

MEETING NOTICE
VILLAGE OF TINLEY PARK
MEETING OF THE COMMITTEE OF THE WHOLE

NOTICE IS HEREBY GIVEN that a Committee of the Whole Meeting of the Village of Tinley Park, Cook and Will Counties, Illinois will be held on Tuesday, August 6, 2019, beginning at 6:45 p.m. in Council Chambers, located in the Tinley Park Village Hall, 16250 South Oak Park Avenue, Tinley Park, Illinois 60477.

The agenda is as follows:

1. CALL MEETING TO ORDER.
2. CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON JUNE 4, 2019.
3. DISCUSS NEW STRATEGIC PLAN AND PLANNING PROCESS.
4. DISCUSS EMERGENCY PUMP REPLACEMENT AT POST 5 SANITARY SEWER LIFT STATION.
5. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION
VILLAGE CLERK

MINUTES
Committee of the Whole
June 4, 2019 - 6:30 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: M. Glotz, President Pro-Tem
C. Berg, Village Trustee
W. Brady, Village Trustee
W. Brennan, Village Trustee
D. Galante, Village Trustee
M. Mueller, Village Trustee

Members Absent: None

Other Board Members Present: J. Vandenberg, President - Arrived 6:36 p.m.
K. Thirion, Village Clerk

Staff Present: D. Niemeyer, Village Manager
P. Carr, Assistant Village Manager
B. Bettenhausen, Village Treasurer
P. Connelly, Village Attorney
P. Wallrich, Interim Community Development Director
K. Clarke, Planning Manager - Arrived 6:38 p.m.
D. Framke, Marketing Director
P. Hoban, Economic Development Manager
D. Sanfilippo, Executive Assistant to the Mayor
L. Valley, Executive Assistant to the Manager and Trustees
L. Godette, Deputy Village Clerk
L. Carollo, Commission/Committee Secretary

Item #1 - The meeting of the Committee of the Whole was called to order at 6:31p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON MAY 21, 2019 – Motion was made by President Pro-Tem Glotz, seconded by Trustee Berg, to approve the minutes of the Committee of the Whole meeting held on May 21, 2019. Vote by voice call. President Pro-Tem Glotz declared the motion carried.

Item #3 – DISCUSS A RESOLUTION OPPOSING THE ZONING MAP AMENDMENT TO THE COOK COUNTY ZONING ORDINANCE LOCATED AT 18501 SOUTH RIDGELAND AVENUE

- The Community Development Department received a certified letter from the applicant's attorney, requesting a map amendment from the underlying Cook County R-4 (Single Family Residence District) to Cook County I-1 (Restricted Industrial District). This proposed rezoning conflicts with existing adjacent land use and the Village of Tinley Park Comprehensive Plan, which proposes these parcels be developed for residential uses and consistent with the existing surrounding land use. The requested rezoning for the property located at 18501 Ridgeland Avenue is immediately adjacent to the Tinley Park corporate boundary. State statute provides municipalities the right of review and comment on zoning amendments within 1-1/2 miles of corporate boundaries.

The applicant requested rezoning of two (parcels). Parcel A is located on the east side of Ridgeland Avenue, directly adjacent to Misty Pines subdivision. This property consists of a single-family home with a garage and two storage structures. Misty Pines subdivision has not been completed; however, the approved plans consist of townhomes and a detention pond surrounding the parcel. Parcel B is south and east of Misty Pines subdivision, abutting I-80. This is a vacant property aside from billboard signs. There are no specific plans to develop the property, however, there are several uses permitted under Cook County I-1 zoning district, which may be considered a conflicting land use with the existing residential uses in the area. These uses include contractor and construction offices, shops and yards; greenhouses and nurseries, wholesale; stone companies and machine shops; bars, taverns and cocktail lounges; live entertainment and dancing; automotive storage facilities for vehicles in operating condition; automotive repair, rental, paint shops, service stations; and bus terminals, turnarounds, garages and lots. Special uses include medical cannabis cultivation centers, parks/playgrounds, hotels/motels and sewage treatment plants.

