AGENDA
ECONOMIC DEVELOPMENT COMMITTEE MEETING
WEDNESDAY, June 23, 2010 ROOM 2404 – 7:30 P.M.
LORRAINE H. MORTON CIVIC CENTER
2100 RIDGE AVENUE, EVANSTON, IL 60201

I. CALL TO ORDER

II. CONSIDERATION OF THE EDC MEETING MINUTES OF MAY 26, 2010 (DOCUMENT ENCLOSED)

III. CONSIDERATION OF (2) STORE FRONT IMPROVEMENT APPLICATIONS (DOCUMENT ENCLOSED)

IV. UPDATE ON DEVELOPMENT OF BUSINESS ADVISORY CENTER (DOCUMENT ENCLOSED)

V. UPDATE ON BUSINESS DEVELOPMENT GRANT APPLICATION FORM

VI. OUTCOME OF ECONOMIC DEVELOPMENT SUMMIT (DOCUMENT ENCLOSED)

VII. UPDATE ON EVANSTON PLAZA (DEMPSTER / DODGE)

VIII. REVIEW OF BUSINESS REVITALIZATION PLAN DEVELOPMENT RFP AND CONSIDERATION OF FUNDING (DOCUMENT ENCLOSED)


X. ECONOMIC DEVELOPMENT STAFF STATUS REPORT (DOCUMENT ENCLOSED)

XI. ADJOURNMENT

NEXT ECONOMIC DEVELOPMENT COMMITTEE MEETING: JULY 28, 2010

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact Facilities Management Office at 847-866-2916 (Voice) or 847-448-8052 (TDD). La ciudad de Evanston esta obligada a hacer accesibles todas las reuniones publicas a las personas minusvalidas o las quines no hablan ingles. Si usted necesita ayuda, favor de ponerse en contacto con la Oficina de Administracion Del Centro a 847-448-2916 (Voz) o 847-448-8052 (TDD).
II. ECONOMIC DEVELOPMENT COMMITTEE
MEETING MINUTES OF MAY 26, 2010
ECONOMIC DEVELOPMENT COMMITTEE MEETING

MEETING MINUTES OF MAY 26, 2010
ROOM 2402 – 7:30 P.M.
LORRAINE H. MORTON CIVIC CENTER


MEMBERS ABSENT: Dan Mennemeyer

PRESIDENT OFFICIAL: Ald. Wynne, Chair

STAFF PRESENT: Lehman Walker – Director, Community & Economic Development Department, Johanna Nyden - Economic Development Planner, Annette Logan - Economic Development Planner, Marty Lyons - Assistant City Manager, Doug Gaynor – Director City Operations, Grant Farrar – Corporation Counsel,


I. CALL TO ORDER – Alderman Rainey called the meeting to order at 7:35 pm, Chair Wynne was delayed at another City of Evanston meeting and would arrive later.


III. CONSIDERATION OF FUNDING REQUESTS FOR NEIGHBORHOOD BUSINESS DISTRICT IMPROVEMENT FUNDS

Johanna Nyden gave a brief overview of the Neighborhood Business District Improvement Program and the applicants of the 2010 program. Ms. Nyden explained that the program has a $50,000 budget and each applicant has historically been capped at receiving $10,000. This year six applications totaled more than $56,000 in requests. As a result, every request was reduced to accommodate every applicant. Ald. Burrus asked what will be done in the future to make sure this program is better serving the business community and that economic development dollars were best utilized. She suggested looking at splitting capacity and programming activities like advertising and marketing from physical improvements and investments. Ald. Rainey said that she and Carolyn Dellutri of Downtown Evanston were in the process of developing a new grant application form that would address these issues. Ald. Rainey moved forward with allowing applicants to speak to the Committee in support of their projects.

Todd Ruppenthal spoke on behalf of Central Street Business Association’s application for funds to support efforts to conduct a marketing and advertising campaign for the “Small Shops” concept. Alderman Wynne joined the meeting during this presentation and assumed Chair duties.

The Committee agreed to wait until all applicants had presented before approving funding.

Paul Giddings spoke on behalf of the Chicago-Dempster Merchants Association’s application for funds to support the annual sidewalk sale, planters, and website development. During his presentation, he pointed out concerns regarding the movement of businesses from west of the CTA/Metra tracks to east of the tracks and the poor condition of the viaducts.

