



# DU PAGE COUNTY

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

## Stormwater Management Committee Final Regular Meeting Agenda

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Tuesday, October 3, 2023

7:30 AM

County Board Room

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1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. CHAIRMAN'S REMARKS - CHAIR ZAY

5. APPROVAL OF MINUTES

5.A [23-2954](#)

Stormwater Management Committee Meeting - Regular Meeting - Tuesday, September 5, 2023

6. CLAIMS REPORTS

6.A [23-3104](#)

Schedule of Claims - September 2023

7. BUDGET TRANSFERS

7.A [23-3106](#)

Transfer of funds from 1600-3000-50040 (Part Time Help) \$20,000.00 to 1600-3000-50010 (Overtime) \$14,000.00 and 1600-3000-50050 (Temporary Salaries) \$6,000.00. Budget transfer needed to cover the final cost of FY23. Additional costs beyond normal budget costs are due to overtime and temporary salaries from the department's field crew working during flood operations and projected snow plowing operations.

8. STAFF REPORTS

8.A [23-3127](#)

2023 October Program and Event Update

8.B [23-3128](#)

2023 September Currents E-newsletter

9. ACTION ITEMS

9.A [23-3029](#)

Action Requested: Staff is requesting approval to open the Water Quality Improvement Program Grant for FY2024. Submission deadline is January 5, 2024.

9.B [23-3111](#)

Recommendation for the approval of a contract to Russo Power Equipment, to furnish and deliver one (1) Kubota Mower Model ZD1211-60, for Stormwater Management, for a contract total not to exceed \$16,250; per lowest responsible bid #23-120-SWM.

## 9.C PRESENTATION: DRSCW- Stephen McCracken- Nutrient Implementation Plan

9.D [23-3180](#)

Action Requested: Stormwater staff and the DuPage River Salt Creek Workgroup (DRSCW) are requesting support in continued efforts in development of the Nutrient Implementation Plan.

**10. DISCUSSION**

## 10.A FY2024 Budget

**11. INFORMATIONAL**11.A [DC-P-0017-23](#)

Recommendation for the approval of a contract to Accela, Inc., for annual subscription service for Velosimo software integration between Accela on-line permitting software and Bluebeam plan review software, for the period of December 1, 2023 through November 30, 2024, for a contract total amount not to exceed \$30,618 (Building & Zoning - \$7,654.50, Division of Transportation - \$7,654.50, Public Works - \$7,654.50, Stormwater - \$7,654.50). Per 55 ILCS 5/5-1022 (d) IT/Telecom purchases under \$35,000.

**12. OLD BUSINESS****13. NEW BUSINESS****14. EXECUTIVE SESSION**

## 14.A Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (21) Biannual Review of Executive Session Minutes

**15. MATTERS REFERRED FROM EXECUTIVE SESSION MINUTES**

## 15.A Disposition of Executive Session Minutes

**16. ADJOURNMENT**



# Minutes

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
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**File #:** 23-2954

**Agenda Date:** 10/3/2023

**Agenda #:** 5.A

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# DU PAGE COUNTY

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

## Stormwater Management Committee Final Summary

**Tuesday, September 5, 2023**

**7:30 AM**

**County Board Room**

**1. CALL TO ORDER**

7:30 AM meeting was called to order by Chair James Zay at 7:32 AM.

A motion was made by Member Brummel and seconded by Member Hinterlong to allow Member Yusuf to participate remotely. Upon a voice vote, the motion passed with all ayes.

**2. ROLL CALL**

County Board Member Brian Krajewski was in attendance.

<b>PRESENT</b>	Brummel, Eckhoff, Evans, Garcia, Hinterlong, Pojack, and Zay
<b>ABSENT</b>	DeSart, Nero, Pulice, and Tornatore
<b>REMOTE</b>	Yusuf

**3. PUBLIC COMMENT**

The following individual offered public comment:

Kay McKeen - SCARCE

Joe Bellavia - Resident (comments added as attachment)

The following individuals are record of attendance only:

Kay Whitlock- Christopher B. Burke Engineering, LTD.

Bev Jaszczurowski - SCARCE

3.A [23-2952](#)

Online Public Comment - Minutes Only

**4. CHAIRMAN'S REMARKS - CHAIR ZAY**

No remarks were offered.

**5. APPROVAL OF MINUTES**

5.A [23-2659](#)

Stormwater Management Committee meeting- Regular Meeting-Tuesday, August 1, 2023

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Chester Pojack
<b>SECONDER:</b>	Paula Garcia



**6. CLAIMS REPORTS**

- 6.A [23-2838](#)  
Schedule of Claims - August 2023

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	David Brummel

**7. STAFF REPORTS**

- 7.A [23-2839](#)  
2023 September Program and Events Update  
Motion to Combine Items

Member Garcia moved and Member Evans seconded a motion to combine items A through C. The motion was approved on voice vote, all ayes.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Lucy Evans

- 7.B [23-2840](#)  
2023 August Currents E-Newsletter

- 7.C [23-2847](#)  
2023 September Quarterly Spill Report

<b>RESULT:</b>	APPROVED THE CONSENT AGENDA
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Lucy Evans
<b>AYES:</b>	Brummel, Eckhoff, Evans, Garcia, Hinterlong, Pojack, and Zay
<b>ABSENT:</b>	DeSart, Nero, Pulice, and Tornatore
<b>REMOTE:</b>	Yusuf

**8. ACTION ITEMS**

- 8.A [SM-R-0073-23](#)  
Amendment to Resolution SM-R-0397-22, for a grant agreement with the City of West Chicago for Klein Road Culvert Replacement, for an increase of \$142,467, for an amended agreement amount not to exceed \$311,467. (ARPA ITEM)

**RESULT:** APPROVED AND SENT TO FINANCE  
**MOVER:** Paula Garcia  
**SECONDER:** David Brummel

8.B [SM-R-0074-23](#)

Amendment to Resolution SM-R-0348-22, for a grant agreement with the Village of Glendale Heights for the James Court and Pearl Avenue Drainage Improvement Project, for an increase of \$27,034, for an amended agreement amount not to exceed \$279,453. (ARPA ITEM)

**RESULT:** APPROVED AND SENT TO FINANCE  
**MOVER:** Lucy Evans  
**SECONDER:** Paula Garcia

8.C [SM-P-0064-23](#)

Recommendation for the approval of a contract issued to Ciorba Group, Inc., for On Call Professional Engineering Services, for Stormwater Management, for the period of December 1, 2023 through November 30, 2024, for a contract total not to exceed \$65,000. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/et seq.