P. Wallrich, Interim Community Development Director provided the Committee of the Whole a letter of concern from Misty Pines subdivision homeowners for review and consideration.

If the Village files legal opposition to the rezoning proposal by a Resolution, state statutes require a favorable vote of three quarters of Cook County Board members to pass the map amendment.

Staff requested the Village Board adopt the provided Resolution, opposing the requested map amendment in order to protect the health, welfare and safety of the adjacent residential properties.

President Pro-Tem Glotz asked the Committee if there were any questions. Trustee Brennan asked what the applicant's intentions are for the parcels. Ms. Wallrich stated the applicant would like to modernize the billboards currently in place, for which billboards are restricted per Village Ordinance.

Motion was made by President Pro-Tem Glotz, seconded by Trustee Brennan, to recommend the Resolution Opposing the Zoning Map Amendment to the County Zoning Ordinance be forwarded to the Village Board. Vote by voice. President Pro-Tem Glotz declared the motion carried.

Item #4 – DISCUSS ADDING LIQUOR/VIDEO GAMING LICENSE FOR THE FOLLOWING:

- a. CLASS AV FOR BUFFALO WILD WINGS, 18811 S. 80TH AVENUE;**
- b. CLASS AV FOR PRIMAL CUT STEAKHOUSE, 17344 OAK PARK AVENUE;**
- c. CLASS DV FOR LOS 3 BURRITOS #2, 8005 183RD STREET;**
- d. CLASS EV FOR POP'S ITALIAN BEEF AND SAUSAGE, 7301 W. 183RD STREET; AND**
- e. CLASS AV-1 FOR UNION BAR AND GRILL, 17821 80TH AVENUE**

D. Sanfilippo, Executive Assistant to the Mayor stated at the Committee of the Whole meeting held on May 21, 2019, there was Committee discussion to examine liquor and video gaming license requests on a case-by-case basis. A representative from each business was present to answer questions and further discuss their plans for consideration. All businesses have previously submitted business proposals.

- Buffalo Wild Wings - Full service restaurant, operating in Tinley Park for 10 years. Currently, the restaurant holds a Class A liquor license, allowing sale of liquor by the drink on premises. Request was submitted for a change to a Class AV license, which allows sale of liquor by the drink on premises and has video gaming. This location will be a "test store" for video gaming. Gaming would be located in the back of the restaurant, in a separate space with a 4 ft. wall, along with cameras for monitoring the gaming area. Drawings were provided to the Committee. The state has given preapproval. A wall above 4 ft. in height would prohibit visualization of the area, even though cameras would be strategically placed. President Pro-Tem Glotz stated being

uncomfortable with gaming offered in a family restaurant and not in a fully enclosed area. P. Connelly, Village Attorney stated the legal requirement of the Act states the video gaming entrance must be visible by at least one employee. In response to Trustee Brennan's question, the restaurant serves approximately 85% food. Trustee Brennan stated he would like to see the gaming area fully enclosed as well. Constructing a higher wall would be a possible option. President Pro-Tem Glotz stated he would like to visit the proposed gaming area and suggested postponing consideration of the request until the Administration & Legal Committee meeting scheduled June 11, 2019.

Motion was made by President Pro-Tem Glotz, seconded by Trustee Berg, to recommend postponement of a Class AV license request until the Administration & Legal Committee meeting scheduled June 11, 2019. Vote by voice. President Pro-Tem Glotz declared the motion carried.

- Primal Cut Steakhouse - Full service restaurant, operating in Tinley Park for over 2 years. Currently, the restaurant holds a Class A liquor license, allowing sale of liquor by the drink on premises. Request was submitted in January for a change to a Class AV license, which allows sale of liquor by the drink on premises and has video gaming. It was previously stated an office space would be used for video gaming in the rear of the business near restrooms. A total of three gaming machines would be placed along with a change machine and cameras. Owner supplied the Committee with photographs and footprint of the enclosed area. Illinois Gaming Board visited and did not foresee any problems with the office space designated for video gaming as a hostess is nearby at all times. The gaming area will not be visible within the bar or restaurant areas, nor will signage be placed. Owner emphasized video gaming will not be the sole source of revenue for the restaurant. The Committee had no further questions.