Marco Rodriguez spoke on behalf of CMYK Media Group representing the advertising activities of all business districts in Evanston. Requested funds would develop the Shop Evanston magazine detailing information on retail, business, and entertainment in the area. He requested an additional $2,700 in financial support in addition to the $9,000 staff recommendation to support a direct mail campaign. Several Aldermen suggested that he expand marketing and advertising efforts outside of Evanston to capture neighboring community’s dollars.

John Leinweber spoke on behalf of the Dr. Hill Business Association. He requested funds for planters and expenses incurred in the past two years for the installation of a new sculpture in the business district. Ald. Rainey noted the significant number of sidewalks in disrepair in the neighborhood. Mr. Leinweber explained that this community lacked funds to engage in the 50/50 sidewalk program. Ald. Rainey said she thought the disrepair was significant enough to warrant Suzette Robinson to review and replace. She indicated she was forwarding the pictures of the conditions to Ms. Robinson. Ald.
Grover also noted that the poor condition of the sidewalks was also an issue of access for students walking to Kingsley Elementary School or Haven Middle School.

Diane Lupke spoke on behalf of the application from Church/Dodge Merchants Association and Evanston Community Development Corporation. This group requested funds to support the development of a website for Church/Dodge Merchants, and advertising for the West End Market and businesses. Ald. Burrus recommended extending the marketing and advertising of the West Side businesses to outside of the neighborhood to attract dollars from other parts of Evanston.

John Szostek spoke on behalf of the Main Street Merchants Association. This organization requested funds to support the partial salary of a marketing director, the development of a coupon book, and other marketing and advertising activities. He explained that this small grant amount allowed the Main Street Merchants Association to engage in additional and more expansive activities. He cited the potential to landscape the Main Street Metra Station embankment as an example.

Ald. Grover requested that staff and the business districts provide some kind of check-in or report-back later in the year to share what had worked and what had not worked for business districts in marketing, advertising, and revitalization efforts. Ald. Wynne directed staff to follow-up on this. Staff agreed.

**ACTION TAKEN:** Alderman Jean-Baptiste moved approval of staff recommendations for business district activities and funding. Ald. Burrus seconded motion. The motion was unanimously approved.

**IV. GRANDMOTHER PARK INITIATIVE – PROPOSAL TO TURN 1125 DEWEY INTO A TOT LOT**

Marty Lyons explained that the City had reviewed previous months’ discussion of this item and the Grandmother Park Initiative’s proposal. He pointed out that there were some different opinions on cost, commitment, and timing of funds from the City.

Ald. Burrus asked Mr. Lyons and Mr. Gaynor if the Request for Qualifications (RFQ) for the Robert Crown Community Center and Ice Complex Redevelopment had included a plan for a tot lot. She suggested that the City’s investment could go towards the construction of a tot lot today instead of postponing tot lot development until the neighborhood group had arranged for funding.

Ald. Jean-Baptiste stated that a new Robert Crown Complex may not be developed for ten years and that the community had taken the initiative to develop this proposal and that it should be considered at this time. Mr.
Gaynor said that there is space today at Robert Crown to accommodate the development of a tot lot.

Ald. Rainey stated she was concerned about the removal of property from the tax rolls.

Emy Brawley, from Openlands provided the Committee with information on their role in the project. She stated that they would purchase the property, hold it for up to three years while the neighborhood group raised funds, and provide support to the neighborhood group in leveraging funds to develop the site as a park.

Ald. Burrus asked the neighborhood group how they planned to fundraise for the tot lot. Suzanne Clark from the GPI indicated that she had successful experience fundraising in her career and that tot lot fundraising would also be successful.

Mr. Lyons requested clarification from Openlands on what type of commitment the City would have to make to support this project to allow Openlands to move forward with closing on the property. Ms. Brawley indicated that the Openlands’ Board’s approval was contingent on a commitment from Evanston that the funding had been allocated for this project.

Additional discussion and clarification occurred in regards to the requirements of submitting and obtaining funding through an OSLAD grant.

**ACTION TAKEN:** Ald. Jean-Baptiste moved approval of conditional City funds up to $50,000 to support the Grandmother Park Initiative and the tot lot. Ald. Tendam seconded motion. The motion was approved 9 yahs, 1 nay. Ald. Burrus voted nay. The motion was approved.

**V. ADJOURNMENT**

The remaining items were continued to next month’s meeting. Chair Wynne moved adjournment, Ald. Grover seconded. The motion was approved.

