

Winnetka Village Council
REGULAR MEETING
Village Hall
510 Green Bay Road
August 17, 2021
7:00 p.m.

Emails regarding any agenda item are welcomed. Please email contactcouncil@winnetka.org, and your email will be relayed to the Council members. Emails for the Tuesday Council meeting must be received by Monday at 4 p.m. Any email may be subject to disclosure under the Freedom of Information Act.

AGENDA

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Quorum
 - a) Thursday, September 9, 2021 Regular Meeting
 - b) September 14, 2021 Study Session
 - c) September 21, 2021 Regular Meeting
- 4) Public Comment
- 5) Reports
 - a) Village Green September 11 Memorial Flags Request.....3
- 6) Approval of Agenda
- 7) Consent Agenda
 - a) Approval of Village Council Minutes – None.
 - b) Approval of Warrant List dated July 30 – August 12, 20215
 - c) Resolution No. R-69-2021: Agreement with Thelen Sand & Gravel for Landscape Waste Removal (Adoption)6
 - d) Resolution No. R-70-2021: Uniform Rental and Laundry Services (Adoption)15
 - e) Outdoor Seating Area Permits: Little Honeycomb and Hometown Coffee and Juice 34
- 8) Ordinances and Resolutions
 - a) Resolution No. R-71-2021: Comprehensive Plan Contract Addendum (Adoption)35

9) Old Business: None.

10) New Business:

a) Phase 4 Streetscape Concepts (Policy Direction)147

11) Appointments

12) Closed Session

13) Adjournment

NOTICE

All agenda materials are available at [villageofwinnetka.org](https://www.villageofwinnetka.org) (Governance > Agendas & Minutes); the Reference Desk at the Winnetka Library; or in the Manager's Office at Village Hall (2nd floor). Webcasts of the meeting may be viewed on the Internet via a link on the Village's web site:

<https://www.villageofwinnetka.org/AgendaCenter>.

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that all persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities, contact the Village ADA Coordinator, 510 Green Bay Road, Winnetka, Illinois 60093, 847-716-3545; T.D.D. 847-501-6041.



Agenda Item Executive Summary

Title: Village Green September 11 Memorial Flags Request

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 08/17/2021

Consent: ☐ YES ☒ NO

☐	Ordinance
☐	Resolution
☐	Bid Authorization/Award
☒	Policy Direction
☐	Informational Only

Item History:

Annual tradition since 2008.

Executive Summary:

In 2008, a tradition began to remember and honor the victims of the September 11, 2001 terrorist attacks - 2,977 American flags are planted on the Village Green.

Attached is a letter from residents Henry, Charlie, William and Julia Cripe, who are requesting to continue this tradition. The Village has previously granted this request since 2008. The flags will be planted on September 10 and will be removed at sundown on September 11.

Recommendation:

Consider granting the request to plant the memorial flags on the Village Green.

Attachments:

Winnetka Village Green flag planting request for 9/11 Observance letter

From: Charlie, William and Julia Cripe

Date: August 11, 2021

To: Rob Bahan, Village Manager; Chris Rintz, Village President; Village Council

CC: John Ripka, Fire Chief
Marc Hornstein, Police Chief

Subject: Winnetka Village Green flag planting request for 9/11 Observance

Dear Village Manager Bahan, Village President Rintz and Village Council,

In continuing the flag-planting tradition begun by Genevieve Nielson in 2008 and continued by Jackson Tucker and then our older brother Henry (now a sophomore at Iowa State University), we are seeking permission to again plant American flags on the Village Green at the base of the Cenotaph to pay tribute to the 2,977 victims of the September 11 terrorist attacks 20 years ago. The flags would be planted beginning at 3:30 p.m. the afternoon of Friday, September 10, 2021, and will remain standing until sundown on Saturday, September 11, 2021, at which time they will be removed and stored for future observances.

We are honored to help coordinate this student-lead event. We would also like to thank in advance, Winnetka Fire Chief Ripka and the Winnetka/Kenilworth Fire Department and Winnetka Police Chief Hornstein and the Winnetka Police Department for their assistance each year.

This annual Winnetka tradition is open to all. We plant flags to remember those that we lost, honor the service of our first responders who ran toward danger on that terrible day, and to again gather together as a community to honor the heroism, strength of spirit and generosity of the American people on that day and on the days that followed.

Thank you for your consideration and support.

Sincerely,

Charlie Cripe (New Trier, Junior), William Cripe (Washburne School, 8th Grade) and Julia Cripe (Greeley Elementary, 4th Grade)



Agenda Item Executive Summary

Title: Approval of Warrant List Dated July 30 - August 12, 2021

Presenter: Robert M. Bahan, Village Manager

Agenda Date: 08/17/2021

Consent: ☒ YES ☐ NO

☐ Ordinance
☐ Resolution
☐ Bid Authorization/Award
☐ Policy Direction
☒ Informational Only

Item History:

None.

Executive Summary:

The Warrant List dated July 30 - August 12, 2021 was emailed to each Village Council member.

Recommendation:

Consider approving the Warrant List dated July 30 - August 12, 2021.

Attachments:

None.



Agenda Item Executive Summary

Title: Resolution No. R-69-2021: Agreement with Thelen Sand & Gravel for Landscape Waste Removal (Adoption)

Presenter: Giovanni McLean, Director of Public Works

Agenda Date: 08/17/2021

Consent: ☒ YES ☐ NO

☐	Ordinance
☒	Resolution
☒	Bid Authorization/Award
☐	Policy Direction
☐	Informational Only

Item History:

2021 Budget Item.

Executive Summary:

The Village has a contract with Thelen Sand & Gravel of Antioch, IL to provide transport and disposal services for yard waste collected by the Village of Winnetka refuse collection operations. Under State of Illinois law, yard waste may no longer be disposed of in landfills, but must be composted. The Village of Winnetka maintains a landscape waste transfer station at the Village's closed landfill at 1390 Willow Road. Operationally, the Village collects the landscape waste with its refuse collectors and deposits it at the transfer site on the landfill. Thelen then hauls the material off site within 72 hours of deposit, and composts the material at their compost site in Antioch.

The current contract was initiated for the period April 1, 2006 through March 31, 2007, at a contract price of \$6.94 per cubic yard. The contract allows for up to 5 one-year extensions with a rate adjustment based on the percent change in the Chicago CPI. The contract price was adjusted to \$7.00 in 2007, and Thelen has agreed to hold their price ever since. The operation has gone extremely smoothly over the life of the contract. Last year Thelen requested to extend the contract with all original terms, conditions and to hold pricing. Thelen again wishes to extend the contract for an additional year. Staff has been very pleased with the operation and also wishes to extend the contract. Thelen has agreed to hold their prices at the contract rate of \$7.00 per cubic yard.

The Refuse Fund budget contains \$110,000 (account 560.80.01-587) for landscape waste disposal. The four-year average expenditure was approximately \$90,074, and staff estimates similar expenditure for 2021.

Recommendation:

Consider adopting Resolution No. R-69-2021 waiving bidding requirements and approving amendment to an agreement with Thelen Sand & Gravel for landscape waster removal work.

Attachments:

1. Resolution No. R-69-2021
2. Exhibit B - Price extension Letter - Thelen Sand and Gravel

R-69-2021

**A RESOLUTION WAIVING BIDDING AND APPROVING AN AMENDMENT
TO AN AGREEMENT WITH THELEN SAND AND GRAVEL, INC.
FOR LANDSCAPE WASTE REMOVAL WORK**

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution authorizes the Village of Winnetka ("***Village***") to contract with individuals, associations, and corporations in any manner not prohibited by law or ordinance; and

WHEREAS, on March 7, 2006, the Village entered into an agreement ("***Agreement***") with Thelen Sand and Gravel, Inc. ("***Contractor***"), for the performance of work necessary to remove and haul landscape waste ("***Work***"); and

WHEREAS, pursuant to Section V.A of the Agreement, the initial term of the Agreement expired on March 31, 2007 and the Agreement was renewed annually through March 31, 2011; and

WHEREAS, the Village and the Contractor have amended and extended the Agreement for ten additional one-year extension terms, and the ninth extension term that expired on March 31, 2021; and

WHEREAS, the Village Council desires to enter into an eleventh amendment to the Agreement ("***Eleventh Amendment***") to extend and renew the Agreement for an eleventh extension term that will expire March 31, 2022 ("***Extension Term***"); and

WHEREAS, the Village has appropriated sufficient funds for the procurement of the Work pursuant to the Eleventh Amendment during the Extension Term; and

WHEREAS, pursuant to Chapter 4.12 of the Village Code and the Village's purchasing manual, the Village Council desires to waive competitive bidding and enter into the Eleventh Amendment with Contractor for the performance of the Work during the Extension Term; and

WHEREAS, the Village Council has determined that it is in the best interests of the Village and its residents to waive competitive bidding and enter into the Eleventh Amendment with Contractor;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Village of Winnetka, Cook County, Illinois, as follows:

SECTION 1: RECITALS. The Village Council hereby adopts the foregoing recitals as its findings, as if fully set forth herein.

SECTION 2: WAIVER OF COMPETITIVE BIDDING. Pursuant to Section 4.12.010.C of the Village Code, Section IV.3.D of the Village's Purchasing Manual, and the Village's home rule authority, the Village Council waives the requirement of competitive bidding for the procurement of the Work for the Extension Term.

August 17, 2021

R-69-2021

SECTION 3: APPROVAL OF ELEVENTH AMENDMENT. The Village Council approves the Eleventh Amendment in substantially the form attached to this Resolution as **Exhibit A** and in a final form approved by the Village Attorney.

SECTION 4: AUTHORIZATION TO EXECUTE ELEVENTH AMENDMENT. The Village Council authorizes and directs the Village President and the Village Clerk to execute and attest, respectively, on behalf of the Village, the final Eleventh Amendment after receipt by the Village Manager of two executed copies of the final Eleventh Amendment from Contractor; provided, however, that if the Village Manager does not receive two executed copies of the final Eleventh Amendment from Contractor within 60 days after the date of adoption of this Resolution, then this authority to execute and seal the Eleventh Amendment will, at the option of the Village Council, be null and void.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law by two-thirds of the Trustees.

[SIGNATURE PAGE FOLLOWS]

ADOPTED this 17 day of August, 2021, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Signed

Village President

Countersigned:

Village Clerk

EXHIBIT A
ELEVENTH AMENDMENT

**ELEVENTH AMENDMENT TO AGREEMENT
BETWEEN THE VILLAGE OF WINNETKA AND
THELEN SAND AND GRAVEL, INC.
FOR LANDSCAPE WASTE REMOVAL WORK**

THIS IS AN ELEVENTH AMENDMENT (“*Eleventh Amendment*”), dated as of _____, 2021, to that certain Agreement dated as of March 7, 2006 (“*Agreement*”), between the **VILLAGE OF WINNETKA**, an Illinois home rule municipal corporation (“*Village*”), and **THELEN SAND AND GRAVEL, INC.**, a Delaware corporation (“*Contractor*”).

RECITALS

WHEREAS, on March 7, 2006, the Village and the Contractor entered into the Agreement for the Contractor to remove and haul landscape waste from a landscape waste transfer site owned by the Village (“*Work*”); and

WHEREAS, pursuant to Section V.A of the Agreement, the initial term of the Agreement expired on March 31, 2007 and the Agreement was renewed annually through March 31, 2011; and

WHEREAS, the Village and the Contractor have amended and extended the Agreement for ten additional one-year extension terms, and the tenth extension term expired on March 31, 2021; and

WHEREAS, the Village and the Contractor desire to: (i) extend and renew the Agreement until March 31, 2022 (“*Extension Term*”); and (ii) set forth the fees the Village will pay Contractor for the performance of the Work during the Extension Term, all in accordance with the provisions of this Eleventh Amendment;

NOW, THEREFORE, in consideration of the mutual covenants set forth in this Ninth Amendment, the receipt and sufficiency of which are hereby acknowledged, the Village and the Contractor agree as follows:

SECTION 1. RECITALS.

The foregoing recitals are hereby incorporated into, and made a part of, this Eleventh Amendment as if fully set forth herein.

SECTION 2. DEFINITIONS; RULES OF CONSTRUCTION.

A. Definitions. All initial-capitalized words and phrases used throughout this Eleventh Amendment have the meanings set forth in the various provisions of this Eleventh Amendment. If a word or phrase is not specifically defined in this Eleventh Amendment, it has the same meaning as in the Agreement.

B. Rules of Construction. Except as specifically provided in this Eleventh Amendment, all terms, provisions and requirements contained in the Agreement remain unchanged

and in full force and effect. In the event of a conflict between the text of the Agreement and the text of this Eleventh Amendment, the text of this Eleventh Amendment controls.

SECTION 3. EXTENSION AND RENEWAL.

The Village and the Contractor hereby extend and renew the Agreement for the Extension Term, which will expire on March 31, 2022.

SECTION 4. FEES.

Notwithstanding any contrary provision of the Agreement or of any previous amendment and extension of the Agreement, during the Extension Term the Village will pay the Contractor for the Work at the rate of \$7.00 per cubic yard of landscape waste removed and hauled from the landscape waste transfer site by the Contractor. All references in the Agreement to compensation for the Work will hereafter be deemed to refer to the compensation set forth in this Section 4.

SECTION 5. REPRESENTATIONS.

A. By Village. The Village hereby represents and warrants that: (1) the persons executing this Eleventh Amendment on its behalf have been properly authorized to do so by the Village Council of the Village of Winnetka; (2) it has full power and authority to execute and deliver this Eleventh Amendment and to perform all of its obligations imposed pursuant to this Eleventh Amendment; and (3) this Eleventh Amendment constitutes a legal, valid and binding obligation of the Village enforceable in accordance with its terms.

B. By Contractor. The Contractor hereby represents and warrants that: (1) the persons executing this Eleventh Amendment on its behalf have full authority to bind the Contractor to the obligations set forth in this Eleventh Amendment and to so act on behalf of the Contractor; (2) it has full power and authority to execute and deliver this Eleventh Amendment and to perform all of its obligations imposed pursuant to this Eleventh Amendment; and (3) this Eleventh Amendment constitutes a legal, valid and binding obligation of the Contractor enforceable in accordance with its terms.

SECTION 6. COUNTERPART EXECUTION.

This Eleventh Amendment may be executed in several counterparts, each of which, when executed, will be deemed to be an original, but all of which together will constitute one and the same instrument.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have executed this Eleventh Amendment to the Agreement as of the day and year first above written.

VILLAGE:

VILLAGE OF WINNETKA, an Illinois
home rule municipal corporation

ATTEST:

By: _____
Robert M. Bahan
Village Clerk

By: _____
Christopher Rintz
Village President

CONTRACTOR:

THELEN SAND AND GRAVEL, INC.
a Delaware corporation

ATTEST:

By: _____
Its: _____

By: _____
Its: _____

#63395336_v1



July 13, 2021

Village of Winnetka
510 Greenbay Road
Winnetka, IL 60093

Fax#: 847-716-3561
E mail: gmclean@winnetka.org
Phone #: 847-716-3534

Giovanni McLean,

This is a request to renew Village of Winnetka contract for Leaf Hauling/Disposal Services for one additional year at the same pricing structure as in 2020. All original terms, conditions and pricing (\$7 per yard for disposal and transportation) are in effect for the term of this requested renewal. The extension period would be valid for the 2021 Leaf Season.

If you have any questions or concerns, please contact Christian Daman, Vice President of Sales at 847-417-2627. Thelen Materials is looking forward to providing the Village of Winnetka with the service and reliability as in the past.

Sincerely,

A handwritten signature in blue ink, appearing to read "C. Daman", with a large, stylized loop at the end.

Christian Daman
Vice President of Sales



Agenda Item Executive Summary

Title: Resolution No. R-70-2021: Uniform Rental and Laundry Services (Adoption)

Presenter: Giovanni McLean - Director of Public Works

Agenda Date: 08/17/21

Consent: ☒ YES ☐ NO

- ☐ Ordinance
- ☒ Resolution
- ☐ Bid Authorization/Award
- ☐ Policy Direction
- ☐ Informational Only

Item History:

2021 Budgeted Item.

Executive Summary:

The scope of the Uniform Rental and Laundry Service contract includes the use of uniforms, laundry services for uniforms, and floor mat rental within various Village facilities. On May 11, 2020, the Village received three sealed bids for the Public Works Uniform Rental and Laundry Services. Of the three bids received, Aramark Uniform & Career Apparel, LLC. ("Aramark") provided the lowest qualified bid. On November 17, 2020, the Village entered into a contract with Aramark.

On June 20, 2021, the contract with Aramark was terminated due to contractual breaches and performance issues. The next lowest bidder was Cintas Corporation No. 2. Cintas agreed to extend the bid prices for the uniforms and laundry services and proposed a lower price for the floor mat rentals, an estimated annual cost of \$12,435.02. Cintas took exception to the language used in the Village's standard contract. With the assistance of the Village attorney, those exceptions were reviewed and found to be acceptable.

The Water & Electric department currently utilizes Cintas for uniform services. Staff also conducted a review of references provided. Based on positive reviews, Staff is recommending the wavier of bidding, and an awarded of the contract to Cintas.

Executive Summary (continued):

The FY2021 Budget contain \$21,050 for uniforms and mats. To date, staff has expended approximately \$6,863. Staff estimates an expenditure of approximately \$6,139 for the remainder of the year. Funding is allocated for uniform services in the following accounts: 100.30.01-537, 540.70.01-537, 560.80.01-567, 580.75.01-537, 100.30.01-570, 640.86.01-538, 100.30.01-543, 100.22.01-531.

As the contract term is four years in length, the total expenditure exceeds the Village Manager's purchasing authority. Resolution No. R-70-2021 waives the requirement of competitive bidding for the procurement of the service, and authorizes the Village President and the Village Clerk to execute and attest a contract with Cintas for uniform rental and laundry services.

Recommendation:

Consider adoption of Resolution No. R-70-2021, a resolution waiving bidding requirements, and awarding a contract to Cintas Corporation No. 2. for uniform rental and laundering services.

Attachments:

1. Resolution No. R-70-2021
2. Exhibit A - Contract with Cintas Corporation No. 2
3. Exhibit C - Updated Proposal

R-70-2021

**A RESOLUTION WAIVING BIDDING AND APPROVING A CONTRACT WITH
CINTAS CORPORATION NO. 2 FOR PUBLIC WORKS
UNIFORM RENTAL AND LAUNDRY SERVICES**

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution authorizes the Village of Winnetka ("**Village**") to contract with individuals, associations, and corporations in any manner not prohibited by law or ordinance; and

WHEREAS, the Village issued Bid #020-011 for Public Works uniform rental and related laundry services ("**Services**"); and

WHEREAS, the Village received three bids for the provision of the Services to the Village and awarded the contract to Aramark Uniform & Career Apparel, LLC ("**Aramark**"); and

WHEREAS, Aramark breached its contract with the Village and is no longer providing services to the Village; and

WHEREAS, Cintas Corporation No. 2 ("**Cintas**") has offered to provide the Village the Services pursuant to a four-year contract for an annual price of \$12,435.02 ("**Contract**"); and

WHEREAS, the Village Council desires to enter into the Contract with Cintas for Cintas to provide the Services; and

WHEREAS, the Village Council has determined that it is in the best interests of the Village to: (i) waive competitive bidding pursuant to Section 4.12.010.C of the Village Code and Section 1V.3.D of the Village's Purchasing Manual; and (ii) award the Contract to Cintas for the Services; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Village of Winnetka, Cook County, Illinois, as follows:

SECTION 1: RECITALS. The Village Council hereby adopts the foregoing recitals as its findings, as if fully set forth herein.

SECTION 2. WAIVER OF COMPETITIVE BIDDING. Pursuant to Section 4.12.010.C of the Village Code, the Village's Purchasing Manual, and the Village's home rule authority, the Village Council waives the requirement of competitive bidding for the procurement of the Services.

SECTION 3: APPROVAL OF CONTRACT. The Village Council hereby approves the Contract with Cintas for the Services in substantially in the form attached to this Resolution as **Exhibit A**.

August 17, 2021

R-70-2021

SECTION 4: AUTHORIZATION TO EXECUTE CONTRACT. The Village Council hereby authorizes and directs the Village President and the Village Clerk to execute and attest, respectively, on behalf of the Village, the final Contract after receipt by the Village Manager of two executed copies of the final Contract from Cintas; provided, however, that if the Village Manager does not receive two executed copies of the final Contract from Cintas within 60 days after the date of adoption of this Resolution, then this authority to execute and seal the final Contract will, at the option of the Village Council, be null and void.

SECTION 5: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

ADOPTED this 17th day of August, 2021, pursuant to the following roll call vote:

AYES: _____
NAYS: _____
ABSENT: _____
ABSTAIN: _____

Signed

Village President

Countersigned:

Village Clerk

EXHIBIT A
CONTRACT

VILLAGE OF WINNETKA

RFB #020-011

CONTRACT FOR

Uniform Rental and Laundry Services

Full Name of Bidder Cintas Corporation No. 2 ("Bidder")
Principal Office Address 6800 Cintas Boulevard, PO Box 625737, Cincinnati, OH 45262
Local Office Address 1025 National Parkway, Schaumburg, IL 60193
Contact Person Lucas Healy Telephone Number 815-861-7581

TO: Village of Winnetka ("Owner")
510 Green Bay Road
Winnetka, IL 60093
Attention: Assistant Finance Director

Bidder warrants and represents that Bidder has carefully examined the Work described below and its environs and has reviewed and understood all documents included, referred to, or mentioned in this bound set of documents, including Addenda Nos. _____ [if none, write "NONE"], which are securely stapled to the end of this Contract.

1. Work Proposal

A. Contract and Work. If this Contract is accepted, Bidder proposes and agrees that Bidder shall, at its sole cost and expense, provide, perform, and complete, in the manner specified and described, and upon the terms and conditions set forth, in this Contract and Owner's written notification of acceptance in the form included in this bound set of documents, all of the following, all of which is herein referred to as the "Work":

1. Labor, Equipment, Materials and Supplies. Provide, perform, and complete, in the manner specified and described in this Contract/Proposal, all necessary work, labor, services, transportation, equipment, materials, supplies, information, data, and other means and items necessary for **Uniform Rental and Laundry Services**
2. Permits. Procure and furnish all permits, licenses, and other governmental approvals and authorizations necessary in connection therewith;
3. Bonds and Insurance. Procure and furnish all bonds and all insurance certificates specified in this Contract;
4. Taxes. Pay all applicable federal, state, and local taxes;
5. Miscellaneous. Do all other things required of Bidder by this Contract; and
6. Quality. Provide, perform, and complete all of the foregoing in a proper and workmanlike manner, consistent with highest standards of professional and construction practices, in full compliance with, and as required by or pursuant, to this Contract, and with the greatest economy, efficiency, and expedition consistent therewith, with only new, undamaged, and first quality equipment, materials, and supplies.

B. Performance Standards. If this Contract is accepted, Bidder proposes and agrees that all Work shall be fully provided, performed, and completed in accordance with the **specifications and special conditions attached hereto and by this reference made a part of this Contract Attachment**

A. No provision of any referenced standard, specification, manual or code shall change the duties and responsibilities of Owner or Bidder from those set forth in this Contract. Whenever any equipment, materials, or supplies are specified or described in this Contract by using the name or other identifying feature of a proprietary product or the name or other identifying feature of a particular manufacturer or vendor, the specific item mentioned shall be understood as establishing the type, function, and quality desired. Other manufacturers' or vendors' products may be accepted, provided that the products proposed are equivalent in substance and function to those named as determined by Owner in its sole and absolute discretion.

C. Responsibility for Damage or Loss. If this Contract is accepted, Bidder proposes and agrees that Bidder shall be responsible and liable for, and shall promptly and without charge to Owner repair or replace, damage done to, and any loss or injury suffered by, Owner, the Work, the Work Site, or other property or persons as a result of the Work.

D. Inspection/Testing/Rejection. Owner shall have the right to inspect all or any part of the Work and to reject all or any part of the Work that is, in Owner's judgment, defective or damaged or that in any way fails to conform strictly to the requirements of this Contract and Owner, without limiting its other rights or remedies, may require correction or replacement at Bidder's cost, perform or have performed all Work necessary to complete or correct all or any part of the Work that is defective, damaged, or nonconforming and charge Bidder with any excess cost incurred thereby, or cancel all or any part of any order or this Contract. Work so rejected may be returned or held at Bidder's expense and risk.

2. Contract Price Proposal

If this Contract is accepted, Bidder proposes, and agrees, that Bidder shall take in full payment for all Work and other matters set forth under Section 1 above, including overhead and profit; taxes, contributions, and premiums; and

compensation to all subcontractors and suppliers, the compensation set forth below.

A. Schedule of Prices. For providing, performing, and completing all Work, including performance bond procurement, the **Village will not pay more than the unit prices as outlined in Attachment A.**

B. Basis for Determining Prices. It is expressly understood and agreed that:

1. All prices stated in the Schedule of Prices are firm and **shall not be subject to escalation or change;**
2. Owner is not subject to state or local sales, use, and excise taxes, that no such taxes are included in the Schedule of Prices, and that all claim or right to claim any additional compensation by reason of the payment of any such tax is hereby waived and released;
3. All other applicable federal, state, and local taxes of every kind and nature applicable to the Work are included in the Schedule of Prices; *and*
4. Any items of Work not specifically listed or referred to in the Schedule of Prices, or not specifically included for payment under any Unit Price Item, shall be deemed incidental to the Contract Price, shall not be measured for payment, and shall not be paid for separately except as incidental to the Contract Price, including without limitation extraordinary equipment repair, the cost of transportation, packing, cartage, and containers, the cost of preparing schedules and submittals, the cost or rental of small tools or buildings, the cost of utilities and sanitary conveniences, and any portion of the time of Bidder, its superintendents, or its office and engineering staff.

C. Time of Payment. It is expressly understood and agreed that all payments shall be made in accordance with the following schedule:

Invoice to Village upon Work completion. Payment upon acceptance by Village.

All payments may be subject to deduction or set off by reason of any failure of Bidder to perform under this Contract/Proposal.

3. Contract Time

If this Contract is accepted, Bidder proposes and agrees that Bidder shall commence the Work within 10 days after Owner's acceptance of the Contract provided Bidder shall have furnished to Owner all bonds and all insurance certificates specified in this Contract (the "Commencement Date").

4. Financial Assurance

A. Bonds. None.

B. Insurance. If this Contract is accepted, Bidder proposes and agrees that Bidder shall provide certificates of insurance evidencing the minimum insurance coverage and limits set forth below within 10 days after Owner's acceptance of this Contract. Such insurance shall be in form, and from companies, acceptable to Owner and shall name Owner,

including its Council members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives, as an Additional Insured. The insurance coverage and limits set forth below shall be deemed to be minimum coverage and limits and shall not be construed in any way as a limitation on Bidder's duty to carry adequate insurance or on Bidder's liability for losses or damages under this Contract. The minimum insurance coverage and limits that shall be maintained at all times while providing, performing, or completing the Work are as follows:

1. Workers' Compensation and Employer's Liability

Limits shall not be less than:

Worker's Compensation: Statutory

Employer's Liability: \$500,000 each accident-injury; \$500,000 each employee-disease; \$500,000 disease-policy.

Such insurance shall evidence that coverage applies to the State of Illinois and provide a waiver of subrogation in favor of Owner.

2. Commercial Motor Vehicle Liability

Limits for vehicles owned, non-owned or rented shall not be less than:

\$1,000,000 Bodily Injury and Property Damage Combined Single Limit

3. Commercial General Liability

Limits shall not be less than:

\$1,000,000 Bodily Injury and Property Damage Combined Single Limit.

Coverage is to be written on an "occurrence" basis.

Coverage to include:

- Products/Completed Operations
- Independent Contractors
- Personal Injury (with Employment Exclusion deleted)
- Contractual Liability

Contractual Liability coverage shall specifically include the indemnification set forth below.

4. Umbrella Liability

Limits shall not be less than:

\$2,000,000 Bodily Injury and Property Damage Combined Single Limit.

This Coverage shall apply in excess of the limits stated in 1, 2, and 3 above.

C. Indemnification. If this Contract is accepted, Bidder proposes and agrees that Bidder shall indemnify, save harmless, and defend Owner against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with Bidder's performance of, or failure to perform, the Work or

any part thereof, or any failure to meet the representations and warranties set forth in Section 6 of this Contract.

D. Penalties. If this Contract is accepted, Bidder proposes and agrees that Bidder shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Bidder's performance of, or failure to perform, the Work or any part thereof.

5. Firm Contract

All prices and other terms stated in this Contract are firm and shall not be subject to withdrawal, escalation, or change provided Owner accepts this Contract within 45 days after the date the bidder's contract proposal is opened.

6. Bidder's Representations and Warranties

To induce Owner to accept this Contract, Bidder hereby represents and warrants as follows:

A. The Work. The Work, and all of its components, (1) shall be of merchantable quality; (2) shall be free from any latent or patent defects and flaws in workmanship, materials, and design; (3) shall strictly conform to the requirements of this Contract, including without limitation the performance standards set forth in Section 1B of this Contract; and (4) shall be fit, sufficient, and suitable for the purposes expressed in, or reasonably inferred from, this Contract and the warranties expressed herein shall be in addition to any other warranties expressed or implied by law, which are hereby reserved unto Owner. Bidder, promptly and without charge, shall correct any failure to fulfill the above warranty at any time within **one** year after final payment or such longer period as may be prescribed in the performance standards set forth in Section 1B of this Contract or by law. The above warranty shall be extended automatically to cover all repaired and replacement parts and labor provided or performed under such warranty and Bidder's obligation to correct Work shall be extended for a period of two years from the date of such repair or replacement. The time period established in this Section 6A relates only to the specific obligation of Bidder to correct Work and shall not be construed to establish a period of limitation with respect to other obligations that Bidder has under this Contract.

B. Compliance with Laws. The Work, and all of its components, shall be provided, performed, and completed in compliance with, and Bidder agrees to be bound by, all applicable federal, state, and local laws, orders, rules, and regulations, as they may be modified or amended from time to time, including without limitation the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 et seq. and any other prevailing wage laws; any statutes requiring preference to laborers of specified classes; the Illinois Steel Products Procurement Act, 30 ILCS 565/1 et seq.; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification; and any statutes regarding safety or the performance of the Work.

C. Prevailing Wage Act. All work activities shall comply with the Prevailing Wage Act.

D. Not Barred. Bidder is not barred by law from contracting with Owner or with any other unit of state or local

government as a result of (i) a violation of either Section 33E-3 or Section 33E-4 of Article 33 of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq.; or (ii) a violation of the USA Patriot Act of 2001, 107 Public Law 56 (October 26, 2001) (the "Patriot Act") or other statutes, orders, rules, and regulations of the United States government and its various executive departments, agencies and offices related to the subject matter of the Patriot Act, including, but not limited to, Executive Order 13224 effective September 24, 2001. Bidder is not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by the United States Treasury Department as a Specially Designated National and Blocked Person, or for or on behalf of any person, group, entity or nation designated in Presidential Executive Order 13224 as a person who commits, threatens to commit, or supports terrorism; and Bidder is not engaged in this transaction directly or indirectly on behalf of, or facilitating this transaction directly or indirectly on behalf of, any such person, group, entity or nation.

E. Qualified. Bidder has the requisite experience, ability, capital, facilities, plant, organization, and staff to enable Bidder to perform the Work successfully and promptly and to commence and complete the Work within the Contract Price and Contract Time set forth above.

7. Acknowledgements

In submitting this Contract, Bidder acknowledges and agrees that:

A. Reliance. Owner is relying on all warranties, representations, and statements made by Bidder in this Contract.

B. Reservation of Rights. Owner reserves the right to reject any and all proposals, reserves the right to reject the low price proposal, and reserves such other rights as are set forth in the Instructions to Bidders.

C. Acceptance. If this Contract is accepted, Bidder shall be bound by each and every term, condition, or provision contained in this Contract and in Owner's written notification of acceptance in the form included in this bound set of documents.

D. Remedies. Each of the rights and remedies reserved to Owner in this Contract shall be cumulative and additional to any other or further remedies provided in law or equity or in this Contract.

E. Time. Time is of the essence for this Contract and, except where stated otherwise, references in this Contract to days shall be construed to refer to calendar days.

F. No Waiver. No examination, inspection, investigation, test, measurement, review, determination, decision, certificate, or approval by Owner, whether before or after Owner's acceptance of this Contract; nor any information or data supplied by Owner, whether before or after Owner's acceptance of this Contract; nor any order by Owner for the payment of money; nor any payment for, or use, possession, or acceptance of, the whole or any part of the Work by Owner; nor any extension of time granted by Owner; nor any delay by Owner in exercising any right under this Contract; nor any other act or omission of Owner shall constitute or be deemed

to be an acceptance of any defective, damaged, or nonconforming Work, nor operate to waive or otherwise diminish the effect of any representation or warranty made by Bidder; or of any requirement or provision of this Contract; or of any remedy, power, or right of Owner.

G. Severability. The provisions of this Contract/ Proposal shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Contract shall be in any way affected thereby.

H. Amendments. No modification, addition, deletion, revision, alteration, or other change to this Contract shall be effective unless and until such change is reduced to writing and executed and delivered by Owner and Bidder, except that Owner has the right, by written order executed by Owner, to make changes in the Work ("Change Order"). If any Change Order causes an increase or decrease in the amount of the Work, then an equitable adjustment in the Contract Price or Contract Time may be made. No decrease in the amount of the Work caused by any Change Order shall entitle Bidder to make any claim for damages, anticipated profits, or other compensation.

I. Assignment. Neither this Contract, nor any interest herein, shall be assigned or subcontracted, in whole or in part, by Bidder except upon the prior written consent of Owner.

J. Governing Law. This Contract, and the rights of the parties under this Contract shall be interpreted according to the internal laws, but not the conflict of law rules, of the State of Illinois. Every provision of law required by law to be inserted into this Contract/Proposal shall be deemed to be inserted herein.

Dated: May 11th, 2020.

Bidder's Status: (☒ Ohio Corporation () _____ Partnership () Individual Proprietor
(State) (State)

Bidder's Name:

Cintas Corporation No. 2

Doing Business As (if different):

Cintas

Signature of Bidder or Authorized Agent:



(corporate seal)
(if corporation)

Printed Name: Lucas Healy

Title/Position: Uniform Sales Representative

Bidder's Business Address:

1025 National Parkway
Schaumburg, IL 60173

Bidder's Business Telephone: 847-882-1102

Facsimile: 847-882-1341

If a corporation or partnership, list all officers or partners:

NAME	TITLE	ADDRESS
*		

* Please refer to: www.Cintas.com/investors/management.aspx
for our corporate leadership.

ATTACHMENT A: SPECIFICATIONS

1) INTRODUCTION:

The Winnetka Public Works Department is seeking proposals from qualified firms for uniform rental and laundry services. The following guidelines will be used to administer the uniform program:

1. All employees who are assigned a uniform must wear a uniform.
2. Garments must be clean and free of holes, rips and/or tears.
3. Based upon an employee's division within the department, employees must maintain a minimum number of uniform garments.
 - a. Fleet Services Division (per employee)
 - i. 11 shirts (to be laundered by the uniform company)
 - ii. 11 pants (to be laundered by the uniform company)
 - b. Refuse, Sewer and Street Division (per employee)
 - i. 7 shirts (to be laundered by the uniform company)
 - ii. 11 pants (to be laundered by the uniform company)
 - c. Village Hall Meter Reader (per employee)
 - i. 11 shirts (to be laundered by the uniform company)
 - ii. 11 pants (to be laundered by the uniform company)

2) UNIFORM RENTAL AND LAUNDRY SERVICES SPECIFICATIONS

- a) All uniforms supplied for the life of the uniform rental and laundry services contract are to be of a heavy duty, long lasting high quality material Vendors are required to provide samples of all uniform items and miscellaneous items with bid submittal. All samples will be returned to the bidder upon completion of the selection process.
- b) All shirts are to be long-sleeved and either 100% cotton or 65% polyester/35% cotton with buttons (no snaps). Shirts are to be permanent press and minimum of 4¼ ounces per square yard of material with two (2) pockets. Shirts to be provided in regular, tall or extra-large sizes depending upon each individual employee's size requirements.
- c) All regular pants are to be either 100% cotton or 65% polyester/35% cotton. Pants to be permanent press and minimum of 7.5 ounces per square yard of material. Pants are to be provided as straight leg or cargo, depending upon each individual employee's preference.

3) UNIFORM PROGRAM AND COLOR SELECTION

- a) Please see below:

FLEET SERVICES DIVISION				
Uniforms Pants	Color	Number of Staff	Issued per Employee	Total Amount
100% Cotton Straight Leg Pants	Navy	3	11	33
Uniform Shirts	Color	Number of Staff	Issued per Employee	Total Amount
100% Cotton Shirt	Navy	3	9	27
100% Cotton Shirt	White	3	2	6

REFUSE, STREET AND SEWER DIVISIONS				
Uniforms Pants	Color	Number of Staff	Issued per Employee	Total Amount
65/35 Straight Leg Pants	Navy	11	11	121

100% Cotton Straight Leg Pants	Navy	11	11	121
65/35 Cargo Pants	Navy	1	11	11
Uniform Shirts	Color	Number of Staff	Issued per Employee	Total Amount
65/35 Shirt	Navy	13	1	13
100% Cotton Shirt	Navy	22	6	132
65/35 Shirt	White	3	1	3
100% Cotton Shirt	White	3	2	6

VILLAGE HALL METER READERS				
Uniforms Pants	Color	Number of Staff	Issued per Employee	Total Amount
65/35 Cargo Pants	Navy	2	11	22
Uniform Shirts	Color	Number of Staff	Issued per Employee	Total Amount
100% Cotton Shirt	White	2	11	22

- b) The number and types of uniforms listed in Section 3A are estimations. The Village reserves the right to add and drop uniforms at the quantities listed in Section 13: Pricing Response.

4) UNIFORM PICKUP/DELIVERY

- a) Pickup and delivery for uniforms is to be once per week, 52 weeks per year.
- b) Deliveries shall be made to the Municipal Yards Facility at 1390 Willow Road (Fleet Services Division; Refuse, Street and Sewer Divisions) and 510 Green Bay Road (Village Hall Meter Readers) for uniforms. Deliveries shall be on the same day each week as close as possible to the same time. Deliveries should be scheduled on weekdays between 7:00am and 3:00pm. When a holiday falls on a Monday or Tuesday delivery shall be made the day after. When a holiday falls on Wednesday or later, delivery shall be made the day before. Each set of employee uniforms is to be delivered on hangers and placed on the rack outside the locker room. Each garment is to be appropriately identified to ensure that the garments are returned to their respective employee after each cleaning. Each employee's uniforms should be grouped or tied together.
- c) Vendor shall coordinate with and provide a designated municipal representative a quantity breakdown of all items picked up for service and dropped off prior to departure.