Motion was made by Trustee Brady, seconded by Trustee Berg, to recommend a Class AV license request to Primal Cut Steakhouse be placed on the agenda of the Village Board meeting scheduled June 4, 2019. Vote by voice. President Pro-Tem Glotz declared the motion carried.

- Los 3 Burritos - Full service restaurant, operating in Tinley Park for over 2 years. Currently, the restaurant holds a Class D liquor license, allowing sale by a restaurant for consumption on the premises by the drink only. Request was submitted for a change to a Class DV license, which allows sale by a restaurant for consumption on the premises by the drink only and has video gaming. Los 3 Burritos proposed the addition of walls between the front and side entrances to create a separate gaming area. The Committee was provided with a floor plan and letter. Preapproval by the state in November 2018. Committee preference of wall height conflicts with the state for monitoring purposes. The proposed gaming area would be located within the front of the restaurant. The terminal operator stated tint could be placed on the windows; however, there is no plan to construct walls. President Pro-Tem Glotz reiterated the preference of gaming located within an enclosed space. Video gaming will not be the sole source of revenue for the restaurant. The Committee had no further questions.

Motion was made by Trustee Brady, seconded by Trustee Galante, to recommend postponement of a Class DV license request until the Administration & Legal Committee meeting scheduled June 11, 2019. Vote by voice. President Pro-Tem Glotz declared the motion carried.

- Pop's Italian Beef and Sausage - Full service restaurant, operating in Tinley Park for 10 years. Request was submitted for an EV liquor license, which allows sale by a restaurant for consumption on the premises by the drink only (beer and wine), and has video gaming. Video gaming is felt to be a necessity to supplement income. Pop's is known as a family restaurant and owner agrees gaming needs to be partitioned. Owner proposed constructing a wall for gaming to be located in

a separate enclosed space, along with a door. Gaming terminals would be placed past the food counter, near the condiment area and drink machines. Monitors would be placed and staff also would be present near the area. Video gaming will not be the sole source of revenue for the restaurant. The Committee was provided with a floor plan.

President Pro-Tem Glotz asked if the business would still be successful without video gaming. The owner stated previously he felt video gaming would be more for entertainment, however, employee compensation will be more of a challenge in the future with the minimal wage increasing, along with providing reasonable food prices to customers. Owner plans to extend his business contract if a Class EV license is awarded to Pop's. Pop's does not currently have a plan to place signage.

Trustee Brennan stated initially he had concerns because of the family atmosphere of the restaurant, but pleasantly surprised after reviewing the plans. President Pro-Tem Glotz also stated his concern of video gaming in a family restaurant. Trustee Brennan stated other establishments offer video gaming and without it a competitive playing field would be more difficult. Trustee Berg concurred and stated the Committee should move forward. Trustee Brennan requested a list of license requests since May 2017, which will be provided to him. Trustee Galante asked if there are any other options to assist businesses aside from video gaming and stated concerns also with video gaming in a kid-friendly atmosphere. Businesses would be subject to license suspension and/or hefty fines in relation to minors involved in video gaming. Mr. Connelly stated to the Committee their options.

Motion was made by Trustee Berg, seconded by Trustee Brady, to recommend a Class EV license request for Pop's Italian Beef and Sausage be brought forward to the Village Board meeting scheduled June 4, 2019. Vote by voice. President Pro-Tem Glotz declared the motion carried.

- Union Bar & Grill - Full service restaurant and bar, opening in 2019. Request was submitted in March for an AV-1 liquor license, which allows sale of liquor by the drink on premises and is open late hours. This license would also allow video gaming. The owner proposed adding an enclosed gaming area with a door in a corner room of the establishment that has opaque windows, which will provide a discrete space. Owner is amenable to placing cameras within the area. Video gaming will not be the sole source of revenue for the restaurant. Estimated investment is over \$500,000. This would be the owner's fourth business within Tinley Park since 1997. The restaurant would like to locally match competitors offering video gaming. A floor plan and letter were provided to the Committee. There are no current plans for signage. Owner provided business costs and projected earnings, as well as an estimate of 65-70% in food sales.