The meeting was adjourned at 10:10 pm.

**NEXT ECONOMIC DEVELOPMENT COMMITTEE MEETING: June 23, 2010**

Respectfully Submitted,

*Johanna Nyden*

*Economic Development Planner*
III. STOREFRONT IMPROVEMENT APPLICATIONS

- 1459-1463 Elmwood Avenue (Ventura Realty)
- 1604 Sherman Avenue (Asha Salon Spa)
Memorandum

To: Chair & Members Economic Development Committee
From: Economic Development Division Staff
Subject: Neighborhood Storefront Improvement Program and Consideration of Request for Funds from Applicants – Ventura Realty, Ltd and Asha Salon & Spa
Date: June 17, 2010

Program Overview

The intent of this program is to provide rebate grants to merchants or property owners for rehabilitating commercial storefronts. The goal is to improve a building’s appearance to address deteriorating conditions and to generate additional business for Evanston’s commercial areas.

In efforts to enhance the City of Evanston’s Economic Development activities, Staff is in the process of reviewing the current Neighborhood Storefront Improvement Program. In coordination with the development of a new grant application, a component of the new application form will address the criteria needed to evaluate submissions to the Storefront Improvement Program. Staff is also reviewing implementing efficiencies in this program in an effort to attract new applications from across Evanston. Staff will provide a summary of potential enhancements to this program in the coming months to the Economic Development Committee.

Funding for these projects is through the Economic Development Fund. Once applicants are approved, funds are reserved for the proposed project. Following completion of a project, applicants submit receipts to the City of Evanston for reimbursement of work. Each storefront of the property can be eligible for up to $10,000 in reimbursement on a 50/50 cost-sharing basis.

Consideration of Applicant – 1459-1463 Elmwood Avenue

Randall Cohn, President of Ventura Realty, owns and manages commercial property at 1459-1463 Elmwood Avenue. He is seeking Façade Improvement Funds to tuckpoint, paint trim, and repair a mansard roof which faces street elevations. The property contains three (3) storefronts. The applicant indicated that he has faced challenges...
leasing the property due to the deteriorated appearance of the building. The property is not a local historic landmark.

Based on the total number of storefronts, this project could qualify for a maximum reimbursement of up to $30,000. The preliminary cost estimates provided by the applicant for the work at 1459-1463 Elmwood are approximately between $16,200 and $35,000.

The attachments following this memorandum include:
- Original Storefront Improvement application;
- Photographs of the property;
- Staff generated summary of the eligible expenses for façade improvement;
- Bids/estimates of proposed work for tuckpointing, painting of trim, and repair and staining of the mansard roof facing street elevations.

Approval of funds for this project is at the discretion of the Economic Development Committee. Based on the current Storefront Improvement Program parameters, staff recommends approval of the 1459-1463 Elmwood Avenue project for Storefront Improvement Funds at no more than $17,500 (half of the total amount of the largest estimates for work) on a 50/50 cost sharing basis. Payment will be made upon completion of eligible work that complies with all City of Evanston codes and policies.

**Consideration of Applicant – Asha Salon Spa – 1604 Sherman Avenue**

Asha Salon Spa is a day spa that has leased the space at Sherman Plaza previously occupied by the Elizabeth Arden Red Door Spa. The applicant seeks to remove existing awnings with the name “Red Door Spa” and “re-letter” awnings with the new name “Asha Salon Spa”. The applicant also seeks assistance to install a new lighted sign that says “Asha Salon Spa An Aveda Lifestyle Salon Space Hair. Skin. Nails. Spa. Massage”. The property contains building frontage on both Sherman Avenue and Davis Street and is therefore considered to have two (2) storefronts. The illuminated sign has not been approved by the Sign Review and Appeals Board. The applicant has indicated that they will comply with the City of Evanston’s Sign Ordinance. Currently as this Storefront Improvement program operates, approval of signage by the Sign Review and Appeals Board is not a prerequisite to requesting funds.

Based on the total number of storefronts, this project could qualify for work up to $20,000. The preliminary cost estimates provided by the applicant for signage at 1604 Sherman Avenue are approximately between $24,700 and $32,000.

The attachments following this memorandum include:
- Original Storefront Improvement application;
- Photographs of the property;
- Staff generated summary of the eligible expenses;
• Application for funding with three estimates of proposed work for illuminated sign and awning replacement; and
• Letter from the property management company at Sherman Plaza, Inland American Retail, indicating approval to complete this project.