5) CONTRACT PERIOD

- a) The Contract shall commence on June 1, 2020 and remain in effect for a four (4) year period through June 1, 2024 with an optional two (1) year extensions administered in a single year agreement. All quotes prices shall be firm fixed prices for the entire contract period. Village shall have sole discretion in deciding which contract period is awarded.

6) REPAIRS, REPLACEMENTS AND CLEANING

- a) At initiation of contract, all uniforms are to be supplied new and unused.
- b) All uniforms supplied will be in good condition and will be maintained and repaired as needed. New garments will be supplied when uniforms are beyond reasonable repair or at the end of a two year useful life, whichever occurs first. All items will become property of the Village after two years of use. The Village recognizes its financial obligation for any garments that are ruined by actions of the

employee. Such obligations will be negotiated between the vendor and the Village to a mutually acceptable and fair arrangement as identified in the Pricing Response Summary.

- c) All uniforms must be washed in accordance with the State of Illinois requirements governing commercial and industrial laundries. All uniforms must be laundered using detergents or cleaners that leave the garment odor free. In accordance with modern standard practices, any garment deemed to be unsatisfactorily cleaned will be reworked at no additional charge to the Village. All uniforms must be neatly pressed or finished within acceptable standards and the best practices of the industry and be delivered one set per hanger.
- d) The Village promotes environmentally safe and sustainable laundry practices. Thus, the Village will give preference to vendors using products and practices that promote pollution prevention and toxin reduction. The Vendor must list the types of laundry chemicals used to clean garments at its facility. (Vendors using non-toxic detergents designed for use in motels, hospitals and retirement home laundries that contain no phosphates and that are highly efficient when removing ground-in dirt from garments will be given preference).

7) SIZE SWITCHOVER

- a) Those employees whose pant or shirt size increases or decreases will be allowed to switch sizes at no charge to the Village. In such cases, should the uniform not have reached its two (2) year useful life it shall remain the property of the vendor, however the Village shall retain the option to purchase the uniform at a pro-rated price.

8) BILLING AND CREDITS

- a) Vacation Credit: Prior to the beginning of the contract, the Village and successful vendor will meet to agree upon a vacation billing credit for uniforms based upon the following formula:

The Village will calculate the average number of weeks of vacation per year per employee. This figure will be multiplied by the uniform request for proposal contract price shown on the Pricing Response Summary, divided by 52 weeks and that quotient subtracted from the original request for proposal price. This revised uniform price shall be the billed figure for which the Village will pay per week per employee. As a result, there shall be no requirement for notification to the vendor of particular employees' vacation schedules.

- b) Other Leave Credit: If an employee will be on leave, other than vacation, for a period of two weeks or more, the Village will be credited a 100% rate allowance, beginning the fourth week, for that employee until his/her return to work.
- c) Invoices to be provided on a monthly basis, and shall highlight the total cumulative fiscal costs to date.
- d) A count will be provided weekly for all soiled garments picked up and for all cleaned garments delivered.

9) MISCELLANEOUS UNIFORM PROVISIONS

- a) The Village will not allow miscellaneous charges to the quoted weekly uniform price, including but not limited to:
 - i. Route bag charges
 - ii. Make-up charges
 - iii. Name emblems
 - iv. Shipping and handling charges
 - v. Large and/or tall sizes charges

- b) The vendor shall provide emblems for each employee's shirts at no charge to the Village. Emblems will be embroidered. One emblem, approximately 4 ½" x 2½", is to be located above left shirt pocket saying "WINNETKA PUBLIC WORKS". Village Hall meter reader shirts will have a similar patch that will instead say "METER READER". A second emblem, approximately 3½" x 1 ½", is to be located above right shirt pocket saying the employee's name on all shirts.
- c) The vendor will guarantee that, during the term of the contract, all new employee garments and replacement garments for existing employees will be delivered within 14 calendar days of order.

10) MISCELLANEOUS ITEMS

- a) The Village will not pay any replacement inventory or soiled "minimum guarantee" quantities for mats or towels. The Village will only pay for the **actual quantity of soiled items exchanged**.

- b) Mats:

Dimensions	Color/Description	Location	Quantity
3'x5'	Gray	510 Green Bay Rd (1)	1
4'x6'	Gray	1390 Willow Rd (1); 510 Green Bay Rd (2)	3
3'x10'	Gray	510 Green Bay Rd (2)	2
4'x12'	Gray	1390 Willow Rd (1); 510 Green Bay Rd (1)	2
4'x18'	Gray	1390 Willow Rd (6); 510 Green Bay Rd (4); 754 Elm St (1); 1065 Gage St (2)	13
3'x5'	"Safety"	1390 Willow Rd (1)	1

- i. All mats must be in an excellent state of repair with a heavy rubber backing to maintain form and lay flat. Any torn, frayed or damaged mats will be immediately replaced. Vendors are required to provide samples of all mats with bid submittal.
- ii. Mats are to be picked up and delivered to 1390 Willow Rd, 510 Green Bay Rd, 754 Elm St, 1065 Gage St on a biweekly basis.
- iii. The Village reserves the right to add and drop mats at the quantities listed in Section 13: Pricing Response.

- c) Towels:

Dimensions	Amount used per week
18"x18" Shop Towels	100

- i. Towels are to be delivered to the Fleet Garage at 1390 Willow Rd on a weekly basis.

11) MISCELLANEOUS REQUIREMENTS

- a) Attach sample of monthly billing format.
- b) Attach sample of customer order agreement or contract, if such document is required by vendor.
- c) Provide samples of all uniform items and miscellaneous items with bid submittal. All samples will be returned to the bidder upon completion of the selection process.

- d) The vendor shall have 30 days from notification of award to complete fittings and furnish all employees with new uniforms for the initial set up. An authorized official representative for the vendor shall visit the Municipal Yards Facility to gain a precise uniform measurement for each individual employee. The selected vendor shall also have display, at the time of measurements, of the various uniform style options selected by the Village. The Village and the selected vendor shall arrange a set time frame for the initial set up visit. As additional personnel are hired, they shall be furnished with new uniforms of the same style as those uniforms in service.

- e) If contract awarded, scheduled pickup day will be: Friday

12) SELECTION PROCESS

The Village will select a vendor or vendors using a Quality Based Selection (QBS) process. Critical factors in that selection will include responsiveness of the proposal to this RFB, relevant experience and client references. The Village reserves the right to reject any or all proposals and to request written clarification of proposals and supporting materials. Interviews may be conducted with one or more responsible entities that have submitted proposals in order to clarify certain elements, if such information cannot be satisfactorily obtained over the telephone or via e-mail.

Questions about these specifications should be directed to:

Anthony Vasquez
Assistant Finance Director
Village of Winnetka
510 Green Bay Road
Winnetka, Illinois 60093
(847)716-3504

13) PRICING RESPONSE

- a) Uniforms (Pants and Shirts):

FLEET SERVICES DIVISION			
Uniforms Pants	Unit Price	Quantity	Total Price
100% Cotton Straight Leg Pants	\$ <u>0.34</u>	33	\$ <u>11.22</u>
Uniform Shirts	Unit Price	Quantity	Total Price
100% Cotton Shirt – Navy	\$ <u>0.25</u>	27	\$ <u>6.75</u>
100% Cotton Shirt - White	\$ <u>0.25</u>	6	\$ <u>1.50</u>

REFUSE, STREET AND SEWER DIVISIONS			
Uniforms Pants	Unit Price	Quantity	Total Price
65/35 Straight Leg Pants	\$ <u>0.19</u>	121	\$ <u>22.99</u>
100% Cotton Straight Leg Pants	\$ <u>0.34</u>	121	\$ <u>41.14</u>
65/35 Cargo Pants	\$ <u>0.33</u>	11	\$ <u>3.63</u>
Uniform Shirts	Unit Price	Quantity	Total Price
65/35 Shirt - Navy	\$ <u>0.17</u>	13	\$ <u>2.21</u>
100% Cotton Shirt - Navy	\$ <u>0.25</u>	132	\$ <u>33.00</u>
65/35 Shirt - White	\$ <u>0.17</u>	3	\$ <u>0.51</u>
100% Cotton Shirt - White	\$ <u>0.25</u>	6	\$ <u>1.50</u>

VILLAGE HALL METER READERS			
Uniforms Pants	Unit Price	Quantity	Total Price
65/35 Cargo Pants	\$ <u>0.33</u>	22	\$ <u>7.26</u>

Uniform Shirts	Unit Price	Quantity	Total Price
100% Cotton Shirt	\$ <u>0.25</u>	22	\$ <u>5.50</u>

TOTAL UNIFORM PRICE \$ 137.21

Description	Total Price
Pants – Cost for replacement due to loss by Village	\$ <u>18.00</u>
Shirts – Cost for replacement due to loss by Village	\$ <u>15.00</u>

b) Mats:

Description	Quantity	Total Price
Gray 3'x5' Bi-Weekly	1	\$ <u>4.31</u>
Gray 4'x6' Bi-Weekly	3	\$ <u>15.93</u>
Gray 3'x10' Bi-Weekly	2	\$ <u>12.60</u>
Gray 4'x12' Bi-Weekly	2	\$ <u>20.26</u>
Gray 4'x18' Bi-Weekly	13	\$ <u>197.50</u>
Safety 3'x5' Bi-Weekly	1	\$ <u>4.88</u>

TOTAL MAT PRICE \$ 255.54

c) Shop Towels:

Description	Quantity	Total Price
Soiled shop towel - weekly	100	\$ <u>9.00</u>
Village cost for replacement of lost shop towels	(per towel)	\$ <u>0.41</u>

END OF SPECIFICATIONS AND SCOPE OF WORK

REFERENCES

The vendor must list four (4) references, listing firm name, address, telephone number and contact person to whom they have provided similar equipment, material or services for a period of not less than six (6) months. Additional references may be required. If bidder is a new business, provide references that will enable the Village to determine if bidder is responsible.

COMPANY NAME:	Elk Grove Public Works
ADDRESS:	450 E Devon Ave
	Elk Grove Village, IL 60007
CONTACT PERSON:	Brian Southey
TELEPHONE NUMBER:	847-734-8800

COMPANY NAME:	Wheeling Public Works
ADDRESS:	77 W Hintz Rd
	Wheeling, IL 60090
CONTACT PERSON:	Chuck Spratt
TELEPHONE NUMBER:	847-279-6900

COMPANY NAME:	Palatine Public Works
ADDRESS:	148 W Illinois Ave
	Palatine, IL 60067
CONTACT PERSON:	Jeff Malinowski
TELEPHONE NUMBER:	847-705-5200

COMPANY NAME:	Northbrook Public Works
ADDRESS:	655 Huehl Rd
	Northbrook, IL 60062
CONTACT PERSON:	Jason Metlen
TELEPHONE NUMBER:	847-272-4711

STATE THE NUMBER OF YEARS IN BUSINESS:	91 years
STATE THE CURRENT NUMBER OF PERSONNEL ON STAFF:	150 at Schaumburg, 45,000 globally

ACCEPTANCE

The Contract attached hereto and by this reference incorporated herein and made a part hereof is hereby accepted by the order of the Village of Winnetka ("Owner") as of _____, 20____.

This Acceptance, together with the Contract attached hereto, constitutes the entire and only agreement between the parties relating to the accomplishment of the Work and the compensation therefor and supersedes and merges any other prior or contemporaneous discussions, agreements, or understandings, whether written or oral, and shall prevail over any contradictory or inconsistent terms or conditions contained in any purchase order, acceptance, acknowledgement, invoice, or other standard form used by the parties in the performance of the Contract. Any such contradictory or inconsistent terms or conditions shall be deemed objected to by Owner without further notice of objection and shall be of no effect nor in any circumstances binding upon Owner unless accepted by Owner in a written document plainly labeled "Amendment to Contract." Acceptance or rejection by Owner of any such contradictory or inconsistent terms or conditions shall not constitute acceptance of any other contradictory or inconsistent terms or conditions.

VILLAGE OF WINNETKA

Signature: _____

Printed name: _____

Title: _____

VILLAGE OF WINETKA PUBLIC WORKS

UPDATED PROPOSAL 5/10/21

Item	Qty	Unit Price	Total Cost
Fleet (Uniform Pants)			
100% Cotton Straight Leg Pants	33	\$0.340	\$ 11.22
Fleet (Uniform Shirts)			
100% Cotton Shirt - Navy	27	\$0.250	\$ 6.75
100% Cotton Shirt - White	6	\$0.250	\$ 1.50
Refuse, Street, and Sewer Divisions (Uniform Pants)			
65/35 Straight Leg Pants	121	\$0.190	\$ 22.99
100% Cotton Straight Leg Pants	121	\$0.340	\$ 41.14
65/35 Cargo Pants	11	\$0.330	\$ 3.63
Refuse, Street, and Sewer Divisions (Uniform Shirts)			
65/35 Shirt - Navy	13	\$0.170	\$ 2.21
100% Cotton Shirt - Navy	132	\$0.250	\$ 33.00
65/35 Shirt - White	3	\$0.170	\$ 0.51
100% Cotton Shirt - White	6	\$0.250	\$ 1.50
Village Hall Meter Readers (Uniform Pants)			
65/35 Cargo Pants	22	\$0.330	\$ 7.26
Village Hall Meter Readers (Uniform Shirts)			
100% Cotton Shirts	22	\$0.250	\$ 5.50

TOTAL GARMENT SPEND WEEKLY **\$ 137.21**

TOTAL GARMENT SPEND ANNUALLY **\$7,134.92**

Item	Qty	Unit Price	Total Cost
Shop Towel Service Program	100	\$0.090	\$ 9.00

TOTAL SHOP TOWEL SPEND WEEKLY **\$ 9.00**

TOTAL SHOP TOWEL SPEND ANNUALLY **\$ 234.00**

Item	Qty	Unit Price	Total Cost
3x5 Gray Floor Mat - Bi-Weekly	1	\$3.695	\$ 3.70
4x6 Gray Floor Mat - Bi-Weekly	3	\$4.975	\$ 14.93
3x10 Gray Floor Mat - Bi-Weekly	2	\$6.255	\$ 12.51
4x12 Gray Floor Mat - Bi-Weekly	2	\$8.155	\$ 16.31
4x18 Gray Floor Mat - Bi-Weekly	13	\$11.055	\$ 143.72
3x5 Safety Floor Mat - Bi-Weekly	1	\$3.695	\$ 3.70

TOTAL MAT SPEND Bi-WEEKLY **\$ 194.85**

TOTAL MAT SPEND ANNUALLY **\$5,066.10**



Agenda Item Executive Summary

Title: Outdoor Seating Area Permits: Little Honeycomb and Hometown Coffee and Juice

Presenter: Liz Dechant, Economic Development Coordinator

Agenda Date: 08/17/2021

Consent: ☒ YES ☐ NO

☐ Ordinance
☐ Resolution
☐ Bid Authorization/Award
☒ Policy Direction
☐ Informational Only

Item History:

Outdoor seating permit approval, as required for commercial use of Village sidewalks (Village Code Section 12.04.070).

Executive Summary:

Two new applications for outdoor seating area permits were submitted by Little Honeycomb at 540 Lincoln Avenue, and Hometown Coffee and Juice at 749 Elm Street. Little Honeycomb is requesting use of the sidewalk on east side of Lincoln Avenue and Elm Street to place 13 tables and 45 chairs for outdoor seating. Hometown Coffee and Juice is requesting use of the sidewalk on the west side of Lincoln Avenue and Elm Street to place 23 tables and 68 chairs for outdoor seating. The required layout schematics and certificates of insurance have been submitted by both applicants and have been reviewed by the Village. Staff will work with the applicants to assure appropriate passage of pedestrians.

Recommendation:

Consider approval of the 2021 Outdoor Seating Permit applications for Little Honeycomb and Hometown Coffee and Juice.

Attachments:

None.



Agenda Item Executive Summary

Title: Resolution No. R-71-2021: Agreement Addendum for Comprehensive Plan (Adoption)

Presenter: David Schoon, Community Development Coordinator

Agenda Date: 08/17/2021

Consent: ☐ YES ☒ NO

☐ Ordinance
☒ Resolution
☐ Bid Authorization/Award
☐ Policy Direction
☐ Informational Only

Item History:

11/5/2019 - Council adopted Resolution No. R-84-2019, A Resolution Approving an Agreement with The Lakota Group for the Preparation of a Comprehensive Plan

Executive Summary:

At the August 17, 2021, Village Council meeting, the Village Council is scheduled to consider Resolution No. R-71-2021, A Resolution Approving an Addendum to the Agreement with The Lakota Group ("Lakota") for the Preparation of a Comprehensive Plan (the "Plan") (see Attachment A). Work began on the Plan in late 2019, and in mid-March, work on the Plan was put on hold given the uncertainties during the height of the pandemic and desire to conduct in person meetings.

We are now ready to restart work on the Plan, which will require us to revisit a couple of tasks that had previously been completed. The Resolution authorizes staff and the Consultant to revisit these tasks and to spend the unanticipated expenses associated with these tasks. The attached staff report provides further details regarding the revised work plan and budget.

Recommendation:

Consider adoption of Resolution No. R-71-2021, A Resolution Approving an Addendum to the Agreement with The Lakota Group for the Preparation of a Comprehensive Plan.

Attachments:

1. Staff Report
2. Resolution No. R-71-2021
3. Resolution No. R-84-2019
4. August 4, 2021, Memo from Scott Freres, The Lakota Group



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: VILLAGE PRESIDENT AND VILLAGE COUNCIL
FROM: DAVID SCHOON, COMMUNITY DEVELOPMENT DIRECTOR
DATE: AUGUST 12, 2021
SUBJECT: COMPREHENSIVE PLAN CONSULTANT PROFESSIONAL SERVICES
AGREEMENT ADDENDUM – COMPREHENSIVE PLAN RESTART

INTRODUCTION

At the August 17, 2021, Village Council meeting, the Village Council is scheduled to consider Resolution No. R-71-2021, A Resolution Approving **an Addendum** to the Agreement with The Lakota Group (“Lakota”) for the Preparation of a Comprehensive Plan (the “Plan”) (see Attachment A). With the assistance of Village staff and Lakota, the Plan Commission is charged with preparing a draft Plan for the Village Council’s consideration and approval. The Plan would establish a vision for the future of the community and provide a roadmap as to how to achieve that vision over the next 15 to 20 years. Exhibit 1 on page 4 of this staff report contains Comprehensive Plan Areas/Chapters Identified in the Original Scope of Work

BACKGROUND

On November 5, 2019, the Village Council adopted Resolution No. R-84-2019, A Resolution Approving an Agreement with The Lakota Group for the Preparation of a Comprehensive Plan (Attachment B) for a total cost of \$169,526. Shortly after adoption of the Resolution, The Lakota Group and staff began working on the Plan. As described in the scope of work in the agreement with The Lakota Group, work on the Plan consists of three major phases:

- Phase 1 - Analyze (6 months)
- Phase 2 - Visioning (6 months)
- Phase 3 - Draft & Final Plan (6 months)

When the COVID-19 Pandemic led to the shutdown in March 2020, we had completed the following Phase 1, Analyze tasks:

- a. Project Kick off Meeting
- b. Project Website, Brand and Social Media Outreach
- c. Fieldwork/Land Use/Target Area Inventory
- d. Base Mapping & Existing Plan Analysis
- e. Plan Commission Meeting & Meetings with ZBA, LPC, DRB, and EFC
- f. Stakeholder Interviews/Focus Group Sessions/Community Dinners
(Exhibit 2 on page 5 of the staff report contains a list of Phase 1 participant groups)
- g. Existing Conditions Assessments

When we stopped work, Lakota had provided the Village with a draft State of the Village analysis document and was preparing for the Community Open House. The following were the steps we had yet to complete for the Analyze Phase of the project:

- a. Hold a Community Open House
- b. Finalize State of the Village
- c. Present State of the Village to the Plan Commission
- d. Present State of the Village to the Village Council

Given the uncertainties during the height of the pandemic and the desire to conduct in person meetings as part of the Comprehensive Plan, it was decided to put work on the Comprehensive Plan on hold.

COMPREHENSIVE PLAN RESTART

Based upon staff's conversation with the Village President and Lakota, we have identified the need to revisit the following two tasks prior to moving ahead with the remainder of the Phase 1 work:

- Touch base with stakeholder interviewees, focus groups, and community dinner participants through a series of focus groups.
- Review and update State of the Village data, including demographics, real estate, etc., as necessary.

The reason for revisiting both tasks is due to the amount of time that has passed since March 2020. We need to learn if the participants' view of the community and what they would like it to be may have changed since the spring of 2020 and in response to their experiences during the pandemic. Also given changes in the marketplace as well as social and behavioral changes that people have experienced, we find there is a need to update the data and our analysis of the data as it pertains to demographics, housing, and the real estate market.

Once we revisit both tasks, we would complete the remaining Analyze Phase tasks and then move on to the Visioning and Draft/Final Plan phases.

The Agreement in Attachment A contains the revised Phase 1 Work Plan that we plan to follow. Attachment C contains a cover letter from The Lakota Group.

BUDGET IMPLICATIONS

Of course, revisiting these two tasks will have cost implications as the original budget did not contemplate the interruption of a pandemic and revising prior work. The following summarizes where we are at with the budget for the project.

- The Lakota Group Contract
 - Total Original Contract Amount \$169,526
 - Total Expenses to Date (all occurred in 2019 & 2020) \$ 85,396
- Amount Village Budgeted for FY 2021 \$100,000

When budgeting last fall for FY 2021, we anticipated that we may need to revisit some of the work that was previously completed. However, we did not anticipate the length of time that would actually go by before we could return to in person meetings and the amount of work we would need to revisit.

The proposal from Lakota for the additional work to revisit the identified tasks is \$44,528, which would bring the total project cost to \$214,054. In summary, this means the additional work and the cost for the remaining portion of the entire project is \$129,924. The amount budgeted for this year will more than cover what we would expect to spend by year end, and we would plan to budget the rest in next year's FY 2022 budget.

RECOMMENDATION

Consider adoption of Resolution No. R-71-2021, A Resolution Approving an Addendum to the Agreement with The Lakota Group for the Preparation of a Comprehensive Plan.

ATTACHMENTS

Attachment A – Resolution No. R-71-2021, A Resolution Approving an Addendum to the Agreement with The Lakota Group for Preparation of a Comprehensive Plan.

Attachment B – Resolution No. R-84-2019, A Resolution Approving an Agreement with The Lakota Group for the Preparation of a Comprehensive Plan

Attachment C – August 4, 2021, Memo from Scott Freres, The Lakota Group

Exhibit 1
Comprehensive Plan Areas/Chapters Identified in Scope of Work

- Executive Summary
- Vision Statement and Planning Goals and Key Policy Statements
- A Draft Comprehensive Plan will create a land-use policy framework for the community with specific planning strategies and recommendations. Prospective chapters or elements within the Draft Comprehensive Plan will, at a minimum, include:
 - Executive Summary
 - Vision Statement and Planning Goals and Key Policy Statements for Decision-Makers
 - Future Land Use Strategy, Future Land Use Plan and Land Use Matrix
 - Commercial Mixed Use Business District Detailed Plans
 - Transportation Network
 - Walking and Biking Trail Routes
 - Parks and Open Space Master Plan integration
 - Infrastructure, Stormwater Management, and Capital Improvements
 - Transit plans
 - Urban Design, Placemaking, Arts, Culture and Heritage Plans
 - Quality of Life Elements
 - Historic Preservation Strategies
 - Community Facilities Plans (schools and institutions)
 - Community Resiliency and Emergency Preparedness
 - Detailed Corridor Plans (major- Green Bay Road, minor- Tower, Willow, Sheridan, and Elm)
- Implementation and Comprehensive Plan Stewardship. An overall implementation strategy and Comprehensive Plan stewardship chapter will outline key action steps needed to achieve Comprehensive Plan objectives. The strategy will include such elements as:
 - Governance Structures
 - Benchmarks/milestones to gauge implementation success
 - Funding sources
 - Zoning, land use, and development regulatory tools and changes
 - Fiscal redevelopment incentives or strategies
 - Priority level projects, time frames, and parties responsible for initiating key actions.
 - Community Initiated Development and adaptive use projects
 - Housing initiatives
 - Potential public (local, regional, State, and Federal) and private sector partnerships
 - Key interrelationships/dependencies between tasks
 - Capital Improvement Plan that outlines priority projects over a 5-year, 10-year and 15-year period and that tie back to the implementation of the goals set forth in the Comprehensive Plan.
 - Marketing, community relations and messaging strategies

Exhibit 2
Phase 1 (Analyze & Engage) Participants

- Boards & Commissions
 - Design Review Board
 - Environmental & Forestry Commission
 - Landmark Preservation Commission
 - Plan Commission
 - Zoning Board of Appeals
- Personas Focus Group Participants
 - Empty Nesters
 - Long-Time Resident
 - Mid-Life Families
 - Multigenerational Conversations
 - Young People Who Grew Up Here
 - Younger Families/Recent Transplants
- Traditional Focus Group Participants
 - Business Owner
 - Developer & Real Estate Industry
 - Education Professionals
 - Interest Organizations
 - Property Owner
 - Recreation, Arts, & Culture
 - Residential Realtors, Developers, and Design Professionals
 - Surrounding Communities
 - Transportation Group/Professionals
- Jefferson Dinner Participants
- One-on-One Individual Interviews

R-71-2021

**A RESOLUTION APPROVING AN AMENDMENT TO AN AGREEMENT
WITH THE LAKOTA GROUP FOR
THE PREPARATION OF A COMPREHENSIVE PLAN**

WHEREAS, the Village of Winnetka (“*Village*”) is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970; and

WHEREAS, on November 5, 2019, the Village entered into a Professional Services Agreement (“*Agreement*”) with The Lakota Group (“*Consultant*”) for Consultant to provide planning consulting services to assist with the preparation of a new Comprehensive Plan (“*Services*”); and

WHEREAS, as a result of unforeseeable disruptions to the Services resulting from the COVID-19 public health crisis, the scope of the Services and costs related thereto have changed; and

WHEREAS, the Agreement contemplated a contract amount not to exceed \$169,526.00 (“*Fee*”); and

WHEREAS, changes to the scope of work will increase the Fee by \$44,528 (“**Updated Phase 1 Fee**”); and

WHEREAS, the Village desires to amend the Agreement to reflect the modification of the scope of Services and corresponding Updated Phase I Fee (“*Amendment*”); and

WHEREAS, the Council of the Village of Winnetka (“*Village Council*”) has determined that entering into the Amendment is in the best interest of the Village;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Village of Winnetka, Cook County, Illinois, as follows:

SECTION 1: RECITALS. The Village Council hereby adopts the foregoing recitals as its findings, as if fully set forth herein.

SECTION 2: APPROVAL OF AMENDMENT. The Village Council hereby approves, pursuant to the Village’s home rule power, the Amendment in substantially the form attached to this Resolution as *Exhibit A*, and in a final form to be approved by the Village Attorney.

SECTION 3: AUTHORIZATION TO EXECUTE THE AMENDMENT. The Village Council hereby authorizes and directs the Village President and the Village Clerk to execute and seal, on behalf of the Village, the Amendment.

SECTION 4: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

August 17, 2021

R-71-2021

ADOPTED this ____ day of____, 2021, pursuant to the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Signed

Village President

Countersigned:

Village Clerk

EXHIBIT A
AMENDMENT

**FIRST AMENDMENT TO VILLAGE OF WINNETKA
PROFESSIONAL SERVICES AGREEMENT**

THIS IS A FIRST AMENDMENT (“*First Amendment*”) dated as of the ____ day of _____, 2021, to that certain Professional Services Agreement dated as of November 5, 2019 (“***Agreement***”) and is by and between the **VILLAGE OF WINNETKA**, an Illinois home rule municipal corporation (“***Village***”), and **THE LAKOTA GROUP** of Chicago, Illinois (“***Consultant***”).

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this First Amendment, and pursuant to the Village’s statutory and home rule powers, the parties agree as follows:

SECTION 1. RECITALS.

A. On November 5, 2019, the Village and the Consultant entered into a Professional Services Agreement for the provision of planning consulting services to the Village to assist with the development of a Comprehensive Plan that will establish a vision for the future of the community and provide a roadmap as to how to achieve that vision over the next 15 to 20 years.

B. The Village and the Consultant desire to enter into this First Amendment in order to modify the scope of services of the Agreement and to increase the contract amount by an additional \$44,528.00.

SECTION 2. DEFINITIONS.

A. Definitions. All capitalized words and phrases used throughout this First Amendment have the meanings set forth in the various provisions of this First Amendment. If a word or phrase is not specifically defined in this First Amendment, it has the same meaning as in the Agreement.

B. Rules of Construction. Except as specifically provided in this First Amendment, all terms, provisions and requirements contained in the Agreement remain unchanged and in full force and effect. In the event of a conflict between the text of the Agreement and the text of this First Amendment, the text of this First Amendment will control.

SECTION 3. AMENDMENT OF AGREEMENT.

A. Section 1 of the Agreement is hereby amended to provide for an Agreement Amount of \$214,054.00.

B. Exhibit A of the Agreement is hereby amended to incorporate the Revised Phase 1 Work Plan and Budget Addendum into the Scope of Services, as described and in accordance with the terms and conditions set forth in the supplemental proposal attached to this First Amendment as **Exhibit B**.

SECTION 4. REPRESENTATIONS.

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

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

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

ATTEST:

VILLAGE OF WINNETKA

By: _____
Village Clerk

By: _____
Village Manager

ATTEST:

THE LAKOTA GROUP

By: _____

By: _____

Title: _____

Its: _____

EXHIBIT B

PROPOSAL

(Revised Phase 1 Work Plan and Budget Addendum #1)

To: David Schoon, Village of Winnetka
Rob Bahan, Village of Winnetka

Fr: The Lakota Group

Date July 23, 2021

RE: Winnetka Comprehensive Plan - Revised Phase 1 Work Plan
and Budget Addendum #1

116 West Illinois Street
Floor 7
Chicago, Illinois 60654
p 312.467.5445
f 312.467.5484
thelakotagroup.com

Work Plan Addendum»

TASK 1.2: Project Website, Brand and Social Media Outreach (August 2021)

We will refresh and update the project website and Comprehensive Plan Brand. We will provide the Village with updated postcards, fliers, or other collateral pieces to promote the project moving forward throughout the process. These materials are intended to be distributed throughout the Village by Staff.

WORK PRODUCTS:

Prepare Press Release, language for Village newsletter and other local government communications Update Project Website

Update Branded Facebook Page

Provide Social Media Updates as appropriate

Prepare Pop-Up Display at Farmers Market

Prepare Banner/signs/posters for Village Events and to display at key locations

STAFF ROLES:

Review all deliverables

Post and distribute materials at key locations as appropriate

Staff pop-up at Farmers Market (note: one Lakota staff person will also attend for two hours)

TASK 1.6: New Stakeholder Interviews and Focus Group Sessions (September/October 2021)

We will invite past stakeholders and interviewees to reconnect and discuss new thoughts and perspectives post-pandemic with the intent to connect with most of the previous respondents and/or stakeholders, including the real estate and development community. It is critically important to speak with our past stakeholders, as well as the Zoning Board of Appeals, Design Review Board, Landmarks Commission, and Environment & Forestry Commission. These boards and commissions can be included by interviews with key persons, focus groups, or meetings during their regularly scheduled time if alternative options are not possible. We also intend to engage a new younger family audience who recently moved to Winnetka. We will utilize WPD's welcome source or other methods to reach these groups.

MEETINGS/EVENTS:

Stakeholder and focus group interviews at a maximum of 10 focus group meetings. This includes four meetings/work sessions with the Zoning Board of Appeals, Design Review Board, Landmarks Commission and Environment and Forestry Commission, and six focus groups.

WORK PRODUCTS:

Prepare agendas, questions, materials and handouts, and discussion topics for meetings/interviews
Provide schedule for meetings
Work session preparation materials, facilitation, and meeting summaries

STAFF ROLES:

Assist with identifying participants, organizations and arrangements for focus groups interviews
Schedule identified stakeholders and focus groups, including meetings with Boards/Commissions
Attend targeted focus groups as needed

TASK 1.7: Community Dinner (1) (September 2021)

We will conduct and host one broader "Jefferson Dinner" or "Cookout" in the early fall. We will invite past attendees from the previous dinners and seek their post pandemic input and new perspectives.

MEETINGS/EVENTS:

Community dinner or cookout (location to be determined)

WORK PRODUCTS:

Coordination of dinner/cookout location
Agenda and topics for discussion
Discussion facilitation and summaries

STAFF ROLES:

Assist with invites
Review deliverables

TASK 1.8: Existing Conditions Assessments (August-October 2021)**Analyze Update - Statistical Data Change/Trends.**

We will perform statistical data and information gathering and existing condition updates. Our team will need to review new data that identifies significant shifts in the local retail and housing market and demographic profiles of the community moving forward. We anticipate obtaining data from the Village, Park District, Winnetka, Northfield/Glencoe Chamber of Commerce, County, or other sources to update our State of the Village report. Data may include but is not limited to:

- New construction permits.
- Housing renovation permits
- Real Estate sales information
- Retail occupancy information
- Retail sales/cohort information
- Metra ridership
- Biking/walking facilities
- New market trends
- Others as necessary

SB Friedman will update the demographic, residential, retail and office market summaries. The update of this information will include the following tasks with relevant data sources listed:

Demographics

- Update population data and charts through 2020 (Esri)
- Update income data, charts, and maps through 2020 (American Community Survey (ACS), Esri)
- Update employment data, charts, and maps through most recent year available (ACS, LEHD*)
- Synthesize considerations and takeaways.

**Longitudinal Employer-Household Dynamics (LEHD) program is part of the Center for Economic Studies at the US Census Bureau.*

Residential

- Update housing tenure and housing preference data and charts through most recent year available (ACS, Public Use Microdata Sample (PUMS))
- Update construction/demo permit data, charts, and maps through most recent period of data available (Village of Winnetka data)
- Update for-sale supply data, charts, and maps through most recent period of data available (MLS)
- Update MF supply data, maps and charts through most recent period of data available (CoStar)
- Broker interview (*note: included as focus group per Task 1.6*)
- Synthesize demand considerations and takeaways

Retail

- Update supply data, charts, and maps through most recent period of data available (CoStar)
- Update peer community comparison data, charts, and maps through most recent period of data available (CoStar, Esri)
- Broker interview (*note: included as focus group per Task 1.6*)
- Synthesize demand considerations and takeaways

Office

- Update supply data, charts, and maps through most recent period of data available (CoStar)
- Broker interview (*note: included as focus group per Task 1.6*)
- Synthesize demand considerations and takeaways

Overall Takeaways / Market Opportunities

- Update existing conditions summaries

Transportation

Sam Schwartz will review their previous data and analysis and update transit data from 2019 and have a brief conversation with Metra on capital improvement plans, any modified strategies as an outcome of COVID, current ridership and future projections. They will also check Green Bay Trail conditions/access and review and update the traffic volume map.

WORK PRODUCTS:

Updated existing conditions assessment for targeted components as identified above.

New Task 1.9 Changing Housing Market & Covid Considerations (August-October 2021)

SB Friedman and Lakota will review and analyze data related to the local housing market and impacts from the Covid-19 Pandemic as they relate to employment and land use. Specific tasks include review and analysis of the following:

Housing Market

- Housing cost burden (ACS)
- Naturally-occurring housing supply (NOAH data) and costs at area median income brackets (ACS)
- Existing housing stock and IHDA regulations (ACS)
- Existing housing stock, Winnetka job composition, and affordability (ACS, LEHD)
- Synthesize considerations and takeaways

Covid-19 Recovery Considerations

- Winnetka jobs / worker composition and remote work (LEHD)
- Real estate impacts by land use

WORK PRODUCTS:

Prepare Housing Gap Summary Report

Prepare Covid-19 Considerations Summary

New TASK 1.10: Village Council/Plan Commission Joint Workshop (September 2021)

We will conduct a joint working session with the Village Council and Plan Commission to identify:

- Goals of a comprehensive plan. How do we make it work for the community?
- What are the roles of the Village Council and Plan Commission?
- Why is Community Engagement critical?
- Where have we been this past year and where do we want to go?
- Lessons learned and new themes to be considered (community preparedness, housing needs, etc.)

WORK PRODUCTS:

Coordinate presentation and meeting materials including agenda, meeting notes and summary.

STAFF ROLES:

Review presentation and meeting materials.

Attend and assist with meeting scheduling and facilitation

TASK 1.11: Village Staff Review & Refinement (October 2021)

Revised existing condition assessments will be provided to the Village for review.

STAFF ROLES:

Review deliverables from Tasks 1.8 and 1.9.

TASK 1.14: Update State of the Village Report (November-December 2021)

Prepare an updated State of the Village Report that summarizes new information and public input from all community engagement, focus groups and interviews and updated existing conditions assessments. After review by the Village Staff, we will revise the Report accordingly and update the website.

WORK PRODUCTS:

Prepare updated draft and final State of the Village Report

STAFF ROLES:

Review updated draft State of the Village Report and provide comments.

Phase 2 and 3

Phase 2 and 3 work plans per original scope of work and would commence January 2022 with a target completion date of December 2022.