President Vandenberg provided the Committee with a history of the location.

Motion was made by Trustee Mueller, seconded by Trustee Brennan, to recommend a Class AV-1 license request for Union Bar & Grill be brought forward to the Village Board meeting scheduled June 4, 2019. Vote by voice. President Pro-Tem Glotz declared the motion carried.

Item #5 – RECEIVE COMMENTS FROM THE PUBLIC - Nancy O'Connor stated while she understands the business owners wanting video gaming to supplement income, she hopes the Committee would consider moving forward that video gaming will ultimately saturate the town, hindering businesses rather than helping them.

ADJOURNMENT

Motion was made by President Pro-Tem Glotz, seconded by Trustee Galante, to adjourn this meeting of the Committee of the Whole. Vote by voice call. President Pro-Tem Glotz declared the motion carried and adjourned the meeting at 7:21 p.m.

lc

DRAFT



Interoffice Memo

Date: July 31, 2019

To: Dave Niemeyer, Village Manager

Cc: Patrick Carr, Assistant Village Manager/EM&911 Communications Director

From: Hannah Lipman, Management Analyst

Subject: Strategic Plan

Background

Strategic planning is important for team building, goal setting, and accountability. The process of strategic planning is to set overall aims for your organization and a plan to achieve them. Through the planning process, stakeholders are able to identify the goals for not only the short-term, but long-term, vitality of the Village and provide staff with clear direction.

Staff has relied on the current strategic plan as a guide for implementing a wide range of goals. The goals are divided into four categories: short term complex, short term routine, long term complex, and long term routine. To date, roughly 47 of the 63 total goals are in progress/ongoing and 10 have been fully completed.

The current goals are a result of a strategic planning process that began in May of 2015. At the time, an RFQ was published requesting services of an outside facilitator. Outside facilitators are independent and objective, which is beneficial to the planning process and ensures input is considered from all stakeholders. Of the four (4) proposals received, the Village selected Sikich to complete the following: group exercises and processes to assess the Village's then-current policy and operational environments, gathering citizen and stakeholder input, and the facilitation of a sequence of strategic planning workshops that included visioning, environmental scanning (SWOT analysis) and goal development.

Staff Recommendation

Typically, review and assessment of the overall plan should occur every three to five years. Based on the progress that has been made over the last four (4) years implementing current goals, and as the Village continues to move forward with several new Board members, staff recommends beginning a new strategic planning process.

This process would begin with the issuance of an RFQ to solicit proposals for an outside facilitator. The RFQ scope (see attached) would include tasks such as the following: review of citizen survey data/results, strategic planning session(s), and an independent summary report.

The Village expects to have the citizen survey data/results returned in time to be utilized for resident input in this process. We are not recommending focus groups for this strategic plan due to the time frame and the ability to use citizen survey data. Staff also recommends during the strategic planning session(s), the facilitator aid in development of a unified Village Mission/Vision Statement.

Estimated Costs

In 2015, the Village paid \$32,136.73 to Sikich for its services. Depending on the scope of services, this cost can vary. This was not specifically allocated in the current budget, but we have identified savings in the 'other contractual services' line of the budget to cover this expense.

Timeline

The following is a proposed timeline:

<u>Task</u>	<u>Completion Date</u>
a) RFQ Issuance	August 7, 2019
b) RFQ due	August 28, 2019
c) Firm Interviews (as necessary)	Week of Sept. 9 th , 2019
d) Approval of Facilitator at Village Board Mtg.	September 17 th , 2019
e) Citizen Survey Data/Results Received	October 2019
f) Staff/Board Planning Sessions	November 18 th , 19 th
g) Final Report	January 2019

The goal would be to have the Board participate in a planning session before budget preparation begins and for the final report to be completed in January before final budget decisions for FY21 are made.



Village of Tinley Park, Illinois
REQUEST FOR QUALIFICATIONS
RFQ Number 2019-RFQ-014

STRATEGIC PLANNING & GOAL SETTING FACILITATOR SERVICES

This Request for Qualifications (RFQ) is for the purpose of establishing a contract with a qualified firm to provide facilitator services for a Strategic Planning and Goal Setting session(s).

