

**ORIGINAL****PROFESSIONAL SERVICES AGREEMENT**

**THIS PROFESSIONAL SERVICES AGREEMENT** (hereinafter referred to as the "Agreement") is entered into this \_\_\_\_ day of December 2024, between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the "Village"), and Fresh Coast Capital LLC, d/b/a GreenPrint Partners, LLC, a Delaware limited liability company authorized to conduct business in the State of Illinois (hereinafter referred to as the "Consultant").

**RECITALS**

**WHEREAS**, the Village intends to have professional services performed by the Consultant related to the management of the Village's Climate Ready Rainscape Grant Program, including but not limited to, project management of the Rainscape grant program including marketing the grant program and screening applications, providing site assessments and technical support, and information on the grant program and maintenance, other related services, pursuant to the Consultant's Proposals dated **November 17, 2024** and May 2, 2024, collectively attached hereto and incorporated herein by reference (hereinafter referred to as the "Consultant's Proposal"), the Village's Request for Qualifications dated February 26, 2024, incorporated herein by reference as though fully set forth (hereinafter referred to as the "RFQ"), and this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

**1. RECITAL INCORPORATED.**

1.1. The above recital is incorporated herein as though fully set forth.

**2. SERVICES OF CONSULTANT AND TERM OF AGREEMENT.**

2.1. The Consultant shall provide the services set forth in the Consultant's Proposal (hereinafter referred to as the "Services") after receiving written authorization by the Village. The Village shall approve the use of subconsultants by the Consultant to perform any of the Services that are the subject of this Agreement.

2.2. The Consultant shall submit to the Village all reports, documents, data, and information set forth in the Consultant's Proposal in a format customarily used in the industry. The Village shall have the right to require such corrections as may be reasonably necessary to make any required submittal conform to this Agreement. The Consultant shall be responsible for any delay in the Services to be provided pursuant to this Agreement due to the Consultant's failure to provide any required submittal in conformance with this Agreement.

2.3. In case of a conflict between provisions of the Consultant's Proposal and the Village's RFQ and/or this Agreement, this Agreement and the Village's RFQ shall control to the extent of such conflict.

2.4. Village Authorized Representative. The Village Manager or the Manager's designee shall be deemed the Village's authorized representative for purposes of this Agreement, unless applicable law requires action by the Corporate Authorities, and shall have the power and authority to make or grant or do those things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Village and with the effect of binding the Village as limited by this Agreement. The Consultant is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Village as having been properly and legally given by the Village. The Village shall have the right to change its authorized representative by providing the Consultant with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

2.5. Consultant's Authorized Representative. In connection with the foregoing and other actions to be taken under this Agreement, the Consultant hereby designates Nicole Chavas as its authorized representative who shall have the power and authority to make or grant or do all things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Consultant and with the effect of binding the Consultant. The Village is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Consultant as having been properly and legally given by the Consultant. The Consultant shall have the right to change its authorized representative by providing the Village with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

2.6. The Consultant shall be an independent contractor to the Village. The Consultant shall solely be responsible for the payment of all salaries, benefits and costs of supplying personnel for the Services. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against the Consultant. The Consultant's services under this Agreement are being performed solely for the Village's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

### **3. COMPENSATION FOR SERVICES.**

3.1. The Village shall compensate the Consultant for the Services as set forth pursuant to the Consultant's Proposal for an annual amount not to exceed \$52,000. Consultant shall be paid not more frequently than once each month ("Progress Payments"). Payments shall be made within thirty (30) days of receipt by the Village of a pay request/invoice from the Consultant. Payments shall be due and owing by the Village in accordance with the terms and provisions of the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.*, except as set forth herein.

3.2. The Village may, at any time, by written order, make changes regarding the general scope of this Agreement in the Services to be performed by the Consultant. If such changes cause an increase or decrease in the amount to be paid to the Consultant or time required for performance of any Services under this Agreement, whether or not changed by any order, an equitable adjustment shall be made and this Agreement shall be modified in writing accordingly. No service for which additional compensation will be charged by the Consultant shall be furnished without the written authorization of the Village.

3.3. The Consultant shall, as a condition precedent to its right to receive a progress payment, submit to the Village an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to establish costs incurred for all labor, material, and other things covered by the invoice and the absence of any interest, whether in the nature of a lien or otherwise, of any party in any property, work, or fund with respect to the Services performed under this Agreement. In addition to the foregoing, such invoice shall include: (a) employee classifications, rates per hour, and hours worked by each classification, and, if the Services are to be performed in separate phases, for each phase; (b) total amount billed in the current period and total amount billed to date, and, if the Services are to be performed in separate phases, for each phase; and (c) the estimated percent completion, and, if the Services are to be performed in separate phases, for each phase.

3.4. Notwithstanding any other provision of this Agreement and without prejudice to any of the Village's rights or remedies, the Village shall have the right at any time or times to withhold from any payment such amount as may reasonably appear necessary to compensate the Village for any actual or prospective loss due to: (1) services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which Consultant is liable under this Agreement; (3) claims of subconsultants, suppliers, or other persons performing Consultants Services; (4) delay in the progress or completion of the Services; (5) inability of Consultant to complete the Services; (6) failure of the Consultant to properly complete or document any pay request; (7) any other failure of the Consultant to perform any of its obligations under this Agreement; or (8) the cost to the Village, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of the Village's remedies set forth in this Agreement. The Village must notify the Consultant of cause for withholding within fourteen (14) days of the Village's receipt of an invoice.

3.5. The Village shall be entitled to retain any and all amounts withheld pursuant to this Agreement until the Consultant shall have either performed the obligations in question or furnished security for such performance satisfactory to the Village. The Village shall be entitled to apply any money withheld or any other money due the Consultant under this Agreement to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys' fees, and administrative expenses incurred, suffered, or sustained by the Village and chargeable to the Consultant under this Agreement.

#### **4. TERM AND TERMINATION.**

4.1. This Agreement shall be effective as of January 1, 2025, as defined herein and shall expire three (3) years thereafter. The Village will have the right to renew the contract for two (2) additional one (1) year terms with all terms and conditions, other than price, remaining the same. The Consultant shall invoice the Village for the Work provided pursuant to this Contract at the rates set forth in its Proposal. The Village will allow the Contractor to increase or decrease the Contract Price for each year this Agreement is in effect.

4.2. Price escalation for hourly rates in the Consultant's Proposal will be allowed and subject to one (1) annual adjustment per year on the Effective Date of this Agreement. The requested increase must be that of the general industry. In this event, written notification stating the requested increase and supporting document justification must be forwarded to the Village. The annual adjustment shall be based upon 100% of the percentage of change of the latest published Index (as defined below) as compared to the Index for the previous year. The Index shall be the United States Department of Labor, Bureau of Labor Statistics, Revised Consumer Price Index for all Urban Wage Earners for Chicago, Illinois - Gary, Indiana - Kenosha, Wisconsin (all items, 1982-84 = 100). Notwithstanding anything contained herein to the contrary, the annual adjustment shall not be greater than five percent (5%) of the previous year's cost for services provided under this agreement in any year. If the Consultant fails to justify the requested increase, the Village reserves the right to reject the request and cancel the balance of the agreement.

4.3. If any price reductions are announced during the Agreement period, the Village shall receive benefit of such reductions. This request shall also be in the form of a written notification and shall become effective thirty (30) days from the date the notice was received by the Village.

4.4. This Agreement may be terminated, in whole or in part, by either party if the other party substantially fails to fulfill its obligations under this Agreement through no fault of the terminating party. The Village may terminate this Agreement, in whole or in part, for its convenience. No such termination is effective unless the terminating party gives the other party: (1) not less than ten (10) calendar day's written notice pursuant to Section 18 below of its intent to terminate; and (2) an opportunity for a meeting with the terminating party before termination.

4.5. If this Agreement is terminated by either party, the Consultant shall be paid for Services performed to the effective date of termination, including reimbursable expenses. In the event of termination, the Village shall receive reproducible copies of drawings, specifications and other documents completed by the Consultant pursuant to this Agreement.

#### **5. INDEMNIFICATION.**

5.1. The Consultant shall, without regard to the availability or unavailability of any insurance, either of the Village or the Consultant, indemnify, save harmless, and defend the

Village, its officers, officials, employees, agents, and volunteers against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including reasonable attorneys' fees and administrative expenses, that may arise, or be alleged to have arisen, out of or in connection with the Consultant's performance of, or failure to perform, the Services or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of the Consultant, but only to the extent caused by the negligence of Consultant or its subcontractors or their respective employees.

## **6. INSURANCE.**

6.1. The Consultant shall at the Consultant's expense secure and maintain in effect throughout the duration of this Agreement, insurance of the following kinds and limits set forth in this Section 6. The Consultant shall furnish Certificates of Insurance to the Village before starting work or within ten (10) days after the notice of award of the Agreement, which ever date is reached first. All insurance policies, except professional liability insurance, shall be written with insurance companies licensed to do business in the State of Illinois and having a rating of at least A according to the latest edition of the Best's Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy unless fifteen (15) days prior written notice is given to the Village. This provision shall also be stated on each Certificate of Insurance: "Should any of the above described policies be canceled before the expiration date, the issuing company shall mail fifteen (15) days' written notice to the certificate holder named to the left." The Consultant shall require any of its subconsultants to secure and maintain insurance as set forth in this Section 6 and indemnify, hold harmless and defend the Village, its officers, officials, employees, agents, and volunteers as set forth in this Agreement.

6.2. The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

**(A) Commercial General Liability:**

- i. Coverage to include, Broad Form Property Damage, Contractual and Personal Injury.
- ii. Limits:
 

General Aggregate	\$ 2,000,000.00
Each Occurrence	\$ 2,000,000.00
Personal Injury	\$ 2,000,000.00
- iii. Coverage for all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant.

**(B) Professional Liability:**

- i. Per Claim/Aggregate \$2,000,000.00
- ii. Coverage for all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant, and the Consultant's obligations under the indemnification provisions of this Agreement to the extent same are covered.

**(C) Workers' Compensation:**

- i. Shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who provide Services, and in case work is sublet, Consultant shall require each subconsultant similarly to provide workers' compensation insurance. In case employees engaged in hazardous work under this Agreement are not protected under the Workers' Compensation Act, Consultant shall provide, and shall cause each subconsultant to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

**(D) Comprehensive Automobile Liability:**

- i. Comprehensive Automobile Liability coverage shall include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.

- ii. Limits:

Combined Single Limit	\$1,000,000.00
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**(E) Umbrella:**

- i. Limits:

Each Occurrence/Aggregate	\$5,000,000.00
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- (F) The Village, its officers, officials, employees, agents, and volunteers shall be named as an additional insured on all insurance policies set forth herein except workers' compensation and professional liability/malpractice. The Consultant shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, officials, employees, agents, and volunteers.

6.3. The Village and Consultant agree to waive against each other all claims for special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Services.

6.4. The Consultant understands and agrees that, except as to professional liability, any insurance protection required by this Agreement or otherwise provided by the Consultant, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village, its officers, officials, employees, agents and volunteers as herein provided. The Consultant waives and shall have its insurers waive, its rights of subrogation against the Village, its officers, officials, employees, agents and volunteers.

**7. SUCCESSORS AND ASSIGNS.**

7.1. The Village and the Consultant each bind themselves and their partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party in respect to all covenants of this Agreement. Except as above, neither the Village nor the Consultant shall assign, sublet or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body that may not be a party hereto, nor shall it be construed as giving any right or benefits hereunder to anyone other than the Village and the Consultant.

**8. FORCE MAJEURE.**

8.1. Neither the Consultant nor the Village shall be responsible for any delay caused by any contingency beyond their control, including, but not limited to: acts of nature, war or insurrection, strikes or lockouts, walkouts, fires, natural calamities, riots or demands or requirements of governmental agencies.

**9. AMENDMENTS AND MODIFICATIONS.**

9.1. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of the Consultant.

**10. STANDARD OF CARE.**

10.1. The Consultant is responsible for the quality, technical accuracy, timely completion, and coordination of all Services furnished or required under this Agreement, and shall endeavor to perform such Services with the same skill and judgment which can be reasonably expected from similarly situated professionals.

10.2. The Consultant shall promptly make revisions or corrections regarding its Services resulting from its errors, omissions, or negligent acts without additional compensation. The Village's acceptance of any of the Consultant's Services shall not relieve Consultant of its responsibility to subsequently correct any such errors or omissions, provided the Village notifies The Consultant thereof within one (1) year of completion of the Consultant's Services.

10.3. The Consultant shall respond to the Village's notice of any errors and/or omissions within seven (7) days of written confirmation by the Consultant of the Village's notice. Such confirmation may be in the form of a facsimile confirmation receipt by the Village, or by actual hand delivery of written notice by the Village to the Consultant.

10.4. The Consultant shall comply with all federal, state, and local statutes, regulations, rules, ordinances, judicial decisions, and administrative rulings applicable to its performance under this Agreement.

10.5. The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, and other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, but not limited to, the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The Consultant shall also comply with all conditions of any federal, state, or local grant received by the Village or the Consultant with respect to this Agreement.

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

## **11. DOCUMENTS AND BOOKS AND RECORDS.**

11.1. Reports, examinations, information, observations, calculations, notes and any other reports, documents, data or information, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be provided pursuant to this Agreement ("Documents") shall be and remain the property of the Village upon completion of the Services and payment to Consultant all amounts then due under this Agreement. At the Village's request, or upon termination of this Agreement, the Documents shall be delivered promptly to the Village. The Consultant shall have the right to retain copies of the Documents for its files. The Consultant shall maintain files of all Documents unless the Village shall consent in writing to the destruction of the Documents, as required herein.

11.2. The Consultant's Documents and records pursuant to this Agreement shall be maintained and made available during performance of the Services under this Agreement and for three (3) years after completion of any Services. Consultant shall give notice to the Village of any Documents to be disposed of or destroyed and the intended date after said period, which shall be at least ninety (90) days after the effective date of such notice of disposal or destruction. The Village shall have ninety (90) days after receipt of any such notice to give notice to Consultant not to dispose of or destroy said Documents and to require Consultant to deliver same to the Village, at the Village's expense. The Consultant and any subconsultants shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after

the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the Agreement. All books, records and supporting documents related to this Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and the Consultant agrees to cooperate fully with any audit conducted by the Village and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the Village for recovery of any funds paid by the Village under this Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. The Consultant shall make the Documents available for the Village's review, inspection and audit during the entire term of this Agreement and three (3) years after completion of the Services as set forth herein and shall fully cooperate in responding to any information request pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* by providing any and all responsive documents to the Village.

11.3. The Consultant shall have the right to include among the Consultant's promotional and professional materials those drawings, renderings, other design documents and other work products that are prepared by Consultant pursuant to this Agreement (collectively "Work Products"). The Village shall provide professional credit to the Consultant in the Village's development, promotional and other materials which include the Consultant's Work Products.

