and then identify and evaluate one or several solutions. Decisions are ideally made by consensus, and it is the responsibility of the lead individual to document those decisions for all involved.

AECOM has developed a decision-making process that we call our interactive **Impact Analysis ProcessSM**. While not strictly a problem resolution procedure, it is a formal interactive process for evaluating and ranking multiple alternatives. We first produce a "needs" list establishing what the solution is intended to address. We submit this list to the people for whom the solution is being developed, with a structured format so that they can establish the impact of these needs on their function. We then review the alternative solutions to establish the ability of each solution to respond to these needs. By use of numeric rating and weighting systems, we derive a combined assessment that produces a numerical ranking for alternatives.

Digital communication and computer software tools

AECOM uses the following office software, which includes the MS Office standard tool set:

- Microsoft Word 2007
- Microsoft Excel 2007
- Microsoft Access 2007
- Microsoft PowerPoint 2007
- Microsoft Project Professional 2007
- AutoCAD 2008
- Adobe Acrobat 8.0 Professional

Project Management Documentation

As requested, we are able to provide all project management documentation in electronic form using the MS Office standard tool set. It is possible to provide documentation produced by our computer systems in other electronic formats. Such files will typically be provided as export files. In such cases, the controlling documentation will be a hard copy provided by AECOM. AECOM cannot be held responsible for the effects of exporting files to the formats of the other computer systems, which might result in format, reference or calculation errors.

6. Exceptions to the RFP

AECOM does not take any exceptions to the RFP.

7. Sample Documents

In the following pages, we present the final report we created for our client, the Town of Amherst, Massachusetts, during their project Feasibility Study for a Regional Emergency Communications Center.

This report contains the following sections:

SECTION 1 contains the Introduction;

SECTION 2 describes the Current Communications Environment;

SECTION 3 describes the functional attributes that a consolidated public safety communications center should have;

SECTION 4 discusses the current communications problems and concerns;

SECTION 5 identifies and analyzes alternative designs for a consolidated center;

SECTION 6 presents AECOM's opinion of probable cost for the selected alternatives; and

SECTION 7 contains AECOM's conclusions and recommendations.

Appendix A contains Life Cycle Costs

Appendix B discusses Staffing

For security purposes, we provide this report as a separate PDF attachment in the CD containing the electronic copy in MS Word of this proposal for the Villages.

Please treat this information as confidential and only to be distributed for evaluation purposes of this proposal.

About AECOM

AECOM (NYSE: ACM) is a global provider of professional technical and management support services to a broad range of markets, including transportation, facilities, environmental, energy, water and government. With approximately 45,000 employees around the world, AECOM is a leader in all of the key markets that it serves. AECOM provides a blend of global reach, local knowledge, innovation, and collaborative technical excellence in delivering solutions that enhance and sustain the world's built, natural, and social environments. A Fortune 500 company, AECOM serves clients in approximately 125 countries and has annual revenue in excess of \$8 billion.

More information on AECOM and its services can be found at www.aecom.com.

Attachments

PowerPoint Presentation, AECOM – *West Suburban Public Safety Dispatch Consolidation Study*

Report Forms – *Additional Sample Forms Submitted Post Interview*

West Suburban Public Safety Dispatch Consolidation Study

Villages of LaGrange, LaGrange Park, and Western Springs



Company Overview

- **Global leader**
 - Professional technical and management support services
 - Key end markets: federal, state, and local government, transportation, environment, energy, and water
- **Broad range of services, including:**
 - Full technology services: communications, security, information technology (IT), audio visual (A/V)
 - Planning/consulting and engineering design
 - Design-construct/public-private partnerships
 - IT network design, threat deterrence and management
 - Government support services
 - Program management
- **More than 45,000 employees operating in over 130 countries**

130

Serving clients in more than 130 countries



400+

Over 400 offices around the world



45K

45,000 dedicated professionals globally

Company Overview

Technology Solutions

- **75 year history providing facility focused planning, design**
 - State & local governments – Public safety
 - Federal
 - Transportation
 - Corporate / commercial
 - Entertainment & leisure
 - Justice
 - Higher Education
- **50 years in asset protection and security services**
- **25 years in communications architecture, technology**

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Company Overview

Integrated Systems Management

Public Safety

- 911 Centers
- Command centers
- Emergency ops centers
- 2-way radio
- Computer aided dispatch
- Data centers
- Fusion centers
- Wireless communications
- 911 operations
- Interoperability
- Mobile data networks

IT Networks

- Radio/wireless
- Voice
- Data
- Video
- Audiovisual
- Command & control
- Building controls
- Environmental controls

Security

- Master planning
- ConOps
- Vulnerability assessments
- Intrusion detection
- Video surveillance systems
- PIDS
- CPTED
- Blast analysis
- Crisis & response Planning
- Cyber security
- Business continuity

AECOM

The Right Leadership

Project Manager, Mike Dye, ENP

- BA in Public Administration, University of Georgia
- 22 years of operational 911 experience in law enforcement and communications
- 15 years as AECOM consultant and project manager
- Former manager of two communications centers in metro Atlanta
- NG 911 Transition and Accessibility Working Committees
- Certified Police Officer, 911 Dispatcher, Emergency Medical Dispatcher (EMD), Emergency Number Professional (ENP)
- Member of APCO and NENA at state and national levels
- Proven experience, dedication, and commitment

Mike's extensive background and his commitment to the betterment of public safety make him the right PM for this effort.

AECOM

The Right Leadership

Deputy Project Manager, Aaron Adilman, RCDD, CTS

- BS in Industrial Technology, Illinois State University
- Vice President and Operations Manager for Technology Solutions division
- 11 Years as AECOM Project Manager / IT, Telecom and Security Specialist
- Over 20 years of experience designing and engineering security, communications and audiovisual systems
- Registered Communications Distribution Designer (RCDD) and Certified Technology Specialist (CTS)
- Locally available in the Chicago Metropolitan area for all of your projects needs

Aaron has a wide breadth of experience managing projects located in Illinois. Aaron and Mike have a solid knowledge of your area and the region, making them a great fit as your management team for your project.

AECOM

The Right Leadership

Project Lead, Jonathan W. Farrar

- B.S.E.T in Electrical Engineering at Old Dominion University (in progress)
- AA&S Virginia Community College
- 12 years as an AECOM public safety consultant
- Active Member with APCO, ASIS, BICSI, and NENA
- NG 911 Transition Planning Committee
- Project experience in NG911, E911, CAD-to-CAD interface standards, Records Management Systems (RMS) land mobile radio systems, telecommunications cabling infrastructures
- Sitting for ENP certification on August 4, 2012

Mike and Jonathan have proven to be a solid team, with an excellent track record of satisfied clients, putting their knowledge to work for your community, and offering solutions unique to your needs.

AECOM

Prior Experience

Winnebago County, Illinois

- Deconsolidation providing balance between for back-up and ICC compliance



Virginia Information Technologies Agency (VITA) Staunton/Augusta/Waynesboro, VA

- Three PSAP consolidation study; unique in that the recommendation was to not consolidate



Bi-State Regional Commission

- PSAP consolidation study for 2 cities, a county and a not-for-profit ambulance service

In over 26 years, AECOM has successfully performed 31 consolidation studies for 911 client communities.

AECOM

Prior Experience

Town of Amherst, MA: Regional Emergency Communications Center (RECC) Study

- Town of Amherst
- Town of East Longmeadow
- Town of Hadley
- Town of Belchertown
- Town of Pelham
- Town of South Hadley
- Town of Ludlow
- Town of Wilbraham
- Town of Ware
- University of Massachusetts at Amherst



Northern Middlesex Council of Governments, MA

- Town of Billerica
- Town of Chelmsford
- Town of Dracut
- Town of Dunstable
- City of Lowell
- Town of Pepperell
- Town of Tewksbury
- Town of Tyngsboro



AECOM

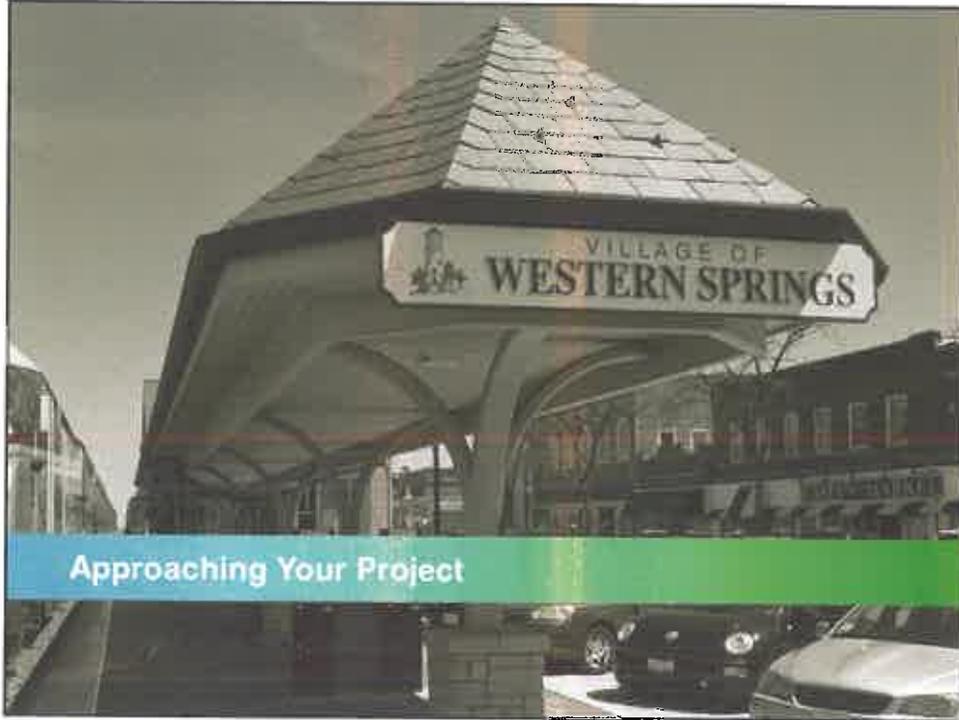
Prior Experience

West Cook Municipal Conference

- Village of Bellwood
- Village of Brookfield
- Village of Elmwood Park
- Village of Forest View
- Village of Hillside
- Village of Hodgkins
- Village of Indian Head Park
- Village of LaGrange
- Village of LaGrange Park
- Village of Northlake
- Village of Riverside
- Village of Western Springs
- Village of Willow Springs
- Pleasant View Fire Protection District



AECOM



2.1 - Conduct current state analyses of all three villages

Identify all required data to facilitate a current state analysis

- Current organizational structure and governance
- Inventory of the existing facilities and equipment
- Staffing levels
- Compensation
- Call volumes
- Budget data
- Stakeholder perspectives
- Non-dispatch tasks performed by employees

AECOM

2.2 - Conduct technology feasibility

Review & analyze current & planned technology

- CAD, Police RMS, Fire RMS
- Voice & Data Radio, Base Stations & Receivers, Interfaces (LEADS, NCIC, Alerts, IWIN), Interoperability
- E 911 Equipment, Dispatch Consoles, Intercom/Paging System
- Network and infrastructure
- Alarms and alarm monitoring
- Backup/ Alternative Processing site (s)
- Fiber optic connections
- Other public safety software & technologies

AECOM

2.3 Proposed Approach - Review facility requirements

Review facilities to determine the viability of locations and identify any modifications and costs required

- The combined dispatch center is expected to provide the following services to the Villages:
- All 911 answering incorporate enhanced services such as NG 911 and Emergency Medical Dispatch.
- Police, fire and EMS radio dispatch and CAD
- Provide after hours telephone contact
- Provide monitoring of prisoners
- Monitor video feeds from member communities
- Required reporting information

AECOM

2.4 Determine Projected Call Volume / Workload

Determine projected call volume & workload by shift establishing initial staffing levels:

- Processing incoming E 911 calls
- Incoming and outgoing administrative calls
- EMS, Police and Fire dispatches
- Events dispatched to other participating agencies in the area
- Projections shall be developed for a five and ten year post-consolidation period
- Other functions performed

AECOM

2.5 - Project staffing levels

Develop the required number and type of staff required to operate the consolidated dispatch center by shift.

- Identify the variations in personnel programs a clear form
- Project new positions: Director/Manager; Technician; administrative assistant
- We normally recommend a Shift Supervisor on duty in the center 24/7
- Sufficient staff to answer incoming emergency calls at rate of 90% of incoming emergency calls within two rings (ten seconds) and 95% of emergency dispatching within sixty seconds.

AECOM

2.6 Develop a projected cost / benefit analysis

Develop a projected cost/benefit analysis for the consolidation of the dispatch centers as well as any alternatives considered.

- Personnel costs (salary and benefits)
- Technology costs to include CAD, RMS, E 911 equipment, answering equipment, radio consoles, network expansion and other costs. Costs shall include one time and annual maintenance costs.
- Renovation costs
- Identification of one-time costs
- Projected revenue related to call volume projections
- 10 year projections
- Time phased implementation plan on migrating from the current state to a consolidated dispatch operation

AECOM

2.7 Review non-dispatch tasks

Analyze non-dispatch tasks that are currently performed and determine how these tasks will be accomplished in the post consolidation period

- Focal points of the interview & survey
- One of the most difficult analyses
- **Create** a staffing analysis for these functions. This issue is very important in the eyes of the stakeholders and the public.
- Determine how to handle these tasks and responsibilities; and the **associated costs** for the community.

AECOM

2.8 Review And Comment On A Governance Structure

Review governance options and recommend a proposed governance structure to manage the consolidated dispatch alternative

- Each community's public safety services have evolved in response to specific community needs and concerns.
- All parties feel they have a voice in the governance.
- Certain aspects of organizational governance will be affected by requirements of outside organizations, such as NCIC.

AECOM

2.9 DEVELOP FUNDING METHODOLOGY

Develop a recommend funding methodology to establish initial & long term funding requirements and cost allocation methodology to support ongoing operations

- The first year of operation may require the expenditure of more funds than the combined cost of operating the three dispatch centers.
- Grant funding may be available, however the participating villages will have to provide funding as well.
- Devise a formula to allocate the funding among the Villages.
- We will explore these with you and give you information as to the impact on each of you.

AECOM

2.10 Develop funding methodology

The organizational structure will include:

- Management, Supervisory
- Administration, Clerical support
- Technical Support, Facility support
- Quality Assurance, Training
- Total number of employees

Three broad alternatives:

- One existing agency expands its services to include the other agencies' dispatch services;
- Co-location of dispatch centers; or
- Consolidation into a separate, independent agency.

Board of Directors & User Advisory Committee

AECOM

2.11 Review & recommend Human Resource requirements

Recommend appropriate human resource requirements for the consolidated dispatch center:

- Pay scales, benefit packages, time off policies, Seniority, titles & and job descriptions, retirement, Union contracts, all aiming at employee retention
- There should be one compensation and benefits package.
- Will be some contention over who is to represent the employees
- May become employees of an independent agency
- May need for some positions to be retained at the employees' current departments for the collateral duties

AECOM

2.12 Prepare final report and presentation

Prepare a final report and make a final presentation to Village management

- Design will include facility configurations, CPE, CAD, and other operational systems required, dispatch handling capacity
- Our analysis will provide the Villages with our recommendations on the best alternative for each Village . Our Goal is to prepare you to make informed and effective decisions for each community.
- Write a draft Consolidation Study, describing current conditions, alternatives considered, the process used, our recommendation for review
- Upon approval of the draft analysis, we will publish a final Study, including a focused executive summary intended to augment the presentation.

AECOM

Questions & Answers

1. Describe your proposed Project Team Staffing given the Project Manager's status.
2. Clarify the adequacy of 16 days on site given the project scope and participation of three Villages.
3. Describe interoperability experience and how the interoperability requirements will be addressed for the Villages.
4. Clarify the contents and level of detail of the Transition Report and indicate whether it is included in the project scope.
5. Describe the project risks for this engagement and how do you propose to mitigate those risks.

AECOM



Our Focus

- **Provide a plan that's forward-looking with stakeholder involvement**
- **Listen carefully**
- **Consider the regional environment**
- **Be responsive**
- **Assign the right staff**
- **Deliver best value:**
 - Balance between solution(s)
 - Provide draft report, final report and presentation
 - Coordinate via status reports, meetings and teleconference

Your satisfaction is our goal!

AECOM

Management Approach - ABCs

- A. Project management:** Establish clear lines of authority, leadership, and responsibility for each task and sound management procedures
- B. Task development process:** Establish a work plan that defines scope, schedule, budget and deliverables
- C. Uniform standards for execution of the work:** Consistent project procedures
- D. Project control:** Tasks are planned, executed and documented in accordance with established costs and schedules
- E. Quality assurance/quality control:** Each deliverable meets the standards of quality, timeliness, and consistency with AECOM's ISO 9001:2008-certified quality program
- F. Project transition and mobilization:** Ready to undertake each task

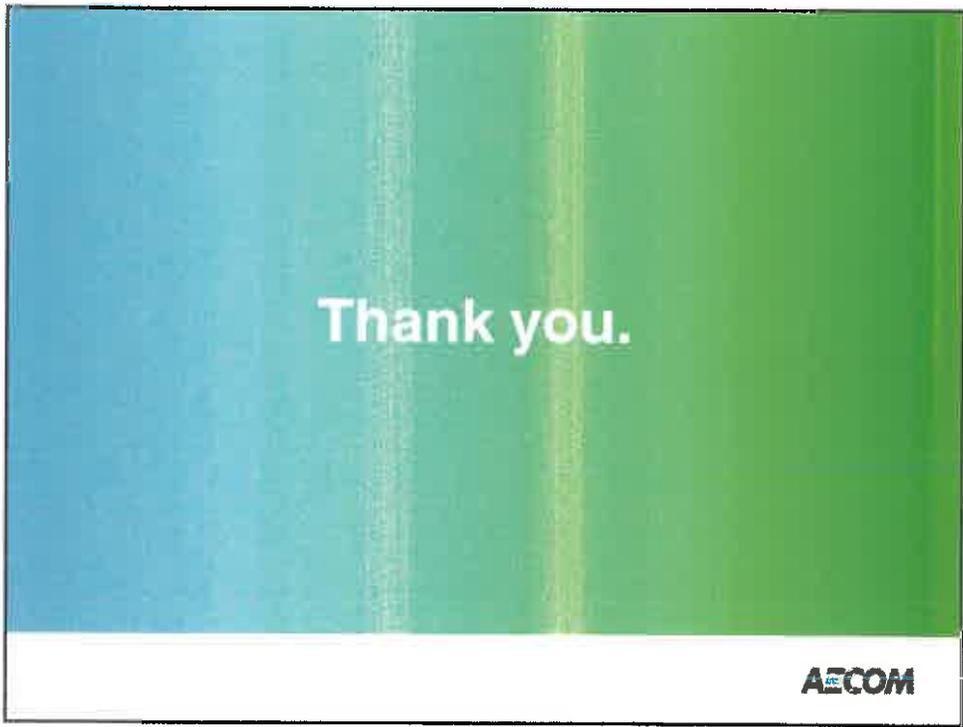


Our Commitment to the Villages

- Full time commitment
- Provide recommendations based upon our team's vast experience
- Foster open and honest client communication
- Commitment to understanding your needs and goals
- Quality assurance – your satisfaction is our goal!

AECOM has a unique combination of 911 operations and technical experience.