- GENERAL REQUIREMENTS:** Proposers are to submit ten (10) packets, to be **opened and evaluated in private**. Submit **one original plus nine** complete copies of the proposals. An **electronic version** is also to be submitted.
- SUBMISSION LOCATION:** The Village of Tinley Park
16250 South Oak Park Avenue
Tinley Park, IL 60477
- SUBMISSION DATE:** **Wednesday, August 28, 2019 by 5:00 p.m.**
Qualifications received after the time specified will not be opened.
- CONTACT / QUESTIONS:** Submit questions via email to Village of Tinley Park, attention Hannah Lipman, at hlipman@tinleypark.org. Questions are required no less than three (3) business days prior to the qualifications opening date. Phone: (708) 444-5000. **Absolutely no informal communication shall occur regarding this RFQ, including requests for information, or speculation between Offeror's or any of their individual members and any Village elected official or employee. All questions will be answered with a copy of the question and answer to each proposer.**
- CONTENTS:** The following sections, including this cover sheet, shall be considered integral parts of this solicitation:
- *Notice of RFQ (1 Page)
 - *General Terms and Conditions (3 Pages)
 - *Project Overview (1 Page)
 - *Additional Submission Requirements (2 Pages)

GENERAL TERMS AND CONDITIONS

1. **Negotiations:**
The Village of Tinley Park reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFQ.
2. **Confidentiality:**
RFQ's and the responses thereto, are subject to the Illinois Freedom of Information Act.
3. **Reserved Rights:**
The Village of Tinley Park reserves the right at any time and for any reason to cancel this RFQ or any portion thereof, to reject any or all RFQ's, and to take any other action determined to be in its best interests. . The Village reserves the right to waive any immaterial defect in any RFQ. The Village may seek clarification from a responder at any time, after the submission date, and failure to respond promptly is cause for rejection. The Village reserves the right to negotiate with the highest ranked responsive responsible responder. However, should the Village not be able to negotiate a fair and reasonable price with the highest ranked responsive, responsible responder, it reserves the right to proceed to negotiations with the next highest ranked responsive, responsible responder.
4. **Incurred Costs:**
The Village of Tinley Park will not be liable for any costs incurred by respondents in replying to this RFQ.
5. **Award:**
Award will be based on the highest ranked responsive, responsible responder as determined by the Village of Tinley Park. The award, if any, will be based on the Village's determination as to the best-qualified and most cost effective responder.
6. **Discussion of RFQ:**
The Village of Tinley Park may conduct discussions with any responder who submits a response. During the course of such discussions, the Village shall not disclose any information derived from one RFQ to any other responder.
7. **Contract Period:**
Time is of the essence. The responder shall be able to devote sufficient resources to this project.
8. **Responsibility & Default:**
The responder shall be required to assume responsibility for all items listed in this RFQ. The successful responder shall be considered the sole point of contact for purposes of this contract.
9. **Payments:**
Payments shall be made in accordance with the Local Government Prompt Payment Act.
10. **Interpretations or Correction of Request for Qualifications:**
Responders shall promptly notify The Village of any ambiguity, inconsistency or error that they may discover upon examination of the RFQ's. Interpretation, correction and changes to the RFQ's will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding.
11. **Addenda:**
Addenda are written instruments issued by The Village prior to the date of receipt of qualifications, which modify or interpret the RFQ by addition, deletions, clarifications, or corrections.
12. **Taxes:**
The Village is exempt from paying certain Illinois State Taxes.
13. **Non-Discrimination:**
Proposer shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules

and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause and the Illinois Drug Free Workplace Act, Title 44, Chapter 10.

14. **Insurance: *Please submit certificate with your proposal***

The proposer must obtain insurance issued by a company or companies qualified to do business in the State of Illinois and provide the Village with evidence of credible insurance. Insurance in the following types and amounts is necessary:

- A. **Worker's Compensation and Employer's Liability** with limits not less than:
 - a. (1) Worker's Compensation: Statutory;
 - b. (2) Employer's Liability;
 - c. \$1,000,000 injury-per occurrence
 - d. Such insurance shall evidence that coverage applies in the State of Illinois.