11.4. The Consultant shall furnish all records related to this Agreement and any documentation related to the Village required under an Illinois Freedom of Information Act (5 ILCS 140/1 *et. seq.*) ("FOIA") request within five (5) business days after the Village issues notice of such request to the Consultant. The Consultant shall not apply any costs or charge any fees to the Village regarding the procurement of records required pursuant to a FOIA request. Consultant agrees to defend, indemnify, and hold harmless the Village, and its officers, officials, employees, agents, and volunteers, and agrees to pay all reasonable costs connected therewith (including, but not limited to reasonable attorney's and witness fees, filing fees, and any other expenses) for the Village to defend any and all causes, actions, causes of action, disputes, prosecutions, or conflicts arising from the Consultant's actual or alleged violation of the FOIA, or the Consultant's failure to furnish all documentation related to a request within five (5) days after the Village issues notice of a request. Furthermore, should the Consultant request that the Village utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, the Consultant shall pay all costs connected therewith (such as reasonable attorney's and witness fees, filing fees, and any other expenses) to defend the denial of the request. The defense shall include, but not be limited to, challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction. The Consultant shall defend, indemnify, and hold harmless the Village, and its officers, officials, employees, agents, and volunteers, and shall pay all costs connected therewith (such as reasonable attorney's and witness fees, filing fees and any other expenses) to defend any denial of a FOIA request by the Consultant's request to utilize a lawful exemption to the Village.

**12. SAVINGS CLAUSE.**

12.1. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of it requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

**12. NON-WAIVER OF RIGHTS.**

13.1. No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

13.2. This Agreement shall not prohibit the Consultant from providing services to any other public or private entity or person. In the event that Consultant provides Services to a public or private entity or person, the Village, at its sole discretion, may determine that such Services conflict with a service to be provided to the Village by the Consultant, and the Village may select another the Consultant to provide such Services as the Village deems appropriate.

**14. THE VILLAGE'S REMEDIES.**

14.1. If it should appear at any time prior to payment for Services provided pursuant to this Agreement that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services to be provided pursuant to this Agreement with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has attempted to assign this Agreement or Consultant's rights under this Agreement, either in whole or in part, or has falsely made any representation or warranty, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Agreement or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure, or has reasonably commenced to cure any such Event of Default within fifteen business days after Consultant's receipt of written notice of such Event of Default, then the Village shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

14.1.1. The Village may require the Consultant, within such reasonable time as may be fixed by the Village, to complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete and to take any or all other action necessary to bring Consultant and the Services into compliance with this Agreement;

14.1.2. The Village may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Services or part thereof and make an equitable reduction;

14.1.3. The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement except for amounts due for Services properly performed prior to termination;

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

14.1.5. The Village may recover any damages suffered by the Village as a result of the Consultant's Event of Default.

## **15. NO COLLUSION.**

15.1. The Consultant hereby represents and certifies that Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Consultant is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq. The Consultant hereby represents that the only persons, firms, or corporations interested in this Agreement are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Agreement shall, at the Village's option, be null and void and subject to termination by the Village.

## **16. ENTIRE AGREEMENT.**

16.1. This Agreement sets forth all the covenants, conditions and promises between the parties, and it supersedes all prior negotiations, statements or agreements, either written or oral, with regard to its subject matter. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement.

## **17. GOVERNING LAW AND VENUE.**

17.1. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

17.2. Venue for any action pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

**18. NOTICE.**

18.1. Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, email or facsimile transmission to the persons and addresses indicated below or to such other addresses as either party hereto shall notify the other party of in writing pursuant to the provisions of this subsection:

If to the Village:

Village Manager  
Village of Oak Park  
123 Madison Street  
Oak Park, Illinois 60302  
Email: [villagemanager@oak-park.us](mailto:villagemanager@oak-park.us)

If to the Consultant:

Nicole Chavas  
Greenprint Partners  
17 North State Street, Suite 1400  
Chicago, Illinois 60602  
Email: [nicole@greenprintpartners.com](mailto:nicole@greenprintpartners.com)

18.2. Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

18.3. Notice by email transmission shall be effective as of date and time of facsimile transmission, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event email notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

**19. BINDING AUTHORITY.**

19.1. The individuals executing this Agreement on behalf of the Consultant and the Village represent that they have the legal power, right, and actual authority to bind their respective parties to the terms and conditions of this Agreement.

**20. HEADINGS AND TITLES.**

20.1. The headings and titles of any provisions of this Agreement are for convenience or reference only and are not to be considered in construing this Agreement.

**21. COUNTERPARTS/FACSIMILE OR PDF SIGNATURES.**

21.1. This Agreement shall be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement.

21.2. A facsimile or pdf/email copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

**22. EFFECTIVE DATE.**

22.1. The effective date of this Contract shall be January 1, 2025.

**23. BINDING AUTHORITY.**

23.1. The individuals executing this Agreement on behalf of the Consultant and the Village represent that they have the legal power, right, and actual authority to bind their respective parties to the terms and conditions of this Agreement.

**23. AUTHORIZATIONS.**

23.1. The Consultant's authorized representatives who have executed this Agreement warrant that they have been lawfully authorized by the Consultant's board of directors or its by-laws to execute this Agreement on its behalf. The Village Manager and Village Clerk warrant that they have been lawfully authorized to execute this Agreement. The Consultant and the Village shall deliver upon request to each other copies of all articles of incorporation, bylaws, resolutions, ordinances or other documents which evidence their legal authority to execute this Agreement on behalf of their respective parties.

**24. EQUAL OPPORTUNITY EMPLOYER.**

24.1. The Consultant is an equal opportunity employer and the requirements of 44 Ill. Adm. Code 750 APPENDIX A and Chapter 13 ("Human Rights") of the Oak Park Village Code are incorporated herein as though fully set forth. The Consultant shall not discriminate against any employee or applicant for employment because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. The Consultant shall comply with all requirements of Chapter 13 ("Human Rights") of the Oak Park Village Code.

24.2. In the event of the Consultant's noncompliance with any provision of Chapter 13 ("Human Rights") of the Oak Park Village Code, the Illinois Human Rights Act or any other applicable law, the Consultant may be declared non-responsible and therefore ineligible for future Agreements or subcontracts with the Village, and the Agreement may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.


24.3. In all solicitations or advertisements for employees placed by it on its behalf, the Consultant shall state that all applicants will be afforded equal opportunity without

discrimination because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK-  
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK

  
By: Kevin J. Jackson  
Its: Village Manager


Date: December 7, 2024

ATTEST

  
By: Christina M. Waters  
Its: Village Clerk

Date: December 10, 2024

FRESH COAST CAPITAL LLC, d/b/a  
GREENPRINT PARTNERS, LLC

  
By: Nicole Chavas  
Its: President + COO

Date: December 20, 2024

ATTEST

  
By: Kristin Ihnchak  
Its: Vice President, Planning + Engagement

Date: December 20, 2024

REVIEWED AND APPROVED  
AS TO FORM

DEC 03 2024

  
LAW DEPARTMENT



## Climate Ready Rainscapes Oak Park Contract 2:

### Program Management, Outreach, and Implementation

*Prepared by Greenprint Partners on November 17, 2024*

#### Project Understanding

Greenprint is delighted to launch and manage the Village of Oak Park's (the Village's) residential green infrastructure (GI) cost-share program, Climate Ready Rainscapes (Rainscapes). The services included in this Contract 2 will cover all aspects of managing the program, from its launch, assessing homes, and enrolling homeowners to design, construction, and maintenance. We understand the overarching goals of this assignment to be:

- Providing efficient management, execution, and refinement of this program in order to maximize the amount of funding awarded to residents for GI projects and reduce administrative burden on Village staff;
- Elevating the program's reach to underserved residents, particularly those most at risk for climate and flooding impacts and those under 80% of Area Median Income (AMI);
- Utilizing GI as a tool to serve both stormwater management and educational purposes; and
- Providing exceptional customer service to participants in the program.

This document identifies the main phases and tasks associated with Contract 2 to launch and manage the Rainscapes program. A fee summary associated with this scope of work is also provided.

#### Scope of Work

##### Project management (Ongoing)

The tasks included in this phase will be ongoing and include:

- Bi-weekly coordination meetings with Village staff and ongoing project correspondence
- Greenprint team meetings and correspondence to advance project work
- Invoicing, budget and timeline management
- Data maintenance and metrics tracking via Amplifund & Copper
- Administration of contractor training program

##### Phase 1: Learn (January – March)

This phase includes everything needed to raise homeowner awareness about the Rainscapes program, gather information about their property, and determine their eligibility for the program and initial feasibility of GI on the site. At the end of this phase, eligible and interested homeowners will be formally enrolled in the program to move into the Assess phase. Greenprint's assumption is that we will be in conversation with approximately 50 homeowners during this phase. Tasks are likely to include:

- **Re-engage waitlisted candidates.** Correspondence with previously waitlisted candidates for the program to assess their interest in program participation



- **Reach out to priority populations.** Outreach and engagement for new interest, focusing on priority populations as identified in the Equity Analysis performed as part of Contract 1. It is anticipated that this task will be somewhat limited in 2025 while the team processes pre-existing demand for the program. Activities will be directed toward areas of high flood risk and social vulnerability and are likely to include attendance at community events and meetings as well as flyer and mailers
- **Initial desktop screening.** Initial screening of homeowner eligibility as well as quick desktop feasibility assessments for each eligible property. Homeowners who are determined to be ineligible will receive notification of ineligibility via email, along with an explanation of the factors leading to their ineligibility
- **Share info with interested and eligible residents.** Informational webinars, consultation calls, and correspondence with homeowners to give further information about the program and answer questions
- **Receive enrollment forms.** Processing of enrollment forms / letters of intent once homeowners have committed to advance in the program
- **Prioritize applications.** Collaboration with Village staff to prioritize properties if demand exceeds available funds

## **Phase 2: Assess (April – May)**

During this phase, Greenprint will conduct a site visit to further assess each enrolled property's stormwater issues, document features external to the home, and discuss potential GI solutions with the homeowner(s). Following the visit, a detailed report will be prepared that summarizes what was observed on the property and proposes GI solutions that can be advanced through the Rainscapes program. As appropriate, the report will direct homeowners to other funding sources when Rainscapes funding cannot be applied to a solution for the home (such as directing homeowners with basement sewer backups to the Village of Oak Park's Sewer Backup Protection Grant). Following review of the report and decision to move forward with the proposed solutions, the homeowner will submit a signed green infrastructure (GI) agreement to advance to the Design & Build phase. Greenprint will create up to 35 home assessment reports during the Assess phase, with a goal of advancing at least 24 projects to the Design & Build phase. Tasks during this phase are anticipated to include:

- **Conduct site visits.** Scheduling and conducting up to 35 site visits to inform home assessments
- **Create and refine home assessment reports.** Producing up to 35 home assessment reports and communicating with the homeowner to answer questions and refine the report as needed
- **Process GI agreements.** Coordinating with homeowners on questions related to the GI agreement, processing submitted forms, and coordinating with the Village on project approvals and documentation



### Phase 3: Design & Build (May – October)

During the Design & Build phase, homeowners will work with contractors from the Village's pre-qualified list to install GI, with Greenprint primarily playing a technical support role. Greenprint will facilitate construction of a minimum of 24 projects in 2025. Tasks are likely to include:

- **Assist income-qualified homeowners in securing contractors.** Providing technical support to income-qualified homeowners in preparing bid materials, securing quotes, and selecting a contractor
- **Provide technical guidance.** Serving as a technical resource to all homeowners as needed as they work with contractors
- **Approve final project details.** Reviewing and approving final designs and costs from contractors
- **Ensure installation quality.** Performing a quality check of the installation following construction

### Phase 4: Maintain (June – December)

Finally, the Maintain phase will offer a chance for homeowners to learn about their new GI installation and how to take care of it. Greenprint is investigating a partnership with OPCAN's Climate Coaching program for continued volunteer maintenance support; however, maintenance is the homeowner's responsibility for at least three years following construction of the nature-based solutions. The main activities will include:

- **Provide maintenance training.** Conducting a brief maintenance training and disseminating a maintenance guide for each homeowner
- **Survey participants.** Administering a survey to each homeowner to help improve the program within one year of GI installation
- **Track projects.** Maintaining a map with project types and locations in Oak Park.
- **Reflect on and revise program design iteratively.** Revising the program design based on feedback received to continually improve offerings and effectiveness
- **Report on progress.** Creating and sharing an illustrative report that summarizes survey data, lessons learned, and achievements from the previous year along with program refinements for the next program year



## Fee Summary

The following table outlines Greenprint's proposed budget and hours by phase.

Phase	Proposed Budget	Proposed Hours
Project management	\$7,800	52
Phase 1: Learn	\$12,500	92
Phase 2: Assess	\$18,200	106
Phase 3: Design & Build	\$7,800	46
Phase 4: Maintain	\$5,200	30
Reimbursables (mileage, printing)	\$500	n/a
Construction costs (Village match)	\$48,000	
<b>Total</b>	<b>\$100,000</b>	<b>326</b>

## Greenprint Partners Hourly Billing Rates

December 1, 2024

Maximum hourly rates are as follows and are valid for 12 months from the date of acceptance.

Role	Hourly Rate
Vice President, Engineering	\$289
Chief Operating Officer	\$268
Vice President, Planning & Engagement	\$225
Engineering Manager	\$218
Director of Marketing	\$214
Manager, Climate Programs	\$172
Project Engineer	\$172
Program Specialist 2	\$139
Project Administrator	\$109



# Professional Services for RainReady

Qualifications to provide RainReady program design,  
management, outreach, and implementation for  
residential green infrastructure projects

**PREPARED FOR**

The Village of Oak Park, IL  
March 2024

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<b>1</b>	<b>Transmittal Letter</b>
<b>2</b>	<b>Project Approach</b>
<b>3</b>	<b>Project Personnel</b>
<b>4</b>	<b>Experience + Qualifications</b>
<b>5</b>	<b>Letters of Support</b>
<b>6</b>	<b>Team Resumes</b>

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1

# Transmittal Letter

# GREENPRINT PARTNERS

Abby Zielinski  
Village of Oak Park  
123 Madison Street, Oak Park, IL 60302

March 14, 2024

Dear Abby,

Thank you for the opportunity to submit our proposal to the Village of Oak Park, IL (the Village) to provide RainReady program design, management, outreach, and implementation for residential green infrastructure (GI) projects.

## **COMPANY BACKGROUND**

Founded in 2014 by Nicole Chavas and April Mendez, Fresh Coast Capital, LLC d/b/a Greenprint Partners (Greenprint) is a planning and civil engineering firm that believes every community deserves to be served by infrastructure that is sustainable, resilient, and equitable. Our team of program managers, planners, civil engineers, and communications professionals support green infrastructure implementation from the earliest planning phases through design, construction, and long-term maintenance. Greenprint brings all the capabilities desired by the Village to be able to design and manage the refreshed RainReady program, having designed and managed similar GI programs in Cook County and across the country. Headquartered in Chicago with satellite offices in Milwaukee, Seattle and San Diego, we have a full-time staff of 24 professionals, including 17 located in our Chicago office. We have been audited by a third party accounting firm since 2020 and have received a clean opinion every year. Greenprint is a certified WBE and B Corp.

Greenprint Partners affirms that we are bound to the terms, conditions, and specifications contained in the RFQ. Nicole Chavas will be the primary point of contact and has authority to negotiate on behalf of the firm.