DRIFT Systems Analysis
Inventory/Risks

Item #	Inventory	Status	Install Location	Priority	Critical	Disposition	Autumn Needed	Risk Score/Condition	Issues #	Notes
A.1	Existing Radio Equipment/Systems									
A.1	VHF Radio Equipment	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.2	Emergency Radio System #1 (RCA 1 & 2)	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.3	Emergency Radio System #2 (RCA 1 & 2)	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.4	Sea Lion VHF Radios	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.5	Sea Lion VHF Radios	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.6	Sea Lion VHF Radios	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.7	Sea Lion VHF Radios	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.8	Sea Lion VHF Radios	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.9	Sea Lion VHF Radios	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.10	Sea Lion VHF Radios	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.11	Sea Lion VHF Radios	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.12	Sea Lion VHF Radios	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.13	Sea Lion VHF Radios	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.14	Sea Lion VHF Radios	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.15	Sea Lion VHF Radios	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.16	Sea Lion VHF Radios	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.17	Sea Lion VHF Radios	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.18	Sea Lion VHF Radios	Move	Engine Room	Low	Yes	N/A	No	4.3/4.4	0	
A.19	Alarm Monitoring	Move	Engine Room	Med	Yes	N/A	No	3.7/4.3	8	
A.20	Alarm Monitoring	Move	Engine Room	Med	Yes	N/A	No	3.7/4.3	8	
A.21	Alarm Monitoring	Move	Engine Room	Med	Yes	N/A	No	3.7/4.3	8	
A.22	ESERCAC Radio	Move	Engine Room	Low	Yes	N/A	No	4.0	0	
A.23	HiAR Radio (Emergency VHF System)	Move	Engine Room	Low	Yes	N/A	No	4.0	0	
A.24	Digital Voice Logger (VDR Be Purchased in 2023)	Move	Engine Room	Med	Yes	N/A	No	7.6	0	
A.25	Network Clock (BRATONI)	Replace	Engine Room	Low	Yes	N/A	No	N/A	0	Replace with NTP
A.26	Network Clock (BRATONI)	Replace	Engine Room	Low	Yes	N/A	No	6.4	0	
A.27	TRCOP	Move	Engine Room	Low	Yes	N/A	No	4.6	0	
A.28	1.8 GHz Radar (Spectra 4, Ecomar 5, etc)	Move	Deck	Low	Yes	N/A	No	4.0	0	
A.29	System Watch	Move	Deck	Low	Yes	N/A	No	4.0	0	

BRAC System Analysis
James River

Item #	SYSTEMS	Status	Install Location	Difficulty	Critical	Disposition	Antenna needed	Back-Support/Committed	Phase #	Notes
A.30	HRSD VHF "Server Disrupt"	Move		Low	No	N/A	1-1HF	3-2	28	Vendor quote needed for HRSD system. Estimated 100k. See Appendix 2 for details.
A.31	50 BR-5000 DDA	Move	Baseman	Med	No	N/A	1-1HF	3-2	28	Vendor quote needed for 50 BR-5000 DDA. Estimated 100k. See Appendix 2 for details.
A.42	RF Control Station - EDC	Move	Emergency Sub	Med	No	N/A	Antenna	3-3	28	Vendor quote needed for RF Control Station. Estimated 100k. See Appendix 2 for details.
A.43	RF Control Station - EDC	Move	EDC/Pre-Plan	Med	No	N/A	Antenna	3-4	28	Vendor quote needed for RF Control Station. Estimated 100k. See Appendix 2 for details.
A.44	HAAR mobile kit - EDC	Move	EDC/Pre-Plan	Med	No	N/A	Antenna	3-4	28	Vendor quote needed for HAAR mobile kit. Estimated 100k. See Appendix 2 for details.
A.45	Pre-Plan Room	Move	5-550m	Med	No	N/A	Antenna	3-4	28	Vendor quote needed for Pre-Plan Room. Estimated 100k. See Appendix 2 for details.
A.46	Control Station/Backup Link	Move	5-550m	Med	No	N/A	Antenna	3-4	28	Vendor quote needed for Control Station/Backup Link. Estimated 100k. See Appendix 2 for details.
A.47	Control Station/Backup Link	Move	5-550m	Med	No	N/A	Antenna	3-4	28	Vendor quote needed for Control Station/Backup Link. Estimated 100k. See Appendix 2 for details.
A.48	VDR for NSBAC	Move	5-550m	Med	No	N/A	Antenna	3-4	28	Vendor quote needed for VDR for NSBAC. Estimated 100k. See Appendix 2 for details.
A.49	Emergency Switch	Move	5-550m	Med	No	N/A	Antenna	3-4	28	Vendor quote needed for Emergency Switch. Estimated 100k. See Appendix 2 for details.
A.40	CE BUS	Move	5-550m	Med	No	N/A	Antenna	3-4	28	Vendor quote needed for CE BUS. Estimated 100k. See Appendix 2 for details.
A.41	TRM for A/E/B/Power & W/standby system	Move	5-550m	Med	No	N/A	Antenna	3-4	28	Vendor quote needed for TRM for A/E/B/Power & W/standby system. Estimated 100k. See Appendix 2 for details.
A.42	ESD	Move	5-550m	Med	No	N/A	Antenna	3-4	28	Vendor quote needed for ESD. Estimated 100k. See Appendix 2 for details.
A.43	Server SMD	Move	5-550m	Med	No	N/A	Antenna	3-4	28	Vendor quote needed for Server SMD. Estimated 100k. See Appendix 2 for details.
A.44	Backups & Storage	Move	5-550m	Med	No	N/A	Antenna	3-4	28	Vendor quote needed for Backups & Storage. Estimated 100k. See Appendix 2 for details.
A.45	Emergency Switch	Move	5-550m	Med	No	N/A	Antenna	3-4	28	Vendor quote needed for Emergency Switch. Estimated 100k. See Appendix 2 for details.
A.46	EMWV for EDC	Move	5-550m	Med	No	N/A	Antenna	3-4	28	Vendor quote needed for EMWV for EDC. Estimated 100k. See Appendix 2 for details.
B.	Mobile Data									
B.1	RNR 3000 (Radio, Receiver/Combiner)	Move	Baseman	Med	Yes	N/A	No	4-1, 4-2	12	Vendor quote needed for RNR 3000. Estimated 100k. See Appendix 2 for details.
B.2	Pre-Plan Room (Radio, Receiver/Combiner)	Move	Baseman	Med	Yes	N/A	No	4-1, 4-2	12	Vendor quote needed for Pre-Plan Room. Estimated 100k. See Appendix 2 for details.
B.2.1	Counter Water Tank	Relocate	Baseman	Low	Yes	N/A	No	N/A	13	Vendor quote needed for Counter Water Tank. Estimated 100k. See Appendix 2 for details.
B.2.2	Pleasant Ridge	Relocate	Baseman	Low	Yes	N/A	No	N/A	13	Vendor quote needed for Pleasant Ridge. Estimated 100k. See Appendix 2 for details.
B.2.3	20th Street Water Tank	Relocate	Baseman	Low	Yes	N/A	No	N/A	13	Vendor quote needed for 20th Street Water Tank. Estimated 100k. See Appendix 2 for details.
B.2.4	Ingalls Water Tank	Relocate	Baseman	Low	Yes	N/A	No	N/A	13	Vendor quote needed for Ingalls Water Tank. Estimated 100k. See Appendix 2 for details.
B.3	NDR (Power for 2 years and back up)	Move	Baseman	Low	Yes	N/A	No	N/A	13	Vendor quote needed for NDR. Estimated 100k. See Appendix 2 for details.
B.4	MDT (2) in Training Room	Move	Baseman	Low	Yes	N/A	No	N/A	13	Vendor quote needed for MDT. Estimated 100k. See Appendix 2 for details.
B.5	MDT in Admin Office	Move	Baseman	Low	Yes	N/A	No	N/A	13	Vendor quote needed for MDT in Admin Office. Estimated 100k. See Appendix 2 for details.
B.6	Panel Panels	Move	Baseman	Low	Yes	N/A	No	N/A	13	Vendor quote needed for Panel Panels. Estimated 100k. See Appendix 2 for details.
B.7	Delivery & Storage	Move	Baseman	Low	Yes	N/A	No	N/A	13	Vendor quote needed for Delivery & Storage. Estimated 100k. See Appendix 2 for details.
B.8	Removal and Waste disposal	Move	Baseman	Low	Yes	N/A	No	N/A	13	Vendor quote needed for Removal and Waste disposal. Estimated 100k. See Appendix 2 for details.

DBA IT System Analysis
Inventory

Item #	System	Status	Asset Location	Difficulty	Critical	Dispositive	Automa- tized	Repl/Spec/Commiss	Item #	Notes
C. Existing Telephone Systems										
C1	NEWAS	Mod	Server Room	Low	Yes	N/A	Yes	No	4, 8, 20	None
C2	Office Line	Mod	Server Room	Low	Yes	N/A	No	No	5	None
C3	Network C-Telephone Switchboard/Modem/Router, ACD and CR Modules	Mod	Server Room	Low	Yes	N/A	No	No	5	None
C4	Network C-PBX Administration	Mod	Server Room	Low	Yes	N/A	No	No	5	None
C5	TRC Model 1130 Controller	Mod	Server Room	Low	Yes	N/A	No	No	5	None
C6	2-Axcel Controller Nbr 21 of Telephone	Mod	Server Room	Low	Yes	N/A	No	No	5	None
C7	3-ALFANI Primers	Mod	Server Room	Low	Yes	N/A	No	No	5	None
C8	1-Exp Machine	Mod	Server Room	Low	Yes	N/A	No	No	5	None
C9	1-Exp Machine	Mod	Server Room	Low	Yes	N/A	No	No	5	None
C10	1-Exp Machine	Mod	Server Room	Low	Yes	N/A	No	No	5	None
C11	1-Exp Machine	Mod	Server Room	Low	Yes	N/A	No	No	5	None
C12	TRD	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D. Proposed Telephone Equipment/Systems										
D1	NEWAS	Mod	Server Room	Low	Yes	N/A	Yes	No	4, 8, 20	None
D2	Office Line	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D3	TRD Controller Nbr 21 of Telephone	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D4	Exp Machine	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D5	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D6	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D7	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D8	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D9	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D10	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D11	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D12	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D13	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D14	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D15	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D16	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D17	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D18	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D19	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D20	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D21	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
D22	Vendor 3 ERS 1100	Mod	Server Room	Low	Yes	N/A	No	No	5	None
E. Bank Up Center										

Item #	SYSTE NR	Status	Instal Location	Difficulty	Critical	Disposition	Asstman	Rank	Grade/Connection	Issue #	Name
E1	Vendor Address	No Action	Red Up CV	Low	Yes	N/A	No	No	No	N/A	N/A
Existing Local Networks											
F1	Radio	Med	Explosion	Med	Yes	N/A	No	6.0			
F2	GroupWise	Med	Explosion	Med	Yes	N/A	No	6.5			
F3	CVT C-24	Med	Explosion	Med	Yes	N/A	No	6.6			
F4	Comcast	Med	Explosion	Med	Yes	N/A	No	6.6			
F5	Praxis	Med	Explosion	Med	Yes	N/A	No	6.6			
F6	QTYV Camera	Med	Explosion	Med	Yes	N/A	No	6.7			
F7	In Building Paging	Med	Explosion	Med	Yes	N/A	No	6.8			
F8	GVN Mapping	Med	Explosion	Med	Yes	N/A	No	6.8			
F10	NCC	Med	Explosion	Med	Yes	N/A	No	6.8			
F11	Pub Power	Med	Explosion	Med	Yes	N/A	No	6.6			
F12	Explosion	Med	Explosion	Med	Yes	N/A	No	6.3			
F13	Perkins	Med	Explosion	Med	Yes	N/A	No	6.4			
POSITIONS											
G1	Supervisor #1	New	Dispatch	Med	Yes	N/A	No				Vendor B Position # Title # Crew # DVL Crew
G2	Supervisor #2	New	Dispatch	Med	Yes	N/A	No				Vendor B Position # Title # Crew # DVL Crew
G3	Position #1	New	Dispatch	Med	Yes	N/A	No				Vendor B Position # Title # Crew # DVL Crew
G4	Position #2	New	Dispatch	Med	Yes	N/A	No				Vendor B Position # Title # Crew # DVL Crew
G5	Position #3	New	Dispatch	Med	Yes	N/A	No				Vendor B Position # Title # Crew # DVL Crew
G6	Position #4	New	Dispatch	Med	Yes	N/A	No				Vendor B Position # Title # Crew # DVL Crew
G7	Position #5	New	Dispatch	Med	Yes	N/A	No				Vendor B Position # Title # Crew # DVL Crew
G8	Position #6	New	Dispatch	Med	Yes	N/A	No				Vendor B Position # Title # Crew # DVL Crew

DEAFIT Systems Analysis
Inventory/Status

Item #	SYSTEMS	Status	Install Location	Difficulty	Critical	Disposition	Attention Needed	Rock Street Commission	Issue #	Notes
G23	Division #72	New	Dept 72	Med	Yes	N/A	No		Vendor B direct # _____ Phone's direct # _____ DVI, Console # _____	
G24	Division #22	New	Dept 22	Med	Yes	N/A	No		Vendor B direct # _____ Phone's direct # _____ DVI, Console # _____	
G25	Division #21	New	Dept 21	Med	Yes	N/A	No		Vendor B direct # _____ Phone's direct # _____ DVI, Console # _____	
G26	Division #22	New	Dept 22	Med	Yes	N/A	No		Vendor B direct # _____ Phone's direct # _____ DVI, Console # _____	
G27	Division #25	New	Dept 27	Med	Yes	N/A	No		Vendor B direct # _____ Phone's direct # _____ DVI, Console # _____	
G28	Division #22	New	Dept 27	Med	Yes	N/A	No		Vendor B direct # _____ Phone's direct # _____ DVI, Console # _____	
G29	Division #27	New	Dept 27	Med	Yes	N/A	No		Vendor B direct # _____ Phone's direct # _____ DVI, Console # _____	
G30	Division #22	New	Dept 27	Med	Yes	N/A	No		Vendor B direct # _____ Phone's direct # _____ DVI, Console # _____	
G31	Division #22	New	Dept 27	Med	Yes	N/A	No		Vendor B direct # _____ Phone's direct # _____ DVI, Console # _____	
G32	Division #25	New	Dept 27	Med	Yes	N/A	No		Vendor B direct # _____ Phone's direct # _____ DVI, Console # _____	
G33	Division #21	New	Dept 27	Med	Yes	N/A	No		Vendor B direct # _____ Phone's direct # _____ DVI, Console # _____	
G34	Division #22	New	Dept 27	Med	Yes	N/A	No		Vendor B direct # _____ Phone's direct # _____ DVI, Console # _____	
G35	Division #22	New	Dept 27	Med	Yes	N/A	No		Vendor B direct # _____ Phone's direct # _____ DVI, Console # _____	
G36	Division #21	New	Dept 27	Med	Yes	N/A	No		Vendor B direct # _____ Phone's direct # _____ DVI, Console # _____	

Item #	STRENGTHS	Status	Install Location	Difficulty	Critical	Disposition	Antenna Needed	Backplane/Connection	Issue #	Notes
L1	Network Design								33, 38	
L2	Shielding of Work Station								45	
L3	Shielding Network								49	
L4	Green Print Requirements	New	Equipment	Med	Yes		No	7-1, 2, 3, 4, 5, 6	52	Print Capacity of 25000. Approved for all models for use in Green Line.
L5	External Green Line	New	Equipment	Med	Yes		No			
L6	External Green Line	New	Equipment	Med	Yes		No			
L7	External Green Line	New	Equipment	Med	Yes		No			
L8	External Green Line	New	Equipment	Med	Yes		No			
L9	External Green Line	New	Equipment	Med	Yes		No			
L10	External Green Line	New	Equipment	Med	Yes		No			
L11	External Green Line	New	Equipment	Med	Yes		No			
L12	External Green Line	New	Equipment	Med	Yes		No			
L13	External Green Line	New	Equipment	Med	Yes		No			
L14	External Green Line	New	Equipment	Med	Yes		No			
L15	External Green Line	New	Equipment	Med	Yes		No			
L16	External Green Line	New	Equipment	Med	Yes		No			
L17	External Green Line	New	Equipment	Med	Yes		No			
L18	External Green Line	New	Equipment	Med	Yes		No			
L19	External Green Line	New	Equipment	Med	Yes		No			
L20	External Green Line	New	Equipment	Med	Yes		No			
L21	External Green Line	New	Equipment	Med	Yes		No			
L22	External Green Line	New	Equipment	Med	Yes		No			
L23	External Green Line	New	Equipment	Med	Yes		No			
L24	External Green Line	New	Equipment	Med	Yes		No			
L25	External Green Line	New	Equipment	Med	Yes		No			
L26	External Green Line	New	Equipment	Med	Yes		No			
L27	External Green Line	New	Equipment	Med	Yes		No			
L28	External Green Line	New	Equipment	Med	Yes		No			
L29	External Green Line	New	Equipment	Med	Yes		No			
L30	External Green Line	New	Equipment	Med	Yes		No			
L31	External Green Line	New	Equipment	Med	Yes		No			
L32	External Green Line	New	Equipment	Med	Yes		No			
L33	External Green Line	New	Equipment	Med	Yes		No			
L34	External Green Line	New	Equipment	Med	Yes		No			
L35	External Green Line	New	Equipment	Med	Yes		No			
L36	External Green Line	New	Equipment	Med	Yes		No			
L37	External Green Line	New	Equipment	Med	Yes		No			
L38	External Green Line	New	Equipment	Med	Yes		No			
L39	External Green Line	New	Equipment	Med	Yes		No			
L40	External Green Line	New	Equipment	Med	Yes		No			
L41	External Green Line	New	Equipment	Med	Yes		No			
L42	External Green Line	New	Equipment	Med	Yes		No			
L43	External Green Line	New	Equipment	Med	Yes		No			
L44	External Green Line	New	Equipment	Med	Yes		No			
L45	External Green Line	New	Equipment	Med	Yes		No			
L46	External Green Line	New	Equipment	Med	Yes		No			
L47	External Green Line	New	Equipment	Med	Yes		No			
L48	External Green Line	New	Equipment	Med	Yes		No			
L49	External Green Line	New	Equipment	Med	Yes		No			
L50	External Green Line	New	Equipment	Med	Yes		No			
L51	External Green Line	New	Equipment	Med	Yes		No			
L52	External Green Line	New	Equipment	Med	Yes		No			
L53	External Green Line	New	Equipment	Med	Yes		No			
L54	External Green Line	New	Equipment	Med	Yes		No			
L55	External Green Line	New	Equipment	Med	Yes		No			
L56	External Green Line	New	Equipment	Med	Yes		No			
L57	External Green Line	New	Equipment	Med	Yes		No			
L58	External Green Line	New	Equipment	Med	Yes		No			
L59	External Green Line	New	Equipment	Med	Yes		No			
L60	External Green Line	New	Equipment	Med	Yes		No			
L61	External Green Line	New	Equipment	Med	Yes		No			
L62	External Green Line	New	Equipment	Med	Yes		No			
L63	External Green Line	New	Equipment	Med	Yes		No			
L64	External Green Line	New	Equipment	Med	Yes		No			
L65	External Green Line	New	Equipment	Med	Yes		No			
L66	External Green Line	New	Equipment	Med	Yes		No			
L67	External Green Line	New	Equipment	Med	Yes		No			
L68	External Green Line	New	Equipment	Med	Yes		No			
L69	External Green Line	New	Equipment	Med	Yes		No			
L70	External Green Line	New	Equipment	Med	Yes		No			
L71	External Green Line	New	Equipment	Med	Yes		No			
L72	External Green Line	New	Equipment	Med	Yes		No			
L73	External Green Line	New	Equipment	Med	Yes		No			
L74	External Green Line	New	Equipment	Med	Yes		No			
L75	External Green Line	New	Equipment	Med	Yes		No			
L76	External Green Line	New	Equipment	Med	Yes		No			
L77	External Green Line	New	Equipment	Med	Yes		No			
L78	External Green Line	New	Equipment	Med	Yes		No			
L79	External Green Line	New	Equipment	Med	Yes		No			
L80	External Green Line	New	Equipment	Med	Yes		No			
L81	External Green Line	New	Equipment	Med	Yes		No			
L82	External Green Line	New	Equipment	Med	Yes		No			
L83	External Green Line	New	Equipment	Med	Yes		No			
L84	External Green Line	New	Equipment	Med	Yes		No			
L85	External Green Line	New	Equipment	Med	Yes		No			
L86	External Green Line	New	Equipment	Med	Yes		No			
L87	External Green Line	New	Equipment	Med	Yes		No			
L88	External Green Line	New	Equipment	Med	Yes		No			
L89	External Green Line	New	Equipment	Med	Yes		No			
L90	External Green Line	New	Equipment	Med	Yes		No			
L91	External Green Line	New	Equipment	Med	Yes		No			
L92	External Green Line	New	Equipment	Med	Yes		No			
L93	External Green Line	New	Equipment	Med	Yes		No			
L94	External Green Line	New	Equipment	Med	Yes		No			
L95	External Green Line	New	Equipment	Med	Yes		No			
L96	External Green Line	New	Equipment	Med	Yes		No			
L97	External Green Line	New	Equipment	Med	Yes		No			
L98	External Green Line	New	Equipment	Med	Yes		No			
L99	External Green Line	New	Equipment	Med	Yes		No			
L100	External Green Line	New	Equipment	Med	Yes		No			

Item #	System	Status	Install Location	Priority	Critical	Dependencies	Antenna Needed	Back Splice/Connection	Issue #	Notes
M.1	2-Wire System, CARS	New	Basin	High	Yes	Waters	No	No	28	None
M.2	2-Wire System	New	Basin	High	Yes	N/A	No	No	28	None
M.3	2-Wire System	New	Basin	High	Yes	N/A	No	No	28	None
M.4	2-Wire System	New	Basin	High	Yes	N/A	No	No	28	None
M.5	2-Wire System	New	Basin	High	Yes	N/A	No	No	28	None
M.6	1-Wire System	New	Basin	High	Yes	N/A	No	No	28	None
M.7	1-Wire System	New	Basin	High	Yes	N/A	No	No	28	None
M.8	1-Wire System	New	Basin	High	Yes	N/A	No	No	28	None
M.9	1-Wire System	New	Basin	High	Yes	N/A	No	No	28	None
M.10	1-Wire System	New	Basin	High	Yes	N/A	No	No	28	None
M.11	System Management PC	New	Basin	High	Yes	N/A	No	No	28	None
M.12	Delivery & Storage	New	Basin	High	Yes	N/A	No	No	28	None
M.13	Recommended Interfacing	New	Basin	High	Yes	N/A	No	No	28	None
N.1	ANN/MI	See Report	See Report	High	Yes	N/A	Yes	Yes (Front)	29	Antenna on Condition a with Vendor
N.2	2-Wire System	See Report	See Report	High	Yes	N/A	Yes	Yes (Front)	29	Antenna on Condition a with Vendor
N.3	2-Wire System	See Report	See Report	High	Yes	N/A	Yes	Yes (Front)	29	Antenna on Condition a with Vendor
N.4	2-Wire System	See Report	See Report	High	Yes	N/A	Yes	Yes (Front)	29	Antenna on Condition a with Vendor
N.5	2-Wire System	See Report	See Report	High	Yes	N/A	Yes	Yes (Front)	29	Antenna on Condition a with Vendor
N.6	2-Wire System	See Report	See Report	High	Yes	N/A	Yes	Yes (Front)	29	Antenna on Condition a with Vendor
N.7	2-Wire System	See Report	See Report	High	Yes	N/A	Yes	Yes (Front)	29	Antenna on Condition a with Vendor
N.8	2-Wire System	See Report	See Report	High	Yes	N/A	Yes	Yes (Front)	29	Antenna on Condition a with Vendor
N.9	2-Wire System	See Report	See Report	High	Yes	N/A	Yes	Yes (Front)	29	Antenna on Condition a with Vendor

