



Date: August 1, 2019

Subject: Village of Orland Park  
Proposal for Interim Staffing Assistance  
Development Services Department  
14700 Ravinia Avenue  
Orland Park, IL 60462

To: Mr. Thomas M. Dubelbeis – Interim Village Manager  
Mr. Greg E. Summers, AICP – Assistant Village Manager / Administration

## UNDERSTANDING OF NEEDS

The Village of Orland Park needs additional staff members to assist with a backlog of planning review work and to keep up with construction engineering tasks for the potable water system. Village Staff has also indicated a desire to evaluate policies, processes, and resources related to development projects based on other community strategies and methods with the intent of a future customization and update of policies, processes, and resources.

From our meeting on 7/19/19, we understand that Orland Park puts community goals ahead of developer goals and that Orland Park wants a fair process for all developments. Robinson Engineering, Ltd. routinely declines private sector work in client communities and over 95% of our annual revenues are derived from local municipalities in IL, IN, and WI. Robinson already operates with a focus on serving communities, protecting public interests, and working with public infrastructure systems. Our plan review team utilizes proven techniques for fair and consistent implementation of local criteria and good planning practices.

Our selected team to work with Orland Park has over 80 years of combined experience in planning and/or plan review work along with over 100 years of combined experience in infrastructure construction engineering and operations.

We understand that the Village is in the process of rebuilding the Development Services Department and we are grateful for the opportunity to fulfill tasks on an interim basis and help to evaluate and elevate the Village's process, if needed. We have successfully implemented similar interim transitions and we provide ongoing planning support, code interpretation, and other specific planning and ordinance projects in several of our client communities.

## TIMELINE

We are available to assist in the manner described herein with the Village's need for Senior Planner, Planner I, and Public Improvement Technician II for an undetermined length of time. We understand that the Village will ultimately fill these roles by future Village Staff, and we will be available to assist the evaluation of candidates at such time it is appropriate. Furthermore, we are flexible to adjust our role and hours at such time a new Director is brought on or other staffing changes are made. We are accustomed to adapting our role and approach based upon different managerial strategy or division and prioritization of tasks.

We understand that the Village desires to have additional assistance as soon as possible to assist with the backlog in workload and employee morale. Understanding that the municipal process does not facilitate this immediate desire of Staff and accommodating our current commitments, we propose our onsite assistance to commence on Monday, August 26, 2019 (or later). We are available to start research and preparations for the roles prior to August 26<sup>th</sup>. We divided the anticipated Planning and Zoning (P&Z) role into phases and tasks to confirm responsibilities, define budgets for various stages of anticipated needs, and allow for adjustments in the anticipated hours needed, summarized below and detailed in later pages of this proposal:

- Preparation period: Two weeks (Phase 1)
- Onsite Staffing Assistance:
  - Four Weeks Initially (Phase 2)
  - Additional Weeks, After Reassessing Needs & Roles (Phase 3)



The Utility Infrastructure Inspector work can commence with much less preparation time. We have a team of 23 resident engineers with a variety of expertise, as well as familiarity with MWRD, state, and federal requirements for public infrastructure systems. We have identified a few potential resident engineers in this proposal for this work and will select the most appropriate staff person(s) to join the Orland Park team at such time the services are needed. We understand the anticipated need may extend up to six months, but our staffing is flexible, and availability to extend beyond six months if needed.

## OUR TEAM

We present the following Robinson Staff to complement and assist the Village of Orland Park Staff (full resumes are attached to this letter):

<p><b>Maura A. Rigoni, AICP</b></p> <ul style="list-style-type: none"> <li>• Senior Planner</li> <li>• Primary Point of Contact</li> <li>• 17 years of experience in planning and zoning</li> <li>• Oversee all planning work, delegate tasks to Robinson team</li> <li>• Available by phone outside of Village Hall (during regular business hours)</li> <li>• Plan review and related oversight, including meeting with developers</li> <li>• Comp Plan implementation and land use review for assigned projects</li> <li>• Oversee the preparation and review Staff Reports for assigned projects</li> <li>• Assist with issuing Zoning Certificates</li> <li>• Various research relating to planning and zoning issues and trends</li> <li>• Review current development process and provide input to streamline</li> <li>• Audit current ordinances and identify those to be updated to further assist in plan review and the process</li> <li>• Attend regularly scheduled status meetings with Village Staff</li> <li>• Aid and collaborate with Village Planning Staff regarding current development and planning trends</li> </ul>		<p><b>Dana E. Ludwig, PE, CFM, CPESC</b></p> <ul style="list-style-type: none"> <li>• Senior Project Manager</li> <li>• Secondary Point of Contact</li> <li>• Over 17 years of experience in development administration and plan reviews</li> <li>• Client Manager (coordinate staffing needs, assist timelines, adhere to staffing budgets, ensure client satisfaction)</li> <li>• Assist advisement of developers and citizens regarding development requirements and effects</li> <li>• Assist evaluation of process, ordinance, checklists, other resources</li> <li>• Attend meetings as needed</li> </ul>	
<p><b>Kevin Danko, PEI</b></p> <ul style="list-style-type: none"> <li>• Plan Reviewer</li> <li>• Perform bulk criteria review</li> <li>• Assist research</li> <li>• Assist Staff Report preparation</li> <li>• Other items as assigned</li> </ul>	<p><b>Meghan P. Needham</b></p> <ul style="list-style-type: none"> <li>• Plan Reviewer</li> <li>• Perform bulk criteria review</li> <li>• Assist research</li> <li>• Assist Staff Report preparation</li> <li>• Other items as assigned</li> </ul>	<p><b>Konstantine Savoy, AICP</b> <b>Kon Savoy Consulting Group (SCG)</b></p> <ul style="list-style-type: none"> <li>• Over 37 years of experience in community planning and economic development</li> <li>• Available on an as-needed basis for collaboration with Robinson Staff on code interpretations, land use review, Comp Plan implementation, process collaboration, ordinances, guidelines in other communities</li> </ul>	
<p><b>Adam Glens</b></p> <ul style="list-style-type: none"> <li>• Utility Infrastructure Inspector</li> <li>• Over 18 years of experience in construction observation</li> <li>• Potable water system oversight: connections, chlorinations, etc.</li> </ul>	<p><b>John F. Hannigan</b></p> <ul style="list-style-type: none"> <li>• Utility Infrastructure Inspector</li> <li>• Over 48 years of experience in engineering, construction oversight, survey, and field work</li> <li>• Potable water system oversight: connections, chlorinations, etc.</li> </ul>	<p><b>Craig Heim</b></p> <ul style="list-style-type: none"> <li>• Utility Infrastructure Inspector</li> <li>• Over 44 years of experience with public infrastructure systems</li> <li>• IEPA Water Operator, Class C</li> <li>• Former Public Works Director, Utilities Superintendent</li> <li>• Potable water system oversight: connections, chlorinations, etc.</li> </ul>	