Winnetka 2040 Comprehensive Plan - Addendum #1	The Lakota Group					SB Friedman			Sam Schwartz LLC		
Friday, July 23, 2021											
Budget Update for Phase 1 - <i>New or revised tasks highlighted in yellow</i>											
	Staff Hours					Staff Hours			Staff Hours		
Work Scope/Phases/Tasks/Hours/Fees	A	B	C	D	E	A	B	C	A	B	C
TASK 1.1: Project Kick Off Meeting and Village Tour <i>(Completed)</i>											
TASK 1.2: Project Website, Brand and Social Media Outreach	2		2	4	2						
TASK 1.3: Fieldwork and Land Use/Target Area Inventory <i>(Completed)</i>											
TASK 1.4: Base Mapping and Existing Plan Analysis <i>(Completed)</i>											
TASK 1.5: Plan Commission Meeting <i>(Completed)</i>											
TASK 1.6: Stakeholder Interviews/Focus Group Sessions	12	4	16	16	4		4	2			
TASK 1.7: Community Dinner (1)	4		4	4							
TASK 1.8: Existing Conditions Assessments	4	2	8	4	4	4	14	36	2	4	6
New TASK 1.9 Housing Gap & Covid Considerations	2		2			4	8	14			
New TASK 1.10: Village Council/Plan Commission Joint Workshop	4		4	4	2						
TASK 1.11: Village Staff Review & Refinement	2		2	2		2	2	4		2	2
TASK 1.12: Community Open House #1 <i>(note: refer to orginal budget for hours/fees)</i>											
TASK 1.13: Community Pop-Up Event #1 <i>(note: refer to orginal budget for hours/fees)</i>											
TASK 1.14: Update State of the Village Report	2	2	8	4	16						
TASK 1.15: Plan Commission Meeting <i>(note: refer to orginal budget for hours/fees)</i>											
TASK 1.16: Village Council Touch Point <i>(note: refer to orginal budget for hours/fees)</i>											
Subtotal Hours	32	8	46	38	28	10	28	56	2	6	8
Subtotal Fees	COMP	\$2,200	\$8,970	\$6,460	\$3,780	\$2,800	\$6,580	\$9,520	\$394	\$912	\$912
Total Phase 1 Updated Fee by Firm	\$21,410					\$18,900			\$2,218		
	Staff Categories					Staff Categories			Staff Categories		
Phase 1 Fee Update - \$42,528	A. President			COMP		A. Senior Vice Preside		\$280	A. Principal		\$197
Expense Estimate = \$2,000	B. Principal			\$275		B. Project Manager		\$235	B. Associate		\$152
TOTAL UPDATED FEE = \$44,528	C. Senior Associate			\$195		C. Associate		\$170	C. Trans. Planner		\$114
	D. Project Manager			\$170							
	E. Associate			\$135							

RESOLUTION NO. R-84-2019

**A RESOLUTION APPROVING AN AGREEMENT WITH
THE LAKOTA GROUP FOR THE PREPARATION OF A COMPREHENSIVE PLAN**

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution authorizes the Village of Winnetka ("**Village**") to contract with individuals, associations, and corporations in any manner not prohibited by law or ordinance; and

WHEREAS, in 1999 the Village Council adopted the current comprehensive plan for the community titled "Winnetka 2020: Comprehensive Plan for the Village of Winnetka" ("**Comprehensive Plan**"); and

WHEREAS, the Village Council has determined that is prudent to prepare a new Comprehensive Plan that plans for the next twenty years; and

WHEREAS, the Village desires to obtain professional consulting services to assist with the preparation of the new Comprehensive Plan ("**Services**"); and

WHEREAS, the Village on July 26, 2019, issued a Request for Proposal ("**RFP**") for Services; and

WHEREAS, the Evaluation Committee, consisting of one representative from the Plan Commission, Zoning Board of Appeals, and Village Council, and with the assistance of Village staff, reviewed four proposals that were submitted in response to the RFP; and

WHEREAS, after interviewing three of the four proposers, the Evaluation Committee has determined that The Lakota Group ("**Consultant**") will provide the scope of Services most responsive and responsible to the RFP; and

WHEREAS, Consultant submitted a proposal to the Village to perform the Services in an amount not to exceed \$169,526.00; and

WHEREAS, the Village desires to enter into an agreement with Consultant for the performance of the Services in an amount not to exceed \$169,526.00 ("**Agreement**"); and

WHEREAS, the Village Council has determined that it is in the best interests of the Village and its residents to enter into the Agreement with Consultant;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Village of Winnetka, Cook County, Illinois, as follows:

SECTION 1: RECITALS. The Village Council hereby adopts the foregoing recitals as its findings, as if fully set forth herein.

SECTION 2: APPROVAL OF AGREEMENT. The Village Council hereby approves the Agreement in substantially the form attached to this Resolution as **Exhibit A** and in a final form approved by the Village Attorney.

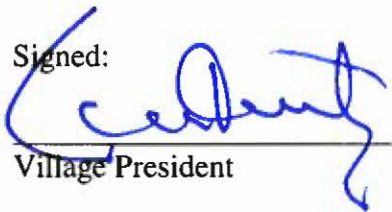
SECTION 3: AUTHORIZATION TO EXECUTE AGREEMENT. The Village Council hereby authorizes and directs the Village President and the Village Clerk to execute and attest, respectively, on behalf of the Village, the final Agreement after receipt by the Village Manager of two executed copies of the final Agreement from Consultant; provided, however, that if the Village Manager does not receive two executed copies of the final Agreement from Consultant within 60 days after the date of adoption of this Resolution, then this authority to execute and seal the final Agreement will, at the option of the Village Council, be null and void.

SECTION 4: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

ADOPTED this 5th day of November, 2019, pursuant to the following roll call vote:

AYES: Trustees Coladarci, Cripe, Dearborn, Lanphier, Swierk and Wedner
NAYS: None
ABSENT: None

Signed:


Village President

Countersigned:

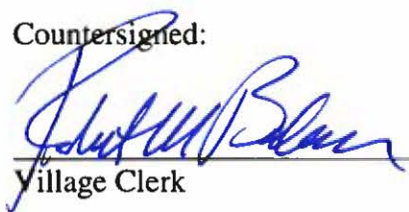

Village Clerk

EXHIBIT A
AGREEMENT

**VILLAGE OF WINNETKA
PROFESSIONAL SERVICES AGREEMENT**

This **PROFESSIONAL SERVICES AGREEMENT** ("**Agreement**") is dated as of the 5th day of Nov, 2019, and is by and between the **VILLAGE OF WINNETKA**, an Illinois home rule municipal corporation ("**Village**"), and the Consultant identified in Section 1.A of this Agreement.

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

SECTION 1. CONSULTANT.

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

Consultant Name ("Consultant**"):** The Lakota Group

Address: 116 West Illinois Street, Floor 7, Chicago, IL 60654

Telephone No.: 312-467-5445

Email: sfreres@thelakotagroup.com

Project Name/Description: Winnetka Comprehensive Plan

Agreement Amount: \$169,526.00

B. Project Description. The Consultant shall provide planning consulting services to the Village to assist with the development of a Comprehensive Plan that will establish a vision for the future of the community and provide a roadmap as to how to achieve that vision over the next 15 to 20 years, as more fully described in the proposal attached to this Agreement as **Exhibit A ("**Proposal**")**.

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

SECTION 2. SCOPE OF SERVICES.

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

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

C. Commencement; Term. The Consultant shall commence the Services immediately upon receipt of written notice from the Village that this Agreement has been fully executed by the Parties ("**Commencement Date**"). The Consultant shall diligently and continuously prosecute the Services until the completion of the Services or upon termination of this Agreement by the Village, but in no event later than the date that is 530 days after the Commencement Date ("**Time of Performance**").

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

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

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

B. Invoices and Payment. The Consultant shall submit invoices in an approved format to the Village for costs incurred by the Consultant in performing the Services. The amount billed in each invoice for the Services shall be based solely upon the rates set forth in the Proposal. Any invoice approved for payment by the Village shall be paid within 30 days after the date of approval. If payment is not made within such 30 day period, an interest penalty of 1% of any amount approved and unpaid shall be added for each month or fraction thereof after the expiration of such 30 day period, until final payment is made.

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

D. Claim In Addition To Agreement Amount.

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

2. The Consultant acknowledges and agrees that: (a) the provision of written notice pursuant to Section 3.D.1 of this Agreement shall not be deemed or

interpreted as entitling the Consultant to any additional compensation; and (b) any changes in the Agreement Amount shall be valid only upon written amendment pursuant to Section 8.A of this Agreement.

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

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

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

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

H. Failure to Pay by Village. In the event that the Village fails to timely pay any undisputed invoices from Consultant within 90 days, and in addition to any other remedies, the Consultant may, in its discretion, suspend the Services until payment is made by the Village.

SECTION 4. PERSONNEL; SUBCONTRACTORS.

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

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

termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

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

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

SECTION 5. CONFIDENTIAL INFORMATION.

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

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the Village under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall

not disclose or use such Confidential Information without the express prior written consent of the Village. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 6. STANDARD OF SERVICES AND INDEMNIFICATION.

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

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

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

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

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.

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

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

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

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

E. Compliance With Laws and Grants.

1. **Compliance with Laws.** The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are

provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The Consultant shall also comply with all conditions of any federal, state, or local grant received by the Village or the Consultant with respect to this Agreement or the Services provided that the Village provides Consultant notice of such conditions. Further, the Consultant shall have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act.

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

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

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

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

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

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

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

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

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

K. Ownership. Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received from the Village by the Consultant in connection with any or all of the Services to be performed under this Agreement ("***Documents***") shall be and remain the exclusive property of the Village. At the Village's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the Village. This Section 7.K shall not apply to documents and data commonly used by the Consultant to serve other clients, and data derived from data owned by the Consultant or its sub consultants or licensed from Consultant's subcontractors or third parties, provided that Consultant clearly marks such documents and data indicating that it is owned by the Consultant or sub-consultant and/or licensed from a third party. Notwithstanding anything to the contrary contained herein, the final deliverables provided by Consultant to the Village shall be the exclusive property of the Village. The Village hereby grants Consultant a non-exclusive license to use any deliverables owned by the Village solely for marketing purposes and in Consultant's community data base.

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

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

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

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

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

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

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

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

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

SECTION 8. GENERAL PROVISIONS.

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

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

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

D. Notice. All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable

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

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

Village of Winnetka
510 Green Bay Road
Winnetka, Illinois 60093
Attention: Village Manager

With a copy to:

Holland & Knight LLP
150 N. Riverside Plaza, Suite 2700
Chicago, Illinois 60606
Attention: Peter M. Friedman

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

The Lakota Group
116 West Illinois Street, Floor 7
Chicago, IL 60654
Attention: Scott Freres

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

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

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

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

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

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

J. **Authority to Execute.**

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

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

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

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

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

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

O. **Interpretation.** This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the

foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

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

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

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

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

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

ATTEST:

By: _____

Village Clerk

VILLAGE OF WINNETKA

By: _____

Village ~~Manager~~ **PRESIDENT**

ATTEST:

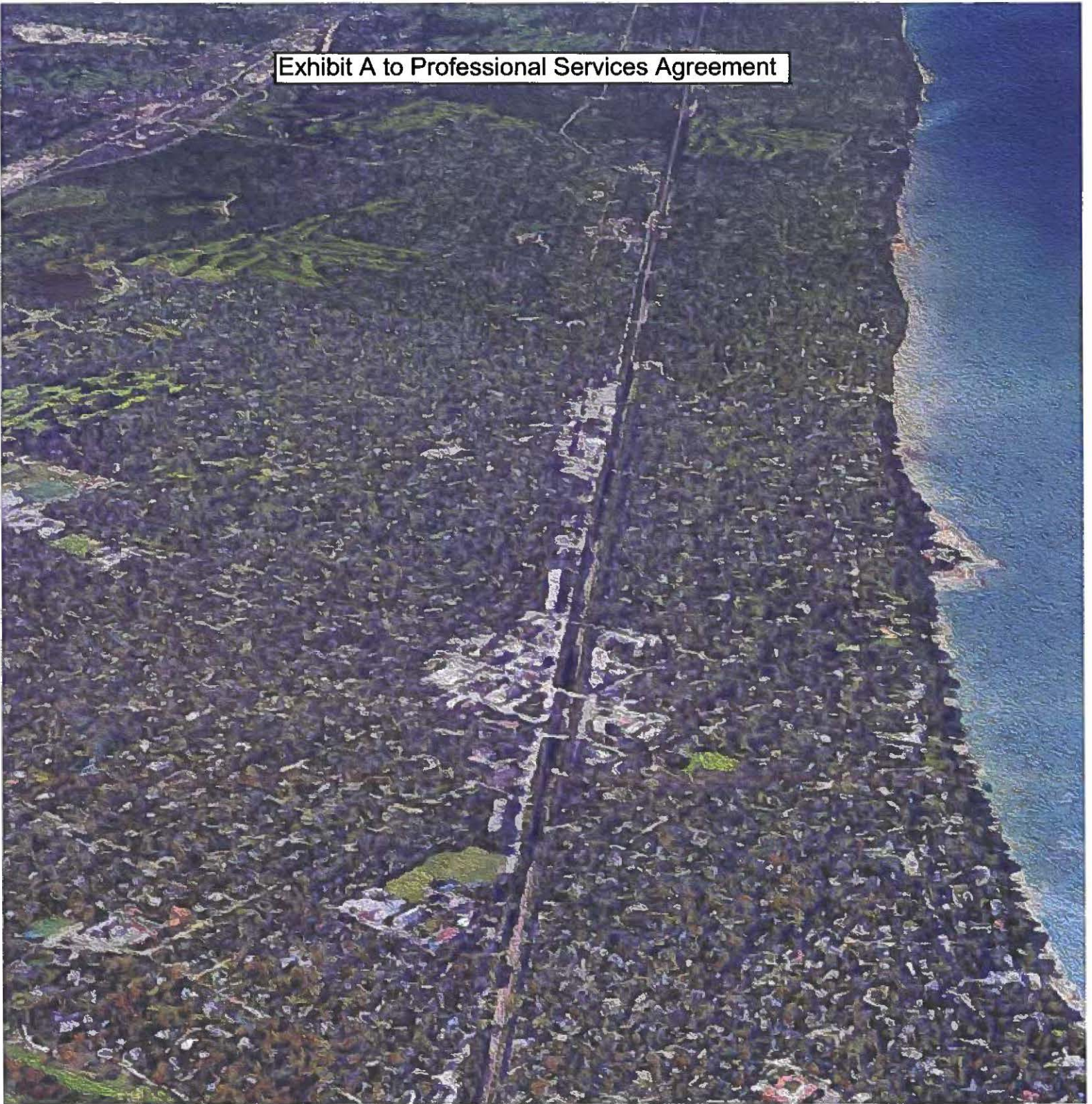
By: _____

Title: _____

CONSULTANT

By: _____

Its: _____



Village of Winnetka

2040 COMPREHENSIVE PLAN

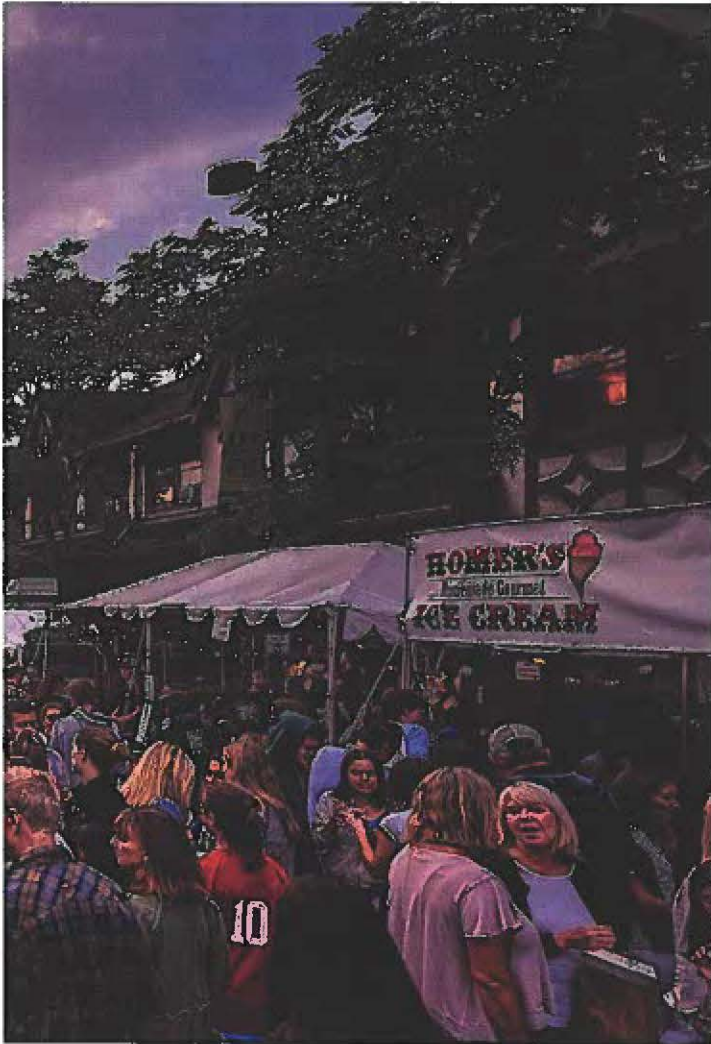
**THE
LAKOTA
GROUP.**

SB FRIEDMAN • SAM SCHWARTZ • STRAND ASSOCIATES • DUNCAN ASSOCIATES

RFP #019-007 | OCTOBER 29, 2019



FACE FORWARD WINNETKA »



Delve In >>

Table of Contents

Cover Letter	1
1. Our Approach	3
<i>Project Understanding</i>	4
<i>Work Plan</i>	7
<i>Timeline</i>	15
2. Our Work	17
<i>Statement of Qualifications</i>	18
<i>Related Projects</i>	19
3. Our People	39
<i>Firm Profile</i>	40
<i>Organizational Chart</i>	42
<i>Resumes</i>	46
4. Budget & References	65
<i>Cost Proposal</i>	67
<i>References</i>	70



August 23, 2019

David Schoon, AICP
Community Development Director
Village of Winnetka
501 Green Bay Road
Winnetka, IL 60093

116 West Illinois Street
Floor 7
Chicago, Illinois 60654
p 312.467.5445
f 312.467.5484
thelakotagroup.com

Re: Village of Winnetka Comprehensive Plan RFP

Dear David,

The Lakota Group, along with long-time partners, **SB Friedman, Sam Schwartz, Strand Associates, and Duncan Associates**, is excited to submit the following professional services proposal to assist the Village of Winnetka in crafting its 2040 Comprehensive Plan.

Winnetka is a very special place, the sort of place that communities around the country strive to model themselves after. We have wonderful schools, walkable streets, intimate shopping districts full of character, and architectural styles rich in heritage. We have superior public transit systems and connections, access to regional highways, arterial roadways, and trail systems. We have beautiful open spaces and natural resources in our parks and beaches, and public and private programs that provide a host of healthy lifestyle choices. Our public infrastructure system is excellent, well-managed, and self-reliant. Winnetka's public and private schools and institutions are second to none, and are national leaders in delivering a forward-thinking education. Our civic services and facilities, houses of worship, and other local organizations provide a range of services and offerings that far exceed a community of our size.

Our community has the intellectual capital and capacity to move mountains and has made Winnetka what it is today. *So, what is wrong? Why is this comprehensive planning process so critical?*

Simply put our community sits at the crossroads. Will Winnetka rest on its past, hoping for "progress without change" or will it create a new vision and accept change on our terms? We need a long-term vision, an achievable plan; call it 20 years, or call it 100 years—it doesn't matter if it represents a common voice and focuses our community on positive dialogue to understanding the critical topics that we face now and into the future. It must provide a road map with clear and actionable items that move us forward within our means.

This plan must be flexible to adapt to changing times, economies and technologies. Winnetka residents, both young and old, love this place. Doing less risks ruining this wonderful jewel by the lake for future generations. Allowing negativity, fear, or failure to recognize undeniable market forces would crush the psyche of this great place. We must change our image both inside and out. We need to hit the reset button, focus on the whole, and find out how we can meet change head on with grace, sensibility and pride in the heritage of this community.

There is no stock approach to making a plan or creating a vision. It starts with selecting the right partners, setting the appropriate work plan and targeting a messaging and outreach program that fills the void with answers, education, and data to soften the road bumps that we will inevitably meet along the way.

Here is why The Lakota Group and our team are the right partners to help craft this vision for Winnetka:

- » **We are creative planners and strategic thinkers**, experienced in working with communities large and small to address critical issues, including sustainability and resiliency, achievable economic development, context-sensitive community design, multi-modal transportation/connectivity, attainable housing choices, and local quality-of-life. Our creativity, passion, and expertise are perfectly suited for addressing the needs of this plan in a meaningful and impactful way.

- » **We are multi-faceted.** Our qualifications show, the Lakota Group and our team have significant public and private experience in comprehensive planning initiatives, community visioning and engagement, and other targeted detailed planning and urban design activities, including downtown, neighborhood, corridor, arts and culture, and historic preservation plans. We are not a mass production comprehensive planning firm. Our approach has always been to focus on one local and one out of state comprehensive plan per year. *Why? Because it requires focus and commitment to do it right.*
- » **Not only do we bring national and regional-based experience, but we also understand the local issues.** Our team has worked around the country, which allows us to bring experience and objective thought to the issues that currently face this community, while ensuring that the plan will be steeped in everything that is "uniquely Winnetka." We are confident saying that we know this place, as several of our key team leaders are long-term residents of this community and have raised our families here. Lakota has a local office in the West Elm Street Business district that we will regularly use as our local field office.
- » **We roll up our sleeves and work** with community leaders, organizations, business owners, residents, developers, and other stakeholders to create positive dialogue from the beginning. We strive to pinpoint the qualities that make each place special and build ideas and visions from those assets. This is our town, our friends and neighbors. We are all the stakeholders in writing this success story.
- » **We ensure our plans are implementable.** Our plans and concepts not only generate excitement and community consensus, they are also accompanied by realistic implementation actions that ensure that the plan vision, goals, and initiatives—whether a corridor bike plan or a new downtown festival—come to fruition. The vision must be built on data and benchmarked against comparable success stories. The result of our work is proven, it's been built or implemented—we've helped to transform communities throughout the country, resulting in significant economic development initiatives; programmed community spaces; and connected neighborhoods. *But our greatest pride is the transformed community spirit that we resurrect.*

Our Team relishes the opportunity to immerse ourselves in this process and work with Winnetka to create an exciting vision for the future. As you will see in this proposal, we are passionate about planning and design and we love engaging people to help them improve their community. We look forward to discussing our submittal with you and your selection committee in person. Please feel free to contact me with any questions you may have.

Face Forward Winnetka!



Scott Freres, PLA ASLA
President, The Lakota Group

Our Approach

1

THE
LAKOTA ALLIES
GROUP. IN
PLACE

Project Understanding

Winnetka is an enviable community with strong heritage, traditions, and sense of place. But the Village needs a compelling, forward thinking vision, supported by all community members and strategic partners, to compete successfully in a changing world. The nine objectives outlined in the RFP serve as the backbone for this planning process:

1 Establish Winnetka 2040

Our team will help Winnetka establish a compelling, forward-looking vision, brand, set of fundamental goals, and big executable ideas rooted in Winnetka's tradition, heritage and strength of place. Recent Village initiatives have captured this vision, such as the Winnetka Music Festival, which harnessed the creativity, positive spirit and energy of our community to come together over music and the cultural arts. Winnetka 2040 must face forward—exploring the constant change in trends, technology and balancing a plan to adapt to these.

BIG, EXECUTABLE IDEAS.

2 Build On Previous Plans

Our work will start with and build upon the many recently completed planning studies the Village has undertaken, ranging from the recent Stormwater Study to the Downtown Master Plan and Streetscape + Signage Plan. Our job will be to knit this information together and understand their impacts and the relationships between land use, markets, environment, education, institutions, open space, transportation, infrastructure, fiscal sustainability and quality of life. Our team also understands that we need to get into the heads of our local and area institutions to understand how we as a community can share in the rewards of a successful and collaborative future. Our existing relationships with so many of these people and institutions give us a strong head start.

CONNECTING PLANS, PARTNERS AND PEOPLE.

3 Engagement & Communication

Anyone who knows Winnetka knows that no plan will be valid or successful without the support of its active and engaged citizens. Our team has crafted and developed hundreds of successful community engagement strategies with a host of hands on and electronic tools around the country. But success in these programs doesn't lie solely within the tools themselves. It lies within the expertise of those administering and managing the process and requires a keen understanding of the community audience. Working with Village staff and leadership our team will go beyond traditional web surveys, open houses and newsletters. We want to hear the stories of Winnetkans of all types. We want to sit with them over a series of Community Dinners, and in our local office. We know this sort of in-depth, personal engagement will have to identify areas of general agreement and common values and ensure that all voices are heard and listened to in a meaningful and respectful way.

WE ARE LOCALLY SOURCED-LOCALLY GROWN.



4



Major Elements

All major elements of the plan will be wrapped into an illustrated vision that outlines critical paths and sequencing of the plan initiatives. The interconnectedness of the key community issues is where a plan can find routes to successful implementation. Taken by itself, each plan element may be scrutinized and susceptible to debate, fear-mongering and politics. One of the elements that has drawn the concern of the community is housing, especially multi-family housing. Taken by itself, housing represents issues of community character/quality, neighborhood relationships, and property values. Folding this element into the context of a strong comprehensive plan and vision process, however, the conversation becomes structured around two necessities—providing the housing types and character that our community demographic wants now and into the future, and successfully putting our business districts and corridors on a path towards fiscal sustainability. Finding the ways major plan elements fit together is what makes this process comprehensive.

COMMUNITY CONNECTIONS.

6



High Quality Visuals

The best way to honor the time and resources put into a plan and to get the bang for your buck is to design a document which continues to engage, inspire and guide people. Eye-catching magazine-style reports can communicate the vision for Winnetka 2040 much better than a long boring book. As noted earlier, our team of urban designers, landscape architects and graphic designers will employ a wealth of visual imagery to help communicate design ideas and alleviate concern. Our team's public and private sector work spans not only the Chicago Region but the entire country. We will use this knowledge base to graphically communicate current trends in similar communities around the country. Our team of branding and communication experts will work with Village and other local institutions to effectively cross-promote the Winnetka 2040 process through project branded communications.

ACCESSIBLE, GRAPHICALLY RICH PRODUCTS THAT CONVEY A CLEAR VISION.

5



In-Depth Plans

Our plans will take a deep dive into all three of the Winnetka Business Districts and the critical connective tissue—the Green Bay Road Corridor. As residents of this community we know first-hand the land use, parking, redevelopment and market issues facing these special places in our community fabric. We want them not only to survive, but to thrive as the active, walkable and valuable resources that so many communities strive for. As planners and urban designers, we know that the success of these areas requires significant effort, change, and leadership. Leadership in our community needs a compelling vision, and it's our job to paint the picture of success and change to Winnetkans. Creative visual imagery, detailed economics, and educational symposiums will help the community better understand the need for change and how to get there. On the "outside," careful messaging, promotion and regulatory mechanisms will need to be employed to attract reinvestment in businesses and new development.

CHANGE IS ESSENTIAL TO THE SUCCESS OF THESE COMMUNITY LANDMARKS.

7



Feasibility & Sustainability

Our plans will be based in reality and achievability. We have a team that has not only worked together for years, but has successfully assisted communities to implement positive change. We clearly understand the difference between economic development and development feasibility. Our team will use local and national qualitative and quantitative data to drive issue analysis, review alternatives and identify proven solutions. The plan will be structured in a way that infuses continued life into its implementation by identifying measurements of success, giving regular reviews and updates to the community, and regularly reporting progress. The script for Winnetka 2040's implementation must be written with a nod towards flexibility and long-term economic sustainability for both the Village and those who desire to invest in our community.

ACHIEVABLE REALITY v. BELIEVABLE FICTION.

FACE FORWARD WINNETKA 2040



Alex • 20 years old

Recent Graduate of New Trier High School, attending college

"Winnetka was an idyllic place to grow up, but I'd like to be a teacher when I graduate, so not sure I'll ever afford to live here when I'm older. It's a beautiful town with great recreational amenities. Best memories were sandwiches at Lakeside Foods, Ice Cream at Homers, and Good Ole Crow Island. Loved the Winnetka Music Fest."

Personas are based on local understanding of Winnetka residents' concerns, not actual residents.

8



Education & Exploration

Our team is constantly exploring and identifying the newest standards, concepts and ideas for forward-looking community development, both through our own national practice and by tapping into our network of local and national leaders in community growth and development topics. We will bring that knowledge not only to Winnetka's leadership, but to the broader community through Community Dinners, as well as specialty quality of life symposiums that tie all of these issues, ranging from housing to health and wellness, together. These types of educational forums are a hallmark of the New Trier Township High School system and League of Women Voters have had great success in reaching their active community demographics. This emphasis on education and exploration will help the Village think creatively and collaboratively.

LEVERAGE EXISTING RESOURCES.

9



Regular Check Points

We recognize the need for regular communication with not only staff and project steering committee but with Village Council. Our team will work to establish a regular project touchpoint schedule, on-going updates and targeted working sessions with the Plan Commission. In many instances, lengthy planning processes lead to meeting fatigue and redundancy. We will work to ensure meaningful and productive discussion/work sessions.

EFFICIENT PROJECT MANAGEMENT.

Work Plan»

Analyze

November 2019 - May 2020

TASK 1.1: Project Kick Off Meeting and Village Tour **Staff Meeting #1**

The Team will conduct a project start meeting with the Village Staff to introduce the Team and discuss:

- » Village's Planning Mission
- » Initial Planning Goals and Objectives
- » Initial Community Planning Issues and Challenges
- » Community Engagement Plan, Work Plan and Schedule
- » Available Data, Resources, and Resource People

The work plan and schedule will be refined based on input received during the Project Kick Off Meeting. A more specific calendar of meeting dates and work products will be developed along with a refined community engagement program, list of data sources, and key person interviews. During the same day as the project start meeting, the Team will conduct a driving/bus tour of the Village. The Team will record land-use, urban design, and infrastructure issues/constraints observed throughout the Village during the tour. The Village will be responsible for arranging the bus/van for the tour.

MEETINGS/EVENTS:

- Staff Meeting #1 of 5

WORK PRODUCTS:

- Specific calendar of meeting dates and work products
- Refined Communication and Engagement Plan
- List of data requested
- List of key stakeholders to engage

STAFF ROLES:

- Arrange bus/van for kick-off tour
- Invite appropriate staff for tour
- Attend kick-off meeting

TASK 1.2: Project Website, Brand and Social Media Outreach

The Lakota Team will create an interactive project website that describes the overall planning project and process. Our team will also post project updates, draft plans, workshop materials, and plan drawings to the website. A project-specific Winnetka 2040 logo and branded Facebook page will be created to capture additional participants, communicate during the process and spur community energy and activity for the planning process. Our Team will provide the Village with postcards, fliers or other collateral pieces to promote the project throughout the process. These materials are intended to be distributed throughout the Village and will include an overview of the goals and process of the Comprehensive Plan, information on upcoming events, and will direct residents and stakeholders to the project website and project Facebook page.

WORK PRODUCTS:

- Interactive Project Website
- Project Specific Logo
- Branded Facebook Page
- Stakeholder and Focus Group participant invitation design
- Project Overview Sheet & Presentation (Details process, scope & engagement plan)

STAFF ROLES:

- Review all deliverables

TASK 1.3: Fieldwork and Land Use/Target Area Inventory

Field investigations and data collection will be conducted in all sectors and districts in the Village to assess existing conditions and land use characteristics and to determine planning opportunities and constraints. The Lakota Team will review all previous land use inventories provided by the Village, ideally in GIS or other electronic formats, and will verify all land uses by field investigations.

STAFF ROLES:

- Provide copies of existing plans, studies, GIS data etc.

TASK 1.4: Base Mapping & Existing Plan Analysis

The Team will develop refined GIS base maps, especially for land use, existing conditions, and others as needed. The Team will work with the Village and other agencies to supplement our data with other materials for use in developing exhibit maps for the Existing Conditions and Comprehensive Plan reports. Maps and exhibits will be refined during the planning process as additional data and information is gathered.

In addition all relevant current plans, studies, land use regulatory codes and ordinances will be reviewed. A summary of base data and relevant recommendations will be compiled to be later incorporated into the Existing Conditions report.

WORK PRODUCTS:

- Land use inventory & base maps for Plan Commission meeting

STAFF ROLES:

- Review deliverables

FACE FORWARD WINNETKA 2040



Ashley • 32 years old
Mark • 34 years old

Married couple who both work, moving from the City with a two-year old and one more on the way. Ashley grew up in Winnetka and wanted to come raise her family here.

"We found Winnetka to have all the amenities we need for our young family. Great schools—although we are a little worried about the grade school discussion. We looked at a lot of comparable homes in Wilmette, northwest Evanston and Glencoe and decided on Winnetka for its schools. We wanted to live close to town, as walkability and an active commercial area are important to us coming from an urban neighborhood. The vacancies in the business district and the undeveloped properties are concerning... why is no one developing here like in other communities?"

Personas are based on local understanding of Winnetka residents' concerns, not actual residents.

TASK 1.5: Plan Commission Meeting *PC Meeting #1*

The planning team will host a kick-off meeting with the Plan Commission to review land use inventory and base maps, as well as constraints, and opportunities affecting the Village, and potential planning strategies. The Plan Commission will help the planning team identify key stakeholders to engage throughout the process, which may include civic agencies, organizations, schools and institutions.

MEETINGS/EVENTS:

- Plan Commission Meeting #1 of 5

WORK PRODUCTS:

- Meeting summary

STAFF ROLES:

- Make arrangements for Plan Commission meeting
- Attend Plan Commission meeting
- Review deliverables

TASK 1.6: Stakeholder Interviews/Focus Group Sessions

Conduct interviews with community leaders, representatives of key institutions, property and business owners, and residents to discuss community issues. It will be critically important to ensure all sectors of the population and various groups will be represented in this process, including the Zoning Board of Appeals, Design Review Board, Landmarks Commission, and Environment & Forestry Commission. These boards and commissions can be included through interviews with key persons, focus groups with the boards/commissions as a whole, or meetings during their standard scheduled time if alternative options are not possible. The purpose of the interviews and sessions is to gain a thorough understanding of how the community would like to see the Village change, mature and develop.

MEETINGS/EVENTS:

- Stakeholder and focus group interviews (maximum of 12 interviews and 7 focus groups over the course of three days)

WORK PRODUCTS:

- Provide schedule template for Village to work from and list of potential groups to be engaged
- Interview & Focus Group Session Summaries

STAFF ROLES:

- Identify participants and arrangements for stakeholder interviews and focus groups
- Schedule identified stakeholders into template provided
- Attend Focus Groups as needed
- Promote field office hours
- Review deliverables

TASK 1.7: Community Dinners

The Lakota Team plans to host two to three “Community Dinners” to provide a more communal and informal way for residents to gather and discuss community issues. These dinners may be organized by targeted demographic group, or by topic area. Each dinner will host a maximum of 20 residents/participants.

MEETINGS/EVENTS:

- Two to three Community Dinners, depending on interested level. All dinners would be schedule within 1-2 months of each other, in advance of the first Community Open House

WORK PRODUCTS:

- Organize and provide food for dinners
- Invite participants to dinner
- Discussion summaries of each dinner will be provided

STAFF ROLES:

- Assist consultant with identifying participants and arrangements for community dinners.
- Attend Community Dinners as needed

TASK 1.8: Existing Conditions Assessments

Land Use & Character Analysis

Analyze existing land use, physical conditions, land ownership patterns, streetscape and rights-of-way, building fabric, urban design, floodplain and watershed, road and multi-modal networks to establish a baseline of information for proposing planning strategies. Based on the analysis, the Team will develop a drawing/exhibit that places Winnetka within its larger regional context and highlights land-use, boundary, and jurisdictional relationships on a large scale.

Other maps and exhibits to be developed include:

- » Community facilities, such as the Community House, the Library and the YO.
- » Parks, open space area
- » Housing and neighborhood conditions
- » Commercial districts
- » Key Corridors
- » Neighborhoods
- » Historic resources
- » Environmentally sensitive areas
- » Demographics, educational resources, local industries and institutions
- » Community image and identity
- » Examination of Winnetka's existing zoning ordinance and map with a focus on standards and guidelines for new development within mixed use business districts and the Green Bay corridor

Demographics and Market/Economic Base Analysis

The community assessment and economic base analysis will build on the information provided in the recent Downtown Plan, including:

- » Demographic profile of Winnetka and its regional context
- » Employment trends by industry in Winnetka and surrounding communities

- » Overviews of real estate markets: rental apartments, for-sale housing, retail, entertainment, industrial and office uses
- » Outlook for development by sector considering available sites and potential redevelopment sites

Additionally, insights gained from key informant interviews and community input will contribute to the Team's assessments of development opportunities.

Housing Assessment

The community's resiliency to demographic shifts will depend to a great extent on its ability to attract and retain residents. Housing preferences differ by demographic cohort (i.e., young professionals versus empty nesters) and household income. The housing assessment will therefore evaluate existing and projected housing and demographic characteristics to understand future demand. Winnetka's existing housing stock will be analyzed and newer developments in the community and nearby will be profiled to understand recent trends and development typologies. A cross tabulation of households by age and income accounting for regional and national trends in housing preferences may reveal demand characteristics related to multifamily rental or for-sale development, senior housing, young professionals and housing for families with children. Additional information from local housing groups, agencies and other sources will be used to enrich the housing assessment.

Retail and Commercial Assessment

Winnetka's existing retail and commercial inventory centers along Green Bay Road and the Village's three commercial districts. Our Team will update this inventory and describe Winnetka in the context of the current regional and national retail environment and in comparison to other national demographics. Major trends that will affect the commercial environment going forward will be discussed. A leakage analysis that compares household expenditures and retail sales estimates by major category and a presence-absence analysis identifying missing local retailers will help identify future retail opportunities. The assessment will identify potential redevelopment opportunities and areas where transitions to other uses may be appropriate based on local market dynamics and larger trends.

Public Water, Electric, Sanitary Sewer, and Stormwater Management Infrastructure Assessment

The Team will collect infrastructure plans and studies performed by the Village and conduct “interviews” with Village staff to understand current infrastructure conditions and maintenance and operational issues. This background information will be reviewed to determine how this infrastructure may influence or inhibit future growth. Additional considerations to be evaluated include:

- » Review of Village water and sanitary sewer systems and ability to accommodate future growth
- » Infrastructure facilities and their limitation and how they may influence land use and densities.
- » Review of the Village's electric distribution system, power plant and contract with the Illinois Municipal Electric Agency with respect to the Village's ability to accommodate future growth and demands of the community.
- » Review of Village's stormwater management systems and plans to address existing flooding issues and ability to accommodate future growth.

FACE FORWARD WINNETKA 2040



Stephan • 47 years old

*Recently divorced father of three children
in the Winnetka/New Trier School System.
Has lived in Winnetka for 15 years.*

"I'm happy that my kids have had this opportunity to live in a close knit community with so many resources and opportunities. I don't want to take them out of this environment until they graduate. My ex-wife and I have shared custody. She remains in our older home and I have rented a nice two-bedroom apartment in Glenview. It's a pain to manage the kids from afar... thank god for Uber. I really wish that I could have found a nice place in Winnetka so that I could be close and easily get to work downtown. There's really no newer quality rental product in the community."