Item #	SYSTEMS	Status	Install Location	Difficulty	Critical	Dependent	Autonomous	Redundant	Redundant Connection	Issue #	Notes
N10	Fire Alarm Control Panel (Zetron 2700)	New/Upgrade	Compton	Low	Yes	N/A	No	Yes (Local)	Yes (Local)		Issues on Control Panel with Vendor. Equipment will be replaced with Vendor's equipment.
N11	Local Workarea	New/Upgrade	Compton	High	Yes	N/A	No	Yes (Local)	Yes (Local)		Issues on Control Panel with Vendor. Equipment will be replaced with Vendor's equipment.
N12	Local Workarea	New/Upgrade	Compton	High	Yes	N/A	No	Yes (Local)	Yes (Local)		Issues on Control Panel with Vendor. Equipment will be replaced with Vendor's equipment.
N13	System Release (CLPS Event) for News Media	New/Upgrade	Compton	High	No	N/A	No	Yes (Local)	Yes (Local)		Issues on Control Panel with Vendor. Equipment will be replaced with Vendor's equipment.
N14	Red Alert - Fire MSB	New/Upgrade	Compton	Med	Yes	N/A	No	Yes (Local)	Yes (Local)		Issues on Control Panel with Vendor. Equipment will be replaced with Vendor's equipment.
Q1	Building #11 Turret										
Q1	Room #12 Infrareds	New	Room #12	Med	Yes	N/A	No	No	No		
Q2	Room #12 Infrareds	New	Room #12	Med	Yes	N/A	No	No	No		
Q3	Backlog Alarm System	New	Control Center	Med	Yes	N/A	No	No	No	8	Must be retest. To be replaced equipment to improve reliability by MOSCAD City Police will apply
Q4	Water Dispenser	Refurb	Control Center	Low	No	N/A	No	Yes	Yes		
P1	Fire Alarm Control Panel	No Change	N/A	Low	Yes	N/A	No	No	No		
P11	Fire Alarm Control Panel	No Change	N/A	Low	Yes	N/A	No	No	No		
P12	Fire Alarm Control Panel	No Change	N/A	Low	Yes	N/A	No	No	No		
P13	Fire Alarm Control Panel	No Change	N/A	Low	Yes	N/A	No	No	No		
P2	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P21	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P21A	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P21B	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P21C	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P22	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P23	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P24	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P25	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P26	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P27	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P28	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P29	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P30	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P31	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P32	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P33	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P34	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
P35	Security Camera	New	N/A	Low	Yes	N/A	No	No	No		
Q1	New Dispatch Console	New	Dispatch	Low	Yes	N/A	No	No	No		
Q2	Existing Dispatch Console	Refurb	Dispatch	Low	No	N/A	No	N/A	N/A		City Police will apply
Q3	New Office Furniture	Refurb	Various	Low	Yes	N/A	No	Yes	Yes		
Q4	Existing Office Furniture	Refurb	Various	Low	No	N/A	No	No	No		City Police will apply

**DRAFT Systems Analysis
Issues/Risks**

Issue #	Action Participant	Issues/Action Items	Notes	Status or Conclusion
1	Client	Fiber in Video Services	Requirement for interconnection Space for storage	
2	AECOM	Analog Phones at Operations Stations	Does meet new requirements	
3	Client	Capacity of Normal 81-C	Connection requirements	
4	Client	NWAS	Operational decision on retention	
5	Client	Change Line	Determine how many & locations	
6	Client	Phones & Printers	Fit interface with Vendor B	
7	Client	PBX	Decision	
8	Client	Purchase of Additional MOSCAD	Required or not?	
9	AECOM	In building BIDA		
10	Vendor A	Vendor A provide Design study to determine CPU's and LCD's	Requirements and needs to interface Console, CAD, & CPB Into multiple screens and only 2 CPU's per position	
11	AECOM	Cabling of Room	Determine cabling height of EquipRm	12 feet
12	Client	MDT's in printing room	Decision	Decided No - 05/27/03
13	Client	MDT's in ADM tech office	Decision	
14	Client	State VCR's and proposed networks	Determine security requirements	
15	Client	Security City Requirement Dave Nelson	Determine security requirements	
16	Client	Old Equipment Assigned to Bill Waughman	Disposal via City Policies	
17	Client	Pat Morrissey to spec new CAD equipment		
18	AECOM	Equipment for IBM Riser 6000	For spec'ing	Dimensions are Central Complex = 17.5" wide, 35.5" deep, 14" high, weight 133lbs ; I/O Drawer = 17.5" wide, 32.3" deep, 8.6" high, weight 115 lbs; Operating conditions are 50 to 104 degrees F, 8 to 80% relative humidity; Power and heat output = Central Complex 240 V AC@ 50/60 Hz, 550 watts max output, Power loading 0.60 kVA maximum, 1877 BU/hr max; I/O Drawer 240 V AC@ 50/60 Hz, 515 watts max output, 1750 BU/hr max. Update 06/02/03 - Rack Vendor Add'l T00 - 25.4" wide, 45.2" deep, 75.8" high
19	Vendor A	Cabling Plan	Vendor A provide to develop	
20	Vendor A	Vendor A provide to provide furniture specs for consoles	For position furniture layouts	Dimensions are Height 4.3", width 14.2", depth 16.5" Provided to AECOM on 05/15
21	Client	Gate Controls to include card reader & CCTV	Determine desires and requirements	
22	Client	Security card points	Determine desires and requirements	
23	Client	Pat Morrissey to provide phones and lines	For AECOM review	
24	Client	RTM to schools		
25	Vendor A	VISION tools from Vendor A provide	For in-rack designs	
26	Vendor A	Verify Aerials for Site Tests	For antenna requirements	
27	Client	Voice over IP for NRPSPAC	Determine number and location	
28	Client	Verify Modems	Decision	
29	Client	Defermate VAWAS Circuit and Phone Needs	For interface with Vendor B	
30	Client	Normal 61 must be fixed with CVB		
31	Client	Operational Hot Line Circuit	For interface with Vendor B	
32	Client + Vendor A	Handsets	New or Reuse and 4 - wire vs. 6 - wire	
33	Client	Foot Controls	New or Reuse	
34	Client	Telecom Interconnection specifications	Randy Buxler, Client TELCOM	
35	Vendor A	As Built Drawings	Radio Equipment	
36	Vendor B	As Built Drawings	Telephone Network	
37	Client	As Built Drawings	LAN	
38	All	CADS	Upgrade or new Product	
39	Client	Mapping Rfp	New Building integration plan	
40	Client	CADS	In Back-up	

Issue #	Action Participant	Issues/Action Items	Notes	Status or Conclusion
41	Client	EOC	Telephone in EOC	
42	Client	Rm 104	Telephone in Rm 104	Decided No Vendor B equip 05/27/03
43	Client	TV	Antenna	
44	Client	CCTV	In Building distribution	
45	Vendor B	Network	Diverse Routing	
46	Domination	Power	Dual Feed	
47	Client	Fiber	Routes & Diverse Routes	
48	Client EMA	Validate need for HAM radios in EOC & Funding Source	Need & Funding	
49	Client	Printers	Location	
50	Vendor B	Grounding requirements	Equip Room Vendor B to provide to GC	
51	Client	Security Locations	Locations for sensors & displays	
52	Vendor B	Grounding requirements	Vendor B to provide their requirements	
53	AECOM/AECOM	Power connections	3d power source route & connections	
54	AECOM	Power & Audio	Can both be in same tray & what are conditions/requirements	
55	Client	Number, Functionality, & Location	Herb Dural is assigned	
56	Client	Shredders	Type, location, & purchase	
57	AECOM/Client/AECOM	Alarm in new building	Annunciation in Building #11 from Jan 3, 05 to May 2, 05	
58	Client/EOC	Installation of HAM radios	Schedule and requirements needs to be established	

Other Reports

He called upon Village Manager Julia Cedillo for a report. Interim Manager Cedillo said she had nothing to report. This concluded her report.

He then called upon Village Clerk Seidel for a report. Clerk Seidel said she had nothing to report.

The next report was from President Discipio. President Discipio said he wanted to report on the Service Sharing Study.

President Discipio summarized the background of the study. At the September 27th Village Board Meeting, Project Consultant Bill Balling presented an overview of the public safety collaboration study between the Villages of La Grange, La Grange Park and Western Springs, officially entitled the "West Suburban Cook County Police and Fire Department Service Sharing Study".

The study examines police, fire and communications services of the three participating municipalities and provides an assessment as to where compatibility for shared services exists. More specifically, the study first identifies compatibility between the villages as it relates to community characteristics and public safety operations. Secondly, the study identifies opportunities to share resources and partner in the delivery of core public safety services which eliminate redundancies and can result in cost savings.

The study has identified emergency dispatch service or communications operations as having great promise in terms of functionality and cost savings when considering shared service between the communities. As each community continues to support the possibility of this recommendation, the next step is to undertake a technical study of emergency dispatch services to identify the logistical requirements of transitioning to a single dispatch center. The recommendation of shared fire apparatus to reduce capital costs also shows promise. As such, concurrent to the technical dispatch study, the Fire Chiefs would work together on their own technical study.

President Discipio said this is an opportunity to bring services together and is looking for consent from the board to move forward.

Trustee Rocco had a concern about cost since we spend 40% less than other villages, would be paying the same amount.

Village Manager Cedillo clarified that Phase 1 was done to see if an opportunity exists. The \$42,000 cost was paid half by the Mayors Caucus and the remaining \$21,000 was split 3 ways because we all benefited equally from the study. The cost for phase 2 would be split three ways.

President Discipio commented that we need to wait on the results of the study to see if we would benefit. We will need more information to continue.

An officer representing the Police Department for the Village said they have to see where they would benefit, the cost effectiveness and service. They need to make sure that good services are continued to the community. The police department has concerns about record management, where the 911 dollars would go and the benefit of weekend coverage.

Fire Chief Maggos commented that the study more impacts the Police Department. Things to keep in mind are time management, task analysis and feasibility of consolidated dispatchers. Chief Maggos has a few concerns about residents with medical conditions. His other concern was regarding systems, we have no CAD system and the manual versus electronic system could put us behind other communities, many communities have a consolidated system.

Trustee Kozica wanted to know what the next steps are. Village Manager Cedillo commented that scope of services will be looked at and then an RFP for study will be sent to 2 consulting firms.

After no more discussion there was consensus to move forward with the study.

This concluded the Presidents Report.

President Discipio then called upon Trustee Topps to present the Committee Progress Report for the Commercial Revitalization Committee.

Trustee Topps said the Village has formed a Commercial Revitalization Committee to develop recommendations for the Village Board's consideration for commercial revitalization and economic development efforts. The Committee is comprised of three Village Board Members and meets monthly to discuss ways to create a vibrant business community where the Village supports and encourages business retention and expansion, and new business attraction.

He said the Committee held its first meeting on June 23rd of this year and has met on a monthly basis with its most recent meeting on September 29th. Over the course of the last four months, much has been accomplished and below provides for a summary of the committee's activities.

Awareness

- The development of an introductory letter for businesses explaining the purpose of the committee and encourages a business presence at the meetings. To date, Peter Barritt of TB&Z Realty and Sheri Sauer of the La Grange Park Businesses Association have attended meetings.
- A presentation by one of the committee members at the La Grange Park Business Association.
- A separate page on the Village's website explaining the purpose of the committee.

Village Board Agenda Memo

Date: October 6, 2011
To: Village President and Board of Trustees
From: Julia Cedillo, Village Manager *gc*
RE: **Service Sharing Study**

General Background

At the September 27th Village Board Meeting, Project Consultant Bill Balling presented an overview of the public safety collaboration study between the Villages of La Grange, La Grange Park and Western Springs, officially entitled the "West Suburban Cook County Police and Fire Department Service Sharing Study."

The study examines police, fire and communications services of the three participating municipalities and provides an assessment as to where compatibility for shared services exists. More specifically, the study first identifies compatibility between the Villages as it relates to community characteristics and public safety operations. Secondly, the study identifies opportunities to share resources and partner in the delivery of core public safety services which eliminate redundancies and can result in cost savings.

The study has identified emergency dispatch service or communications operations as having great promise in terms of functionality and cost savings when considering shared service between the communities. As each community continues to support the possibility of this recommendation, the next step is to undertake a technical study of emergency dispatch services to identify the logistical requirements of transitioning to a single dispatch center. The recommendation of shared fire apparatus to reduce capital costs also shows promise. As such, concurrent to the technical dispatch study, the Fire Chiefs would work together on their own technical study.

For the purposes of discussion at the October 11th Village Work Session, President Discipio will seek further comments or questions on the study. Further, President Discipio will be seeking consensus from the Village Board in moving forward with the Village's of La Grange and Western Springs in conducting a technical study for dispatch services. Generally speaking, the study would evaluate the strengths, weaknesses, and opportunities of consolidating the public safety dispatching functions of all three Villages. Additionally, the study would examine the detailed costs and benefits of the consolidation and a related implementation plan for the recommended solution.

The Village Presidents from the participating communities plan to meet on October 19th to discuss Village Board feedback as the three communities continue to study the viability of shared services. If all participating communities are in agreement that the project should proceed toward a technical study, a general project approach among all three communities will be developed.

Attachment

Village Board Agenda Memo, dated September 20, 2011

Village Board Agenda Memo

Date: September 20, 2011
To: Village President and Board of Trustees
From: Julia Cedillo, Village Manager 
RE: **Service Sharing Study**

Attached is the final copy of the public safety collaboration study between the Villages of La Grange, La Grange Park and Western Springs, officially entitled the "West Suburban Cook County Police and Fire Department Service Sharing Study."

General Background

In the spring of 2010, the Village of La Grange Park entered preliminary discussions on shared services with the Villages of La Grange and Western Springs. Leaders from all three communities believed it was an appropriate time to examine the possibilities in greater detail to help determine what types of service sharing hold the greatest promise. On July 27, 2010, the Village Board agreed to enter into a case study evaluation with the Villages of La Grange and Western Springs. The Metropolitan Mayors Caucus, with funding from the John D. and Catherine T. MacArthur Foundation, co-sponsored the effort. The Village's share of the cost of the study was \$7,500.

In short, the study examines police, fire and communications services of the three participating municipalities and provides an assessment as to where compatibility for shared services exists. More specifically, the study first identifies compatibility between the Villages as it relates to community characteristics and public safety operations. Secondly, the study identifies opportunities to share resources and partner in the delivery of core public safety services which eliminate redundancies and can result in cost savings.

In recent months, managers and chiefs from La Grange Park, Western Springs and La Grange held meetings with consultant Bill Balling to evaluate the progress of the study. The attached final report has been reviewed by staff from each municipality and is considered the first phase of a comprehensive shared services study. In mid September, the Village Presidents also met to discuss progress on the study to date. It was agreed that the group would reconvene after the study was presented to each of the communities.

Service Sharing Study

Project Manager, Bill Balling of WRB LLC is presenting this report to each of the community's governing bodies in late September, with a presentation to La Grange Park at the September 27th Village Board Meeting. Following the presentation, there will be an opportunity to ask any questions and provide comments you may have regarding the shared study.

Next Steps

The study has identified emergency dispatch service or communications operations as having great promise in terms of functionality and cost savings when considering shared service between the communities. As each community continues to support the possibility of this recommendation, the next step is to undertake a technical study of emergency dispatch services to identify the logistical requirements of transitioning to a single dispatch center. The recommendation of shared fire apparatus to reduce capital costs also shows promise. As such, concurrent to the technical dispatch study, the Fire Chiefs would work together on their own technical study. More information on next steps is forthcoming and will be discussed at the October 11th Work Session. The Village Presidents from the participating communities plan to meet in mid to late October to discuss Village Board feedback as the three communities continue to study the viability of shared services.

Attachment

West Suburban Cook County Police and Fire Department Service Sharing Study: La Grange, La Grange Park, and Western Springs.

EMERGENCY TELEPHONE SYSTEM FUND

The Emergency Telephone System Fund (ETSF) was established to account for the proceeds received from the telephone 9-1-1 surcharge. The revenues generated by the surcharge must be spent on emergency communications. Total revenues in FY 12-13 are projected to be \$136,200. The telephone surcharge accounts for \$130,000. Expenses in this fund are used to maintain, repair and replace the Village's emergency communications equipment.

\$50,000 is budgeted in Capital Outlay for the replacement of the Village Hall Emergency Generator, which provides back-up power supply to the communications center in the event of power failure, and for the purchase of required equipment for narrow-banding. The Village was awarded an IEMA Disaster Mitigation grant in the amount of \$150,000, which requires a 25% local match in funding.

The ETSF also reflects the Village's share of the Net West Narrow-banding equipment upgrades. The FCC is requiring public safety radio license holders to refine and narrow-band their radio frequencies. Agencies must be in compliance on or before January 1, 2013. La Grange Park participates in the Net West Radio Network, along with the communities of Brookfield, La Grange and Western Springs. The four partners share all costs as equal partners (25% per community or \$22,500).

The ETSF includes funding in the amount of \$25,000 for consulting services related to a feasibility study on consolidated dispatch for the Villages of La Grange Park, La Grange and Western Springs. The anticipated study would evaluate the strengths, weaknesses and opportunities of consolidating the public safety dispatching functions of all three Villages. Additionally the study will include detailed costs and benefits of the consolidation and a related implementation plan for the recommended solution.

The ETSF also transfers \$35,000 to the General Fund to cover a portion of the salaries attributable to telecommunications operations as permitted by state statute.

EMERGENCY TELEPHONE SYSTEM FUND
VILLAGE OF LA GRANGE PARK
2012-2013 Budget

Revenues	Account Number	Description	(Actual)		(Budgeted)	
			FY 2010-11	Estimated FY 2011-12	FY 2011-12	FY 2012-13
Local Tax						
	08-50-1-124	Telephone Surcharge for 9-1-1	\$131,374	\$130,000	\$130,000	\$130,000
		Total Local Tax	\$131,374	\$130,000	\$130,000	\$130,000
Miscellaneous Revenue						
	08-50-7-700	Interest on Investments	\$221	\$200	\$500	\$200
	08-50-7-790	Miscellaneous Income	5,998	7,800	6,000	6,000
		Total Miscellaneous Revenue	\$6,219	\$8,000	\$6,500	\$6,200
Total Revenues: Emergency Telephone System Fund			\$137,593	\$138,000	\$136,500	\$136,200
Expenses						
Services						
	08-40-3-302	Equipment Maintenance & Repair	\$7,939	\$21,000	\$22,000	\$21,000
	08-40-3-372	Telephone	21,597	19,000	20,000	20,000
	08-40-3-390	Miscellaneous Services	18,449	26,000	22,000	51,000
		Total Services	\$47,986	\$66,000	\$64,000	\$92,000
Capital Outlay						
	08-40-4-410	Building Alterations & Improvements	\$0	\$0	\$0	\$0
	08-40-4-440	Equipment & Machinery	2,600	0	50,000	72,500
		Total Capital Outlay	\$2,600	\$0	\$50,000	\$72,500
Supplies						
	08-40-5-502	Equipment Parts & Supplies	\$0	\$500	\$500	\$500
		Total Supplies	\$0	\$500	\$500	\$500
Other Expenses						
	08-40-7-790	Contingencies	\$0	\$0	\$0	\$0
		Total Other Expenses	\$0	\$0	\$0	\$0
Interfund Transfers						
	08-46-7-780	Transfer to General Fund	\$33,765	\$34,000	\$34,000	\$35,000
		Total Interfund Transfers	\$33,765	\$34,000	\$34,000	\$35,000
Total Expenditures: Emergency Telephone System Fu			\$84,351	\$100,500	\$148,500	\$200,000
Surplus/(Deficit)			\$53,243	\$37,500	(\$12,000)	(\$63,800)
Beginning Fund Balance			\$116,846	\$177,270	\$146,681	\$214,770
Increase (Decrease) in Receivables/Payables			\$7,181			
Ending Fund Balance			\$177,270	\$214,770	\$134,681	\$150,970

**Budget Detail Worksheet
Fiscal Year 2012-13**

Fund: **Emergency Telephone System Fund**

Department: **Emergency Telephone System**

Division:

Program:

Line Item Detail Information

Account #	Account Title Vendor/Item	Reason	Detail Amount	Total Amount
Services				
08-40-3-302	Equipment Maint. & Repair		\$21,000	\$21,000
08-40-3-372	Telephone		20,000	20,000
08-40-3-390	Miscellaneous Services		26,000	
		Shared Services Feasibility Study	25,000	51,000
Capital Outlay				
08-40-4-440	Equipment & Machinery		22,500	
		Required equipment for narrow-banding Village Hall Generator	50,000	72,500
Supplies				
08-40-7-790	Equipment Parts & Supplies		500	500
Other Expenses				
08-40-7-780	Contingencies		0	0
Interfund Transfers				
08-46-7-780	Transfer to General Fund		35,000	35,000
	Total Budget			\$200,000

Finance Committee

Patricia Rocco, Chairwoman

Scott Mesick

Marshall Seeder

Village Board Agenda Memo

Date: September 4, 2012

To: Finance Committee Chair Patricia B. Rocco
President & Board of Trustees

From: Pierre A. Garesché, Finance Director *P.A.G.*
Julia A. Cedillo, Village Manager *gc*

Re: **Certificate of Deposit Broker**

GENERAL BACKGROUND:

The Village of La Grange Park has used PMA Financial Network, Inc. for the past 12 years to purchase certificates of deposit. PMA is a certificate of deposit broker. Last autumn the Village was contacted by Multi-Bank Securities, Inc. (MBS) offering its services as a certificate of deposit broker. Given the low yields we had been receiving through PMA, our former Treasurer, Dick Zeiler, and Finance Director, Pierre Garesche, decided to evaluate the suitability of using MBS as an alternative broker.

