

LAND USE

&

DEVELOPMENT

COMMITTEE

RESOLUTIONS



Draft - To Be Heard 4/14/09

Land Use & Development Committee
Resolution #09-82

RESOLUTION OF THE COUNTY BOARD
WILL COUNTY, ILLINOIS

**AUTHORIZING THE COUNTY EXECUTIVE TO AWARD BID TO
WISS, JANNEY, ELSTNER ASSOCIATES, INC. FOR 2009 HISTORIC SURVEY
CONSULTANT CONTRACT FOR WILMINGTON AND JACKSON TOWNSHIPS**

WHEREAS, it is the goal of the Will County Historic Preservation Commission to survey all 24 townships in Will County; and

WHEREAS, the United States Department of the Interior, National Park Service recently awarded Will County a Preserve America Grant to continue its rural structures survey in Jackson and Wilmington Townships; and

WHEREAS, the Preserve America Grant will provide for 50% financial support for the County to survey two townships, the remaining 50% will be provided out of the Will County Land Use Department Budget; and

WHEREAS, the Land Use and Development Committee of the Will County Board has approved the proposed bid from Wiss, Janney, Elstner Associates, Inc. in the amount of \$38,500.00.

NOW, THEREFORE, BE IT RESOLVED, that the Will County Board hereby authorizes the Will County Executive to award the bid for the Rural Structural Survey of Wilmington and Jackson Townships to Wiss, Janney, Elstner Associates, Inc.

Adopted by the Will County Board this 16th day of April, 2009.

Vote: Yes ___ No ___ Pass _____ (SEAL)

Nancy Schultz Voots
Will County Clerk

Approved this ___ day of _____, 2009.

Lawrence M. Walsh
Will County Executive

Land Use & Development Committee
Resolution #09-82
Attachment 1 of 20



Wiss, Janney, Elstner Associates, Inc.
330 Pfingsten Road
Northbrook, Illinois 60062
847.272.7400 tel | 847.480.9534 fax
www.wje.com

March 30, 2009

Ms. Rita Weiss
Purchasing Director
Will County
302 North Chicago Street
Joliet, Illinois 60432

Re: Rural Historic Structural Survey
Wilmington and Jackson Townships, Midewin National Tallgrass Prairie
WJE No. 2009.1223
Bid No. 2009-56

Dear Ms. Weiss:

As requested, Wiss, Janney, Elstner Associates, Inc. (WJE) is pleased to submit this proposal to provide professional services to the Will County Land Use Department for the Rural Historic Structural Survey of Wilmington and Jackson Townships in Will County, Illinois. Previously, WJE successfully completed Rural Historic Structures Surveys for Wheatland, Plainfield, Lockport, DuPage, Homer, New Lenox, Green Garden, Manhattan, and Frankfort Townships in Will County. Most recently, the surveys and reports for Joliet, Troy, and Channahon Townships are planned for completion in April 2009.

As noted in the Request for Proposal, approximately 210 farmstead sites were documented during the 1988 survey of Will County within Wilmington and Jackson Townships. Based on a brief review of contemporary aerial photography, we estimate that Wilmington Township now contains approximately 75 sites and Jackson Township contains approximately 130 sites. Also as noted in the RFP, the proposed survey also includes an inventory of farmstead and military structures within the boundaries of Midewin National Tallgrass Prairie, which contains approximately 220 structures.

Scope of Services

1. **Historic Research.** WJE has gathered extensive historical research on the development of Will County during the previous survey projects. For the survey of Wilmington and Jackson Townships, our research efforts will focus on gathering information from the sources we identified in the earlier surveys, as well as discussions with local historians to determine if other sources are available. We will also perform additional context history research to understand the development and historic significance of the Joliet Arsenal, the present-day Midewin National Tallgrass Prairie.
2. **Field Survey.** Perform a survey of farmsteads in the historically rural areas of Wilmington and Jackson Townships. We will request access from property residents so that close-up observation of the surveyed structures can be made. We assume that the Will County Land Use Department will provide us with a letter of introduction to present to residents if requested.

We will perform a survey of approximately 220 structures on the site of the Midewin National Tallgrass Prairie. The national prairie encompasses more than 15,000 acres in Channahon, Jackson, Manhattan, Wilmington, and Florence Townships. Note that the majority of the existing built



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structures are located within Florence Township. Significant portions of the national prairie are ordinarily closed to the public. We assume that the Will County Land Use Department will coordinate with National Forest Service personnel to obtain access for WJE to the public and non-public areas of the site, so that the survey can be as comprehensive as possible. If certain areas of the national prairie cannot be surveyed due to limited access or safety concerns, this limitation will be noted in the survey report.