Approval of funds for this project is at the discretion of the Economic Development Committee. Based on the current Storefront Improvement Program parameters, staff recommends approval of the 1604 Sherman Avenue project for Storefront Improvement Funds at no more than $16,000 (half of the total amount of the largest estimates for work) on a 50/50 cost sharing basis. Payment will be made upon completion of eligible work that complies with all City of Evanston codes and policies.
Evanston Storefront Program
Application for Participation

Date of Application: May 4, 2010

Applicant Name(s): Ventura Realty, Ltd.

Applicant Phone Number: (847) 256-9913

Project Address(es): 1459-1463 Elmwood Avenue

Store/Tenant Name: N/A

Lease Expiration Date: N/A

Applicant is: (Check one) Store Owner __________ Building Owner X

Property Owner Name(s): Ventura Realty, Ltd.

(If the applicant is a tenant in his or her building, please provide a letter from building owner granting permission for undertaking improvements.)

Project Scope: (Describe the storefront improvements you would like to make)
Tuckpointing and repair of mansard roof/restain mansard roof

Total Anticipated Budget: $20,000.00

Number of Storefronts: three

Are you interested in design assistance? Yes ______ No X

I hereby make application to the Evanston Storefront Program for a commercial façade improvement grant. I understand that my proposal must first be approved by the City of Evanston and that it must conform to established design guidelines as well as specific design recommendations of the City of Evanston Community Development Department, Planning Division. If approved, I understand that all work performed on the storefront is subject to federal prevailing wage and equal opportunity requirements and that I shall inform all selected contractors of this requirement prior to executing any contract. I understand that I am responsible for ensuring that all work meets applicable building codes and requirements.

Randy Colm, President

Date

Return this completed form with a photo of this storefront to:
City of Evanston
Planning Division
2100 Ridge Avenue
Evanston, IL 60201

If you have any questions, please call (847) 866-2928
Applicant Name: Ventura Realty, Ltd  
Applicant Phone Number: 847-256-9913  
Project Address: 1459-1463 Elmwood Avenue  
Store/Tenant Name: N/A  
Lease Expiration Date: N/A  
Applicant is: Building Owner  
Property Owner Name(s): Ventura Realty, Ltd.

Project Scope: Tuckpointing, painting, and repair of mansard roof/reinstall mansard roof  
Total Anticipated Budget: $16,194 - $34,925  
Number of Storefronts: 3 Storefronts  
Interested in design assistance: No

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Bidder/Vendor Name</th>
<th>Bidder/Vendor Location</th>
<th>Estimate</th>
<th>Eligible Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuckpointing</td>
<td>Tuckpoint three building elevations of property</td>
<td>Rock Tuckpointing</td>
<td>Riverwood's</td>
<td>$10,900</td>
<td>Yes</td>
</tr>
<tr>
<td>Tuckpointing</td>
<td>Tuckpoint three building elevations of property</td>
<td>Holton Brothers</td>
<td>Arlington Heights</td>
<td>$19,770</td>
<td>Yes</td>
</tr>
<tr>
<td>Tuckpointing</td>
<td>Tuckpoint three building elevations of property</td>
<td>William Post</td>
<td>Skokie</td>
<td>$25,650</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>AVERAGE - Tuckpointing</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$18,773</strong></td>
<td></td>
</tr>
<tr>
<td>Paint</td>
<td>Paint Wood Façade</td>
<td>Mellow Brothers</td>
<td>Wilmette</td>
<td>$4,300</td>
<td>Yes</td>
</tr>
<tr>
<td>Paint</td>
<td>Paint Wood Façade</td>
<td>Deluxe Painting</td>
<td>Des Plaines</td>
<td>$2,100</td>
<td>Yes</td>
</tr>
<tr>
<td>Paint</td>
<td>Paint Wood Façade</td>
<td>McCann's Painting</td>
<td>Winnetka</td>
<td>$1,680</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>AVERAGE - Paint</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$2,693</strong></td>
<td></td>
</tr>
<tr>
<td>Paint/Stain</td>
<td>Stain Mansard Roof Tiles</td>
<td>Mellow Brothers</td>
<td>Wilmette</td>
<td>$4,000</td>
<td>Yes</td>
</tr>
<tr>
<td>Paint/Stain</td>
<td>Stain Mansard Roof Tiles</td>
<td>Deluxe Painting</td>
<td>Des Plaines</td>
<td>$2,850</td>
<td>Yes</td>
</tr>
<tr>
<td>Paint/Stain</td>
<td>Stain Mansard Roof Tiles</td>
<td>McCann's Painting</td>
<td>Winnetka</td>
<td>$2,639</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>AVERAGE - Paint/Stain Mansard Tiles</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$3,163</strong></td>
<td></td>
</tr>
<tr>
<td>Façade Roofing</td>
<td>Façade/ Roof-Tile Restoration</td>
<td>Renaissance Roofing</td>
<td>Belvidere</td>
<td>$92/per hr materials</td>
<td>Yes</td>
</tr>
<tr>
<td>Façade Roofing</td>
<td>Façade/ Roof-Tile Restoration</td>
<td>Hanson Roofing, Inc.</td>
<td>Evanston</td>
<td>$975</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>AVERAGE - Façade Roofing</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$975</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total - High</strong></td>
<td></td>
<td></td>
<td></td>
<td>$34,925</td>
<td></td>
</tr>
<tr>
<td><strong>Total - Low</strong></td>
<td></td>
<td></td>
<td></td>
<td>$16,194</td>
<td></td>
</tr>
<tr>
<td><strong>Combined Average - Total Bids</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$25,605</strong></td>
<td></td>
</tr>
</tbody>
</table>
PROPOSAL

