

CITY OF BLOOMINGTON

CITY COUNCIL

109 E. OLIVE STREET

MONDAY, APRIL 23, 2012, 5:30 P.M.

Illinois Transportation Enhancement Program (ITEP) –
Gateway Grant Application Discussion

FOR WORK SESSION: April 23, 2012

SUBJECT: Illinois Transportation Enhancement Program (ITEP) – Gateway Grant Application

RECOMMENDATION: Provide feedback and comments on the type of gateway improvements for Hitchcock Design and City ITEP Project Team to pursue.

BACKGROUND: On March 26, 2012, staff briefed Council on ITEP and other possible projects that may be eligible for grant funding. The Council voted 6 to 2 to direct the City Manager to pursue work on a gateway concept plan. Since that meeting the City ITEP Project Team (Stan Cain, Justine Robinson, John Kennedy and David Hales) have accomplished the following:

- Determined that the detailed information that would be required for a successful ITEP grant application requires the assistance of outside experts.
- Contacted three (3) firms with experience in gateway improvement design.
- Selected Hitchcock Design Group (Hitchcock) to assist the City in evaluating various design concepts and to prepare a detailed and compelling grant application (Scope of Services list has been provided).
- Invited stakeholders to attend a meeting on Monday, April 23rd to participate in Gateway Concept Design Process.

The intent of the work session is to receive a status report from Hitchcock and the ITEP Project Team, review and discuss gateway improvements alternatives, and receive feedback from stakeholders. A PowerPoint presentation will include examples of existing or planned gateway improvements around Illinois. At the conclusion of the work session the Project Team and Hitchcock would appreciate receiving comments regarding the project.

The Project Team will make a second and final presentation on the recommended Gateway Improvement Concept Plan on May 14, 2012. Following the May 14th meeting Hitchcock will complete and submit the ITEP grant application.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Town of Normal, McLean County, Mitsubishi Motors, Economic Development Council (EDC), Bloomington - Normal Convention and Visitors Bureau (CVB), Illinois State University (ISU), Illinois Wesleyan University (IWU), Downtown Business Association (DBA), Illinois Department of Transportation (IDOT), McLean County History Museum, AFNI, and Country Companies.

Respectfully submitted for Council consideration.

Prepared & recommended by:

David A. Hales, City Manager

Attachments:

- Attachment 1. March 26, 2012 Council Proceedings addressing ITEP
- Attachment 2. Stakeholder Invitation to April 23, 2012 Meetings
- Attachment 3. Gateways Beautification Map
- Attachment 4. ITEP Frequently Asked Questions
- Attachment 5. Hitchcock Design Group Scope of Services

SUBJECT: Application for Illinois Transportation Enhancement Program (ITEP) Grant

RECOMMENDATION: That Council approve submittal of an ITEP grant application based upon the project selected.

BACKGROUND: ITEP provides funding for community based projects that expand travel choices and enhances transportation experiences. This is done through improving the cultural, historic, aesthetic, and environmental aspects of a city's transportation infrastructure. The City would be the project sponsor and may be granted reimbursement for eligible project costs up to eighty percent (80%). The remaining cost would be the City's responsibility, i.e. twenty percent (20%). The ITEP Guidelines Manual contains a project listing based upon eligible categories. A project must be related to surface transportation. In prior years, McLean County has received ITEP funds for the Route 66 Bike Trail project.

In the past, this program has offered a biannual application process. City staff has heard the 2012 funding cycle may be the last one. Nothing has been announced officially. The ITEP grant application deadline is May 29, 2012.

Staff has identified two (2) possible projects that might be eligible for ITEP funding. Both projects are aligned with the Principles of the Vision 2025 as outlined in the City's Strategic Plan. The first one would be the next section of Constitution Trail and the second option would be the Beautification Committee's Gateways Plan.

OPTION 1. In 2007, the Farnsworth Group completed a Project Development Report, (PDR), for Constitution Trail from Grove St. to Hamilton Rd. Phase I engineering has been completed for the entire section as part of this PDR. The first portion of the Trail within this PDR was Grove St. to Croxton Ave., with a bridge over Oakland Avenue. In 2010, it was constructed with \$1,000,000 in federal funding and approximately \$400,000 in local matching funds. The next portion of the Trail slated for completion is Croxton Ave. to Lafayette St., with a bridge over Lincoln St. This trail project could be selected for the ITEP application. In addition, it is the first recommendation for Trail extension as listed in the current Parks Master Plan. In city wide and departmental surveys, Constitution Trail consistently ranks as the most used and most popular park amenity within the City's park system. This portion would extend an alternative transportation section of the trail system which connects visitors and commuters to the Downtown and other areas.

Phase II engineering has not been completed. The estimated cost is \$200,000 for the entire portion from Croxton Ave. to Hamilton Rd. The preliminary construction costs estimate for Croxton Ave. to Lafayette St. is \$900,000.

OPTION 2. In 2008, the Citizen's Beautification Committee issued a Request for Proposal, (RFP), for a Gateways Plan. Its purpose was for the City to develop a master plan and design concept for the major entrances or "gateways" to the community. In support of the 2025 Vision, the Gateways Plan would serve to make the City a more attractive and economically competitive community for its citizens, visitors and potential investors.