The survey will include farmhouses, barns, sheds, corncribs, hog and livestock houses, and other visible agricultural support structures. We plan on utilizing the survey form previously developed by WJE for the surveys of Joliet, Troy, and Channahon Townships in 2008–2009. The survey database will be developed using Microsoft Access 2007. To keep the electronic files to a manageable size, we anticipate that data for each township and the national prairie will be compiled as individual files.

The final survey data will be provided on printed archival 8-1/2 by 11 inch paper. Digital photographs will be incorporated into the survey database and included on the print-out of the forms. A copy of the database will also be provided on CD. In addition to the documentation and assessment of significance for each structure, the first page for each farmstead or other structure will include overall information about that site, such as PIN number, name, address, and a sketched site plan.

For the structures within the national prairie, we anticipate an abbreviated survey form will be prepared. Certain information that is typically included on the survey form is not applicable to the national prairie; such as the list of previous farmstead owners. We will review the design of this revised survey form with county staff before proceeding.

3. **Photographic Documentation.** We will take documentary photographs using digital photography in accordance with the National Park Service Revised Photo Policy of March 2008. To optimize lighting conditions, photographs will be taken on bright overcast days when possible. The digital photographs will be provided on CD-ROM and used to illustrate the report text.
4. **Map.** Prepare a base map of the survey area, showing approximate location of survey sites. The map will be prepared using ArcView GIS. We assume that the Land Use Department can provide information for the townships to locate where new development has recently occurred or is imminent.
5. **Report.** Prepare a combined summary report of the two townships and the national prairie, with a discussion and evaluation of the western Will County region, including the following:
 - Executive Summary
 - Survey methodology
 - A description and context history of the two townships and the surrounding region, including the growth of businesses, agriculture, and development
 - List of structures within the survey area, with approximate construction date, architectural style, and the level of significance of each structure
 - Tabulated results from the survey area, including the acres surveyed, total properties extant at time of survey, and number of properties meriting further historical research
 - Map of the survey area
 - Map of potential historic districts, if applicable
 - Map locating noteworthy properties considered eligible for individual landmark status
 - A brief description of significant and relevant surveys previously undertaken in the survey area



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- An identification of any difficulties or limitations in the survey
- A discussion of recommended strategies for identifying and protecting significant historic properties in the survey area
- Bibliography of previous surveys and sources referenced

The format for the report will be based on the similar report completed by WJE for Joliet and Troy Townships, with combined historical and architectural context chapters, followed by individual chapters detailing the history and significant sites within each township and the national prairie. For the purposes of this proposal, we have assumed that the report will be prepared as one volume. If desired, we are available to revise this proposal to include separate volumes for each township. Preparing the reports as separate volumes would involve additional costs relative to editing of the context chapters, compiling multiple reports, and printing and binding expenses.

6. **Administration.** Attend two scheduled meetings with the county staff, including the following:

- Project orientation meeting to discuss the survey and establish the procedural plan of action
- Presentation of final survey results to the Will County Historic Preservation Commission

In addition, we can be available as needed for one or two short informal progress meetings when we are in the area for the research or field survey work.

Schedule and Submittals

Below is a proposed project schedule.

May 22, 2009	Notice to Proceed
June 1, 2009	Project orientation meeting with Will County staff; survey boundaries confirmed
June 1, 2009	Field survey work begins
July 31, 2009	Initial sample of survey work submitted for review
August 28, 2009	All field survey work and photography completed. (In a few cases, photography may be postponed until leaves have fallen from trees in the autumn.) Survey information compiled into computer database; preliminary evaluation of landmark eligibility; majority of historical research completed
September 30, 2009	Draft report (twelve copies) submitted to Will County
October 2009	Presentation of survey results to Will County Historic Preservation Commission
October 16, 2009	Will County staff and HPC member comments on draft report returned



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Page 4

- November 25, 2009 Proof copy of final survey forms and report submitted to Will County for approval
- November 2009 Final materials submitted to Will County, including twenty spiral bound copies of final report; three copies of survey forms in three-ring archival binders; and all photography, survey database, GIS mapping, and report text on CD. Twelve copies of the final report with library binding will follow when binding has been completed

Qualifications

WJE is a firm of architects, structural engineers, and material scientists specializing in the investigation, analysis, testing, and design of repairs for historic and contemporary buildings and structures. Since 1956, WJE has provided problem solving services for brick, stone, terra cotta, stucco, and concrete facades; fenestration systems; roofing and waterproofing; and a variety of structural systems. WJE personnel are experienced in architectural, structural, and civil engineering, materials conservation, chemistry and petrography, as well as testing and instrumentation. The WJE Janney Technical Center has more than 25,000 square feet of laboratory space for testing and evaluation of structural components and construction materials. WJE's in-house laboratories provide consulting services based on field and laboratory studies of construction materials using chemical analysis and petrographic examination.