- B. **Comprehensive Motor Vehicle Liability** with limits for vehicles owned, non-owned or rented not less than:
 - a. Bodily Injury/Property Damage: Combined Single Limit: \$1,000,000 per accident

- C. **Comprehensive General Liability** with coverage written on an "occurrence" as is and with limits no less than:
 - a. Each Occurrence: \$ 1,000,000
 - b. General Aggregate: \$2,000,000
 - c. Products and completed operations: General Aggregate: \$2,000,000

- D. **Umbrella Policy**. The required coverage's may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss. This policy should apply to the Commercial General Liability and Motor Vehicle Coverage. Minimum amount \$5,000,000 in combination. *An exception for a lower limit may be granted at the discretion of the Village of Tinley Park. Such an exception could be based upon other criteria such as a review of their safety record, information provided by references, and/or any established prior job performance on behalf of the Village.*

The Village of Tinley Park shall be named as an Additional Insured on the Comprehensive General Liability, Comprehensive Motor Vehicle Liability and Umbrella/Excess Policies. An endorsement naming the Village an additional insured must be submitted With the Certificate of Insurance. All insurance policies are to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the Village.

E. **Other Insurance Provisions -**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- a. The Entity, its officers, officials, employees, and volunteers are to be covered as additional insureds on the general liability, auto and umbrella/excess policies. An endorsement naming the Village an additional insured must be submitted with the Certificate of Insurance

- b. For any claims related to this project, the insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the Vendor's insurance and shall not contribute with it. Vendor shall procure and maintain for the duration of the contract, and for 2 years thereafter, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Vendor, his agents, representatives, employees.

- c. Each insurance policy required by this clause shall provide that coverage shall not be canceled, except with notice to the Entity.

- d. Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the Entity.
- e. Waiver of Subrogation: Vendor hereby agrees to waive rights of subrogation which any insurer of Vendor may acquire from Vendor by virtue of the payment of any loss. Vendor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the Entity for all work performed by the Vendor, its employees, agents.

15. **Change In Status:**

The responder shall notify The Village of Tinley Park immediately of any change in its status resulting from any of the following: (a) responder is acquired by another party; (b) responder becomes insolvent; (c) responder, voluntarily or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) responder ceases to conduct its operations in normal course of business. The Village of Tinley Park shall have the option to terminate its contract with the vendor immediately on written notice based on any such change in status.

16. **Precedence:**

Where there appears to be variances or conflicts, the following order of precedence shall prevail: The Owner and Responder Agreement; The Village of Tinley Park Request for Qualifications; and the Responders Response to RFQ.

17. **Submittal and Evaluation Factors:**

The contract will be awarded to the responsible, responsive responder, or any other responder determined by The Village of Tinley Park to be in the best interest of The Village, who meets or exceeds the criteria, provisions sought by The Village. The Village reserves the right to reject any or all qualifications or to waive any details in the qualifications received whenever such rejection or waiver is in the best interests of The Village. The Village also reserves the right to reject the RFQ of a responder who has previously failed to satisfactorily perform, has not completed contracts on time, or whom, upon investigation shows, and is not in a position to perform the contract.

In determining responsibility, the following qualifications will be considered by The Village.

- A. Prior experience in the facilitation and design of strategic planning and goal setting sessions for municipal organizations;
- B. Proven methodology for development of specific plans of action for implementation of goals derived from Strategic Planning Session;
- C. Ability to dedicate sufficient resources to the project;
- D. The character, integrity, reputation, judgement, experience and efficiency of the proposer; and
- E. Familiarity and experience with the Village of Tinley Park and/or other local government entities.

Responders are instructed to submit their qualifications (A-E above), Company References, Project Manager References, Firm Qualifications (along with any facilitators/sub contractors) in a bound format.

As part of its evaluation process, the Village may seek additional information from firms found to have resources and methodologies best suited to this project.