Sincerely,



**Nicole Chavas**  
President + Chief Operating Officer  
(773) 612-2906  
nicole@greenprintpartners.com

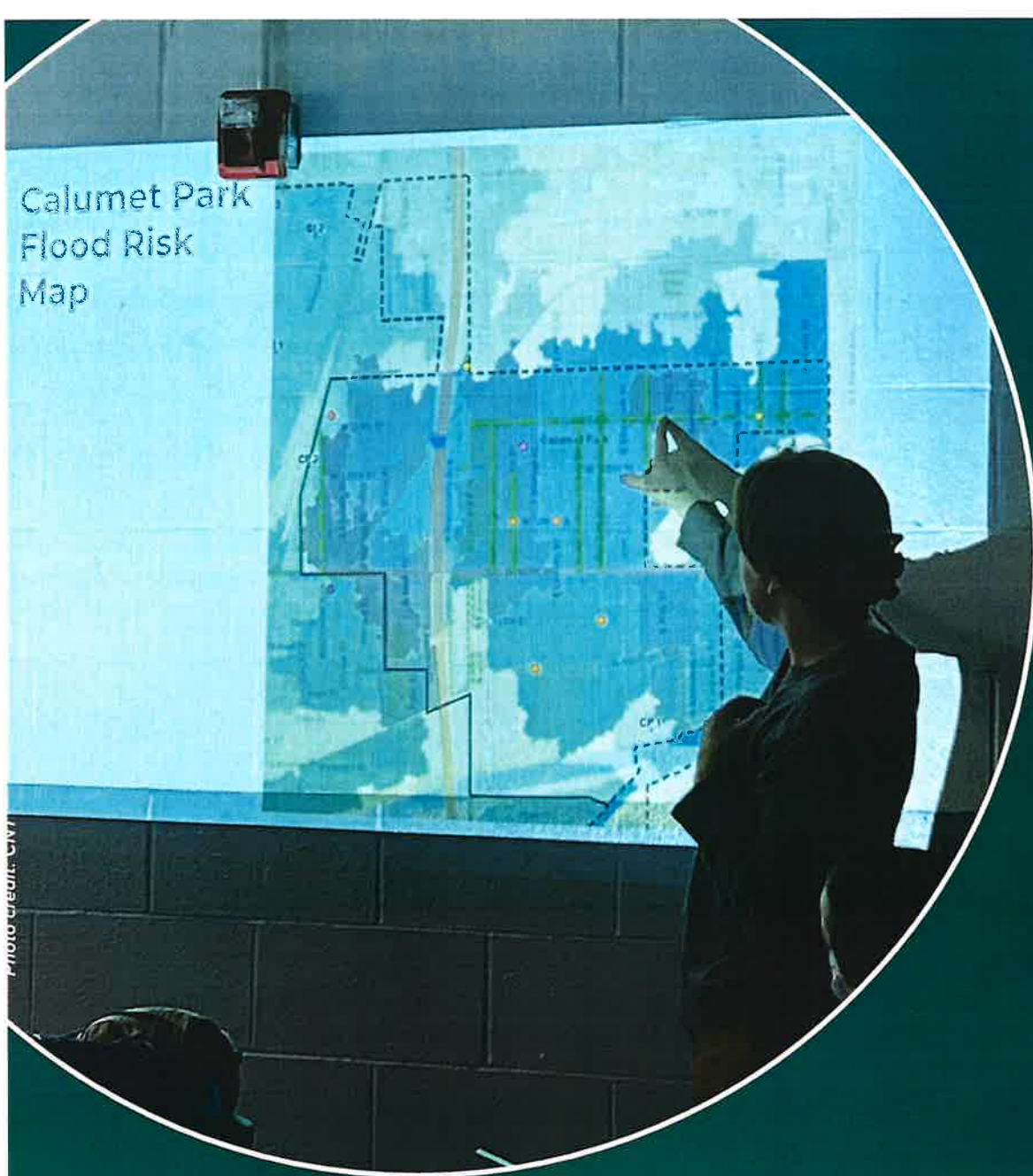


Photo Credit: CWT

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## Project Approach

# Project Approach

## Project Understanding

We understand the Village of Oak Park (the Village) seeks to re-design and re-launch its residential green infrastructure (GI) cost-share program, RainReady, with an updated program design that streamlines program delivery in alignment with the equity goals of Climate Ready Oak Park. We understand that the Village is seeking:

- An experienced program manager who can efficiently design, execute, and refine this program in order to maximize the amount of funding awarded to residents for GI projects;
- GI expertise that can be applied at the residential scale to serve both stormwater management and educational functions; and
- A partner who can collaboratively develop an equity strategy that will guide the allocation of program resources across the Village.

Greenprint Partners (Greenprint) is uniquely suited to partner with the Village on this program, with a unique blend of national GI program management experience, a strong track record of working with municipalities in Cook County on GI and climate resiliency efforts, and a deep commitment to the Village, where two Greenprint leaders reside and are already actively engaged in community-driven climate action initiatives.

## Project Strategy

This program is underpinned by the Village's recent [Climate Ready Oak Park Plan](#) (2022), which outlines commitments to decrease greenhouse gas emissions, reduce dependence on fossil fuels, increase GI and parks, and increase climate and sustainability dollars directed to the Village's most vulnerable residents. Our work in developing and managing residential retrofit programs across the

country has taught us that these programs are not only key to building community resilience to the flooding risks posed by climate change, but they also represent a meaningful and tangible way to educate, engage, and empower residents as stewards of climate solutions. When paired with intentional efforts to advance equitable distribution of resources, residential GI programs can also serve to help reverse disproportionate climate impacts on those most vulnerable.

We intend to build upon the program model offered by the Village from 2017-2021 to deliver an impactful, efficient, and equitable program, incorporating lessons learned from our national program experience and customizing it to the resources, assets, and goals of the Village and its residents. The equity strategies proposed throughout this project approach reflect lessons learned through our team's collective experience working on GI program implementation, as well as residential grant programs, in low-income communities and communities of color in Cook County and across the country. The outcome will be an efficiently run, equity-centered and well-subscribed program that helps the Village and its residents get the most good out of GI.

## Phase 1: Program Design

**Develop a program design that integrates lessons learned from previous efforts, streamlines and finds efficiencies in processes, and centers equity.**

Based on our previous work developing similar programs for San Francisco and RainReady Calumet Corridor in south Cook County, we are well positioned to develop an innovative program that also incorporates the Village's learnings from its prior efforts. Greenprint comes to this opportu-



nity with meaningful context on the prior program approach, having discussed RainReady Oak Park with prior CNT program staff Bryan Nelson and Marcella Bondie-Keenan to gain their insights, in addition to having a project team member who experienced the program as a participant. We will further round out a comprehensive understanding

of the previous program's successes and areas for improvement through a series of conversations with Village staff. Our goal will be to identify a program design that delivers as much residential GI as possible in a streamlined and efficient manner, while optimizing for equity wherever possible.

## Potential Equity Strategies

Greenprint's staff centers community voices and elevates equity considerations across all of its programs and projects. Our team was the lead author on the *Equity Guide for Green Stormwater Infrastructure Practitioners*, a national best practices guide co-developed with the Green Infrastructure Leadership Exchange that includes strategies to advance equity across seven goal areas for GI. We will apply our equity expertise to the program design in alignment with Village plans, policies, and guidance from staff. More specifically, we will use the guidance provided by the Climate Ready Oak Park Plan to ensure that a minimum of 40 percent of construction dollars are directed to the Village's most vulnerable residents. To achieve that goal, our team has brainstormed the following menu of strategies for discussion with Village staff and their technical assistance providers:

### 1. Prioritize underserved groups for program outreach.

- **Define “equity priority areas” based on vulnerability to climate impacts.** Collaborate with Village staff and technical assistance providers to define priority areas that score highly for factors such as the Climate Vulnerability Index (CVI), Social Vulnerability Index (SVI), and Racial Equity criteria included in Climate Ready Oak Park's Existing Conditions and Vulnerability Assessment.
- **Direct outreach toward equity priority areas.** Greenprint proposes to intentionally focus outreach in equity priority areas to ensure that homeowners in these areas have awareness of the program opportunity and its benefits.
- **Deploy culturally competent staff.** Greenprint's entire team has received training on best practices from the Equity Guide for Green Stormwater Infrastructure Practitioners. Our team also features multilingual and culturally sensitive staff who are passionate about advancing equitable climate resilience through collective action.

### 2. Remove financial obstacles to participation.

- **Implement a sliding scale approach to cost-sharing.** Create a sliding scale for homeowner contributions to construction costs based on income levels and other relevant factors as determined by the Village. This will help level the playing field for homeowners of limited means.
- **Reduce or remove the need for income-qualified residents to front costs.** Oak Park's previous residential cost-share program required homeowners to pay contractors upfront and submit for reimbursement by the Village, favoring residents who have discretionary income. For projects such as RainReady Calumet Corridor and San Francisco's Green Infrastructure Grants for Homes residential retrofit pilot, Greenprint has paid contractors directly and been reimbursed by our government clients to remove upfront access to capital as a barrier.



### 3. Make it easy for homeowners to select a qualified contractor.

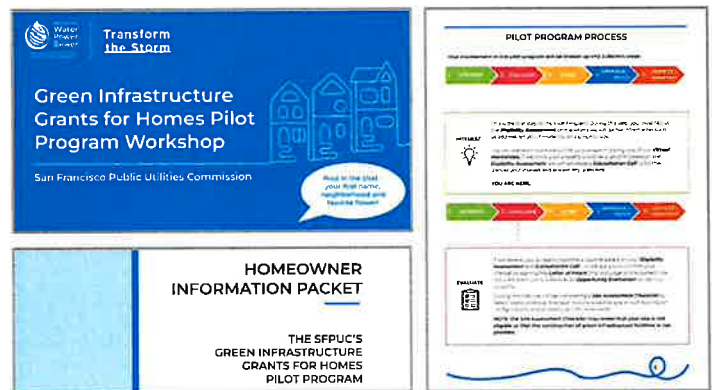
- **Empower homeowners with accessible information + a pool of pre-qualified contractors to choose from.** A well-written, understandable home assessment report combined with an available pool of pre-qualified contractors and ongoing support from Greenprint will empower homeowners to understand what to expect from their project, secure multiple competitive bids to ensure they are getting the best price, and work with a trusted and experienced RainReady contractor.

### Create a comprehensive communications and outreach strategy that includes refreshed program branding and collateral.

Our overall communications approach is to utilize well-established channels of communication through the Village, social media, community partners, and other outlets to get the word out broadly, while focusing direct outreach on the most vulnerable homeowners. This will enable us to ensure that homeowners in equity priority areas are proactively considered through our intake process. Our team has extensive hands-on knowledge of the Village's community-based organizations and communications channels given that two senior members of our project team — Nicole Chavas and Aya O'Connor — are Oak Park homeowners who have been actively engaged in local climate initiatives for years. Two key partners in our communications strategy will be the Oak Park Climate Action Network (OPCAN) and Laurie Casey, who leads an intersectional sustainability-focused group called Climate Outreach to Oak Park (COOP) with a reach of 5,800 Oak Park residents and members from many local community organizations — including Oak Park Regional Housing Center, Interfaith Green Network, West Cook Wild Ones, Deep Roots Project, and Black Residents of Oak Park — who could be leveraged to help spread the word about the RainReady program. Community members who commit time to supporting program communications will be compensated for their time.

In preparation for launching the program, Greenprint will collaborate with Village staff to prepare a suite of complementary program ma-

terials that feature refreshed branding. Our team brings branding expertise that can be applied in accordance with the Village's desires, whether the Village wishes to refine the existing program branding, align the brand to Climate Ready Oak Park, or associate it with Village branding.



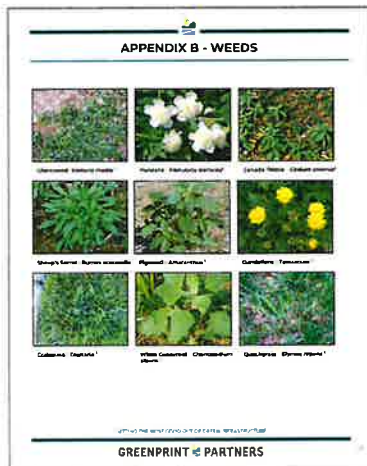
Select residential GI grant program materials developed by Greenprint for SFPUC

Following the branding exercise, our team will create updated program materials, including the program workplan, enrollment forms and brochures, a home assessment report template, homeowner grant agreement, and FAQs. If desired, we can also provide a content calendar with materials that can be distributed through partners' chosen channel(s), such as e-newsletters, website, social media, video, flyers, signage, and/or postcards. Our team strives for accessible, user-friendly, and compelling materials that are easily understood by all target audiences. To ensure that we meet this goal, we would welcome partner and community anchor feedback in a focus group to review our draft materials prior to finalizing them. We can also provide all program materials in Spanish and other languages as directed by the Village.

## CREATE EQUITABLE OUTREACH STRATEGY.

As mentioned above, we will work with Village staff to identify “equity priority areas” of the community using the foundation provided by Climate Ready Oak Park. Direct outreach will be focused on these areas to ensure program access for underserved homeowners, in addition to a broader communications campaign directed to all residents. Through our outreach and communications strategy, we will map out a more detailed understanding of these homeowners and their potential barriers to participation, as well as solutions to address those barriers. In addition, we will tap into relationships with organizations and institutions that serve priority neighborhoods to reach homeowners in these areas, such as schools, block party organizers, and organizations that are part of the COOP network, as well as consider flyering or direct mailers.

## DEVELOP TRAINING PROGRAMS FOR CONTRACTORS + HOMEOWNERS.



*Excerpt from a training manual for a project owner to help them identify weeds in their new rain garden*

homeowners to feel confident in participating in the program and selecting a contractor. We will develop a screening process and virtual training program that will provide an overview of the program requirements, provide context on eligible GI projects and best practices in GI design, build customer service and cultural awareness skills, and elevate potential homeowner concerns and questions that may arise during the process. The training could also provide context on how the

projects advance the goals of Climate Ready Oak Park, to help build awareness in the contractor community. We are also well equipped to develop simple maintenance guides for homeowners to ensure that they are well prepared to care for their new GI installation, and provide onsite training during the project closeout visit. To further support long-term establishment and performance of each participant's project, OPCAN has confirmed their Climate Coaches have the expertise and availability to support participants with maintenance questions related to native plantings and stormwater management.

## Phase 2: Program Management, Outreach, and Implementation Approach

**Utilize our sophisticated and well-honed program management approach to efficiently and effectively manage the program.**

Greenprint's team is committed to approaching program management in a well-organized, detail-oriented, and communicative way. Greenprint's team brings decades of experience working with municipalities, counties, and water utilities as well as a unique track record of developing and managing GI grant programs. Our program management approach is anchored on consistent, clear, and proactive communication and coordination; diligent maintenance of the project plan, schedule, and budget; and a keen eye toward quality control. We deeply understand the sensitivities involved with working with residential homeowners and will treat our role as if we are an extension of Village staff to make sure that all homeowners are treated with respect and receive the best possible customer experience.