WJE is uniquely qualified to respond to the technical and aesthetic needs of architecturally significant and historic structures. WJE project personnel are nationally-recognized leaders in the field of historic preservation. The firm has been recognized by the Harley J. McKee Award for Outstanding Contributions to Preservation Technology by the Association for Preservation Technology International (APT). WJE preservation personnel have extensive experience working within federal, state, and local preservation guidelines and standards. The professional experience of senior WJE preservation staff greatly exceeds the Secretary of the Interior's Professional Qualification Standards for Architectural History and for Historic Architecture.

WJE has extensive knowledge and experience in architectural preservation and history, including past work on many studies, investigations, and construction projects for National Register and National Historic Landmark buildings and structures. WJE regularly completes historic preservation documents such as historic district surveys, National Register nominations, Historic Structure Reports, and HABS/HAER documentation. All historic district surveys for which we contracted have been successfully completed, and we are experienced in producing documentation that meets Illinois Historic Preservation Agency and National Park Service standards.

Please refer to the attached project profiles for specific examples of our past work.

Project Team

The project team will include the following WJE personnel: Mr. Kenneth Itle, Project Manager and Architect; Ms. Deborah Slaton, Project Architectural Historian; and Mr. Michael Ford, Project Architect. Mr. Itle will manage the project, and will serve as main contact and primary author of the report. Ms. Slaton will review the report and assist with the determination of historic significance. Mr. Itle and Mr. Ford will perform historical research, field survey, and photography, supported by other WJE staff as needed. Please refer to the attached resumes for more detailed information.



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References

Town of Normal South Side Neighborhood Survey

Ms. Lauren R. Sunkel
Town of Normal Planning Department
100 East Phoenix Avenue, Normal, Illinois 61761
(309) 454-9623

Oak Park Madison Street and Lake Street Corridor Surveys

Mr. Doug Kaarre
Village of Oak Park
123 Madison Street, Oak Park, Illinois 60302
(708) 358-5417

Village of Plainfield Rural Structures and Farmsteads Survey

Village of Plainfield Planning Division
24401 West Lockport Street, Plainfield, Illinois 60544
(815) 439-2824

Fee Proposal

We propose to complete the above scope of services for \$38,500 (thirty-eight thousand five hundred dollars), inclusive of expenses. We anticipate that our services will be provided under a standard AIA Owner-Architect agreement, with amendments similar to the contract for the Joliet-Troy Townships survey. As requested, we have included a bid security in the form of a cashier's check for \$4,000.00 with this proposal. We understand that this bid security will be returned to us upon completion of the contract.

Attachments

As requested, the signed Prime Contractor Certification, Addenda Form, Bid Form, and samples of our Certificates of Insurance are attached.

We look forward to the opportunity to continue working with you on the survey of Will County's rural historic structures. Please call if you have any questions or require any additional information.

Sincerely,

WISS, JANNEY, ELSTNER ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read 'Kenneth M. Itle', written over a light blue horizontal line.

Kenneth M. Itle, AIA
Senior Associate

Attachments

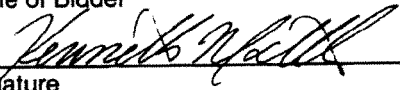
PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that Wiss, Janney, Elstner Associates, Inc.
Name of Bidder

is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Kenneth M. Itle
Wiss, Janney, Elstner Associates, Inc.
Name of Bidder

Senior Associate
Title


Signature

March 27, 2009
Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent non-collusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of **Section 5-4 of this Code.**

Receipt of Addenda Signature Form

Date Mailed: 03-20-09
Due 03-31-09, 11:00 a.m.
Open: 03-31-09, 11:10 a.m.

PURCHASING DEPARTMENT
COUNTY OF WILL
302 N. CHICAGO ST.
JOLIET, IL. 60432

CONTRACT FOR
2009-56 RURAL HISTORIC
STRUCTURAL SURVEY

NAME Wiss, Janney, Elstner Associates, Inc. F.E.I.N. # 36 275 7956
ADDRESS 330 Pfingsten Road
CITY Northbrook STATE Illinois ZIP 60062 Please check one:
CONTACT Kenneth M. Itle Minority Vendor yes no
PHONE (847) 272-7400 FAX (847) 480-9534 EMAIL kittle@wie.com

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. 1, dated March 23, 2009, signed 

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

**BID FORM
 SUBMIT BID TO:**

Date Mailed 03-20-2009
Due: 03-31-09, 11:00 a.m.
Open: 03-31-09, 11:10 a.m.

**PURCHASING DEPARTMENT
 COUNTY OF WILL
 302 N. CHICAGO ST
 JOLIET, IL. 60432**

**CONTRACT FOR
 RURAL HISTORIC
 STRUCTURAL SURVEY
 BID #2009-56**


The Contractor proposes to provide the **Products and/or services** in accordance with the specifications attached herein.