Gateways offer an opportunity to create a stronger, consistent, visual identity. They also provide better connectivity to major destinations and attractions in the community. A combination of public space, landscaping and design elements which can include markers, special signs, monuments or sculptures would collectively create community gateways. Gateways also address physical improvements including lighting, pedestrian and vehicular safety, utilities, landscaping, streetscape, bikeways and sustainable design.

Tentatively, the four (4) major gateways were identified as follows:

- W. Market St. from Mitsubishi Motorway on the west, to White Oak Rd. on the east.
- S. Main St., (Business Rt. 51), from I - 74 on the south, to Veterans Pkwy., (Business I - 55), on the north.
- E. Empire St., (IL Rt. 9), from Towanda Barnes Rd. on the east, to Veterans Pkwy., (Business I - 55), on the west.
- Veterans Pkwy., (Business I - 55), from I - 55/I - 74 on the southwest, to GE Rd/College Ave. on the north.

The first step in this process would be to retain a consultant to create design solutions for each of the four (4) gateways. The cost for this service is estimated at \$60,000 to \$80,000. This amount was based upon information obtained in the RFP. Once a design solution is developed, an accurate construction cost could be provided. Preliminary research resulted in an implementation cost for the gateways project at close to \$1 million.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Beautification Committee and Friends of the Constitution Trail.

FINANCIAL IMPACT: The recommended Fiscal Year (FY) 2013 Capital Improvement Budget contains \$200,000 for Phase II engineering for Trail extension from Croxton Ave. to Hamilton Rd. If the ITEP grant application is approved at an eighty percent (80%) funding level, then the City's share would be \$180,000 using the \$900,000 preliminary construction estimate. No dollars have been included in the FY 2013 budget for construction.

No funds have budgeted for the Gateways Plan.

Respectfully submitted for Council consideration.

Prepared by:

Reviewed by:

Reviewed by:

John Kennedy, Director
Parks, Recreation & Cultural Arts

Jim Karch, Director
Public Works

Justine Robinson
ED Coordinator

Reviewed by:

Recommended by:

Barbara J. Adkins
Deputy City Manager

David A. Hales
City Manager

Mayor Stockton introduced this item.

David Hales, City Manager, addressed the Council. He noted the purpose of the ITEP program: to provide funding for community based projects that expand travel choices and enhances transportation experiences. ITEP addressed transportation infrastructure which fell within twelve (12) categories: 1.) pedestrian & bicycle transportation; 2.) historic preservation; 3.) rehabilitation of historic transportation facilities; 4.) landscaping & scenic beautification; 5.) scenic & historic highways; 6.) scenic easements; 7.) transportation museums; 8.) outdoor advertising control; 9.) safety education for pedestrian & bicyclist; 10) rails to trails corridor preservation; 11.) archeological planning & research; and 12.) mitigation for roadway runoff & wildlife connectivity. He cited McLean County's Rt. 66 Bike Path as an example of an ITEP grant. He noted the grant's biannual application process. This may be the last round of ITEP grants. ITEP offers coverage up to eighty percent (80%). The application deadline was May 29, 2012. Two (2) options have been presented to the Council for discussion. He recommended that the Council support City staff preparing a grant application.

The first option addressed an extension to Constitution Trail. John Kennedy, Director – Parks, Recreation & Cultural Arts, addressed the Council. The Park Master Plan labeled this extension to Constitution Trail, (Croxtan Ave. to Lafayette St., with a bridge over Lincoln St.), as the next phase. The Farnsworth Group had completed Phase 1 engineering work. Phase 2 would include engineering work at an estimated cost of \$200,000 and construction work at an estimated cost of \$900,000.

Alderman Stearns stated that the total cost for this project was \$900,000. Mr. Kennedy noted the engineering work cost, \$200,000. This work would extend the Trail all the way to Hamilton Rd. Alderman Stearns noted the total cost for this project: \$1.2 million. Mr. Kennedy reminded the Council that an ITEP grant would provide eighty percent (80%) funding. The City would be responsible for twenty percent (20%) of the total cost or \$240,000

Alderman Stearns noted that the grant might not be approved. If approved, she questioned the City's obligation. Mr. Kennedy stated that the City would enter into an agreement if the grant were approved.

Alderman Mwilambwe noted the up to eighty percent (80%). He questioned what impacted the percentage funded. Mr. Kennedy noted that there were items which were not eligible for funding. He cited easements, right of way acquisition and street lighting as examples.

Mr. Hales added that if the application was not approved that there was value to completing the engineering work. It was prudent for the City to have shovel ready projects for unforeseen grant opportunities.

Mayor Stockton stated that the City would have to adopt a see what happens attitude. He questioned if the City completed the engineering work would this cost still be subject to the eighty percent (80%) funding. He also questioned what if the City decided not go forward with the project. Mr. Kennedy noted that the City could limit the application to engineering work only. Mayor Stockton added that the City could apply for both. Mr. Kennedy noted that the City would be obligated to complete both in order to receive the grant dollars. Five (5) years was allowed for construction after the engineering work was completed.

Alderman Fruin looked at the location. He noted that Lincoln St. had been improved. The City planned to improve Lafayette St. The key direction for this option was that it was in line with the Parks Master Plan.

Alderman Purcell expressed his support for expansion of the Trail. He noted the use of this park amenity. Mr. Kennedy noted that Constitution Trail was consistently ranked as the most popular park.