Our team is also well attuned to the need for reporting and has substantial experience developing, tracking, and reporting on GI metrics. For this program, we will co-create our reporting system

with Village staff to ensure that it is catered to the Village's needs. The system will be drawn upon for team check-in meetings as well as annual reporting. Greenprint uses Copper, our customized GI program management system, to track, manage, and report on applications and projects as they move through programs. In partnership with the Village, we will develop and agree to a series of performance metrics which will be programmed into our system to facilitate meaningful and timely reporting to relevant stakeholders. Metrics can be reported at the project and program levels. Our proposal includes potential metrics for Village consideration for each of the sections to follow.

### **Activate communications channels to raise awareness of the program and conduct direct outreach to vulnerable residents.**

The Oak Park community already has extensive social infrastructure in place to tap into to inform the general public about the RainReady program. Our combined decades of experience in the field has taught us that folks are far more likely to be receptive to the idea of GI when approached by a known entity, such as their school, congregation, neighbors, community leader, or local community organization. Using branded collateral developed in the program design phase, we will leverage diverse communication channels such as those detailed in Exhibit 1.

Building on general communications about the program, our team will undertake a dedicated effort to reach homeowners located in equity priority areas. This may require more intentional engagement above and beyond the communication channels detailed above. We can support a range of public outreach and education strategies, which will be tailored based on the opportunities for, and needs of, homeowners in these areas. Potential tactics may include:

- Table at popular community events like Day in our Village, the Eco-Extravaganza, and the Juneteenth community picnic
- Direct mail, flyering, and/or door-to-door outreach in priority areas
- Conduct intentional engagement with elementary schools that serve homeowners in priority areas
- Connect with block party organizers in priority areas to attend and discuss the program in partnership with One Earth Local's green block parties
- Launch RainReady Neighbors in partnership with OPCAN, where prior participants commit to share their stories, connect with interested homeowners, and provide tours of their installation

**Metrics: #of placed communications; # organic social media impressions; # outreach events**

## **EXHIBIT 1. EXAMPLE COMMUNICATION CHANNELS**

### **1. Relevant Community-based**

#### **Facebook pages**

- Oak Park Garden Club
- Oak Parkers Focused on Fixing the Flooding

### **2. Village Communications Channels**

- OP/FYI (Oak Park newsletter)
- Village e-News
- Village social media accounts

### **3. Community Partner Channels**

- OPCAN website
- OPCAN Climate Coach program referrals
- COOP newsletter and monthly meetings

### **4. Schools**

- D97/ D200 newsletters
- School PTOs / Green Teams

### **5. Other**

- *Wednesday Journal*; informative Letters to the Editor

## Facilitate a clear and efficient enrollment process.

Greenprint has honed our approach for bringing property owners into GI grant programs across a wide range of property types and contexts, and brings expertise specifically in bringing GI to communities on the front lines of climate change.

“

*The opportunity to work with like-minded professionals at Greenprint and residents on the issue of urban flooding through RainReady Calumet is a fulfillment of a major goal of my retirement years. This work has blended my love of the outdoors, concerns for the environment, and my challenges as a homeowner. I plan to continue to be active in this work.”*

Mary Carvlin  
Blue Island steering committee member

Throughout enrollment, we will continuously monitor our metrics to ensure that we are meeting equity goals. Our intake process will begin with an enrollment application (available in digital and paper forms) that requests basic information about the homeowner and their property. See Exhibit 2. Enrollment Process (page 8) for a visualization of the process. Following receipt of an application, our engineering team will do a quick feasibility analysis of the property. For properties that appear to be feasible, we will conduct an initial phone call with the homeowner to learn more about their interest in the program and their property, answer any questions, and inform them of the overall process, purpose of GI, and general maintenance expectations. Our team has bilingual

staff to accommodate Spanish speakers in all project conversations, and we can add other fluency if needed. At this point, the project team will assess whether applicants will be advanced to the Village for approval. Applicants that have unsuitable conditions for GI, are not approved by the Village, or are otherwise determined ineligible will receive follow-up correspondence to explain why they are not advancing in the program. This correspondence can also be an opportunity to connect the homeowner with other Village, MWRD, or County sustainability and flood mitigation programs or other local climate action resources.

## HOME ASSESSMENT AND HOMEOWNER COMMITMENT.

Once properties are approved by the Village, Greenprint will conduct a home assessment that includes a site visit to learn more about conditions on the ground, followed by preparation of a report and concept design for the property. Home assessments will be conducted for up to 40 homes each year, as budget allows. The report will include an overview of findings from homeowner conversations and the site visit; educational content on flood risk, the role of GI, and its co-benefits; a concept-level design for proposed GI in alignment with homeowner preferences with recommended plant list; and a clear overview of needs for long-term maintenance. This report will be written using simple language that is free from jargon and will include images and drawings to illustrate concepts for the homeowner. The report will also include all information needed to enable the homeowner to request bids from the pre-approved contractors listed on the Village's website.

**Metrics: # enrollment applications received; # home assessments completed; metrics can be disaggregated by race/ethnicity, income, and other equity metrics**



## Provide support for GI installation and project closeout.

With well-trained contractors and clear assessment reports to support efficient requests for bids, we anticipate the bidding and selection process for the homeowner will be straightforward, and Greenprint can be available to answer homeowner questions as they select a contractor and schedule their installation.

After the project is installed, Greenprint will conduct a project closeout visit with each homeowner to confirm the project was built in line with program requirements, provide brief maintenance training accompanied by a user-friendly maintenance guide for future reference, and administer a participant experience survey. We will also refer them to the [OPCAN Climate Coach program](#) as a resource for ongoing support related to maintenance of their installation. Grant payments will be made in line with the process developed as part of the equity strategy in Phase 1.

**Metrics: Conversion rate of # of homeowners who received assessments and then followed through with installation; # of GI installations by GI typology; % construction dollars directed toward priority equity areas; participant experience survey results**

## Report program achievements annually, and reflect on and refine practices.

Greenprint practices adaptive management and strongly believes in continuous improvement and learning. We will utilize this philosophy to continually improve our program design and implementation alongside feedback from Village staff and participants. Our team will produce a

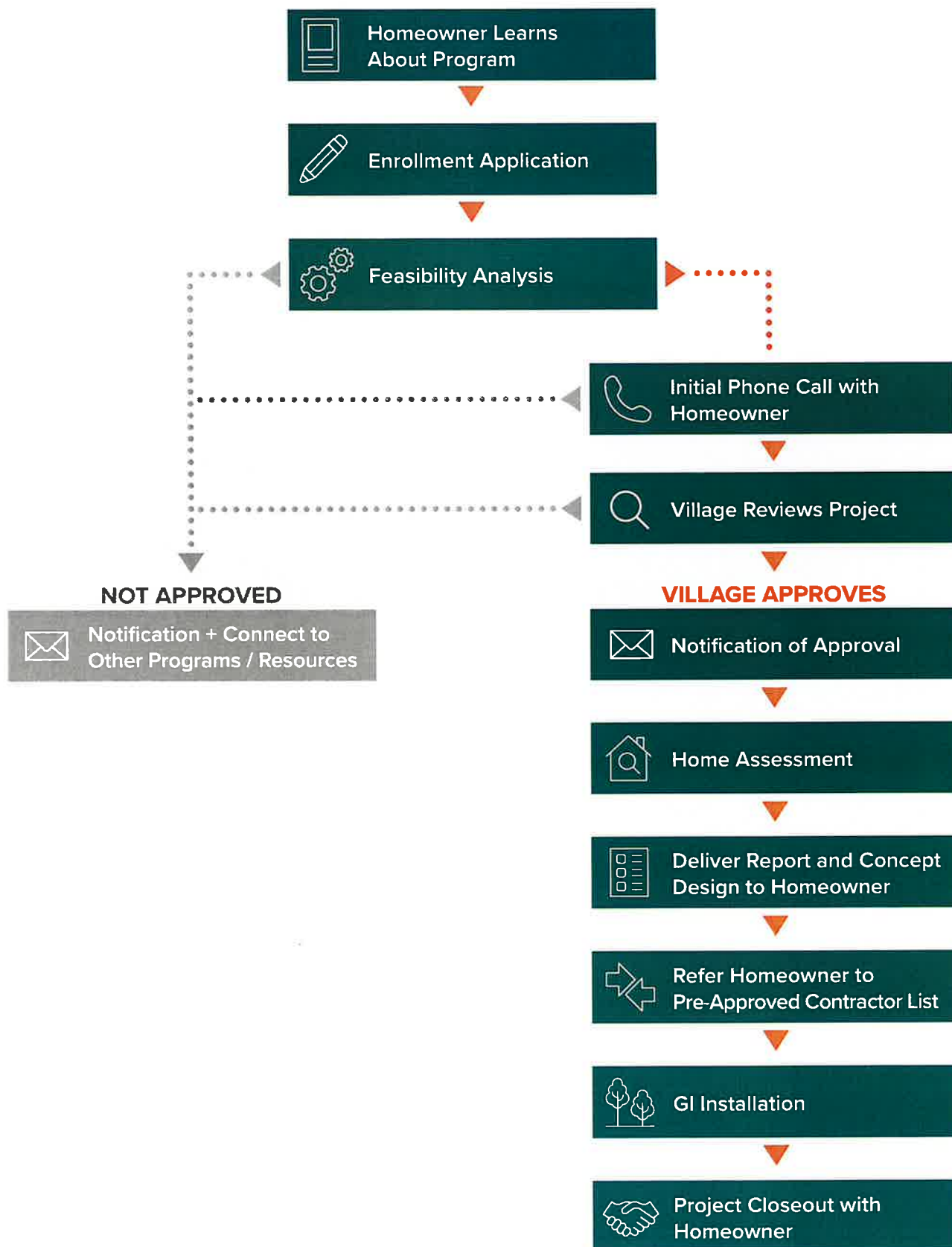


*As a member of Robbins RainReady Steering Committee, I have been able to witness the RainReady Organization, CNT, and Greenprint Partners, with help from the Robbins community create a solution to help the Village of Robbins come up with a solution to mitigate a long-standing water issue that has been a plague on the community for some time. It's agencies like RainReady that partner with underdeveloped communities to help ensure sustainable stormwater management."*

Trustee Gregory Jackson  
Village of Robbins

detailed report at the end of each program year that reviews the team's GI outreach efforts along with successful installations for the year; depicts the quantitative benefits, metrics, and outcomes for the program year; and reflects on lessons learned. This report will interweave feedback from participant surveys, which we will conduct at project closeout for all participants. The survey will include questions about homeowners' overall experience with our team, customer service feedback, areas to highlight as successes, and potential areas for improvement. We will also conduct quarterly reflection sessions and at major milestones with the Village to ensure course corrections whenever needed.

## EXHIBIT 2. ENROLLMENT PROCESS



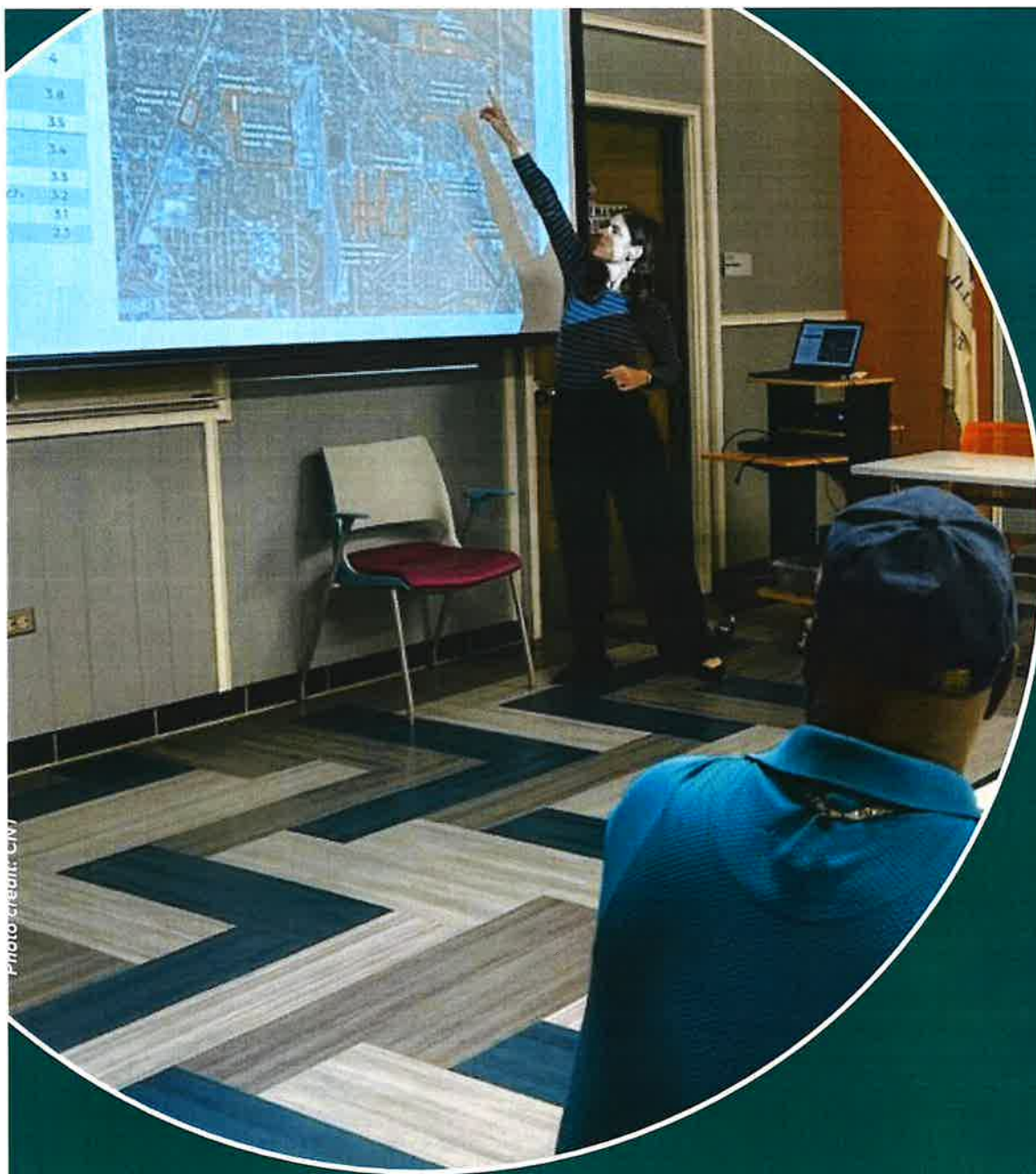


Photo credit: CN7

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## Project Personnel

# Project Personnel

Greenprint Partners is pleased to present a project team with highly relevant experience designing and managing green infrastructure grant programs, leading community and property owner outreach initiatives, providing complementary marketing and communications services, and designing and implementing small-scale green infrastructure (GI). Our team has extensive history working with municipalities across Cook County, and will also bring best practices and lessons learned from our efforts designing and managing GI grant programs across the country. We have all the necessary resources in-house to efficiently design and manage the program, and can guarantee that, for so long as our team members continue to be employed by Greenprint, the project team will remain as proposed and will be assigned to this project for its duration.