## CORE VALUES

At Robinson, our established Core Values represent our highest priorities, deeply held beliefs, and fundamental driving forces. Our Core Values drive the dedicated team of passionate employees who form the backbone of our shared success with the communities we serve. Each employee is reminded of these Core Values throughout the year and the Core Values are included as part of the annual performance reviews. Our Staff will bring these assets to the Village as we team with your Staff: positive attitude, always dependable, client focused, competent, integrity, motivated and driven. The team selected to work with the Village of Orland Park are exemplary individuals of these traits.



## SCOPE OF SERVICES / PHASES OF WORK

### P&Z Phase 1 – Preparation

#### Task 1a – Code & Process Familiarization

It is imperative to be familiar with Village requirements prior to starting the first plan review. Prior to being onsite, we will gather as many of the available resources and become familiar with:

- Village Zoning Ordinance
- Comprehensive Plan
- Development Application and Information Guide
- Zoning Map
- Any other ordinances/documents provided by Village Staff

#### Task 1b – Confirm Scope of Plan Review Work

Utilizing information gathered during Task 1a and other input from Village Staff prior to being onsite, we will prepare a detailed understanding of our desired interim role and resources to use during that time.

Based on conversations to date, we understand that the immediate need is to handle planning aspects for a select list of multi-family residential developments (including but not limited to eight projects). We understand that this work will include evaluation of projects with the Comprehensive Plan, current Village policies and guidelines, review based on zoning and other ordinances, preparation of staff reports, implementing general planning criteria, and assistance with Pre-Concept Meetings and other meetings. We understand that our role is to be the primary point of contact for the Village by developers, Village Staff, and other consultants for the Village. We are also prepared to assist and attend Plan Commission Meetings.

We understand that our planning review work will not include engineering, landscaping, and photometric reviews, architectural reviews, or processing of variances and special uses unless in conjunction with the project under review. We understand that Village Staff will handle Village Board meetings for our assigned projects.

A detailed outline of our role and responsibilities will be reviewed and confirmed with Village Staff.

**Phase 1 Fee (not to exceed): \$6,000 to be invoiced at hourly rate per staff type**

**Phase 1 Timeline: Commence within one week of authorization, preparation to take 2 weeks**



## SCOPE OF SERVICES / PHASES OF WORK (continued)

### **P&Z Phase 2 – Onsite Staffing Assistance**

#### *Task 2a – Introductions*

Upon authorization to join staff, time will be spent to meet and become acquainted with Village Staff, Elected and Appointed Officials (if deemed appropriate), set up a working office, become acclimated with the Village's network, files, and report templates. We also plan to attend one or two Plan Commission meetings for orientation.

#### *Task 2b – Plan Review Work*

Using the confirmed scope of work (Task 1b), we will review plans, applications, and supporting documents. We will coordinate and communicate with Village Staff, developers, and other consultants. We will prepare Staff Reports and attend and/or conduct meetings, as needed. We will also assist and attend Plan Commission Meetings when our assigned projects are on the agenda.

#### *Task 2c – Onsite Assistance*

In addition to reviewing the projects assigned, we anticipate additional collaboration, consultation, and coordination with Village Staff, developers, and other consultants about the Village's process, requirements, pre-application/duo diligence considerations, ordinance interpretations, and other items, including staff meetings (if applicable).

#### *Task 2d – Policy & Resource Review*

Throughout our time assisting the Village, we will collect ideas and make notations to suggest amendments to ordinances, processes, checklists, etc. Dedicated time can be spent, only if confirmed as a priority by Village Staff, and if plan review workload and timelines allow for this work. We foresee a better result after spending time using resources and implementing policies before updating documents and collecting insight and ideas along the way.

#### **Phase 2 Fee (budget for 4 weeks): \$25,000-\$48,000**

- **Based on 40-80 hours per week depending upon need (Senior Planner onsite up to 32 hours/week; Senior Project Manager onsite as needed, support staff to work from Robinson locations)**
- **To be invoiced at hourly rate per staff type**

**Phase 2 Timeline: Commence on or after August 26<sup>th</sup>, after P&Z Phase 1**

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### **P&Z Phase 3 – Future Onsite Staffing Assistance**

After the initial four-week period of onsite assistance, we will assess the actual scope of work performed and recommend adjustments (if needed). Input from Village Staff will be included in an updated outline of our role and responsibilities prepared during Task 1b. An updated budget and timeline will be determined at that time.

**Phase 3 Fee & Timeline: TBD**

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### **INF Work – Utility Infrastructure Inspector**

Work will commence with a brief meeting with Village Staff to understand any specific concerns and specifications within the Village. Work will include but is not limited to review of contractors work to ensure local and state requirements are met, communicating with property owners, documentation of test results, and troubleshooting issues. This individual will report to Village Staff as assigned.

#### **INF Work Fee & Timeline (per week): \$2,500-\$5,000**

- **Based on 20-40 hours per week depending upon need**
- **To be invoiced at hourly rate per staff type**
- **May be reimbursable if development related**

**Commence within 5-10 business days of authorization**



Additional tasks that complement or typically accompany those listed above will be welcomed and performed as requested by Village Staff. Additional projects and services can be discussed at any time; larger projects, such as updating the zoning ordinance, or introduction of additional Robinson Staff for other services, will be evaluated and recommend scopes, budgets, and agreements will be provided separately.

**COMPENSATION FOR SERVICES**

Compensation shall be done on an hourly basis according to the attached Standard Hourly Rates.

- *Standard Hourly Billing Rates (attached) include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.*
- *The Standard Hourly Rates will be adjusted annually to reflect equitable changes in compensation.*

Thank you for the opportunity to meet and consider utilizing our services. You will find our selected team to be highly dedicated, logical, positive, and organized individuals; and collectively a very capable, well-coordinated, and effective team. If this proposal is satisfactory, please initial and sign the selected tasks below and return one copy of this letter, along with an initialed and dated copy of the attached "Robinson Engineering, Ltd. Standard Terms and Conditions", to our office as notification of authorization to proceed.