**RESULT:** APPROVED AND SENT TO FINANCE  
**MOVER:** Paula Garcia  
**SECONDER:** Chester Pojack

8.D [23-2812](#)

Recommendation for the approval of a contract issued to Hampton, Lenzini, and Renwick, Inc., for On Call Professional Engineering Services, for Stormwater Management, for the period of December 1, 2023 through November 30, 2024, for a contract total not to exceed \$20,000. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/et seq.

**RESULT:** APPROVED  
**MOVER:** Paula Garcia  
**SECONDER:** Lucy Evans

**9. DISCUSSION**

9.A FY2024 Budget

Director Hunn updated the Committee on the 2024 budget.

**10. OLD BUSINESS**

No old business was discussed.

**11. NEW BUSINESS**

No new business was discussed.

**12. ADJOURNMENT**

A motion was made by Member Garcia and seconded by Member Hinterlong to adjourn at 7:40 AM. Upon a voice vote, the motion passed with all ayes.



## Payment of Claims

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
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**File #:** 23-3104

**Agenda Date:** 10/3/2023

**Agenda #:** 6.A

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**DUPAGE COUNTY STORMWATER MANAGEMENT  
SCHEDULE OF CLAIMS  
Sep-23**

Vendor	Service	Amount
Willowbrook Ford	Vehicle repairs SWM60	\$179.38
Ace Hardware	Key	\$4.99
ComEd	ES River Rd. 3N Rt 34 Electric services	\$269.90
Gasperec Elberts	Surveying services	\$1,778.20
IAFSM	membership fee - Boyer	\$25.00
Menards	Various supplies	\$10.72
Menards	Various supplies	\$30.49
Menards	Various supplies	\$72.90
Nicor Gas	800 N. River Rd. Natural gas services	\$180.61
Rubino	Geotechnical Exportation	\$10,500.00
USPS	Postage- June 2023	\$63.30
AEP	Utility supply at EQ	\$54.78
AT & T	Armstrong Park Phone services	\$76.93
AT & T	Private Network for Facilities	\$690.76
ComEd	4013 Washington DG Electrical services	\$28.42
ComEd	ES Fanchon 1S Electric services	\$264.71
ComEd	Pump station 397 Illini Electric services	\$519.22
DuPage Co DOT	2-vehicle sales	\$675.85
DuPage County	Copy paper	\$67.59
Friends of Danada	Corporate seminar	\$500.00
Mary Beth Falsey	Reimb. For WECTEC Event	\$1,575.00
V3 Companies	Lacey Creek Watershed	\$436.80
DuPage Co DOT	Gasoline charges 1st Qtr. 12/1/22-2/28/23	\$924.63
Conservation Foundation	Signs	\$295.50
A & W Trailer	Trailer welding	\$425.00
A Block	truck tipping	\$30.00
A Block	truck tipping	\$30.00
A Block	truck tipping	\$30.00
Amazon	Air Conditioning unit	\$159.99
Archaeology & Geomorphology	Surveying services	\$2,500.00
AT & T	Phone services	\$49.92
AT & T	Phone services	\$50.77
AT & T	River Dumoulin Phone services	\$74.86
AT & T	River Dumoulin Phone services	\$85.76
AT & T	Wooddale Itasca Phone services	\$90.95
AT & T	River Dumoulin Phone services	\$94.31
Barrett	Padlocks	\$336.74
CB Burke	Floodplain Assistance	\$34,447.00
City of Wood Dale	Water/sewer 301 School	\$41.36
ComEd	701 W Third St. Electric services	\$19.55
ComEd	SS Irving Park 1W Electric services	\$26.45
ComEd	4525 River Dr. #3 Electric service	\$33.91
ComEd	SS Hagar 1W Electric services	\$34.19
ComEd	4723 River Dr. Electric services	\$39.34
ComEd	4525 Dumoulin Electric services	\$75.10
ComEd	4720 Dumoulin Electric services	\$80.70
ComEd	150 N. IL Rt.83 Electric services	\$159.77

ComEd	NS CNWR 1E W Elmhurst Electric Services	\$359.76
ComEd	NS School St. Electric services	\$1,584.64
Conservation Foundation	Conference/workshop	\$130.00
DuPage Co PW	Gasoline	\$6,194.48
ECT	HSPF Hydrologic	\$537.50
ECT	HSPF Hydrologic	\$645.00
ECT	HSPF Hydrologic	\$1,182.50
ETP Labs	Samples	\$35.00
Grainger	Vehicle strip lighting	\$340.16
Graybar	LED Driver	\$129.22
Graybar	Conduit	\$812.53
Hey & Associates	On-call Engineering	\$5,206.19
Home Depot	various supplies	\$170.06
Ace Hardware	Keys	\$15.96
Illinois Aviation	Drone Academy	\$4,975.00
Menards	Various supplies	\$48.14
Menards	Various supplies	\$60.98
Menards	Various supplies	\$116.31
Metropolitan Industries	Switch	\$246.00
Napco	various supplies	\$745.85
Naperville Township	3-Mowed Lots	\$1,000.00
Nicor Gas	301 W. School Natural gas services	\$59.87
ODP	Mat	\$70.58
ODP	Various supplies	\$85.78
Russo	Husky III rope	\$281.99
USGS	Joint funding agreement	\$50,555.75
V & R Tire	oil change SWM 30	\$45.95
Village of Carol Stream	WQ Klein Creek	\$44,866.00
Ziebell	Coupling	\$445.00
A & W Trailer	Battery, cable	\$51.89
A & W Trailer	Trailer tire repair	\$172.48
AT & T	Long distance phone services	\$44.86
AT & T	River Dumoulin Phone services	\$53.02
Atlas Bobcat	bobcat repairs	\$345.00
AutoZone	Fuse	\$9.74
AutoZone	light bulbs	\$27.76
DuPage Co PW	3rd Qtr. Labor charges	\$43,357.00
ERA	Professional services	\$387.01
First Environmental	Pesticides	\$130.00
FirstNet/ATT	Cellular services	\$1,896.48
Fleet Safety Supply	vehicle safety equipment SWM75	\$2,486.92
Home Depot	Rental charge credit	-\$62.60
Home Depot	rental of Aerator	\$150.00
Laura Sheets	Reimb. for barrel paint/supplies	\$87.78
Nicor Gas	800 N. River Rd. Natural gas services	\$177.74
Signal 88	Security services	\$976.50
Skyline Tree Service	Tree removal/work	\$3,645.00
Urban Hydro	Technical Assistant	\$7,500.00
USPS	Postage- July 2023	\$8.16
V & R Tire	Brake pads/brakes SWM #55	\$159.64
Morton Arboretum	Landscape conference Boyer/Levernier	\$390.00