MBS has been in existence since 1988 and is registered with all 50 states to provide brokerage services. The firm is also registered with the Securities and Exchange Commission (SEC) and with the Financial Industry Regulatory Authority (FINRA). It has two offices; one in Michigan and the second one in Florida. To our knowledge there are a limited number of brokerage firms specializing in the sale of certificates of deposit to governmental entities and MBS appears to be one of the best. The firm uses Pershing LLC as clearing agent for all transactions. Both companies are insured by the Securities Investor Protection Corporation (SIPC) and all certificates of deposit are FDIC insured.

MBS offers certificates of deposit from financially sound banks and has been able to offer yields about 0.15% higher than PMA in certain circumstances. The two references we checked provided very favorable responses and the authorizing resolution has been reviewed by the Village Attorney. This topic has been reviewed by the Village's finance committee and that committee passed a motion recommending the resolution's approval by the full Board of Trustees.

MOTION/ACTION REQUESTED:

"I move that the Board of Trustees approve the resolution authorizing the use of Multi-Bank Securities, Inc. and Pershing LLC for the purchase of investments."

STAFF RECOMMENDATION:

We recommend the resolution be approved at the September 25, 2012 Board meeting.

DOCUMENTATION:

Authorizing Resolution

Other informational material



NON-CORPORATE RESOLUTION FORM

I. IDENTIFICATION OF QUALIFIED INTERMEDIARY / WITHHOLDING ENTITY

LEGAL NAME OF ORGANIZATION: Village of La Grange Park

TYPE OF ORGANIZATION: Municipal Corporation

ACCOUNT NUMBER (IF ASSIGNED): _____

Be it resolved that each of the following has been duly elected or appointed and is now legally holding the title set opposite his/her name.

<u>Pierre A. Garesche</u> (Name of Authorized Person)	<u>Finance Director</u> (Title)
<u>Chad C. Chevalier</u> (Name of Authorized Person)	<u>Treasurer</u> (Title)
_____ (Name of Authorized Person)	_____ (Title)

II. CERTIFICATION

I, Amanda G. Seidel, Village Clerk of
(Name of Title of Officer or Partner signing this Non-Corporate Resolution)

Village of La Grange Park hereby certify that said organization is duly and legally
(Name of Organization)

organized and existing and that a quorum of the Board of Trustees
(Name of Governing Body of Organization)

of said Organization attended a meeting duly held on the 25th day of September, 20 12

at which the following resolutions were duly adopted, and that such resolutions are in full force and effect on this date and do not conflict with the ordinances of said organization.
(Name of Governing Rules)

I further certify that I have the authority to execute this Non-Corporate Resolution on behalf of said Organization, and that the Board of Trustees of the Organization which took the action called for by the
(Name of Governing Body of Organization)
resolutions annexed hereto has the power to take such action.

III. SIGNATURE

SIGNATURE: _____ DATE: _____

TITLE: Village Clerk

IV. RESOLUTIONS

Certified Copy Of Certain Resolutions by the Governing Body of Said Organization Whereby the Establishment and Maintenance of Accounts Have Been Authorized.

RESOLVED –

FIRST: That the named Authorized Persons of this organization ~~is~~ _____ ~~is~~ _____ be and they hereby are, and each of them is, authorized and empowered, for and on behalf of this organization (herein called the "Organization"), to establish and maintain one or more accounts with Multi-Bank Securities, Inc. (herein called the "Brokers") and Pershing LLC, its successors or assigns, and for the purpose of purchasing, investing in, or otherwise acquiring, selling, possessing, transferring, exchanging, pledging, or otherwise disposing of or realizing upon, and generally dealing in and with;

(a) THIS PARAGRAPH PERMITS CASH TRANSACTIONS IN SECURITIES

any and all forms of securities including, ~~but not by way of limitation, shares, stocks, options, stock options, stock index options, foreign currency options and debt instrument options, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, warrants, certificates of deposit, mortgages, choses in action, evidence of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise;~~

(b) THIS PARAGRAPH PERMITS CASH AND MARGIN TRANSACTIONS IN SECURITIES

~~any and all forms of securities including, but not by way of limitation, shares, stocks, options, stock options, stock index options, foreign currency options and debt instrument options, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, warrants, certificates of deposit, mortgages, choses in action, evidence of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise; and margin transactions, including short sales;~~

(c) THIS PARAGRAPH PERMITS THE ESTABLISHMENT AND MAINTENANCE OF AN ASSET MANAGEMENT ACCOUNT

~~the creation of a debit card and checkwriting, from which account funds are directly spent, the responsibility for which is entirely that of the Organization, such that checkwriting and debit card privileges will be limited to the following persons designated by the Organization:~~

_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)
_____	_____
(Print Name)	(Signature)

The fullest authority at all times with respect to any such commitment or with respect to any transaction deemed by any of the said Authorized Persons and/or agents to be proper in connection therewith is hereby conferred, including authority (without limiting the generality of the foregoing) to give written or oral instructions to the Brokers with respect to said transactions; to bind and obligate the Organization to and for the carrying out of any contract, arrangement, or transaction, which shall be entered into by any such Authorized Persons and/or drafts drawn upon the funds of the Organization such sums as may be necessary in connection with any of the said accounts to deposit funds with the Brokers; to deliver securities and/or contracts to the Brokers; to order the transfer or delivery thereof to any other person whatsoever, and/or to order the transfer record of any securities, or contracts, or titles, to any name selected by any of the said Authorized Persons or agents; to affix the Organization's seal to any documents or agreements, or otherwise; to endorse any securities and/or contracts in order to pass title thereto; to direct the sale or exercise of any rights with respect to any securities; to sign for the Organization all releases, powers of attorney and/or other documents in connection with any such account, and to agree to any terms or conditions to control any such account; to direct the Brokers to surrender any securities to the proper agent or party for the purpose of effecting any exchange or conversion, or for the purpose of deposit with any protective or similar committee, or otherwise; to accept delivery of any securities, to borrow money and securities, if applicable, and to secure repayment thereof with the property of the Organization; to appoint any other person or persons to do any and all things which any and all things which any of the said Authorized Persons and/or agents is hereby empowered to do, and generally to do and take all action necessary in connection with the account, or considered desirable by such Authorized Persons and/or agents with respect thereto.

SECOND: That the Brokers may deal with any and all of the persons directly or indirectly by the foregoing resolution empowered, as though they were dealing with the Organization directly, except as provided in paragraph FIRST, sub-section (c).

THIRD: That the person signing this Non-corporate Resolution on behalf of the Organization be and hereby is authorized, empowered and directed to certify to the Brokers:

- (a) a true copy of these resolutions;
- (b) specimen signatures of each and every person by these resolutions empowered;
- (c) a certificate (which, if required by brokers, shall be supported by an opinion of the general counsel of the Organization, or other counsel satisfactory to the Brokers) that the Organization is duly organized and existing, that its governing rules empower it to transact the business by these resolutions defined, and that no limitation has been imposed upon such powers by the governing rules of the Organization or otherwise.

FOURTH: That the Brokers may rely upon the certified copy of the resolutions, specimen signatures, and certificate, as continuing fully effective unless and until the Brokers shall receive due written notice of change or rescission, and the dispatch or receipt of any other form of notice shall not constitute a waiver of this provision. nor shall the fact that any person hereby empowered ceases to be an Authorized Person of the Organization or becomes an Authorized Person under some title, in any way affect the powers hereby conferred, but the failure to supply any specimen signature shall not invalidate any transaction where the party authorizing the same has been actually empowered thereto by or in conformity with these resolutions.

FIFTH: That in the event of any change in the office of powers of persons hereby empowered, an Authorized Person shall certify such changes to the Brokers in writing in the manner herein above provided, which notification, when received, shall be adequate both to terminate the powers of the persons therefore authorized, and to empower the persons thereby substituted.

SIXTH: That the Authorized Persons of the Organization be, and hereby is, authorized and empowered to countersign items as aforesaid, except as provided in paragraph FIRST, sub-section (c).

SEVENTH: That the foregoing resolutions and the certificates actually furnished to the Brokers by the Authorized Person of pursuant thereto, be and they hereby are made irrevocable until written notice of the revocation thereof shall have been received by the Brokers.

Thank you for your interest in Multi-Bank Securities, Inc. (MBS). We are an institutional fixed-income broker-dealer committed to earning and preserving the respect of our customers by addressing their investment goals with personal service, investment expertise, and progressive technologies. Because MBS is an independent organization, we provide the broad market visibility that you should expect from a trusted service provider.

As an institutional fixed-income securities broker-dealer:

- MBS places several billion dollars in CDs annually.
- MBS offers a full array of Treasury and Agency Securities.
- MBS provides services to several thousand institutional accounts located in EVERY state in the USA.
- MBS clears through Pershing because safety of your assets and smooth execution is our priority.
- MBS serves institutional investors with investment capital ranging from 1 Million to 1 Billion dollars.
- MBS offers a variety of brokered and direct deposit services and has placed billions of dollars in deposits to thousands of community banks.

To inquire about our good regulatory standing and SIPC insurance, contact:

Financial Industry Regulatory Authority (FINRA)
Washington, D.C.
(301) 590-6500
800-289-9999

Central Registration Depository (CRD)
(301) 590-6500

www.finra.org/Investors/ToolsCalculators/BrokerCheck/index.htm

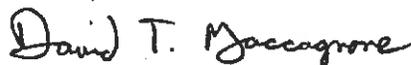
To view, select the Start Search, agree to the Terms & Conditions, and select Continue. Then enter our Broker Dealer number in the information field.

Securities Investor Protection Corporation (SIPC)
(202) 371-8300
www.sipc.org

Multi-Bank Securities Broker Dealer number: 22098

I hope you will find everything you need to complete your due diligence on our firm. We have included information on both MBS as well as our clearing firm, Pershing LLC. For further assistance, please contact your MBS Account Executive.

Sincerely,



Dave Maccagnone
Chief Executive Officer

ADDRESS	24280 Woodward Avenue Pleasant Ridge, Michigan 48069	2400 East Commercial Boulevard, Suite 812 Ft. Lauderdale, Florida 33308
PHONES	800.967.9045 248.291.1100	800.967.9045 954.351.6930
FAXES	248.291.1101	954.351.9197

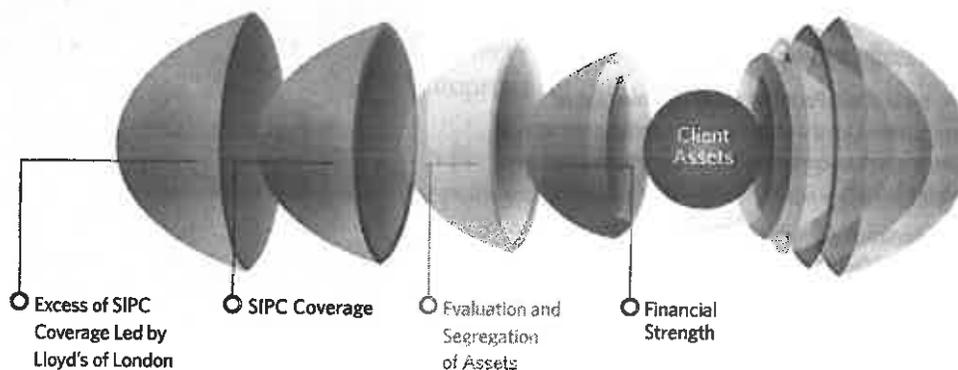
Understanding the Protection of Client Assets

Pershing's Strength, Stability and Focus



Pershing LLC has been a leading global provider of financial business solutions for over 70 years and serves many of the world's most respected financial organizations, remaining committed to the safekeeping, servicing, segregation and reporting of assets held in custody.

The Protection of Client Assets Remains at the Center of Our Focus



5

○ Financial Strength—September 30, 2010

Pershing's core financial strength provides the foremost measure of the protection of assets held in our custody. Our parent company, BNY Mellon, is a leading provider of financial services for institutions, corporations and high-net-worth individuals. Pershing's financial strength does not protect against loss due to market fluctuation.

Pershing

- > Approximately \$831.3 billion in assets held in custody
- > Net capital of \$1.1 billion—well above the minimum requirement

BNY Mellon

- > \$24.4 trillion in assets under custody and administration
- > \$1.14 trillion in assets under management
- > Total assets: U.S.: \$254.2 billion
- > Total shareholders' equity U.S.: \$32.2 billion
- > Tier 1 capital ratio: 12.2%
- > Total capital ratio: 15.8%
- > Tangible common equity to assets ratio: 5.3%
- > Market capitalization U.S.: \$32.4 billion

○ Evaluation and Segregation of Assets

As required, Pershing segregates investor assets, which are fully paid-for, from its own assets. Therefore, in the unlikely event of the financial failure of Pershing, investors' fully paid-for assets will remain separate from Pershing's own assets. In addition to this, Pershing takes the following measures to protect investors' assets:

- > Annual audit by a major independent audit firm and the audit team at our parent company, BNY Mellon
- > An annual SAS 70 Type II audit is performed (as required) by a major independent audit firm to provide additional evaluation of the design and operating effectiveness of Pershing's internal controls related to:
 - Account transfers
 - Clearance and settlement
 - Confirmations and cash management functions
 - Corporate actions
 - Customer billing
 - Foreign exchange and prime brokerage controls
 - Interest
 - Margin monitoring
 - Order and trade processing
 - Physical custody
 - Pricing
 - Statements

- > Pershing is required to maintain enough liquid assets, net of any liabilities, to ensure the return of investors' fully paid-for assets in the event of Pershing's failure and liquidation
- > Quarterly vault inspection and securities verification to confirm custody of fully paid-for investors assets

○ SIPC® Coverage

Pershing is a member of the Securities Investor Protection Corporation (SIPC®).

- > As a result, securities in your account are protected up to \$500,000 (of which \$250,000 can be for claims for cash awaiting reinvestment). For details, please see www.sipc.org
- > Please note that SIPC does not protect against loss due to market fluctuation

○ Excess of SIPC Coverage Led by Lloyd's of London

- > In addition to SIPC protection, Pershing provides coverage in excess of SIPC limits from Lloyd's of London, in conjunction with other insurers.¹ The current excess of SIPC policy is scheduled to expire on December 10, 2011.
- > The excess of SIPC coverage provides the following protection for assets held in custody by Pershing and its London-based affiliate, Pershing Securities Limited:
 - An aggregate loss limit of \$1 billion for eligible securities—over all client accounts
 - A per-client loss limit of \$1.9 million for cash awaiting reinvestment—within the aggregate loss limit of \$1 billion
- > The \$1 billion aggregate loss limit for eligible securities is the highest level of coverage that is available in the industry today.
- > The excess of SIPC coverage does not protect against loss due to market fluctuation.
- > An excess of SIPC claim would only arise when Pershing failed financially and client assets for covered accounts, as defined by SIPC (for Pershing LLC accounts) or the Financial Services Compensation Scheme (FSCS) (for Pershing Securities Limited accounts), cannot be located due to theft, misplacement, destruction, burglary, robbery, embezzlement, abstraction, failure to obtain or maintain possession or control of client securities, or to maintain the special reserve bank account required by applicable rules.
- > The leader of the excess of SIPC coverage program is Lloyd's of London. Lloyd's currently has an A ("Excellent") rating with "Stable Outlook" from A.M. Best and an A+ ("Strong") rating with "Stable Outlook" from Fitch Ratings and Standard & Poor's® (S&P®). These ratings are based on the financial strength of the company and are subject to change by the rating agencies at any time. For more information about Lloyd's of London, please see www.lloyds.com.

What Is Covered Under SIPC and Excess of SIPC Coverage?

COVERED

SIPC and excess of SIPC coverage is available for the following products held in custody by Pershing:

- Bonds
- Cash balances
 - Up to \$250,000 in cash awaiting reinvestment through SIPC
 - A per-client loss limit of \$1.9 million for cash awaiting reinvestment—within the aggregate loss limit of \$1 billion—through the commercial insurance program led by Lloyd's of London
- CDS
- Mutual funds
- Notes
- Stocks

NOT COVERED

Among the investments that are ineligible for protection are:

- Antiques and collectibles
- Bank deposits
- Commodity futures contracts
- Fixed and variable annuity contracts
- Investment contracts (such as limited partnerships)
- Non-USD funds

Answers to frequently asked questions, as well as additional information about the financial strength of Pershing and the protection of assets held in our custody, are available within Resources via NetX360™, or visit www.pershing.com/strength_stability.html.

¹ Pershing's excess of SIPC coverage is provided by Lloyd's of London in conjunction with XL Specialty Insurance Co., Axis Specialty Europe Ltd., Great Lakes Reinsurance (UK) PLC and Ironshore Specialty Insurance Co.

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MULTI-BANK SECURITIES, INC.*

FINANCIAL NAVIGATOR FOR THE INSTITUTIONAL CLIENT

NEGOTIABLE CDS

A GUIDE TO INVESTING IN CERTIFICATES OF DEPOSIT

WHAT ARE NEGOTIABLE CDS?

Negotiable CDs are time deposits issued by Federal Deposit Insurance Corporation (FDIC) insured banks and are underwritten by the Financial Industry Regulatory Authority (FINRA) registered Broker/Dealers. Also known as "DTC Eligible CDs" or "Brokered Deposits", this type of deposit is offered to investors by issuing institutions looking to raise liquidity and funding through the wholesale and institutional markets.

The Depository Trust Company (DTC) is the world's largest securities depository. Owned by its members in the financial industry, the DTC is a registered clearing agency with the U.S. Securities and Exchange Commission (SEC), a member of the Federal Reserve System, and a limited purpose trust company under New York Banking Law.

Similar to traditional CDs, and other fixed-income products offered by Multi-Bank Securities, Inc. (MBS), Negotiable CDs are often considered a preferred investment alternative for investors concerned about the safety of their principal and the continuity or predictability of cash flows.

IMPROVE YOUR PORTFOLIO BY...

- Increasing Yield
 - Diversifying Your Investments
 - Maintaining Safety
 - Increasing Your FDIC Insurance Coverage
- Eliminating Placement Fees
 - Improving Trade Efficiency and Convenience
 - Simplifying Your Accounting Practices
 - Defining Your Liquidity Options and Exposure to a Secondary Market

Unlike traditional CDs, and similar to other securities, Negotiable CDs are issued in book entry form and use the CUSIP system for identification and trading in the Primary and Secondary Markets.

(Over) →

FINRA, SIPC, MSRB

PRODUCTS & SERVICES

WHY INVEST IN NEGOTIABLE CDS?

SAFETY MBS underwrites and offers Negotiable CDs issued by FDIC and NCUA insured financial institutions. Similar to traditional certificates of deposit, the FDIC insures your investment in a Negotiable CD for up to \$250,000.00 in principal and accrued interest, per institution. On July 21, 2010, President Barack Obama signed the Dodd-Frank Wall Street Reform and Consumer Protection Act, which, in part, permanently raises the current standard maximum deposit insurance amount to \$250,000. The standard maximum insurance amount of \$100,000 had been temporarily raised to \$250,000 until December 31, 2013. The FDIC insurance coverage limit applies per depositor, per insured depository institution for each account ownership category.

(Note: If a CD is purchased in the secondary market at a price above par, the 'premium' amount is not insured.)

FDIC insured CDs are backed by the full faith and credit of the United States

YIELD Negotiable CDs typically offer a greater equivalent return than comparable U.S. Treasuries, Agencies, High Quality Corporate Bonds, and your local savings, money market, or CD rates. A Negotiable CD's Master Certificate varies in principal, from \$500,000.00 to over \$50 Million. As a result, our underwriters are typically able to negotiate competitive jumbo CD rates because of their overall principal commitment. When purchasing a Negotiable CD, you are able to take advantage of our buying power and remain insured by purchasing individual pieces of the Master Certificate.

DIVERSITY Negotiable CDs are offered with numerous terms and structures to meet your investment needs. Please contact your MBS broker to learn which of the following structures might be right for you.

- Bullets (fixed rate and term)
- Callable CDs
- Variable Rate and Step-up CDs
- Zero Coupon CDs
- Indexed Linked CDs
- Terms range from 30 Days to 30 Years

NO PLACEMENT FEES

Similar to other securities, Negotiable CDs are purchased with NO placement fees. These CDs are traded at par in the primary market and priced at a premium, discount, or at par in the secondary market. You will not be required to account for a placement fee or be required to subscribe to a posting service to buy or view top rates and new issuers.

INCREASE YOUR FDIC INSURANCE COVERAGE

As financial institutions continue to use wholesale deposits as a source of liquidity, the number of banks in the Negotiable CD market continues to grow. In 2002, more than \$90 Billion worth of Negotiable CDs were cleared through the DTC, and as of March 2003, almost 21 percent of all FDIC insured institutions reported brokered deposits to the FDIC.

To take advantage of the growing number of new issuers and our "Synthetic Bullet" strategy, please contact your MBS broker to discuss how you can increase your insurance coverage by diversifying your CD portfolio into multiple banks with one wire transaction.

(800) 967-9045

info@mbssecurities.com

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Public Works Garage Committee

Scott Mesick, Chairman

LaVelle Topps

Susan Storcel



To: Julia Cedillo, Village Manager
From: Brendan McLaughlin, Public Works Director BSM
Date: September 6, 2012
Re: Public Works Garage Committee Meeting Summary

Purpose: To provide the Village Board with a recap of the items discussed at the Public Works Garage Committee Meeting and present the issues needing Village Board direction.