NAME Wiss, Janney, Elstner Associates, Inc.
 ADDRESS 330 Pfingsten Road
 CITY Northbrook STATE Illinois ZIP 60062 Please check one:
 CONTACT Kenneth M. Itle Minority Vendor yes no
 PHONE (847) 272-7400 FAX (847) 480-9534 FEIN # 36 275 7956
 E-MAIL kitle@wje.com

THIS IS NOT AN ORDER

Agency Name and Delivery Address: WILL COUNTY LAND USE DEPARTMENT, PLANNING DIVISION
 58 E CLINTON, JOLIET, IL. 60432
For additional Information contact: RITA WEISS, PURCHASING DIRECTOR, 815-740-4605 OR
 AMY MUNRO, HISTORIC PRESERVATION MANAGER, 815-774-3364

QTY	DESCRIPTION	TOTAL COST
	CONSULTANT FOR RURAL HISTORIC STRUCTURAL SURVEY PER SPECIFICATIONS	\$ 38,500
ADDITIONAL COMMENTS: <i>For the Scope of Services described in our proposal letter dated March 30, 2009</i>		
GRAND TOTAL WRITTEN IN WORDS		
THIRTY - EIGHT THOUSAND FIVE HUNDRED DOLLARS		

Signed By: 
 Title: Kenneth M. Itle, AIA, Senior Associate

Corporate Seal Here
 (If available)

Approved by: _____
 Will County

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
PRODUCER Wachovia Insurance Serv-CH, IL 123 North Wacker Drive, 8th Fl Suite 600 Chicago, IL 60606-1796	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Wiss Janney Elstner Associates Inc Attn: Sam Barbera 330 Pfingsten Road Northbrook, IL 60062	INSURERS AFFORDING COVERAGE	
	INSURER A: Travelers Property Casualty Co of Am	NAIC # 25674
	INSURER B: North River Insurance Company	21105
	INSURER C:	
	INSURER D:	
INSURER E:		

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

FORM NUMBER (LTR. NUMBER)	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	6308368C258TIL08	06/01/08	06/01/09	EACH OCCURRENCE \$1,000,000
					DAMAGE TO RENTED PREMISES (Per occurrence) \$100,000
					MED EXP (Per one person) \$5,000
					PERSONAL AND ADJUTANT INJURY \$1,000,000
					GENERAL AGGREGATE \$5,000,000
					PRODUCTS - COMPROP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Comp/Coll <input checked="" type="checkbox"/> \$500 Ded.	8106368C258TIL08	06/01/08	06/01/09	COMBINED SINGLE LIMIT (Per accident) \$1,000,000
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$
					OTHER THAN AUTO ONLY: EA ACC \$
					AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$
					AGGREGATE \$
					\$
					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	088507348	06/01/08	06/01/09	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
					E.L. EACH ACCIDENT \$1,000,000
					E.L. DISEASE - EA EMPLOYEE \$1,000,000
					E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

FOR INFORMATIONAL PURPOSES ONLY

CERTIFICATE HOLDER	CANCELLATION
CAN BE ISSUED UPON ACCEPTANCE OF PROPOSAL	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Mary P. Muzzo</i>

ACORD. CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
PRODUCER Wachovia Insurance Serv-CH, IL 123 North Wacker Drive, 6th Fl Suite 600 Chicago, IL 60606-1796	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Wiss Janney Elstner Associates Inc 338 Pfingsten Road Northbrook, IL 60062	INSURERS AFFORDING COVERAGE	NAIC #
	INSURER A: Beazley Insurance Company, Inc.	37540
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

FORM NO./LTR.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Per one person) \$ BODILY INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	OTHER Professional Liability (Claims Made)	V1001E09PNPA	01/01/09	01/01/11	\$1,000,000 each claim \$1,000,000 aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

FOR INFORMATIONAL PURPOSES ONLY
 \$50,000 Deductible per Claim

CERTIFICATE HOLDER	CANCELLATION
CAN BE ISSUED UPON ACCEPTANCE OF PROPOSAL	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>M. M. P. Muzza</i>



Kenneth M. Itle

Senior Associate



EDUCATION

University of Illinois, Urbana-Champaign
Bachelor of Science, Architectural Studies, 1998
University of Illinois, Urbana-Champaign
Master of Architecture, Preservation, 2000

REGISTRATION

Architect in Illinois and Texas
National Council of Architectural Registration Boards

PRACTICE AREAS

Architectural Surveys
Building Maintenance Plans
Construction Observation
Historic Preservation
Historic Structures Reports
Leakage Investigation
National Register Nominations

EXPERIENCE

Since joining WJE in 2000, Mr. Itle has been involved in numerous architectural preservation projects. His experience includes condition surveys; preparation of repair drawings and specifications; and construction observation including masonry, roofing, and windows. He has also worked on Historic Structures Reports and architectural historical surveys of rural and urban districts.