## Budget Transfer

421 N. COUNTY FARM  
ROAD  
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**File #:** 23-3106

**Agenda Date:** 10/3/2023

**Agenda #:** 7.A

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DuPage County, Illinois  
**BUDGET ADJUSTMENT**  
 Effective October, 2022

From: 1600  
 Company #

STORMWATER MANAGEMENT  
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
3000	50040		PART TIME HELP	\$ 20,000.00	30,000.00	10,000.00	9/20/23
Total				\$ 20,000.00			

To: 1600  
 Company #

STORMWATER MANAGEMENT  
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
3000	50010		OVERTIME	\$ 14,000.00	(2,583.92)	11,416.08	9/20/23
3000	50050		TEMPORARY SALARIES	\$ 6,000.00	(3,683.00)	2,317.00	9/20/23
Total				\$ 20,000.00			

Reason for Request:

Budget transfer needed to cover the final cost to FY23. Additional costs beyond normal budget costs are due to overtime and temporary salaries from the departments field crew working during flood operations and projected snow plowing operations.

[Signature]  
 Department Head  
[Signature]  
 Chief Financial Officer

09.20.23  
 Date  
9/21/23  
 Date

Activity \_\_\_\_\_  
 (optional)

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

Finance Department Use Only

Fiscal Year 23 Budget Journal # \_\_\_\_\_ Acctg Period \_\_\_\_\_

Entered By/Date \_\_\_\_\_ Released & Posted By/Date \_\_\_\_\_

SW-10/3/23  
 FIN/CB-10/10/23





## Staff Report

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
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**File #:** 23-3127

**Agenda Date:** 10/3/2023

**Agenda #:** 8.A

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**DUPAGE  
COUNTY**

Watershed  
Management

Water  
Quality

Floodplain  
Mapping

Regulatory  
Services

Flood Operations  
& Maintenance

Shared  
Services

# STORMWATER MANAGEMENT

## MEMORANDUM

TO: Stormwater Management Planning Committee

FROM: Sarah Hunn, P.E., Director- DuPage County Stormwater Management

SUBJECT: Stormwater Program Update October 2023

DATE: October 3, 2023

### ***Watershed Planning***

Lacey Creek: Stormwater Management's on-call surveying consultant has completed surveying cross-sectional, hydraulic structure, and residential structure information within the Lacey Creek watershed. This supplemental survey information has been provided to our consultant to update the existing conditions FEQ model during the month of September. A status meeting with our consultant is scheduled for late September to discuss problem areas and outline next steps for the watershed plan. The updated hydraulic model will be used to inspect existing flooding areas and begin to investigate solutions for the problem areas.

### ***Facilities/Operations/ Shared Services Projects***

#### ***Shared Services/Drainage Projects:***

Under the drainage program, staff continues to work on evaluation of a preferred alternative for a drainage problem in unincorporated Medinah and with residents in unincorporated Downers Grove with ongoing evaluation and design.

Staff also continue to work in conjunction with several townships to help solve drainage concerns countywide. Under Shared Services, staff are assisting the Village of Burr Ridge with catchment maps for tributaries located within the Village's jurisdiction.

#### ***Facilities/Operations:***

The stormwater flood control facilities continue to be maintained on a regular basis. No large facilities have been triggered by recent rain events.

### ***Water Quality***

DuPage County inspects storm sewer outfalls for illicit discharges on behalf of municipalities and townships for compliance with the IEPA Permit# ILR40. For 2023, inspections are targeted in East Branch Watershed. To date, 68% of scheduled inspections have been completed.

Staff have been working with our consultant on the design of the Winfield Creek/Campus Stream Stabilization Project. This project is funded by the IL EPA and is anticipated to start construction in early 2024.

### ***Regulatory***

The Regulatory Group continues to experience a high level of activity and productivity, primarily focused on conducting thorough permit reviews and ensuring adherence to Stormwater Ordinance compliance.



## ***ARPA Update***

### ***Municipal & Township Match Funding:***

Stormwater staff continues to receive and process reimbursement requests from townships and municipalities.

### ***County Stormwater ARPA Projects:***

Plans and specifications for the Main Street Storage Basin in Lisle (ARPA funded) were completed in September. The project is currently out to bid with a bid opening scheduled for October 3. The IDNR/OWR Floodway Construction permit, as well as the Village of Lisle have been received. Our consultant is currently addressing comments from the Army Corps of Engineers. The bid award for this project is expected to be presented at the November Stormwater Committee meeting. Staff has also presented a final version of the IGA for the project to the Village of Lisle. Construction of this project is anticipated to begin in late fall 2023.

Design of the St. Joseph Creek Condominiums flood gate and flood wall project (FEMA & ARPA funded) is ongoing and under staff review. Staff continue to work with the Village of Lisle and the Condominium Homeowners Association (HOA) to complete the design of a shovel ready project. The consultant for the project has submitted an application for the IDNR/OWR Floodway Construction Permit during the month of September. Prior to construction, an agreement between the County and the HOA will need to be in place.

The Luther/High Ridge stormwater project has been moving forward, this is a project that reduces overtopping on a York Township Road and was included in the Sugar Creek Watershed Plan. County staff met with DuPage County Forest Preserve staff to discuss details of the storm sewer alignment into the High Ridge Forest Preserve. Staff from the forest preserve have provided preliminary comments on the current design to the County and our consultant. A pre-application meeting to discuss permitting requirements for this project is scheduled for October 12.

Construction of the Department's first ARPA project, the Country Club Highlands Drainage Improvement Project, is 100% complete. Other projects have met substantial completion including the Lufkin Pond project in Villa Park and the Woodland Oaks Drainage Improvement project in unincorporated Wheaton.