PROJECT OVERVIEW

1. Intent:

The Village of Tinley Park intends to enter into a contract with qualified firm to provide facilitator services for a Village Strategic Planning & Goal Setting session.

2. Project Scope of Services:

The Village intends to retain a qualified and committed professional firm to provide facilitator services for a Village Strategic Planning and Goal Setting Session(s). The Village intends to utilize feedback from its citizen survey results (expected in October). The selected firm will act as a facilitator, and assist the Village in interpretation of the survey results and will incorporate feedback from the survey into the strategic planning session. The Village also desires to incorporate feedback from the Board at the planning session(s).

Listed below is a general description of the scope of services / tasks that are anticipated to comprise this project. The detailed elements and scope of the tasks and the associated level of effort for each will be developed by the Village in concert with the selected firm prior to entering into a formal agreement for the project. Proposing firms are encouraged to expand upon this outline and recommend additional value-based services as a part of the approach while also being cognizant of costs.

Task 1 – Review 2019 Village Citizen Survey Data/Results

- Review Village survey data;
- Provide summary information/results; and
- Incorporate survey results into the strategic planning session.

Task 2 – Strategic Planning Session(s)

- Provide facilitation services for a strategic planning session(s), consisting of:
 - Environmental Scan/S.W.O.T Analysis;
 - Development of unified Village Mission/Vision Statement
 - Goal Development Session; and
 - Provide all materials and resources needed to perform the strategic planning session.

Task 3 – Independent Summary Report

- Independent review of strategic planning goals; and
- Development of summary report of strategic planning.

Please note the task list above does not represent the final scope of the project. The Village will begin negotiations with the top ranked firm on actual scope and fee.

3. Preliminary Selection Schedule

<u>Task</u>	<u>Completion Date</u>
a) RFQ Issuance	August 7, 2019
b) RFQ due	August 28, 2019
c) Firm Interviews (as necessary)	Week of Sept. 9 th , 2019
d) Approval of Facilitator at Village Board Mtg.	September 17 th , 2019
e) Citizen Survey Data/Results Received	October 2019
f) Staff/Board Planning Sessions	November 18 th , 19 th
g) Final Report	January 2019

ADDITIONAL SUBMISSION REQUIREMENTS

Section 1.0 – Executive Summary

Provide a brief summary, which describes and highlights your firm's experience, qualifications, and expertise and why your team would be the best choice for this project. Please state your firm's business organization type (Sole Proprietor, Partnership, Corporation, etc.)

Section 2.0 – Relevant Experience

Provide a detailed description and project profile sheets for similar projects containing services previously described. Emphasis should be placed on work completed within the last three years by the specific personnel being proposed to work on this project. Experience with governmental projects is preferred.

Section 3.0 – Management Team

Provide an organization chart graphically illustrating how your firm would staff and structure your proposed team for the project. Include delegation of responsibility and assignment of authority and interaction points with the Owner. List specific personnel proposed for the project team, including the project assignment and role or area of responsibility of each individual. Provide a resume for each proposed team member, specifically stating tenure with your firm, experience and qualifications of each individual.

Section 4.0 – Firm Differentiation

This section represents one of the most important sections for the selection of the recommended firm. Please respond to the individual questions carefully and succinctly.

Team Leadership

- Who on your team will provide consistent day-to-day leadership and management for the project?
- How much time will they spend on the project on a day-to-day basis?
- What meetings are they expected to attend during the project?
- What are your expectations for performance of this individual with regard to management of your project team?

Schedule

- What commitments and manpower are available from the firm to meet the project schedule?
- What steps would the firm take in order to make up schedule time if that were required?

Innovation

- Provide a description of the attributes, processes and/or experiences that differentiates your firm from other firms.

Budget

- How does your firm maximize and maintain high quality projects while maintaining tight budget constraints? Cite examples of specific things that you have done on other projects to meet this objective?
- Please describe your method of billing and provide hourly rates for your staff?

Quality of Documents

- List the steps and describe the quality control processes we can expect from the firm during the project to assure careful coordination of all disciplines and a high quality end product/final report.
- Why is careful coordination and quality of documentation important to the firm?