If you have any questions or require additional information, please do not hesitate to contact us.

**ROBINSON ENGINEERING, LTD.**

Russ W. Prekwas, PE  
Chairman & CEO  
708-210-5684  
rprekwas@reltd.com

Dana E. Ludwig, PE, CFM, CPESC  
Senior Project Manager  
815-412-2702  
dludwig@reltd.com

Maura A. Rigoni, AICP  
Senior Planner  
815-412-2721  
mrigoni@reltd.com

**Village of Orland Park  
Proposal for Interim Staffing Assistance  
Development Services Department**

**P&Z Phase 1 –  
Preparation**

- Task 1a – Code & Process Familiarization*
- Task 1b – Confirm Scope of Plan Review Work*

Approved this \_\_\_\_\_ day  
of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Signature – Mr. Tom Dubelbeis,  
Interim Village Manager

**P&Z Phase 2 –  
Onsite Staffing Assistance**

- Task 2a – Introductions*
- Task 2b – Plan Review Work*
- Task 2c – Onsite Assistance*
- Task 2d – Policy & Resource Review*

Approved this \_\_\_\_\_ day  
of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Signature – Mr. Tom Dubelbeis,  
Interim Village Manager

**INF Work –  
Utility Infrastructure Inspector**

Approved this \_\_\_\_\_ day  
of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Signature – Mr. Tom Dubelbeis,  
Interim Village Manager

Standard Per Diem Rates:

CLASSIFICATION	RANGE OF RATES	CLASSIFICATION	RANGE OF RATES
Principal Engineer	\$196.00-\$200.00	CAD Manager	\$134.00
Senior Project Manager	\$172.00-\$186.00	CAD Designer	\$124.00
Senior Structural Engineer	\$182.00	CAD Technologist	\$93.00-\$107.00
Senior Engineer	\$156.00-\$170.00	Resident Engineer	\$121.00-\$147.00
Project Engineer	\$115.00-\$145.00	Resident Engineering Rep.	\$121.00-\$131.00
Project Manager	\$126.00-\$145.00	Field Superintendent	\$152.00
Engineering Technologist	\$94.00-\$118.00	Assistant Field Superintendent	\$140.00
Engineering Technician	\$100.00-\$113.00	Field Crew Chief	\$113.00
Chief Land Surveyor	\$156.00	Field Crew Member	\$73.00-\$89.00
Land Surveyor	\$113.00-\$140.00	Licensed Operator	\$103.00
Surveying Technologist	\$100.00-\$113.00	Operator	\$82.00-\$92.00
Grant Writer	\$88.00-\$107.00	IT Coordinator	\$134.00
Project Developer	\$100.00-\$157.00	IT Technologist	\$100.00
Intern	\$49.00	Administrative	\$74.00-\$85.00
GIS Coordinator	\$151.00	Project Administration	\$100.00
GIS Developer	\$123.00	Planner	\$124.00
GIS Technologist	\$99.00	Operations Manager	\$135.00

Rates are subject to revision on or after 1/1/2020  
 Reimbursable Expenses at a factor of 1.10  
 Sub-Consulting Fee Markup at 10%

## ROBINSON ENGINEERING, LTD ("REL")

### STANDARD TERMS AND CONDITIONS

**CONTRACT** – These Standard Terms and Conditions may be amended, added to, superseded, or waived only if both REL and Client specifically agree in writing to any amendment of these Terms and Conditions ("Agreement").

**STANDARD OF CARE** - The standard of care for all professional engineering, survey or related professional services performed or furnished by REL under this Agreement will be the care and skill ordinarily used by members of the same profession practicing under similar circumstances at the same time and in the same locality. REL makes no warranties, express or implied, under this Agreement or otherwise, in connection with REL's services on this Project.

**RELIANCE** – REL may, without liability, rely on the accuracy and completeness of information provided by Client, Client's consultants and any contractors, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards without the need for verification.

**CHANGES IN SCOPE** –The proposed fees constitute REL's estimate to perform the services required to complete the Project. However, all required services are not always definable in the initial planning. Accordingly, circumstances may dictate a change in the scope of services to be performed. Where this occurs, changes in the Agreement shall be negotiated, an equitable adjustment shall be made to REL's compensation and agreed to in writing by REL and Client.

**DELAYS** – REL shall complete its obligations within a reasonable time. If, through no fault of REL, such periods of time or dates are changed, or the orderly and continuous progress of REL's services is impaired, or REL's services are delayed or suspended, then the time for completion of REL's services, and the rates and amounts of REL's compensation, shall be adjusted equitably.

**SUSPENSION & TERMINATION** – Client may suspend the Project upon seven (7) days written notice to REL. If REL's services are substantially delayed through no fault of REL, REL may suspend services after giving seven (7) days written notice to Client. Either party may terminate this agreement upon thirty (30) days written notice to the other party in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

Client shall remain liable for, and shall promptly pay REL for all services rendered to the date of such suspension/termination of services plus suspension/termination charges incurred by REL. Suspension/termination charges include the cost of assembling documents, personnel and equipment rescheduling or reassignment, and commitments made to others on Client's behalf.

**OPINION OF PROBABLE COSTS** - REL's opinions of probable Construction Cost are to be made on the basis of REL's experience and qualifications and represent REL's best judgment as an experienced and qualified professional generally familiar with the construction industry. However, since REL has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, REL cannot and does not guarantee that proposals, bids, or actual Construction Cost shall not vary from opinions of probable Construction Cost prepared by REL.

**REUSE OF PROJECT DELIVERABLES** - All design documents prepared or furnished by REL are instruments of service, and REL retains all ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Client shall not rely in any way on any Document unless it is in printed form, signed and sealed by REL or one of its Consultants.

**RIGHT OF ENTRY** – Client agrees to obtain legal right-of-entry on the property when entry to property is required by the work of this Agreement.

**ENVIRONMENTAL CONDITIONS OF SITE** - REL's scope of services does not include any services related to any environmental issues related to the site including petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, or regulated by any Federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning any hazardous, toxic, or dangerous waste, substance, or material.

**RELATIONSHIP WITH CONTRACTORS** – REL shall not at any time supervise, direct, or have control over any contractor's work, nor shall REL have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, nor for safety precautions and programs in connection with the contractors' work, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work. REL neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work. REL shall have no authority to stop the work of any contractor on the Project.