### Upcoming DuPage County Stormwater Management (SWM) Events

Date	Time	Event	Location	Host Organization	SWM Involvement	Attendees	Register/Info
11/2/2023	8am-12pm	Pollution Prevention Seminar for MS4 Communities	Bloomingtondale Golf Club	SWM	Host	MS4 Professionals	TBA
11/2/2023	7:30pm-8pm	Wood Dale Water Quality Flag Ceremony	Wood Dale City Hall	Wood Dale, SCARCE	Sponsor	General Public	N/A
11/4/2023	9am-1pm	2024 Pumpkin Smash	Countywide	SCARCE	Sponsor	General Public	TBA
11/15/2023	2:15pm-3pm	Walker Elementary Water Quality Flag Ceremony	120 Walker Ave, Clarendon Hills	SCARCE	Sponsor	General Public	N/A



## Staff Report

421 N. COUNTY FARM  
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**File #:** 23-3128

**Agenda Date:** 10/3/2023

**Agenda #:** 8.B

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## DuPage County Stormwater Management News & Updates

DuPage County, Illinois sent this bulletin at 09/26/2023 09:00 AM CDT

September 2023



### SWM Brings Back In-Person Professional Trainings



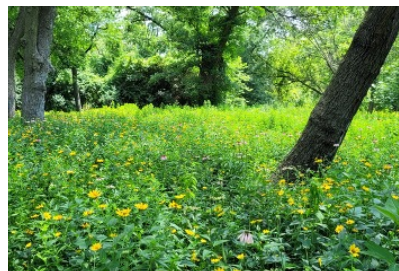
Municipal staff listen to a presentation on green infrastructure design resources at Danada House in Wheaton.

In early September, SWM hosted the annual Green Infrastructure Seminar for MS4 Communities. For the first time since 2019, municipal engineers, field crews and consultants gathered at Danada House to hear presentations on Illinois Groundwork, an exciting new GI design resource, the successes of the Downers Grove Bioswale Program, and tips for maintaining permeable pavers from Morton Arboretum.

Since 2018, SWM has led a countywide water quality program, partnering with 41 municipalities and townships on meeting the requirements of the National Pollution Discharge Elimination System (NPDES) Permit No. ILR40 for Stormwater Discharges. This program aligns water quality goals countywide, eliminates redundancies, and reduces the reporting and paperwork burden on communities. As part of this program, SWM hosts staff training for public agencies each year, saving approximately \$400,000 in taxpayer dollars annually.

Our next seminar, Pollution Prevention for MS4 Communities, will take place on November 2nd, details coming soon!

### EPA Issues New Rules on Clean Water Act Regulation: What Does it Mean for DuPage County?



Wildflowers bloom in full force at a floodplain meadow property on Salt Creek, owned and maintained by the County.

Last month, the U.S. Environmental Protection Agency (EPA) and U.S. Army Corps of Engineers issued an

#### Around Town

SWM's contractor has completed all punch list items for the Country Club Highlands Project, which means the drainage improvement project is fully complete! This is SWM's first complete project using federal ARPA funding, and we are proud to have made efficient use of those funds. Final project costs were significantly less than expected, which opened the door for SWM to develop a Phase II to the project. Phase II, also to be funded by ARPA, will be a much

amendment to the definition of "waters of the United States," which cements the impact of the *Sackett vs. EPA* Supreme Court decision on the Clean Water Act. The ruling will undoubtedly remove protections for many wetlands and waterways across the country. However, the good news is that these national changes will have little effect on how DuPage County regulates its wetlands and waterways.

From control of stormwater runoff and water quality to wildlife habitat, natural beauty, and recreation, wetlands provide immeasurable value to our County. The DuPage County Countywide Stormwater Ordinance and overarching Stormwater Plan correctly identified the huge role wetlands play in managing flood risk. Wetlands and streams have been protected in DuPage County for over 30 years, thanks to state legislation granting the authority to regulate floodplains and drainageways for stormwater management.

Before purchasing a property, clearing land, or planning a new project, check with your municipality or the County Building Department first.

### Two New Permanent Cooking Oil Collection Sites Opening in DuPage

Residents will soon be able to drop off used cooking oil at two more sites in the County. Thanks to the efforts of SCARCE and municipal leaders, locations are opening in Lisle Township and the City of Wood Dale, which will bring us to 12 permanent sites throughout the County. Used cooking oil can wreak havoc on sewer systems when poured down the drain, costing cities and homeowners thousands in clogged pipes. These sites prevent that, and as a bonus, some locations recycle the oil into diesel and use it as a fuel source! Visit the SCARCE site below for a full list of collection sites and other resources.

[More Info](#)

larger project adding more stormwater capacity to the community. Construction is currently estimated to begin in the spring of 2024.



*Crews pave over the final stretch of the Country Club Highlands project.*

## Upcoming Events

### Public Roads Virtual Deicing Workshops

*September 26, October 4 & October 10, 2023, 8:00 A.M. - Noon*

The DuPage River Salt Creek Workgroup is hosting virtual winter deicing workshops for public agencies. The purpose of the workshops is to educate attendees on alternatives to traditional salting practices and methods that may reduce the presence of chloride in waterways, while keeping parking lots and sidewalks safe. Registration is \$50, and attendance is only necessary at one of the workshops.

[Register Here](#)

### Parking Lots & Sidewalks Virtual Deicing Workshops

*October 3 & October 17, 2023, 8:00 A.M. - Noon*

The DuPage River Salt Creek Workgroup is hosting virtual winter deicing workshops for public agencies. The purpose of the workshops is to educate attendees on alternatives to traditional salting practices and methods that may reduce the presence of chloride in waterways, while keeping roads safe. Registration is \$50, and attendance is only necessary at one of the workshops.

[Register Here](#)

### 2023 Pumpkin Smash: Green Your Halloween

*Saturday, November 4, 2023, 9:00 A.M. - 12:00 P.M.*

Don't trash it, smash it! Sponsored by SWM and coordinated by SCARCE, the Pumpkin Smash is an annual effort to divert pumpkins from landfills on the Saturday after Halloween. SCARCE provides locations for residents to drop off jack-o-lanterns to be composted. A list of DuPage County drop-off locations can be found at the link below. Last year, over 232 tons of pumpkins were composted!

[More Info](#)

### Intro FEQ Hydraulic Modeling Class

*Tuesday, November 7-Thursday, November 9, 2023, 8:00 A.M. - 4:00 P.M.*

DuPage Stormwater and the Illinois Association for Floodplain and Stormwater Management are co-sponsoring an introductory class on FEQ Hydraulic Modeling. The class will run for three days at the DuPage County campus in Wheaton. The class will be limited to 25 attendees and offers Professional Development Hours and Continuing Education Credits. Register on the IAFSM website.