## Leadership



### **Nicole Chavas, President + CEO**

*Role: Principal-in-Charge*

Since co-founding Greenprint Partners 10 years ago, Nicole has overseen program design and implementation for institutional and residential green infrastructure grant programs all across the country, most notably the Fresh Coast Green Communities program in Milwaukee. She is committed to helping municipalities streamline how they can work with residents, community groups, and the contractor community to scale local investment in nature-based solutions and activate community participation in climate initiatives. A proud Oak Park resident, Nicole is highly engaged in local climate action efforts in partnership with the Oak Park Climate Action Network and brings deep community knowledge, existing relationships with local community organizations, and experience leveraging a variety of local communication channels to spread the word about sustainability initiatives. In 2021, she installed a (now thriving!) RainReady-funded rain garden in her backyard and thus is intimately familiar with the prior RainReady customer experience in Oak Park.



### **Kristin Ihnchak, Vice President, Equitable Planning**

*Role: Program Manager*

Kristin has spent her career managing neighborhood-scale projects, establishing partnerships with community organizations, and planning and conducting community outreach. As an empathetic listener with a deep commitment to elevating local expertise, Kristin leads Greenprint's planning team in the co-creation of GI plans, programs, and installations that are tailored to the specific needs of individual communities. She is dedicated to increasing public awareness of GI as a climate resilience tool and advancing equitable and sustainable solutions to stormwater management. Prior to joining Greenprint, Kristin spent 10 years at the Chicago Metropolitan Agency for Planning (CMAP) tackling on-the-ground climate and sustainability challenges through technical assistance to local governments across the Chicago region. Kristin's experience managing similar resident-driven GI programs such as RainReady Calumet Corridor and the Frontline Community-Led Green Infrastructure program in Milwaukee well positions her to lead Greenprint's work with RainReady Oak Park.

## Additional Key Personnel



### **Jim Sparber, PE, Vice President, Engineering**

*Role: Technical Lead*

*Expertise: Program design and management, site design, permitting, contractor training, bid package development*

- 30 years of experience in the planning, design and construction of municipal infrastructure, including 25 years serving municipalities in the Chicago region
- Brings a strong technical perspective to the design and management of green infrastructure grant programs, ensuring programs efficiently meet or exceed the municipality's objectives and result in high quality projects for participating property owners



### **Aya O'Connor, Marketing Director, Strategic Communications**

*Role: Marketing + Communications Lead*

*Expertise: Community engagement, strategic communications, graphic design*

- Brings a keen understanding of design strategy, execution, and continued innovation of common program marketing touch points
- Supports clients' community outreach efforts by developing materials that further public knowledge of sustainable infrastructure projects
- Oak Park resident who has provided strategic communications services to community groups in service of advancing the goals of Climate Ready Oak Park



### **Nora Kusaka Herrero, PE, Project Manager, Engineering**

*Role: QA/QC*

*Expertise: Project management, engineering design*

- Professional engineer dedicated to the planning, design and implementation of community-based green stormwater infrastructure projects
- Served as interim Assistant Program Manager on Fresh Coast Green Communities, leading projects through the design process and working with property owners to develop GI features that both manage stormwater on the site and provide desired co-benefits



### **Peter Bornhoff, EIT, Project Engineer**

*Role: Home Assessment Lead*

*Expertise: Property assessment, contractor management, engineering design*

- Broad experience in municipal engineering, design engineering and construction management brings a holistic view to working with municipalities and property owners to effectively site green infrastructure projects
- Conducts preliminary project site assessments, identifying optimal locations for green infrastructure; designs and drafts concept plans, construction drawings, and maintenance manuals



### **Raul Justo, Jr.**

*Role: Enrollment Manager*

*Expertise: Community engagement, GIS mapping and analysis, housing policies, programs, and planning*

- Leads outreach and enrollment of property owners in Greenprint-managed green infrastructure grant programs
- Prepares maps and data analysis to help inform project siting decisions, existing conditions analyses and plan recommendations



### **Fabiola Bautista**

*Role: Contractor Training Lead*

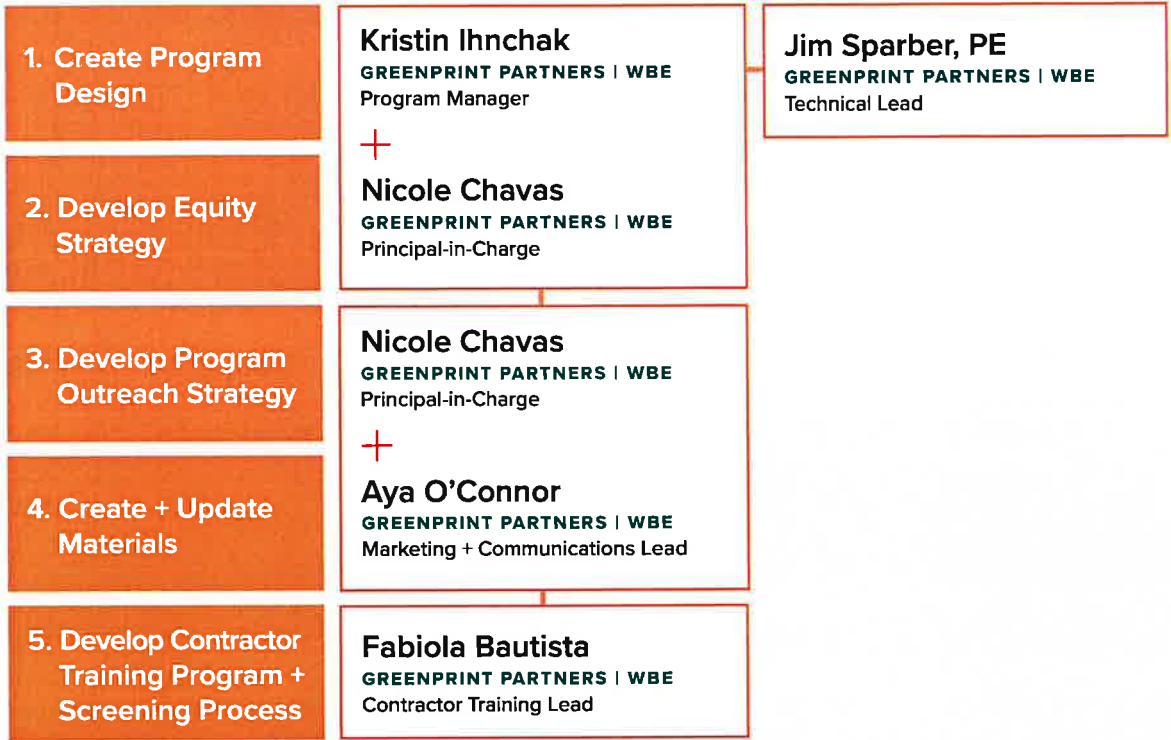
*Expertise: Training, workforce development*

- Collaborates with Greenprint's engineering team to help equip contractors with the knowledge and skills they need to be able to compete for opportunities in green infrastructure
- Designed and managed workforce development programs for Chicago's construction industry prior to joining Greenprint

# Org Chart

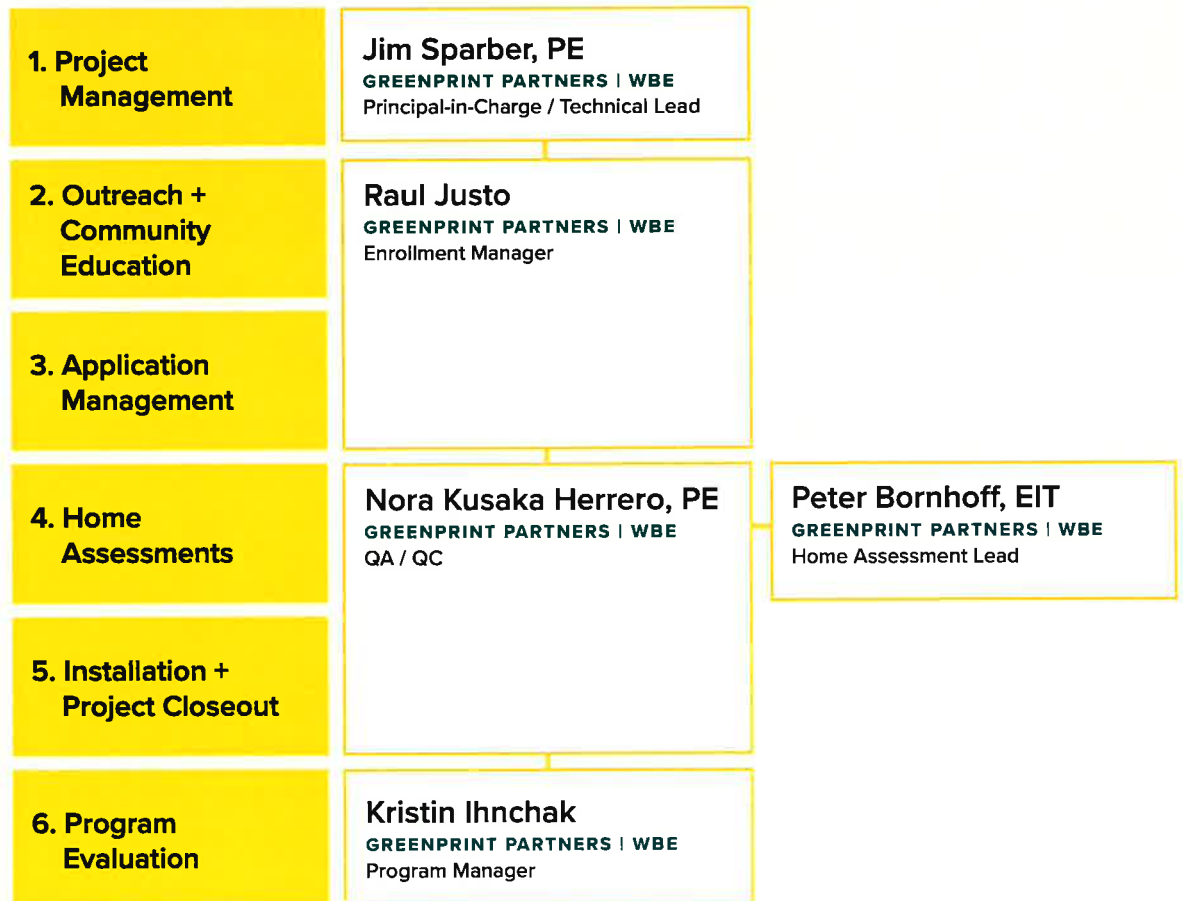
1

## CONTRACT 1: PROGRAM DESIGN



2

## CONTRACT 2: PROGRAM MANAGEMENT, OUTREACH + IMPLEMENTATION APPROACH





# 4

## Experience + Qualifications

# Experience + Qualifications

## About Greenprint Partners

Greenprint Partners (WBE, DBE, B Corp) (Greenprint) is a women-owned planning and civil engineering firm that believes every community deserves to be served by infrastructure that is sustainable, resilient, and equitable. Our Chicago-based team of program managers, planners, civil engineers and communications professionals support green infrastructure (GI) implementation from the earliest planning phases through design, construction, and long-term maintenance. Our engineering team brings decades of experience in municipal infrastructure, water, and land development while our planning and community engagement teams specialize in connecting historically underrepresented communities to high impact infrastructure projects and programs. As lead author of the [\*Equity Guide for Green Stormwater Infrastructure Practitioners\*](#), our team ensures that frontline communities share in the environmental and community benefits of sustainable infrastructure.

Greenprint is a national leader in GI grant program delivery and has accelerated the success of these programs in the Midwest and across the country. As a result, our clients benefit from working with specialized practitioners that deeply understand their challenges and aspirations, deliver GI programs with transparency and accountability, and engage our clients, community partners, program participants, and the contractor community as true partners with a shared goal. Our equity-driven approach to program design and management has helped our state and local government partners invest millions of dollars into community-driven GI projects, activating community anchor institutions and residents to become advocates and stewards of GI on their sites. Through this work, we have honed a process that facilitates sophisticated

coordination with property owners, government agencies, subcontractors, and community stakeholders to manage numerous projects simultaneously while achieving budget, schedule, and impact goals.

Greenprint brings a unique blend of national GI program management experience, a strong track record of working with both the Center for Neighborhood Technology (CNT) and municipalities in Cook County on GI and climate resiliency efforts, and a deep commitment to the Village of Oak Park (the Village), where two senior firm leaders reside and are actively engaged in community-driven climate action initiatives. As a result, we are uniquely qualified to partner with the Village to redesign and relaunch the RainReady program.

## Project Examples

### RAINREADY CALUMET CORRIDOR

In 2022, Greenprint was contracted by CNT to implement six plans for stormwater management and resilience in Blue Island, Calumet City, Calumet Park, Dolton, Riverdale, and Robbins. With \$6M in ARPA funds from Cook County, the program assessed and prioritized GI recommendations in conjunction with community stakeholders to define a set of project priorities and engaged with landowners for high priority projects. Over the next two years, projects will be designed, constructed, and established.

Resident steering committees prioritized a wide range of projects for construction, including stormwater bumpouts at an intersection adjacent to a daycare to improve crossing safety in Calumet City; installation of permeable pavement and subsurface storage that will improve sidewalk



connectivity and stormwater management along a thoroughfare in Robbins; and revitalization of an internal courtyard at an elementary school in Calumet Park to improve its functionality. A new residential retrofit program will also provide homeowners in multiple communities with overhead sewer lines to alleviate basement sewage backups and install small-scale GI such as rain gardens and rain barrels.

## HIGHLIGHTS

- **Services:** Program Management, Resident and Municipality Outreach and Engagement, Planning, Engineering Design, Permitting, Innovative Fundraising, Project Management, Construction Management, Vegetative Establishment, Maintenance
- **Dates:** 2023–2026
- **Contract:** \$5,080,858; Construction Costs: \$3.7M
- **Key Personnel:** Kristin Ihnchak: Program Manager | Jim Sparber, PE: Technical Advisor | Nora Kusaka Herrero: Engineering Support
- **References:** Marcella Bondie Keenan, Environment & Sustainability Initiatives Program Manager, Cook County; (312) 603-8210, [Marcella.Bondie@cookcountyil.gov](mailto:Marcella.Bondie@cookcountyil.gov)

## MILWAUKEE METROPOLITAN SEWERAGE DISTRICT: FRESH COAST GREEN COMMUNITIES

The Milwaukee Metropolitan Sewerage District (the District) is partnering with Greenprint to plan, build, and maintain multi-benefit GI on public and private property through this holistic \$21M program. Greenprint is responsible for sourcing and implementing GI projects on public and private property that collectively manage six to eight million gallons of stormwater, with a customized payment structure we developed in partnership with the District during the contracting process to appropriately share risk and connect funding to outcomes. Participating property owners receive



*The City of Calumet City was honored to be chosen as one of the six communities to help develop the RainReady Calumet Corridor and to work directly with the program's knowledgeable and professional staff. Calumet City's SCAC (Senior Citizen Advisory Committee) was chosen to represent the seven wards of the City and to help address and provide input regarding the most grave flood concerns that impact certain neighborhoods within the community.*

*RainReady's staff was absolutely wonderful with this group of seniors and bringing out what was needed from them to make it a successful partnership with the City. Seniors have an insight that is phenomenal when it comes to improving quality of life, and the staff and groups associated with the RainReady project were creative, dedicated, listened/open-minded about opinions, honest, compassionate, kind, and all with excellent communication and interpersonal skills. We were grateful for their conscientiousness to ensure Calumet City's participation was successful."*

Valencia Williams, Special Projects Coordinator,  
The City of Calumet City

technical assistance and funding to cover design, construction, and five years of maintenance. Greenprint manages a team of engineering consultants, landscape designers, and non-profit partners who support all aspects of project sourcing and design. Once projects are designed and permitted, Greenprint procures construction contractors and manages construction. Greenprint also works closely with a number of local nonprofits



### Project Showcase: Forest Home Cemetery & Arboretum, Milwaukee, WI

Through FCGC, Greenprint is working with Forest Home Cemetery & Arboretum to bring GI to their site to help reduce on-site flooding and muddy conditions. Proposed features include new downspouts and gutters on the mausoleum, underground storage systems, low-no maintenance ground cover, a bioretention basin, and native landscaping. These features will manage up to an estimated 190,085 gallons of water during large rain events. To further engage with the community, Greenprint shared a table with MMSD at the Cemetery's annual Dia De Los Muertos event in 2023, where we talked with community members to raise awareness about their upcoming GI project.