**LIMITATION OF LIABILITY** – REL's total liability to Client for any and all claims for damages whatsoever, arising out of or in any way related to the Project or this Agreement, from any cause or causes, including but not limited to REL's negligence, errors, omissions, strict liability, or breach of contract, shall be limited as follows: REL's total liability shall not exceed the lesser of (1) \$1,000,000 (one million dollars) or (2) the remaining limits of any policy of insurance which provides coverage for the Client's cause or causes of action, such remaining limits to be measured as of the date judgment is entered against REL or the date when Client and REL otherwise settle/resolve the cause or causes of action.

**INSURANCE** – REL shall maintain insurance coverage for Professional, Commercial General, Automobile, Worker's Compensation and Employer's Liability in amounts in accordance with any legal requirements and REL's business requirements. Certificates of Insurance shall be provided by REL upon written request.

**MUTUAL WAIVER** – To the fullest extent permitted by law, Client and REL waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

**GOVERNING LAW, JURISDICTION & VENUE** – This Agreement shall be governed by, and construed in accordance with, the laws of the State of Illinois. Further, the parties agree and consent to the exclusive jurisdiction of the courts of the State of Illinois for all purposes regarding this Agreement and that venue of any action brought hereunder shall be exclusively in Cook County, IL.

**NON-ENFORCEMENT** – A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

**ASSIGNMENT** – A party shall not assign its rights or obligations pursuant to this Agreement without the express written permission and consent of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.

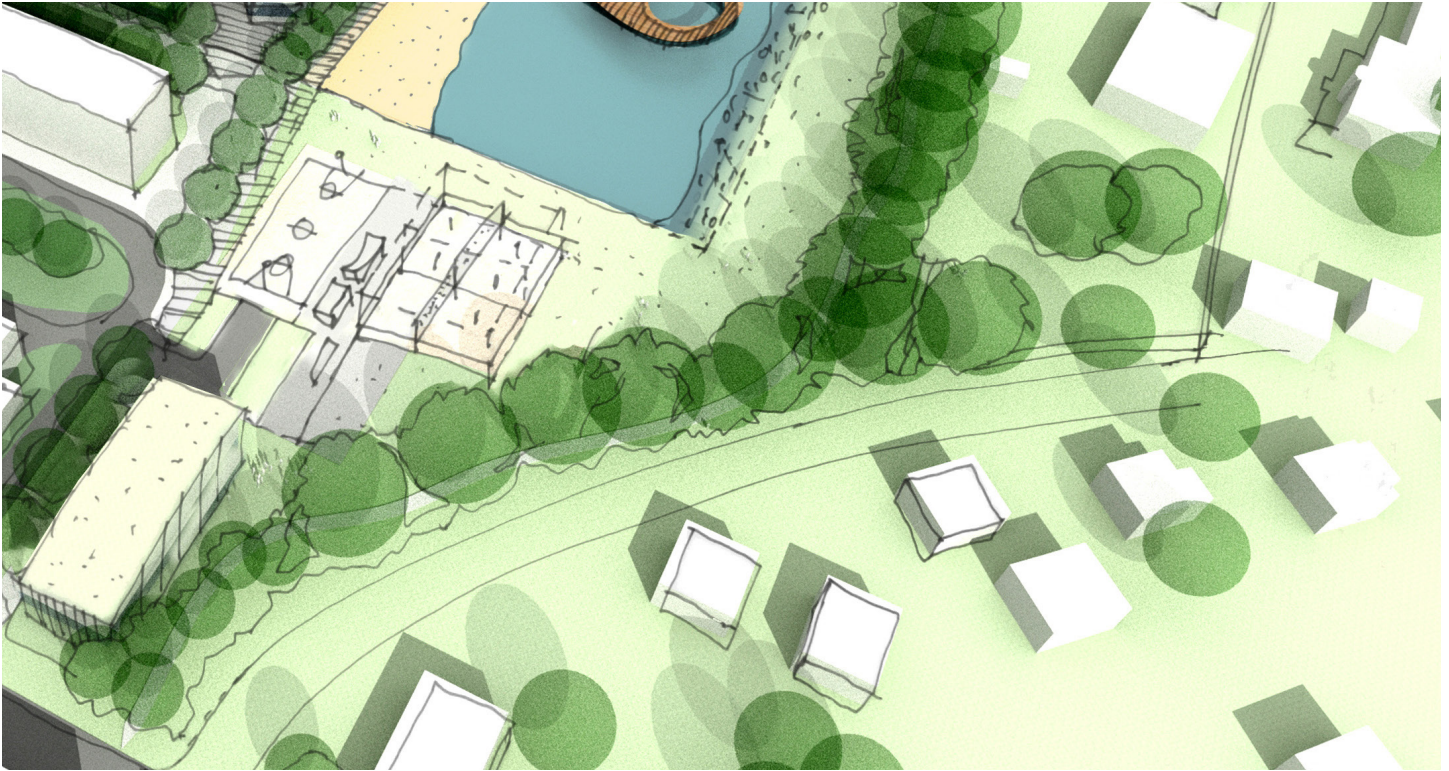
**SURVIVAL** – All express representations, waivers, indemnifications, and limitations of liability included in this Agreement shall survive its completion or termination for any reason.

**THIRD PARTIES** - Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Client or REL to any Contractor, Contractor's subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement shall be for the sole and exclusive benefit of Client and REL and not for the benefit of any other party.

**SEVERABILITY** - Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Client and REL, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that expresses the intention of the stricken provision.

**STATUTE OF LIMITATIONS** – to the fullest extent permitted by law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence to run, no later than the date of Substantial Completion of this Agreement.

**CONFLICTS** - If a conflict exists between the Agreement provisions and these Standard Terms and Conditions then these Standard Terms and Conditions shall prevail and control.



- Ordinance Preparation and Updates (Zoning Ordinance, Land Use Regulations, Parking Regulations, Sign Ordinance, Façade Regulations)
- Development Handbooks and Guidelines
- Evaluate and Research Land Use Regulations
- Application and Site Plan Reviews
- Assist Annexation Agreements, Covenants and Restrictions
- Staff Reports for Appointed and Elected Officials
- Code Interpretation
- Liaison for Planning Policies and Plans (Comprehensive Plans, Redevelopment Plans, Special Area Plans)
- Zoning Map Updates
- Land Use Maps
- US Census Map Updates
- Grant and Award Applications

How do you plan for development and redevelopment? Are your codes attracting new businesses? Is your Comprehensive Plan effectively implemented through your Zoning Ordinance? Does your sign code reflect current trends and technology? Do you have a different vision for your community's streetscape, landscaping, or signage? When was the last time your ordinances were updated? Are you struggling to keep up with annual Zoning Map updates or US Census Bureau surveys or accommodating changing land use requests?