[Register Here](#)



**Stormwater Management Planning Committee**

Deborah A. Conroy, Chair | Jim Zay, Committee Chair

David Brummel | Dawn DeSart | Lucy Chang Evans

Grant Eckhoff | Paula Deacon Garcia

Paul Hinterlong | Steve Nero | Chester Pojack

Nunzio Pulice | Sam Tornatore | Asif Yusuf

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## Action Item

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
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**File #:** 23-3029

**Agenda Date:** 10/3/2023

**Agenda #:** 9.A

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**DUPAGE  
COUNTY**

Watershed  
Management

Water  
Quality

Floodplain  
Mapping

Regulatory  
Services

Flood Operations  
& Maintenance

Shared  
Services

# STORMWATER MANAGEMENT

## MEMORANDUM

TO: Stormwater Management Planning Committee

FROM: Mary Beth Falsey, Stormwater Management

SUBJECT: Water Quality Improvement Program Grant FY2024

DATE: September 12, 2023

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**Action Requested: Staff is requesting approval to open the Water Quality Improvement Program Grant for FY2024.**

Since 2000, Stormwater Management's Water Quality Improvement Program has budgeted funds to provide financial assistance for projects that provide a regional water quality benefit to DuPage County streams. Based on allocated funding, Stormwater Management offers to potentially fund up to twenty-five percent of construction costs for projects that provide water quality benefits. Eligible projects include stream restoration, detention basin retrofit, shoreline stabilization, native plantings, and green building technologies that reduce or filter stormwater runoff. Both public and private organizations are eligible to apply for financial assistance. Projects are prioritized based on an evaluation of project merit, including consideration of water quality benefit, readiness to proceed, public education, runoff reduction, environmental justice areas, natural resource benefits, long term maintenance, multiple use benefits, and watershed plan implementation. Applications shall be submitted through an online portal. The full application packet is attached.

**The application deadline for project submittals is Friday, January 5, 2024.**



# DuPage County Water Quality Improvement Program Grant Proposal Packet

This packet will serve as a request for proposals for DuPage County Stormwater Management’s Water Quality Improvement Program (WQIP) grant. **The deadline for receipt of proposals is 5 P.M. CST on Friday, January 5, 2024.** DuPage County expects to award a total of \$300,000 from WQIP funds and anticipates notifying grantees following the DuPage County Stormwater Management Committee meeting in March.

The “Project Submittal Assistance and Funding Recommendations” section includes the prioritization criteria. DuPage staff will review all proposal submissions based on the project prioritization criteria and will make recommendations to the DuPage County Stormwater Management Planning Committee prior to entering into agreements for funding. **All funded projects must be completed within 24 months from the agreement date.**

Highest consideration will be given to projects that provide a water quality benefit on a regional scale. Grant reimbursement is only allowable for construction costs. Projects that build resilience and offer strong multi-jurisdictional and multi-purpose benefits will also be highly considered.

Proposals may be submitted through DuPage County’s online application portal. For questions or issues, please email [StormwaterMgmt@dupageco.org](mailto:StormwaterMgmt@dupageco.org). **All questions must be submitted through email and will be posted on the FAQ page on our website.**

## Project Submittal Assistance & Funding Recommendations

### PROJECT COMPLIANCE CRITERIA

The following shall govern DuPage County decisions on WQIP funding recommendations.

1. Projects must provide a regional water quality benefit, as well as pollutant load reduction. Estimates of load reductions must be determined using an IEPA or DuPage County approved methodology.
2. Projects that are required to be implemented as part of a development permit are not eligible for funding assistance. However, if the applicant can demonstrate that a portion of the project exceeds permit requirements for water quality, then that portion of the project may be eligible for funding.
3. The completed DuPage County WQIP Funding Request Form with supporting documents shall be submitted to DuPage County Stormwater Management by the deadline established in the Request-for- Proposal Packet, in order to be considered for funding.
4. Funding requests are only being accepted for construction of water quality projects. Eligible construction costs will be reimbursed to grantees. **Projects required as part of a regulatory permit are not eligible for funding.**
5. Applicants shall cost-share at least 75%. Expenses incurred or activities occurring prior to approval of funding by DuPage County are not eligible for reimbursement or to meet cost-share requirements. Several entities may combine resources to meet the applicant cost share requirement, or individual applicants may propose Federal or State or other grant resources to meet the applicant cost share requirement. **DuPage County estimates providing a share of no more than \$100,000 per project, depending on program interest.**
6. The project shall comply with or be consistent with all applicable watershed plans and stormwater management ordinances, regulations, laws and statutes.

7. The requests are limited to available DuPage County WQIP funds.
8. "Land Rights" – For all properties where in-the-ground construction will or may occur, the Applicant shall provide Owner-authorized land access and/or land rights or evidence of possessory interest in the form of previously recorded documentation or written authorization, from all property owners affected. Documentation or authorization may include recorded permanent easements; land covenants, deed-restricted areas or prescriptive easement (with the Owner's authorization or evidence of possessory interest); or other Owner-approved and DuPage County accepted legal instruments (i.e.: Owner- executed License Agreement). Work within public road rights-of-way shall not be performed without appropriate permits or authorization.
9. DuPage County municipalities, townships, non-profits, businesses, organizations, HOA's, and individuals are eligible to receive funds under the WQIP grant. However, as noted above, the projects must provide a regional benefit. For that reason, individuals may consider collaborating with neighbors, homeowner's associations or others to maximize the project benefit.
10. Examples of eligible projects include:
  - Stream Restoration Projects such as bank stabilization involving bioengineering practices, channel rehabilitation (e.g., removal of concrete lining, daylighting a storm sewer or stream, re-meandering a previously channelized section of a stream, installing pool-riffle complexes).
  - Detention basin retrofit (e.g., convert an open water basin to a constructed wetland basin, planting native vegetation in place of turf grass).
  - Lake or pond shoreline stabilization.
  - Native planting projects such as added naturalized green space, riparian buffer rehabilitation, wetland or wetland buffer creation, restoration, or enhancement.
  - Green infrastructure practices that reduce/filter stormwater runoff, such as green roofs, rain gardens, bioswales, cisterns, infiltration practices, permeable pavement, dry wells, urban planter boxes and tree wells that provide additional storage and treatment of runoff.