In addition to his historic preservation work, Mr. Itle has gained experience in the investigation and repair of water leakage in contemporary buildings. His work has included water infiltration testing of masonry veneer, curtain wall, and metal panel systems.

REPRESENTATIVE PROJECTS

Historic Structure Reports and Surveys

- Good Fellow Club Youth Camp: Field investigation, historical research, and writing for HSR, Porter, Indiana
- Illinois State Capitol: Field investigation and historic chronology for HSR, Springfield, Illinois
- Nicodemus National Historic Site: Field investigation, historical research, and writing for HSR, Nicodemus, Kansas
- Noland House, Harry S Truman National Historic Site: Field investigation, historical research, and writing for HSR, Independence, Missouri
- Normal South Side Neighborhood Survey: Architectural and historical survey of residential neighborhood, Normal, Illinois
- Oak Park Madison Street and Lake Street Corridor Surveys: Architectural and historical survey of commercial districts, Oak Park, Illinois
- Plainfield Rural Structures and Farmsteads Survey: Architectural and historical survey, Plainfield, Illinois
- Will County Rural Structures Survey: Architectural and historical survey, Will County, Illinois
- Willa Cather Childhood Home: Historical research and writing for HSR, Red Cloud, Nebraska

Historic Preservation

- Hotel Florence: Construction administration during brick masonry, roofing, and wood window restoration, Pullman State Historic Site, Chicago, Illinois
- Illinois State Capitol: Investigation and construction documents for reconstruction of art glass skylight in House Chamber, Springfield, Illinois
- University of Chicago: Repair study for historic windows; preservation guidelines for modern landmarks, Chicago, Illinois
- Wisconsin State Capitol: Full time construction observation during repairs to granite facade, Madison, Wisconsin

PROFESSIONAL AFFILIATIONS

American Institute of Architects (AIA)
Association for Preservation Technology International (APT)
U.S. Committee, International Council of Monuments and Sites (US/ICOMOS)
U.S. Green Building Council, LEED™ Accredited Professional



Deborah Slaton

Principal



EDUCATION

Northwestern University
Bachelor of Arts, Art History, 1975
University of Illinois, Chicago
Master of Arts, Writing, 1976
University of Illinois, Urbana-Champaign
Master of Architecture, Architectural Engineering,
1982

PRACTICE AREAS

Architectural Conservation
Building Envelope Assessment
Construction Specification
Facade Cleaning
Historic Preservation
Historic Structures Reports
Materials Conservation
Research

EXPERIENCE

Ms. Slaton specializes in preservation and materials conservation. She has completed investigation and preservation projects for major museums, colleges and universities, other institutions, monuments, and historic sites, including historical and technical research, development of preservation and repair documents, and problem-solving for archaic and modern materials. She has served as principal author of numerous investigation and preservation reports, conservation studies, Historic Structures Reports, Cultural Landscape Reports, HABS/HAER documentation, and National Register Nominations.

Ms. Slaton has published and lectured extensively on preservation technology, materials conservation, and architectural history, and has co-chaired several conferences on preservation issues. She is the author of *National Park Service Preservation Brief No. 43: Preparation and Use of Historic Structure Reports*, and co-author of the new edition of *Preservation Brief No. 15: Preservation of Historic Concrete*.

REPRESENTATIVE PROJECTS

Historic Structure Reports and Cultural Landscape Reports

- Vicksburg National Military Park: Cultural Landscape Report, Vicksburg, Mississippi (*in progress*)
- Gateway Arch: Historic Structure Report, St. Louis, Missouri (*in progress*)
- Cape Lookout Village and Portsmouth Village: Cultural Landscape Reports, Cape Lookout National Seashore, North Carolina
- Stones River National Battlefield: Cultural Landscape Report, Murfreesboro, Tennessee
- Cape Hatteras Lighthouse: Historic Structure Report; preservation consulting during move, North Carolina
- Pullman State Historic Site: Historic Structure Reports, Chicago, Illinois
- Nicodemus National Historic Site: Historic Structure Reports, Nicodemus, Kansas
- Noland House, Harry S Truman National Historic Site: Historic Structure Report, Independence, Missouri

Historic Preservation

- University of Chicago: Repair study for historic windows; preservation guidelines for modern landmarks, Chicago, Illinois
- Biloxi Lighthouse: Investigation; repair and preservation consulting, Biloxi, Mississippi
- Bailey School: Replacement of existing replacement windows to match historic original windows; concrete repair consulting, Jackson, Mississippi
- Philadelphia Museum of Art: Investigation and repair recommendations, Philadelphia, Pennsylvania
- Buffalo and Erie County Conservatory: Investigation and restoration consulting, Buffalo, New York
- Kennedy Center for the Performing Arts: Investigation and repairs for rehabilitation, Washington, D.C.
- Centre Street Bridge: Investigation and preservation of lion kiosks, Calgary, Alberta
- GlaxoSmithKline Elion Hitchings Facility: Recladding investigation and recommendations, Research Triangle Park, North Carolina
- Wyoming Monuments Study: Conservation study and recommendations for monuments statewide
- Isabella Stewart Gardner Museum: HABS documentation, Boston, Massachusetts