Mr. Hales addressed the second option. The Beautification Committee had issued an RFP (Request for Proposal) for Gateways in 2008. He noted Gateways high visibility. This project may have a lower overall cost.

Stan Cain, 10 Barley Circle, Beautification Committee Chairman, addressed the Council. Work on the gateways started in early 2000. Gateways would enhance the attractiveness of the City's front door. Gateways were a welcome to the community. Gateways provided an economic benefit. The Gateways RFP was issued in 2008. Seven (7) RFP's were received. He believed all of the firms were located in Illinois. There was a range of costs. Each firm was interviewed and all were deemed qualified. The Beautification Committee was unable to proceed due to City's budget constraints. The Committee had narrowed its selection down to one (1) firm. Conversations have continued with this firm. The project scope included four (4) gateways: W. Market St., S. Main St., E. Empire St., and Veterans Pkwy. A good starting point may be to select a major intersection. A Master Plan was

needed for these four (4) gateways. The Beautification Committee had been waiting for a grant application opportunity.

Mayor Stockton questioned the grant amount. Mr. Cain addressed design and implementation with a \$1.5 million cap. He believed that the four (4) gateways would have to be prioritized. The City would have to see how far the grant dollars could be stretched.

Alderman Stearns needed a projected cost. She expressed her support in concept. Mr. Cain noted the project involved infrastructure and landscaping. The consultant cost was estimated at \$60,000 to \$80,000. He hoped that \$1 million for construction costs would cover two (2) of the four (4) gateways.

Alderman Purcell noted his familiarity with gateways in other communities. Mr. Cain added that the consultant would determine the appropriate elements. He cited a number of examples: public space, landscaping and design elements which can include markers, special signs, monuments or sculptures. Potential gateway locations were interstate exchanges. These gateways should identify that one was in Bloomington.

Alderman Fazzini expressed his preference for the gateways project over Constitution Trail. He added that a site had been completed as part of the McLean County Chamber of Commerce's Leadership McLean County class project. It was completed at no cost with donated labor and materials. He believed that the gateways project would assist with economic development. It therefore had a higher benefit. He added that the City should apply for both.

Mayor Stockton noted the national recession that occurred in 2008. The City had seen revenue declines and it was not possible to fund the Gateways RFP.

Alderman Sage was unclear of the grant amount requested. Mr. Hales believed that it would be premature to place an amount on the gateways project. City staff wanted to bring the ITEP application process to the Council's attention. He added that the proposed Fiscal Year (FY) 2013 budget included \$200,000 for the engineering work for Constitution Trail. This project was ITEP qualified. The City may need to reduce the scope of the application due to the time available. He questioned Council's interest. He requested direction from the Council and requested specific information. He added that the Council must approve the application prior to submittal.

Alderman Sage expressed his opinion that the City's share for the gateways would not exceed \$200,000. He believed that the costs for both projects were similar. He questioned the City's commitment. Mr. Hales questioned how aggressive the Council wanted to be. The preliminary work was completed for the Constitution Trail extension. City staff would have to work with Mr. Cain and the Beautification Committee. There was not a concept plan for the gateways project.

Alderman Sage expressed his opinion that the gateways would allow the City to develop its unique branding. He added that gateways could be linked to economic development.

Alderman Mwilambwe cited branding and economic development had been mentioned. He needed more specifics. He recommended that the City work with the Town of Normal. The two (2) communities needed to be linked to each other. Mr. Cain informed the Council that the Town had been on the Beautification Committee's radar. If the Committee was given permission from the City to proceed, it was his intention to work with the Town. Collaboration with the Town was important. It would be a challenge to design and develop the gateways.

Alderman Stearns noted that the proposed FY 2013 Capital Improvement Budget contained \$200,000. Mr. Hales added that these dollars were included in the proposed budget for improvement to Constitution Trail. Alderman Stearns expressed her opinion that these dollars could be spent on any City need. She added her belief that the Parks, Recreation & Cultural Arts Department's budget was up in the air. This Department was a want and not a need. She noted her commitment to infrastructure and pension funding shortfalls.

Alderman Fruin noted that two (2) gateways had been built, (one in the City and the other in the Town). These were completed at no cost. He believed that there were six (6) remaining gateways. The City should collaborate with the Town. He added his opinion that the fourth gateway location was not a best choice. The City had until the end of May 2012. He recommended that City staff contact the Town.

Alderman Fazzini noted that the gateways project sounded like a good idea in concept. He needed specific data. City staff should report back to the Council. He believed that the maximum grant request was \$1.5 million. The City should take advantage of an eighty percent (80%) grant. He added that he would describe the two (2) current gateways as low level.

Alderman McDade expressed her interest in a balanced conversation. The City would apply for a grant and may be challenged to allocate dollars to fund its portion of same. She urged the Council to be cautious. She was interested in the growth of the community. She was also concerned about staff's ability to address projects. Grants were nice. She questioned if the Council was learning anything. She noted the timing of this request. There were various issues facing the City. She believed that infrastructure was the priority.

Alderman Schmidt questioned what this grant could address. She cited infrastructure projects as an example. Mr. Hales restated that there were twelve (12) categories. Each was related to transportation. City staff would be willing to contact the grant administrator. Alderman Schmidt expressed her support for the gateways project.

Mayor Stockton noted that the gateways project appeared to be the Council's first choice.