The following are examples of projects or portions of projects that are **not** eligible for funding under this program:

- Projects that do not provide a reduction in pollutant loads from stormwater runoff.
- Projects required under the DuPage County Countywide Stormwater and Floodplain Ordinance, Clean Water Act, National Discharge Pollutant Elimination System or other Federal, State or Local permit requirements.
- Routine maintenance or repair of existing water quality project or on-site infrastructure systems.
- Projects to protect primarily wildlife habitat, control flooding or protect infrastructure.
- Activities completed prior to signing an agreement or contract for WQIP grant assistance.

**PROJECT PRIORITIZATION CRITERIA**

The following, listed below in priority order, shall be considered by DuPage County Stormwater Management staff in the development of the staff recommendation and by the DuPage County Stormwater Management Planning Committee in the consideration of funding requests. Every project will be scored using the weighted rubric below, with each criterion given a rating between 0 and 5 based on how well the project meets that criterion. A 0 means “does not meet at all”, and a 5 means “meets to the maximum extent possible”.

<b>Project Prioritization Criteria</b>				
<b>Rank</b>	<b>Criteria</b>	<b>Maximum Possible Weight</b>	<b>Rating (0 – 5)</b>	<b>Score (Weight x Rating)</b>
1	<b>Water Quality Benefit</b>	30		
2	<b>Readiness to Proceed</b>	20		
3	<b>Public Education</b>	20		
4	<b>Runoff Reduction</b>	10		
5	<b>Environmental Justice Areas</b>	10		
6	<b>Natural Resource Benefits</b>	10		
7	<b>Long term Maintenance</b>	5		
8	<b>Multiple Use Benefits</b>	5		
9	<b>Watershed Plan Implementation</b>	5		
Weighted Score Total		<b>115</b>		
Total project cost				
Applicant cost share				
Applicant's DuPage County WQIP funding request				
<b>Staff recommendation for DuPage County WQIP funding</b>				

Definitions of criteria are as follows:

1. **Water Quality Benefit** – Reduces pollutant loads to DuPage County waterways. Provide load reductions and note model used.
2. **Readiness to Proceed** – Project is shovel ready, has completed design, permitting, and land acquisition aspects. Construction must proceed within one year of award announcement.
3. **Public Education** – Educates the public about the water quality benefits of the project by providing signage, presentations, community outreach opportunities, etc. that highlight the project and the benefits provided.

4. **Runoff Reduction** – Restores pre-development hydrology and/or reduces stormwater runoff from the site.
5. **Environmental Justice Areas** – Project is located in an Environmental Justice Area as defined by IEPA and which can be found at: <https://ejscreen.epa.gov/mapper/> under Socioeconomic Indicators / Demographic Index greater than 70th percentile
6. **Natural Resource Benefits** – Benefit the environment with an emphasis on non-structural natural resource protection strategies to improve environmental resilience. If utilizing native plants, please provide applicable establishment and long-term maintenance plans.
7. **Long Term Maintenance** – Project has a designated plan for long-term maintenance to ensure continued functionality and assurance regarding the permanence of the project.
8. **Multiple Use Benefits** – Provide multiple-use benefits to communities such as recreation, research, accessibility, or other co-benefits.
9. **Watershed Plan Implementation** – Project identified in EPA approved watershed-based plan.

#### **ADMINISTRATIVE POLICIES**

Recommendations for DuPage County WQIP funding will be made by the DuPage County Stormwater Management Planning Committee during its regularly scheduled meetings. All recipients will enter into agreements voted on by both the Stormwater Committee and DuPage County Board, as well as applicable municipal governing bodies.

Following the agreement, DuPage County may audit any project for: completeness of WQIP funded work products or deliverables; adherence to agreed schedules or extensions; and appropriateness of WQIP fund expenditures. Incomplete work products or deliverables, delays beyond agreed deadlines and expenditures of funds that do not achieve agreed deliverables may result in forfeiture of grant funding pursuant to the executed project agreement or a determination of ineligibility for the applicant, project manager or project consultant to apply for future grants.

#### **DUPAGE COUNTY WQIP FUNDING REQUEST PROCESS**

1. The applicant shall complete the “Water Quality Improvement Program Grant Application” and provide the required attachments.
2. All requests shall be submitted to DuPage County Stormwater Management by the deadline of 5 P.M. CST on Friday, January 5, 2024.
3. Staff will review the application considering WQIP fund availability and the compliance and prioritization criteria listed above. If necessary, DuPage County staff will consult with the applicant for any additional information before developing a written staff recommendation.
4. DuPage County staff will present the request, recommendation and rationale to the DuPage County Stormwater Management Planning Committee who will then discuss and vote on it.
5. DuPage County Stormwater Management staff shall prepare agreements with the applicants for the disposition of approved allocated funds. All agreements must be signed by both DuPage County and the applicant.



## Stormwater Requisition under \$30,000

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 23-3111

**Agenda Date:** 10/3/2023

**Agenda #:** 9.B

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Procurement Review Comprehensive Checklist  
 Procurement Services Division  
 This form must accompany all Purchase Order Requisitions

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 23-3111	RFP, BID, QUOTE OR RENEWAL #: 23-120-SWM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$16,250.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 10/03/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$16,250.00
	CURRENT TERM TOTAL COST: \$16,250.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Russo Power Equipment	VENDOR #: 12422	DEPT: Stormwater Management	DEPT CONTACT NAME: Jamie Lock
VENDOR CONTACT: Paul Stebel	VENDOR CONTACT PHONE: 847-678-9525	DEPT CONTACT PHONE #: 630-407-6705	DEPT CONTACT EMAIL: jamie.lock@dupageco.org
VENDOR CONTACT EMAIL: pstebel@russopower.com	VENDOR WEBSITE:	DEPT REQ #: 1600-2326	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Purchase of mowing equipment for the maintenance of property and flood control facilities owned and maintained by DuPage County Stormwater Management.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Under the Stormwater Management Department, DuPage County is responsible for maintenance of properties owned by the department, including vacant land and flood control facilities. A new piece of equipment will assist the department with these tasks.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

<b>SECTION 3: DECISION MEMO</b>	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).



## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
<b>MARKET TESTING</b>	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
<b>AVAILABILITY</b>	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

## SECTION 5: Purchase Requisition Information

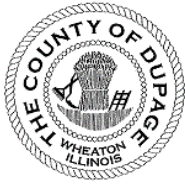
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Russo Power Equipment	Vendor#: 12422	Dept: Stormwater Management	Division:
Attn: Paul Stebel	Email: pstebel@russopower.com	Attn: Jamie Lock	Email: jamie.lock@dupageco.org
Address: 9525 W Irving Park Road	City: Schiller Park	Address: 421 N. County Farm Road	City: Wheaton
State: Illinois	Zip: 60176	State: IL	Zip: 60187
Phone: 847-678-9525	Fax:	Phone: 630-407-6705	Fax: 630-407-6701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	Vendor#:	Dept: Stormwater Management	Division: Maintenance
Attn:	Email:	Attn: Jamie Lock	Email: jamie.lock@dupageco.org
Address:	City:	Address: 17w440 N. Frontage Road	City: Darien
State:	Zip:	State: IL	Zip: 60521
Phone:	Fax:	Phone: 630-407-6705	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 3, 2023	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25): Alicia Favela Perez			

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Purchase of mowing equipment	FY23	1600	3000	54110		16,250.00	16,250.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 16,250.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached:     W-9     Vendor Ethics Disclosure Statement



THE COUNTY OF DUPAGE  
 FINANCE - PROCUREMENT  
 KUBOTA MOWER 23-120-SWM  
 BID TABULATION



NO.	ITEM	UOM	QTY	Russo Power Equipment		McCullough Implement Co.	
				PRICE	EXTENDED PRICE	PRICE	EXTENDED PRICE
1	Kubota Mower Model ZD1211-60	EA	1	\$ 16,250.00	\$ 16,250.00	\$ 18,398.00	\$ 18,398.00
<b>GRAND TOTAL</b>					<b>\$ 16,250.00</b>		<b>\$ 18,398.00</b>

NOTES

Bid Opening 09/20/2023 @ 4:00 PM	VC, NE
Invitations Sent	4
Total Vendors Requesting Documents	0
Total Bid Responses	2

**PRICE**

Any quantities shown are estimated only and are provided for bid canvassing purposes.

<b>NO.</b>	<b>ITEM</b>	<b>UOM</b>	<b>QTY</b>	<b>EXTENDED PRICE</b>
1	Kubota Mower Model: ZD1211-60	EA	1	\$ 16,250.00
<b>GRAND TOTAL</b> Sixteen thousand two hundred fifty dollars and zero cents. (In words)				

QUOTE SIGNATURE PAGE

KUBOTA MOWER 23-120-SWM

X  Business Development  
(Signature and Title)

9-16-2023  
(Date)

QUOTATION MUST BE SIGNED FOR CONSIDERATION

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Business Name of Bidder	Russo Hardware Inc. DBA Russo Power Equipment
Main Business Address	9525 W. Irving Park Rd.
City, State, Zip Code	Schiller Park, IL 60176
Telephone Number	847-678-9525
Email Address	pstebel@russopower.com
Bid Contact Person	Paul Stebel



# Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: 9-16-2023

Bid/Contract/PO #: KUBOTA MOWER 23-120-0000

Company Name: Russo Hardware Inc. DBA Russo Power Equipment	Company Contact: Paul Stebel
Contact Phone: 847-678-9525	Contact Email: pstebel@russopower.com

## The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

**NONE (check here) - If no contributions have been made**

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

**NONE (check here) - If no contacts have been made**

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

### Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

<https://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature [Redacted Signature]

Printed Name Paul Stebel

Title Business Development

Date 9-16-2023

Attach additional sheets if necessary. Sign each sheet and number each page. **PAGE 1 OF 1 (total number of pages)**



## Action Item

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 23-3180

**Agenda Date:** 10/3/2023

**Agenda #:** 9.D

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**DUPAGE  
COUNTY**

Watershed  
Management

Water  
Quality

Floodplain  
Mapping

Regulatory  
Services

Flood Operations  
& Maintenance

Shared  
Services

# STORMWATER MANAGEMENT

## MEMORANDUM

TO: Stormwater Management Planning Committee

FROM: Mary Beth Falsey, Stormwater Management

SUBJECT: Nutrient Implementation Plan

DATE: September 28, 2023

**Action Requested: Stormwater staff and the DuPage River Salt Creek Workgroup (DRSCW) are requesting support in continued efforts in development of the Nutrient Implementation Plan.**

A Nutrient Implementation Plan is being developed by the DuPage River Salt Creek Workgroup as required by members' wastewater treatment plant permit special conditions. The permits require that the Plan identify phosphorus reductions by point source discharges, non-point source discharges, and other measures necessary to remove impairments and meet water quality criteria. This includes reductions in treatment plant effluent limits as well as potential reductions from stormwater sources. The Plan will include a schedule for implementation of the phosphorus reductions.

The Illinois Environmental Protection Agency is implementing this strategy statewide, and it may have an impact on Stormwater Management as well as the communities. Once the plan has been developed, it will be posted for public comment, the link to the public comment will be sent to the Stormwater Management Planning Committee as well as the Municipal Engineers Group.







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**File #:** DC-P-0017-23

**Agenda Date:** 10/3/2023

**Agenda #:** 11.A

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AWARDING RESOLUTION TO  
ACCELA, INC.  
FOR THE RENEWAL OF ANNUAL SUBSCRIPTION FOR SOFTWARE INTEGRATION  
BETWEEN ACCELA ON-LINE PERMITTING SOFTWARE  
AND BLUEBEAM PLAN REVIEW SOFTWARE  
FOR BUILDING AND ZONING, STORMWATER MANAGEMENT,  
DIVISION OF TRANSPORTATION AND PUBLIC WORKS  
(CONTRACT AMOUNT: \$30,618.00)

WHEREAS, an agreement has been negotiated in accordance with County Board policy; and

WHEREAS the Development, Stormwater, Transportation and Public Works Committees recommend County Board approval for the issuance of a contract purchase order to Accela, Inc., for the renewal of annual subscription service for Velisomo software integration between Accela on-line permitting software and Bluebeam plan review software, for the Building & Zoning, the Stormwater Management, the Division of Transportation and the Public Works Departments.

NOW, THEREFORE, BE IT RESOLVED, that County contract covering said, for the renewal of the annual subscription for the software integration, for the period December 1, 2023 through November 30, 2024, for the Building & Zoning, the Stormwater Management, the Division of Transportation and the Public Works Departments, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Department to Accela, Inc., 2633 Camino Ramon, Suite 500, San Ramon, CA 94583, for a contract total amount not to exceed \$30,618.00. (Building and Zoning \$7,654.50; Stormwater Management \$7,654.50; Division of Transportation \$7,654.50; Public Works \$7,654.50.)