PROFESSIONAL AFFILIATIONS

Association for Preservation Technology International (APT)
American Institute for Conservation of Historic and Artistic Works
Historic Preservation Education Foundation (Vice President)



Michael J. Ford

Associate II



EDUCATION

University of Iowa, Iowa City
Bachelor of Science, Geography/Geology, 1996
University of Illinois, Urbana-Champaign
Master of Architecture, Preservation, 2005

PRACTICE AREAS

Historic Preservation
Architectural Historical Surveys
Historic Structures Reports
HABS and HAER Documentation
National Register Nominations
Repair and Rehabilitation Design
Construction Observation

EXPERIENCE

Since joining WJE, Mr. Ford has been involved in numerous architectural preservation projects. His experience includes preparation of repair drawings and specifications, investigation of water infiltration, and condition surveys. He has also worked on Historic Structures Reports, Historic American Building Surveys, and architectural historical surveys of rural and urban districts.

Prior to joining WJE, Mr. Ford gained hands-on experience in construction and materials conservation while working on the restoration of the Frank Lloyd Wright-designed Davenport House (1901) in River Forest, Illinois. In addition, he was involved in construction administration and observation, archival research, code analysis, and the preparation of construction documents. Mr. Ford also previously had the opportunity to work for the National Capitol Region of the National Park Service performing historic surveys for the List of Classified Structures.

REPRESENTATIVE PROJECTS

- St. Elizabeth's Hospital West Campus: Historic Structures Report and Building Preservation Plan narrative and architectural historical survey, Washington D.C.
- Perry's Victory and International Peace Memorial: Construction documents for exterior restoration, Put-in-Bay, South Bass Island, Ohio
- The Farwell Building: Construction observation during the dismantlement and reconstruction of the historic building facade, Chicago, Illinois
- Isabella Stewart Gardner Museum: Historic American Building Survey narrative and drawings, Boston, Massachusetts
- Will County Rural Structures Survey: Architectural historical survey of farmsteads and related sites, Will County, Illinois
- Sign of the Dove Church: Construction documents for reconstruction of roof, Libertyville, Illinois
- The Daily Herald: Investigation and repair documents for water infiltration, Arlington Heights, Illinois
- Davenport House: Construction administration and observation, materials conservation, and documentation for restoration of Frank Lloyd Wright-designed residence, River Forest, Illinois*
- Glore House: Design and construction documents for addition to Frank Lloyd Wright-designed residence, Lake Forest, Illinois*
- Oak Park and River Forest Day Nursery: Repair documents and specifications for restoration of landmark structure, Oak Park, Illinois*
- Manassas National Battlefield Park: Architectural and historical survey and assessment of monuments for List of Classified Structures, Manassas, Virginia*
- Native American Housing Survey: Assessment of mold and mildew conditions in Native American housing for the Department of Housing and Urban Development, Red Lake, Minnesota *
- Allerton Park Residence: Historic American Building Survey documentation, Piatt County, Illinois *

* Completed prior to joining WJE

PROFESSIONAL AFFILIATIONS

National Trust for Historic Preservation
Society of Architectural Historians



Will County Rural Historic Structures Survey

Historic Survey and Documentation

Will County, Illinois



CLIENT

Will County Land Use Department and Will County Historic Preservation Commission

STRUCTURE

To date, the survey has included over 3,750 structures on 850 active and former farmsteads. Structures consisting of farmhouses, barns, sheds, bins, silos, animal shelters, pump houses, smokehouses, and cellars have been included in the survey. Construction types ranged from circa 1840s stone houses and cellars to 1950s prefabricated silos and pole barns.

CHALLENGE

Because of the rapid development of land that historically has been some of Will County's most productive farmland, the County has engaged WJE to perform an intensive historic survey of existing farmsteads. The survey work began in Wheatland, Plainfield, and Lockport Townships in 1999. This was followed by surveys of six other townships, most recently Frankfort Township in 2007.