Alderman Sage requested that Justine Robinson, Economic Development Coordinator, address the Council. Ms. Robinson addressed the Council. She expressed her opinion that gateways promoted economic development opportunities. Gateways provided brand identity, promote local businesses and make a first impression.

Mayor Stockton noted that the grant would provide eighty percent (80%) funding. The City would have five (5) years to complete the work. The gateways must be attractive and be an improvement to the property's value. He noted the Council's goal addressing economic development. City staff was directed to explore the gateways concept.

Mr. Hales recommended that the Council pass a motion directing him to prepare an ITEP grant application for the gateways project. He believed that the City should focus on one (1) project.

Alderman Fruin liked the idea of the gateways project. He added his preference that the Council focus on one or the other. Mr. Hales restated that based upon time he preferred that the City focus on one (1) project.

Motion by Alderman Fazzini, seconded by Alderman Fruin to direct the City Manager to prepare the Gateways project for the ITEP grant application process.

Ayes: Aldermen Mwilambwe, Schmidt, Fazzini, Sage, Fruin and Purcell.

Nays: Aldermen Stearns and McDade.

Alderman Stearns questioned the time involved. She added that at this time this project was informational only. Mr. Hales anticipated a report back to the Council in thirty (30) days. He expressed his opinion that there would be two (2) steps: Beautification Committee – gateways concept plan and ITEP grant application based upon same.

Alderman Purcell cited his willingness to support both projects. Both represented good projects.

Alderman Fruin noted that the gateways project would involve further study. The City would need to work with the Town. Materials would be needed to prepare the grant application. Mr. Hales responded affirmatively.

Mayor Stockton instructed staff to move ahead and report back to the Council for approval.

April 18, 2012

Dear Stakeholder,

As outlined in the City of Bloomington Strategic Plan, the 2025 Vision for our community includes a “beautiful city with attractive, clean entrances and major corridors.” On March 26, 2012 the Bloomington City Council approved the first step in achieving this goal by allowing the Citizen’s Beautification Committee and City Staff to further research available partnerships and funding opportunities, including the Illinois Transportation Enhancement Program (ITEP). Since receiving approval, the City has contracted Hitchcock Design Group - a professional consulting firm with extensive experience in the fields of neighborhood revitalization, fiscal analysis and gateway development - to advise us on this topic and assist in creating an initial concept plan for our community.

In an effort to capture an accurate representation of our City’s character, we would like to invite you, as a stakeholder, to participate in this process. Please find below two (2) opportunities for active involvement in this project; as someone who has been identified as an advocate for economic prosperity, we hope that you and/or your designee will join us for this vital discussion that will undoubtedly impact the future of our community.

You’re invited...

When: Monday, April 23, 2012 @ 1:00 PM
Where: Bloomington City Hall, 109 E Olive

Join us as we tour the four (4) major gateways into our community and identify opportunities to improve transportation routes, enhance the City’s appearance and generate a positive economic impact for your organization. A tentative breakdown of this event is as follows:

1:00 – 1:30PM: Introductions, Goals and Objectives
1:30 – 2:30PM: Gateway Tour
2:30 – 3:00PM: Wrap Up, Final Comments and Conclusions

Please RSVP by Friday, April 20 so that our staff can make arrangements for group transportation.
RSVP to Katie Buydos at kbuydos@cityblm.org or 434-2210

When: Monday, April 23, 2012 @ 5:30 PM
Where: Bloomington City Hall, 109 E Olive

Join us as we present our findings to the Bloomington City Council. Show your support and serve as a voice for your organization. The City Council very much wants to know where you stand on this important issue; be present and be active as we lobby to make our community more attractive for visitors as well as both current and future residents and businesses.

Should you have any questions surrounding this correspondence, please contact the City’s Economic Development Coordinator, Justine Robinson, at (309) 434-2611. Thank you very much in advance for your time and consideration of this project. We appreciate your support and look forward to working with you on this and other opportunities involving the City of Bloomington.