Our creative and thorough planning and zoning team of Certified Planners (AICP) can assist you and your municipal engineers as an extension of your staff. We can help you update, interpret, and enforce codes and develop planning policies and guidelines to ensure the integrity of the design in your municipality for years and decades to come. We can help you create the documents, tools, and processes you need to ensure the goals and visions of your municipality come to fruition quickly, in compliance with local and regional regulations, and accommodating the evolving business environment.



# Development Review



- Ordinance Compliance
- Adherence with Master Plans
- Public Safety Impacts
- Coordinate with Municipal Staff: Building, Planning, and Zoning
- Attend Public Hearings, Plan Commissions, and Board Meetings
- Stakeholder Meetings
- Concept Plans
- Preliminary and Final Engineering
- Preliminary and Final Plats of Subdivision
- Plats of Easement
- Annexation/Recapture Agreements
- Flood Studies and Stormwater Calculations
- Permit Coordination/Assistance
- Letter-of-Credit Determinations
- Construction Observation Services
- SWPPP Inspections/MS4 Compliance
- Infrastructure Construction Testing
- Letter of Credit Reduction Administration
- Punchlist and Final Walk-Throughs

Our diverse municipal engineering team is dedicated to prompt, technically accurate development reviews, while respecting the delicate balance between the community and the developer's interests. We have more municipal subdivision and site plan review experience than any other regional consultant.

We have found that nothing adversely affects or concerns local residents more than drainage and flooding impacts from development. We understand that added traffic is also a common concern that arises with new development. Other important elements include proper utility sizing in accordance with master infrastructure plans, together with determining appropriate recapture costs for future developments. We incorporate these items into every review, as part of a proven yet customizable checklist of items that ensures a consistent and fair process.

We have also performed construction inspection services for the majority of the projects on behalf of our communities. Our field personnel's primary function is serving as the "eyes and ears" of our client communities during infrastructure construction. They are effective in interacting with municipal staff, developers, and contractors to ensure that projects progress properly without negative impacts to adjoining property owners and the public at large.

# Construction Engineering



- Construction Layout and Staking
- Construction Observation
- Pressure Testing and Chlorination
- Proof Roll Review
- Contractor Payout Review
- Record Drawing Preparations

## PREQUALIFICATIONS

- Cook County Department of Transportation and Highways
- Illinois Capital Division of Transportation
- Illinois Department of Transportation
- Illinois Environmental Protection Agency
- Illinois State Toll Highway Authority
- Indiana Department of Transportation
- Lake County Highway Department
- Will County Division of Transportation

Our construction engineering team works to lead a rigorous, collaborative process to support sustainable, functional, and inspiring projects that serve the public interest, while providing value to our client communities.

Our team performs construction staking and layout, inspection, and documentation for over \$100 million in construction work on behalf of various municipalities each year. Our construction experience, superior field communications, and respected working relationship with area contractors ensures that projects are constructed on time, on budget, and to the quality demanded by our clients.

We have an experienced team that is dedicated to assisting our public clients in achieving their goals, and is fully capable of providing the entire array of construction engineering and management services.

## MAURA A. RIGONI, AICP

*Senior Planner*

### EDUCATION

**Bachelor of Science, Geography;  
Urban Studies (Minor)**  
Illinois State University

**Master of Science, Geography;**  
*Emphasis in Urban  
Planning/Community  
Development*  
Chicago State University

### PROFESSIONAL REGISTRATIONS

#### **Certified Planner**

American Institute of Certified  
Planners  
(AICP)

### PROFESSIONAL AFFILIATIONS

American Planning Association  
(APA)

American Institute of Certified  
Planners

### CIVIC PARTICIPATION

Village of Frankfort  
Plan Commission  
(Commissioner, 2015-2019)  
(Chair, 2019-present)

### PRESENTATIONS

Shedding the Light on Regulating  
Outdoor Lighting, 2008 Illinois APA

### EMPLOYMENT HISTORY

Robinson Engineering, Ltd.  
(2005-Present)

Village of Frankfort  
(2002-2005)

With 17 years of experience as a Professional Municipal Planner and a graduate degree with emphasis in Urban Planning and Community Development, Ms. Rigoni serves as a municipal planner for numerous local municipalities. Adept in municipal codes and planning policies and guidelines, Ms. Rigoni assists client communities in revising and adopting various ordinances and policies, and in developing various redevelopment plans.

### MUNICIPAL PLANNING

Assists communities by providing Professional Planning services, including:

- Assist client communities including Crest Hill, Sauk Village, Bourbonnais, and Homer Glen, reviewing various commercial and residential developments for compliance with municipal codes and current planning policies and guidelines.
- Revise and adopt various ordinances and policies.
- Assist in reviewing and developing various redevelopment plans.
- Review and assist adoption of various planning policies and guidelines such as Comprehensive Plans and Development Guidelines.
- Interpret zoning regulations and provide recommendations.

### ONSITE MUNICIPAL PLANNING SERVICES

- Village of Homer Glen (2008-2009, under Robinson)
  - Interim-Planner for the Village during a transition period. Remained onsite to assist newly hired staff with familiarity of the Village.
  - Main point of contact for developers and residents. Assist in answering questions regarding personal property and potential developments.
  - Managed projects through the planning process from concept stage to final approval before Plan Commission and Village Board.
  - Assisted in training current staff.
  - Updated various sections of the Zoning Ordinance.
  - Worked closely with appointed and elected official to update polices and plans to reflect Village's vision and goals.
- Village of Frankfort (2002-2005)
  - Village Employee as a Planner in the Community Development Department.
  - Performed plan reviews for commercial, residential, and industrial developments.
  - Assisted in the review of variances and specials uses.
  - Prepared staff reports and presented projects before Plan Commission.
  - Updated various ordinances, including complete update of Sign Ordinance.