*Kristin Ihnchak at Forest Home Cemetery & Arboretum's Dia de los Muertos event*

and community-based organizations to help connect projects to community priorities and maximize project impacts. To further invest in maximizing the equity of the program, Greenprint sourced and secured \$600,000 in grant funding from the Builders Initiative, a Midwestern foundation, to fund deeper community engagement efforts that include compensating community-based organizations for their participation. Within the first year of the program, Greenprint secured commitments from 20 projects that represent >100% of the District's minimum gallons goal, with over a dozen additional projects in the pipeline. 12 of those committed projects are in detailed design and one project has completed construction.

### HIGHLIGHTS

- **Services:** Program Management and Administration, Site Analysis, Portfolio Planning, Landowner Outreach and Enrollment, Community Engagement + Public Communications, Engineering Design + Construction Management, Maintenance Management
- **Dates:** November 2022–May 2031

- **Contract:** \$21,240,000; Construction Costs: \$14M
- **Key Personnel:** Jim Sparber, PE: Program Manager | Nora Kusaka Herrero, PE: Interim Assistant Program Manager | Nicole Chavas: Program Design | Kristin Ihnchak: Program Manager (Builders Initiative)
- **Reference:** Lisa Sasso, Senior Project Planner, Milwaukee Metropolitan Sewerage District; (414) 225-2048, [lsasso@mmsd.com](mailto:lsasso@mmsd.com)

### MWRD SUBURBAN GREEN SCHOOLYARDS PILOT

Greenprint was hired by the Metropolitan Water Reclamation District of Greater Chicago (MWRD) on an as-needed basis for three years to provide GI support services, as well as any other engineering support required by MWRD. A major task order under the contract includes providing consulting services related to a Suburban Green Schoolyards Pilot Program including communications, community engagement, planning, design, and construction. Four schools are currently participating in the pilot program: Morton East High School (Cicero), Burnham Elementary (Burnham), Graves + Heritage Elementary (Summit), and East Leyden High School (Franklin Park).



## HIGHLIGHTS

- **Services:** Project Management, Planning, Community Engagement, Engineering Design, Construction Support Services, Estimating Services, Inspection Services, Funding Support
- **Dates:** November 2022–November 2025
- **Contract:** \$1,640,600
- **Key Personnel:** Jim Sparber, PE: QA/QC + Engineering | Nora Kusaka Herrero, PE: Project Engineer | Peter Bornhoff, EIT: Project Engineer | Kristin Ihnchak: Planning/Community Engagement Lead | Alex Heidtke, PE: Project Manager
- **Reference:** Holly Sauter, Principal Civil Engineer, Stormwater Management, Metropolitan Water Reclamation District; (312) 751-3189, [sauterh@mwrd.org](mailto:sauterh@mwrd.org)

## GREEN INFRASTRUCTURE GRANTS FOR HOMES PILOT PROGRAM

In 2023, the San Francisco Public Utilities Commission (SFPUC) selected Greenprint to launch and manage a pilot program to build GI on residential properties. The goals of the pilot are to understand whether a citywide residential GI grant program can cost effectively reduce the amount of stormwater runoff entering the sewer system



and reduce the stormwater portion of customers' sewer service charges through the SFPUC's Stormwater Credit Program. Eligible project types include rain gardens, permeable pavement, infiltration trenches, and rainwater harvesting. Greenprint created informational materials for homeowners to learn more about the pilot and eligibility requirements, and led a well-attended webinar. In addition to overseeing construction and subcontractors, Greenprint also provides customer support to program participants by preparing them for property assessments, developing and reviewing concept plans, and helping participants submit their grant applications to the SFPUC. Greenprint is collecting valuable data to help the SFPUC explore the viability of scaling this initiative to a city-wide program and effectively engaging homeowners as stormwater stewards.

## HIGHLIGHTS

- **Services:** Program Management and Administration, Site Analysis, Portfolio Planning, Landowner Outreach and Enrollment, Community Engagement + Public Communications, Engineering Design + Construction Management, Maintenance Management
- **Dates:** March 2023-present
- **Contract:** \$300,000; \$150,000 for program management, \$150,000 for grants
- **Key Personnel:** Rose Jordan: Program Manager | Jim Sparber, PE: Technical Advisor | Nora Kusaka Herrero, PE: Incoming Project Manager
- **Reference:** Will Logsdon, Urban Watershed Planning Division, Wastewater Enterprise, San Francisco Public Utilities Commission; [WLogsdon@sfgwater.org](mailto:WLogsdon@sfgwater.org)

## SHERMAN PARK NEIGHBORHOOD PLAN

Through financial support from the Builders Initiative, Greenprint is providing technical assistance and engagement support to a resident-led initiative to develop a neighborhood stormwater strategy for the Sherman Park neighborhood of Milwaukee. The formed Advisory Group is seeking information and potential solutions to commonly experienced stormwater issues in the neighborhood, as well as clarity on existing financial resources available to help homeowners protect their properties from flooding. To better understand the stormwater issues occurring in Sherman Park, Greenprint has attended each of the monthly Advisory Group meetings, prepared and distributed a resident survey, and co-hosted two resident meetings in order to hear straight from the impacted community. Greenprint is in the process of analyzing the survey results and compiling information to develop a step-by-step Residential Strategies Guide, as well as to provide site recommendations for strategically placed green stormwater infrastructure within Sherman Park.

Where does your home experience flooding?



### HIGHLIGHTS

- **Services:** Resident Outreach and Engagement, Planning, Project Management
- **Dates:** August 2023–present
- **Contract:** \$72,000
- **Key Personnel:** Kristin Ihnchak: Senior Advisor | Sydney VanKuren, AICP: Project Manager
- **Reference:** Steve O'Connell, Sherman Park Advisory Group; [oconsase@gmail.com](mailto:oconsase@gmail.com)



# 5

## Letters of Support



Abby Zielinski  
Village of Oak Park  
123 Madison Street, Oak Park, IL 60302

March 8, 2024

Dear Abby Zielinski and RainReady Selection Committee,

I am Programs Director for One Earth Local, and run several outreach and education programs for Oak Park residents, as well as residents on Chicago's Greater West Side. Some of my programs include "Be A Planet Hero" Green Block Party Programs in Oak Park and Austin Eats' educational programs that help the Austin community build a resilient and healthy food system.

Having worked closely with Nicole Chavas and Aya O'Connor of Greenprint Partners on a Department of Energy residential electrification grant application for Oak Park, I am excited to write in support of Greenprint's proposal for the RainReady program design, management, outreach, and implementation for residential green infrastructure projects. They are professional, dependable, solution-oriented and incredibly easy to work with. Not only will they make your jobs easier, their work will increase the Village's already strong reputation as a wonderful place to live that is on the forefront of sustainability initiatives.

As a long-time sustainability communications and outreach professional, I believe that programs are most successful when backed by a thoughtful and tactical communications strategy and a strong network of amplifiers and supporters. As Abby knows, having been a member, I run Climate Ready Community Outreach to Oak Park (COOP), an award-winning, intersectional outreach and education group focused on outreach around the Village of Oak Park's Climate Ready Oak Park sustainability plan. We have a reach of 5,800 Oak Park residents and members from many local community organizations — including Oak Park Regional Housing Authority, Interfaith Green Network, West Cook Wild Ones, Deep Roots Project and Black Residents of Oak Park, etc. — who could be leveraged to help spread the word about the RainReady program.

Given their expertise, local investment and prior success managing similar RainReady programs, I am confident that Greenprint Partners will make an excellent partner for this endeavor. Greenprint Partners is innovative, detail-oriented, and committed to delivering equitable and community-centered solutions and long-term sustainability.

If awarded, I am committed and look forward to participation in the project team's outreach group.

Please do not hesitate to reach out with any questions.

Sincerely,

Laurie Casey  
One Earth Local Programs Director | COOP Lead  
[laurie@oneearthcollective.org](mailto:laurie@oneearthcollective.org)



Abby Zielinski  
Village of Oak Park  
123 Madison Street, Oak Park, IL 60302

March 12, 2024

Dear Abby Zielinski and RainReady Selection Committee,

My name is Pamela Tate, and I am a member of the Oak Park Climate Action Network (OPCAN), which is a group of residents concerned about the climate emergency and what Oak Park can do to help reduce emissions and promote biodiversity in our community.

I am writing to express our strong support for Green print Partners' proposal to redesign and manage the Village of Oak Park's RainReady program. We are excited about the potential for this partnership to advance the goals of Climate Ready Oak Park through the equitable implementation of residential green infrastructure across the village.

Greenprint Partners' vision aligns well with our mission to promote sustainable living practices and mitigate the impacts of the climate emergency. We are particularly enthusiastic about collaborating with Green print to extend the reach and impact of the Rain Ready program. OPCAN is committed to leveraging our communication channels to increase awareness and participation in the program. Furthermore, our new Community Climate Coach program, just launched this week, which will provide assistance to residents on a variety of climate action issues including native gardening and stormwater management, will be well positioned to help refer homeowners to the Rain Ready program and provide assistance to participants to ensure their projects are successful long-term. We believe this collaboration will not only enhance the program's effectiveness but also foster deeper community engagement with sustainable practices.

All of us at OPCAN wholeheartedly support Greenprint Partners' proposal and look forward to the opportunity to work together to make the Rain Ready program a resounding success. We are ready to offer our volunteer network and website to help ensure the program's goals are met and exceeded.

Given the expertise, local presence and prior success managing similar residential green infrastructure programs of Green print Partners, I am confident that they will be a valued, mission-aligned partner to the Village.

Please do not hesitate to reach out with any questions.

Sincerely,

A handwritten signature in black ink that reads "Pamela Tate". The signature is written in a cursive, flowing style.

Pamela Tate  
Oak Park Climate Action Network



# 6

## Team Resumes



# Nicole Chavas

**PRESIDENT + COO**

**Role: Principal-in-Charge**

## EDUCATION

M.B.A., 2015  
*Northwestern University*

Master's of  
Accountancy, 2004  
*University of Wisconsin-Madison*

B.B.A., Accounting,  
2003  
*University of Wisconsin-Madison*

## 21 YEARS OF EXPERIENCE

10 years with  
Greenprint Partners

## CONTACT

(773) 612-2906  
nicole@  
greenprintpartners.com  
Chicago office

Since co-founding Greenprint Partners 10 years ago, Nicole has overseen program design and implementation for institutional and residential GI grant programs across the country. She is committed to helping municipalities streamline how they can work with residents, community groups, and the contractor community to scale local investment in nature-based solutions and activate community participation in climate action. Nicole is a proud Oak Park resident.

## Portfolio Showcase

### FRESH COAST GREEN COMMUNITIES, Milwaukee, WI

Led the program design and contracting for a new GI grant program created in partnership with the Milwaukee Metropolitan Sewerage District to install GI to manage six to eight million gallons of stormwater on public and private property. Worked collaboratively with the District and Program Manager to design the incentive structure, impact metrics, outreach strategy and operational infrastructure. The program was oversubscribed in the first year and expanded in 2024.

### OAK PARK CLIMATE ACTION NETWORK DOE GRANT APPLICATION, Oak Park, IL

Greenprint partnered with OPCAN to develop the Heat Pump Neighbors program model and submit a grant application to the Department of Energy's Buildings Upgrade Prize with a goal of accelerating heat pump adoption in single family homes across Oak Park. Nicole led weekly calls with OPCAN members, facilitated a strategic process to define the program model, and prepared the application.

### MSD PROJECT CLEAR RAINFOREST PROGRAM, St. Louis, MO

Funded by the Kresge Foundation, Nicole led an analysis of St. Louis Metropolitan Sewer District's (MSD) institutional GI grant program, identified barriers to adoption, and developed a program model that increased participation and directed MSD investment into low income communities and communities of color. This new community-based program model increased participation from community anchor institutions, helping MSD accelerate their GI investment goals while creating triple bottom line impact.



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# Kristin Ihnchak

**VICE PRESIDENT | EQUITABLE PLANNING**

**Role: Program Manager**

## EDUCATION

Master's of Urban  
Planning and Policy,  
2009  
*University of Illinois,  
Chicago*

B.A., Political Science,  
2004  
*Lake Forest College*

## 20 YEARS OF EXPERIENCE

2 years with  
Greenprint Partners

## CONTACT

(847) 275-0356  
kristin@  
greenprintpartners.com  
Chicago office

Kristin has deep experience managing projects of all scales, establishing partnerships with community organizations, and planning and conducting community outreach. She leads Greenprint's planning team in the co-creation of GI plans that are tailored to the specific needs of individual communities, and is dedicated to advancing equitable solutions to stormwater management. She sees home retrofits as a key way to galvanize residents in implementing resilience solutions.

## Portfolio Showcase

### **RAINREADY CALUMET CORRIDOR, Cook County, IL**

Serves as Program Manager for a \$6M initiative funded by Cook County to implement GI in six south suburban communities. Works with resident steering committees to evaluate projects for their stormwater management potential as well as additional co-benefits. Per resident feedback, County funding will establish a new residential retrofit program, managed by Greenprint, that will provide homeowners with overhead sewer lines to alleviate basement sewage backups and install complementary GI.

### **SUBURBAN GREEN SCHOOLYARDS PILOT, Cook County, IL**

Serves as Community Engagement Lead for Metropolitan Water Reclamation District's Suburban Green Schoolyards Pilot. Leads the outreach and engagement strategies and development of a comprehensive funding strategy for both individual school needs and long-term program sustainability as well as development of grant applications to support the program, including a \$1M EPA Government-to-Government application.

### **FRONTLINE COMMUNITY-LED GREEN INFRASTRUCTURE, BUILDERS INITIATIVE, Milwaukee, WI**

Serves as Program Manager for a philanthropically funded program that encourages the participation of frontline communities in MMSD's Fresh Coast Green Communities (FCGC) program. The Builders Initiative program has enabled Greenprint to compensate multiple grassroots organizations, and also includes partnership with a northwest-side CBO to develop a neighborhood stormwater strategy that features residential solutions.