Discussion: The Public Works Garage Committee met on Thursday, August 30th and reviewed the draft scope of work for the Public Works Garage Renovation along with the draft Request for Qualifications/Request for Proposal Document (RFQ/RFP).

The committee is supportive of the proposed scope of work and recommended that the same PowerPoint presentation be shared with the full Village Board. I will present it again at the work session.

The Draft RFQ/RFP was presented. It was greatly cautioned that this is a very rough draft, but I wanted to provide it to the committee so that they can gain a better understanding of how the process would work. First, we would want to review potential contractors for their experience in renovations and design/build. We would want to narrow the field to two or three entities and then seek pricing proposals from them.

The committee liked the concept and asked that it be further refined and reviewed by the Village Attorney. They did ask that the concept be presented at the work session in order to get the thoughts from the rest of the Village Board. As such, the draft document is included in the packet and we are looking to verify that the Village Board concurs with this approach. If so, we will further refine the document and ready it for publication subject to legal review. It will be distributed to the Village Board prior to publication and if any members have significant final edits, it can be placed on a future agenda for further policy direction.

The committee did suggest that a selection committee be formed using the same staff group that worked on the schematic design exercise. This includes staff from Public Works, the Building Department, Administration and the Village Engineer.

The committee agreed with the timeline and next steps, but recognized that where possible staff will move to advance the timeline. The timeline allows for completion prior to the February 2014 grant deadline.

Action Requested: Village Board direction is requested related to Project Scope, Procurement Method, Next Steps and the Proposed Timeline.



To: Julia Cedillo, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: August 24, 2012
Re: Public Works Garage – Renovation Scope, Phasing and Procurement

Purpose: At the July 24 Village Board Meeting, staff was directed to frame a work program for a wholesale renovation of the building. Staff was also directed to prepare a draft Request for Qualifications/Request for Proposal documents to be used in securing the services of a design-build contractor to complete the renovation.

Work Program: Recognizing the value of every tax dollar and balancing the current condition of the building against the desire to modernize the building and extend its functional life for another twenty years or more, the proposed work plan is structured to allow for pricing on a variety of separate work items. Decisions can then be made based upon funds available and return on investment for each work item.

Baseline Work: There are certain elements identified for completion in order to stop further deterioration of the building and increase the functional use of the space available. Included is a budget estimate for each work item. The estimates are based on prior estimates from other reviews of the building. The budget is intended to provide some magnitude of cost. Through the procurement process, we would seek out separate pricing for each work item and the Village Board would have the opportunity to provide direction.

1. Asbestos and Lead Removal – The offices, locker room and former gun range have lead and asbestos that need to be removed. (\$95,000)
2. Masonry Repairs – The building has been reviewed by a structural engineer and no structural issues were identified. It is recommended that limited areas receive tuckpoint repairs and parapet wall flashing be replaced to prevent future moisture damage. Price includes lintel replacements (\$100,000 - \$125,000)
3. Roof Replacement – A new roof is needed to extend the life of the building. A traditional flat roof can be maintained, but I would recommend getting pricing to see if it can be retrofitted with a standing seam metal pitched roof. This roof style requires less maintenance and has a longer life. (\$150,000 - \$175,000)
4. New Windows (25) and Doors (3) – All windows are rotted out, the wood framing no longer holds screens or storms in place. This work would include removing the bricked up windows at the front of the building and replacing with new windows. (\$40,000 - \$60,000)

5. Basement Miscellaneous Sealing – There are a few spaces that allow rainwater to access the building. Minor adjustments to window wells and piping should resolve these issues. (\$15,000 - \$ 20,000)
6. Build-Out Former Gun Range – This area would serve the employees well as a modern locker room with showers. The washer and dryer should also be relocated to this area. (\$100,000 - \$125,000)
7. First Floor Offices – The former locker room would change out to be an office area. Minor work would be done on the first floor, such as sealing the concrete floor and changing out paneling to drywall. (\$15,000 - \$20,000)
8. Central Air Conditioning – The building is currently served by window units in each office area. They simply do not keep up during hot weather. They are also very noisy, making it hard to hear residents on the phone. The building could greatly benefit from a central air conditioning system. (\$10,000 - \$15,000)
9. Fire Sprinklers – The work being done does not trigger the building code requirement for sprinklers, but the added protection would be of benefit. (\$40,000 - \$50,000)
10. Entry Vestibules and Overhangs – These areas have been exposed to the elements and need to be rebuilt. (\$10,000)
11. Exterior Cladding – A more modern look can be achieved by retrofitting the building with an exterior cladding. This could be done in conjunction with a new roof system. It would create a weather resistant exterior with a more modern appearance. To contain costs, the portions of the building facing north and east could be left as brick or painted brick to match the siding color. (\$75,000 - \$150,000)

Secondary Work: There are additional projects that can be done as stand alone projects. These could be included if pricing comes in well. They could also be performed as time and budget allows by DPW staff.

12. Break Room – This area could greatly benefit from new cabinets, counters, painting walls and sealing floors. (\$5,000 - \$10,000)
13. Office Bathrooms – These could use new flooring and some paint. (\$1,000)
14. Garage Bay Bathroom – This just needs new flooring. It is not worth the added cost to replace any of the fixtures. (\$500)
15. Second Floor – Paint, refinish wood floors, remove wall around old kitchen. (\$2,000)

Other Work: A new mechanic's bay is the only item that has not been included in work items above. This was not included in order to keep costs down.

16. Mechanic's Bay Addition – There would be a benefit to installing a bay with a lift and higher ceiling. The existing bay does not provide sufficient height for the mechanic to work under larger vehicles. (\$300,000 - \$400,000)

Timing: The total renovation has many component pieces and there are a variety of scenarios that could be related to phasing. Overall, it would be best to vacate the office portion and allow the contractor to move quickly with the asbestos and lead removal and complete the first floor office portion. A temporary trailer would be rented. Lockers can be temporarily moved upstairs, while the build out occurs in the former gun range. Roofing and exterior work can occur at anytime, as well as the vestibules and overhang. If central air conditioning is pursued, that should occur at the same time as the first floor work.

Design-Build: This procurement method is being pursued to allow for greater flexibility in designing with cost control. It should eliminate the scenario where an architect creates a full set of construction plans only to find out that the design greatly exceeds the funds available. A draft Request for Qualifications / Request for Proposals has been prepared. The process seeks to retain a firm that has experience in design-build for renovations. It is a two phase approach where qualifications are the first selection criteria and then cost is the second criteria. Please note that this is a DRAFT document and still needs refinement. It is provided to give the Village Board a better idea of how the selection of a design-build team would occur. The final document will be provided to the Village Board prior to release.

Next Steps: In order to keep the project moving forward, the Village Board needs to provide direction relating to the scope of the project. Essentially, are the baseline and secondary work items listed above acceptable to include in an RFQ/RFP document. The Village Board also needs to provide direction if they find the procurement method acceptable.

With those two decisions made, staff will prepare requested revisions to the state grant documents and finalize the RFQ/RFP document. The Village Board would have an additional opportunity to review the final RFQ/RFP documents before they are published.

Proposed Timeline:

September – Village Board provides direction of project scope and RFQ/RFP document

October – Release RFP with 30 day turn around

November – Receive RFP's and conduct interviews

December – Notify short list for pricing proposals

January – Review pricing proposal

February – Award contract to design-build team

937 Barnsdale Renovation Cost Estimate Summary

Line	Work Item	Low Range	High Range
1	Asbestos and Lead Removal	95,000	95,000
2	Masonry Repairs	100,000	125,000
3	Roof Replacement	150,000	175,000
4	New Windows and Doors	40,000	60,000
5	Basement Sealing	15,000	20,000
6	Build-Out Former Gun Range	100,000	125,000
7	First Floor Office	15,000	20,000
8	Central Air Conditioning	10,000	15,000
9	Fire Sprinklers	40,000	50,000
10	Entry Vestibules and Overhangs	10,000	10,000
11	Exterior Cladding	75,000	150,000
12	Break Room	5,000	10,000
13	Office Bathrooms	1,000	1,000
14	Garage Bay Bathroom	500	500
15	Second Floor	2,000	2,000
16	Subtotal	658,500	858,500
17	Gen. Conditions/Overhead/Profit	98,775	128,775
18	Total	757,275	987,275

REQUEST FOR PROPOSAL

Design Build Service

***Village of La Grange Park
Public Works Building
Renovations***

DRAFT

RFP/CONTRACT FORM

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DRAFT

SECTION 1 INSTRUCTIONS TO PROPOSERS

1. You are invited to submit a proposal to provide Design-Build (D/B) services for La Grange Park Public Works Building Renovations.
 - A. Phase I proposals are due **DAY, MONTH, YEAR.**
 - B. Site visits will not be allowed for Phase 1.
 - C. There will be a pre-proposal meeting for firms selected to participate in Phase II. It will be held at a date and time to be determined (TBD) by amendment.
 - D. Phase II proposals are due: TBD by amendment.
 - E. Interviews for Phase II proposers will be at a date and time TBD by amendment.

2. This Request for Proposal (RFP) is for the design, permitting, site preparation, and renovations of the building in accordance with the approved design.
 - A. This RFP is for a Firm Fixed Price Contract.

3. Any questions or requests for clarifications, and information concerning this RFP must be received by 5:00pm on _____ in writing or by email, to the Village Project Manager at the address below.

Brendan McLaughlin
Director of Public Works
Village of La Grange Park
447 North Catherine Avenue
La Grange Park, Illinois 60526

Send inquiries to: bmclaughlin@lagrangepark.org

4. **Scope of Work:**
TO BE DEVELOPED

5. **Submitting Proposals:**

Offerors must submit four (4) hard copies.

- A. Proposals will be received at:

Village Hall
Village of La Grange Park
447 North Catherine Avenue
La Grange Park, Illinois 60526
Attention: Brendan McLaughlin

- B. **HAND CARRIED PROPOSALS:** Proposals will be received at the La Grange Park Village Hall. Hand carried proposals must be deposited prior to the time established for receipt of proposals. Each proposal will be stamped with the date and time of receipt. Late receipt of proposals due will not be excusable and the proposal will be declared “late” by the Bid Receiving Officer. Bids received after the submittal deadline shall be rejected.

6. **Two Phase Design-Build RFP Process**

- A. This procurement is being solicited using the Two-Phase RFP process. As part of Phase I, D/B entities shall submit their past performance history, including performance on design-build projects, basic technical approach, and capability information for review and consideration. Following the review, evaluation, and rating of these proposals, the Village may select at least two (2), but not to exceed four (4), of the highest rated offerors/contractors to receive a Phase II technical requirements package and to participate in the Phase II process of this RFP. Phase II offerors shall provide a technical and cost proposal for consideration by the Village. The Village will review the technical and price proposals of the Phase II offerors.
- B. Firms formally organized as design/build entities or design firms and construction contractors that have associated specifically for this project may submit proposals. For the purpose of this RFP, no distinction is made between formally organized design/build entities and project-specific design/build associations. Both are referred to as the design/build offeror (or simply “offeror”), or the design/build entity (or simply “Contractor”), after award of a contract. All designs must be accomplished under the direct supervision of licensed professionals registered in the appropriate technical disciplines, and meeting other certification and licensing requirements specified in the request for proposal. The lead firm submitting the proposal is the “offeror”. The lead firm and all design and construction team members will be considered the Design/Building entity.
- C. All offerors will be notified of Village’s response to the Phase I submittals.
- D. The Phase I and II RFP’s have been developed based on the specific criteria **(NOTE: LIST CRITERIA)**. The project scope is developed to approximately 35%. This will include the following conceptual plans showing approximate dimensions; demolition plan, and existing and proposed floor plans. These documents will be made available to the selected offerors as part of the Phase II RFP.
- E. For all those contractors who compete in both Phase I and Phase II, the contractor’s proposal shall be defined as all information that was submitted in response to the requirements of both phases of the RFP.

7. Funds available for design and construction: \$1,000,000
8. Time available for design and construction: 180 calendar days from Authorization to Proceed.
9. **WAGE DETERMINATION:** Illinois Department of Labor's Prevailing Wage Rates are applicable to this project. It is the offeror's responsibility to ensure that applicable prevailing wages are used in preparing the proposal. The provisions of the Prevailing Wage Act, 820 ILCS 130/0.1-12, will apply. Prevailing Wage rates are available on the IDOL website (<http://www.state.il.us/agency/idol/rates/rates.HTM>)
10. **PROPOSAL EXPENSES AND PRE-CONTRACT COSTS:** This RFP does not commit the Village to pay costs incurred in preparation and submission of initial and subsequent proposals or for those costs incurred prior to award of a formal contract.
11. **EXCEPTIONS:** If the offeror takes exception to any of the requirements specified in this RFP, the offeror shall clearly identify and explain each exception in an addendum to the proposal labeled "Exceptions". RFP requirements are not necessarily negotiable and exceptions may render an offeror's proposal unacceptable and ineligible for award.
12. **PROJECT LABOR AGREEMENT (PLA):** Because of the size, duration, and important public purpose to be served by the Project, it is in the public interest to have the Project completed in the most timely, efficient, and orderly manner possible and without labor disputes or disruptions of any kind which might interfere with or delay the Project. Accordingly, the Offeror/Contractor is required to enter into a PLA with the trade unions which have traditionally performed and have trade and geographic jurisdiction over such work. The PLA will be provided by the Village and executed by each Offeror/Contractor and Trade Union within twenty (20) days following the Authorization to Proceed (ATP) with a copy provided to the Village. The agreement shall provide for, at a minimum, the following:
 - A. Contracting or subcontracting work to only those firms, persons, companies or entities that have, or agree to be bound by and operate under, for the life of the Project, current collective bargaining agreements with applicable trade unions.
 - B. No lockout, strikes, picketing or other work stoppage of any nature;
 - C. Trade unions agree to use their best efforts to prevent any acts described in paragraph 2, or those of a similar nature of effect, or,

in the event such an act takes place, to cause an immediate cessation thereof.

- D. The right to discharge or discipline an employee who violates the provisions of the agreement.
- E. Coverage for the life of the Project.
- F. Incorporation of the agreement into subcontracts.
- G. Procedures for resolving disputes related to the agreement.

Submission of the executed PLA shall be post-ATP requirement.

SECTION 2 CONSTRUCTION ADMINISTRATION FEE

- 1. The Construction Administration Fee (CAF) for this project is 3%.
- 2. This amount will be included in the Offeror's Phase II price.

SECTION 3 PHASE I PRE-PROPOSAL CONFERENCE

- 1. No Phase I proposal meeting will be held.

SECTION 4 INFORMATION REGARDING AVAILABILITY

It has been determined that all reasonable amounts of electricity and water used in connection with this project will be furnished to contractor without cost. The offerors will take this into consideration when computing their offers. The offeror may be held responsible for costs should the contractor inadvertently rupture a water line, gas line, or cause misuse of utilities outside the "reasonable" or normal working parameters, as determined by the Village.

Using Agency will provide the following:

- Access to electrical power and existing metering, consisting of connection to existing facilities. D/B team to be reimbursed costs for electrical power and to provide all temporary power connections.
- Water supply, consisting of connection to existing facilities.

SECTION 5 PHYSICAL DATA

Data and information furnished or referred to below is for the Contractor's information. The Village shall not be responsible for any interpretation of or conclusion drawn from the data or information by the Contractor.

SECTION 6 SUBMISSION REQUIREMENTS AND INSTRUCTIONS

1. GENERAL INSRUCTIONS

A. Proposal Preparation Instructions.

1. Inasmuch as the proposal will describe the capability of the offeror to perform any resultant contract, as well as describe its understanding of the requirements of the Statement of Work, it should be specific and complete in every detail. The proposal should be prepared simply and economically, providing straightforward, concise delineation of capabilities to satisfactorily perform the contract being sought. The proposal should therefore be practical, legible, clear and coherent.
2. These instructions prescribe the required format for proposals, and describe the approach for the development and presentation of the proposal data. They are designed to ensure the submission of necessary information to provide for the understanding and comprehensive evaluation of proposals. Carefully review this section prior to commencing proposal preparation. Offerors are cautioned to strictly comply with all instructions within this RFP to ensure submission of a complete proposal. Failure to furnish a complete proposal at the time of proposal submittal may result in the proposal being unacceptable and eliminated from consideration for award.
3. After compiling all required information, submit the information in accordance with the "Proposal Due Date Schedule" paragraph for the applicable phase and return the original and specified number of copies to the Village. Mark the front of the envelope/box with the following: "PROPOSAL FOR LA GRANGE PARK PUBLIC WORKS BUILDING RENOVATIONS".
4. **Proposal Due-Date Schedule:** The entire Phase I proposal is due by the date and time set for the receipt of proposals shown in Section 1-1A of this RFP. Offerors are required to include references as part of their Phase I package. **(Failure to provide the required number of references with the Phase I submittal will result in the, Phase I submittal rejection).** The date and time for receipt of the Phase II proposals will be issued by amendment to those offerors selected to proceed to the Phase II portion of this procurement.

B. General Proposal Contents List by Phase.

1. **Phase I Proposal**
 - **Section 1 — General Documents**
 - D/B Proposal Transmittal Form (DB-PTF)
 - Representations, certifications, disclosures and other statements of offerors limited to the Illinois State Board of Elections certificate requirements/certifications.

- Joint Venture Agreement, if applicable
 - **Section 2 — Offeror’s Past Performance**
 - Design-Build Entity Qualifications Form (DBQ).
 - Past performance evaluation questionnaire.
 - **Section 3 - Technical Capability**
 - Technical Approach Narrative
 - Offeror’s Team Experience
 - Other Capabilities
- 2. Phase II Proposal**
- **Volume 1 — General Documents**
 - Design Build Proposal Transmittal Form (DB-PTF) Price Proposal Schedule
 - Price Breakdown
 - **Technical Proposal Volume 2 .- Management & Execution Plans**
 - Project Management Plan (PMP)
 - Design & Construction Schedule
 - **Technical Proposal Volume 3 — Technical Data Proposal For each of listed items**
 - **ELEMENTS TO BE ADDED LATER**

- C. Written Proposal Format.** (Unless noted otherwise these general instructions apply to both Phase I and Phase II proposals.)
1. Purpose. These instructions prescribe the format of proposals, and describe the approach for the development and presentation of the proposed data. The proposal shall include all of the information requested in the specific instructions. Failure to include all information requested may adversely affect the evaluation. A proposal that merely reiterates or promises to accomplish the requirements of the RFP will be considered unacceptable. A proposal that is orderly and sufficiently documented will be easy for the Village to understand and will enable the Village to perform a thorough and fair evaluation.
 2. Capacity to Perform. Offerors are cautioned to submit enough information to enable the Village to fully ascertain each offeror’s capability to perform all of the requirements contemplated by this RFP. All commitments made in the proposal may become a part of the resultant contract. The data submitted with each proposal should be complete and concise, but not overly elaborate. Any submitted materials not required by this RFP (such as company brochures) shall be relegated to appendices. Excessive reliance on promotional brochures is discouraged.

3. Written Proposals. The proposals shall be prepared on standard 8.5 x 11 inch paper (charts may be landscaped but must be on 8.5 x 11 inch paper) and shall be in a legible font size (10 or larger). Type size for graphics, charts, diagrams and tables, shall be of an appropriate font and size for the application, and must be clearly readable without magnification assistance to the normal eye. Page size for schedules may be up to 11" x 17" and all other charts, tables etc. must not exceed normal legal size (8.5"x14"). Text lines will be no less than single-space. All pages of each proposal shall be appropriately numbered, and identified with the RFP number. For ease of reference, consecutive page numbering with tabs is required.
4. Table of Contents (TOC). The proposals shall contain a detailed table of contents. The TOC will identify major areas, paragraphs and subparagraphs by number and title as well as by page number and volume locations. Tab indexing will be used to identify Sections as appropriate. TOC and Tab indexes do not count toward page limitation. If more than one binder is used, the complete table of contents shall be included in each. Proposal Sections 2 and 3 shall not exceed the page limits stated. If the page limit is exceeded, the pages in excess of the limit shall be unread.
5. Page Limits. The page limits include all appendices, charts, graphs, diagrams, tables, photographs, etc. except as noted elsewhere in the instructions. To the maximum extent practicable proposal submission shall be double sided. Each side of a piece of paper counts as one page. Failure to observe these requirements may result in non-compliant proposals being evaluated at the maximum number of pages had the instructions been followed. All pages in excess of the stated limits will not be evaluated.
6. Binding. *Elaborate format and binding are neither necessary nor desirable. All binders, (3 ring type is preferred) will be capable of lying flat when opened. The cover and spine of each binder will clearly identify the offeror's name, Section number(s), RFP number, RFP title and copy number, (e.g., copy 2 of 3). The original for each binder will be clearly identified on the cover and the spine. All binders will allow for easy removal and replacement of pages. If more than one binder is used, the complete TOC shall be included in each.*
7. Drawings. Offeror may elect to submit drawings to clarify their Phase II proposals, but are not required to do so by this RFP. In the event Offeror elects to submit drawings, use drawings no larger than Size A1 [approximately 24' x 36"] or smaller than size A2 [approximately 16" x 23"]. No electronic drawing files are required to be submitted at the proposal stage. Drawings are NOT required in either Phase I or Phase
8. Clarifications. Offeror may, at the discretion of the Village, be asked to provide clarifications regarding their proposals. Requests for such

information do not constitute discussions. All requests and responses shall be documented and included in the procurement file of the Village.