*Personas are based on local understanding of
Winnetka residents' concerns, not actual residents.*

Transportation Assessment

The Team will collect infrastructure plans and studies that have been prepared since the last Comprehensive Plan was drafted. These plans and studies will be reviewed to determine how infrastructure may influence or inhibit future growth. Additional issues that will be evaluated include:

- » Future planned transportation projects and how they may influence land use and densities
- » Current and future transit service for Pace and Metra, and transit-supportive infrastructure and policy
- » Traffic flow and significant roadway corridors and how they influence land use, densities, and vice versa
- » How rail operations affect vehicle traffic and emergency services
- » The desire for safer bicycle and pedestrian facilities, both on and off-street, including incorporating documents such as CMAP's Greenways and Trails Plan, the Winnetka Bikeway Plan, and the Northwest Municipal Conference Multimodal Plan
- » Review of sidewalk disconnects using CMAP's new sidewalk inventory data base
- » Current and desired complete streets policy to make streets viable places for all users including bicyclists, pedestrian and transit riders
- » How current parking standards, both Village code and industry standards, may influence land use and densities
- » How neighboring communities' transportation and infrastructure systems may influence future land use and densities
- » How parks and the lakefront are currently connected or disconnected.

WORK PRODUCTS:

- Exhibits of Winnetka in larger context
- Land Use/Community Character: Demographics/Markets; Housing Assessment; Retail/Commercial Assessment; Stormwater Assessment; Transportation/Infrastructure Assessment.

TASK 1.9: Village Staff Review & Refinement *Staff Meeting #2*

All analysis to date will be provided to Village Staff to review in advance of the Community Open House.

MEETINGS/EVENTS:

- Staff Meeting #2 of 5

STAFF ROLES:

- Review analysis from Task 1.8

TASK 1.10: Community Open House #1

The Team, in partnership with the Village, will organize and host an Open House with community stakeholders and residents to introduce the planning process and to discuss Winnetka planning issues and opportunities in an informal open house and discussion format. In addition to presenting the existing analysis collected to date, the open house may include interactive planning issue booths, written questionnaires, visioning exercises, a visual preference survey exhibit, and a mapping station. These workshop elements will be employed to gain community feedback on Winnetka planning issues and potential strategies and solutions to those issues.

This informal open-ended format provides a more relaxed atmosphere and setting for residents to participate rather than a lecture-discussion. The visual preference survey allows workshop participants to document their opinions on the land use, urban design, housing, quality of life and development issues facing Winnetka. An online version of the interactive exercises will be posted on the project website with an established 'closing deadline', providing additional opportunities for community and neighborhood input.

MEETINGS/EVENTS:

- *Community Open House #1 of 3*

WORK PRODUCTS:

- *Interactive planning issue booths, written questionnaires, visioning exercises, a visual preference survey exhibit, a mapping station, and any other open house materials needed*
- *Marketing materials for open house (flyers, posters, social media posts)*
- *Online version of open house posted to website*

STAFF ROLES:

- *Make arrangements for open house/promote open house*
- *Attend open house*
- *Review deliverables*

TASK 1.11: Community Pop-Up Event #1

The Lakota Team will attend a community event to spread the word about the project and gather additional feedback on Open House #1 Materials. "Meeting in a box" materials will also be provided for any organizations to use on their own.

MEETINGS/EVENTS:

- *Community Pop-Up Event #1 of 3*

WORK PRODUCTS:

- *Exhibits and exercises for the event (packaged for "Meeting in a box")*
- *Marketing materials for the event*
- *Summary of Event Input*

STAFF ROLES:

- *Make arrangements for a table at an event/promote event*
- *Review deliverables*

TASK 1.12: State of the Village Report

Prepare a State of the Village Report that summarizing the public input from all community engagement efforts to date as well as all assessments completed, including land use, open space/recreation, demographics and market, housing, retail and commercial, institutional, stormwater, transportation and infrastructure. After review by the Village Staff, the project website will be updated with a downloadable version of the State of the Village Report.

WORK PRODUCTS:

- *State of the Village Report*

STAFF ROLES:

- *Review State of the Village Report*

TASK 1.13: Plan Commission Meeting *PC Meeting #2*

Present the findings from the State of the Village Report to the Plan Commission for review and comment.

MEETINGS/EVENTS:

- *Plan Commission Meeting #2 of 5*

WORK PRODUCTS:

- *Refined State of the Village Report*
- *Summary of Meeting*

STAFF ROLES:

- *Review deliverables*
- *Attend Plan Commission meeting*

TASK 1.14: Village Council Touch Point *VC Meeting #1*

Present the findings from the State of the Village Report to the Village Council for informational review and comment.

MEETINGS/EVENTS:

- *Council Meeting #1 of 3*

WORK PRODUCTS:

- *Refined State of the Village Report*
- *Summary of Meeting*

STAFF ROLES:

- *Prepare for and attend Council meeting*

Visioning

May - October 2020

TASK 2.1: Vision, Goals and Objectives

The Lakota Team will prepare a draft Vision Statement and Planning Goals and Strategies Report based on community input and analyses in Phases 1. This document will help provide direction for the remainder of the process and ultimately provide guidance to Village staff and elected officials in future decision making. The document will be reviewed and refined throughout Phase 2 based on input from the review committees and the public.

In addition, based on the vision and planning goals, a range of forward looking land-use and planning strategies and options will be prepared. Conceptual plan drawings and design studies will be created addressing the following:

- » Future Land Use Strategies and Plans, Build-Out Scenarios, and Development Patterns in the Business Districts
- » General Road/Street Network Improvements
- » Mobility Improvements, including potential road diets, jurisdictional transfers, and bike/ped routes
- » Commercial district parking system strategy and shared parking considerations
- » Detailed, Focused Corridor Plans (Green Bay Road)
- » Open Space, Natural Resources, and Greenway/Green Infrastructure Linkages
- » Community Facilities, Services, Recreation, Cultural
- » Community Character/Image/Gateways/Identity
- » Sustainability and Sustainable Design/Strategies and Policy
- » Urban Design, Placemaking and Adaptive Use
- » Goals and Objectives for Green Bay Road and the three Business Districts, including mobility linkages between districts

Exhibits for Quality of Life elements will also be prepared for:

- » Arts and Culture, Heritage
- » Community Health and Wellness
- » Climate Change Mitigation
- » Community Resiliency + Emergency Preparedness
- » Age Friendly Communities

WORK PRODUCTS:

- Vision, Goals and Objectives drafted from analysis & input
- Including conceptual plans & design studies addressing planning & land use strategies as well as quality of life exhibits

TASK 2.2: Village Staff Review & Refinement *Staff Meeting #3*

The Village, Goals and Objectives for Winnetka 2040 will be reviewed and refined based on feedback from Village Staff.

MEETINGS/EVENTS:

- Staff Meeting #3 of 5

STAFF ROLES:

- Review Vision, Objectives, and Conceptual Plans from Task 2.1

TASK 2.3: Plan Commission Meeting *PC Meeting #3*

Conduct a discussion meeting with the Plan Commission to review the vision and planning goals and strategies.

MEETINGS/EVENTS:

- Plan Commission Meeting #3 of 5

WORK PRODUCTS:

- Refined Vision, Objectives, and Conceptual Plans
- Summary of Meeting

STAFF ROLES:

- Make arrangements for Plan Commission meeting
- Attend Plan Commission meeting
- Review deliverables

TASK 2.4: Community Open House #2 / Ideas Symposium

Our Team will conduct a Community Visioning Workshop with community stakeholders to review the preliminary Comprehensive Plan vision, overall goals and objectives, and land use and other planning policies/strategies. Participants will evaluate the options per their short-and long-range potential for accomplishing community planning goals. A presentation will be provided during the workshop to provide additional context for the conceptual drawings and design studies, as well as introduce some of the “big ideas” that help to inform the concepts. The Workshop will break out into smaller group table discussions to evaluate each of the plan options, ideas, and concerns. Each table will be facilitated by a Team member who will help focus discussion on specific topics of concern. Participants at each table will also be given a simple questionnaire to fill out before they depart to capture any additional comments regarding plan concepts and workshop contents.

After the small group discussions, each table will report back to the entire workshop audience to share their collective opinions and ideas on Plan concepts and options. Other interactive exercises and engagement techniques will also be employed during the workshop, such as “community dollars” voting to garner a sense of what the community believes should be planning priorities and investments going forward. Following the open house, and online version of the workshop will be posted to the project website.

MEETINGS/EVENTS:

- Community Open House #2 of 3

WORK PRODUCTS:

- Marketing materials for open house (flyers, posters, social media posts)

OUR APPROACH *Work Plan*

- Open House Presentation and discussion facilitation
- Quality of Life Exhibits
- Simple take home questionnaire for participants.
- On-line version of open house
- Summary of open house & questionnaire results

STAFF ROLES:

- Make arrangements for and promote open house.
- Attend open house
- Review deliverables

TASK 2.5: Community Pop-Up Event #2

The Lakota Team will attend a community event to spread the word about the project and gather additional feedback on Open House #2 Materials. "Meeting in a box" materials will also be provided for any organizations to use on their own.

MEETINGS/EVENTS:

- Community Pop-Up Event #2 of 3

WORK PRODUCTS:

- Exhibits and exercises for the event (packaged for "Meeting in a box")
- Marketing materials for the event
- Summary of Event Input

STAFF ROLES:

- Make arrangements for a table at an event/promote event
- Review deliverables

TASK 2.6: Village Council Meeting *VC Meeting #2*

Conduct a discussion meeting with the Village Council to review the vision and planning goals and strategies.

MEETINGS/EVENTS:

- Council Meeting #2 of 3

WORK PRODUCTS:

- Refined Vision, Objectives, and Conceptual Plans
- Feedback from Phase 2 engagement
- Summary of Meeting

STAFF ROLES:

- Prepare for and attend Council meeting

TASK 2.7: Future Land Use and Development Overview

This document will formalize the preliminary visions and recommendations for the Village as a whole, as well as the Green Bay Road Corridor and the Village's three business districts.

WORK PRODUCTS:

- Future Land Use and Development Overview

STAFF ROLES:

- Review deliverables

FACE FORWARD WINNETKA 2040



Donna • 78 years old

Has lived her entire life in Winnetka, with children living in nearby suburbs. Lives in an older home and remembers the old Winnetka with much more vibrant shopping districts. Actively involved in the Community House, North Shore Art League and Caucus.

"The Winnetka I remember was a much more connected community of families and neighbors than today. All these wealthy young people have changed our character and made it harder for us to stay here. I don't know why we need taller buildings than what we already have. Our streets are fine, with beautiful trees and wonderful parks and beaches. Our public works employees are good, our schools are wonderful, and our financial house is in order. These are the important things to focus on to maintain our heritage."

Personas are based on local understanding of Winnetka residents' concerns, not actual residents.

FACE FORWARD WINNETKA 2040



Tom • 58 years old

Kate • 55 years old

Married for 27 years. Moved into an older starter home in Winnetka 22 years ago, and built a new home 10 years ago. Raised three children in Winnetka, the last is a junior at North Shore Country Day. Tom is an avid cyclist.

“Winnetka has been a great place to raise our family, but the cost of living here as we look forward to our next chapter has made us think about what we need in housing and what we want our life to be like. I can’t imagine not having a home base here in Winnetka, but we just don’t need the big house and cost of keeping it up, plus we’re in a “flood zone”. Someone needs to build some different empty nester housing here before everybody like us is gone. Two more requests—we need painted bike lanes on our major streets including Green Bay Road, and why can’t we get a micro brewery-family pub restaurant here?”

Personas are based on local understanding of Winnetka residents’ concerns, not actual residents.

Draft & Final Plan

October 2020 - April 2021

TASK 3.1: Team Working Session

The Lakota Team will meet to discuss all feedback received during Phase III and update visions and recommendations before drafting the Comprehensive Plan.

WORK PRODUCTS:

- Summary of Internal Team Meeting

STAFF ROLES:

- Attend team working session
- Review meeting summary

TASK 3.2: Draft Comprehensive Plan

A Draft Comprehensive Plan will create a land-use policy framework for the community with specific planning strategies and recommendations. Prospective chapters or elements within the Draft Comprehensive Plan will, at a minimum, include:

- » Executive Summary
- » Vision Statement and Planning Goals and Key Policy Statements for Decision-Makers
- » Future Land Use Strategy, Future Land Use Plan and Land Use Matrix
- » Commercial Mixed Use Business District Detailed Plans
- » Transportation Network
- » Walking and Biking Trail Routes
- » Parks and Open Space Master Plan integration
- » Infrastructure, Stormwater Management, and Capital Improvements
- » Transit plans
- » Urban Design, Placemaking, Arts, Culture and Heritage Plans
- » Quality of Life Elements
- » Historic Preservation Strategies
- » Community Facilities Plans (schools and institutions)
- » Community Resiliency and Emergency Preparedness
- » Detailed Corridor Plans (major- Green Bay Road, minor- Tower, Willow, Sheridan and Elm)
- » Implementation and Comprehensive Plan Stewardship. An overall implementation strategy and Comprehensive Plan stewardship chapter will outline key action steps needed to achieve Comprehensive Plan objectives. The strategy will include such elements as:
 - Governance Structures
 - Benchmarks/milestones to gauge implementation success
 - Funding sources

- Zoning, land use, and development regulatory tools and changes
- Fiscal redevelopment incentives or strategies
- Priority level projects, time frames, and parties responsible for initiating key actions.
- Community Initiated Development and adaptive use projects
- Housing initiatives
- Potential public (local, regional, State, and Federal) and private sector partnerships
- Key interrelationships/dependencies between tasks
- Capital Improvement Plan that outlines priority projects over a 5-year, 10-year and 15-year period and that tie back to the implementation of the goals set forth in the Comprehensive Plan.
- Marketing, community relations and messaging strategies

WORK PRODUCTS:

- Draft Comprehensive Plan

STAFF ROLES:

- Review deliverables

TASK 3.3: Village Staff Review & Refinement *Staff Meeting #4*

The Lakota Team will conduct a briefing meeting with Village staff regarding the Draft Comprehensive Plan and potential revisions.

MEETINGS/EVENTS:

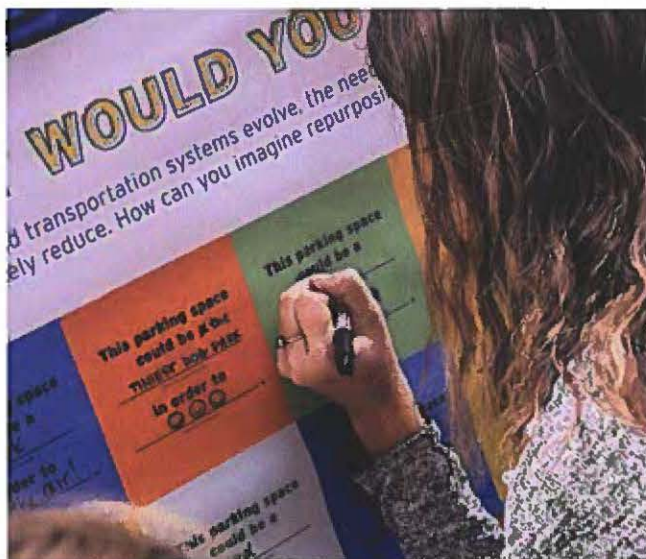
- Staff Meeting #4 of 5

WORK PRODUCTS:

- Summary of Meeting

STAFF ROLES:

- Attend meeting with Lakota to review Draft Comprehensive Plan
- Review deliverables



TASK 3.4: Second Draft Plan and Implementation Strategy

Prepare a Second Draft Plan and Implementation Strategy that incorporates comments from the Village review meeting. The Draft Plan will subsequently be posted to the Project Website for community access and review.

WORK PRODUCTS:

- Second Draft Plan and Implementation Strategy

STAFF ROLES:

- Review deliverables

TASK 3.5: Plan Commission Meeting *PC Meeting #4*

Review Second Draft Plan with the Plan Commission.

MEETINGS/EVENTS:

- Plan Commission Meeting #4 of 5

WORK PRODUCTS:

- Summary of Meeting

STAFF ROLES:

- Make arrangements for and attend Plan Commission meeting

TASK 3.6: Community Open House #3

The Lakota Team will conduct a Community Open House to review the Draft Comprehensive Plan with the community at large. Like earlier Open Houses, this Open House will also feature topic and issue stations for participants to circulate around and to provide input on specific Comprehensive Plan elements as desired. A main emphasis of this community meeting is to educate the community on comprehensive planning goals and opportunities and to validate the "Winnetka Vision." Additionally, since many of the elements of the Comprehensive Plan will be near final, this Open House provides a unique opportunity to convey to the community what the plan means to them and how to be involved in implementation.

MEETINGS/EVENTS:

- Community Open House #3 of 3

WORK PRODUCTS:

- Marketing materials for open house (flyers, posters, social media posts)
- Open House Exhibits to communicate Draft Plan and Implementation Strategy
- On-line version of open house
- Summary of open house and questionnaire results

STAFF ROLES:

- Make arrangements for open house/promote open house
- Attend open house

OUR APPROACH

TASK 3.7: Community Pop-Up Event #3

The Lakota Team will attend a community event to spread the word about the project and gather additional feedback on Open House #3 Materials. "Meeting in a box" materials will also be provided for any organizations to use on their own.

MEETINGS/EVENTS:

- Community Pop-Up Event #3 of 3

WORK PRODUCTS:

- Exhibits and exercises for the event (packaged for "Meeting in a box")
- Marketing materials for the event
- Summary of Event Input

STAFF ROLES:

- Make arrangements for a table at an event/promote event
- Review deliverables

TASK 3.8: Third Draft Plan and Implementation Strategy

Prepare a Third Draft Plan that incorporates comments from the Steering Committee meeting and the final Community Open House. The Draft Plan will subsequently be posted to the Project Website for community access and review.

WORK PRODUCTS:

- Third Draft Plan and Implementation Strategy

STAFF ROLES:

- Review deliverables

TASK 3.9: Village Staff Meeting *Staff Meeting #5*

Conduct a final discussion meeting with Village Staff to review the Third Draft Plan document.

MEETINGS/EVENTS:

- Staff Meeting #5 of 5

STAFF ROLES:

- Review deliverables
- Attend meeting with Lakota to review Third Draft Plan

TASK 3.10: Final Comprehensive Plan and Implementation Strategy

Revise, refine, and prepare the Final Comprehensive Plan and Implementation Strategy matrix and timeline based on the comments from Village Staff, and the Plan Commission. The Final Plan will be delivered in the print and electronic formats as requested by the Village. A copy will also be posted to the Project Website.

WORK PRODUCTS:

- Final Draft Plan and Implementation Strategy

STAFF ROLES:

- Review deliverables

TASK 3.11: Plan Commission Presentation Meeting

PC Meeting #5

Present the Final Plan to the Plan Commission at a public meeting for approval and adoption. This step assumes one additional round of revisions may be necessary based on input from the Commission.

MEETINGS/EVENTS:

- Plan Commission Meeting #5 of 5

WORK PRODUCTS:

- Final Draft Plan and Implementation Strategy

STAFF ROLES:

- Make arrangements for Plan Commission meeting
- Notice Plan Commission public hearing on Comprehensive Plan
- Attend Plan Commission meeting

TASK 3.12: Village Council Presentation *VC Meeting #3*

Present the Final Comprehensive Plan to the Village Council at a public meeting for approval and adoption.

MEETINGS/EVENTS:

- Village Council Meeting #3 of 3.

WORK PRODUCTS:

- Presentation of Final Draft Plan and Implementation Strategy

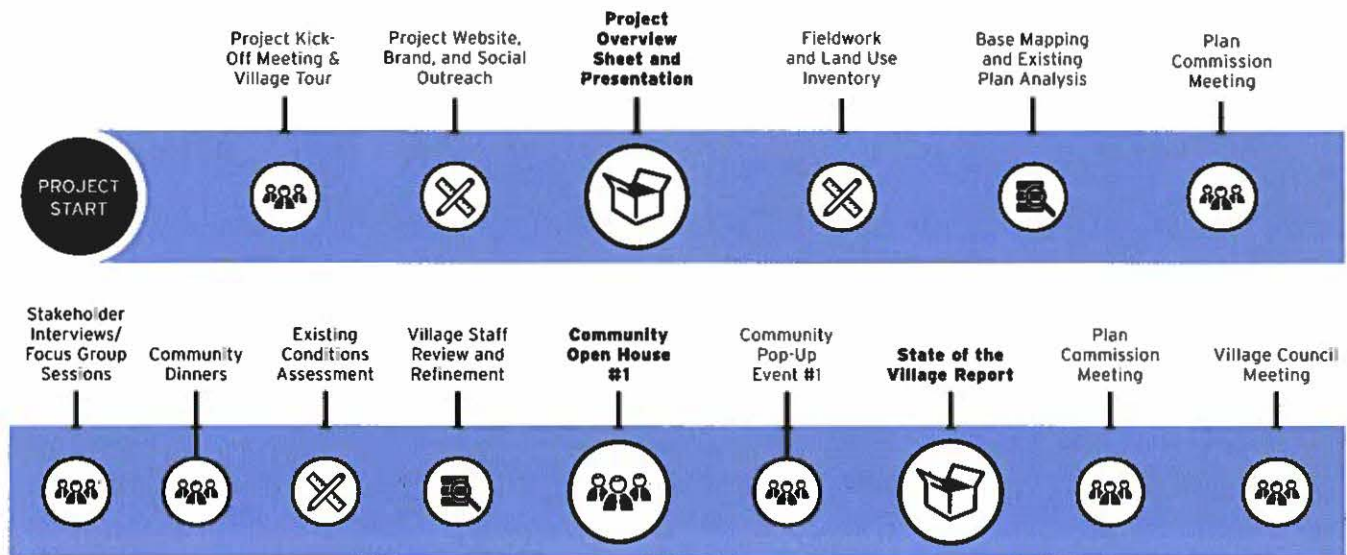
STAFF ROLES:

- Make arrangements for Council meeting
- Attend Council meeting

Schedule

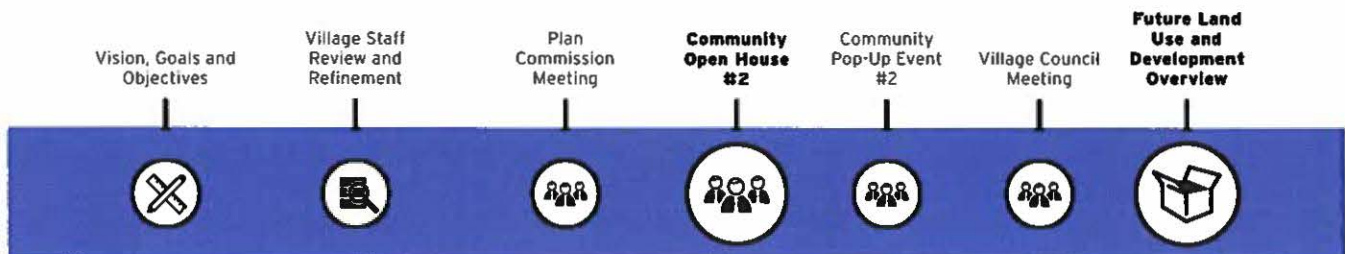
ANALYZE

NOVEMBER 2019 - APRIL 2020



VISIONING

MAY - OCTOBER 2020



DRAFT & FINAL PLAN

OCTOBER 2020 - APRIL 2021



Our Work

THE
LAKOTA
GROUP. ALLIES
IN
PLACE

Community Planning Experience

Our team has collectively worked on community plans across the country, especially for cities in the Midwest. Our plans are formed on solid community input and rooted in an emphasis on implementation. We make sure the right people are at the table from the beginning so that the plan lives on long after the planning process is complete.

Comprehensive Plans

- » Yorkville (IL) Comprehensive Plan
- » City of Louisburg (KS) Comprehensive Plan
- » Chadron (NE) Comprehensive Plan Update
- » LaSalle (IL) Comprehensive Plan
- » Springfield-Sangamon County (IL) Regional County Master Plan
- » Moline (IL) Riverfront Neighborhoods Comprehensive Plan
- » Gary (IN) Comprehensive Plan
- » Mattawan (MI) Comprehensive Plan
- » West Dundee (IL) Comprehensive Plan
- » Pryor (OK) Comprehensive Plan

Downtown/District/Neighborhood Plans

- » Highland Park (IL) Land Use and Zoning
- » Cordova (IL) Waterfront Master Plan
- » Mount Prospect (IL) Downtown Implementation Plan
- » Wilmette (IL) Village Center Master Plan
- » Green Bay (WI) Downtown Master Plan
- » Eddy Street (IN) Commons Master Plan
- » Illinois (Chicago) Medical District Master Plan
- » Oak Park (IL) Arts District Master Plan
- » Evanston (IL) Downtown Master Plan
- » Glenview (IL) Downtown Form-Based Development Code
- » Kenosha (WI) Downtown Strategic Plan
- » St. Cloud (MN) Placemaking Plan
- » Momence (IL) Downtown Master Plan
- » Enos Park (IL) Neighborhood Master Plan
- » Mt. Prospect (IL) Regional Transportation Authority Study
- » PACE Interstate 355 Study (IL)
- » Antioch (IL) Downtown Land Use Plan
- » East Dundee (IL) Transit-Oriented Development Plan
- » Des Plaines (IL) Transit-Oriented Development Plan
- » Bensenville (IL) Transit-Oriented Development Plan
- » Huntley (IL) Transit-Oriented Development Plan
- » Sun Prairie (WI) Target Site Redevelopment Plan
- » Green Bay (WI) Downtown Plan

Corridor Plans

- » Central Street Corridor, Evanston (IL)
- » Lockport Street Corridor, Plainfield (IL)
- » Roosevelt Road Corridor, Berwyn (IL)
- » Illinois Route 53-120 Land Use Strategy (IL)
- » North Clark Street Strategic Plan, Chicago (IL)
- » Rockford South Main Revitalization Plan (IL)
- » Peoria Avenue Bus Rapid Transit Plan, Tulsa (OK)
- » Lincoln Avenue Corridor Plan, Chicago (IL)
- » Clark Street Vision Plan, Chicago (IL)
- » MacArthur Boulevard Master Plan, Springfield (IL)
- » State Street Corridor Plan, Columbus (IN)
- » Willow Road Corridor Plan, Northbrook (IL)
- » Archer Avenue Corridor, Chicago (IL)
- » East Main Street Corridor, Danville (IN)

Park District Comprehensive Master Plans

- » Skokie Playfields Master Plan (IL)
- » Oswegoland Park District Master Plan (IL)
- » Oak Park Comprehensive Park Plan (IL)
- » Elmhurst Park District Master Plan (IL)
- » Highland Park District Master Plan (IL)
- » Wawautosa Parks Master Plan (WI)
- » Winnetka Lakefront Plan (IL)

Historic Preservation Plans

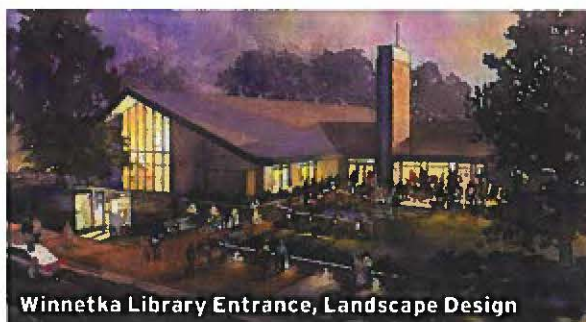
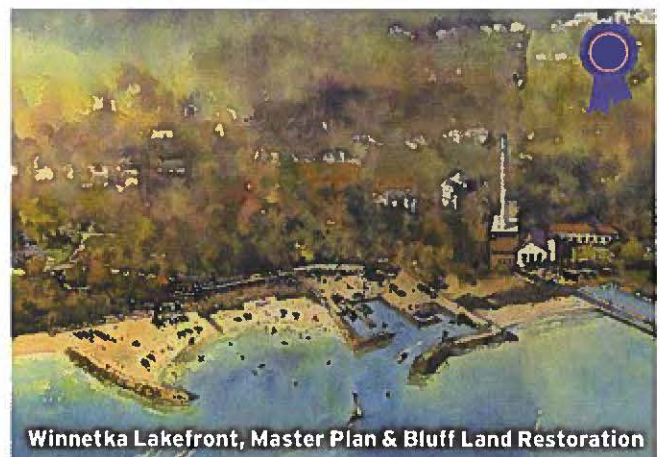
- » San Antonio (TX) Strategic Historic Preservation Plan
- » Tyler (TX) Historic Preservation Plan
- » Racine (WI) Heritage Preservation Plan
- » Oregon Main Street (OR) Revitalization Services
- » Rock Island (IL) Heritage Resources Plan
- » Maui County (HI) Historic Preservation Plan
- » Albany (NY) Historic Preservation Plan

Placemaking, Arts and Culture Plans

- » North Topeka (KS) Arts District Revitalization Plan
- » St. Cloud (MN) Placemaking Plan
- » Niles (IL) Arts and Culture Plan
- » Central New York (NY) Arts and Entertainment District Plans
- » Metropolitan YMCA of Chicago Facilities Master Plan

Winnetka Planning Experience

Since The Lakota Group's inception, we have been working in the Village of Winnetka helping to plan, dream and implement some of the most treasured places in our community.



THE LAKOTA ALLIES GROUP. IN PLACE

Planning
Urban Design
Landscape Architecture
Historic Preservation
Community Engagement



**2017 Daniel Burnham Award
for Best Comprehensive Plan**
American Planning Association,
Illinois Chapter



Comprehensive Plan Update Yorkville, Illinois

Lakota was engaged by the United City of Yorkville (pop: 17,742) to help undertake an 18-month process to prepare an update to its 2008 Comprehensive Plan. Yorkville, located 55 miles to the southwest of Chicago in semi-rural Kendall County and along the scenic Fox River Valley, had experienced significant residential and commercial growth during the early to mid-2000s - the community largely doubling in population during that time period. However, since the national economic recession of 2008, residential and commercial development had slowed substantially, and the land use and growth scenarios proposed within the 2008 Comprehensive Plan were unrealistic given current economic conditions. The 2015 Comprehensive Plan Update proposes a new future land use and development framework that largely concentrates growth in existing residential areas, along with strategies that deal with "paper" subdivisions lacking plat and entitlements. In addition, the Plan provides detailed planning strategies for the revitalization of its traditional downtown district along the Fox River, as well as recommendations for parks and open space, infrastructure systems, expanded industrial areas, transportation, and urban design and placemaking.

Statistics

Start Date: October 2014
Completed: August 2016

Reference

Krysti J. Barksdale-Noble, AICP
Director of Community Development
United City of Yorkville

(630) 553-8573
knoble@yorkville.il.us

THE LAKOTA ALLIES GROUP. IN PLACE

Planning
Urban Design
Landscape Architecture
Historic Preservation
Community Engagement



Comprehensive Plan Louisburg, Kansas

The Lakota Group was engaged by the City of Louisburg to create a Comprehensive Plan that represents a clear, compelling vision and framework for Louisburg's long-term growth, development and quality of life. The Plan is more than just a Comprehensive Plan—it's the Bright Future Plan—a guiding document that builds on Louisburg's assets and strengths while looking forward to an enhanced quality of life, new job opportunities, a revitalized downtown, and vibrant neighborhoods and shopping districts. The Bright Future Plan was created through a dynamic, democratic process that combined an analysis of physical, environmental, economic, and social characteristics with community input and participation. Through various implementation strategies, investment guides, and recommendations, the Plan will foster a physical, economic, and social environment that, in turn, creates a more livable, vibrant, and connected community.

Statistics

Start Date: December 2016
Completed: November 2017

Reference

Jean Carder
Communications Coordinator
City of Louisburg

(913) 837-2324
jcarder@louisburgkansas.gov

THE LAKOTA ALLIES GROUP. IN PLACE

Planning
Urban Design
Landscape Architecture
Historic Preservation
Community Engagement

2014 Award-Strategic Plan
American Planning Association,
Illinois Chapter



Riverfront Neighborhoods Comprehensive Plan Update Moline, Illinois

The Lakota Group was engaged by the City of Moline and Renew Moline, a private-sector development group, to undertake a collaborative process for updating the Moline Centre, Floreciente, and Edgewater Neighborhood Master Plans. The updates addressed the City of Moline's issues related to downtown revitalization, land use, neighborhood housing, urban design and streetscape improvement, small business development initiatives, transportation and roadway networks, and enhancements to the Mississippi River waterfront. The Moline Centre update also focused on potential land development scenarios in the Interstate 74 Realignment Zone due to the pending construction of the Interstate 74 Bridge connecting Moline to the Iowa side of the Quad Cities. With the commencement of bridge construction in 2017, Lakota was rehired by Renew Moline to conduct a more formal assessment of development conditions and feasibility within the I-74 Realignment Zone. The new effort will provide detailed land use and development concepts, examining form and density, traffic circulation patterns, infrastructure considerations, and phasing strategies within the impacted areas.

Statistics

Start Date: June 2013
Completed: April 2014

Reference

Jeff Anderson
City Planner
City of Moline

(309) 524-2038
janderson@moline.il.us

THE LAKOTA ALLIES GROUP. IN PLACE

Planning
Urban Design
Landscape Architecture
Historic Preservation
Community Engagement



Pryor Creek Comprehensive Plan and Zoning Code Update Pryor Creek, Oklahoma

In 2015, the City of Pryor, in collaboration with Pryor citizens and stakeholders, initiated a year-long process to create its first Comprehensive Plan since 1974—a Plan that creates a new strategic vision and direction for Pryor that capitalizes on the community's existing assets, including its neighborhoods, excellent schools, the nearby MidAmerica Industrial Park, community services, and local parks and recreational amenities. This new Comprehensive Plan comes at a time when the Pryor community is seeking ways to enhance its economic and civic vitality while addressing the challenges of aging infrastructure and limited financial resources.

In addition to a new strategic vision, the Comprehensive Plan also provides strategies for improving the economic growth and visual appearances of its historic downtown district and adjacent U.S. Route 69 commercial corridor. These strategies include diversifying housing opportunities and maintaining Pryor's older neighborhoods, adding new open space and recreational opportunities where needed, and investing in and building partnerships that enhance the community's well-being, health, and overall quality of life.

Statistics

Start Date: October 2015
Adoption: September 2017

Reference

Mayor Jimmy Tramel
City of Pryor Creek

(918) 825-4077
tramelj@pryorcreek.org

THE LAKOTA ALLIES GROUP. IN PLACE

Planning
Urban Design
Landscape Architecture
Historic Preservation
Community Engagement



2015 Merit Award
American Society of Landscape
Architects



St. Cloud Placemaking Plan St. Cloud, Minnesota

Lakota led a team that identified placemaking strategies and opportunities to enhance the community's quality of life. The process built upon several of the city's placemaking components mentioned in previous planning projects. The goal was to create a clear, documented, and shared vision for placemaking that would set the stage for private and public activities to better establish St. Cloud's "sense of place."

In addition to facilitating conversations with a range of stakeholders, such as property owners, city leaders, business owners, and citizens, Lakota used a short documentary-style video to educate participants about the placemaking process. In the end, Lakota developed a plan that will cultivate St. Cloud's vitality and sense of place through both short- and long-term placemaking initiatives.

Statistics

Start Date: February 2013
Completed: November 2013

Reference

Jennifer Penzkover
St. Cloud Arts Commission Coordinator
(320) 650-3148
jennifer.penzkover@ci.stcloud.mn.us

THE LAKOTA ALLIES GROUP. IN PLACE

Planning
Urban Design
Landscape Architecture
Historic Preservation
Community Engagement



Vision Clark Street Corridor Plan Chicago, Illinois

The Lakota Group was engaged by Rogers Park Business Alliance to create a corridor plan for Clark Street in the heart of the Rogers Park neighborhood. Significant bilingual outreach to residents and business owners was performed to ensure the plan reflected the vision of the overall community. Over 350 people attended the first two community meetings and 500 online and in-person surveys were completed. The final Corridor Master Plan synthesized all of the feedback received throughout the plan and graphically illustrates the issues and opportunities of the corridor and the vision for its future. Concepts outlined in the plan include economic development strategies, design, signage and wayfinding improvements, multi-modal transportation improvements and the enhancement and preservation of neighborhood character and history. An extensive implementation action plan was included to guide the community in achieving this vision.

Statistics

Start Date: March 2017
Completed: December 2017

Reference

Sandi Price
Executive Director
Rogers Park Business Alliance

(773) 508-5885
sprice@rpba.org

THE LAKOTA ALLIES GROUP. IN PLACE

Planning
Urban Design
Landscape Architecture
Historic Preservation
Community Engagement



North Topeka Arts District Revitalization Plan Topeka, Kansas

In association with LaMotte West Consulting of Portland, Oregon, Lakota prepared a revitalization plan focused on placemaking and the arts for the North Topeka Arts District (NOTO), a compact traditional commercial district located north of the Kansas State Capitol and Downtown Topeka. Working with the non-profit North Topeka Arts District Board and a volunteer steering committee composed of district property owners, artists and businesses, Lakota prepared design concepts for building and streetscape enhancements, sculpture gardens, public spaces, development sites, and small and large-scale placemaking and public art projects. Preservation of historic buildings focused on retaining the character of the historic area for an arts and culture based economic development plan. The Plan also provides recommendations for building the organizational capacity of the Arts District Board to manage and market the district effectively and on integrating historic preservation-based economic development initiatives focused on rehabilitating and adapting the district's historic buildings for retail,

Statistics

Start Date: January 2016
Completed: December 2016

Reference

Anita Wolgast
Co-chair
NOTO Arts District Board

(785) 230-4979
awolgast2@gmail.com

THE LAKOTA ALLIES GROUP.IN PLACE



**2017 Honor Award
for Communication**
American Planning
Association, IL

Planning
Urban Design
Landscape Architecture
Historic Preservation
Community Engagement



Vision 2020: Comprehensive and Strategic Plan Elmhurst, IL

The Lakota Group, along with a sub consultant team, worked with the Elmhurst Park District in the development of their Comprehensive and Strategic Master Plan. The team completed park, facility, and program assessments, conducted stakeholder interviews, hosted community open houses, and facilitated a statistically-valid community survey. The end result included detailed strategies for the District's parks, facilities, and programs that pay special attention to the needs of their unique demographics. The final plan was adopted in July 2017.

Vision 2020: Comprehensive and Strategic Plan was the recipient of the American Planning Association-IL 2017 Honor Award for Communication.

Statistics

Start Date: October 2016
Completed: July 2017

Reference

Laura Guttman
Strategy and Planning Coordinator
Elmhurst Park District

(630) 993-8920
lguttman@epd.org

THE LAKOTA ALLIES GROUP. IN PLACE

Planning
Urban Design
Landscape Architecture
Historic Preservation
Community Engagement



Park District of Highland Park Comprehensive Master Plan Highland Park, Illinois

The Lakota Group, along with PROS Consulting, Gewalt Hamilton Associates, and PHN Architects led a comprehensive planning process for the Park District of Highland Park. Based on a thorough evaluation of existing park amenities and a robust community engagement process, the Lakota team developed a plan that established a clear set of goals, policies, and standards for the Park District's open space, trails, recreation facilities, and programs.