### ORDINANCE REVISIONS AND UPDATES

- City of Crown Point Zoning Ordinance (In Progress)
  - Comprehensive update and modernization to address current trends in development and land use. Address goals and objectives outlined in the Comprehensive Plan.
- City of Crest Hill Sign Ordinance (Completed: 2019)
  - Address several issues regarding sign height, size, and location.
  - Recognize current development trends as well as implement regulations more in line with those of neighboring communities.
- City of Crest Hill Zoning Ordinance (Completed: 2018)
  - Comprehensive review and updates to modernize the Ordinance, review inconsistencies and redundancies, and incorporated recent amendments. Incorporate regulations and standards to address the goals and objectives of Comprehensive Plan.
- Village of Homer Glen, Update Sections of Zoning Ordinance (Completed: 2009)
  - Eliminate discrepancies and regulations not in line with the Village's goals and vision, including but not limited to revisions to horse regulations, liquor sales, and accessory structures. Introduced tables and charts to create a "user friendly" document.

## EDUCATION

**Bachelor of Science with Honors  
Civil Engineering**  
Valparaiso University

## PROFESSIONAL REGISTRATIONS

**Professional Engineer**  
Illinois

## PROFESSIONAL CERTIFICATIONS

Certified Floodplain Manager (CFM)

Certified Professional in Erosion  
and Sediment Control (CPESC)

## PROFESSIONAL AFFILIATIONS

American Society of Civil  
Engineering  
(ASCE)

Illinois Association for Floodplain  
and Stormwater Management  
(IAFSM)

International Erosion Control  
Association  
(IECA)

## EMPLOYMENT HISTORY

Robinson Engineering, Ltd.  
2002-Present

## DANA E. LUDWIG, PE, CFM, CPESC

*Senior Project Manager*

Ms. Ludwig serves as Municipal Engineer for two communities, with a focus on managing new and ongoing land development. She performs technical development reviews, represents clients during engineering negotiations with developers, and makes related public reports. Her project design experience focuses on site development and stormwater management issues. In addition to her primary client responsibilities, her experience has also included assisting development reviews for Channahon, Homer Glen, Manhattan, Romeoville, Riverdale, and Sauk Village.

## MUNICIPAL ENGINEERING

### VILLAGE OF FRANKFORT (2002-Present)

- Performed over 100 development plan reviews for compliance and strategic growth within a rapidly developing community, coordinate with Village Staff, developers, and their consultants
- Authored revisions to Village Design Standards and Floodplain Regulations
- Coordinates regular updates to Water Resource Management Plan and Sewer, Water and Storm Sewer Atlases
- Manage FEMA Map Modernization; coordinated revised FIRMs and FIS with Village, IDNR & ISWS (2009-current)
- Design, permit, and contracts for two site designs, watermain replacements, and Laraway Road Interceptor Sewer
- Assisted in two master sewer planning projects including Facility Planning
- Area Amendments approved by NIPC and IEPA
- Assist NPDES II permit compliance

### CITY OF CREST HILL (2009-Present)

- Review development plans for compliance with local engineering and zoning ordinances, coordinate with City Staff, developers and their consultants, assist development administration and entitlement process
- Attends Plan Commission and City Council meetings to present review status and answer questions
- Coordinates field inspections, punch lists, and letters of credit
- Manage FEMA Map Modernization; coordinated revised FIRMs and FIS with Village, IDNR & ISWS (2009-current)
- Client liaison for wastewater projects: manhole and sewer rehabilitation, local limits study, pretreatment agreements, CMOM report
- Client liaison and assistance with Zoning Ordinance update
- Coordinate annual updates to zoning map
- Coordinate completion and updates to utility atlases
- Prepared Letter of Credit Ordinance for City Attorney finalization
- Preparation of Development Handbook and regular updates with City Staff
- Technical analysis and support with \$130,000 Citywide Drainage Study
- Design storm sewer within existing subdivision to reduce structure flooding
- Assist city staff with management of grant and loan funds
- Minimum Control Measure Compliance for NPDES II MS4 permit compliance
- Manage NPDES II permit compliance



Municipal Expertise. Community Commitment.

## EDUCATION

**Bachelor of Science, Civil  
Engineering  
Mathematics minor**

Southern Illinois University,  
Edwardsville  
(SIUE)

## PROFESSIONAL CERTIFICATIONS

**Professional Engineer-in-Training  
Illinois**

## PROFESSIONAL AFFILIATIONS

American Society of Civil  
Engineers (ASCE)

Chi Epsilon National Civil  
Engineering  
Honor Society

## EMPLOYMENT HISTORY

Robinson Engineering, Ltd.  
2017-Present

## KEVIN DANKO, PEI

*Project Engineer*

Mr. Danko has begun his professional career with Robinson Engineering and is an asset. He is involved in numerous Municipal Engineering projects including plan reviews, site inspections, and stormwater, water, wastewater, and transportation project assistance.

### ROBINSON ENGINEERING, LTD.

Involved in various municipal engineering projects across disciplines.

- Conducting Plan Review, including
  - Crystal Brook of Frankfort Subdivision – Frankfort
  - Proposed Building Addition & Parking Improvement – Lansing
  - Truck Sales of America Parking Lot – Lansing
- Detector Loop Layout
- Storm Sewer Layout Alternatives
- Prepared layout alternatives for building & parking lot - Lansing
- Assistance for Municipal parking lot 5-year Improvement Plan - Tinley Park
- Parking Lot Reconfiguration Project - Lansing
- Quiet Zone Research
- Calculated elevations for ditch improvement - Worth
- Prepared resurfacing estimates for 2018 Street Resurfacing - Worth

### ENGINEERING INTERNSHIP

**Etscheid, Duttlinger & Associates, Inc (Summer 2017)**

Assisted with municipal engineering projects.

- Columbus Street Beautification Project - Provided construction observation of bump-outs and a new drainage system and completed IDR and assignment of material forms, calculated trench backfills, and sketched trench cross sections for IDOT review
- Fosse Road Project - Calculated the elevation for a storm water drainage pipe and the diameter of the pipe necessary for a 100-year storm
- Dairy Lane Road Project - assisted with construction observation of sanitary system

### ENGINEERING PROGRAM PROJECTS - SIUE

Conducted hands-on engineering skill- and team-building projects as part of Engineering degree program, including building a miniature free-standing bridge and studying trusses and arches to determine a suitable design.

## MEGHAN P. NEEDHAM

Engineer Technician II

### EDUCATION

**Bachelor of Science Industrial Technology**

Eastern Illinois University

### EMPLOYMENT HISTORY

Robinson Engineering, Ltd.  
2004-Present

Illinois Department of  
Transportation

2001-2004

Ms. Needham is an Engineer Technician for both federally funded and local transportation projects. She prepares Phase I Studies and Phase II Design Plans for IDOT approval. Assists engineers in the preparation of plans and special provisions on various projects.