Renaissance Roofing

Incorporated

Tile & Slate Roof Systems

www.claytileroof.com

1-800-699-5695

BELVIDERE/CHICAGO OFFICE

P.O. Box 5074 Rockford, IL 61125-0024
2231 Hawkey Dr., Belvidere, IL 61008
815/547-1725 Fax 815/547-1425

ST. LOUIS OFFICE

2306 Lemp Ave.

St. Louis, MO 63104

314/772-6222 Fax 314/772-6224

March 23, 2010

Randy Cohn
Venture Realty, Ltd.
P.O. Box 4764
Skokie, IL 60076

O) 847.256.9931  Email) Ventura18@comcast.net

RE: ROOF WORK

We hereby propose to do the following roof work on your green Hawthorne Spanish style clay tile roof located at 1459 Elmwood Avenue, Evanston, IL:

Roof Work

A) Provide safe work environment.
B) Replace miscellaneous broken, damaged, or missing tiles and trim tile accessories.
C) Mortar hip areas, as needed.
D) Clean up and remove all debris created by our work from the job site.

"The above work to be completed on a time and material basis ($92.50 per man, per hour plus materials, tiles @ $5.00 each).

*Acceptance Time & Material: _______________________________

Date: _______________________________

Investment amount(s) are valid for thirty (30) days from the date of the proposal.

Document R10-476
PROPOSAL

HANSON ROOFING, INC.

ROOFING - GUTTERS
2130 JACKSON AVENUE
EVANSTON, IL 60201
PHONE (847) 328-2550 – FAX (847) 328-3906

TO Ventura Realty
Randy Cohn
P.O. Box 4794
Skokie, Illinois 60076

DATE 03-18-2010

Kind of Work Roofing

Location 1459, 1463 Elmwood Ave.
Evanston, Illinois

WE PROPOSE to furnish all necessary labor, material and equipment to complete the following:

Examine and repair missing and damaged cement tile and accessory tile pieces on one story mansard on west side of building.

$975.00

Carpentry repairs needed to wood sheathing will be done at time and material, at the rate of $60.00 per man hour plus material cost. Additional sheetmetal or finish carpentry work necessary will be done on time and material at the rate of $75.00 per man hour plus material cost. Owner is responsible for stucco/siding repairs at roof to wall intersections.

If this is acceptable to you, please sign one copy and return to us.

All the above work is to be completed in a substantial and workman like manner. Price subject to change after 30 days.

Terms: 30% Down-Balance on Completion.

We accept Visa / Master Card up to $10,000.

Our workmen are covered by Workers Compensation and General Liability Insurance.

IL Licensed Roofing Contractor No. 104-000850 See reverse side for additional provisions, which are part of this proposal.

ACCEPTANCE OF PROPOSAL—By signing, dating and returning of this proposal, you accept the prices, specifications and conditions, and authorize HANSON ROOFING, INC. to perform the work as proposed under the conditions stated.

By

Approximate Starting Date 2-4 Weeks Weather Permitting

By

HANSON ROOFING, INC.