Statistics

Start Date: April 2013
Completed: December 2015

Reference

Liza McElroy
Executive Director
Park District of Highland Park
(847) 831-3810
lmcelroy@pdhp.org

THE LAKOTA ALLIES GROUP. IN PLACE



2016 Strategic Plan Award
American Planning
Association, IL

Planning
Urban Design
Landscape Architecture
Historic Preservation
Community Engagement



Lakefront Master Plan Winnetka, Illinois

The Lakota Group with its team of subconsultants—Gewalt Hamilton Associates, Shabica Associates, Baird & Associates and OKW Architects—led the development of the Lakefront Master Plan for the Winnetka Park District's five lakefront parks and beaches. In addition to acting as the facilitators of this lakefront planning process, Lakota undertook the engagement of residents and other stakeholders to actively participate in developing a shared community vision. The end result was a clear approach with detailed strategies for future enhancements of the District's parks and beaches.

Statistics

Start Date: July 2014
Completed: December 2015

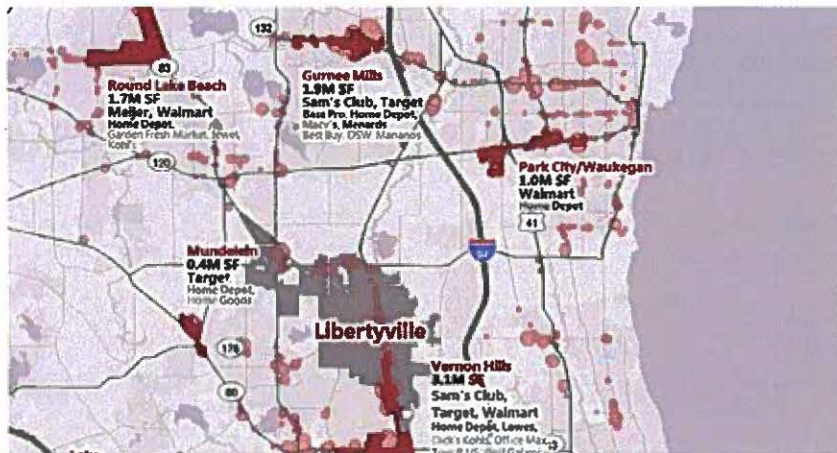
Reference

John Muno
Executive Director
Winnetka Park District

(847) 501-2074
jmuno@winpark.org



MARKET ANALYSIS FOR VILLAGE COMPREHENSIVE PLAN VILLAGE OF LIBERTYVILLE, ILLINOIS



LOCATION
Libertyville, IL

DATES OF ENGAGEMENT
Apr 2018 - Ongoing

SB Friedman conducted a market analysis as part of a Comprehensive Plan update, led by the Lakota Group, for the Village of Libertyville. Our analysis will be used to guide future development in Libertyville, particularly in understanding land use and development potential of several key sites.

We performed the following steps to provide a thorough assessment of the market potential for residential, retail, industrial and office land uses:

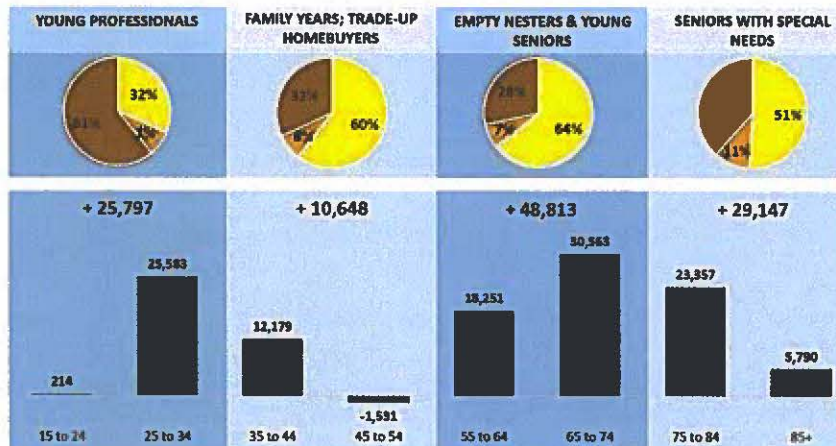
- » Reviewed historic and projected demographic changes;
- » Analyzed housing market trends for all housing types, including senior and affordable housing;
- » Assessed the Village's position in the competitive market for each analyzed land use;
- » Reviewed retail, office and industrial competitive supply and market data;
- » Researched overall trends in retail, office and industrial typologies; and
- » Projected development potential for each analyzed land use.

We also identified implementation strategies for key redevelopment areas related to strengthening the mix of commercial and entertainment uses downtown to support restaurants, strategic redevelopment of key sites, and diversification of housing product downtown and on remaining development sites in the Village.

Results: SB Friedman presented our market findings to the Village and Steering Committee in September 2018. The Comprehensive Plan update is ongoing and is expected to be completed later in 2019. The Village is already moving forward with implementation based on preliminary strategy recommendations.



MARKET AND FISCAL ANALYSES FOR VILLAGE COMPREHENSIVE PLAN VILLAGE OF NEW LENOX, ILLINOIS



LOCATION
New Lenox, IL

DATES OF ENGAGEMENT
Apr 2017 - Nov 2018

SB Friedman was engaged as part of a team to prepare a market analysis for the Comprehensive Plan for the Village of New Lenox. We also conducted a fiscal analysis of various development scenarios to inform the Village's future land use decisions. The Plan incorporated public feedback and our analyses to guide the location, scale and form of development.

As part of our market analysis, we completed the following tasks:

Residential

- » Reviewed historic housing market trends and analyzed demographic changes;
- » Prepared briefing materials on various housing types being considered within the Village, including single-family, multifamily rental and senior housing;
- » Reviewed historical housing preferences by householder age for the region; and
- » Forecasted the amount and mix of housing types likely to be demanded in the future.

Retail

- » Analyzed the competitive supply and existing base of retail in the Village;
- » Researched the Village's retail position relative to regional competitors and analyzed market trends that may impact retail development in the future;
- » Prepared briefing materials on different retail typologies, namely hybrid retail center and town center formats; and
- » Estimated the future supportable square feet of retail and appropriate land area needs through 2030.

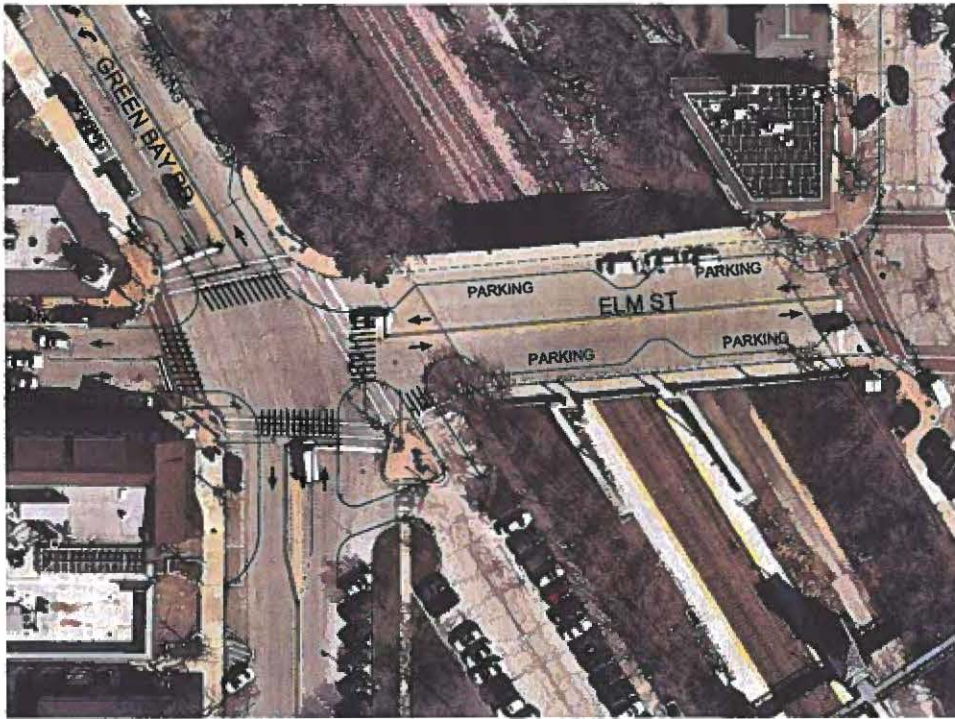
To help the Village ensure that its greenfield growth is fiscally sustainable, we created a fiscal model that projects municipal revenues and expenses by land use, and estimates realistic impacts on municipal finances. The model allows for easy input of land use programs to test the fiscal impact of different development scenarios.

Results. SB Friedman presented our market findings and fiscal model to the Village. The Comprehensive Plan was approved in November 2018.

**Sam
Schwartz**Transportation
Consultants

Winnetka Downtown Master Plan

Winnetka, IL

**Client**

Village of Winnetka

Contact

Megan Pierce
Assistant Village Manager
10 Green Bay Rd
Winnetka, IL 60093
(847) 501-6000
MPierce@winnetka.org

Services

Parking Planning
Transportation Planning
Traffic Engineering

Consultant Fee

\$20,000

Project Dates

August 2015 – November
2016

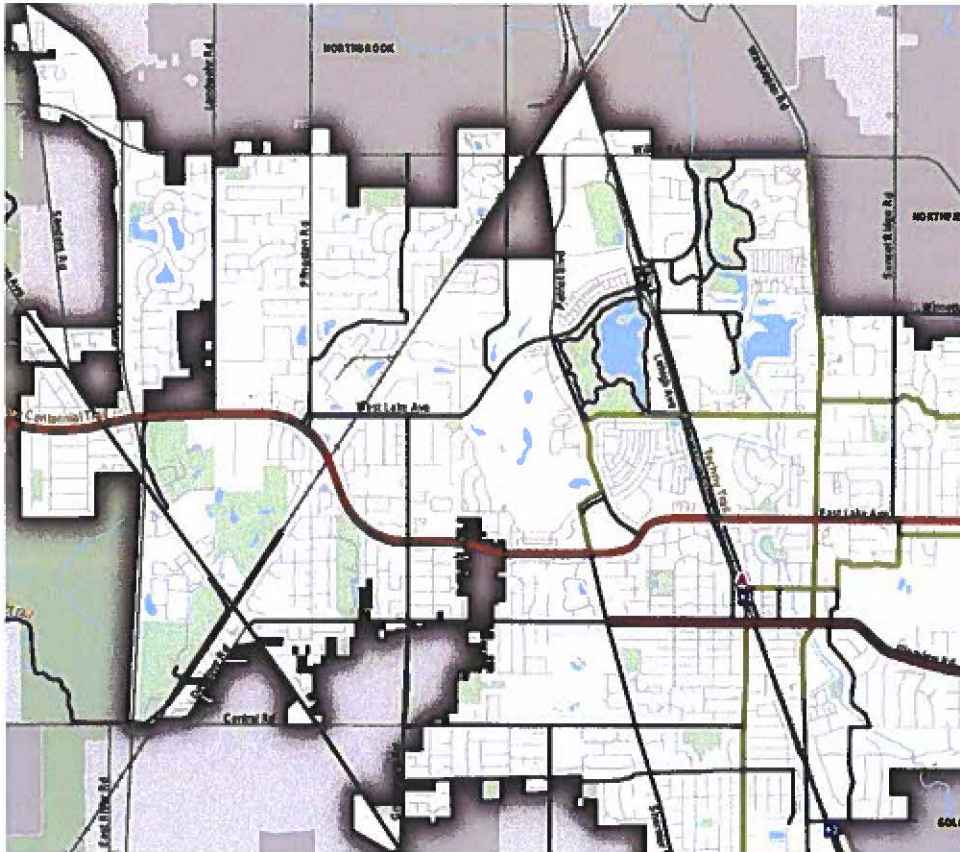
Sam Schwartz was a subconsultant on this project to support the Downtown Master Plan with pedestrian mobility, traffic circulation, parking and bike connectivity recommendations. Changing the character of the Green Bay Road corridor through each of three Downtown districts was determined early on in the project to be critical in creating cohesive, walkable areas where today it functions as a perceived barrier that bisects each district. Difficult customer parking was also identified as an important issue. Through a standalone Downtown Transportation Plan, the key recommendations of the project included a road diet on Green Bay Road, intersection pedestrian crossing improvements, and parking system modifications to simply customer usability like permit reallocation, consolidation, time restriction changes, and wayfinding. A parking user hierarchy framework was developed to help communicate parking priority in the Downtown districts from customers to employees to commuters.

**Sam
Schwartz**

Transportation
Consultants

Glenview Comprehensive Plan

Glenview, IL



Client

Village of Glenview

Contact

Joe Kenney
Director of Community
Development
2500 East Lake Avenue
Glenview, IL 60026
City, State, Zip
(847) 904-4400

Services

Transportation Planning
Multimodal Planning

Consultant Fee

\$16,000

Project Dates

August 2015 – December
2015

Sam Schwartz Key Staff

Stacey Meekins, AICP
Project Manager

Kelly Conolly, P.E.

Sam Schwartz served as the transportation expert on the Glenview Comprehensive Plan consulting team, conducting an analysis of the overall transportation system in Glenview to understand at a high level, the issues and concerns of the community. During a 4-day charrette, Sam Schwartz organized several interactive mapping exercises to learn from community members what their concerns and priorities were around transportation issues. The activities were organized around topic areas, focusing on where traffic congestion is excessive, where people have trouble crossing the street, and where gaps should be filled in the bikeway network.

The outreach and analysis conducted led to 8 Transportation and Mobility goals for the Village that set the Village up to respond to multi-modal transportation needs and address safety and mobility for all. The goals include a focus on improvements to transit, Complete Streets, and better mobility for bicyclists and pedestrians, in addition to smoothing travel for those in vehicles as well.



West and Southwest Stormwater Study – Winnetka, IL

The Village of Winnetka hired us to provide stormwater and flood control study services for the western and southwestern areas of the Village. Both areas of Winnetka rely heavily on multiple stormwater pumping stations to convey stormwater runoff that is interior to an extensive levee system. The Village experienced two historic rainfall events over the past 10 years (September 2008 and July 2011) that resulted in widespread flooding and significant property damage and losses. The intent of the study was to identify creative and cost-effective flood control solutions guided by comprehensive watershed-based stormwater analyses, robust XP-SWMM 2d stormwater modeling, extensive public engagement processes, and establishment of community and stakeholder partnerships. The stakeholder engagement process included conducting numerous meetings with open space landholders in the watershed, including the Forest Preserve District of Cook County, the Winnetka Park District, School District 36, and New Trier High School District. Five public engagement meetings were held over a 2-month period that afforded the public an opportunity to be part of the flood control master plan development process, resulting in public buy-in of the final vision of the project.

A wide spectrum of flood control strategies were evaluated and ranked in a summary matrix based on measurable metrics such as need for land acquisition, reliance on pumping facilities, regulatory agency approval, public acceptance, flood risk reduction effectiveness, and cost. The result of the stormwater and flood control study was development of a \$57.7 million flood control master plan consisting of 15 distinct stormwater conveyance and storage infrastructure projects that, when fully implemented, will significantly reduce structural flooding and related property damage and removed approximately 413 properties from impacts because of the design 100-year storm event. As part of the study, we also performed a Benefit-Cost Analysis (BCA) that compared the anticipated flood damage reduction benefit versus the projected implementation cost. Based on the results of the BCA, implementation of the flood mitigation plan would result in approximately \$99.5 million in flood damage reductions over a 50-year “design life”. The resultant benefit to cost ratio was 1.72, which justifies the Village’s investment in implementing the master plan.

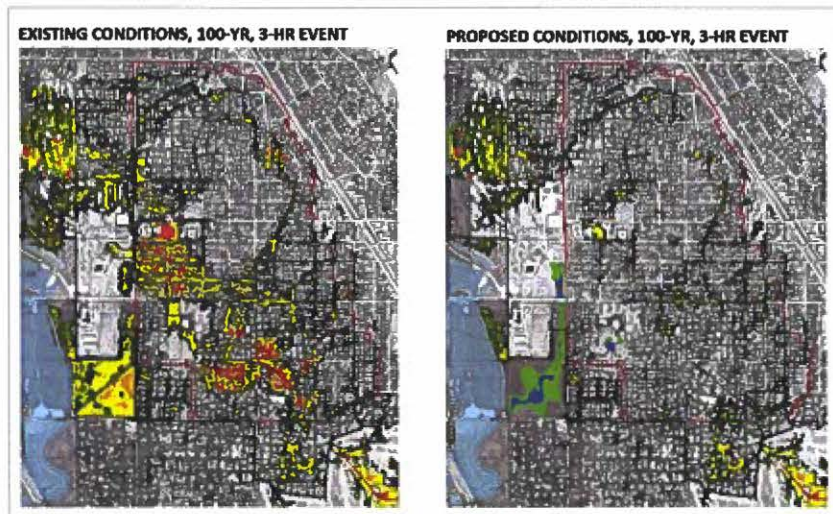
Client Reference:
Steve Saunders, DPW
(847) 716-3534

Year Completed:
2016

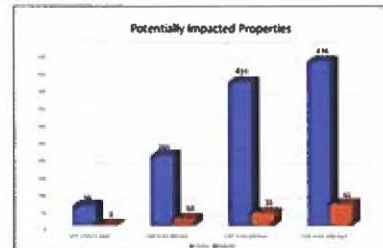
Project Cost:
\$256,000 (study)
\$57.7 million (plan)

Project Team:
Mike Waldron, P.E.
Mark Shubak, P.E.
John Lyons, P.E.
Mike Williams, P.E.
Kelsey Andersen

- Project Features:**
- Community confidence-building through watershed-wide XPSWMM 2d modeling.
 - Watershed-based approach gaining public buy-in through innovative public involvement process.



XP-SWMM 2d existing vs. proposed flooding depths and extents results.



July 2011 flooding.



Stormwater Management Capital Plan for Village of Midlothian, Illinois – Chicago Metropolitan Agency for Planning (CMAP), IL

In 2015 we began our role as one of CMAP's Stormwater Management Advisors providing an engineering perspective to regional stormwater and flood control planning. Recently, we assisted CMAP with studying the Village of Midlothian, which, like many Chicagoland communities, has dense suburban development with insufficient stormwater management and protection facilities. There are four watercourses within the Village including the Cal-Sag Channel Tributary, Natalie Creek, Midlothian Creek, and Park/Dixie Creek that flood during small to moderate rainfall events. The Village also experiences localized stormwater and flooding issues caused by flat topography, increased impervious surfaces, and outdated infrastructure.

Through its Local Technical Assistance (LTA) program, CMAP partnered with the Village and Strand Associates, Inc.® (Strand) to develop a Stormwater Management Capital Plan (SMCP). This effort built upon prior initiatives between the Village, the Center for Neighborhood Technology (CNT), the United States Army Corps of Engineers (USACE), and a local stormwater interest group by gathering background information and performing planning level evaluations of stormwater flooding issues and conceptual mitigation opportunities compiling the findings into a single plan, prioritizing the opportunities based on Village goals and values, and determining opinions of probable cost for select projects that will allow the Village to plan for funding and implementation of effective stormwater and flood control initiatives.

As part of the plan, a wide spectrum of stormwater management and flood control opportunities were evaluated and ranked in a summary matrix using measurable metrics such as need for land acquisition, infiltration potential, flood risk reduction effectiveness, benefitting properties, and cost. The final SMCP provided prioritization and phasing for each opportunity as well as preliminary engineering design and opinions of cost for an initial four stormwater management projects recommended by Strand.

Client Reference:
Jason Navota,
Director
(312) 386-8750

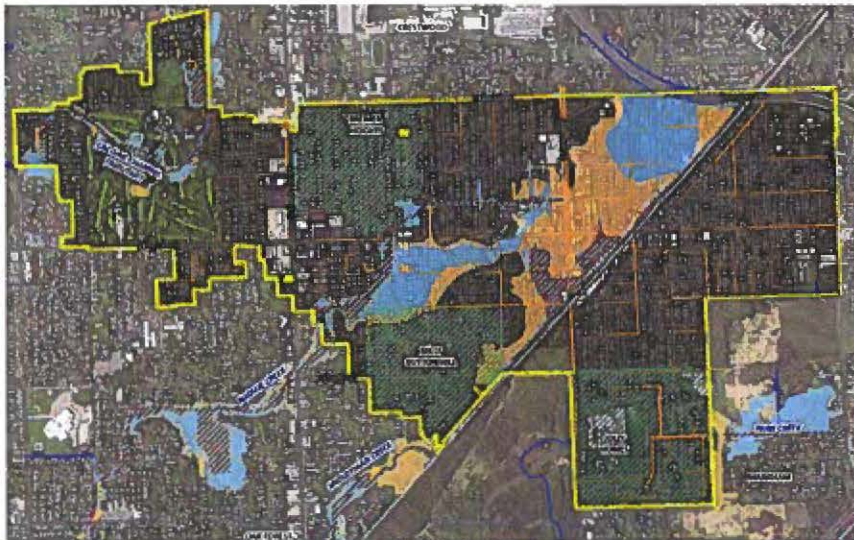
Year Completed:
On Going

Project Cost:
\$98,400 (study)

Project Team:
Mike Waldron, P.E.
Kelsey Andersen
Chris Rust, P.E.
Mark Shubak, P.E.

Project Features:

- Watershed-based stormwater and flood mitigation approach
- Close partnership with local and public stakeholders



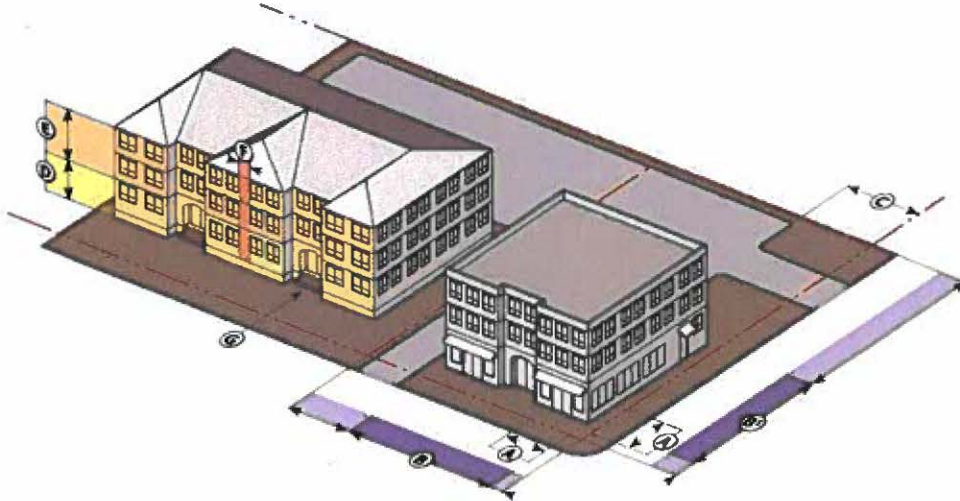
Village-wide floodplain mapping with priority neighborhoods.



2018 flooding.

Highland Park DOWNTOWN ZONING

Duncan Associates prepared a series of downtown zoning text and map amendments for the City of Highland Park (IL). This work occurred as the final stage of a downtown plan update. The text amendments address (reduced) parking, urban design, increased residential density and maximum building heights. The amendments follow a form-based approach and promote walkable urban development patterns.



SCOPE

Downtown zoning amendments

HIGHLIGHTS

- Implements new downtown master plan
- Form-based controls
- Reduced minimum parking
- Higher density mixed-use allowances

PRIME

The Lakota Group

MANAGER

Kirk Bishop

SUBCONSULTANTS

Duncan Associates

STATUS

Completed January 2014

REFERENCE

Lee Smith

Senior Planner

City of Highland Park

1150 Half Day Road

Highland Park IL 60035

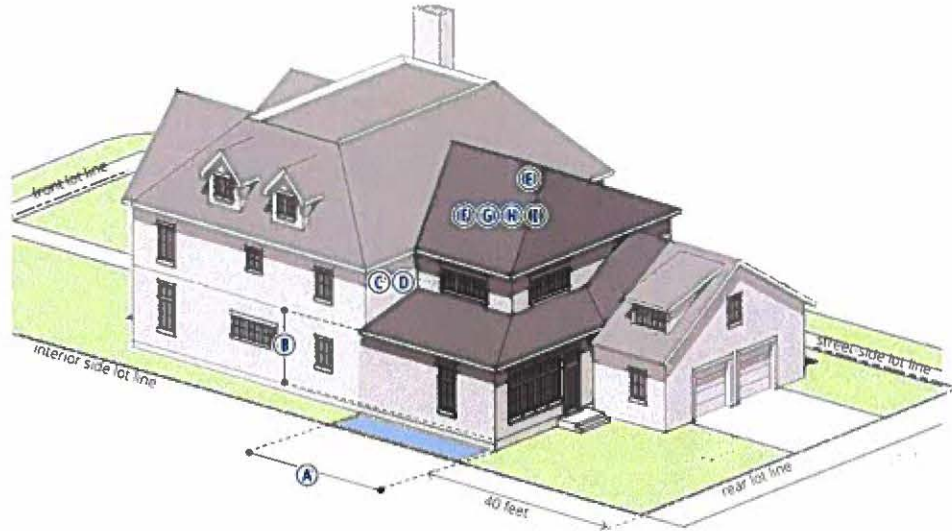
(847) 926-1612

lsmith@cityhpil.com

University Park ZONING ORDINANCE

University Park (TX) is an affluent inner-ring suburb in the Dallas metropolitan area. In 2016, the city retained Duncan Associates and team partner, CodaMetrics, to prepare an update of the 20-year old zoning ordinance. Rather than a complete overhaul, the University Park project focused on improving the clarity, format and organization of existing regulations. The assignment also involved detailed work on single-family residential design regulations. The new ordinance includes a complete reorganization of the zoning district regulations and 3D models of residential design standards.

The team also designed and hosted a project website that was used to disseminate information about the project.



SCOPE

Zoning ordinance update

HIGHLIGHTS

- Complete reorganization/reformat
- New illustrations and 3D graphics
- Extensive work with citizen advisory panel
- Project website design and hosting

PRIME

Duncan Associates

MANAGER

Kirk Bishop

SUBCONSULTANTS

CodaMetrics

STATUS

In-Progress (2017)

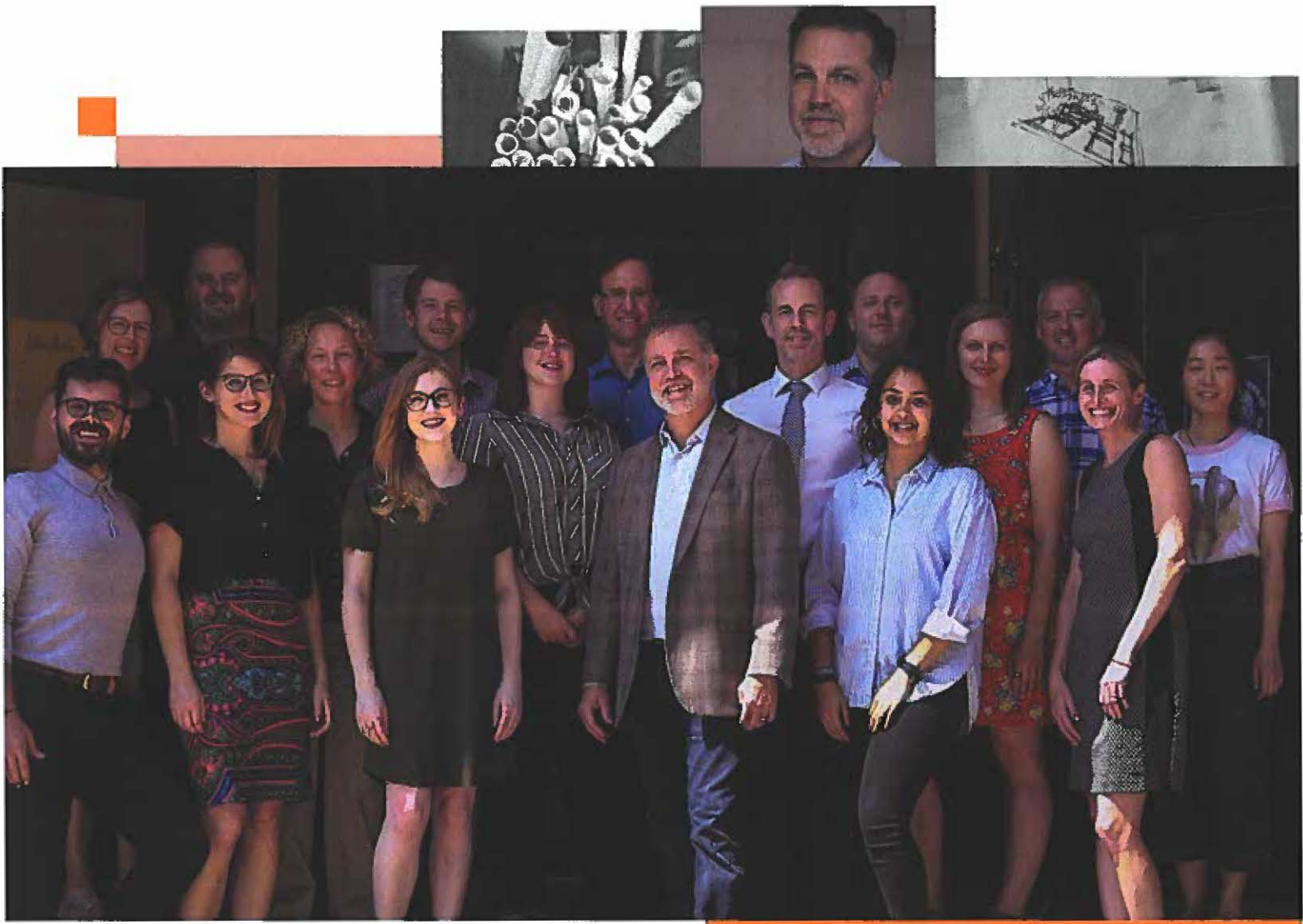
REFERENCE

Patrick Baugh
Community Development Director
City of University Park
4420 Worcola
University Park TX 75206
(214) 679-0367
pbaugh@uptexas.org

Our People



THE
LAKOTA GROUP.
ALLIES
IN
PLACE



The Lakota Group is a Team of professionals who work shoulder-to-shoulder with clients over the long term, going the extra mile, making personal connections, and traveling the long journey together.

Heart and Soul

The Lakota Group is a team of talented planners, designers, and strategic thinkers powered by a passion to offer creative solutions.

Our defining attribute is fostered through a team-based approach to project management centered on positive dialogue. Led by our drive to institute change in a sustainable way, Lakota associates abide by a process that combines critical thinking and community engagement. The result? A practice that seeks to produce the most effective solutions, carefully balancing the real with the ideal.

Our quest is simple: we want to improve communities.

By engaging local residents through workshops, discussions, and surveys, we strive to pinpoint the opportunities for improvement. We want clients to help us place ourselves in their frame of context: what would we want if we were the ones living in their town? Working in their building? Raising a family in their neighborhood? We want to listen, and we want to talk, and then we want to listen some more. Lakota acknowledges the issues, while also recognizing the strengths, shedding light on the qualities that make a community unique, and brainstorming the ways upon which they can be built.

Though based in Chicago with strong roots in the Midwest, we have worked in communities ranging from Maui, Hawaii to Denton, Texas to Albany, New York. Every new city we work in provides insight into the characteristics that make our communities different, and also often very similar.

Through its mold-breaking and place-making mentality, Lakota relishes the coalescence between land and community, ultimately demonstrating a practice that perfectly reflects its name: "Allies," the English translation of the Native American word, Lakota.

OUR SERVICES

Planning
Urban Design
Landscape Architecture
Historic Preservation
Community Engagement



The Lakota Group will be the primary project manager for the project, taking the lead the lead on visioning, land use planning, scenario development, downtown planning, housing and neighborhoods, community design and aesthetics, and document design, graphics, and branding. Lakota will lead the community engagement process.

The Lakota Group



SCOTT FRERES PLA President

Scott is the principal and co-founder of The Lakota Group, and has nearly 30 years of experience in design and planning projects. As an industry leader in sustainable urban design, Scott has spoken at numerous conferences for various planning, recreation and conservation organizations. Scott's ability to take a fresh, simple and inclusive approach to problem solving has established The Lakota Group's reputation as a creative leader in the industry.

Scott will be the principal-in-charge and project manager for this process, providing oversight and quality control.



KEVIN CLARK PLA AICP Principal, Director of Design

Kevin brings 18 years of experience in urban planning and landscape architecture to The Lakota Group, where he oversees the firm's urban design projects. His award-winning portfolio spans downtown, transit-oriented and neighborhood revitalization plans, physical and economic development strategies, and innovative design of open spaces and public places. He is passionate about dynamic and interactive public processes and works to integrate innovative technology throughout all of Lakota's projects.

Kevin will serve as the deputy project manager and will assist with community land use planning, downtown/corridor design, and scenario testing.



NICHOLAS KALOGERESIS AICP Associate Principal

With 28 years of work in the urban planning field, Nick has extensive experience in comprehensive planning, Main Street revitalization and commercial corridors, traditional neighborhoods, historic preservation, and design guidelines and urban design management. Nick has completed planning assignments in a variety of settings, from big cities to small cities across the country, and has written articles and presented frequently at a number of national and state conferences including the American Planning Association and the National Main Street Center.

Nick will assist the team with land use and economic development based historic preservation strategies.



BECKY HURLEY JD Senior Land Use Advisor

Becky brings a unique set of experiences in and around land use planning to Lakota, where she provides strategic analysis in planning and community engagement with over 30 years of experience in land use and real estate law. Becky's work is guided by her belief that community thrives in well-designed places. Her extensive experience in community engagement and negotiations gives her a distinct skillset that helps clients and stakeholders work collaboratively to create these special types of places.

Becky will lead the community engagement process for this assignment.



MICHAEL KRITZMAN AICP Senior Associate

Michael is an urban designer and planner with experience working on a range of environmental design and planning projects nationwide. His expertise is in preparing development concepts and strategic plans for both public and private sector projects, with a particular focus on urban revitalization and place-making.

Michael will assist the in land use analysis and implementation strategies.



RACHAEL SMITH, Community Brand Manager

Rachael is a planner and designer whose experience ranges from crafting and coordinating effective community engagement efforts to designing wayfinding and signage for major corridors in the Chicago area. Rachael is driven by her belief that good design—of places, brands, and systems—results in happier people and a more sustainable environment. By incorporating strong design principles into every project she works on, Rachael creates end products that are engaging and understandable for a wide range of audiences.

Rachael will assist with urban design, graphics creation, and public outreach process.



ABIGAIL ROSE, Associate

Abigail is a planner and designer whose multidisciplinary background has led her to work closely with a wide range of communities and stakeholders. She has served as a municipal planner in the Austin Metropolitan area and design consultant for numerous Midwest municipalities. Abigail is well-versed in morphing complex issues into simple messages and clean visuals to communicate the big picture.

Abigail will assist with urban design, graphics creation, and public outreach process.

SB Friedman

SB Friedman Development Advisors ("SB Friedman") is a specialized real estate and development advisory firm based in Chicago. Founded in 1990 by Stephen B. Friedman, FAICP, CRE, we work closely with municipalities, other governmental entities, universities, not-for-profits, health care institutions, developers, economic development organizations, transit agencies, and lending institutions to: project market and financial feasibility; evaluate development potential and financial impacts; identify innovative public-private development solutions; and prepare implementable strategies. SB Friedman's focus will be **market analysis and implementation strategies**.

FRAN LEFOR ROOD AICP Senior Vice President

Fran brings expertise in thoughtful analysis of market conditions and scenarios, and assessment of strategic redevelopment options to inform policy and development decisions, as well as studying the broader economic impacts of development. Her experience includes conducting the market analysis component of the land use planning effort that focused on the proposed IL-53/Route 120 corridor, which overlaps 18 Lake County communities. Additionally, she has led numerous financial analyses to determine the need for public assistance for clients including Michigan Economic Development Corporation. Fran is a Series-50 Qualified Municipal Advisor Representative.

Fran will serve as the market lead on this project.

CAITLIN JOHNSON AICP Associate Project Manager

Caitlin has a background in community and economic development, public private development finance, and urban planning. She is a market analysis specialist with experience in providing market analysis and development forecasts for comprehensive and master plans in communities throughout the Midwest, including Libertyville, Mundelein, Roselle and New Lenox, Illinois. She has also prepared a citywide residential market assessment for the City of Wauwatosa, Wisconsin, and conducted an economic impact study of a proposed golf course development in Sheboygan County.

Caitlin will serve as a market analyst on this project.

Sam Schwartz

Sam Schwartz is a multi-modal transportation planning and engineering firm that has collaborated with cities for over twenty years on complex issues and strategies. In an era where daily changes in behavior, technology, and funding are creating transportation disruption, Sam Schwartz offers a forward-looking, yet pragmatic, approach to sustainable mobility with unparalleled technical and problem-solving expertise. As city leaders increasingly aspire to re-envision their streets as places for more than just automobiles – while also working better for automobiles – Sam Schwartz has served as a frequent collaborator with those cities who are leading the charge, implementing the tremendous change that accompanies new leadership (Los Angeles and Seattle) or a new focus on transportation choices (Chicago and Grand Rapids). Sam Schwartz **will provide valuable analysis and strategies on transportation issues**.

KELLY CONOLLY PE Associate

Kelly K. Conolly helps lead the Sam Schwartz Chicago office traffic and parking group and has 15 years of experience in the traffic engineering and transportation planning fields. She is a licensed professional engineer that brings a creative yet buildable approach to planning and designing transportation solutions. She has managed or assisted in the completion of hundreds of parking studies and transportation plans in her career, many of which focus on Central Business Districts and balancing transportation goals to promote a dense, walkable environment characteristic of downtowns.

Kelly will serve as the transportation and infrastructure expert on this project.

JANE WILBERDING AICP Transportation Planner

Ms. Wilberding brings expertise in parking management, transportation demand management, wayfinding, and emerging technologies to the Sam Schwartz team. She has advised and collaborated with a variety of public officials and private developers throughout the country to achieve mode split goals by developing an effective mix of regulations, policies, and incentives.

Jane will serve as the lead transportation planner on this project.

Strand Associates, Inc.

Strand Associates, Inc. has been providing exceptional civil and environmental engineering services to their clients since 1946. They attribute their organizational strength to our talented engineers, effective management, and, most of all, commitment to nurturing long-term client relationships. Strand's focus will be **infrastructure and implementation strategies** for this assignment.