Section 5.0 – References

Provide three (3) company references.



Interoffice Memo

Date: August 1, 2019

To: John Urbanski, Assistant Public Works Director

From: Joe Fitzpatrick, Water Superintendent

Subject: Emergency Pump Replacement at Post 5 Lift Station

Presented for August 13, 2019 PW Committee discussion and action

Description: Replace one pump and one VFD soft start at Post 5 sanitary sewer lift station (171st Street and 80th Avenue). There have been recent failures in one of three pumps and one of three softstarts, leaving both inoperable. Post 5 lift station is a vital component in the wastewater system, since more than 50% of the Village's wastewater flows to this lift station. The wastewater is then pumped to the MWRD transmission sewer at 175th Street and Ridgeland Avenue.

Background: Post 5 lift station is currently being engineered for a complete overhaul and update. The redesign includes removing all three pumps and VFD softstarts and installing new components which will be uniform with pumps at other lift stations. Replacing the non-operational pump and softstart now, would lower the cost of the station overhaul down the road, while ensuring we are able to continue pumping wastewater as currently needed. The softstart that does not currently work, cannot be repaired, due to age. The new pump and new softstart have a twelve week lead time and include a five year warranty at a cost of \$185,950.00. Both the pump and the softstart will be compatible with the current station and with future improvements at the station. Repairing the pump will take six months and comes with a ninety day warranty at a cost of \$109,260.00. This repaired pump would need to be replaced during the station improvement project. Superior Pumping Services is the current service contractor for lift station maintenance. Superior Pumping Services has been performing lift station maintenance within the Village for approximately four years. They are also utilized for emergency repairs when needed. Their service and quality of work has exceeded expectations throughout the years.

<u>Contractor:</u>	<u>Location</u>	<u>Quote</u>
Superior Pumping Services	Hobart, IN	\$185,950.00

Budget/ Finance: Funding in the amount of \$185,950.00 is available in approved FY2020 Budget. The funding being utilized comes from other projects which were under the budgeted amounts.

Staff Direction Request: Approve the emergency sole source purchase and installation of pump and VFD softstart at an amount not to exceed \$185,950.00.

Attachments:

1. Quote for one new pump, one new VFD soft start, and installation of both components at Post 5 Lift Station.

Superior Pumping Services
 227 Hemlock CT
 Hobart, IN 46342 US
 jknezevich@superiorpumpingservices.com



ESTIMATE

ADDRESS

Village of Tinley Park
 16250 S. Oak Park Ave
 Tinley Park, IL 60477

ESTIMATE # 1159

DATE 07/10/2019

ACTIVITY	QTY	RATE	AMOUNT
<p>Flyght pump Qty Description Flygt NP 3312, 63-670 , 510 mm Intended for semi permanent wet installation, guiding claw included other installation components to be ordered individually Cast iron impeller Coating: Duasolid 50, Oxyrane ester Drive Unit: 835 6 pole, 385 hp, 480 V, Cooling jacket for direct media cooling Insulated support bearing Cables Power: 2 x 50ft SUBCAB screened S3x120 + 3x50/3 + 2S(2x0.5) 1 Cable Grip included. Material Shaft: AISI 431 Stainless steel Supervision FLS, leakage detector, in junction box FLS, leakage detector, in stator housing PT-100 in one stator winding PT-100 in one stator winding PT-100 in lower bearing Pump memory Vibration 1 1 1 1 Terms & Conditions MONITOR PUMP MAS800 CU MONITOR PUMP MAS800 BU PANEL OPERATOR FOP402 Danfoss Soft Start VLT MCD 500 595A NEW MOTOR STARTER REMOVAL OF OLD VFD AND MOTOR STARTER INSTALLATION OF NEW PUMP AND VFD SOFT START.</p>	1	185,950.00	185,950.00

ACTIVITY

QTY

RATE

AMOUNT

CRANE RENTAL

TOTAL

\$185,950.00

Accepted By

Accepted Date

**PUBLIC
COMMENT**

ADJOURNMENT