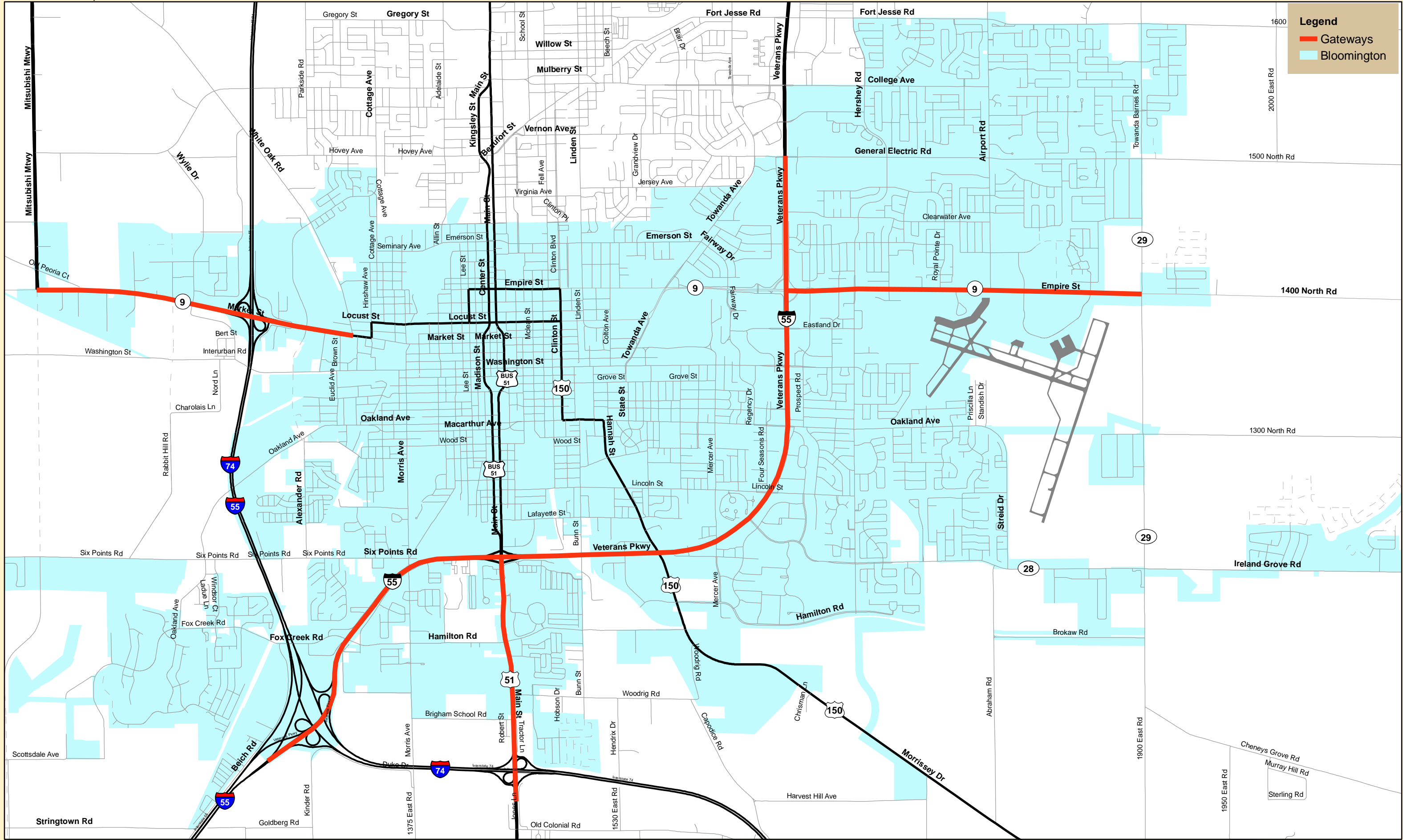
Gateways Beautification Map



0 2,300 4,600 9,200 Feet

Legend

- Gateways
- Bloomington




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Illinois Transportation Enhancement Program

Frequently Asked Questions

OTHER RESOURCES

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Application Related

1. What types of projects are funded by the Enhancement Program?

There are 12 eligible project categories:

- pedestrian and bicycle facilities
- historic preservation
- rehabilitation of historic transportation facilities
- landscaping and scenic beautification
- scenic and historic highways
- scenic easements
- transportation museums
- outdoor advertising control
- safety education for pedestrians and bicyclists
- rails-to-trails corridor preservation
- archeological planning and research
- mitigation for roadway runoff and wildlife connectivity

2. Where do I find more information/examples of projects under the twelve ITEP categories?

Visit the National Transportation Enhancement Clearinghouse website, www.enhancements.org. Additionally, the Federal Highway Administration also provides a fairly comprehensive FAQ list on their website, www.fhwa.dot.gov/environment/te/qa_general.htm. (Note: Each state's policies on enhancement projects vary and some of the examples may not be reflective of Illinois' program)

3. Am I required to hold public meetings for project approval?

Public coordination may be necessary depending upon the type and scope of the proposed project, but is not required as a condition for project selection. Public outreach is strongly encouraged by both FHWA and the department and should be continued throughout the project. Public involvement will be considered in the selection process as a good reflection of public outreach/support and as a measure of project planning and project readiness.

4. Do I need to provide a lot of detailed information?

It is useful to provide as much detail as possible, but often, projects still require feasibility studies, design and environmental studies before construction can proceed. A detailed cost estimate is required with all project submittals. This will help insure that eligible and ineligible items can be defined which will allow the department and the project sponsor to have a clear understanding of the fiscal responsibilities.

5. How can I determine what project elements are eligible and which are ineligible?

Because there is such a vast difference in the types of projects funded under the enhancement program, it is difficult to make one policy that fits all circumstances. Many times eligibility has to be determined on a case by case basis. The ITEP Guidelines Manual lists eligible and ineligible elements for each specific category. Appendix 7 has additional specifics on eligible and ineligible items. Ineligible items can still be part of your project cost estimate but should be separated out. For additional clarification consult the local IDOT enhancement coordinator in your area or submit your question to ITEP@dot.il.gov. **Please note - any ITEP ineligible items will have to be funded by other means.**

6. What is meant by "project scope"?

Project scope is a concise description of the elements and scale of a project that need to be done to accomplish its intended purpose. Some detail is needed to clarify what the project sponsor wants to do so the department can determine what elements are eligible for funding. This is also critical if the proposed project is being in done in conjunction with another project.

Project Funding

1. How much funding can I get for my project?

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Individual projects vary in size and costs depending upon the funding category. The average amount of federal funds provided to projects under the last application cycle in 2010 was \$740,000. Some of those projects only received partial funding. For projects exceeding \$1.5 million project sponsors are encouraged to consider ways to phase their projects into logical segments should only partial funding be provided. The federal portion of eligible costs is 80% with the exception of street lighting and land acquisition which is funded at 50 percent for projects selected under the program.