MICHAEL WALDRON PE Senior Associate

Mike is the Discipline Coordinator of our Joliet Municipal and Stormwater Engineering Department. He has 27 years of experience with our firm and has served as Project Manager and Lead Project Engineer for many stormwater management reviews and studies. Mike has been involved in all stormwater management projects out of our Joliet office and has worked with several communities to develop stormwater management planning, as well as participating on regional stormwater planning commissions. Mike has been the Project Manager for all Illinois stormwater-related projects noted in our Project Experience section, including our current Village of Winnetka West and Southwest Stormwater Management Program, and our Midlothian Stormwater Capital Plan for CMAP.

Michael will act as Stormwater Project Manager.



MARK SHUBAK PE CFM Senior Associate

Mark has 25 years of experience as a stormwater and water resource engineer, including hydrologic and hydraulic (H&H) analyses using a variety of software packages; plan, design, and construction administration of stormwater conveyance and storage facilities; floodplain and floodway studies/mapping; Phase I and II NPDES stormwater permitting; grant writing; and streambank restoration planning and design.

Mark will serve as the Technical Advisor and provide QC review.



JOHN LYONS PE

John has 32 years of experience in the civil/environmental field, with a rare blend of private sector, regulatory, and municipal expertise. John is nationally recognized by his peers, colleagues, and Environmental Project Agency regulators as an expert in stormwater management and sustainability. He has an exceptional ability to approach complex problems in a very pragmatic yet innovative way and is a recognized leader in the use of sustainable alternatives for stormwater management to reduce overflows, alleviate flooding, and provide opportunities for community enhancement.

John will serve as Technical Advisor, providing input for alternative evaluations, and engineering design

Duncan Associates, Inc.

Duncan Associates provides local government consulting services with a primary focus in two areas (1) revising zoning and development regulations and (2) preparing impact fee studies. From offices in Chicago and Austin, the firm has provided zoning and impact fee consulting services to hundreds of cities and counties in more than 35 states. Duncan's focus for this assignment will be **zoning and development regulations**.



KIRK BISHOP Principal

Kirk's substantial portfolio of work includes development ordinance revisions and code updates for dozens of local governments. Kirk's background also includes code rewrites for many large cities, such as Chicago, Philadelphia, Pittsburgh, Kansas City, Detroit, Tulsa and Toledo. In recognition of his big city zoning experience, he was invited by Harvard University and the Lincoln Institute of Land Policy to serve on a three-member panel of zoning advisors for planning directors of the 25 largest U.S. cities.

Kirk will lead the zoning and development review and recommendations.



Scott Freres, PLA, ASLA

President | 1993-Present

Scott is the President and co-founder of The Lakota Group, and has over 30 years of experience in designing and shaping communities and open spaces around the country. As an industry leader in sustainable design, Scott has worked with cities, towns, developers, institutions, and non-profit agencies, using his skills placemaking and urban design to create beautiful and engaging places. Scott's ability to take a fresh, simple, and inclusive approach to problem solving has established The Lakota Group's reputation as a creative leader in the industry.

SIGNATURE PROJECTS
Urban & Regional Planning

- Illinois Route 53/120 Land Use Strategy - Lake County, IL
- Riverfront Neighborhoods Comprehensive Plan Update - Moline, IL
- MedQuarter Master Plan - Cedar Rapids, IA
- Downtown Strategic Development Plan - Kenosha, WI
- Illinois Medical District Master Plan - Chicago, IL
- Willow Road Corridor Plan - Northfield/Winnetka, IL
- State of Oregon Main Street Revitalization Services - OR
- Village Center Master Plan - Wilmette, IL
- San Antonio Strategic Historic Preservation Plan - San Antonio, TX

Streetscape & Urban Design

- Downtown Open Space and Streetscape - Homewood, IL
- Lockport Street Streetscape - Plainfield, IL
- Pleasant District Streetscape - Oak Park, IL
- Park Ridge Uptown Streetscape - Park Ridge, IL
- Marion Street Streetscape - Oak Park, IL

Landscape Architecture & Site Design

- Irish Green - Notre Dame, IN
- Lake Forest Place Landscape Design - Presbyterian Homes - Lake Forest, IL
- North Shore County Day School Master Plan - Winnetka, IL
- Fox Meadow Site Plan & Landscaping - Northfield, IL
- Heatherfield Site Plan & Landscaping - Glenview, IL

Park District Planning

- Hubbard Woods Park Master Plan - Winnetka, IL
- FCEC Feasibility Study - Chicago, IL
- Park District of Highland Park Comprehensive Plan - Highland Park, IL
- Skokie Playfields Master Plan - Winnetka, IL
- Lakefront Master Plan - Winnetka, IL

Signage & Branding

- St. Cloud Placemaking Plan - St. Cloud, MN
- Preserve America Wayfinding & Cultural Tourism - Ferndale, MI
- Elmhurst Signage - Elmhurst, IL
- Barrington Wayfinding/Signage - Barrington, IL
- Downtown Branding - Evanston, IL

Education

University of Wisconsin - Madison
 Bachelor of Science in
 Landscape Architecture
 (1986)

Organizations

- American Society of Landscape Architects
- American Planning Association
- American Institute of Architects
- Wisconsin Alumni Association - Alumni Park Design Committee
- Lambda Alpha International
- Urban Land Institute
- Illinois Park & Recreation Association
- Society for Environmental Graphic Design
- Village of Winnetka Plan Commission & Design Review Board - Former Member
- Skokie/Crow Island/Hubbard Woods Schools - Former Member
- Winnetka Parks Foundation - Board Member

Accreditations

- Professional Landscape Architect
 State of Illinois

Experience

Years with Lakota: 25
 Years of Practice: 32



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Kevin Clark, PLA, AICP

Principal + Director of Design | 2005-Present

Kevin brings 17 years of experience in urban planning and landscape architecture to The Lakota Group, where he oversees the firm's urban design projects. His award-winning portfolio spans downtown, transit-oriented and neighborhood revitalization plans, physical and economic development strategies, and innovative design of open spaces and public places. He is passionate about dynamic and interactive public processes and works to integrate innovative technology throughout all of Lakota's projects.

SIGNATURE PROJECTS

Ashland BRT - Chicago, IL

The Lakota Group led a team to create a land use development guide for the future Bus Rapid Transit (BRT) planned for Chicago's Ashland Avenue. The plan outlines BRT opportunities such as mixed-use development and infill, redevelopment, improved multi-modal connections, enhanced accessibility, housing options, and neighborhood character. Kevin served as the project manager and lead planner.

North Clark Street Strategic Plan - Chicago, IL

Assisted in the development of a strategic plan to promote, attract and retain new and existing business in the North Clark Street Corridor of Chicago's Lakeview neighborhood. Merit Award - 2014 American Society of Landscape Architects - Illinois Chapter. Kevin was the project manager and lead planner/designer for this process.

South Main Corridor Master Plan - Rockford, IL

Lakota led a team in preparing a revitalization strategy for this corridor. Development opportunity sites were identified, and recommendations were made for improving transportation, market strategies, and signage and streetscape concepts. Kevin served as the project manager and lead planner/designer for this process.

Downtown Master Plan - Evanston, IL

As project manager, led an intense public engagement process that included a week-long charrette. The final plan called for changing city zoning requirements to a form-based approach and concentrating higher-density, mixed-use development in the downtown core. Kevin served as the lead planner for this project.

Eddy Street Commons Master Planning - South Bend, IN

After the successful design and completion of the award-winning Eddy Street Commons mixed-use district, The Lakota Group was retained to continue planning the next phase of the neighborhood's revitalization. Working with the University of Notre Dame, Lakota has developed a series of "new urban" mixed-use plans that include a range of land uses, such as commercial, multi-family and single-family residential, office, and community uses. Lakota has remained the planning consultant for the University as a development team refines the mix of uses and works toward implementation. Kevin served as the project manager and land planner for the assignment.

Central District Land Urban Design - Highland Park, IL

Analyzed underutilized portions of the downtown area and created conceptual developments and zoning amendment recommendations. Strategies call for an increase in residential density for this upscale, lakefront community north of Chicago. Kevin was the project manager and lead planner for this process.

Education

University of Illinois at Chicago
Masters in Urban Planning & Policy
(2006)

University of Kentucky
Bachelor of Science in
Landscape Architecture
(2000)

Organizations

- American Planning Association
- Congress for New Urbanism
- American Institute of Architects, Associate Member
- APA Mentorship Program
- Lambda Alpha, ELY Chapter
- Uptown Development Partners
- Greentown Advisory Committee (2014)
- American Society of Landscape Architects Awards Jury (2014)
- UIC Professional Development Panel (2010)

Accreditations/Awards

- Professional Landscape Architect State of Illinois
- American Institute of Certified Planners
- Featured Alumni Profile, UIC MUPP Student Website
- Featured Alumni Profile, UKLA Program Website

Experience

Years with Lakota: 13
Years of Practice: 18



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Becky Hurley, J.D.

Senior Land Use Advisor | 2014-Present

Becky brings a unique set of experiences in and around land use planning to Lakota, where she provides strategic analysis in planning and community engagement. She has over 30 years of experience in land use and real estate law, and has represented institutions and developers in significant multi-million dollar developments in both downtown Chicago and in the suburbs. Becky's work is guided by her belief that community thrives in well-designed places. Her extensive experience in community engagement and negotiations gives her a distinct skillset that helps clients and stakeholders work collaboratively to create these special types of places.

SIGNATURE PROJECTS

Baker Demonstration School - Wilmette, IL

In this private progressive school's effort to better meet its educational mission, The Lakota Group was engaged to work with parents and staff to create a Campus Master Plan that includes play spaces, better traffic and pedestrian circulation, and a turf athletic field. The plan has received strong support and is in the process of implementation. Becky provided strategic and planning analysis for this project, utilizing her zoning and entitlement expertise and her experience working with elementary schools on facility redevelopment.

Illinois Route 53/120 Corridor Land Use Plan - Lake County, IL

The Lakota Group led a multi-disciplinary team in conducting analysis and planning for the corridor surrounding the controversial proposed toll road. The plan looked at land use, transportation and natural resources in the corridor and suggested strategies for maximizing benefits of the tollway while minimizing impacts. Becky assisted the team with strategic planning, quality control of written deliverables, and assistance with stakeholder engagement.

Mount Carmel Campus Master Plan & PUD - Dubuque, IA

The Lakota Group prepared a campus master plan for the Sisters of Charity of the Blessed Virgin Mary's (BVM) Mount Carmel Campus. The process worked with the BVM leadership to plan for a transition of the campus as their congregation's needs changed in the future. The process concluded with the approval of Planned Unit Development zoning for the campus. Becky provided technical zoning and planning assistance in preparing the PUD zoning submittal.

Millennium Reserve Wayfinding Plan - Southeast Chicago, IL

The Lakota Group was engaged to develop a comprehensive and holistic wayfinding concept for the Calumet and southeast Chicago lakefront. The team worked with a dedicated Advisory Group and numerous civic, public, and community stakeholders to develop a wayfinding concept for the region. Becky helped draft the plan and provided strategic analysis for planning and community engagement.

Rock Island Preservation Plan - Rock Island, IL

Lakota prepared a Heritage Resources plan for the city of Rock Island to enhance its historic preservation program and address key issues related to survey and documentation, design guidelines, neighborhood revitalization, heritage tourism and economic development, and education and advocacy. Becky provided technical analysis of the preservation ordinance and assistance with stakeholder engagement.

Education

Northwestern University School of Law, Juris Doctor (1984)

Colgate University
Bachelor of Art International Relations/Political Science, cum laude (1981)

Organizations

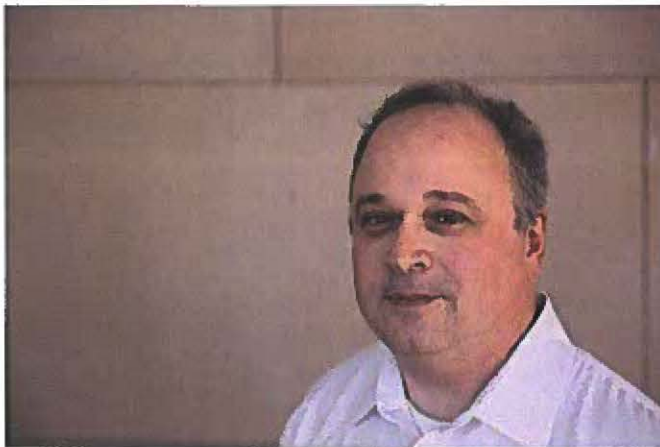
- Lambda Alpha International
- American Planning Association
- Illinois State Bar Association
- The Wetlands Initiative, Board Member
- Village of Winnetka Plan Commission, Former Chair
- Winnetka Affordable Housing Working Group, Former Chair
- District 36 School Board, Former President
- Colgate University, Board of Trustees

Accreditations/Awards

- Licensed Attorney - State of Illinois
- Public Participation Certification - International Association for Public Participation

Experience

Years with Lakota: 5
Years as a practicing attorney: 33



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Nicholas Kalogeresis, AICP

Associate Principal | 2008-Present

With over two decades of work in the urban planning field, Nick has extensive experience in community comprehensive planning, downtown and commercial corridor development, traditional neighborhoods, and design guidelines and urban design management. Nick has completed planning assignments in a variety of settings, from big cities to small towns across the country, and has written articles and presented frequently at a number of national and state conferences, including the American Planning Association and the National Main Street Center.

SIGNATURE PROJECTS | Project Manager and Lead Planner

Yorkville Comprehensive Plan - Yorkville, IL

The United City of Yorkville is currently undertaking a collaborative process with the community to update its Comprehensive Plan. The Comprehensive Plan is an important document that outlines policies and strategies for addressing issues related to infrastructure, capital improvements, community design and aesthetics, downtown business development, housing and neighborhoods, parks and open spaces, transportation, historic resources, and community sustainability and resiliency. This project was the winner of the 2017 APA-IL Daniel Burnham Award.

Strategic Historic Preservation Plan - San Antonio, TX

Worked with a 30-member steering committee to prepare a strategic plan to enhance the city's historic preservation program; developed guidelines for creating resource surveys and established processes for landmark designations.

Cicero Comprehensive Plan - Cicero, IL

The Lakota Group led a team to develop a new Comprehensive Plan for the Town that outlined community goals and objectives and identified a 10-year approach for achieving them.

Riverfront Neighborhoods Comprehensive Plan Update - Moline, IL

Lakota was the lead consultant in a collaborative process for updating the Moline Centre and the Florencia and Edgewater Neighborhood Master Plans. The updates built on previous plans by addressing critical issues related to Downtown and neighborhood revitalization; communities, facilities, and amenities; urban design; economic development; transportation and waterfront development.

LaSalle Comprehensive Plan - LaSalle, IL

Lakota led a team in preparing a new comprehensive plan with implementation strategies related to LaSalle's long-term community development and critical issues related to adequate infrastructure, enhanced community design and aesthetics, downtown business development, affordable housing, parks and open spaces, new transportation options, historic resources, and achieving a more diverse and sustainable economy.

Main Street Technical Assistance Program - State of Oregon

Provided revitalization services to 11 participating communities involving management consultations and training in the Main Street Four-Point Approach®, a tool used for revitalizing downtown districts by leveraging a community's assets.

Springfield-Sangamon County Regional Plan - IL

Lakota prepared plan for county, 26 other townships, municipalities and unincorporated communities, as part of a multi-year stakeholder engagement process to determine critical regional planning issues related to land use, economic development, agriculture, open space and recreation, historic preservation and tourism, sustainability and quality of life, and intergovernmental cooperation and efficiency.

Education

University of Illinois at Urbana-Champaign
Masters of Urban Planning
(1991)

Elmhurst College
Bachelor of Arts - Urban Studies & History
(1988)

Organizations

- American Planning Association
- National Trust for Historic Preservation
- Chaddick Institute of DePaul University's Municipal Design Review Network
- Landmarks Illinois
- Society for College and University Planning

Accreditations

- American Institute of Certified Planners

Experience

Years with Lakota: 10
Years of Practice: 27



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Michael Kritzman, AICP

Senior Associate | 2012-Present

Michael is an urban designer and planner whose work encompasses a wide range of scales and project types, from neighborhood parks to urban districts to comprehensive plans. On each project, he brings a passion for the process of making vibrant and livable places, with an added focus on economic development. A key goal is to ensure that final designs are aligned with market realities so that plans can be implemented effectively. Michael also has extensive experience with community engagement and in assisting his clients in packaging projects for municipal approval.

SIGNATURE PROJECTS

Yorkville Comprehensive Plan - Yorkville, IL

The United City of Yorkville undertook a collaborative process with the community to update its Comprehensive Plan, which outlines policies and strategies for addressing critical citywide issues. As an official public document, the Plan provides a compelling vision and guide for the United City of Yorkville's future. This project was the winner of the 2017 APA-Illinois Daniel Burnham Award.

Riverfront Neighborhoods Comprehensive Plan Updates - Moline, IL

Lakota coordinated and prepared development framework strategies for three riverfront neighborhoods comprising Downtown Moline. The process included analysis of existing conditions and an extensive public participation campaign. Michael assisted with the development of analysis and land use concepts and prepared graphics for the project. This project was the winner of the 2014 APA-Illinois Best Strategic Plan Award.

Western/Ashland BRT - Chicago, IL

The Lakota Group led a team to create a land use development guide for the future Bus Rapid Transit (BRT) planned for Chicago's Ashland Avenue. The plan outlines BRT opportunities such as mixed-use development and infill, redevelopment, improved multi-modal connections, enhanced accessibility, housing options, and neighborhood character. Michael assisted with the development of analysis and land use concepts and prepared graphics for the project.

North Clark Street Strategic Plan - Chicago, IL

Lakota developed a strategic plan to promote, attract and retain new and existing business in the North Clark Street Corridor of Chicago's Lakeview neighborhood. Michael helped develop and organize the community input sessions and assisted in the development of analysis and urban enhancement concepts for the project. This project received a 2014 ASLA-Illinois Merit Award for Planning & Analysis.

Downtown Implementation Plan - Mount Prospect, IL

With the Village of Mount Prospect and the RTA, The Lakota Group analyzed the downtown's Transit Oriented Development potential and developed plans for enhancing its potential and improving the overall downtown character. Michael assisted in developing plans and graphics.

Six Corners Master Plan - Chicago, IL

Lakota developed a revitalization plan for this northwest Chicago neighborhood. The plan included extensive master planning of new mixed-use developments, adaptive re-use of older buildings, and urban design solutions for improving neighborhood safety and walkability. Michael assisted with the development of analysis and land use concepts and prepared graphics for the project.

Education

Roosevelt University, Chicago
Walter E. Heller College of Business
Master of Science in Real Estate (2018)
Alpha Sigma Gamma Honor Society
Delta Mu Delta Honor Society

University of Illinois
at Urbana-Champaign
Bachelor of Landscape Architecture
(2005)
Sigma Lambda Alpha Honor Society

Organizations

- CNU Illinois - Board of Directors
- Congress for New Urbanism
- American Planning Association
- Urban Land Institute
- NAIOP Commercial Real Estate Development Association
- CoreNet Global
- Illinois Green Business Association
- Landscape Technical Advisory Committee (2014 - 2016)

Accreditations/Awards

- American Institute of Certified Planners (AICP)
- Harold E. Eisenberg Foundation
Midwest Real Estate Challenge,
First Place, 2017 (Roosevelt)

Experience

Years with Lakota: 6
Years of Practice: 12



Rachael Smith

Community Branding Manager | 2017-Present

Rachael is a designer and planner whose experience ranges from crafting brand identities for municipal and private sector clients to designing neighborhoods, communities, and sites for people. Rachael is passionate about good design and its ability to create a positive impact, be it in the form of maps and data visualization or sustainable streetscapes. By incorporating strong design principles into every project she works on, Rachael creates deliverables that are engaging and understandable for a wide range of audiences.

SIGNATURE PROJECTS

Downtown Berkley Master Plan - Berkley, MI

Lakota is currently working with the Berkley Downtown Development Authority to craft a master plan for this unique downtown district. At a time when many neighboring communities are growing at a rapid pace, Downtown Berkley residents and business owners have come together to craft a vision for the future that maintains the downtown's eccentric charm, while also prioritizing needed investments and residential growth. Community workshops are designed to be family friendly and interactive to ensure engagement throughout the planning process.

Vision Clark Street Master Plan - Chicago, IL

Rogers Park is a community on the far north side of Chicago, with Clark Street serving as the heart of the neighborhood's business district. Lakota worked with the Rogers Park Business Alliance to engage the community and create a shared vision for the revitalization of their downtown corridor. Branded materials created for the project brought visual unity to the engagement and planning process and were woven into concepts for placemaking and urban design improvements.

Western Avenue Land Use Study - Chicago, IL

The Roscoe Village Neighbors Zoning and Land Use Committee engaged The Lakota Group to develop a vision framework for Western Avenue—a heavy traffic corridor that passes through the neighborhood. The land use strategy, market characteristics and development typologies recommended for the corridor were organized into a graphic poster, designed for local leaders to hang in their office and reference.

Lincoln Avenue Corridor Plan - Chicago, IL

The Lakota Group developed the Lincoln Avenue Corridor Plan to guide improvements within this historic corridor in the heart of Lincoln Park. Given significant changes along Lincoln Avenue in the area, including several new large scale developments, the time was critical to reassess the corridor and plan for its future. The plan is organized around three key objectives: creating a sense of place, building on the momentum from new development, and enhancing pedestrian and cyclist safety.

Hobart Design Guidelines - Hobart, IN

The City of Hobart engaged Lakota to develop design guidelines for Hobart, IN that set a high standard for new construction in the community. Extensive stakeholder interviews and field work were undertaken to fully understand the existing zoning and design standards in the community and the character of development resulting from those standards. The final guidelines bring clarity for land owners and developers and are designed to complement the existing surroundings and enhance the aesthetics of the community.

Education

DePaul University
Master of Sustainable Urban
Development (2017)

University of Wisconsin
in Madison
Bachelor of Fine Arts in Design (2012)

Organizations

- AIGA Chicago
- Center for Neighborhood
Technology Young Innovators
- American Planning Association

Experience

Years with Lakota: 2
Years of Practice: 8



Abigail Rose

ASSOCIATE | 2019-Present

Abigail is a planner and designer whose multidisciplinary background has led her to work closely with a wide range of communities and stakeholders. She has served as a municipal planner in the Austin Metropolitan area and design consultant for numerous Midwest municipalities. Abigail is well-versed in morphing complex issues into simple messages and clean visuals to communicate the big picture. The fusion of graphic design, urban planning, and community engagement drives her passion to better inform city policy and create authentic, viable places and solutions.

SIGNATURE PROJECTS**Historic Preservation Plan - Albany, New York**

Albany's first Historic Preservation Plan strengthens the City's existing preservation policies, ordinances and program through a long-term vision and creation of practical policies and achievable goals for improving the historic preservation program and ethic within the community. The Historic Preservation Plan builds on past successes by acknowledging the role historic preservation plays in shaping the city's urban form and character, while recognizing that additional efforts are needed to identify high priority areas for preservation, reinvestment, and economic development.

Western Racine County Targeted Development Study - Racine County, Wisconsin

The Western Racine County Targeted Development Study focuses on development opportunities in Racine County for communities west of I-94. The findings and recommendations of this project are intended to assist several of the western communities within the County in capitalizing on the positive impacts of Foxconn and its supplier companies, including impact on public services, new residential and mixed-use development opportunities, increased land values, and transportation.

Historic Colored Addition Land Use & Infrastructure Study - Pflugerville, Texas*

Pflugerville, a fast-growing northeastern suburb of Austin, is known for its farming heritage. Much of the land out east in the city's extraterritorial jurisdiction (ETJ) can speak to this even today. One of Pflugerville's historical neighborhoods, the Colored Addition, is located just outside of downtown totaling near 17 acres. After numerous residents voiced their opinions regarding the subdivision's future land use and drainage, utility, roadway, and parking issues, Pflugerville's Public Works and Planning Department selected a multidisciplinary team to conduct an infrastructure capacity study. The study included four major phases: historic research, community outreach, analytic and design, and implementation.

PlanDSM Comprehensive Plan - Des Moines, Iowa*

Conducted public meetings to gather authentic feedback about the city's proposed Comprehensive Plan, PlanDSM. Provided insight of existing plans and policy to City Officials, developers, and the general public. Designed and delivered the presentation of findings to the City of Des Moines. Revised the Comprehensive Plan draft to incorporate the collected community input and assessed the draft with various sustainability evaluation systems.

ExposeDes Moines - Des Moines, Iowa*

ExposeDes Moines is a qualitative research graphic report created to start a discussion regarding the existing creative efforts which contribute to the development of a greater sense of place in the City of Des Moines. The main goals were to reveal the pivotal role of arts and culture in Des Moines and the necessary improvements of policy. Over 100 Des Moines creatives participated in the study and helped informed land use and policy decisions.

Education

Iowa State University
Master of Community and Regional Planning (2016)

Iowa State University
Master of Urban Design (2016)

Iowa State University
Bachelor of Design (2014)

Organizations

- American Planning Association

Accreditations/Awards

- Graduate Assistant Award for Extraordinary Performance

Experience

Years with Lakota: 1
Years of Practice: 2

*Completed with previous employer



Our mission is to guide and enable our clients to create high-quality places through the practice of real estate economics, development finance and urban planning.

SB Friedman Development Advisors ("SB Friedman") is a specialized real estate and development advisory firm based in Chicago. Founded in 1990 by Stephen B. Friedman, FAICP, CRE, we work closely with municipalities, other governmental entities, universities, not-for-profits, health care institutions, developers, economic development organizations, transit agencies, and lending institutions to: project market and financial feasibility; evaluate development potential and financial impacts; identify innovative public-private development solutions; and prepare implementable strategies.

Our firm is recognized as one of the few consulting companies that truly understand both the public and private perspectives on development issues. We have expertise in market and economic analysis related to a wide variety of development types, including residential (both market rate and affordable), retail, office, entertainment, senior housing, mixed-use facilities, industrial, and research and development facilities. We ascertain real estate market trends, competitive position, market niche and concept, absorption and pricing, development conditions, physical requirements, configuration and integration of uses and users, and tenant mix and leasing parameters. Particular attention is paid to the demographic and economic changes underlying market demand.

In addition, our firm has extensive experience in development financing and has assisted numerous public and private sector clients with underwriting and structuring of public-private transactions. Over the past 12 years, SB Friedman has participated in the origination of \$4.5 billion of public-private financing (including tax credit financing, Tax Increment Financing, revenue bonds, multi-credit bonds and gap financing loans) in support of over \$24 billion of projects. Reflecting our role, SB Friedman Development Advisors is registered with the Municipal Securities Rulemaking Board (MSRB) as a Municipal Advisor.

SB Friedman is in its 29th year of operation, and has served hundreds of public, private and non-profit clients in planning, financing and developing real estate projects. Successful, quality development results from the synthesis of community goals and input, market and financial considerations, and physical constraints. Our work begins with including all stakeholders to create a shared vision and continues with preparing plans, programs, strategies and action steps to execute the vision. We collaborate with planning and design firms to identify economically feasible uses for the development program and provide guidance on pre-development actions, development partnerships, financing sources, special districts, and other tools to implement the plan. Our unique expertise has been applied to comprehensive and subarea plans, site redevelopment, walkable mixed-use projects, and broad implementation strategies incorporating innovative development concepts. For more information about our firm, please visit our website at: www.sbfriedman.com.





FRAN LEFOR ROOD, AICP SENIOR VICE PRESIDENT

Fran brings expertise in analyzing market conditions and assessing strategic redevelopment options to inform policy and development decisions, as well as determining the financial feasibility of development. Her experience includes: leading a market analysis for the Village of Libertyville as part of a comprehensive plan update; creating and implementing a downtown revitalization strategy in Midland, Michigan, for the Michigan Baseball Foundation; and providing market analyses and development strategies for the Cleveland lakefront and Cleveland Hopkins International Airport. She has also projected market potential for a proposed limited-access highway in Illinois as part of a land use planning effort spanning 18 communities.

EDUCATION

Master in Urban Planning and Policy,
University of Illinois at Chicago
Bachelor of Arts in Public Policy,
University of Chicago

ASSOCIATIONS

American Planning Association/American
Institute of Certified Planners (AICP)
Council of Development Finance Agencies
The Goldie Initiative
Illinois Housing Council
Illinois Tax Increment Association
Lambda Alpha International-Ely Chapter

SELECT PUBLICATIONS

2019, "The Nexus Between Land Use and
Fiscal Balance" (with R. Bose), American
Planning Association (APA) Zoning Practice
2015, "Will There Be a Resurgence of
Development in 2015," ILCMA Newsletter
2014, "(Re-) Development Strategy: The
Bridge from Goals to Implementation"
(with S. Friedman & G. Dickinson), ILCMA
Newsletter

SELECT PRESENTATIONS

"Elevated Chicago: Connecting People,
Building Equity" (APA National, 2019)
"The Latest on Tax Increment Financing in
Illinois" (CDFA IL Roundtable, 2018)
"Undertaking Transformative Projects" (TIA
Conference 2017)
"Value Capture for Transit in Illinois" (CDFA/
BNY Mellon Webcast Series, 2017)
"Making a Good Deal: Financial Gap
Analysis and Deal Terms" (APA IL
Conference, 2017)
"The Latest in Illinois PPP, Transit TIF" (CDFA
IL Roundtable, 2017)
"TIF Underwriting and Deal Making:
Financial Gap Analysis and Deal Terms"
(CDFA WebCourse, 2017)

PROJECT EXPERIENCE

Comprehensive Plan Update • Libertyville, IL

Currently leading a market analysis for Libertyville as part of a comprehensive plan update

Momentum Midland Redevelopment Advisory Services • Midland, MI

Managed a downtown revitalization project for the Michigan Baseball Foundation-
services included market analysis (residential, office, retail, hotel), development strategy,
financial feasibility and funding analyses, and developer solicitation

CMAP IL 53/Route 120 Corridor Transportation & Land Use Strategy • Lake County, IL

Conducted the market analysis component of the land use planning effort that focused
on the proposed IL-53/Route 120 corridor, which overlaps 18 Lake County communities

Lakefront Development Advisory Services • Cleveland, OH

Conducted a market analysis (including office, hotel, retail and restaurants), financial
analysis and implementation of the lakefront area in downtown Cleveland

Downtown and Riverfront Crossing Plan • Iowa City, IA

Conducted office and residential market analyses to inform new comprehensive plans for
two downtown districts

Retail Market Analysis and Redevelopment Strategy • Grayslake, IL

Led a retail market analysis for the 106-acre Old Lake County Fairgrounds site to
understand the amount of feasible development, given current market conditions,
anticipated population growth in the area, and recent trends in retail development

Triangle Area Market Analysis • Wauconda, IL

Led a market analysis for potential retail, senior-oriented multifamily residential and
flexible employment uses on underutilized land within the Village

Wauwatosa Housing Study, Policy and Action Plan • Wauwatosa, WI

Led a comprehensive housing study and needs analysis, and a citywide plan and policy to
address housing opportunities and challenges in Wauwatosa

Milwaukee Mitchell International Airport Market Analysis • Milwaukee, WI

Currently leading a market analysis (including industrial, office, hotel and retail uses) and financial
analysis, and providing implementation strategies for non-aeronautical airport-owned land

East Arapaho/Collins Redevelopment Study • Richardson, TX

Managed a market analysis and redevelopment strategy plan for an office/industrial district

Matteson Economic Development and Land Use Master Plan • Matteson, IL

Prepared a strategic framework for redevelopment of an aging commercial corridor
including the Lincoln Mall in south suburban Matteson

CMAP Regional Fiscal and Economic Impact Analysis • Chicago Region, IL

Created detailed fiscal impact models for 10 case study communities for the Chicago
Metropolitan Agency for Planning; this project involved developing a modified average
cost allocation through interviews with taxing agency and municipal department heads to
account for existing capacity and expected changes in capacity and capital



CAITLIN JOHNSON, AICP
ASSOCIATE PROJECT MANAGER

Caitlin has a background in community and economic development, public-private development finance, and urban planning. She is a market analysis specialist with experience in providing market analysis and development forecasts for comprehensive and master plans in communities throughout the Midwest, including Libertyville, Mundelein, Roselle and New Lenox, Illinois. She has also prepared a citywide residential market assessment for the City of Wauwatosa, Wisconsin, and conducted an economic impact study of a proposed golf course development in Sheboygan County.

EDUCATION

Master of Science in City Design and Social Science, London School of Economics

Master of Business and Master of Arts in Community Development and Planning, Clark University

Bachelor of Arts in Economics, Wheaton College (MA)

ASSOCIATIONS

American Planning Association/American Institute of Certified Planners (AICP)

SELECT PUBLICATIONS

"Exchange Publics" (with Ibrahim, D., Martin Sainz de los Terreros, J., and M. Morel). Public City. MSc City Design and Social Science Studio Publication 2011-2012 (pp. 114-135). London, UK: The Cities Programme The London School of Economics and Political Science.

SELECT PRESENTATIONS

"The Changing Retail Real Estate Landscape" (ITA Fall Conference, 2018)

"E-Commerce and Vibrant Communities: Planning for Retail and Industrial Development" (Chicago Metro Section, APA IL, June 2018)

"The Red Zone: Right-Sizing Retail for Comprehensive Planning" (Speed Planning Session, APA IL Conference, 2017)

PREVIOUS EXPERIENCE

Policy and Planning Researcher, Downtown Boston Business Improvement District

Research Consultant, London School of Economics Enterprise (Client: Better Bankside Business Improvement District in London, UK)

PROJECT EXPERIENCE

Comprehensive Plan Update • Libertyville, IL

Analyzed demographic trends and conducted a market analysis for retail, residential, office and industrial products as part of an updated comprehensive plan

Comprehensive Plan Update • New Lenox, IL

Conducted a market analysis for retail and residential products and analyzed the fiscal impacts of various land uses as part of a comprehensive plan update

Comprehensive Plan Update • Mundelein, IL

Analyzed demographic trends and conducted a market analysis for retail, residential and industrial products as part of an updated comprehensive plan

Comprehensive Plan Update • Roselle, IL

Conducted a market analysis for multiple real estate products as part of an updated comprehensive plan

Comprehensive Plan Update • Oswego, IL

Prepared demographic trends and retail market potential analyses for the Village of Oswego as part of a comprehensive plan update

Comprehensive Plan Update • Streamwood, IL

Analyzed demographic trends and projections to establish projected change in population groups in Streamwood, Illinois; evaluated market area housing stock in order to identify development opportunities

Land Use Plan for Motorola Campus • Schaumburg, IL

Conducted a market analysis to help create a visionary and implementable plan that included a transit-supportive and walkable environment

Retail Market Analysis • Grayslake, IL

Conducted a retail market analysis for the 106-acre Old Lake County Fairgrounds site to understand the amount of feasible development, given current market conditions, anticipated population growth in the area, and recent trends in retail development

Comprehensive Housing Study and Needs Analysis • Wauwatosa, WI

Prepared a citywide residential market assessment to identify key housing issues facing the City of Wauwatosa

Triangle Area Market Analysis • Wauconda, IL

Conducted a market analysis for a 90-acre tract of land in Wauconda, Illinois, to assess the level of market-supportable development for several land uses including retail, senior housing and medical office

Impact Analysis of Retail Agglomerations • Metropolitan Chicago, IL

Conducted fiscal assessments related to major retail agglomerations within the Chicago region for the Chicago Metropolitan Agency for Planning

Kohler Golf Economic Impact Study • Sheboygan County, WI

Prepared an economic impact study for the Kohler Company of a proposed golf course development

FIRM PROFILE

URBAN TRANSPORTATION, PLANNING & DESIGN

Sam Schwartz is a multi-modal transportation planning and engineering firm that has collaborated with cities for over twenty years on a wide array of complex issues and strategies. Our services span Transportation Planning and Engineering, Strategic Planning, Urban Design, and Environmental Planning. Sam Schwartz is internationally recognized for developing context-sensitive transportation solutions in complex urban environments. In addition to winning numerous awards for our innovative projects and outstanding staff, Sam Schwartz has been awarded the Zweig White's "Best Firms to Work For" award for the last five years.

In Chicago, we have served as the lead consultant for Vision Zero, the City's groundbreaking Pedestrian Plan, have identified over 100 miles of protected bike lanes for Chicago's first citywide bike network, and led the planning and implementation of North America's largest bike share system, Divvy. Additionally, our team completed the final production of the Chicago Regional Transportation Authority (RTA) 2018-2023 Strategic Plan, Invest in Transit.

With a nation-wide reach and over 120 technical experts, Sam Schwartz brings the capacity of a large firm complemented by the sensitivity, flexibility, and customer service provided by a local team.

Kelly Conolly, PE

Associate



Ms. Conolly has an expert command of the planning process and policies that are necessary to build strong regions, cities, and neighborhoods, particularly in multi-modal urban areas, and has a unique ability to communicate the cause and effect of transportation and parking decisions with stakeholders through an educational process.

Relevant Experience

Winnetka Downtown Master Plan, WINNETKA, IL

Ms. Conolly served as transportation project manager responsible for all parking, transportation and circulation components of the Village's Downtown Master Plan. The master plan recommendations focused on developing a balance that ensures transportation in Winnetka continues to support economic development and quality of life goals around a walkable, bikeable and transit-oriented character.

Northwest Municipal Conference Multimodal Plan, SUBURBAN CHICAGO, IL

Ms. Conolly is currently serving as Project Manager for this effort to develop a plan for walking, biking and accessing transit within the 44 communities that make up membership of the Northwest Municipal Conference.

InFocus Comprehensive Plan, FARGO, ND

Ms. Conolly served as Project Director for the transportation and parking component of the City's consultant-led work to establish a vision and framework for its street and parking system as the City is poised to undergo significant economic growth and reconstruct a majority of the downtown roadways in the coming years.

Uptown Normal Master Plan, NORMAL, IL

Ms. Conolly served as Sam Schwartz project manager on the team that helped the Town of Normal update its downtown master plan. The process focused on pedestrian mobility and its connection to parking decisions and included significant stakeholder involvement, winning the CNU Illinois Charter Award for the Neighborhood District and Corridor Category.

Orland Park 2040 Transportation Plan, ORLAND PARK, IL

Prior to joining Sam Schwartz, Ms. Conolly served as lead project engineer responsible for all analysis, client coordination, and plan development of the Village's first master transportation plan.