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# Jim Sparber, PE

VICE PRESIDENT | ENGINEERING

Role: Technical Lead

## EDUCATION

M.S., Environmental  
Management, 1996  
*Illinois Institute of  
Technology*

B.S., Civil Engineering,  
1992  
*Valparaiso University*

## 32 YEARS OF EXPERIENCE

6 years with  
Greenprint Partners

## PROFESSIONAL REGISTRATIONS

Professional Engineer:  
WI 48428-6  
IL 062.051640  
MO PE-2019006989  
MI 6201060608  
PA PE092004  
GA PE045591  
NY 102937  
VT 018.0135065  
WA 21015915

## CONTACT

(815) 529-0776  
jim@  
greenprintpartners.com  
Chicago office

Jim draws on three decades of experience in the planning, design and construction of municipal infrastructure, including 25 years of focused service to municipalities in the Chicago region. At Greenprint, Jim leverages his experience to develop and manage complex sustainable infrastructure projects and programs for municipal clients across the country. Jim's commitment to strong client service and technical quality, combined with a commitment to protecting the health and well-being of community residents and our environment, shapes his approach to GI program design and management.

## Portfolio Showcase

### RAINREADY CALUMET CORRIDOR, Cook County, IL

Serves as Technical Advisor for a \$6M initiative funded by Cook County to implement stormwater management and resilience plans in six south suburban communities. In particular, Jim applies his expertise with municipal contracting and engineering, as well as in residential retrofit program execution, to ensure smooth and efficient processes.

### GREEN INFRASTRUCTURE GRANTS FOR HOMES, San Francisco, CA

Serves as Technical Lead for a pilot program to fund GI projects on residential properties to reduce stormwater runoff and lower sewer service charges through San Francisco Public Utilities Commission's Stormwater Credit Program. Collaborated on program design, guided development of program protocols and templates, screened homeowners' properties for eligibility, trained subcontractors to perform home assessments in line with program requirements, developed, presented and revised initial concept plans, and developed bid packages to support bid requests.

### FRESH COAST GREEN COMMUNITIES, Milwaukee, WI

Serves as Program Manager for a \$21M program created in partnership with the Milwaukee Metropolitan Sewerage District to install green infrastructure projects that collectively manage six to eight million gallons of stormwater on public and private property. Jim worked collaboratively with the District to design and launch the program, and now oversees all aspects of program delivery. The program was oversubscribed in the first year and expanded in 2024.



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# Aya O'Connor

**MARKETING DIRECTOR | STRATEGIC COMMUNICATIONS**

**Role: Marketing + Communications Lead**

## EDUCATION

B.A., Graphic Design  
+ Japanese, 2006  
*University of Notre  
Dame*

## 17 YEARS OF EXPERIENCE

<1 year with  
Greenprint Partners

## CERTIFICATIONS

Strategies that Build  
Winning Brands, 2021  
*Northwestern  
University*

## CONTACT

(512) 264-4266  
aya@  
greenprintpartners.com  
Chicago office

Aya is an experienced marketing director who has led design, brand strategy, and communications for over 15 years. Aya is a dedicated advocate for sustainability and excels at developing materials that make it easy for community members to understand the value of climate resilient solutions like GI. She is particularly adept at visualizing complex concepts in ways that are clear, concise, and inspire action. Aya supports clients' community outreach efforts by developing materials that further public knowledge of their sustainable infrastructure projects. Aya is a proud Oak Park resident.

## Portfolio Showcase

### **CHOLLAS CREEK WATERSHED PLANNING**, *San Diego, CA*

Conducts communications planning and development for Groundwork San Diego-Chollas Creek, a community organization focused on delivering education, GI, and climate safe neighborhoods. Supporting a grassroots marketing campaign.

### **CLIMATE READY OAK PARK: ONE YEAR ON\***, *Oak Park, IL*

Helped facilitate and document a community listening session with nearly 100 participants, centering conversation on current achievements, goals, and how to reach those goals in a just manner. Designed and produced a report outlining results of the listening session and the Village's progress towards its goals.

### **OAK PARK CLIMATE ACTION NETWORK\***, *Oak Park, IL*

Developed logo and brand identity for a grassroots community group advocating for climate action in Oak Park. Designed a graphical summary for a Department of Energy residential electrification grant application and produced a video highlighting the group's efforts to accelerate heat pump adoption in single family homes across the Village.

### **KIRKLAND & ELLIS CHICAGO GREEN TEAM\***, *Chicago, IL*

Served as Team Leader / Member. Planned and executed inspiring sustainability-focused events and educational campaigns. Produced effective Earth Week social media campaign receiving 3X engagement.

*\*Work completed prior to joining Greenprint*



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# Nora Kusaka Herrero, PE

PROJECT MANAGER | ENGINEERING

Role: QA/QC

## EDUCATION

B.S.E., Environmental  
Engineering, 2015  
*University of Michigan*

## 8 YEARS OF EXPERIENCE

1 year with  
Greenprint Partners

## PROFESSIONAL REGISTRATIONS

Professional Engineer:  
IL 062-073838

## CONTACT

(734) 709-6651  
nora@  
greenprintpartners.com  
Chicago office

Nora's experience partnering with communities to deliver sustainable civil engineering projects uniquely positions her to provide QA/QC for RainReady Oak Park. She is committed to equity and efficiency in program design and implementation, and is skilled in project management, green infrastructure design, and community engagement, aligning perfectly with the program's objectives to mitigate flooding, enhance stormwater infrastructure, and deliver public health and environmental benefits.

## Portfolio Showcase

### FRESH COAST GREEN COMMUNITIES, *Milwaukee, WI*

Served as interim Assistant Program Manager for a \$21M program created in partnership with the Milwaukee Metropolitan Sewerage District to plan, design, and install GI on public and private property to manage 6 to 8 million gallons of stormwater. Nora managed 15 active projects and 7 potential projects simultaneously, leading the effort in evaluating potential sites, managing subconsultants, and reviewing detailed design.

### GARDENS RISING GREEN INFRASTRUCTURE FEASIBILITY STUDY\*, *New York City, NY*

Served as Project Manager on this study that investigated how 47 community gardens throughout the Lower East Side of NYC can play a critical role in the city's climate resilience. Each garden was evaluated for potential GI retrofits to assess annual stormwater capture, and garden community members were interviewed and participated in workshops to learn about GI.

### NYC GREEN INFRASTRUCTURE PERFORMANCE STUDY\*, *New York City, NY*

Served as Design Engineer for the monitoring and evaluation of GI in NYC as a part of a contract with NYC EPA. The study developed methodology to test the performance of previously constructed ROW bioswales and public school turf fields. Nora went into the field and managed a crew to conduct the experiments and analyzed the data to generate a report of the findings. The finding provided recommendations for future GI installations within NYC.

*\*Work completed prior to joining Greenprint*



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# Peter Bornhoff, EIT

## PROJECT ENGINEER

Role: Home Assessment Lead

### EDUCATION

B.S., Civil Engineering,  
2017  
*Valparaiso University*

### 7 YEARS OF EXPERIENCE

2 years with  
Greenprint Partners

### CERTIFICATIONS

Fundamentals of  
Engineering Exam-Civil,  
2018

### CONTACT

(708) 639-5914  
peter@  
greenprintpartners.com  
Chicago office

Peter assesses the potential for GI on properties throughout the country and works with municipalities, landowners, and contractors to bring projects from concept to construction. He is passionate about implementing GI as a multi-benefit solution to improve water quality and address environmental justice concerns. His skills in project management, client communication, and engineering design make him an ideal co-leader for home assessment services, driving Oak Park towards a greener, resilient future.

### Portfolio Showcase

#### **SUBURBAN GREEN SCHOOLYARDS PILOT, Cook County, IL**

Served as Project Engineer for the evaluation of 6 potential GI projects through the Metropolitan Water Reclamation District's (MWRD) Suburban Green Schoolyards Pilot. Evaluation involved using publicly available data to estimate the capacity and cost of potential green infrastructure installations using engineering judgment to assist the MWRD in future planning.

#### **ST. LUKE'S EPISCOPAL CHURCH, Philadelphia, PA**

Served as Associate Engineer for the civil design of a bioinfiltration garden retrofit as part of the Philadelphia Water Department's Stormwater Grants program. This project provided a gathering green space for the church community that will also help attract pollinators for their vegetable gardens. Site elements included a bioinfiltration garden, depaving, and downspout disconnections.

#### **NORTH STREET RECONSTRUCTION AND INTEGRATED STORMWATER MANAGEMENT\*, Lafayette, IN**

Served as Design Engineer, providing civil engineering services associated with construction drawing designs to convert an historic brick street into a permeable street for the City of Lafayette. Met and coordinated with landowners impacted by the project to answer questions and solve existing problems with the street. Provided public bidding assistance to post, review, and select qualified contractors and provided construction oversight. Site elements included permeable pavers and vegetative GI.

*\*Work completed prior to joining Greenprint*



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# Raul Justo, Jr.

**CLIMATE PROGRAM SPECIALIST | EQUITABLE PLANNING**

**Role: Enrollment Manager**

## EDUCATION

Master's of Urban  
Planning & Policy, 2023  
*University of Illinois,  
Chicago*

B.A., Urban Studies &  
Planning, 2017  
*San Francisco State  
University*

## 7 YEARS OF EXPERIENCE

<1 year with  
Greenprint Partners

## CERTIFICATIONS

Certified Diversity  
Professional, 2021  
*The Institute for  
Diversity Certification*

## LANGUAGES

Bilingual English/  
Spanish

## CONTACT

(415) 410-7933  
raul@  
greenprintpartners.com  
Chicago office

Raul leverages his expertise in data analysis and community engagement to help address societal and environmental challenges that disproportionately impact low- and moderate-income communities and communities of color. He has deployed his unique set of skills to manage housing stability programs, work closely with public housing tenants at risk of eviction, and connect public and non-profits property owners to funding programs to fund, design, and implement climate resilient infrastructure on their sites.

## Work Experience

### CLIMATE PROGRAMS SPECIALIST | GREENPRINT PARTNERS

Chicago, IL | *Begins April 2024*

- Leads outreach and enrollment of property owners in GI grant programs
- Prepares maps and data analysis to help inform project siting decisions, existing conditions analyses and plan recommendations

### PROJECT ASSOCIATE | THIRD SECTOR

Remote | *1.5 years*

- Delivered technical assistance to government agencies, including outcomes-focused practices and tools, data collection and analysis, stakeholder engagement, implementation, and project management support

### PLANNING ANALYST/PROJECT MANAGER | CHICAGO HOUSING AUTHORITY

Chicago, IL | *3 years*

- Managed the agency-wide implementation of the Language Access Plan to improve service delivery for over 5,000 residents
- Collected and analyzed data for annual and quarterly compliance reporting to HUD

### SENIOR ANALYST, COMMUNITY DEVELOPMENT | MAYOR'S OFFICE HOPE SF INITIATIVE

San Francisco, CA | *2 years*

- Developed and implemented a \$2.2M housing stability program for public housing families at risk of eviction



**WOMEN  
OWNED**

**GREENPRINT  PARTNERS**



# Fabiola Bautista

**PROGRAM ADMINISTRATOR | FINANCE + ADMINISTRATION**

**Role: Contractor Training Lead**

## EDUCATION

B.A., Human Resource Development, 2018  
*Northeastern Illinois University*

## 6 YEARS OF EXPERIENCE

<1 year with  
Greenprint Partners

## CONTACT

(773) 793-5338  
fabiola@  
greenprintpartners.com  
Chicago office

Fabiola is a training leader with a focus on workforce development in the construction industry. With an organized and engaging training methodology, her approach combines technical expertise with a friendly, accessible teaching style. At Greenprint she partners with our engineering team to help equip contractors with the knowledge and skills they need to be able to compete for opportunities in GI.

## Work Experience

### PROGRAM ADMINISTRATOR | GREENPRINT PARTNERS

Chicago, IL | <1 year

- Supports Project Managers with workforce development elements of large GI programs
- Manages construction project documentation, including contracts and bidding documents, and coordinates with contractors

### MANAGER OF TRAINING AND MENTORSHIP | HIRE360 CHICAGO

Chicago, IL | 1.5 years

- Planned, implemented, and led ComEd and HIRE360's Take Charge Electrical Vehicle pre-apprentice program, an eight-week training program that prepared candidates for entry level roles in the electrical industry/trade
- Created and implemented HIRE360's Learning Academy; a robust test preparation program for candidates entering the construction trades and over 100 + were admitted to their respective trade unions

### COORDINATOR OF TRAINING AND MENTORSHIP | HIRE360 CHICAGO

Chicago, IL | <1 year

- Developed and implemented HIRE360's mentoring program, leading monthly meetings to support, train, and educate new mentors through professional development and coaching practices
- Coordinated multiple simultaneous training sessions, designed and evaluated educational content, and oversaw recruitment and registration



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## **Request for Qualifications (RFQ)**

for

**Professional Services**

for

**RainReady**

RFQ Issued: February 26, 2024

Response Due: 4:00 PM on March 15, 2024

The Village of Oak Park, Illinois (the Village) is issuing a Request for Qualifications (RFQ) to solicit qualifications from interested professional services firms to provide RainReady program design, management, outreach, and implementation for residential green infrastructure projects.

To have your qualifications considered, the documents must be provided in PDF, emailed to [azielinski@oak-park.us](mailto:azielinski@oak-park.us) with the subject line:

**Professional Services for RainReady**

Qualifications must be received no later than 4:00 PM on March 15, 2024. Qualifications received after the closing time and date will not be considered.

## Project Information

### Notice to Firms

The Village of Oak Park, Illinois (the Village) is issuing a Request for Qualifications (RFQ) to solicit qualifications from interested professional services firms to provide RainReady program design, management, outreach, and implementation for residential green infrastructure projects. RainReady is a green infrastructure cost share program for homeowners in Oak Park. These services will be procured in accordance with the Village's policy on Qualifications Based Selection (QBS). The Village is seeking a firm to provide services through two contracts: the first contract for the program design and the second contract for the program management, outreach, and implementation. Negotiation and authorization to proceed for the second contract will begin after the completion of the first contract.

### Project Objective

The objective of this project is to implement green infrastructure projects to decrease hazardous flooding, thereby improving stormwater infrastructure in this region and providing public health and environmental benefits to the residents of Oak Park.

### Budget

The Village has budgeted \$90,000 annually for five years for the RainReady program. This amount includes both the administrative costs for program design/management/outreach/implementation and the grant funds to be awarded to residents for construction of green infrastructure projects. The Village aims to maximize the amount to be used directly as grant funds.

### Contract 1: Program Design

#### Scope of Services

The Village of Oak Park provided a RainReady program from 2017 to 2021. The program was managed by the Center for Neighborhood Technology (CNT) and funded by the Village of Oak Park. The Village is seeking a firm to provide all services to redesign and rebrand the RainReady Oak Park program in 2024.

The scope of services for the project shall include:

1. Review and update the attached program design to improve and streamline the program processes. The consultant shall evaluate opportunities to improve program efficiencies through areas such as the application review process and home assessment process.
2. Develop a program equity strategy in alignment with the equity goals of Climate Ready Oak Park. The Village has been awarded technical assistance to develop a green infrastructure equity strategy for this program. The consultant shall collaborate with the technical assistance providers and refine the equity strategy, including considerations for applicant outreach, selection, and level of financial and technical support.
3. Develop a program outreach strategy, including outreach materials, methods of outreach, and timing of outreach.
4. Create and update RainReady Oak Park program documents, including but not limited to the program workplan, application forms and process, assessment template, frequently asked questions, and grant agreement.