2. What are my chances of getting funding?

ITEP is a very popular program. Since 2006, the amount of funds requested compared to the amount of funds available is approximately 5 to 1.

3. Our community has already received funding for an ITEP project in the past. Does this affect our chances of receiving future ITEP funds?

No. Project selection is based on eligibility and merit.

4. What happens if I don't get all the money I requested from ITEP?

If funding from ITEP is less than the amount requested in the application, the project sponsor has a variety of options:

- The sponsor can seek funds from other public or private sources
- The project can be reduced to fit within the funding provided
- The sponsor can stage the project into logical phases and seek additional ITEP funding during a subsequent statewide solicitation

Project Selection and Implementation

1. If my project is selected, what happens next?

The department will initially contact the project sponsor by mail informing them of the project selection and approved funding amount. The IDOT District Local Roads office in your area is responsible for project implementation and should be the point of contact once you've received your letter. (See Sunset Clause in Guidelines Manual – Section H). The selected project may or may not have received all the funds requested and a scoping meeting (see next question) may be needed to determine which project elements the department has provided funding for or to discuss how to proceed with re-scoping the project to fit within the approved budget.

2. What is a scoping meeting?

The scoping meeting is a point where the project sponsor reviews the project funding with the department to determine what elements of the project are being funded and how that funding will be provided. FHWA and the department's policies and procedures along with the sponsor's responsibilities will be discussed in more detail. Scoping meetings will be held by the IDOT District Local Roads offices (if required) after project selection and notifications are made. Project sponsors are encouraged to contact their local IDOT District Local Roads office shortly after receiving approval notification.

3. What happens if I have a cost overrun on my project?

ITEP is limited in its ability to make up shortfalls for project cost overruns. Following similar steps as outlined in #4 under Project Funding, the sponsor should seek alternatives to manage the project within available funding levels. Funds can be shifted from one phase to another, such as from PE to construction to cover shortfalls. An ITEP Change Request form (Form # OPP 2255) has been developed to simplify the process and is available on IDOT's website (www.dot.il.gov) under 'Doing Business – Forms'.

4. If I have already completed Preliminary Engineering will I be required to do more work before proceeding to construction?

All engineering work must be done in accordance with federal procedures. You may need to adjust accordingly. Contact your local IDOT District enhancement coordinator with any related inquiries.

5. What is the Federal Flexible Match Program (FFM)?

This program allows new flexibility to the Federal-Aid Highway Program's matching requirements by allowing certain public donations of cash, materials, and services to satisfy the local matching requirements. Basically the project sponsor can get 'credits' towards construction and construction engineering to use as part of the local match. **This does not increase your funding level.** See Appendix 6 of the ITEP Guidelines Manual for additional information.

6. What if I am unable to meet the time frame for project implementation as defined under the Sunset Clause?

This policy has been instituted to help reduce the amount of un-obligated ITEP funds which are subject to federal rescissions. If the required time frames cannot be met reasonable justification must be provided to the department. Typically, as long as the project sponsor is making a 'good faith effort' to maintain the schedule the intent of the Sunset Clause has been met. IDOT will continue to monitor projects and project sponsors may be required to submit documentation on the status of their project on a periodic basis.

IDOT District Enhancement Program Coordinators

<u>District</u>	<u>Program Development (state-sponsored projects)</u>	<u>Local Roads and Streets (local-sponsored projects)</u>
1	Brian Carlson (847) 705-4080	Christopher Holt (847) 705-4201
2	Kristine Tobin (815) 284-5444	Jason Nelson (815) 284-5380
3	Tom Magolan (815) 434-8472	Roger Blakely (815) 434-8495
4	Maureen Addis (309) 671-3495	Tony Sassine (309) 671-3690
5	Jeannie Bland (217) 466-7312	Darla Latham (217) 466-7358
6	Sal Madonia (217) 782-7332	Terry Fountain (217) 782-4690
7	Tim Hemmen (217) 342-8242	Maureen Kastl (217) 342-8321
8	Jim Stack (618) 346-3247	Lora Rensing (618) 346-3330
9	Doug Keirn (618) 351-5285	Lance Gribble (618) 351-5264

Click on map to enlarge





Scope of Services

A. Programming and Concept Development

Objective: Confirm the characteristics of the existing resources, jurisdictional requirements, owner, user and stakeholder interests, and prepare design concepts outlining the type, location, organization, scale, character and potential cost of specific improvements.