Years of Experience

15 Years

Education

B.S. Civil Engineering
University of Illinois Urbana-
Champaign, 2004

Certifications

Professional Engineer, IL

Professional Affiliations

Institute of Transportation
Engineers

American Planning Association

Lambda Alpha International – Ely
Chapter

**Sam
Schwartz**

Jane Wilberding, AICP

Transportation Planner



Ms. Wilberding brings expertise in parking management, transportation demand management, wayfinding, and emerging technologies to the Sam Schwartz team. She has advised and collaborated with a variety of public officials and private developers throughout the country to achieve mode split goals by developing an effective mix of regulations, policies, and incentives.

Relevant Experience

Winnetka Downtown Master Plan, WINNETKA, IL

Ms. Wilberding led the parking components of the DMP and helped identify strategies to change the character of the Green Bay Road corridor through each of the three downtown districts aimed at creating cohesive, walkable areas. After adoption of the Downtown Master Plan, Sam Schwartz was retained by Winnetka to streamline and update the Village's parking regulations, signage designations, and other general recommendations to improve parking operations.

Downtown Parking Study, WESTERN SPRINGS, IL

Sam Schwartz was retained by the Village of Western Springs to examine existing supply and demand, project future demand and determine if there is a need to construct additional capacity. Ms. Wilberding lead research and analysis to guide the Village through transportation demand management policies and smart growth strategies to reduce parking demand and encourage alternative transportation options.

Innovative Parking Strategies Plan, HINSDALE, IL

Limited availability of parking supply, confusion surrounding parking restrictions and fees, and congestion caused by those searching for convenient parking created frustration among many of the patrons of downtown Hinsdale. Ms. Wilberding served as the lead planner in assisting the Village develop and implement TOD principles in the downtown core to address parking issues.

City of Evanston Parking TOD Ordinance Update, EVANSTON, IL

Using funding from the Regional Transportation Authority (RTA) Community Planning Program, Ms. Wilberding led research in parking demand patterns at TOD sites to establish a parking TOD ordinance 1/4-mile from CTA and Metra stations. Ms. Wilberding worked with the City to obtain data from the Secretary of State regarding vehicle ownership in recent development projects which was then compared to demand and calibrated to suit the distinct needs of the community.

Years of Experience

6 Years

Education

MM.S. Urban Planning + Policy
University of Illinois at Chicago,
2014

**B.A Urban Studies + Business
Administration**
Trinity University, 2012

Certifications

American Institute of Certified
Planners

Professional Affiliations

Institute of Transportation
Engineers, Parking Standing
Committee

Women in Transportation
International (WTS), Board Member

International Parking Institute (IPI),
Member

American Planning Association (IL),
Member

**Sam
Schwartz**



Firm Profile

More Than 73 Years of Service Signifies Our Organizational Strength and Commitment to Quality

We have been providing exceptional civil and environmental engineering services to our clients since 1946. We attribute our organizational strength to our talented engineers, effective management, and, most of all, commitment to nurturing long-term client relationships.

Our Corporate Mission states that we are *dedicated to helping our clients succeed through excellence in engineering*. In accordance with this mission, we are continually expanding our staff and service offerings to broaden our base of experience and knowledge so that we can provide more creative and comprehensive solutions to meet the continually evolving needs of our clients. Our areas of specialization include civil and municipal engineering; stormwater management; water supply engineering; wastewater treatment and conveyance engineering; transportation engineering; electrical and HVAC engineering; building/facility engineering, architecture, and sustainable design; aviation; natural gas distribution; wetland delineation, mitigation, and restoration; ecosystem study and restoration; GIS and mapping; land development; construction observation; and financial assistance services.

To serve our national client-base effectively, we have 11 offices throughout the country including offices in Joliet, Illinois, Madison and Milwaukee, Wisconsin; Indianapolis and Columbus, Indiana; Columbus, and Cincinnati, Ohio; Lexington and Louisville, Kentucky; Phoenix, Arizona, and Brenham, Texas.

Reliable Consulting Service has Cultivated Long-Standing Client Relationships

Our clients rely on us as a partner in addressing their engineering and science needs. We develop and maintain long-standing affiliations, many extending into several decades of service. Our service is flexible and tailored to the unique needs of each of our clients. For some clients, we serve as appointed engineers and are active committee members; for others, we serve as specialty consultants to their in-house staff on an as-needed basis.

We understand the value our clients place on *consistency* of personnel and *continuity* in project development. Accordingly, we expend every effort to make sure that the team initially chosen is involved with a project from beginning to end.

High Level of Service Made Possible Because of Dedicated, Results-Oriented Staff

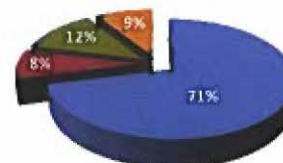
Clients find reassurance in the fact that each of our engineers is supported by the expertise of a multidisciplinary engineering firm. This approach enables use of all our firm's resources while maintaining the personal involvement associated with a single point of contact; a person who has been trained to provide assistance through planning, design, and implementation.

Our expert staff of 435 employees embody the academic backgrounds and experience of all disciplines normally necessary to successfully complete a project. More than 60 colleges and universities are represented on our staff. Our engineers average more than 12 years of experience and the majority are licensed or have advanced degrees. We are owned and operated by our active engineering staff.



Our Joliet office.

Our commitment to long-term client relationships is a major factor in our success.



- Professional Engineers/ Specialists
- Other Professionals
- Technical Support
- Administrative Support

Michael R. Waldron, P.E.

Senior Associate

AREAS OF EXPERTISE

- Municipal and General Civil Engineering
- Local Transportation and Pavement Management
- Stormwater Management
- Sustainable Site Design
- Water Supply and Distribution
- Recreational Facilities

PROFESSIONAL EXPERIENCE

Municipal Engineering experience includes representation of municipalities and counties as city/village/county engineer; municipal infrastructure studies, planning, and budgeting; annexation, PUD, development, and recapture agreements; creation of local infrastructure standards and ordinances; residential, commercial, manufacturing, and light industrial platting and subdivisions; construction administration; asset management databases, utility mapping, and O&M programs.

Local Transportation and Pavement Management experience includes pavement evaluation and administration of extended maintenance and improvement programs; local, collector, and arterial roadway design; roadway and streetscape enhancement design; traffic studies and warrants. Recent projects include:

- Liberty Drive Reconstruction, Wheaton, Illinois.
- I-55 Frontage Road Reconstruction, Romeoville, Illinois.

Municipal and Industrial Stormwater Management experience includes stormwater runoff and conveyance analysis, stormwater management design, conservation and sustainable site design, and implementation of best management practices; soil erosion and sediment control design, management, and monitoring; stormwater and natural resources ordinances; MS4 stormwater management planning; stormwater system mapping and data bases; municipal and industrial Phase 1 and Phase 2 NPDES Stormwater Permitting; municipal and industrial stormwater pollution prevention plans, Oil Spill Control and Countermeasure Plans (SPCC), and Emergency Spill Response Plans.

Also, stormwater management permitting with DuPage, Kane, Kendall, and Will counties, MWRDGC, IDNR, IEPA, and USACOE.

Recent projects include:

- Midlothian Stormwater Capital Plan - Chicago Metropolitan Agency for Planning
- Western and Southwestern Stormwater Alternatives Study, Winnetka, Illinois.
- Ravinia Business District Utility Study, Highland Park, Illinois.
- Belmont Avenue 72-inch Storm Sewer, Romeoville, Illinois.
- Phase 2, MS4 Stormwater Permitting and NOI, Joliet, Lockport, Glencoe, Kendall County and townships, Illinois.

Wastewater Pumping and Conveyance Systems experience includes planning, design, and construction of pressure/gravity sewer collection systems 1-1/4, 72-inch diameter; planning, design/construction engineering of sanitary pumping stations from small submersible pumping stations to facilities up to 30 mgd capacity; facilities planning reports, operation and maintenance manuals, and financial analysis for numerous municipal entities; CSO studies; long-term control planning (LTCP) separate and combined sewer CMOM programs; I&I studies; sanitary sewer evaluation surveys; flow monitoring and sampling; trenchless sewer rehabilitation planning, design, and construction; grants and low interest loans.

Recent Illinois projects include:

- CSO LTCP, Joliet, Illinois.
- CSO LTCP, Aurora, Illinois.
- Southside Intercepting Sewer Project, Wheaton Sanitary District, Illinois.
- Wastewater Master Plan, Batavia, Illinois.

YEARS OF EXPERIENCE

27

YEARS WITH FIRM

27

EDUCATION

B.S. Civil Engineering –
Bradley University, Illinois,
1991

REGISTRATION

Professional Engineer in
Illinois and Indiana



Mark K. Shubak, P.E., CFM

Senior Associate

AREAS OF EXPERTISE

- Stormwater Management and Permitting
- Floodplain and Floodway Studies
- Hydrologic and Hydraulic Modeling
- Highway Drainage Engineering
- Municipal Engineering
- Site Civil Planning and Design

PROFESSIONAL EXPERIENCE

Stormwater Management and Permitting experience includes stormwater master planning, conservation and sustainable site design, stormwater conveyance and storage facility design for residential and commercial developments, soil erosion control design and monitoring, stormwater review engineer for municipal and county governments, and permitting experience with various municipalities, counties, and regulatory agencies. Performed permitting/planning services that included stormwater system mapping, stormwater and erosion control ordinances, public information and education programs, illicit discharge detection and elimination, stormwater pollution prevention plans (SWPPs), annual reporting and stormwater quality management planning including Stormwater Best Management Practice (BMP) alternatives analysis and design.

Stormwater Utility experience includes assisting municipal clients with development of stormwater utility feasibility studies and implementation plans, performing stormwater utility rate studies and cash flow analyses, leading and facilitating stormwater utility task force groups and technical advisory committees, generating public education and information programs, drafting stormwater utility ordinances and credit policies.

Best Management Practice Evaluation and Design experience includes managing wet weather with various stormwater green infrastructure technologies such as wet detention basins, bioretention ponds, constructed wetlands, infiltration basins, vegetated swales, rain gardens, green roofs, rain harvesting, downspout disconnection, permeable pavements, and establishment of riparian buffers.

Floodplain and Watershed Management experience includes hydraulic and hydrologic modeling, watershed planning, shoreline and streambank stabilization/restoration, bridge hydraulics, floodplain and floodway analysis, floodplain mapping, and FEMA NFIP requirements and standards.

Streambank Restoration Project experience includes several projects in Wisconsin, Illinois, Iowa, and West Virginia to restore highly degraded urban streams. These projects incorporated the following streambank restoration techniques: vegetated geogrids, vegetated boulder revetments, sack gabions, gabion mattress, instream ledge rock drops, coir fiber rolls, riprap, erosion mat (temporary and permanent), articulated concrete blocks, and in-line stormwater treatment devices. Project highlights have included serving as the lead stormwater and hydraulic engineer on the \$25 million Bee Branch Creek Restoration project in the City of Dubuque, Iowa.

Bridge Hydraulics experience includes hydraulic survey, hydrologic and hydraulic modeling, floodplain analysis, scour analysis, and Hydraulic Reports. Projects include:

- Four Bridges, IL 40, IL 92, and IL 84 over various waterways, IDOT District 2.
- Four Bridges on IL 64 over various waterways, IDOT District 2
- Three Bridges in District 5, IL 47 over Sangamon River and twin structures for I-74 over the Little Kickapoo Creek, IDOT District 5.
- Joliet Road/Wilson Street over Kress Creek, City of West Chicago, Illinois.
- Hydrologic and Hydraulic Modeling Design Software knowledge includes HEC-RAS, HEC-HMS, HEC-1, TR-20, TR-55, FEQ, HEC-2, Hydraflow Storm Sewers, StormCAD, and HY8.

YEARS OF EXPERIENCE

25

YEARS WITH FIRM

18

EDUCATION

B.S. Civil Engineering –
University of Wisconsin-
Platteville, 1993

REGISTRATION

Professional Engineer in
Wisconsin, Illinois, Iowa,
Ohio, and Texas

Certified Floodplain Manager



John T. Lyons, P.E.



AREAS OF EXPERTISE

- Private Sector, Regulatory and Municipal Engineering
- CSO, SSO and Stormwater Studies
- Management of Large Multidisciplinary Teams
- Public Utilities
- Green Infrastructure Development and Implementation
- Water Quality Standards

PROFESSIONAL EXPERIENCE

(Partial Listing)

Lick Run Sustainable Stormwater Management Project, Metropolitan Sewer District of Greater Cincinnati (MSDGC), Cincinnati, Ohio – As the Principal-in-Charge for this project, John is leading a large, multidisciplinary team where coordination with public agencies, utilities, stakeholders, adjacent property owners, and the public is key to the acceptance and ultimate success of the project. John has managed the planning and design for this massive and complex civil engineering project in the South Fairmount neighborhood on the West Side of Cincinnati to mitigate discharges from its largest combined sewer overflow. The solution involves strategic sewer separation in the 2,700-acre watershed which will outlet to a hybrid valley conveyance system consisting of an urban open channel and subsurface box conduit. Additionally, this \$104 million construction project will modify bridges, improve roadways, provide green controls for water quantity and quality benefits, and provide redevelopment opportunities.

Regional Green Infrastructure Planning for Stormwater Management and CSO Reduction, Sanitation District No. 1 of Northern Kentucky – John served as the Principal-in-Charge leading a multidisciplinary team for SD1 to develop a regional green infrastructure program with the principal goals of reducing CSOs. Through a combination of innovative designs, cost sharing partnerships with local entities, integration of green into planned transportation and redevelopment projects, we were able to demonstrate that green infrastructure can be cost effectively integrated into a Long-Term Control Plan (LTCP) and actually reduce compliance costs to SD1. John lead the development and evaluation of nearly \$136 million of projects identifying community-

specific strategies to provide CSO control, additional water quality benefits and regional development plan for the community promoting sustainability.

CSO LTCP Programmatic Review, City of Springfield, Ohio – John is serving as the Principal-in-Charge for the City of Springfield's programmatic review of their CSO LTCP. As head of this multidisciplinary team, John is overseeing the review of a previously evaluated \$300 million solution with the goal of achieving regulatory compliance while maintaining ratepayer affordability. Together the team will develop alternative solutions that are technically sound, cost effective, minimize community impacts and disruption all while maximizing community benefits through tangible elements that make Springfield a more livable community.

Lower Mill Creek Watershed Coarse Evaluation, MSDGC, Cincinnati, Ohio – This evaluation of the Lower Mill Creek (LMC) watershed identified opportunities for removing stormwater runoff and natural stream base flows from MSDGC's combined sewer system. The subbasins evaluated totaled more than 15,000 acres and contribute 3.6 billion gallons in CSO to the Mill Creek on an annual basis. The project team identified more than 3.2 billion gallons in annual stormwater runoff to be removed from the combined system. This project served as the foundation of the USEPA-approved sustainable alternative, which was approved by USEPA in place of the planned deep storage tunnel and will not only provide CSO control in concert with community revitalization, but will also save MSDGC an estimated \$200 million over the planned gray solution.

YEARS OF EXPERIENCE

32

YEARS WITH FIRM

14

EDUCATION

B.S. Civil Engineering – University of Massachusetts, Amherst, Massachusetts, 1987

United States Environmental Protection Agency – Water Quality Standards Academy

REGISTRATION

Professional Engineer in Ohio and Kentucky



Duncan Associates

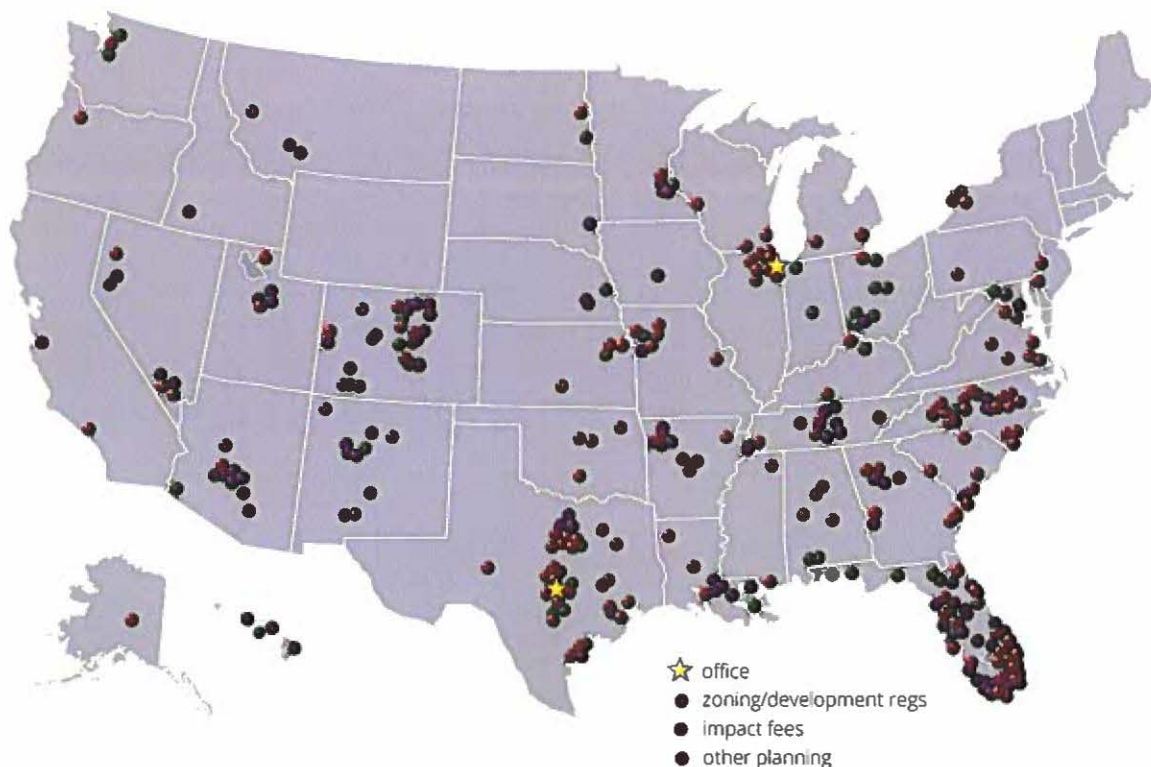
FIRM PROFILE

Duncan Associates provides local government consulting services with a primary focus in two areas (1) revising zoning and development regulations and (2) preparing impact fee studies. From offices in Chicago and Austin, the firm has provided zoning and impact fee consulting services to hundreds of cities and counties in more than 35 states. The firm was founded in 1977 and is a nationally recognized leader in both its development regulation and impact fee practices.

Duncan Associates has built its reputation on identifying local issues, exploring alternative approaches and transforming conceptual recommendations into zoning and development regulations that are clear, effective and reasonable. The firm is built around a base of former local government planners and code administrators, individuals who have administered and enforced regulations and know about the real-life challenges of local agency planning and administration.

Although a very small firm, Duncan Associates has risen to become a leading national consultant in the field of zoning and development regulations. Former zoning clients include big cities (e.g., Chicago, Philadelphia, Pittsburgh, Detroit, Fort Worth, Toledo, Tulsa, Seattle and Portland), counties and dozens of smaller jurisdictions.

Address: 116 W Illinois, Suite 700 Chicago IL 60654 | **Founded:** 1987





Kirk Bishop

PRINCIPAL

Kirk is a principal with Duncan Associates. During his 30 years with the firm he has served as a zoning and development regulations advisor to local governments throughout the U.S.

Kirk's substantial portfolio of work includes development ordinance revisions and code updates for dozens of local governments, including many first-ring suburbs, such as the following:

PREVIOUS CLIENT	ASSIGNMENT	KIRK'S ROLE
Wilmette (IL)	Downtown Zoning Framework	Principal Planner
Highland Park (IL)	Downtown Zoning Regulations	Principal Planner
Evanston (IL)	Downtown Plan and Zoning	Project Manager
Downers Grove	Zoning and Subdivision Regulations Update	Project Manager
Wauwatosa (WI)	Zoning Code Update	Project Manager
University Park (TX)	Zoning Ordinance Update	Project Manager
Dunwoody (GA)	Zoning Ordinance Update/Form-Based Code	Project Manager
Brookhaven (GA)	Zoning Ordinance Update	Project Manager

Kirk's background also includes code rewrites for many large cities, such as Chicago, Philadelphia, Pittsburgh, Kansas City, Detroit, Tulsa and Toledo. In recognition of his big city zoning experience, he was invited by Harvard University and the Lincoln Institute of Land Policy to serve on a three-member panel of zoning advisors for planning directors of the 25 largest U.S. cities.

Before joining Duncan Associates, Kirk was a senior research associate with the American Planning Association, where he served as principal researcher for studies, reports and training workshops. His examination of zoning strategies that enhance the visual quality and functional operation of road corridors was published as a Planning Advisory Service Report, *Designing Urban Corridors*.

Early in his career, Kirk worked as a senior planner with the City of Austin (TX), where he was responsible for zoning and subdivision case review, land-use studies, historic preservation and staff support for a council-appointed citizens' panel charged with reviewing amendments to the city's land development code.

Kirk is a frequent speaker at conferences and training workshops and a regular guest lecturer in the University of Illinois at Chicago's Urban Planning and Public Affairs program.

EDUCATION

M.A., Urban and Regional Planning, University of Iowa

B.A., Political Science, University of Iowa

Budget & References

4

THE
LAKOTA ALLIES
GROUP. IN PLACE

Cost Estimate

The Lakota Group has developed the following costs based on our project understanding and the work scope outlined.

Core Phases	
Analyze	\$82,672
Visioning	\$33,510
Draft and Final Plans	\$47,344
Project Fee Total	\$163,526
Expense Estimate	\$6,000
Total Project Budget	\$169,526

EXPENSES

Reimbursable expenses will be billed at direct expense. Reimbursable expenses related to this project will include:

- » Travel (airfare/hotel/mileage/tolls/parking/cabs/meals)
- » Delivery (postage/messenger/express)
- » Copying/Reproduction
- » Computer Plots/Prints
- » Engagement materials and supplies (chalk boards, markers, email blasts, food for public meetings)
- » Community Dinner Allowance
- » Symposium Support/Speaker
- » Miscellaneous (municipal documents, special reports, data)

Cost Breakdown

The Lakota Group Staff Hours

Work Scope/Phases/Tasks/Hours/Fees

	A	B	C	D	E
Analyze	TASK 1.1: Project Kick Off Meeting and Village Tour <i>Staff Meeting #1</i>	4	4	4	4
	TASK 1.2: Project Website, Brand and Social Media Outreach			4	4
	TASK 1.3: Fieldwork and Land Use/Target Area Inventory	4			4
	TASK 1.4: Base Mapping and Existing Plan Analysis	2		4	6
	TASK 1.5: Plan Commission Meeting <i>PC Meeting #1</i>	4		4	
	TASK 1.6: Stakeholder Interviews/Focus Group Sessions	12		8	4
	TASK 1.7: Community Dinners	8		8	8
	TASK 1.8: Existing Conditions Assessments	4	4	6	14
	TASK 1.9: Village Staff Review & Refinement <i>Staff Meeting #2</i>	2		2	4
	TASK 1.10: Community Open House #1	8	4	4	8
	TASK 1.11: Community Pop-Up Event #1	4		4	2
	TASK 1.12: State of the Village Report	4	4	4	8
	TASK 1.14: Plan Commission Meeting <i>PC Meeting #2</i>	2		2	
	TASK 1.15: Village Council Touch Point <i>VC Meeting #1</i>	2		2	2
	Subtotal Hours	60	16	48	60
Subtotal Fees		COMP	\$4,240	\$9,360	\$10,200
Total Phase 1 Fee by Firm				\$36,280	
Total Phase 1 Fee: \$82,672					

Visioning	TASK 2.1: Vision, Goals and Objectives	4	2	4	6	6
	TASK 2.2: Village Staff Review and Refinement <i>Staff Meeting #3</i>	2		2	2	2
	TASK 2.3: Plan Commission Meeting <i>PC Meeting #3</i>	2		2		
	TASK 2.4: Community Open House #2 / Ideas Symposium	8		4	16	16
	TASK 2.5: Community Pop-Up Event #2	4		4	4	4
	TASK 2.6: Village Council Meeting <i>VC Meeting #2</i>	2		2		
	TASK 2.7: Future Land Use and Development Overview	2	8	8	16	16
	Subtotal Hours	24	10	26	44	44
	Subtotal Fees	COMP	\$2,650	\$5,070	\$7,480	\$5,720
	Total Phase 1 Fee by Firm			\$20,920		
Total Phase 2 Fee: \$33,510						

Draft & Final Plans	TASK 3.1: Team Working Session	4	4	4	4	
	TASK 3.2: Draft Comprehensive Plan	4	6	18	24	30
	TASK 3.3: Village Staff Review and Refinement <i>Staff Meeting #4</i>	2		2	2	
	TASK 3.4: Second Draft Plan and Implementation Strategy			2	4	4
	TASK 3.5: Plan Commission Meeting <i>PC Meeting #4</i>	2			2	2
	TASK 3.6: Community Open House #3	8		8	4	7
	TASK 3.7: Community Pop-Up Event #3	4		4	4	4
	TASK 3.8: Third Draft Plan and Implementation Strategy	2	2	2	4	6
	TASK 3.9: Village Staff Meeting <i>Staff Meeting #5</i>	2		2	2	
	TASK 3.10: Final Comprehensive Plan and Implementation Strategy	2		2	6	4
	TASK 3.11: Plan Commission Presentation Meeting <i>PC Meeting #5</i>	2	2		2	2
	TASK 3.12: Village Council Presentation <i>VC Meeting #3</i>	2		2		
	Subtotal Hours	34	14	46	58	59
	Subtotal Fees	COMP	\$3,710	\$8,970	\$9,860	\$7,670
Total Phase 1 Fee by Firm				\$30,210		
Total Phase 3 Fee: \$47,344						

Total Hours by Staff	118	40	120	162	199
Subtotal Fee by Staff	COMP	\$10,600	\$23,400	\$27,540	\$25,870
Total Fee by Firm			\$87,410		

Project Fee Total = \$163,526
Expense Estimate = \$6,000
Total Project Budget = \$169,526

Staff Categories

A. President	COMP
B. Principal	\$265
C. Senior Associate	\$195
D. Project Manager	\$170
E. Associate	\$130

BUDGET Cost Breakdown

SB Friedman			Sam Schwartz LLC			Strand Associates			Duncan Associates
Staff Hours			Staff Hours			Staff Hours			Staff Hours
A	B	C	A	B	C	A	B	C	A
4	4	4	1	4	4				2
				6	16				
	4			4					
8	8	4		4	4				2
12	24	48	1	4	16	6	6	8	2
	2	2		2		2	2		2
4				4					
2	2	8		2					2
				2					
30	44	66	2	32	40	8	8	8	10
\$8,400	\$9,240	\$11,220	\$394	\$4,864	\$4,560	\$2,000	\$1,880	\$1,784	\$2,050
	\$28,860			\$9,818			\$5,664		\$2,050
2	4	4		2	8				4
	2			2					
2				2					
4				4					
				2					
2	4	8		2		2	2		4
10	10	12	0	14	8	2	2	0	8
\$2,800	\$2,100	\$2,040	\$0	\$2,128	\$912	\$500	\$470	\$0	\$1,640
	\$6,940			\$3,040			\$970		\$1,640
4	4			4	4				4
2	4	4		8	14	2	2		2
	2								
2	2	4		2	2	2			2
				2					
2	2								
	2								
2					2				
2				2					
2									
16	14	8	0	18	22	4	2	0	8
\$4,480	\$2,940	\$1,360	\$0	\$2,736	\$2,508	\$1,000	\$470	\$0	\$1,640
	\$8,780			\$5,244			\$1,470		\$1,640
56	68	86	2	64	70	14	12	8	\$26
\$15,680	\$14,280	\$14,620	\$394	\$9,728	\$7,980	\$3,500	\$2,820	\$1,784	\$5,330
	\$44,580			\$18,102			\$8,104		\$5,330
Staff Categories			Staff Categories			Staff Categories			Staff Categories
A. Senior Vice President \$280			A. Principal \$197			A. Project Manager \$250			A. Principal \$205
B. Associate Project Manager \$210			B. Associate \$152			B. Electrical System Engineer \$235			
C. Associate \$170			C. Trans. Planner \$114			C. Water Systems Engineer \$223			

Our Allies



Winnetka Park District
Winnetka, Illinois

Reference:
John Muno
Executive Director
jmuno@nullwinpark.org
(847) 501-2074



United City of Yorkville
Yorkville, Illinois

Reference:
Krysti J. Barksdale-Noble, AICP
Director of Community Development
(630) 553-8573
knoble@yorkville.il.us



University of Notre Dame
South Bend, Indiana

Reference:
Greg Hakanen
Director of Asset Management
& Real Estate Development
(574) 631-9979
hakanen1@nd.edu



Village Center Master Plan
Wilmette, Illinois

Reference:
John Adler
Community Development Director
(847) 853-7528
adlerj@wilmette.com



NOTO Arts District
Topeka, Kansas

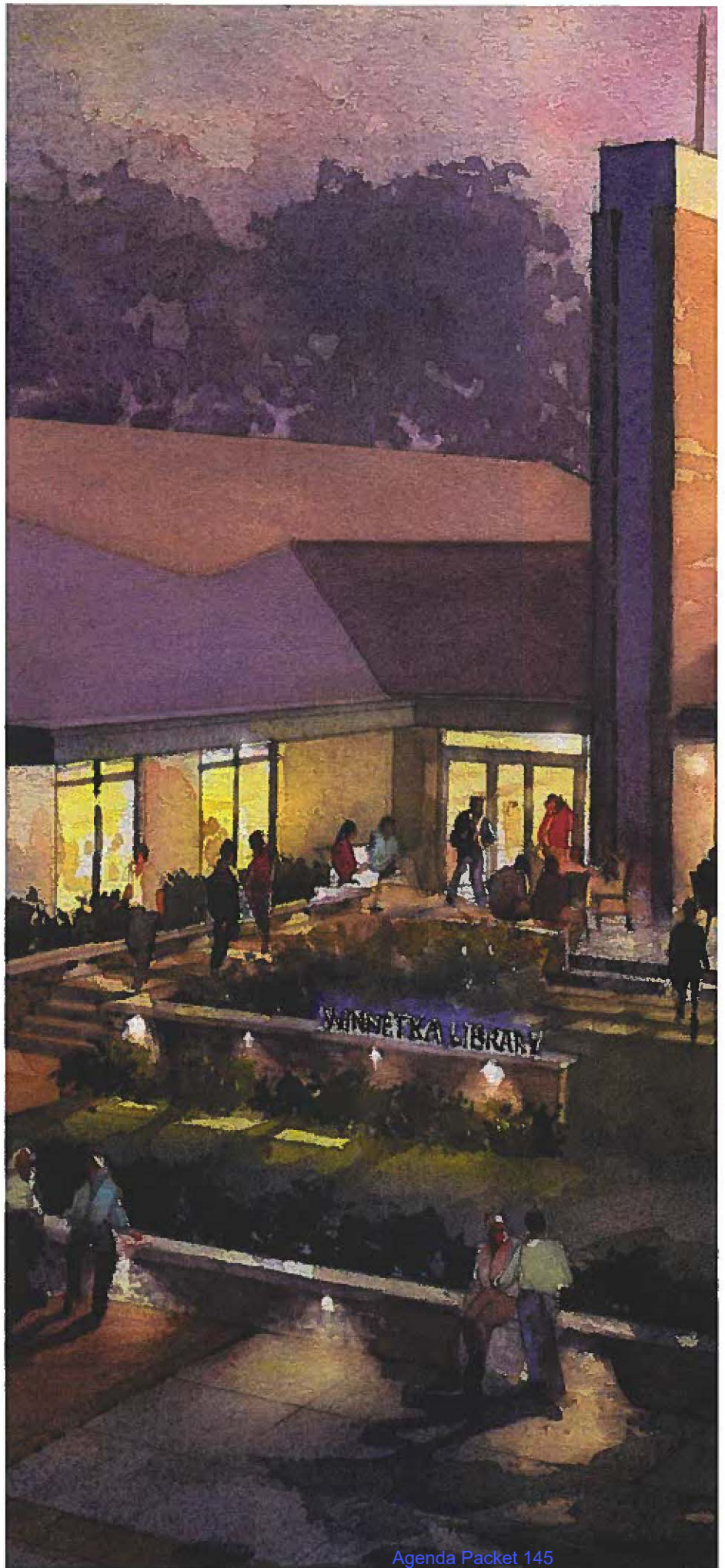
Reference:
Anita Wolgast
Co-chair, NOTO Arts District Board
(785) 230-4979
awolgast2@gmail.com



North Shore Country Day School
Winnetka, Illinois

Reference:
Cindy Hooper
Director of Operations
(847) 441-3352
chooper@nscd.org

**thank
you**



WINNETKA FUTURES 2040 PLAN**MEMO: Work Plan Addendum**

TO: David Schoon, Village of Winnetka
FROM: Scott Freres, The Lakota Group
DATE: August 4, 2021

116 West Illinois Street
Floor 7
Chicago, Illinois 60654
p 312.467.5445
f 312.467.5484
thelakotagroup.com

Dear David,

As you know, due to the Covid-19 pandemic our Comprehensive Planning project was put on hold in March 2020. Our team had completed most of the Phase 1- Engage and Analysis tasks and prepared the first draft of the State of the Village report prior to the pandemic. We had also prepared the materials and program for our first community open house event that was planned for March 18, 2020, but subsequently cancelled.

Over the last several weeks we have been discussing the most effective and appropriate process to restart the project and have revised our work plan and budget for your consideration. Due to the length of time the project has been on hold, approximately sixteen months, and the significant changes in the marketplace and the social and behavioral changes that have occurred in the world, we feel the need to update our data and analysis as it pertains to several topics including demographics, housing, and real estate market conditions. There is also an important need to reengage the community voice, reintroduce the project, and again host meetings, interviews, and events similar to past engagement activities.

We have prepared the attached Phase 1-Work Plan and Budget Addendum to account for this project restart and associated tasks/fees. Any original Phase 1 tasks that were not completed, are not affected, nor are any of the tasks and budgets associated with the original Phase 2 and 3 approved project work scope.

We look forward to re-engaging the Winnetka community on this important assignment.

Sincerely,



Scott Freres, PLA, ASLA
President
The Lakota Group
sfreres@thelakotagroup.com



Agenda Item Executive Summary

Title: Phase 4 Streetscape Concepts (Policy Direction)

Presenter: David Schoon, Community Development Director & Jim Bernahl, Engineering Director

Agenda Date: 08/17/2021

Consent: ☐ YES ☒ NO

☐	Ordinance
☐	Resolution
☐	Bid Authorization/Award
☒	Policy Direction
☐	Informational Only

Item History:

5-17-19 - Village Council Awarded Phase 1 Streetscape Construction Contract
1-21-20 - Village Council Awarded Phase 2 Streetscape Construction Contract
1-19-21 - Village Council Awarded Phase 3 Streetscape Construction Contract

Executive Summary:

At the August 17, 2021, Village Council Study Session, Village staff will present to the Village Council for its consideration the concept plans for the Phase 4 Streetscape improvement and infrastructure project that would be constructed in the spring of 2022. Should the Council direct staff to proceed with the Phase 4 project, staff will return to the Council with a contract for professional design services with Ciorba and Teska Associates to prepare the construction documents and to further refine construction cost estimates. Following the completion of those documents, the Village will go out for construction bids for the project.

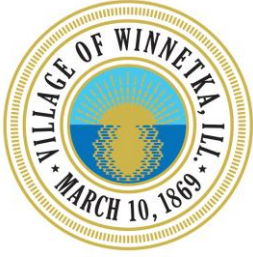
Further details regarding the Phase 4 Streetscape improvement and infrastructure project are included in the attached Staff Report.

Recommendation:

Staff requests policy direction from the Village Council to proceed with the Phase 4 Streetscape Improvements. If direction is given to proceed, Village staff will return with a professional design services contract with Ciorba and Teska to prepare the construction documents for Phase 4.

Attachments:

1. Staff Report
2. Phase 4 Concept Plan Sheets



MEMORANDUM VILLAGE OF WINNETKA

TO: VILLAGE COUNCIL

FROM: JAMES BERNAHL, DIRECTOR OF ENGINEERING
DAVID SCHOON, COMMUNITY DEVELOPMENT DIRECTOR

DATE: AUGUST 12, 2021

SUBJECT: DOWNTOWN STREETScape - PHASE 4

INTRODUCTION

At the August 10, 2021, Village Council Study Session, Village staff will present to the Village Council for its consideration the concept plans for the Phase 4 Streetscape improvement and infrastructure project that would be constructed in the spring of 2022. Should the Council direct staff to proceed with the Phase 4 project, staff will return to the Council with a contract for professional design services with Ciorba and Teska Associates to prepare the construction documents and to further refine construction cost estimates. Following the completion of those documents, the Village will go out for construction bids for the project.

BACKGROUND

As recommended by the Downtown Master Plan, in 2018, the Village Council adopted the [Downtown Master Streetscape and Signage Plan](#) for the Elm Street Business District. The Streetscape Plan identified implementing the streetscape improvements in phases (See Figure 1).