### PLAN REVIEWS

Participates in plan reviews of various commercial and residential developments for compliance with municipal codes and current planning policies and guidelines for the Villages of Frankfort, Homer Glen, Bourbonnais and other client communities. She also performs QA/QC on MFT, CDBG and Corporate funded projects.

### WATER & WASTEWATER

- Drainage & Utility Structure & Sewer Restoration Program Chicago Hts. \$160,000 2013
- 2012-13 Water Main Break Restoration Program Chicago Hts. \$132,000 2013

### TRANSPORTATION DESIGN

Design Engineer for various MFT, CDBG, ARRA, ERP, and Corporate Funded Street Maintenance Programs within the corporate limits of numerous client communities. All state/federal funded programs have been reviewed and approved by IDOT and/or Cook County Department of Planning and Development.

- Carillon Adult Master Association Clubhouse Parking Lot Expansion Plainfield \$112,000 2017
- 2016 CDBG Street Resurfacing Program Burnham \$75,000 2017
- 2015 CDBG Street Resurfacing Program Lansing \$265,000 2016
- 2016 MFT Street Resurfacing Program Lynwood \$173,000 2016
- 2015 CDBG Street Resurfacing Program Dolton \$145,000 2016
- 2015 CDBG Street Resurfacing Program Burnham \$65,000 2016
- 2015 CDBG Street Resurfacing Program Dixmoor \$150,000 2015
- 2014 CDBG Reconstruction Program Ford Heights \$115,000 2015
- 2014 Street Resurfacing Program Burnham \$85,000 2015
- 2015 Micro-Surfacing and Street Resurfacing Program Hickory Hills \$80,000 2015
- 2014 Street Resurfacing & Alley Improvement Program (awarded)\* Chicago Hts. \$1,465,000 2014
- 2014 TIF Street Resurfacing Lansing \$695,000 2014
- Ridge Road LAFO Resurfacing Program Lansing \$420,000 2014
- 2014 Street Resurfacing Program Hazel Crest \$165,000 2014
- 2013 CDBG Street Resurfacing Program Lansing \$190,000 2014
- 2013 CDBG Street Resurfacing Program Bridgeview \$130,000 2014
- 2014 DCEO Infrastructure Imprv. Calumet Park \$160,000 2014
- 2013 Streets & Ally Improvements Chicago Hts. \$1,200,000 2013
- CDBG Street Resurfacing Project Chicago Hts. \$330,000 2013
- 2013 Street Lights Maint. Program Chicago Hts. \$92,000 2013
- 2013-14 Traffic Signal Maint. Program Chicago Hts. \$26,000 2013
- 2013-14 Traffic Signal Maint. Program Chicago Hts. \$26,000 2013
- CDBG Street Resurfacing Project Harvey \$260,000 2013
- 2012 CDBG Resurfacing Program Bridgeview \$117,000 2012
- CDBG Street Resurfacing Project Chicago Hts. \$300,000 2012
- 2011 CDBG Resurfacing Program Bridgeview \$65,000 2011

# Kon (Konstantine) Savoy, AICP President



[ksavoy@SavoyConsultingGroup.net](mailto:ksavoy@SavoyConsultingGroup.net)  
[www.SavoyConsultingGroup.net](http://www.SavoyConsultingGroup.net)  
847.275.8677

<b>Experience</b>	<p>Mr. Savoy has extensive public and private sector experience in growth management, community planning and engagement, economic development, and business district revitalization.</p> <p>Mr. Savoy has been responsible for the analysis and preparation of business district revitalization plans, zoning and subdivision ordinances, comprehensive plans, fiscal impact analyses, tax increment financing districts, specific area plans for commercial corridors, and urban design studies for various communities in Illinois. Through his continuing relationship with several municipal clients, he is called upon to provide leadership in private development review and broader growth management objectives.</p> <p>In prior positions, Mr. Savoy was a principal consultant with Teska Associates, Inc. and has worked with the Northeastern Illinois Planning Commission, Barrington Area Council of Governments, and the City of Highland Park. Mr. Savoy has served as President of the American Planning Association-Chicago Metro Section, and Co-chair for the Midwest regional APA conference, and has presented at statewide conference and regional professional development workshops.</p>				
<b>Education</b>	<table><tr><td data-bbox="560 1493 722 1520">B.S.</td><td data-bbox="751 1493 1013 1604">Community &amp; Regional Planning Iowa State University</td></tr><tr><td data-bbox="560 1682 722 1709">M.U.P.P.</td><td data-bbox="751 1682 1024 1793">Urban Planning &amp; Policy University of Illinois (Chicago)</td></tr></table>	B.S.	Community & Regional Planning Iowa State University	M.U.P.P.	Urban Planning & Policy University of Illinois (Chicago)
B.S.	Community & Regional Planning Iowa State University				
M.U.P.P.	Urban Planning & Policy University of Illinois (Chicago)				

<p><b>Professional Affiliations &amp; Awards</b></p>	<p>American Planning Association</p> <p>American Institute of Certified Planners</p> <p>American Planning Association, Illinois Chapter – Comprehensive Plan Awards</p> <p>American Planning Association, Illinois Chapter – Strategic Area Plan Awards</p>
<p><b>Lectures &amp; Speaking Engagements</b></p>	<p>University of Illinois at Chicago, Student Career Development Forums and Graduate Planning Practice Courses</p> <p>Illinois Planning and Zoning Institute</p> <p>Northwest Planners Exchange</p> <p>APA Illinois Chapter State Conferences</p> <p>Lorman Real Estate Seminar</p> <p>APA-Chicago Metro Section Programs</p> <p>Illinois Municipal League; Chaddick Institute, DePaul University</p>
<p><b>Leadership</b></p>	<p>President of the Chicago Metro Section of the IL State APA Chapter</p> <p>Co-Chairman, 2009 4-State APA Conference, and Burnham Celebration Committee member</p> <p>Co-Chairman, 2014 IL State APA Conference</p>
<p><b>References</b></p>	<p>Upon Request</p>





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## ADAM GLENS

Project Manager

With over 18 years of experience, Mr. Glens is currently responsible for providing construction observation for numerous client projects focusing on transportation with a strong background working alongside Illinois Department of Transportation. Mr. Glens also has years of experience installing sewer, water, concrete structures, directional drilling and de-watering systems. Additionally, Mr. Glens supports our information technology infrastructure by providing technical and construction assistance.