SCOPE OF SERVICE

- Field survey
- Photographic documentation
- Historical research
- Database and map preparation
- Report writing

SOLUTION

- Performed field survey work to identify active and former farmstead sites and to document historic structures
- Prepared photographic documentation of the structures
- Compiled survey data using Microsoft Access for data management and ArcView GIS for mapping
- Reviewed a previous 1988 countywide survey to assess changes to the historic resources
- Prepared final written report including context history and statements of significance on farmsteads of historical or architectural importance
- Presented recommendations for individual landmarks, potential historic districts, and thematic designations to the Will County Historic Preservation Commission
- Organized archival-quality documentation for submission to Illinois Historic Preservation Agency



Plainfield Rural Structures and Farmsteads Survey

Architectural/Historical Survey and Documentation

Plainfield, Illinois



CLIENT

Village of Plainfield Planning Division

STRUCTURE

The Village of Plainfield is located southwest of Chicago in western Will County, Illinois. First settled by Europeans in the 1830s, the Plainfield area is noteworthy for its numerous nineteenth century structures built using local Joliet limestone quarried in the DuPage River and Fox River valleys.

CHALLENGE

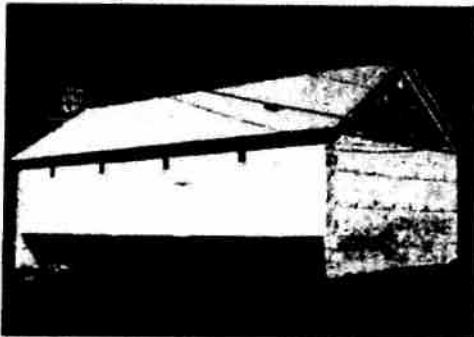
Due to the intensive new residential, commercial, and industrial development which has occurred in and around the Village of Plainfield in the 1990s and 2000s, and the potential for even greater development pressures in decades to come, the village Planning Division commissioned WJE to prepare a survey of historic rural structures and properties within the urban planning boundaries of the village. The study area spanned parts of four townships in Will and Kendall Counties.

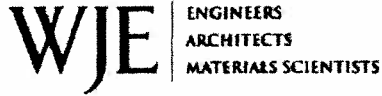
SCOPE OF SERVICE

- Field survey
- Photographic documentation
- Historical research
- Database and map preparation
- Report writing

SOLUTION

- Performed field survey work to document farmsteads in the planning area, including farmhouses, barns, agricultural outbuildings, and related historic structures such as bridges and one-room schoolhouses
- Prepared photographic documentation of the structures
- Compiled survey data using Microsoft Access for data management and ArcView GIS for mapping
- Prepared final written report including context history and statements of significance on farmsteads of historical or architectural importance
- Presented recommendations for potential historic districts to the Plainfield Historic Preservation Commission
- Organized archival-quality documentation





Oak Park Madison Street Corridor Survey

Historic Architecture Survey and Documentation

Oak Park, Illinois



CLIENT

Vandewalle & Associates for the Village of Oak Park

STRUCTURE

As one of the oldest suburban communities around Chicago, Oak Park retains numerous historic buildings in several National Historic Districts. Recent years have seen extensive redevelopment and higher density residential and commercial projects.

CHALLENGE

As part of a comprehensive planning and development study for the Madison Street corridor, Vandewalle & Associates commissioned WJE to prepare a survey of all the buildings of the corridor and to identify properties with historical or architectural merit. The corridor includes a variety of institutional, commercial, and residential buildings along a busy one-and-one-half mile street.

SCOPE OF SERVICE

- Field survey
- Photographic documentation
- Historical research
- Database and map preparation
- Report writing

SOLUTION

- Performed field survey work to document properties in the corridor
- Prepared photographic documentation of the structures
- Compiled survey data using Microsoft Access for data management and ArcView GIS for mapping
- Prepared final written report including context history and statements of significance on properties of historical or architectural importance
- Presented recommendations for potential historic districts to the Oak Park Historic Preservation Commission



Normal South Side Historic Neighborhood Survey

Architectural/Historical Survey and Documentation

Normal, Illinois



CLIENT

Town of Normal Planning Department

STRUCTURE

The Normal South Side Historic Neighborhood Survey included over 500 properties south of downtown Normal. The surveyed structures were primarily single family homes, but the project area also included apartments, churches, and some public buildings.

CHALLENGE

In the nineteenth century, the town of Normal developed as a residential and commercial center near major state institutions, including the Illinois State University. Today, the older residential neighborhoods near the university campus contain many architecturally and historically significant properties, but the older single family houses are sometimes demolished to make way for new apartment building construction. The Town of Normal requested the survey to guide future planning decisions and to identify potential historic districts and potential landmark properties.