9. Validity. The offeror shall be held responsible for the validity of all information supplied in his/her proposal, including that provided by potential subcontractors. Should subsequent investigation disclose that the facts and conditions were not as stated, the proposal may be rejected or contract terminated for default if after award, in addition to any other remedy available under the contract or by law.

2. PHASE 1 -QUALIFICATION SUBMITTAL CONTENTS

Submit one (1) original (clearly marked), and four (4) hard copies.

- A. **Section 1 – General Documents.** Submit in a separate envelope, labeled “General Information”, with the Phase I submittal.
 1. Complete the “Offeror” Phase I portion of the DB-PTF (part 2). An official having the authority to contractually bind your company must sign the DB/PTF. One copy of the DB/PTF is required to have an original signature.
 2. Include in this section of your submittal the following:
 - Representations and Certifications.
 - Disclosures
 - Illinois State Board of Elections Certificate

Failure to submit this information with the Phase I submittal will be a material deficiency and the submittal will be rejected.

B. Section 2 - Past Performance.

1. **The Past Performance section of the proposal is limited to a maximum of 25 pages**, exclusive of the Past Performance Evaluation Questionnaires. It includes the offeror’s (DBQ) and any discussion and or additional information, awards, letters, etc. concerning past performance the offeror includes.
2. Design-Build Entity Qualifications:
 - a. References: Offerors shall submit a minimum of four (4) contracts (complete or substantially complete) to be used for reference and evaluation purposes. At least two (2) of the projects listed must reflect the experience of the design team. Detailed instructions are provided in the DBQ. **Failure to submit this information with the Phase I submittal will be a material deficiency and the submittal will be rejected.**

- b. Offeror shall provide a list of key subcontractors and/or teaming partners to be utilized on this project. As a minimum provide the name(s) of subcontractors to be utilized on the design and oversight team and the major construction subcontractor(s) (as applicable).
 - c. Offerors shall provide information to demonstrate a history of performance on contracts that are similar in scope, complexity and size and to demonstrate experience in performing work similar in size, scope and complexity to that described in the scope of this procurement. Offerors shall explain what aspects of the referenced contracts they deemed relevant to the proposed effort.
 - d. Offeror must provide projects that have been performed within past ten (10) years. The period begins ten (10) years prior to the RFP release date and includes current projects.
 - e. Offerors should include with their proposal information any problems encountered on the identified contracts and the offeror's corrective actions and/or explanation.
3. Past Performance References:
- a. Offerors shall prepare and submit to prior clients, to include the owners of all the projects listed in Section 2 as submitted, a Reference Questionnaire.
4. Offerors lacking relevant present/past performance experience may submit information regarding predecessor companies, key personnel who have relevant experience or subcontractors that will perform major or critical aspects of the requirement if such information is relevant to this project.
- a. Such information shall, as a minimum, include:
 - Name(s) of Predecessor Company/Subcontractor and/or Key Personnel;
 - Complete Address
 - Telephone, Fax Number and email address
 - Brief synopsis of the experience (a resume maybe submitted for "Key Personnel")
 - Describe in detail relevancy to this project.
 - b. Provide three (3) references for each Predecessor Company, Subcontractor or Key Personnel and send Past Performance Evaluation Questionnaires to these references. Clearly identify the contractor/individual whom the reference information concerns.
Failure to submit the required minimum of three (3)

questionnaires for Predecessor Company, Subcontractor or Key Personnel will be cause for disqualification.

5. Offerors are advised that the Village may use all data provided by the offeror in this volume and data obtained from other sources, to include, but not limited to, state-wide databases, in the assessment of past performance. Past performance information on contracts not listed by the offeror, or that of planned subcontractors, may also be evaluated. The Village may contact references other than those identified by the offeror and information received may be used in the evaluation of the offeror's past performance. While the Village may elect to consider data obtained from other sources, the burden of providing current, accurate, and complete past performance information rests with the offeror.

C. Section 3 - Technical Capability.

1. **Technical Approach Narrative.** Narrative shall be limited to a maximum of five (5) pages.
 - a. Describe in general terms how the offeror will approach the design and renovation of this facility. The narrative should include considerations of "Fast Track" construction whereby preliminary site construction activities can begin prior to the completion of the accepted 100% design documents.
 - b. Provide a detailed discussion addressing the proposed organization and the roles and responsibilities of the various sub-contractors for both design and construction.
 - c. Include in the narrative the offeror's proposed processes for handling field problems, assuring quality and assuring Designer of Record involvement throughout the construction period.
2. **Offeror's Team Experience.** Narrative shall be limited to a maximum of five (5) pages. Example projects must have been completed no later than ten (10) years prior to the date of the RFP. Village will also use information provided by A/E's in the Past Performance section in the evaluation of this factor. (Note: This information may be similar to the information provided in the Past Performance section but is obtained here for the purpose of identifying the extent of the offeror and their team's experience, where in the Past Performance factor the information is obtained for identifying "how" the work was performed.)
 - a. Provide a discussion of projects (at least three) for which the offeror has been responsible. The examples should be as similar as possible to this RFP in project type, magnitude, complexity, cost, design or features and scope. Each example shall indicate in detail

the general character, scope, location, cost, and date of completion of the project. If the offeror represents the combining of two or more companies for the purpose of this REP, each company shall discuss project examples.

- b. Demonstrate that all lead design personnel have experience and required qualifications in assigned roles on projects of similar complexity, size and scope. Specific projects detailed in Section 2 should be referenced, to ensure proper consideration.
- c. Demonstrate that all lead design personnel are registered and/or certified in their discipline.
- d. Discuss as a minimum the project manager; the project architect; the engineers responsible for civil, electrical, mechanical, fire protection, communication systems and structural design, the quality control manager; and the construction manager and/or project superintendent.

3. PHASE II - TECHNICAL & COST PROPOSAL - SUBMITTAL CONTENTS

A. General Requirements.

1. Who May Submit. Proposals may be submitted by the offerors who receive written notification from the Village that their firm has been selected to participate in Phase II of this RFP.
2. Submission Deadline. Proposals shall be received no later than the time and date specified by amendment.
3. Compliance Statement. In order to effectively and equitably evaluate all proposals, the Village must receive information sufficiently detailed to clearly indicate the materials, equipment, methods, functions, and schedules proposed. The offeror is required to certify that all items submitted in its technical proposal comply with the RFP requirements and any differences, deviations or exceptions have been identified and explained. Offerors are required to complete the Statement of Compliance on the DB-PTF and submit it with their technical proposal. Even if there are no differences, deviations or exceptions, the offeror must submit the Compliance Statement and state that none exist.
4. Cost Information. The technical proposal shall not include any cost information. The technical and cost proposals shall be submitted as two separate documents.
5. Technical Proposal. Technical Proposal Volumes 2 and 3 comprise the full Technical Proposal. Volume 2 consists of the Project Management Plan and Design & Construction Schedule. Volume 3 consists of the Technical Data Proposal with various Elements.

B. Volume 1 - General Documents, Price and Proposal. This information should be submitted in an envelope labeled ‘General Requirements.’ This category consists of:

1. Price Proposal Information. Offerors shall complete all portions of the Price Proposal Schedule and furnish one original and one copy in a separate sealed envelope.
2. Price Breakdown. Include price breakdown, in the prescribed format in this package in four (4) copies.

C. Technical Proposal: Volume 2 — Management & Execution Plan. The following technical elements shall be addressed in sufficient detail to provide the Village with a clear understanding of the offeror’s intended performance and shall take into consideration the material provided in the technical data proposal (Volume 3).

1. Project Management Plan. The offeror shall provide a Management Plan. This is an overall plan showing how the offeror will control the job. The term “management plan” is defined as a plan that includes the following sub-plans:

a. Project Key Personnel. Provide the names, resumes, and levels of responsibility of the principal managers and technical personnel who will be directly responsible for the day-to-day design and construction activities. Provide qualifications of key project personnel including name and project assignment, and firm association. Project key personnel shall include the engineering disciplines and key construction subcontractors listed below.

- As a minimum, discuss the project manager; the project architect; the engineers responsible for civil, electrical, mechanical, fire protection, communication systems and structural design; the quality control manager; and the construction manager and project superintendent.
- Demonstrate that all lead design personnel are registered and/or certified in their discipline and have experience and technical competence in assigned roles on projects of similar complexity, size and scope. Indicate whether each individual has had a significant part in any of the project examples cited.
- If subcontractors will be providing comprehensive design-build services to the Offeror, provide qualifications for their key design personnel as well. If reassignment of

personnel is considered possible, provide the names and resumes of the alternative professionals in each assignment.

- Lead Architect/Lead Design Engineer/Construction superintendent must have a minimum of five (5) years experience on specifics of similar projects.
- b. Key Construction Subcontractors. Subcontractors shall include, but are not limited to: General, Plumbing, Heating, Ventilation, and Electrical. Discuss the extent of their roles with respect to the design and construction phases of this project.
2. Design and Construction Schedule. Provide an integrated Design and Construction Schedule with all “Fast Tracking” areas clearly identified, if proposed. The Authorization to Proceed date to be used in the development of the Schedule will be provided in the Phase II proposal amendment.
- a. The schedule for design and construction shall be task oriented, indicating dates by which milestones are to be achieved.
 - b. The schedule is to be an integrated and networked multi-layered schedule of program/project tasks. It identifies project events, accomplishment, and criteria and the expected dates of each. These dates are based on the calendar dates provided as the starting point and the logical flow of dates provided by calculating the addition of duration of all tasks using typical schedule networking tools.
 - c. Each major task will be directly traceable to the requirements of the project. The schedule is intended as a tool for day to day tracking of the program/project that rolls up to increasingly higher summary levels.
 - d. All tasks/activities in the schedule should be logically linked together showing predecessor/successor relationships.
 - e. The offeror shall also submit a rationale explaining how the schedules will be achieved.
 - f. Contractor shall be required to: Complete the entire work, to include design and construction, ready for use not later than 180 calendar days from contract execution. The time stated for completion (shall include final cleanup of the premises).

NOTE: The performance period proposed cannot exceed the number of calendar days noted above. If the offeror proposes a shorter performance period, the offeror’s proposed

performance period will be used to calculate the new completion date and incorporated into any resulting award.

SECTION 7 - PROPOSAL EVALUATION AND AWARD

1. The Village intends to award a contract to the offeror deemed responsible and whose proposal conforms to the RFP's requirements and receives the highest overall ranking from the Selection Committee.
2. The source selection process will be conducted in two phases. There will be two separate evaluations made.
 - a. Under Phase I, past performance and technical capabilities will be evaluated.
 - b. If fewer than two (2) proposals are received for Phase I, the Village may decide whether to withdraw the project or re-advertise it.
 - c. Following the review, evaluation, and rating of the Phase I proposals, the Village may select no less than two (2), but no more than four (4) of the highest rated contractors to receive the technical requirements package and provide a technical and cost proposal for consideration by the Village. If fewer than two (2) Phase I proposals are deemed acceptable for Phase II selection, Village may withdraw the project or re-advertise it.
3. The offerors' proposals, for those who compete in both Phase I and Phase II, are defined as all information that was submitted in response to the requirements of both phases of the RFP.
4. Offerors are reminded to include their best technical and price terms in their initial offer.
5. Noncompliance with the RFP requirements in either phase may raise serious questions regarding an offeror's technical and/or cost performance and may be grounds to eliminate the proposal from consideration for contract award. Failure to include all information requested may adversely affect the evaluation and/or result in elimination from the competition.
6. A proposal that merely reiterates or promises to accomplish the requirements of the RFP will be considered unacceptable. A proposal that is orderly and sufficiently documented will be easy for the Village to understand and will enable the Village to perform a thorough and fair evaluation.

7. The Village will conduct a proposal compliance review after each phase closing date for determination of basic proposal adequacy prior to providing the proposals to the evaluators. Failure to provide a complete proposal (all required Volumes) may result in the proposal being removed from further consideration for award.
8. Although the assessment of past performance as a specific evaluation factor is separate and distinct from the determination of responsibility, past performance information obtained herein will be used during the Village's responsibility determination. The Village also reserves the right to obtain additional information solely for the purpose of making a responsibility determination from all offerors after receipt of proposals. Request for responsibility information does not constitute discussions.
9. The Village intends to evaluate proposals and award a contract without discussions with offerors.
10. The Village reserves the right to conduct interviews, however no changes to the proposal can be made through the interview process.
11. The proposal must set forth full, accurate and complete information as required by this RFP. The Village will rely on such information in the award of a contract. By submission of the offer, the Offeror agrees that all items proposed (if applicable, e.g., key personnel, subcontractors, plans, etc.) will be utilized for the duration of the contract and any substitutions will require prior Village approval.

SECTION 8 - PHASE I EVALUATION CRITERIA

1. **General:**
 - A. Weighting criteria shall be disclosed in a project-specific basis, by a table attached to the RFP.
 - B. The evaluation will consider such things as an offeror's business practices, customer relationship, ability to successfully perform and other considerations as described in the Evaluation Criteria.
 - C. Evaluators will consider current trends of the performance information while conducting the performance evaluation.
 - D. The offeror's submitted experience and professional data for their intended designer(s) and subcontractor(s) for design and any major system shall obligate the offeror to perform this work with the subcontractor(s) or firm(s) evaluated, unless an acceptable substitution is otherwise approved by the Village.
 - E. This submittal shall not exceed twenty (20) pages. Village will evaluate only the information contained in the first twenty (20) pages per this section.
2. **Experience of Personnel Assigned to the Project:**
 - A. The Personnel Experience section is limited to ten (10) pages.

- B. Include only personnel who will be active participants on this project team.
- C. Preference may be given to experience with current firm. However, if experience with current firm is limited, experience with previous firms will be considered.
- D. Experience must include experience relevant to position on this project team.
- E. Of particular interest is the experience and qualifications of both the designer(s) and sub-contractor(s). Failure of an offeror to demonstrate that all lead design personnel are registered and/or certified in their discipline may adversely affect the evaluation.
- F. As a minimum, the discussion must adequately address the project manager; the project architect; the engineers responsible for civil, electrical, mechanical, fire protection, communication systems and structural design and the construction manager and/or project superintendent.

3. Past Performance

A. General

- 1. The past performance proposal is limited to twenty (20) pages.
- 2. List at least five (5) projects in the past ten (10) years.
- 3. An offeror with no, or limited, past performance may receive ratings based on the evaluation of its predecessor companies, key personnel, and/or subcontractors. These ratings may not have the same weight as the ratings of the proposing company.
- 4. Village may contact the Offeror for additional information and to assure validity of the received questionnaires. The Village reserves the rights to obtain and evaluate past performance information from any source it deems appropriate.
- 5. The Village may take into account past performance information regarding predecessor companies, key personnel who have relevant experience or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to this project. If multiple subcontractors are provided for the same discipline the Village use the lowest rated subcontractor in the evaluation. The evaluation will also consider information provided relative to corrective actions taken to resolve problems on past or existing contracts.
- 6. Current is performance occurring within the past five (5) years prior to the RFP release date.

B. Experience in Project Type

Weight will be given to:

- Previous experience, as well as experience on (design/build, and municipal or school renovations).

- Similarity of the client type.
- Location at which work was performed.
- Construction methods.
- Complexity of work.

C. Record of On-Schedule performance.

- Contractor will be evaluated on meeting the original contracted schedule for each listed project.
- If delays were outside contractor's control, please explain (do not exceed the page limit).
- Resolved delays in an expeditious manner.
- Identification/correction of deficient work in a timely manner.
- Provided submittals in a timely manner.
- Timely completion of punch-list items.
- Timely submission of close out documents.
- Contractor provided timely and satisfactory response to warranty issues after project completion.

D. Experience with Similarly-Sized Projects

- Greater weight will be given to projects of similar size, complexity and value.
- Project scope.
- Square footage, HVAC size, other project-specific factors.

4. Collaborative, Teaming, Problem Solving Attitude

A. General Business Practices

1. Contractor to provide experienced managers, and supervisors with the technical and administrative abilities needed to meet contract requirements.
2. Contractor shall cooperate to resolve problems, attend meetings (as applicable) and maintain communication to assure satisfactory resolution.
3. The contractor shall submit proposals that accurately represented the work required.
4. The Village will evaluate the implementation plans for utilizing "fast track" procedures for this project. Offeror must demonstrate a suitable understanding of the process and adequately address any anticipated risks associated with D/B processes.

B. Subcontractor Management

1. History of hiring experienced subcontractors.
2. History of paying subcontractors/suppliers in a timely manner

3. Proposal provides a detailed and adequate discussion of the proposed organization and the roles and responsibilities of the various sub-contractors for both design and construction.

C. Pricing

1. The contractor shall submit proposals that accurately represent the work required.
2. The contractor's supporting price/cost information for modifications are accurate, complete and reasonable (not over inflated or under estimated), this includes modifications.
3. Provide well-substantiated pricing data for change orders.

5. Successful Reference Checks

- A. Contractor must request references for all projects listed.
- B. All reference checks are part of the submittal package.
- C. Greater weight will be given to similar projects which most closely resemble the project identified in this RFP in type, magnitude, complexity, cost, design or features and scope will receive the highest consideration.
- D. Based on the contractor's overall performance, how willing is the customer to re-hire the offeror.
- E. (QC) of Design and Construction
 - Quality of Workmanship
 - Adequacy of the Contractor QC
 - Adequacy of Materials
 - Adequacy of Submittals
 - Adequacy of "As-Builts"

6. Financial Capability

- A. Bonding capacity
- B. Insurance
- C. Bank references

7. **Other past performance considerations:** The Village may also consider the following issues when evaluating an offeror's past performance.

- A. Effectiveness of prior value engineering change proposals (impact on reducing cost or schedule, increasing efficiency or improving quality).
- B. Professional/Industry Awards.
- C. Letters of appreciation, recognition or commendation, etc., received on behalf of a customer may be submitted. The will Village will consider up to five (5) such documents.
- D. Unique skills and accomplishments.
- E. Prior contract terminations.

- F. Adherence to D/B Statements of Work and/or accepted proposal to include betterments.
- G. Other data provided by the offeror, which is not required, or other data available to the Village may also be considered when evaluating an offeror.

SECTION 9 - PHASE II EVALUATION CRITERIA

1. GENERAL

- A. The Village reserves the right to reject any or all proposals at any time prior to award; to award a contract to other than the offeror submitting the lowest priced offer; and to award a contract to the offeror submitting the proposal determined to be the most advantageous to the Village.
- B. It is the Village's goal to award the project within its D/B cost limitation as listed in Section 1. Significant variation from this amount could result in the Village's inability to award based on lack of funding.
- C. If, because of reasons beyond the control of management, the original key design and/or contractor positions are not able to fulfill this obligation, replacement personnel with same or exceeding the education and experience shall be provided to the Village for acceptance.
- D. Requirements stated in this RFP are minimum requirements. Innovative, creative, or cost saving proposals that meet or exceed these requirements are encouraged and will receive consideration accordingly. Deviations from space and adjacency requirements are discouraged unless the change results in a significant improvement to the facility. Deviations from any requirements should be clearly noted and justified in the proposal.
- E. Items offered by the proposal, exceeding or deviating from the RFP minimum requirements, shall be clearly identified as a "Betterment" or "Deviation" and noted on the drawings, if provided, and included in the schedule as appropriate. The following applies to all the Technical Data proposal requirements.
 - 1. Betterments. Betterments must be listed separately for each of the elements. If provided, the offeror will be evaluated on the priority and number of Betterments proposed. Higher evaluations will be assigned based on the value and Village's evaluation of the desirability of Betterments proposed. The Village reserves the right to accept or reject a Betterment based on desirability and project needs. The Village reserves the right to accept or reject any Betterment without discussion.
 - 2. Deviations. The Offeror shall provide a list of all other deviations, deemed necessary by the Offeror to achieve cost limitations or meet statutory requirements, and/or deemed mandatory due to technical flaws in the RFP (i.e. performance, structural integrity,

safety, maintainability, applicable code requirements, etc) in order to deliver the intended basic requirements of the RFP. Offerors who desire to propose deviations for Village consideration should first propose the requirement as specified in the Village documents. Each deviation shall include an explanation of why the Offeror believes the deviation is necessary. Costs and or credits, by item, shall be listed by the offeror as an option addendum to the price schedule in the RFP. (See sample in Pricing Schedule).

- F. Pre-award value engineering: Innovative, creative, or cost saving proposals that meet or exceed these requirements are encouraged and will receive consideration accordingly. Offerors who desire to propose alternatives for consideration are encouraged to do so, but should first propose the requirement as specified in the Village documents. Each alternative shall include an explanation of what the benefits are and why the Offeror believes the alternative is in the best interest of the Village. Costs and or credits, by item, shall be listed by the offeror as an option addendum to the price schedule in the RFP. (See sample in Pricing Schedule). Acceptance of these proposed options will be at the sole discretion of the Village.
- G. Data listed in the instructions provided for Technical Evaluation Criteria will be utilized for technical review and evaluation.
1. The Village will evaluate the potential of the Offeror's approach to successfully meet RFP requirements. The Proposal will be evaluated for inclusion of all tasks identified in the proposal requirements detailed in Section 4.
 2. To be considered effective, the approach will, as a minimum, demonstrate:
 - Understanding of the D/B requirements of the RFP,
 - Use of sound D/B principles,
 - Compliance with the engineering criteria,
 - Use of sound engineering principles.
- H. Design and Construction Schedule. The proposal shall include a schedule that logically details task and timing of the work effort and provides a realistic projection of project events, accomplishments, and criteria and the expected dates of each.
1. The schedule will provide clear tracks for design, technical, schedule, management, etc, and the relationship between them and will be presented in a way that provides Village the confidence that the project is structured to be executable for the resources indicated.