5. Develop a training program and screening process for green infrastructure contractors. Contractors that complete the training program will be listed on Village's website, which will assist residents in completing the installation of their projects.

The previous RainReady Oak Park Work Plan document is attached for reference. This information will be revised and expanded as described above, and it should not be considered a template for the updated workplan.

## Contract 2: Program Management, Outreach, and Implementation

### Scope of Services

The Village is seeking a firm to provide all services to manage and implement the RainReady program through 2026, with the possibility of extending the contract annually for up to two years. This contract will be negotiated based on the program design developed through the first contract.

The scope of services for the project shall include:

1. **Project Management:** Provide project management in alignment with the updated workplan developed in coordination with the Village. Communicate project challenges, successes, and status updates to the Village staff on an ongoing basis.
2. **Program Outreach and Community Education:** Work with the Village on outreach activities as planned in the program outreach strategy. Engage residents through a variety of channels to create awareness about the program and promote the benefits of green infrastructure. Provide outreach materials for Village communications channels including the website, newsletters, and social media. Provide in-person outreach at Village events.
3. **Application Management, Participant Selection, and Enrollment:** Manage program applications, evaluate applicants, provide recommended applicants to the Village for review, engage with applicants via phone calls, and manage the program enrollment.
4. **Home Assessments:** Perform home assessments and written reports with specific recommendations for up to 40 homes each year, dependent on the budget. Design recommendations shall be developed in alignment with Village policies, and consultant shall have authority to provide recommendations without review by Village staff. Assessment reports shall include site visit findings, proposed design specifications, design details, and homeowner education on flood risk, green infrastructure, and maintenance and monitoring. An example assessment report is attached with this RFQ. The report format will be revised as needed based on the program design.
5. **Program Evaluation:** Develop key performance indicators that will be used to evaluate the program design and process using qualitative and quantitative data. Create and deliver a participant experience survey, and complete post-construction evaluations. Provide an annual evaluation summary including but not limited to the following metrics: participant experience survey results, types of green infrastructure installed, size of green infrastructure installed, number of applications received. Provide a map depicting the location and type of projects completed.

The detailed scope of services and schedule will be negotiated at the time of contract development. The current anticipated schedule for the services is:

- Start date of the project: 05/01/24
- End date of the project: 12/31/26

## General Requirements

### General

The following general information is provided and will be carefully followed by all Consultants to ensure the qualifications are properly prepared.

1. All submitting Consultants must furnish all information required by this RFQ.
2. The Village reserves the right to conduct discussions with qualified Consultants in any manner necessary to serve the best interest of the Village and consistent with the Illinois Procurement Code (30 ILCS 500/).

### Proprietary Information

1. Except as provided herein or as otherwise set forth in the Illinois Procurement Code, all proceedings, records, contracts, and other public records relating to procurement transactions will be open to inspection in accordance with the Illinois Freedom of Information Act (5 ILCS 140/).
2. Each Consultant has the right to identify data or other materials submitted in connection with this procurement as trade secrets or proprietary information, which will not be subject to inspection pursuant to the Illinois Freedom of Information Act, by stating such in respect to the relevant portions at the time of submission of its proposal.

### Questions and Communication

1. All contact between prospective Consultants and the Village with respect to this RFQ will be formally held at scheduled meetings or in writing through the issuing representative. Questions and comments regarding meaning or interpretation of any aspect of this RFQ must be submitted in writing to [azielinski@oak-park.us](mailto:azielinski@oak-park.us), and must be received on or before March 8, 2024. Only written questions will be accepted. Questions and/or comments which are submitted after the deadline set forth within this RFQ will not be answered.
2. The Village will respond to all questions and comments that are submitted hereunder and are deemed to address a matter that is relevant and substantive in nature within a reasonable period of time, in the form of a written Addendum that will be transmitted to all prospective Consultants at the address furnished to the Village for such purpose. Oral communications between the Village and Consultant regarding the interpretation or meaning of any aspect of this RFQ are not authorized and may not be relied upon for any purpose.

### Addenda to the RFQ

1. The Village reserves the right to amend this RFQ at any time prior to the deadline for submitting qualifications. If it becomes necessary to revise any part of this RFQ, notice of the revision will be given in the form of an Addendum that will be provided to all prospective Consultants who are on record with the Village as having received this RFQ. If, in the opinion of the Village, the deadline for the submission of proposals does not provide sufficient time for consideration of any Addendum, then such deadline may be extended at the discretion of the Village.
2. It will be the responsibility of each Consultant to contact the procurement contact identified in the RFQ prior to submission of a proposal hereunder in order to determine whether any addenda have been issued in connection with this proposal. Notwithstanding any provisions to the contrary, the failure of any Consultant to receive any Addenda will neither constitute grounds for withdrawal of its proposal nor relieve such Consultant from any responsibility for incorporating the provisions of any Addenda in its proposal. Upon issuance by the Village, Addenda will be deemed to have become a part of this RFQ to the same extent as if set forth fully herein.

### Arrearage, Debarment, and Suspension

By submitting qualifications in response to this RFQ, the Consultant will be deemed to represent that it is not in arrears in the payment of any obligation due and owing the Village, the State of Illinois, or any public body in Illinois. This representation will be deemed to include the payment of taxes and employee benefits. The Consultant further agrees

that, in the event it is awarded a contract hereunder, it will not become in arrears to any such public body during the term of the contract. The Consultant agrees that that no officer or employee thereof has been debarred or suspended or otherwise excluded from or ineligible for participation in, any public procurement activity of a nature similar to this RFQ. The Consultant will not knowingly engage any subcontractor who has been debarred or suspended or who is otherwise excluded from or ineligible for participation in public procurement activity and will include in each of its subcontractors and subcontractor agreements certifications on the part of its subcontractors that satisfy the requirements of this provision. The consultant also represents that the firm does not appear on any active suspension or debarment lists with the State of Illinois: <https://cpo-dot.illinois.gov/suspensions.html>

### Submitting Qualifications

1. The deadline for submitting qualifications has been provided herein. Submittals will be opened in accordance with the provisions of the Illinois Procurement Code. There will be no public opening. The list of prospective Consultants will be available for public inspection only after Contract award or upon cancellation of the RFQ.
2. Except as set forth below, the required transmittal or cover letter must accompany the proposal. The purpose of the transmittal or cover letter is to formally submit the qualifications to the Village and to bind the Consultant to the terms, conditions and specifications contained in the RFQ. The transmittal or cover letter must be signed by an individual who is authorized to bind the Consultant to all matters set forth in the qualifications.

### Late Qualifications

Qualifications or unsolicited amendments to qualifications arriving after the deadline will not be considered.

### Rejection of Qualifications

The Village reserves the right to: (a) reject any or all qualifications received; (b) cancel the RFQ at any time prior to award; and/or (c) waive informalities in the event the Village determines such action is in its best interest. Qualifications must meet or exceed the mandatory requirements of this RFQ. If a Consultant does not meet a mandatory requirement, it will be rejected.

### Presentations

The Village may elect to conduct interviews with prospective consultants. Consultants selected for an interview will be notified by March 22, 2024. The Village anticipates that any interviews will be conducted during March 25-29, 2024.

### Negotiation

The Village requires a minimum three-person team to negotiate with firms. The team will consist of the Village Engineer and two Civil Engineers. The team may delegate this responsibility to staff members.

In the event that the Village determines in writing and in its sole discretion that only one Consultant is fully qualified, or that one Consultant is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Consultant. The Village reserves the right to negotiate any aspect of the proposal or the Contract in any manner that best services the needs of the Village and is within the scope of this RFQ. The Village is under no obligation to award, but may do so based upon an analysis of submitted qualifications and subsequent negotiations.

### Cost

The Village will not be liable in any way for any costs incurred by respondents in replying to this RFQ.

## Village of Oak Park Qualifications Based Selection Policy

The Village receives federal funds, which may be used to fund the professional services. Our written policies and procedures as described herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration. The Village QBS policy and procedures assign responsibilities to the Village Engineer with the Village for the procurement, management, and administration for consultant services.
2. Written Policies and Procedures. The Village believes their written policies and procedures substantially follows Section 5-5 of the BLRS Manual and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.
3. Project Description. The Village will use the following five items when developing the project description and may include additional items when unique circumstances exist.
  - Describe in general terms the need, purpose, and objective of the project;
  - Identify the various project components;
  - Establish the desired timetable for the effort;
  - Identify any expected problems;
  - Determine the total project budget.
4. Public Notice. The Village will post an announcement on our website [www.oak-park.us](http://www.oak-park.us) and/or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 14 days prior to the acceptance of proposals, and at least twice in the newspaper and/or on continuous display on our website.
5. Conflict of Interest. The Village requires consultants to submit a disclosure statement with their procedures. The Village requires the use of the IDOT BDE DISC 2 Template as their conflict of interest form. This form will only be requested from the selected consultant(s).
6. Suspension and Debarment. The Village will verify suspensions and/or debarment actions by use of the System for Award Management (SAM) Exclusions, IDOT's Chief Procurement Office (CPO) website, Capital Development Board CPO, General Services CPO, Higher Education CPO, Illinois Department of Labor, and the Illinois Department of Human Rights websites to ensure the eligibility of firms short listed and selected for projects.
7. Evaluation Factors. The Village allows the Village Engineer to set the evaluation factors for each project but must include a minimum of five criterion and stay within the established weighting range. The maximum of Disadvantaged Business Enterprise (DBE) and local presence combined will not be more than 10% on projects where federal funds are used. Project specific evaluation factors will be included at a minimum in the Request for Qualifications.
  - Technical Approach (10 - 30%)
  - Firm Experience (10 - 30%)
  - Specialized Expertise (10 - 30%)
  - Staff Capabilities (Prime/Sub) (10 - 30%)
  - Work Load Capacity (10 - 30%)
  - Past Performance (10 - 30%)
  - In-State or Local Presence (0 - 5%)
  - DBE (0 - 5%)
8. Selection. The Village requires a minimum three-person selection committee. Typically, the selection committee members include the Village Engineer and two Civil Engineers. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Village Engineer for each project. The Village requires each member of the selection committee to provide an independent score for each submittal using the form below prior to the selection committee meeting. The selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking. If there are other firms within 10% of the minimum score, the Village Engineer may choose to expand the short list to include more than three firms.

Criteria	Weighting	Points	Firm 1	Firm 2	Firm X
Criterion 1					
Criterion 2					
Criterion X					
Total	100%	100			

9. Independent Estimate. The Village will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.
10. Contract Negotiation. The Village requires a two-person team to negotiate with firms. The team consists of the Village Engineer and Civil Engineer. Members of the negotiation team may delegate this responsibility to staff members. A cost proposal will only be requested from the first ranked firm. If an agreement cannot be made on an agreed cost, a proposal will be requested from the second ranked firm, and so on until a negotiated cost can be agreed to. Any cost proposals from firms that were not selected will be disposed of.
11. Acceptable Costs. The Village requires the Village Engineer to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles.
12. Project Administration. The Village requires the assigned Project Manager to monitor work on the project in accordance with the contract and to file reports with the Village Engineer. The Village procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in the Village's consultant information database. The Village follows IDOT's requirements. Record retention, responsibility, remedies to violations or breaches to a contract and resolution of disputes are covered under the Village's standard agreement language that will be executed with the successful vendor.

## Submittal Organization and Format

Proposals will address the following general topics and also emphasize the Consultant's qualifications to perform the services. Proposals will be evaluated on the basis of the information presented by the Consultant and the evaluation criteria set forth in this RFQ. This selection is a QBS process and no firm shall submit estimates of cost with its proposal.

Consultants will follow the proposal format outlined in this section. Failure to adhere to the prescribed format may result in rejection of the Consultant's proposal. All proposal elements shall be included and shall include at a minimum the following:

### Transmittal or cover letter

A transmittal letter or cover letter must be prepared on the Consultant's letterhead, must accompany the proposal, and must be signed by a duly authorized representative of the Consultant. The transmittal or cover letter must include an affirmative statement that binds the firm to the terms, conditions; specifications contained in the RFQ. The transmittal or cover letter is not included in the overall page count for the proposal and therefore should not exceed one page. At minimum, the letter must include all of the following information:

1. Consultant's full legal name
2. Type of entity and state of organization or incorporation
3. Consultant's principal address
4. Consultant's mailing address (if different)
5. Name and title of contact for the purposes of this RFQ
6. Telephone number and email address of principal contact

### Background

This section will include a brief history of the firm and its organization, including name and contact information of the principal or officer who will serve as the primary point of contact for the Consultant and who will have authority to negotiate on behalf of the Consultant. This section will also include a general description of the Consultant's experience in providing the services described in this RFQ, including any special qualifications, experience, awards, etc. At the election of the Consultant, the Background may be included in the Consultant's transmittal or cover letter.

### Project Approach

The purpose of this section is to present the Consultant's understanding of the project requirements. This section shall include a preliminary proposed management plan based on the scope of services outlined in this RFQ, including coordination of multiple concurrent tasks and how they will be accomplished to meet schedule and budget constraints. Include in this section a discussion of any joint ventures and subcontractors to be used. Any specific challenges or critical project elements shall also be identified in this section. A discussion of the Consultant's approach to quality control/quality assurance will be included in this section. The responsibilities of each joint venture contractor or subcontractor will also be discussed. The Consultant should address how Village staff will be integrated into the services to be provided under this RFQ.

### Project Personnel

This section will contain the names, background, and experience on similar types of projects of the key personnel proposed for these services. An organizational chart showing duties, responsibilities, and the lines of communication will be included in this section. Resumes that demonstrate experience on similar projects and specify the individual's duties on those projects will be included as an appendix to the proposal. Include in this section guarantees that, for so long as its members continue to be employed by the Consultant, the project team will remain as proposed and will be assigned to this project for its duration. Following award of a contract hereunder (if any), any substitution or other change in project team personnel must be approved in advance by the Village.

## Experience and Qualifications

This section should discuss the experience and qualifications of the Consultant and the project team in the performance of projects of similar size and nature as that described herein. For joint ventures, the experience of all firms as it relates to this project must be discussed. In order for a Consultant to be deemed qualified to perform the services described in this RFQ, the experience listed in this section of the proposal must be in accordance with or contain the following:

1. Have been completed within the last five (5) years from the issuance date of the RFQ
2. Be of a scope similar to that outlined in this RFQ
3. Brief description of the project
4. Scope of services provided by the Consultant
5. Construction cost (if completed)
6. Identify the project manager and other key team members
7. Provide contact information for references

## Financial Responsibility

The Consultant will provide evidence of financial responsibility Unless such information is otherwise included in the Background section, the Consultant will additionally provide a statement indicating the length of time the firm has been in business, the number and location(s) of its office(s), the current number of full-time employees.

## Format

The proposal in its entirety shall be on 8.5"x11" sheets in PDF, tabbed by section and be a maximum of 30 single-sided pages using minimum size 12 font., inclusive of all required information. If a submitting firm is confident that their qualifications for the work can be exhibited in fewer pages than the maximum they are encouraged to do so.

## Selection Criteria

All submittals will be evaluated based up on the following criteria and respective weights:

1. Technical Approach (20%)
2. Firm Experience (25%)
3. Specialized Expertise (25%)
4. Staff Capabilities (15%)
5. Past Performance (10%)
6. In-State or Local Presence (5%)