Process: Hitchcock Design Group will:

1. Conduct a kickoff meeting via conference call with City representatives confirming:
 - a. Project area ownership and access
 - b. Goals and objectives
 - c. Constituent interests
 - d. Jurisdictional agencies
 - e. ITEP requirements
 - f. Target budget and funding sources
 - g. Communications protocol
 - h. Decision making
 - i. Stakeholder involvement
 - j. Tentative schedule
 - k. Invoicing and payment
 - l. Other administrative considerations
2. Collect and review readily available existing data for the project area and the immediate surroundings including:
 - a. Aerial photography
 - b. GIS information
 - c. Boundaries, property ownership and easements
 - d. Zoning and jurisdictional ordinances
3. Using the inventoried data, prepare base maps at appropriate scales for the study area.
4. Observe and photograph the project area and immediate surroundings in order to identify readily apparent physical conditions and patterns of use.
5. Attend a City Council meeting (mtg #1) to discuss the background information and project approach.
6. Identify priority areas based on City Council input and anticipated budget requirements.
7. Prepare conceptual design alternatives including appropriate plan views, sections, elevations and other graphic images to illustrate the organization, scale and character of the gateway improvements including:
 - a. Interchange enhancements
 - b. Bridge enhancements
 - c. Landscape improvements
 - d. Median improvements
 - e. Signage improvements
8. Review the schematic design alternatives with City representatives via conference call.
9. Refine the conceptual design alternatives based on input from City representatives.
10. Prepare for and attend a Public Open House (immediately prior to the City Council meeting) and City Council meeting (mtg #2) to present the conceptual design alternatives.
11. Finalize the Gateway concepts based on input received.

B. ITEP Application Preparation and Submittal

Objective: Prepare and submit an Illinois Transportation Enhancement Program (ITEP) application on behalf of the City.

Process: Following conceptual design approval, Hitchcock Design Group will:

1. Prepare project location maps, graphics, and existing conditions photographs as required to support the ITEP application.



2. Prepare a detailed construction cost opinion based on the scope of improvements as required to support the ITEP application.
3. Write a detailed Project Description as required as part of the ITEP application.
4. Submit the information to City representatives for review and approval prior to completing the ITEP application.
5. Complete ITEP application including:
 - a. General Project Information
 - b. Sponsor Information
 - c. Project Category Eligibility Checklist
 - d. Project Costs
 - e. Project Description
 - f. Project Status
 - g. Project Maintenance Plan
6. Assemble the required attachments including:
 - a. Detailed Cost Estimate
 - b. Project Location Maps
 - c. Colored Photographs
 - d. Local Assurance Page (provided by the municipality)
 - e. Public Involvement (provided by the municipality)
 - f. Letters of Support (provided by the municipality)
7. Submit the ITEP application on-line as required.

C. General Project Administration

In addition to the services outlined above, HDG will administer the performance of its own work throughout the term of the contract by providing the following services:

1. Communications
 - a. Schedule, create agendas and summarize the highlights of periodic meetings.
 - b. Rehearse, attend and present at public forums identified.
 - c. Collect and disseminate communications from other parties.
 - d. Periodically inform your representative about our progress.
2. Schedules
 - a. Create, periodically update and distribute the project schedule.
 - b. Coordinate the activities of our staff and our consultants.
3. Staffing
 - a. Select and assign staff members and consultants to appropriate tasks and services.
 - b. Prepare and administer consultant agreements.
4. File Maintenance
 - a. Establish and maintain appropriate correspondence, financial, drawing and data files.
 - b. Obtain appropriate insurance certificates from consultants.
 - c. Maintain appropriate time and expense records.

D. Optional, Additional Services

Services or meetings not specified in this scope of services will be considered additional services. If circumstances arise during our performance of the outlined services that we believe require additional services, we will promptly notify you about the nature, extent and probable additional cost of the additional services, and perform only such additional services following your written authorization.

**CITY OF BLOOMINGTON
COUNCIL MEETING AGENDA
109 E. OLIVE
MONDAY, APRIL 23, 2012, 7:00 P.M.**

- 1. Call to order**
- 2. Pledge of Allegiance to the Flag**
- 3. Remain Standing for a Moment of Silent Prayer**
- 4. Roll Call of Attendance**
- 5. Recognition/Appointments**
 - A. Introductions of 2012 – 2013 Bloomington Normal Sister Cities High School Exchange Students by Rich Strle, Chairman, Bloomington Normal Sister City Committee.**
 - B. Introduction of Ryan Whitehouse, the Mayor’s recommended appointee to the Bloomington-Normal Public Transit System Board.**
 - C. Recognition of the 2012 Spring ISU/IWU Internship Students.**
 - D. Proclamation Declaring April 29 – May 5, 2012 as Municipal Clerk’s Week.**
- 6. “Consent Agenda”**
 - A. Council Proceedings of April 9, 2012. (Recommend that the reading of the minutes of the previous Council Proceedings of April 9, 2012 be dispensed with and the minutes approved as printed.)**
 - B. Bills and Payroll. (Recommend that the bills and payroll be allowed and orders drawn on the Treasurer for the various amounts as funds are available.)**