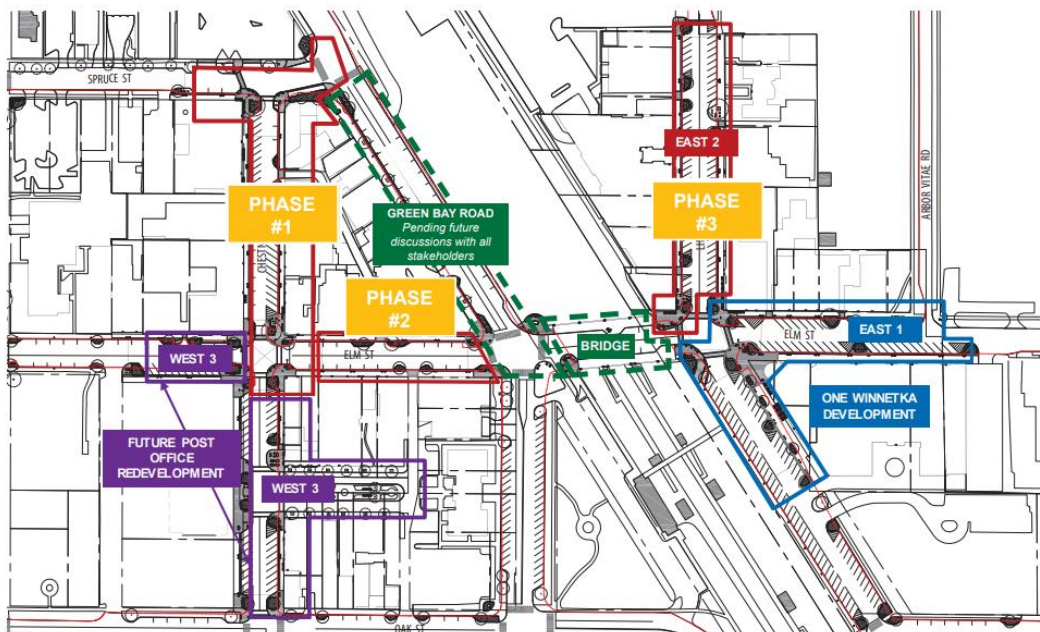


Figure 1 – Downtown Streetscape & Signage Plan – Improvement Phases

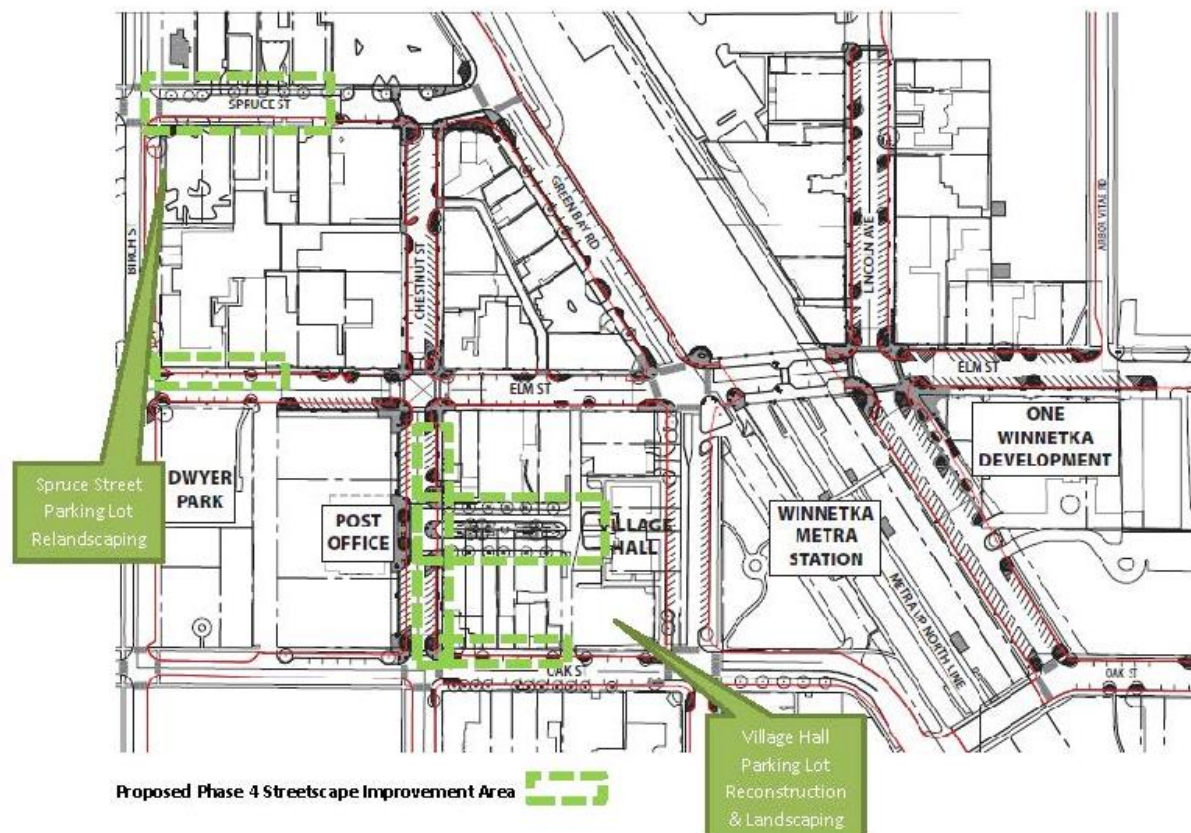
Since adoption of the Streetscape Plan, the Village has constructed streetscape improvements generally consistent with the areas for each of the identified phases:

- 2019 - Phase 1 Streetscape Improvements
- 2020 - Phase 2 Streetscape Improvement
- 2021 - Phase 3 Streetscape Improvements

As noted in Figure 1, the Plan identified certain streetscape improvements occurring in conjunction with future redevelopment of nearby sites (i.e., Post Office site and the former One Winnetka site).

PHASE 4 IMPROVEMENTS

Given the positive response of community members to the streetscape improvements that have been constructed to date, staff has identified additional streetscape improvement areas in the West Elm Business District that could be made prior to redevelopment of the Post Office site.



The Phase 4 streetscape improvements would include the following:

- Extending certain streetscape elements along both sides of Spruce Street as well as the north side of Elm Street to extend the streetscape elements of the commercial business district to the edge of the commercial district, which is Birch Street.
- Installing streetscape elements along the east side of Chestnut Street and along the north side of a portion of Oak Street in front of the commercial business that line these streets. (The streetscape improvements along the west side of this portion of Chestnut Street would occur with the redevelopment of the Post Office site.)

- While maintaining the design elements of Moffatt Mall, install streetscape improvements along Chestnut Court in front of the commercial businesses that line the street.
- Replace the deteriorating landscaping on the perimeter of the Spruce & Birch parking lot.
- Reconstruct the Village Hall parking lot, as has been done with the Pine Street, Spruce Street, and Lincoln Avenue parking lots, and replace its perimeter landscaping.

The Phase 4 Streetscape project would be coordinated with the following necessary infrastructure improvement projects:

- The Water Fund proposes extending a 10" water main that would run along Chestnut Street between Elm and Oak streets and replacing existing 6" water mains with 8" water mains that run (a) along Chestnut Court, (b) between Chestnut Court and Oak Street, and (c) along Oak Street between Chestnut Street and Green Bay Road.
- The Electric Fund proposes to address three underground transformer vaults located in Chestnut Court. The existing vault transformers will be replaced by two pad mount transformers. A three-phase pad mount will be installed at the Post Office and a single-phase transformer will be installed along the side of the Village Hall parking lot. To the extent possible, the Electric Fund has been working to eliminate underground vault transformers on the electric distribution system. This type of vault design utilized an overhead pole type transformer retrofitted with cable terminations. The transformers are susceptible to deterioration and failure from moisture. Unlike the current distribution design, the high voltage cables cannot be switched while energized which limits the operating flexibility of the distribution system. The proposed pad mount transformers will also have the ability to be upgraded for potential load increases from adjacent commercial customers.

A more detailed description of the proposed streetscape and infrastructure improvements is included in the attached materials (Attachment 1 & Attachment 2). Included in those materials is a further description of staff's efforts to minimize the impact on existing trees.

PRELIMINARY ESTIMATED PROJECT COSTS AND FUNDING

The table on the following page summarizes the preliminary estimated project costs and the funding source for each project segment.

WINNETKA PHASE 4 STREETScape 2022 BUDGET SUMMARY			
ITEM	PROJECT NAME	FUNDING SOURCE	COSTS
1	Village Hall Parking Lot Reconstruction/Spruce Parking Lot Landscaping	General Fund Capital	\$ 420,097
2	Transformer Relocation	Electric Fund	\$ 170,245
3	Water Main Work	Water Fund	\$ 560,996
4	Phase 4 Streetscape	Downtown Business Redevelopment Fund	
4.1	Streetscape – Roadway Items		\$ 669,523
4.2	Streetscape – Sidewalks, Pavers + Crosswalks		\$ 508,941
4.3	Streetscape – Street Lighting + Electrical <i>(not including Transformer Relocation above)</i>		\$ 493,285
4.4	Streetscape – Site Furnishings		\$ 90,453
4.5	Streetscape – Plantings (Structural soils, trees, tree grates, plantings, and tree protection)		\$ 276,368
	Subtotal Phase 4 Streetscape		\$ 2,038,568
	TOTAL ALL PROJECTS		\$3,189,906
<i>Note all costs include contingencies for Mobilization (5%), Maintenance of Traffic (3%) and General (10%)</i>			

The Five-Year Capital Improvement Program (“CIP”) currently has the following elements budgeted:

- The Village Hall parking lot reconstruction project is currently scheduled for FY2022.
- The Water Fund annually budgets funding for water main replacement. This proposed work would be part of that budgeted work.
- The transformer relocation/replacement project would need to be incorporated into the Five-Year CIP.

Though the Phase 4 Streetscape element is not currently identified in the Business District Revitalization (BDR) Fund Five-Year CIP, we have reviewed the financing of this project in detail with the Village Manager and the Finance Director. This project would be funded in 2022 via accumulated fund balances in the Business District Revitalization fund plus the continuation of the \$1.65 million annual transfer of funds from the General Fund that has been in place since 2019. Should the Council provide staff direction to move forward with the Phase 4 project, the funding of the streetscape elements will be incorporated into the Business District Revitalization Fund budget for 2022.

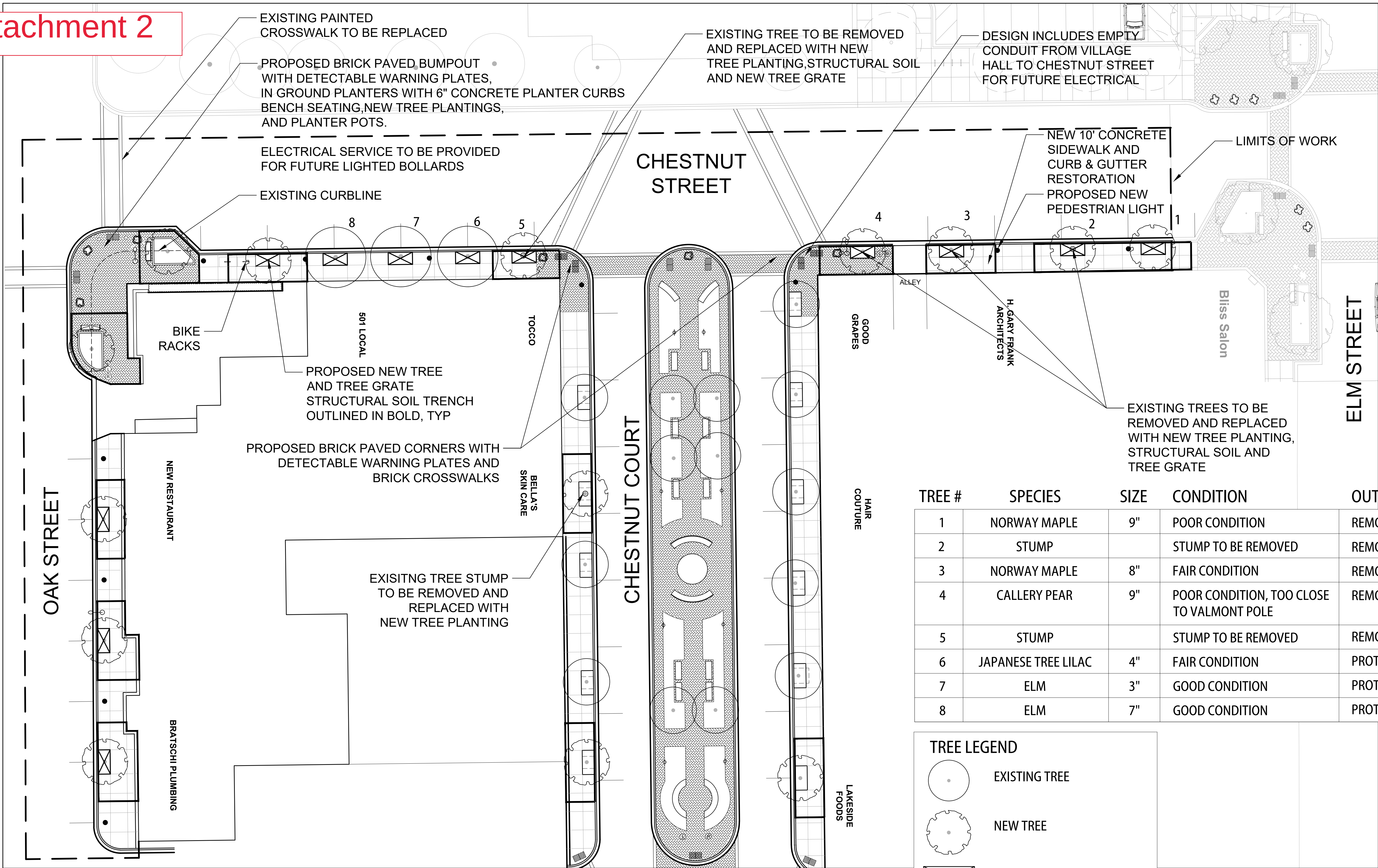
SUMMARY

Staff requests policy direction from the Village Council to proceed with the Phase 4 Streetscape Improvements. If direction is given to proceed, Village staff will return with a professional design services contract with Ciorba and Teska to prepare the construction documents for Phase 4.

ATTACHMENTS

Attachment 1: Phase 4 Streetscape Concept Plan Sheets

Attachment 2



TREE #	SPECIES	SIZE	CONDITION	OUTCOME
1	NORWAY MAPLE	9"	POOR CONDITION	REMOVE AND REPLACE
2	STUMP		STUMP TO BE REMOVED	REMOVE AND REPLACE
3	NORWAY MAPLE	8"	FAIR CONDITION	REMOVE AND REPLACE
4	CALLERY PEAR	9"	POOR CONDITION, TOO CLOSE TO VALMONT POLE	REMOVE AND REPLACE
5	STUMP		STUMP TO BE REMOVED	REMOVE AND REPLACE
6	JAPANESE TREE LILAC	4"	FAIR CONDITION	PROTECT
7	ELM	3"	GOOD CONDITION	PROTECT
8	ELM	7"	GOOD CONDITION	PROTECT

TREE LEGEND

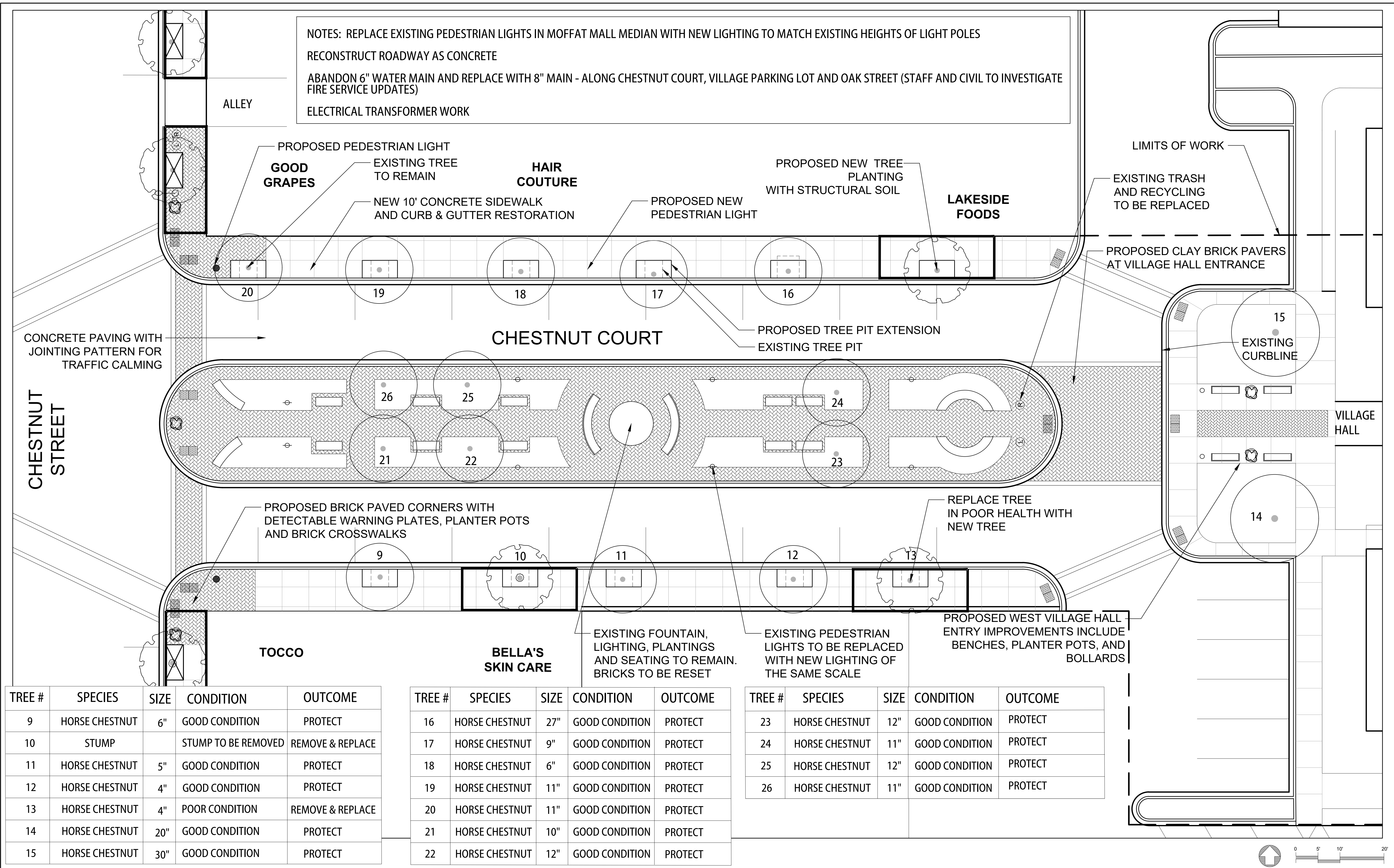
EXISTING TREE

NEW TREE

TREE GRATE (4'X8')

OPEN TREE PIT (4'X8')

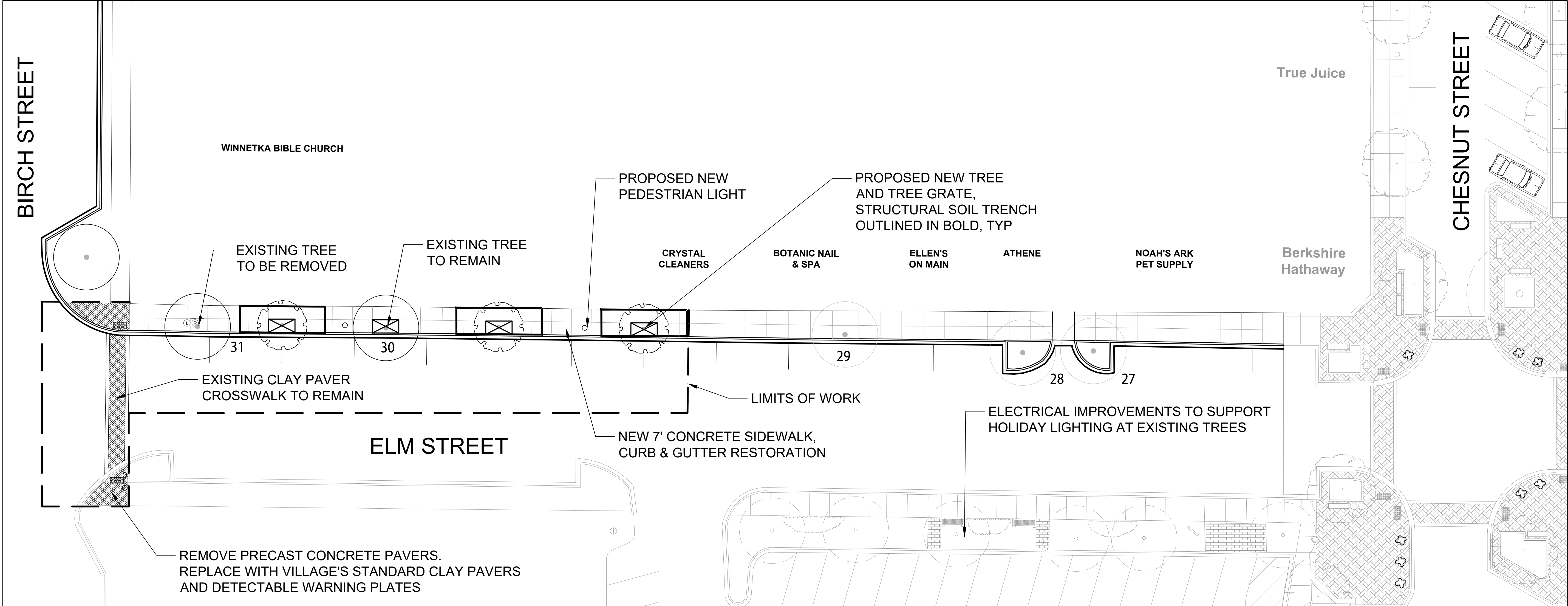
EXTEND 10" WATER MAIN TO OAK STREET



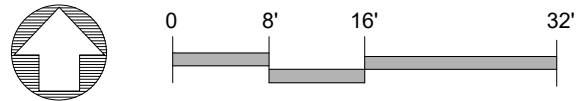
TREE #	SPECIES	SIZE	CONDITION	OUTCOME
9	HORSE CHESTNUT	6"	GOOD CONDITION	PROTECT
10	STUMP		STUMP TO BE REMOVED	REMOVE & REPLACE
11	HORSE CHESTNUT	5"	GOOD CONDITION	PROTECT
12	HORSE CHESTNUT	4"	GOOD CONDITION	PROTECT
13	HORSE CHESTNUT	4"	POOR CONDITION	REMOVE & REPLACE
14	HORSE CHESTNUT	20"	GOOD CONDITION	PROTECT
15	HORSE CHESTNUT	30"	GOOD CONDITION	PROTECT

TREE #	SPECIES	SIZE	CONDITION	OUTCOME
16	HORSE CHESTNUT	27"	GOOD CONDITION	PROTECT
17	HORSE CHESTNUT	9"	GOOD CONDITION	PROTECT
18	HORSE CHESTNUT	6"	GOOD CONDITION	PROTECT
19	HORSE CHESTNUT	11"	GOOD CONDITION	PROTECT
20	HORSE CHESTNUT	11"	GOOD CONDITION	PROTECT
21	HORSE CHESTNUT	10"	GOOD CONDITION	PROTECT
22	HORSE CHESTNUT	12"	GOOD CONDITION	PROTECT

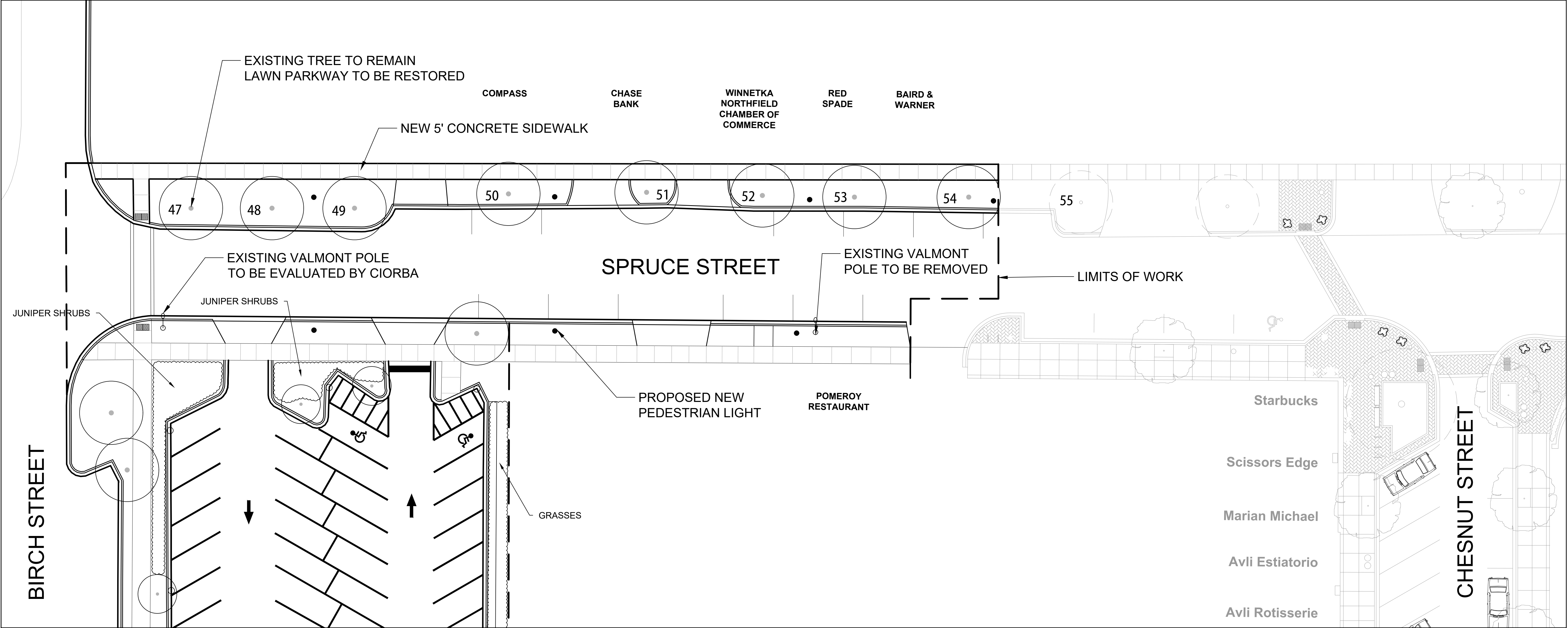
TREE #	SPECIES	SIZE	CONDITION	OUTCOME
23	HORSE CHESTNUT	12"	GOOD CONDITION	PROTECT
24	HORSE CHESTNUT	11"	GOOD CONDITION	PROTECT
25	HORSE CHESTNUT	12"	GOOD CONDITION	PROTECT
26	HORSE CHESTNUT	11"	GOOD CONDITION	PROTECT



TREE #	SPECIES	SIZE	CONDITION	OUTCOME
27	KENTUCKY COFFEE TREE	11"	GOOD CONDITION	PROTECT
28	KENTUCKY COFFEE TREE	8"	GOOD CONDITION	PROTECT
29	ELM	3"	GOOD CONDITION	PROTECT
30	ELM	9"	GOOD CONDITION	PROTECT
31	NORWAY MAPLE	11"	FAIR CONDITION, NO CENTRAL LEADER	REMOVE AND REPLACE

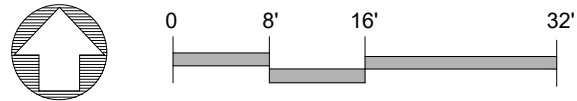


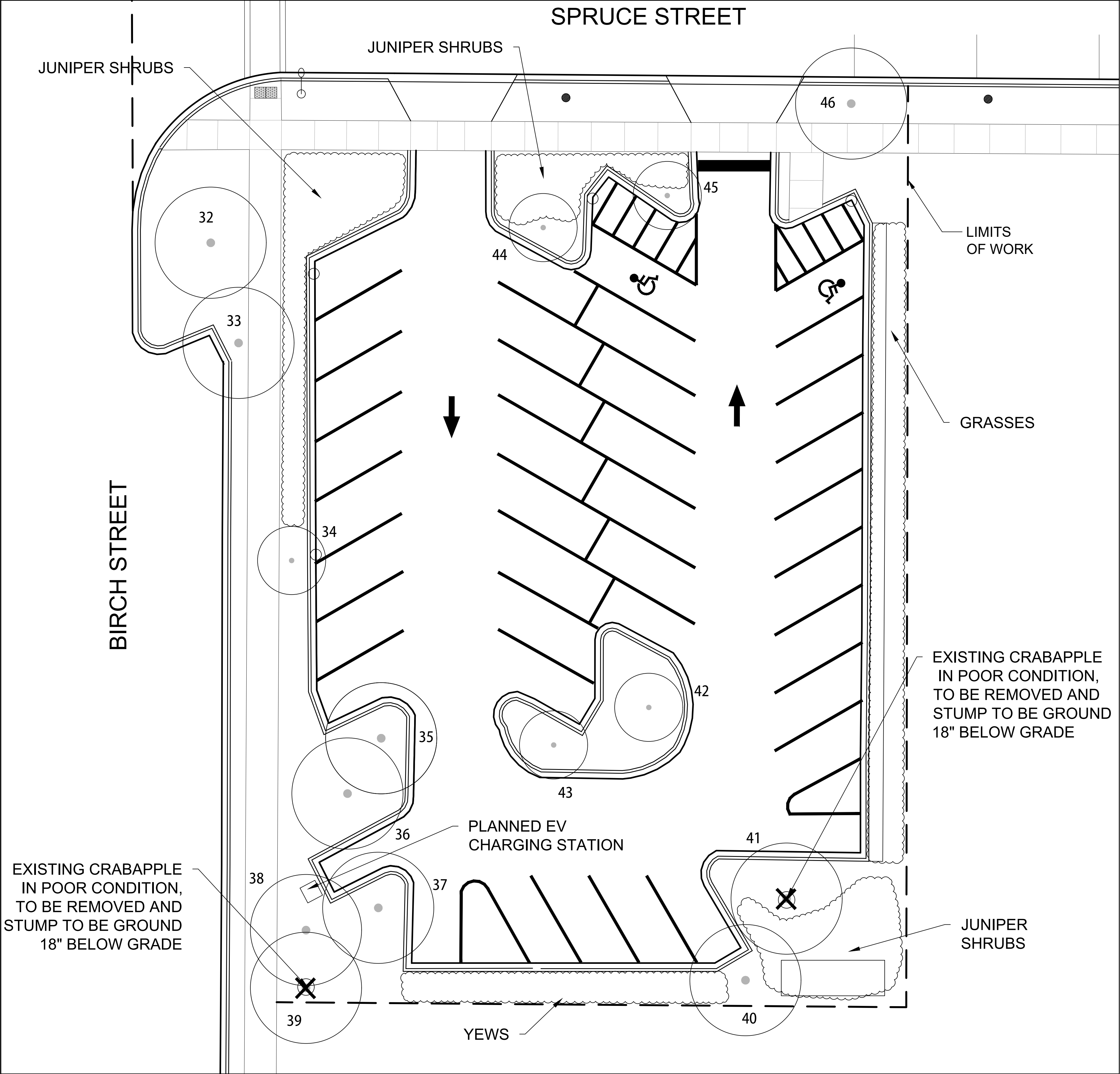
 627 Grove Street, Evanston, Illinois 60201 Tel 847.869.2015 Fax 847.869.2059	PROJECT MANAGER =		DESIGNED — JLT	REVISED —		WINNETKA PHASE 4 STREETSCAPE WEST ELM STREET	COUNTY	TOTAL SHEETS	SHEET NO.
	JOB NO. =		CHECKED — JZM	REVISED —					
	PLOT SCALE =		DRAWN — JLT	REVISED —					
	PLOT DATE = 07/23/2021		CHECKED —	REVISED —			CONTRACT NO.		



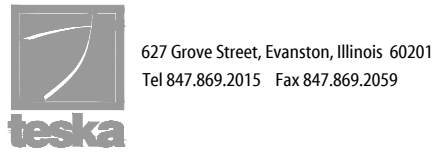
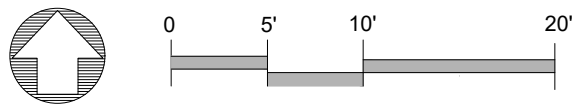
NOTE: TREES WILL NOT RECEIVE ELECTRICAL SERVICE

TREE #	SPECIES	SIZE	CONDITION	OUTCOME
47	BUR OAK	34"	GOOD CONDITION	PROTECT
48	SUGAR MAPLE	4"	GOOD CONDITION	PROTECT
49	BUR OAK	27"	GOOD CONDITION	PROTECT
50	HONEYLOCUST	11"	GOOD CONDITION	PROTECT
51	HONEYLOCUST	13"	FAIR CONDITION	PROTECT
52	HONEYLOCUST	15"	FAIR CONDITION	PROTECT
53	AUTUMN BLAZE MAPLE	12"	FAIR CONDITION	PROTECT
54	AUTUMN BLAZE MAPLE	10"	GOOD CONDITION	PROTECT
55	ELM	9"	GOOD CONDITION	PROTECT





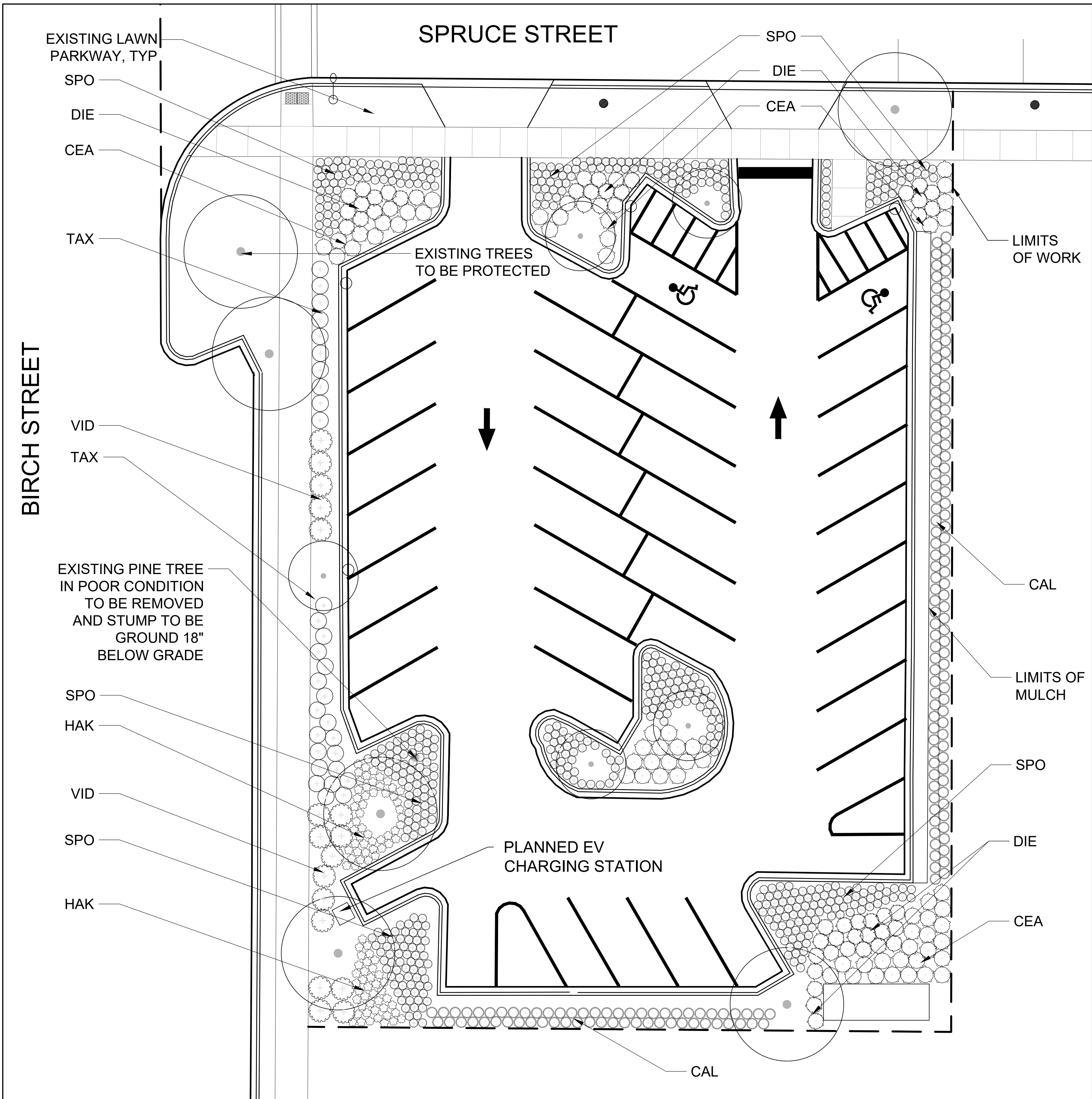
TREE #	SPECIES	SIZE	CONDITION	OUTCOME
32	SPRUCE	11"	FAIR CONDITION	PROTECT
33	BUR OAK	29"	GOOD CONDITION	PROTECT
34	CRABAPPLE	2"	GOOD CONDITION	PROTECT
35	WHITE CEDAR	7"	FAIR CONDITION	PROTECT
36	ZELCOVA	9"	GOOD CONDITION	PROTECT
37	PEAR	4"	FAIR CONDITION	PROTECT
38	BUR OAK	6"	GOOD CONDITION	PROTECT
39	CRABAPPLE	6"	DEAD	REMOVE
40	MULBERRY	8"	FAIR CONDITION	PROTECT
41	CRABAPPLE	9"	POOR CONDITION	REMOVE
42	THREE FLOWER MAPLE	2"	GOOD CONDITION	PROTECT
43	CRABAPPLE	2.5"	GOOD CONDITION	PROTECT
44	CRABAPPLE	3"	GOOD CONDITION	PROTECT
45	CRABAPPLE	3"	GOOD CONDITION	PROTECT
46	NORWAY MAPLE	12"	FAIR CONDITION	PROTECT



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PLOT DATE = 07/23/2021	CHECKED —	REVISED —

WINNETKA PHASE 4 STREETScape
SPRUCE STREET PARKING LOT EXISTING CONDITIONS

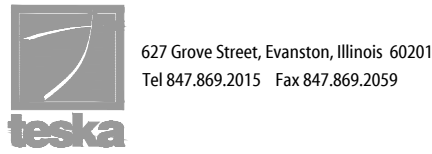
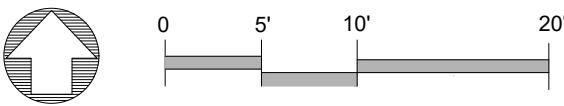
COUNTY	TOTAL SHEETS	SHEET NO.
CONTRACT NO.		



PLANT SCHEDULE SPRUCE

SHRUBS	QTY	BOTANICAL / COMMON NAME	SIZE	CONTAINER	SPACING
CEA	61	Ceanothus americanus / New Jersey Tea	24" Spread	CG	3' O.C.
DIE	52	Diervilla lonicera / Dwarf Bush Honeysuckle	24" Spread	CG	3' O.C.
TAX	30	Taxus cuspidata 'Densiformis' / Dense Japanese Yew	24" Spread	CG	3' O.C.
VIB	17	Viburnum dentatum 'Blue Muffin' / Blue Muffin Arrowwood Viburnum	3' Ht.	B&B/CG	4' O.C.

GRASSES	QTY	BOTANICAL / COMMON NAME	SIZE	CONTAINER	SPACING
CAL	171	Calamagrostis x acutiflora 'Karl Foerster' / Karl Foerster Feather Reed Grass	1 gal.	CG	2' O.C.
HAK	91	Hakonechloa macra / Japanese Forest Grass	1 gal.	CG	18" O.C.
SPO	519	Sporobolus heterolepis / Prairie Dropseed	1 gal.	CG	18" O.C.



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WINNETKA PHASE 4 STREETScape
SPRUCE STREET PARKING LOT PLANTING PLAN

COUNTY	TOTAL SHEETS	SHEET NO.
CONTRACT NO.		