### EDUCATION

**Electrical Engineering**  
Northern Illinois University

### PROFESSIONAL REGISTRATIONS

**IDOT Documentation Certification**

### EMPLOYMENT HISTORY

Robinson Engineering, Ltd.  
2013-Present

Airy's Inc.  
2003-2013

Axiom Property Management  
2000-2003

Panduit Corp.  
1997-2000

### MUNICIPAL ENGINEERING

• Old Plank Trail Bike Path	Chicago Heights	\$893,000	2015
• Industrial North Subdivision	Glenwood	\$837,674	2015
• Ottawa Entry Corridor Tree Planting	Ottawa	\$134,735	2015
• Crossroads Pkwy Resurfacing	Romeoville	\$1,056,000	2015
• Belmont Ave Resurfacing	Romeoville	\$628,000	2015
• MFT Street Resurfacing	Frankfort	\$439,641	2014
• IL Rt. 7 Widening and Thornton St Signal	Lockport	\$2,035,000	2014
• Bruns Road Resurfacing	Manhattan	\$400,000	2014
• 115th Street & Kedzie Ave Sidewalk	Merrionette Park	\$97,845	2014
• Sidewalk Repair Program	Calumet City	\$145,600	2013
• 36" WM Repair under I-80	Chicago Heights	\$750,000	2013
• Catch Basin Repair Program	Chicago Heights	\$238,934	2013
• College Point CDBG Street Reconstruction	Chicago Heights	\$219,233	2013
• 191st Street Dual 10'x7' Box Culvert	Lansing	\$315,218	2013
• Sidewalk Repair Program	Lansing	\$58,310	2013
• MFT Street Resurfacing	Peotone	\$400,047	2013
• Safe Routes to School	Worth	\$234,635	2013

## EDUCATION

### Surveying

Thornton Community College

## CERTIFICATIONS & TRAINING

AutoCAD Land Desktop

Erosion Control Illicit Discharge  
Detection and Elimination  
Program

Land Surveyors Development Soil

Stabilization and Full Depth  
Reclamation

Spill Prevention Controls

## EMPLOYMENT HISTORY

Robinson Engineering, Ltd. 1971-  
2000; 2006-Present

Pinal County, Arizona  
2000-2005

## JOHN F. HANNIGAN

*Senior Resident Engineering Representative*

Mr. Hannigan is a key member of Robinson Engineering Ltd.'s field operations. He has considerable experience in engineering, construction oversight, survey, and field work for municipal clients as well as for various Wind Farm construction implementation projects. Mr. Hannigan began as a Surveyor and supervisor and rose through the ranks to his current position as Sr. Resident Engineer.

### RESIDENT ENGINEERING

His responsibilities include preparing daily reports of construction inspection activities, progress payments, change orders, and project documentation. Attends job and public meetings as required, provides protection for the owner against defects and deficiencies in work. Examines workmanship for finished installation for conformity of standards. Handles resident complaints/concerns.

### VILLAGE OF TINLEY PARK (1984-2001) & VILLAGE OF MINOOKA (2005-2011)

- Crest Hill - Sanitation Sewer and lining.
- As Lead Field Engineer, he served as liaison for the Village of Tinley Park (1984 – 2001) while the community population doubled (from 25,000 to 50,000 residents).
- Serves as Resident Engineer on numerous efforts for the Village of Minooka, managing the construction of various infrastructure projects and daily needs. Valued engineer project; saved tens of thousands of dollars on reconstruction costs.

He has also served as Resident Engineer on various Wind Farm Projects (2010 - 2013):

### GRAND RIDGE WIND FARM, LA SALLE COUNTY, IL

- Earth Work: for Access Road, Excavate foundation, backfilling foundation
- Foundation: concrete & rebar work placement on site
- Electrical: instillation ground wire grid, electrical cable in trench to each tower underground. Substation underground to site.
- Deliveries: tower section inspection daily, also daily reports, photos on site
- work daily.

### WHITE OAK WIND FARM, BLOOMINGTON MCLEAN COUNTY, IL

- Township Roadway 20 miles of resurfacing and ditch work and concrete foundation

### BISHOP HILL WIND FARM, BISHOP HILL, HENRY COUNTY, IL

- Township roadways and culverts, concrete foundation
- Phase III Civil Construction

### SURVEYOR SUPERVISOR

For Pinal County, Arizona, supervised survey jobs and employees; ensured current and up-to-date record keeping; worked closely with the engineering department.

#### EDUCATION

##### Coursework

Joliet Junior College

#### PROFESSIONAL CERTIFICATIONS

IEPA Wastewater Operator,  
Class 1

IEPA Water Operator, Class C

#### PROFESSIONAL AFFILIATIONS

American Water Works  
Association

South Suburban Water Works  
Association

#### EMPLOYMENT HISTORY

Robinson Engineering, Ltd.  
2017-Present

Village of Mokena  
1975-2013

## CRAIG HEIM

*Resident Engineering Representative*

Mr. Heim is an industry professional who served 38 years with the Village of Mokena, working in all capacities in the public works department. Mr. Heim became Mokena's Public Works Director in 1986, overseeing all Public Works daily functions and infrastructure projects for 13 years, and, subsequently, served as the Utilities Superintendent for 14 years. He has been a member of the American Water Works association for 35 years.

#### VILLAGE OF MOKENA PUBLIC WORKS

Has numerous years of experience performing a tremendous amount of municipal infrastructure field work.

- Installation of several miles of new water and sewer mains
- Water and wastewater distribution and collection system replacement
- Built and put in to service: new water towers, well houses, water pumping stations, and lift stations

#### PUBLIC WORKS DIRECTOR (1986-1999); UTILITIES SUPERINTENDENT (1999-2013)

Oversaw Public Works operation and Village infrastructure maintenance and related projects. Responsibilities included annual operation budget, capital improvement planning, administrative, water and sewer operations, managing and training public works staff, and serving on, and overseeing, various types municipal infrastructure projects, specific responsibilities included:

- Infrastructure planning, organizing, evaluating and implementing related initiatives and long-term planning and goal setting, according to the Village's mission and priorities
- Served as liaison between Village and municipal engineer
- Handled department budgeting, staffing, monitoring, training, technical assistance and project oversight
- Advised elected officials and key decision makers of the status and assessment of municipal projects, as well as communicated regularly with residents and contractors as needed regarding ongoing projects
- Obtained and gathered the resources needed to solve a broad range of utility and public works service delivery issues
- Oversaw every aspect of major Wastewater Treatment Plant expansion
- Delivered Lake Michigan Water to Village residents