- C. Appointment to the Bloomington-Normal Public Transit System Board. (Recommend that the Appointment be approved.)**
- D. Purchase Park Maintenance Mowing Equipment on the State of Illinois Joint Purchasing Program. (Recommend that the purchase of an eleven foot (11') width, sixty (60) horse power (HP) diesel Jacobsen R-311T wide area mower from Burris Equipment, Frankfort, IL, under the State of Illinois Joint Purchasing Program be approved in the amount of \$33,426, and the Purchasing Agent be authorized to issue a Purchase Order for same.)**
- E. Analysis of Bids for Replacing Carpet at City Hall in the Finance and Human Resources (HR) Departments. (Recommend that the bid for carpeting, including removal and installation for the first floor Finance Department and HR Department offices be awarded to Cushing Commercial Carpet, Bloomington, IL, in the amount \$21,400, and the Purchasing Agent be authorized to issue a Purchase Order for same.)**
- F. Analysis of Bid for One (1) 2012 Bobcat Skid-Steer Loader for the Water Department. (Recommend that the bid for one (1) 2012 Bobcat Skid-Steer Loader for the Water Department be awarded to Bobcat of Bloomington, IL in the amount of \$37,515, and the Purchasing Agent be authorized to issue a Purchase Order for same.)**
- G. Analysis of Bids for One (1) Outdoor Warning Siren. (Recommend that the bid for the installation of one (1) Outdoor Warning Siren be awarded to Innotech Communications, Bloomington, IL, in the amount of \$29,412.10 and the Mayor and City Clerk be authorized to execute the necessary documents.)**
- H. Analysis of Request for Proposals (RFP) for Replacement of Patrol Car In-Car Camera Recording System. (Recommend that the RFP for In-Car Camera Recording System be awarded to CDS Office Technologies, Peoria, IL, in the amount of \$277,302 and the Mayor and City Clerk be authorized to execute the necessary documents.)**
- I. Analysis of Bids for 2012 Drainage Improvements (Citywide). (Recommend that the bid for 2012 Drainage Improvements be awarded to Stark Excavating, Inc., in the amount of \$166,216.20, and the Mayor and City Clerk be authorized to execute the necessary documents.)**

- J. Agreement with Sentinel Technologies, Inc. for City Voice over Internet Protocol Phone System and Network and Security Devices Hardware Maintenance. (Recommend that the two (2) Agreements with Sentinel Technologies, Inc., Springfield, IL, one (1) for hardware maintenance renewal for the City's Voice over Internet Protocol (VoIP) phone system and related equipment, in the amount of \$30,342; and the other for hardware maintenance renewal for the City's network infrastructure, in the amount of \$49,286, for a total of \$79,628, be approved, the Mayor and City Clerk be authorized to execute the necessary documents, and the Resolution adopted.)**
- K. Amended Participant and Collocation Agreements for Central Illinois Regional Broadband (CIRBN) Project at Government Center. (Recommend that the Amended Agreements be approved and the Mayor and City Clerk be authorized to execute the necessary documents.)**
- L. Resolution to Reserve the City's Allocation of the Private Activity Bonding Cap. (Recommend that the Resolution be adopted.)**
- M. Application of Little India Bloomington & Normal, Inc., d/b/a Little India, located at 503 N. Prospect Rd., Suite 103 - 104, for an RBS liquor license, which will allow the sale of beer and wine only by the glass for consumption on the premises seven (7) days week. (Recommend that based upon the report from the Liquor Hearing, the Liquor Commission recommends to the City Council that an RBS liquor license for Little India Bloomington & Normal, Inc., d/b/a Little India Restaurant, located at 503 N. Prospect Rd., Suite 103 - 104, be created, contingent upon compliance with all applicable health and safety codes.)**
- N. Petition for Annexation and Rezoning for the Jeff Niepagen Subdivision, commonly located north of Fox Creek Rd. and east of I-55. (Recommend that the Annexation and Rezoning be approved and the Ordinances passed.)**
- O. Petition from Charles Frank Niepagen and Katherine M. Niepagen, requesting approval of a Final Plat for the Jeff Niepagen Subdivision, commonly located north of Fox Creek Road and east of I-55. (Recommend that the Final Plat be approved and the Ordinance passed.)**
- P. Petition Requesting Approval of a Special Use Permit for an Additional Dwelling Unit for Property Located at 811 W. Washington St. (Recommend that the Special Use Permit be remanded to the Zoning Board of Appeals (ZBA) for further public hearing.)**

- Q. Lease of Marginal Land at Lake Bloomington Adjacent to Lake Bloomington Estates Subdivision. (Recommend that Lake Lease of marginal lands be approved, the annual fee be increased to \$50, and the Mayor and City Clerk be authorized to execute the necessary documents.)**
- R. Fiscal Year 2012 Year End Budget Amendment. (Recommend that the Fiscal Year 2012 Year End Budget Amendment be approved and the Ordinance passed.)**

7. “Regular Agenda”

- A. Presentation of Main Street Feasibility Study. (Recommend that the Main Street Feasibility Study be received as presented.) (45 minutes)**
- B. Analysis of Bids for Regency Pump Station Rehabilitation. (Recommend that the bid for Rehabilitation to the Regency Pump Station be awarded to G.A. Rich & Sons, Inc., Deer Creek, IL, in the amount of \$502,329 and the Mayor and City Clerk be authorized to execute the necessary documents.) (15 minutes)**
- C. Text Amendment to Chapter 29, Raising Parking Fees for City Owned and/or Managed Parking Facilities in Downtown. (Recommend that the Text Amendment be approved and the Ordinance be passed.) (10 minutes)**
- D. Text Amendment to Section 301.6 of Chapter 21 – Refuse Fee Increase from a Fourteen Dollar (\$14) to a Sixteen Dollar (\$16) Monthly Fee. (Recommend that the Text Amendment be approved and the Ordinance passed.) (20 minutes)**
- E. Adoption of an Ordinance Titled “Budget and Appropriation Ordinance for the Fiscal Year (FY) Ending April 30, 2013”. (Recommend that the FY 2013 Annual Budget Ordinance be passed.) (20 minutes)**

8. City Manager’s Discussion

9. Mayor’s Discussion

10. City Aldermen’s Discussion

11. Executive Session - cite section

12. Adjournment

13. Notes