Enacted and approved this 10<sup>th</sup> of October, 2023 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK

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Procurement Review Comprehensive Checklist  
 Procurement Services Division  
 This form must accompany all Purchase Order Requisitions

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 23-3098	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$30,618.00
COMMITTEE: DEVELOPMENT	TARGET COMMITTEE DATE: 10/03/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$30,618.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Accela Inc	VENDOR #: 23818	DEPT: Building & Zoning	DEPT CONTACT NAME: Marla Flynn
VENDOR CONTACT: Caitlin Carter	VENDOR CONTACT PHONE: 925-350-3411	DEPT CONTACT PHONE #: X6789	DEPT CONTACT EMAIL: Marla.Flynn@dupageco.org
VENDOR CONTACT EMAIL: ccarter@accela.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). One (1) year subscription service for Velosimo software integration between Accela on-line permitting software and Bluebeam plan review software.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Use of Velosimo software will provide the necessary bridge to allow plans to be submitted, reviewed and approved by applicants and County Staff, including concurrent reviews by multiple departments.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER \$35,000.00
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

<b>SECTION 3: DECISION MEMO</b>	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

### SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
<b>MARKET TESTING</b>	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
<b>AVAILABILITY</b>	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

### SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Accela Inc	Vendor#: 23818	Dept: Building & Zoning	Division:
Attn: Caitlin Carter	Email: ccarter@accela.com	Attn: Marla Flynn	Email: Marla.Flynn@dupageco.org
Address: 2633 Camino Ramon, Suite 500	City: San Ramon	Address: 421 N County Farm Rd	City: Wheaton
State: TX	Zip: 75320-8298	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Accela Inc	Vendor#: 23818-R02	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: PO Box 208298	City: Dallas	Address:	City:
State: TX	Zip: 75320-8298	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2023	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25):			

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Velosimo Enterprise Adapter Software Sub Svc - B&Z	FY24	1100	2810	53806		7,654.50	7,654.50
2	1	EA		Velosimo Enterprise Adapter Software Sub Svc - SWM	FY24	1600	3000	53806		7,654.50	7,654.50
3	1	EA		Velosimo Enterprise Adapter Software Sub Svc - DOT	FY24	1500	3500	53806		7,654.50	7,654.50
4	1	EA		Velosimo Enterprise Adapter Software Sub Svc - PW	FY24	2000	2665	53806		7,654.50	7,654.50
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 30,618.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. One (1) year subscription service for software integration between Accela on-line permitting software and Bluebeam plan review software.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. SW, PW, Transportation & Dev 10/3/23
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached:     W-9             Vendor Ethics Disclosure Statement



2633 Camino Ramon, Suite 500  
San Ramon, CA, 94583

Proposed by: Caitlin Carter  
Contact Phone: (925) 359 - 3411  
Contact Email: ccarter@accela.com  
Quote ID: Q-30786  
Valid Through: 10/1/2023  
Currency: USD

## Renewal Order Form

### Address Information

#### Bill To:

DuPage County  
421 N. County Farm Road  
Wheaton, Illinois 60187  
United States

#### Ship To:

DuPage County  
421 N. County Farm Road  
Wheaton, Illinois 60187  
United States

Billing Name: Jim Stran  
Billing Phone: 6304076700  
Billing Email: jim.stran@dupageco.org

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Velosimo Connect Enterprise for Bluebeam	Year 1	12/1/2023	11/30/2024	12	\$30,618.00	1	\$30,618.00
<b>TOTAL:</b>							<b>\$30,618.00</b>

#### Pricing Summary

Period	Net Total
Year 1	\$ 30,618.00
<b>Total</b>	<b>\$ 30,618.00</b>

**Renewal Terms/Information:**

General Information	
Governing Agreement(s)	<p>1) Use of Velosimo products is subject to the applicable terms and conditions provided at <a href="https://velosimo.com/msa-1">https://velosimo.com/msa-1</a>.</p> <p>2) The necessary access URL and credentials will be provided to allow the Customer and its Authorized Users access to the subscription service.</p>

Order Terms	
Order Start Date	<p>Unless otherwise specified in the Special Order Terms:</p> <ul style="list-style-type: none"> <li>• Software Licenses &amp; Subscriptions start on the date of delivery by Accela;</li> <li>• Hosting and Support start on Accela's delivery of the software hosted and/or supported;</li> </ul>
Order Duration	<p>Unless otherwise specified in the Special Order Terms:</p> <ul style="list-style-type: none"> <li>• Subscriptions continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months). Thereafter Subscriptions automatically renew annually as calculated from Order Start Date of Customer's first Subscription purchase.</li> <li>• Any Software Licenses or Hardware are one-time, non-refundable purchases.</li> <li>• Hosting and Support continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months).</li> <li>• Professional Services continue for the duration as outlined in the applicable Statement of Work, Exhibit or the Governing Agreement, as applicable.</li> </ul>
Special Order Terms	<p>This Order Form replaces all previous order forms for the terms listed above and will govern the Software, Maintenance, and/or Services items listed on this Order Form.</p> <ul style="list-style-type: none"> <li>• In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.</li> <li>• For Software Licenses, Accela may terminate this Order Form in the event the Software is phased out across Accela's customer base. In such event, Accela will provide Customer sufficient advance notice and the parties will mutually agree to a migration plan for converting Customer to another Accela generally-available offering with comparable functionality.</li> </ul>

Payment Terms	
Currency	USD
Invoice Date	Unless otherwise stated in the Special Payment Terms, Invoice for the Grand Total above will be issued on the Order Start Date.
Payment Due Date	Unless otherwise stated in the Special Payment Terms or the Governing Agreement(s), all payments are due on the Invoice Date and payable <b>net 30 days</b> .
Service Charge	Pricing is based upon payment by ACH or check. Payment by credit card (including Purchase Cards) for product and services in this Order Form will be subject to a service charge of 3%. There is no service charge for ACH or check payment.

Special Payment Terms	None unless otherwise specified in this location.
Purchase Order	If Customer requires PO number on invoices, it <b>must</b> be provided below and Customer <b>must</b> provide a copy of the PO prior to invoice issuance. If no PO number provided prior to invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.
	PO#

Signatures	
Accela, Inc.	Customer
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date:

An updated Vendor Ethics Disclosure form has been requested.