2. Each major task is directly traceable to the requirements of the project.
3. If proposed, the offeror has provided an integrated Design and Construction Schedule with all "Fast Tracking" areas clearly identified.
4. To be acceptable the schedule must show total completion of the project within the time frame indicated in Section 1 above or as amended. If an alternate schedule is proposed, the alternate schedule must have measurable and desirable benefits.
5. Positive consideration will be given to a schedule that provides benefit to the Village.

2. COMPLIANCE WITH PROPOSAL REQUIREMENTS: PROJECT KEY PERSONNEL

Minimum qualifications and registration requirements are needed. Offeror must demonstrate compliance with the RFP instructions.

- A. Personnel of primary teaming partners will be recognized and evaluated in the same manner as personnel of the Offeror.
- B. Design and Construction Personnel.
 - 1) Experience on similar projects, education, professional certification/registration, responsibilities/duties, and years of experience will be evaluated for the key design personnel identified. Offerors with key design personnel with prior experience on similar design projects and/or completion similar scope and magnitude may receive a more favorable evaluation.
 - 2) The Project Manager may receive a more favorable evaluation based upon teaming with the prime construction contractor.

3. QUALITY

A. Quality Of Materials

1. Ensure the quality of the materials and equipment proposed meet or exceed RFP.

B. Quality Of Design Parameters

1. Details meet or exceed quality of design intent.
2. Procedures for compliance with local codes as required.

4. DESIGN CONCEPTS

Design Concepts shall provide adequate procedures for involving key subcontractors in the design development.

5. INNOVATION IN MEETING SCOPE AND PERFORMANCE CRITERIA

Improvements or betterments, if accepted, will be factored into the rating of this parameter.

CONSTRUCTABILITY

- This criterion will be evaluated on the offeror's explanation of why certain construction methods were chosen and the Bridging A/Es evaluation of the following items:
- Use of standard details.
- Coordination between trades.
- Use of readily available materials and equipment.
- Use of industry standard construction and installation methods.
- Site access plan.
- Hoisting plan.

6. PHASE II- PRICE EVALUATION

A. **General:** The purpose of the price/cost evaluation is to determine whether an offeror's proposed prices/costs for the project are reasonable and realistic in relation to the RFP requirements and demonstrate an offeror understands the proposal requirements.

1. Any offer (proposal) received that exceeds the Village budget amount may result in proposal rejection without discussion and without being evaluated or considered for award.
2. At a minimum, the proposal cost breakdown, should be at the level prescribed in the DCM for 100% design submittals and must be broken out by trade.
3. The Village will conduct a price/cost evaluation of each offeror's proposal to determine whether or not each proposal is reasonable and realistic. Proposals unrealistically high or low in price, when compared to the Village estimate, and market conditions evidenced by other competitive proposals received, may be indicative of an inherent lack of understanding of the RFP requirements and may result in proposal rejection without discussion. Any inconsistency, whether real or apparent, between proposed performance and price must be clearly explained in the price proposal. For example, if unique and innovative approaches or conditions are the basis for an unbalanced/inconsistently priced proposal, the nature of these approaches and the impact on price must be completely documented. The burden of proof of cost (Price) realism rests solely with the offeror.
4. In evaluating cost proposals, cost savings to the State of Illinois, outside the cost of the project, arising from an acceptable innovative technical approach such as those resulting from a reduction in the project schedule, may be favorably rated.
5. Proposals evaluated as not satisfying all of the price/cost criteria may be eliminated from further consideration unless the Village

determines that a minor clerical error has occurred, and then the offeror may, at Village's discretion, be given an opportunity to correct the minor error.

6. In the event the Village does not award a contract pursuant to this RFP within 90 calendar days after receipt of proposals, Village reserves the right to allow offerors to make an adjustment in their price proposals to allow pricing adjustments caused by fluctuating construction material market conditions. Village will notify Offerors, normally by electronic mail (email), of a common closing date for receipt of the adjusted price proposals. No additional proposal revisions will be allowed under these conditions.

7. INTERVIEW

- A. Village will give offerors selected to submit Phase II proposals an opportunity to further the Village understanding of the information contained in their written proposals. These interviews will be held at a location, time and date to be included in the Phase II amendment.
- B. The offeror may bring a maximum of eight (8) personnel.
- C. One hour will be allowed for the interview as follows:
 - Forty-five (45) minutes for the team presentation
 - Fifteen (15) minutes for questions and answers.
 - Equipment may be brought to the presentation location without prior approval of the Village.
 - EB will supply any equipment (i.e., projector, lap top computer, etc.)
- D. Offerors are cautioned that all information provided, regardless of the format, shall be considered as proposal information, and used in the evaluation process, unless specifically accepted in writing by the offeror or the Village.
- E. The interview will provide the offeror with the opportunity to briefly explain any specific documentation presented, to highlight the special features and significant technical points of their proposal, and to identify the benefits of the offeror's technical data proposal. Betterments or alternatives that the offeror has included in their proposal should be discussed in detail.

11. AWARD

- A. The Village will award a firm fixed-price contract to that responsible Offeror whose proposal contains the combination of those criteria described in this RFP offering the best overall value to Village. Best value

will be determined by a comparative assessment of proposals against all source selection criteria in this RFP.

- B. A written award or acceptance of offer mailed, or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall be deemed to result in a binding contract without further action by either party.
- C. This contract is subject to the approval of Village Board and shall not be binding until so approved.

SECTION 10 - AMENDMENTS

Village reserves the right to revise or amend the RFP, specifications and/or drawings, including changes to the date the proposal is due. Such changes, if any, will be announced by an amendment or amendments to this Request for Proposal. All information relating to this RFP, including pertinent changes/amendments and other applicable information will be sent via e-mail a minimum of three (3) days prior to the date set for receipt of proposals to parties contacting the Village as interested parties.

DRAFT

Design/Build Weighted Scoring Criteria – Phase 1

Firm:				
Evaluation Criteria		Possible Points	Points	Comments
1	Experience of Personnel assigned to the Project	120		
2	Experience in Project Type	90		
3	Financial Capability	75		
4	Record of On-Schedule Performance	45		
5	Experience with similarly sized projects	60		
6	Successful reference checks	30		
7	Commitment to assign personnel for the duration of the project and qualifications of the entity's consultants	110		
8	Collaborative, Teaming, Problem Solving Attitude	120		
9	Approach to Schedule	90		
Total Maximum Points		740		

Design/Build Weighted Scoring Criteria – Phase 2

Firm: _____			
Technical Evaluation Criteria <i>(Scored by Selection Committee Members)</i>			
	Possible Points	Points	Comments
1 Compliance with Objectives	60		
2 Compliance with Proposal Requirements	60		
3 Quality of materials	40		
4 Quality of design parameters	40		
5 Quality Control Plan	30		
6 Design Concepts	60		
7 Innovation in meeting scope and performance	60		
8 Constructability	50		
9 Collaborative experience of Team	50		
Total Technical Points	450		
Cost Evaluation criteria <i>(scored by Village Fiscal Administrator)</i>			
1 Proposed schedule	50		
2 Construction Cost <i>(reasonableness, realism)</i>	50		
3 Total Project Cost	200		
Total Cost Points	300		
TOTAL SCORE	750		
Evaluator Signature:	_____		
Evaulator Name:	_____		
Date:	_____		

Public Works Garage Committee

August 30, 2012
Meeting

Meeting Purpose

- Move forward on Village Board direction from the July 24th Board Meeting
- Frame a WORK PROGRAM
- Draft a RFQ/RFP document
- Looking for feedback on work program and procurement method

WORK PROGRAM

- Designed to allow separate work items that can be selected based on cost
- Flexible to allow guidance from Contractor and designer to contain costs
- Divided into Baseline and Secondary Work

1. Asbestos & Lead

- Present throughout building
- Gun Range and Old Materials (tile)
- Must vacate for removal
- Must remediate
- \$95,000



2. Masonry Repairs

- Structural Review determines no major structural issues
- Repair work is need to prevent future structural issues
- Parapet walls, lintels and flashing needed
- \$100,000 - \$125,000



3. Roof Replacement

- Shift to Standing Seem pitched metal roof
- Retrofit kits are available
- Longer life cycle
- Less Maintenance
- \$150,000 - \$175,000



4. New Windows & Doors

- All Windows are rotted out
- 25 windows and 3 doors
- Storms and screens no longer fit in windows
- \$40,000 - \$60,000



5. Basement Sealing

- Window wells and certain walls need to be sealed
- Basement under office is storage only
- Former gun range is pretty dry
- \$15,000 - \$20,000



6. Build-Out Former Gun Range

- 100 x 15
- 1,500 Square Feet
- Locker Rooms with Shower
- Storage area for remainder
- ADA not required
- ADA unisex locker/bathroom on first floor
- \$100,000 - \$125,000



7. First Floor Offices

- Utilize former locker room for first floor office area
- Walls, Ceiling, Flooring, Lighting, Restroom
- \$15,000 - \$20,000



8. Central Air Conditioning

- Window units are LOUD!
- Have to turn off when some residents call
- Harder to regulate temperature
- Cannot Keep Up when over 95 degrees
- Residential size for office area
- Separate unit for former gun range
- \$10,000 - \$15,000

9. Fire Sprinklers

- Wet system for interior
- Dry system for garage bays
- \$40,000 - \$50,000

10. Entry Vestibule & Overhang

- Need to be re-built
- Extremely weathered
- \$10,000



11. Exterior Cladding

- Variety of materials
- Could skip east wall
- Could do two story portion of north wall
- \$75,000 - \$150,000



Secondary Work

- 12. Break Room \$5,000 - \$10,000
- 13. Office Bathrooms \$1,000
- 14. Garage Bay Bathroom - \$500
- 15. Second Floor Office - \$2,000



Timing

- Phased in coordination with Contractor
- Need for Temporary Trailer
- Exterior and Interior can be concurrent

Design - Build

- DRAFT RFQ/RFP
- Phase One - Top Qualified Teams
- Phase Two – Cost Proposals
- Only design what you can afford
- Ability to adjust design to stretch dollars

Decision Points

- Are Baseline and Secondary Work Items acceptable for project scope?
- Is procurement method acceptable?

Next Steps

- Committee Recommendation
- Village Board Direction
- Request Revision to State Grant Scope Language & Budget Categories
- Finalize RFQ/RFP

PROPOSED TIMELINE

Sept	Village Board: Scope & RFQ/RFP
Oct	Release RFQ/RFP 30 day window
Nov	Review RFQ and Interview Vendors
Dec	Seek Pricing from Short List
Jan	Review Pricing Proposal
Feb	Award Contract to Design-Build Team



McElroy Metal

THE PREMIERE SOURCE FOR

Retrofit Roofing Systems



Sustainable, Energy Efficient and Long-Term Solutions for Roof Replacement.



McElroy Metal Retrofit Roofing Systems

McElroy Metal has the optimal solution for building owners, architects and contractors who desire a high performance, long-term solution for worn-out conventional roofs. McElroy Metal Retrofit Roofing Systems provide long-term life expectancy and reduced life-cycle costs. In many cases, the cost difference between a conventional roof tear-off and replacement compared to a retrofit metal roof system is a return on investment which can be recouped in just a few short years. As an added plus, McElroy Metal Retrofit Roofing Systems provide curb appeal which simply cannot be achieved with flat roofs.

Building owner benefits

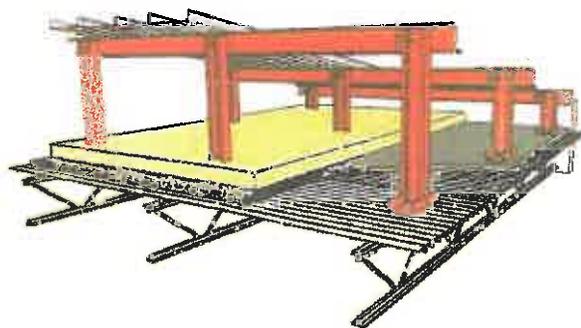
- Decades long service life
- Reduced maintenance
- Energy savings through reduced consumption
- Meets Energy Star® requirements
- Metal roofing is an ideal host substrate for solar photovoltaic panels
- Aids in LEED™ certification
- Increases wind and snow storm resistance
- Possible reduction of insurance premiums
- Improves appreciable value of your building

The Contractor's Advantages

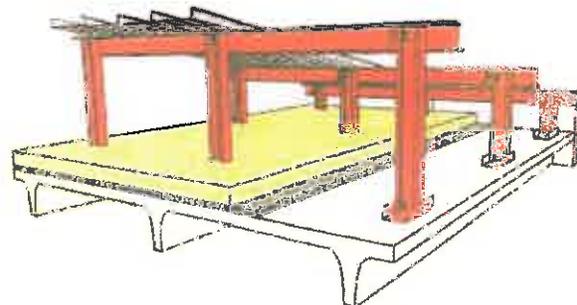
- Easy to erect framing systems
- Designed by in-house McElroy Metal engineering staff
- Installer training available
- Proven and tested standing seam metal roofing systems
- All materials manufactured by McElroy Metal
- Quicker than normal turn-around times
- Reduces land fill expenses for disposal of existing materials

McElroy Metal Retrofit Roofing Systems are engineered to adapt to the existing roof's structural support system whether constructed of steel, concrete or wood. The importance of engineering the new retrofit framing system is hallmark to the overall project.

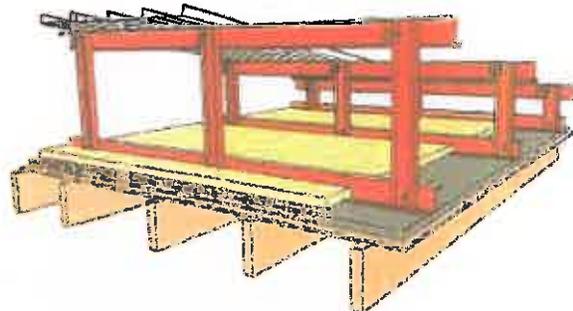
Visit www.mcelroymetal.com/retrofit for technical information and to download our complete retrofit system design guide.



Adaptation to Steel



Adaptation to Concrete



Adaptation to Wood



Bastrop, LA Fire Station before



Bastrop, LA Fire Station after



Roof Hugger installation

Sustainable Solutions for Existing Flat Roofs

By design, flat roofs with conventional membranes have a host of problematic conditions. Their inability to shed rainwater promotes premature failure of the weathering membrane and its substrate. They are subject to harsh conditions caused by membrane deterioration from UV degradation and thermal expansion/contraction, ponding water and infiltrated trapped moisture that freezes in the winter, steams in the summer. The result is constant maintenance, unexpected patch and repair work as well as inevitable roof replacement. Conventional tear-off and roof replacement is not a long-term solution.

Retrofitting existing flat roofs with metal roofing is not a new idea. All levels of government as well as schools and private businesses have been retrofitting their flat roofs for decades using engineered "Metal-over-Flat" framing and metal roofing systems. The framing systems create a slope for the new metal roof. The framing can be designed to incorporate a new utilitarian low-slope roof for simply discharging rainwater or an architectural steep-slope for upgrading the aesthetics and curb appeal of the building. The newly installed McElroy Metal roof offers the strength, durability and longevity to resist nature's elements for decades of service life.

Economical Solutions for Existing Sloped Roofs

Since not all roofs are flat, McElroy Metal also has solutions for retrofitting existing buildings with low and steep sloped roofs. Basically, these applications include an engineered light-gauge steel sub-framing system to provide a structural base for installing a new thru-fastened or standing seam roof panels. For conventionally built roofs with various membranes such as composition shingles, modified bitumen and others, McElroy's "Metal-over-Sloped" System can provide a structural hat-channel purlin that is designed to meet current building code requirements. For existing pre-engineered metal buildings that have roofs which need replacing, McElroy Metal has partnered with Roof Hugger, the Leader in "Metal-over-Metal" Retrofit Systems. These factory-notched sub-purlins adapt to the multitude of existing metal roof profiles whether they are thru-fastened or standing seams by nesting into and over the existing panel rib. The Roof Hugger sub-purlin is unique in its applications, whereby they have been tested to prove that they increase the load carrying capacity of the existing building purlins. This results in their ability to compensate for the added weight of the new Roof Hugger sub-framing and new McElroy Metal roof system.





Example of crystalline photovoltaic panels (left) and thin-film panels (right)

Raising the Roof with Energy Efficient Solutions



Due to the high reflectivity (Energy Star Classified) values of a new metal roof, in conjunction with the air space that is created with the new sloped framing, energy consumption will be greatly reduced. Also, during the design and installation of the new retrofit system, it is the ideal time to improve energy efficiency by installing high-performance insulation and dynamic ventilation. And further, if you want to take advantage of federal, state and local tax credits consider integrating renewable solar systems into your project. Plus, unlike conventional roofing products, metal roofing will outlast the normal service life of solar panels. McElroy Metal roofing systems can accommodate both thin-film and crystalline photovoltaic panels which use the sun's energy to create electricity. Use the solar thermal system installed below the new roof for radiant space heating or to pre-heat your domestic hot water or manufacturing processes. Visit www.dsireusa.org to find solar tax incentives in your area.



McElroy Metal Retrofit Roofing Systems

For more information: 800-562-3576

Corporate Office: 1500 Hamilton Rd. Bossier City, LA

website: www.mcelroymetal.com

email: info@mcelroymetal.com



Find us on

Facebook

www.facebook.com/mcelroymetal



RETROFIT SOLUTIONS

Retzo-B SSR NuRoof NuWall Solar

The Experts in Retrofit Design





Retrofit Solutions by **MBCI**

MBCI has experience in retrofitting existing buildings proven with millions of square feet of successfully completed projects for more than 30 years. Our vast understanding and knowledge of our many different products allows us to provide you with the best option for your building.

MBCI offers a number of retrofitting solutions including our NoRoof® retrofit roof framing system, a trapezoidal standing-seam roof over an existing R-panel roof, our innovative Retro-R® roofing panel that is installed over an existing R-panel or our NoWall® retrofit wall system to cover existing R-panel walls that are in need of an upgrade.

The **MBCI** Advantage

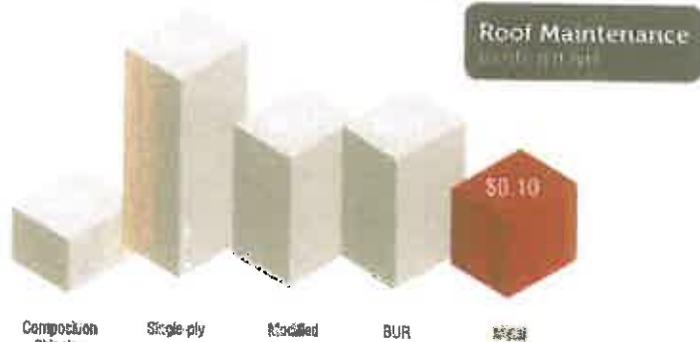
Since 1976, MBCI has provided customers with quality metal products, superior service and competitive pricing. MBCI has manufacturing and sales facilities located strategically throughout the United States. We remain the industry-leading manufacturer with the largest selection of metal roof and wall panels and other products. With our large product selection, in-house engineering and design capabilities, MBCI is fully capable of supporting both the design community and our customers from project conception through completion.

Why **RETROFIT?**

There are many reasons for choosing an MBCI retrofit system for an existing building. You may need to replace a leaking roof, correct the current roof geometry, meet new regulation or code requirements, or improve the aesthetics or energy efficiency of a building.

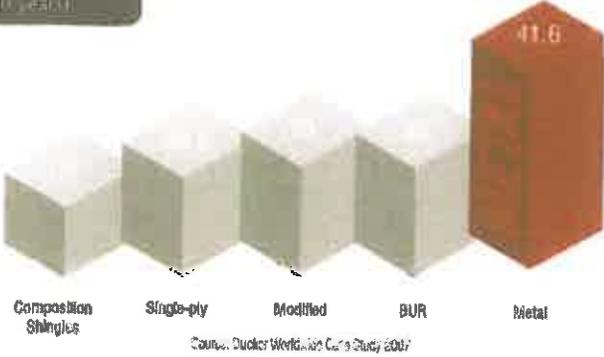
Flat roofs are naturally problematic. They lack the ability to effectively discharge rainwater from the building so they retain moisture on the rooftop for potential infiltration into the building's interior. Flat roof weatherproofing membranes are subjected to a greater range of performance issues and require continual maintenance to provide weathertightness assurance.

The proper framing design, metal roof system, insulation package and ventilation are important factors that will reduce your operating costs and provide a low maintenance roof for many years. Metal roofing is recognized by industry experts for having a 40-year or more lifespan compared to its nearest flat roof competitor at 20 years. >>



Source: Ducker Worldwide Case Study 2007

Roof Life
10 years



Retrofitting is also an ideal solution to tackle the growing concerns around energy consumption. Energy efficiency regulations are being introduced throughout the country. Adding to the momentum, the American Society of Heating, Refrigerating and Air-Condition Engineers (ASHRAE) is aggressively addressing this issue and a large number of states and local municipalities have already adopted their most recent guidelines. MBCI has systems designed that address retrofitting over existing metal roofs to upgrade to current building code requirements. These systems can be designed to increase the building's thermal efficiency by adding insulation between the old and new roof.



NuRoof®

The NuRoof framing system utilizes light-gauge (16 ga. to 12 ga.) steel framing installed directly over the existing roof's framing members to create a sloped plane. Regardless of whether your roof substrate is steel, wood or concrete, MBCI's NuRoof system can be employed to satisfy the building owner's requirements. MBCI has the experience required to design the retrofit framing system that will comply with the original load requirements of the existing roof.