SCOPE OF SERVICE

- Field survey
- Photographic documentation
- Historical research
- Database and map preparation
- Report writing

SOLUTION

- Performed field survey work to document all properties in the neighborhood, from mid-nineteenth century farmhouses to recently completed infill apartment buildings
- Prepared photographic documentation of the structures
- Compiled survey data using Microsoft Access for data management and ArcView GIS for mapping
- Prepared final written report including context history and statements of significance on properties of historical or architectural importance
- Organized archival-quality documentation



BID TABULATION SHEET

BID NAME/ DEPT: 2009-56 HISTORIC SURVEYING CONSULTANT/ WILL COUNTY LAND USE
DUE: 03-31-09, 11:00 AM OPENED: 03-31-09, 11:10 AM

BIDDER	BID BOND PRIME CERTIFICATE	TOTAL CONSULTANT COSTS
APEX COMPANIES, LLC Cincinnati, Ohio Rockville, MD	Bond: 10% PC: Yes Addenda: Yes	\$24,515.00
SCI Engineering O'Fallon, IL	Bond: Check \$4,984.00 PC: Yes Addenda: Yes	\$49,840.00
WJE Wiss, Janney, Elstner Assoc. Northbrook, IL	Bond: Check \$4,000 PC: Yes Addenda: Yes	\$38,500.00

**ALSO PRESENT: Rita Weiss
 Missy Miesmer
 Steve Lazzara**

**FROM THE DESK OF
RITA WEISS
PURCHASING DIRECTOR**

BID HISTORY

ITEM: 2009-56 HISTORIC SURVEYING CONSULTANT

DEPARTMENT: WILL COUNTY LAND USE DEPARTMENT

PERMISSION TO BID: YES

BID LETTING: March 20, 2009

PUBLISHED NOTICE: HERALD NEWS & DEMAND STAR, INTERNET

FUNDING SOURCE: LAND USE – HISTORIC PRESERVATION

BID OPENING: March 31, 2009 - 11:10 A.M.

LOCATION: WILL COUNTY OFFICE BUILDING
302 N. CHICAGO ST.
JOLIET, IL. 60432

BIDDING RESULTS:

NUMBER RELEASED: 45 **NUMBER RETURNED:** 3

<u>BIDDER:</u>	<u>TOTAL COST</u>
WJE ASSOCIATES, NORTHBROOK, IL	\$ 38,500.00
APEX COMPANIES. LLC, ROCKVILLE, MD	\$ 24,515.00
SCI ENGINEERING, O'FALLON, IL	\$49,840.00

Attached is memorandum of recommendation, per Amy Munro, Historic Preservation Manager, Land Use Department, to award bid to **WJE ASSOCIATES, NORTHBROOK, IL**, for total cost of **\$38,500.00**, with the approval of the Will County Historic Preservation Commission. This project is to complete rural historic structural surveys of Wilmington and Jackson Townships.



WILL COUNTY LAND USE DEPARTMENT
58 E. Clinton Street, Suite 500 • Joliet, Illinois 60432
815/774-3321 • Fax 815/727-8638



Memorandum

To: Rita Weiss, Purchasing Director, Will County Executive Office
From: Amy Munro, Historic Preservation Manager, WCLUD
cc: Curt Paddock, CEcD, AICP, Director, WCLUD
David Dubois, AICP, Planning & Zoning Division Director, WCLUD
Virginia Ferry, Chairwoman, Will County Historic Preservation Commission
Date: April 2, 2009
Re: Bid 2009-56: Historic Intensive Rural Structures Survey for Wilmington and Jackson Townships

On Tuesday, March 31, 2009 at 11:10 a.m., three bids to perform a rural structures intensive survey in Wilmington and Jackson Townships were opened. The proposed fees were received from the following consultant firms:

1. Apex Companies, LLC - \$24,515.00;
2. SCI Engineering, Inc. - \$49,840.00; and
3. Wiss, Janney, Elstner Associates, Inc. - \$38,500.00.

Staff's review of each bid involved an assessment of each bidder's ability to satisfactorily perform the project's Scope of Services. The Scope of Services includes several components such as historical research, photographic documentation, field survey, rural architecture knowledge, Geographic Information System familiarity, and the identification of potential local landmark and/or National Register eligible properties.

Each bid candidate has strengths. However, neither SCI nor Apex appear to have experience with *intensive* level rural survey projects and neither firm provided *detailed* information as to how they intended to fully accomplish the survey specifications. SCI excels in archaeological and historic documentation as it relates to individual historic properties. Similarly, Apex has a strong archaeological project background, and although their knowledge of rural architecture and agricultural development is evident, the level of detail which Will County's 10-year intensive survey requires, was not apparent in this firm's submittal of illustrative examples of work. The bid received from Wiss, Janney, Elstner Associates, Inc. provided detailed information pertaining to how the firm intends to perform the survey as delineated in the bid's Scope of Services. Additionally, when compared to the other two bids, the primary strength of Wiss, Janney, Elstner Associates, Inc. is this firm's experience conducting intensive level historic surveys within Illinois. This experience includes the firm's neighborhood surveys as well as the preparation of a rural structures intensive survey within the Village of Plainfield, which was similar to Will County's survey project.

Upon review of the three bids and following consultation with Will County Historic Preservation Commission Chairwoman, Virginia Ferry, Land Use Staff recommends approval of the bid proposal received from Wiss, Janney, Elstner Associates, Inc.