The existing roof's physical footprint, framing system and other rooftop conditions will most likely control the new roof's geometry. A low-slope application (1/4:12 to 2:12) is typically driven by economy and designed to discharge rainwater from the roof. High-slope applications (greater than 2:12) are also designed to improve and update the look of an existing building in conjunction with improving the performance of the roof.

"MBCI has the experience required to design the retrofit framing system that will comply with the original load requirements of the existing roof."

Once a NuRoof framing system has been installed, one of MBCI's standing seam metal roofs is typically installed, creating a ventilated attic space.





Winchester High School: Completed New Metal Roof

Life Cycle CASE STUDY

Winchester High School

- Winchester, Ind.
- 108,000 square feet
- 6" added insulation - attic
- Ventilated
- Existing Roof - BUR (asphalt)

RETROFIT BENEFITS

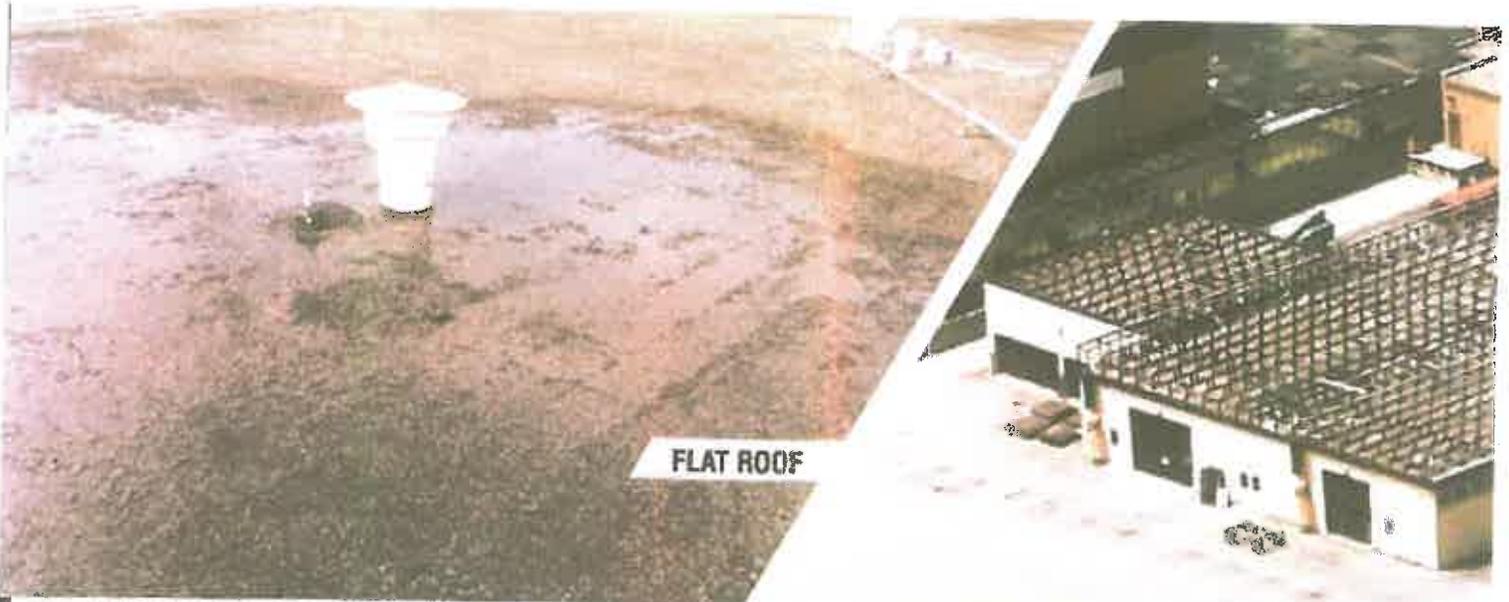
COST VS. SAVINGS

BUR (asphalt) Tear Off & Replace Retrofit Roof Replacement	\$1.5M \$1.6M
	<\$100K>
Estimated Energy Savings (\$0.10 / sq ft x 108,000 sq ft)*	\$10,800
Estimated Reduction of Maintenance Cost (\$0.10 sq ft vs. \$0.17 x 108,000 sq ft)*	\$7,560
Estimated Savings based on not having to Reroof BUR (Asphalt) (Avg. BUR Reroof cost of \$3.75 / sq ft* annualized based on 23 yr service life* and 3.12% inflation rate)	\$35,695
Estimated Annual Savings	\$54,055
Estimated Maintenance & Energy Payback of \$100K Initial Retrofit Cost Difference	5½ Years
Estimated Maintenance, Energy and Future Replacement Cost Payback of \$100K Initial Retrofit Cost Difference	2 Years

*SOURCE: 2007 DUKEN WORLDWIDE REPORT



RETROFIT BENEFIT
Improve the bottom line



FLAT ROOF

Winchester High School: Existing Roof – BUR (asphalt)

Winchester High School: Installing NUROOF® onto the already existing BUR roof)

NuWall®

If your wall systems need an update, then you need MBCI's NuWall system. NuWall can be used for retrofitting metal walls or other wall surfaces. The NuWall panel can be used for either new or retrofit construction. This concealed fastened wall system creates a clean, uninterrupted wall on a building. It is based on a 12" module, which means that when using it over existing metal panels, the existing panel ribs must be 6" or 12" on center.

The NuWall panels come in a variety of colors and are also available in textured finishes, giving your building a stucco-like appearance. Our numerous textured finishes allow for an architecturally pleasing look to your exterior design.

 **RETROFIT BENEFIT**
RETIRED FROM WINCHESTER HIGH SCHOOL



Cool Village Sub-Committee

Patricia Rocco, Chairwoman

Rimas Kozica

Scott Mesick



To: Julia Cedillo, Village Manager
From: Brendan McLaughlin, Public Works Director *BSM*
Date: September 6, 2012
Re: Cool Village Commission – Rain Barrel & Composter Sale Support

Purpose: To present the Village Board with information related to the Cool Village Commission (CVC) providing logistical support for a one day sales event for composters and rain barrels.

Discussion: The CVC would like to host a sales event to promote the use of rain barrels and composters. There is a vendor that will come to the village with a semi-truck load of merchandise and sell it at discounted prices. The CVC members have inspected the products and researched the Internet for any complaints. Overall, the CVC has determined that this is company that is reputable and their products are well-built. Samples are available at the Public Works Garage should anyone want to view them.

The Village Attorney has reviewed the agreement with the vendor and we believe we have agreement with the vendor related to adding some indemnification language. A draft agreement is attached to this memo. It is subject to final edits that were not available at the time of printing this memo.

There is no cost to the Village other than providing volunteers and a location. We are considering Saturday, October 20th which would allow us to piggy back on the Electronics Recycling Event being held at the Public Works Garage. We are seeking your concurrence to move forward with this event at tonight's meeting so we can begin advertising.

Action Requested: Village Board is requested to provide direction if staff can enter into the no cost agreement to allow for the one day sales event, subject to final legal review.



NORSEMAN

ENVIRONMENTAL PRODUCTS
AN **ORBIS** COMPANY



Backyard Composting and Rainwater Harvesting Truckload Sale Program



Table of Contents

- 1. Truck Load Sale Overview**
- 2. Marketing & Advertising**
- 3. Event Day Organization**
- 4. Educational Support**
- 5. Rain Barrel Benefits**
- 6. Pricing & Confirmation**

DRAFT

Truck Load Sale Overview

We at Norseman Environmental Products feel that the best way to distribute backyard compost bins and rainwater collection barrels to a large number of residents, with minimum time and resources, is with a one-day-only distribution event. These events are held at easy to find and well known locations that have ample parking and easy access. The events are typically held on a Saturday and are heavily promoted to generate maximum awareness and maximum success.

The primary objective of a truckload sale event is to distribute the maximum number of Earth Machine™ Backyard Compost Bins and SYSTEMN Rain Barrels in one day. This will maximize the speed of implementation and strength of resident participation in the community's overall organic waste diversion and water conservation program(s). The promotion and dollar allocation to funding an event such as this one will greatly influence both the implementation and success of the event and similar subsequent initiatives within the community.

Residents are encouraged to come on a "first come, first served basis, while supplies last", to purchase or receive these products. This creates an atmosphere of urgency, and prevents residents from "putting off" composting and water conservation to a later date.

Our years of experience, coupled with your promotional assistance and cooperation will guarantee success for your community, resulting in a strong economic and environmental payback.



Promotional Awareness Plan

For The Village of La Grange, Illinois

Targeted number of single family households	6,000-La Grange. 900,000- Chicago
Target number of Earth Machine™ Compost Bins	510
Target number of SYSTERN Rain Barrels	375
Number of Sites	One (1)
Event Date*	September 10, 2012 tentatively

TARGETED TIMELINE

Eight (8) Weeks Pre-Event

- Media kits will be provided to the Village of La Grange for distribution to:
 - Garden and rotary clubs in target area
 - Local Recycling Associations
 - Community newspapers
 - Community radio stations
 - Community calendars and local cable television stations
 - Community Workshops, Garden Shows, Environmental workshops
- Four (4) Point-of-Purchase (P.O.P) displays – Two Earth Machine™ units and two SYSTERN units, each with a plastic brochure holder and poster explaining facts about composting and rainwater harvesting will be made available for display at high traffic municipal locations.
- 2,000 Handouts – four color, 3-3/4" x 10" handouts will also be included with the P.O.P displays. Artwork will also be provided via email for any desired additional printing.
- Promotional Earth Machine™ Units- six (3) units will be made available for promotional purposes as part of the Media Kit. A suggestion would be to use them as give-aways through a local radio station. A certificate will be made available at this time for winners to pick up their Earth Machine™ unit at the Truck Load Sale site.

MEDIA ADVERTISING CAMPAIGN

Four-Color Die Cut Fly (see example below)

We will put together a media plan and work directly with the Village to insure we are targeting the correct media outlets.

Our plan can consist of newspaper inserts, internet blasts, etc.

The Village will have the ability to review the media plan well before it is executed.



Event Day Organization

Sale Date: September 10, 2012 * **Date TBD** 9:00am - 2:00pm

Possible Site Locations:

TBD*

*It is the responsibility of the client to secure the site location for the sale date above

Event Management:

David Weidenfeller, Strategic Account Manager

Site Management:

Site Manager will arrive the day before the event to meet their respective shipment of bins, survey the site(s), check the site items, and position the truck. They will also be on hand one – one and a half hours before the start time on the event day to re-check the set-up and then remain to supervise the day's proceedings.

Products Included in Each Site:

We will provide a minimum total of 800 units to the event. All unsold units, skids, and other event equipment will be picked up and removed at the end of the sale. All debris will be cleaned up at the conclusion of the sale. We suggest that the Village of La Grange take at least one skid (25) of Earth Machine™ Compost Bins and one skid (15) of SYSTERN Rain Barrels, if any are remaining, for the purpose of having them available for those residents who missed the sale.

Record Keeping:

Norseman Environmental Products will provide a three-part receipt which details resident name, address and telephone number. Residents fill in their information and take part 2 to claim their composter. Part 2 of the receipt is kept by La Grange, Part 3 of the receipt is kept by the resident.

Handling and Processing of Monies:

Norseman Environmental Products will be responsible for collection and processing of monies (unless otherwise agreed). Credit card and check payments are advertised to minimize the total amount of cash at the event for the safety of our sales/site manager and their event support staff.

Security

A Norseman Environmental Products supervisor will be on hand at all times. In addition, Norseman Environmental Products will hire a security guard from a recognized agency to be present at each site for the protection of cashiers and monies.

Insurance

Norseman Environmental Products Limited shall provide the necessary insurance coverage for all sites and personnel. Please refer to the sample form enclosed.

On Site Staff

- Eight (8) personnel* will be on hand at the site for:
 - Processing receipts
 - Processing payment
 - Distribution of products
 - Elderly/disabled assistance

*It is the responsibility of the client to arrange site staff for the sale date above. Please work with your Sales Liaison well in advance of the sales event date for adequate staffing.

- Snacks, drinks and lunch will be provided for the staff and security personnel.
- Staff will be required to arrive at the site between 1 to 1.5 hours prior to the event start time for set-up and training.

On Site Hardware

Norseman Environmental Products will provide the following to each site:

- A Truckload Sale banner for dramatic site identification
- All items required for the efficient running of the event:
 - Tables and chairs
 - Signage
 - Awnings and Canopies
 - Cash/Receipt Boxes
 - Pylons
 - Pens
 - Ropes

Site Layout

Sign Up

- The sign up area is for residents to fill in their receipt details, facilitate payment or for gift certificate redemption, depending on the event option(s) chosen.
- Norseman Environmental Products will provide a three-part receipt. This receipt details the resident's name, address and telephone number. Part 2 (yellow copy) of this receipt is submitted to you at the end of the sale for your records and/or follow-up.
- Norseman Environmental Products also assumes responsibility for the collection and processing of all monies.

Staging

It is important, if possible, for the staging area to be blocked on one or two sides where possible by a natural boundary.

The staging area is designated for:

- Preparing products for resident pick-up
- Storage of sufficient products to keep up with demand
- Purchase pick-up



Education

Included with every Earth Machine™ will be:

- "Home Composting Handbook" - a comprehensive booklet on all aspects of home composting as well as the latest in backyard composting techniques. Assembly instructions are also illustrated in the handbook.

A Norseman Environmental Products specialist will be on hand at the main site to answer residents' questions on composting, The Earth Machine™, harvesting rain water and the SYSTEM Rain Barrel.



Compost Turner
\$15.00, including tax

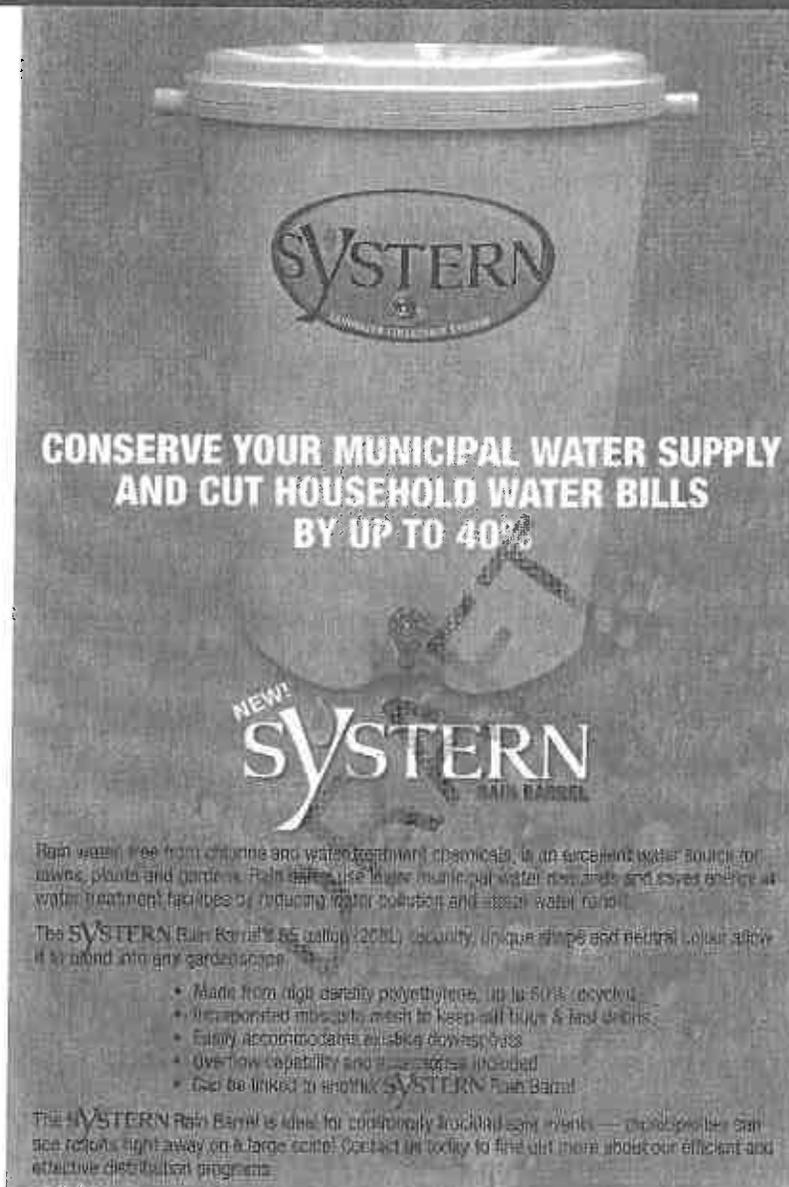
Turns compost without resorting to the traditional back-breaking job of removing and reloading by shovel or pitchfork. Simply plunge the Compost Turner into the compost pile; as it is withdrawn, the heavy-duty blades open to aerate and turn the compost. Sturdy, professional quality. 34 in. (86 cm) long

Kitchen Scrap Pail
\$7.00, including tax

The Kitchen Scrap pail is made for easy, mess-free scraping of food waste (refer to Home Composting Handbook for food scraps that DO NOT go into the Earth Machine™). Strong, durable plastic, wide design, handle for easy carrying and emptying into the Earth Machine™. Snap latch, tightly securing the lid. Easy to clean and dishwasher safe. 1.9 gallon (7 litre) capacity.

An accessories booth at each site where residents can purchase compost turners and kitchen buckets.

Rain Barrel



Included with every SYSTEM will be:

- Assembly instructions and an accessory kit including overflow hose and spigot

Let's work together to get your residents using their water smarts! Rainwater harvesting is another essential step a community can take to reduce their collective environmental footprint. Together a community can:

- recharge their ground water supply
- mitigate flooding from aging and over burdened storm sewer systems
- lower the cost of water treatment and the amount of energy used to treat storm water
- reduce chemical runoff into the sewer systems thereby reducing water pollution in their area as well.

Pricing

Truckload Sale Event Pricing

The Earth Machine™: \$45.00* per bin including 6.25% tax
The SYSTEMN Rain Barrel: \$55.00* per bin including 6.25% tax

Confirmation

Confirmation of Acceptance

Iowa City has received Norseman Environmental Products' proposal for an Earth Machine™ Backyard Compost Bin and SYSTEMN Rain Barrel Truckload Sale for Fall 2012 and hereby confirms its approval to proceed as outlined with the of the option indicated below:

Event Pricing with a subsidy

The Earth Machine™: \$45.00 per bin including 6.25% tax
The SYSTEMN Rain Barrel: \$55.00 per bin including 6.25% tax

_____ (initial)

Name: _____
(Print) (Signature)

Title: _____ Date: _____

Please scan and email back to:
David Weidenfeller
Strategic Account Manager
ORBIS Corporation
David.Weidenfeller@orbiscorporation.com

TRUCKLOAD SALE TESTIMONIALS

"We were pleasantly surprised with how efficiently Norseman ran the compost bin sale and with how people living in the area, and even 2 or 3 hours away, responded to the opportunity to purchase a quality compost bin for less. There really were no downsides to this event." - **City of Steinbach, MB Canada**

"The sale itself was amazing. I cannot tell you what a relief it was to not have to worry about things like traffic, crowd control, money management, as I have in past truckload sales (done with another company) because the Sales Rep took care of ALL of it! I came on the site in the morning and the area was cordoned off in such a way I could see immediately how the traffic flow would go— safely. Profound relief. The event was smooth and successful. I could not have asked for more. If we do another sale like that I will most definitely go with Norseman."

- **Orange County Solid Waste Management, South Carolina, USA**

"I enjoyed working with Norseman Environmental Products to sell both rain barrels and compost bins. Because of the quality products, the professional promotional materials and the knowledgeable and dedicated staff, the event exceeded my expectations. I would be happy to work with Norseman in the future and would feel confident recommending them to colleagues." - **City of Lansing, Waste Reduction Services**

"We sold more bins in this one day event than we sold all year."

- **Drew Sones, City of Los Angeles, CA**

"Norseman truckload sales are literally turnkey. And the strongest endorsement we can give the company - and our sales representative - is that we very much look forward to these events - without trepidation of any kind. Each one has been a great success, but not just because of the sheer number of tools we have put into residents' hands for composting and rain collecting. These events have proven to be a very effective means of delivering composting and storm water education. Lastly, an added and significant benefit is the more intangible impact of community stewardship and goodwill engendered in the festive atmosphere of these events."

- **Western Lake Superior Sanitary District**

"The results were phenomenal and exceeded all expectations"

- **Nancy Younge, Solid Waste and Recycling Analyst, Eugene, Oregon**

"Please consider a program of this type in your area. It is inexpensive, positive, it works best on a grand scale, and the nice part is it makes us all look good."

- **Ocala Public Works, Ocala, FL**



Items of Interest

VILLAGE OF LA GRANGE PARK
La Grange Park Village Hall, 447 N. Catherine Ave., La Grange Park, Illinois

Zoning Board of Appeals

September 18, 2012
Village Hall Board Room 7:00 p.m.

Illinois Municipal League Conference

October 18 – 20, 2012
Hilton Hotel, Chicago

2012 MEETINGS REMINDER

September 25, 2012	Village Board Meeting	7:30 p.m.	Village Hall
October 9, 2012	Work Session Meeting	7:30 p.m.	Village Hall
October 23, 2012	Village Board Meeting	7:30 p.m.	Village Hall
November 13, 2012	Work Session Meeting	7:30 p.m.	Village Hall
November 27, 2012	Village Board Meeting	7:30 p.m.	Village Hall
December 11, 2012	Work Session Meeting	7:30 p.m.	Village Hall