Charles S Neithaus
**Mellow Brothers Painting Company, Inc.**
1130 Greenleaf Ave., Wilmette, IL 60091
TEL (847) 256-6330 (800)234-6330 FAX (847)256-4476

<table>
<thead>
<tr>
<th>Date:</th>
<th>June 8, 2010</th>
<th>Phone:</th>
<th>(H) <a href="mailto:ventura28@comcast.net">ventura28@comcast.net</a></th>
<th>(W) 847-256-9913</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Ventura Realty, Ltd.</td>
<td>Attn:</td>
<td>Mr. Randall Cohn</td>
<td>Job Name:</td>
</tr>
<tr>
<td>Address:</td>
<td>1459-1463 Elmwood</td>
<td>Job Address:</td>
<td>same</td>
<td>Evanston</td>
</tr>
<tr>
<td>Mellow Brothers Representative:</td>
<td>Rick Sweitzer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exterior House Painting</th>
<th>1 Coat</th>
<th>2 Coats</th>
<th>Exterior Staining</th>
<th>1 Coat</th>
<th>2 Coats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trim (inc. overhangs, doors, and window sashes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paint Stucco</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thorough Veneer Stucco</td>
<td>1 Coat</td>
<td>2 Coats</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Siding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brick</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Siding:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gutters</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Downspouts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shutter (one side)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shutters (two sides)</td>
<td>Removed and Reinstalled</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basement Windows</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window Wall Grates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storm/Screen Door Inserts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storm Windows:</td>
<td>Two Sides</td>
<td>One Side</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Items:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**We Propose** hereby to furnish labor and material - complete in accordance with above specifications for the sum of:

<table>
<thead>
<tr>
<th>Price 1:</th>
<th>$4,300.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price 2:</td>
<td>Paint existing woodwork on the west elevation at 1459-1463 Elmwood (including the courtyard). Includes all needed prep work and 2 coats of either paint or one coat of primer and one coat of paint.</td>
</tr>
<tr>
<td>Prior 3:</td>
<td></td>
</tr>
<tr>
<td>Prior 4:</td>
<td></td>
</tr>
</tbody>
</table>

The following additional services can be performed by Mellow Brothers at the customer's request:

- Additional painting and power sanding at $55.00-$65.00/hour + materials. Paint removal at $65.00 per hour + materials. Carpentry, masonry and window replacement at $80.00 per hour + materials. Electrical, plumbing and other mechanical work at $90.00 per hour + materials.

**Payment to be made as follows:** 1/3 upon acceptance; second third after one week of work; balance upon completion.

**Acceptance of Proposal:** The above prices, specifications, and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Owner to carry fire, tornado and other necessary insurance. Highest legal rate of interest will be charged on any funds still owed following completion of contracted work. Homeowner will indemnify Mellow Brothers Painting Co., Inc. against any attorney's fees, court costs, or other costs incurred in the collection process.

Signature: ___________________________ Authorized Signature: ___________________________

Signature: ___________________________ Rick Sweitzer

Date of Acceptance: ___________________________ Note: This proposal may be withdrawn by us if not accepted within 30 days.

***Please Read Additional Specifications on Reverse Side***
Mellow Brothers Painting Company, Inc.
1130 Greenleaf Ave., Wilmette, IL 60091
TEL (847) 256-6330 (800)234-6330 FAX (847)256-4476

Date: May 18, 2010 Phone: (H) 847-256-9913 (W)  
Name: Randall Cohn, Ventura Realty, Ltd. Attn: ventura18@comcast.net
Address: 1459-1463 Elmwood Ave. Job Name: same
Evanston IL 60201 Job Address: same
Mellow Brothers Representative: Rick Sweitzer

<table>
<thead>
<tr>
<th>Exterior House Painting</th>
<th>1 Coat</th>
<th>2 Coats</th>
<th>Exterior Staining</th>
<th>1 Coat</th>
<th>2 Coats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trim (inc. overhangs, doors, and window sashes)</td>
<td></td>
<td></td>
<td>Screens: Two Sides</td>
<td>One Side</td>
<td></td>
</tr>
<tr>
<td>Paint Stucco</td>
<td>1 Coat</td>
<td>2 Coats</td>
<td>Window Picture Frames Only (no sashes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Siding</td>
<td></td>
<td></td>
<td>Decks: Front</td>
<td>Back</td>
<td>Side</td>
</tr>
<tr>
<td>Brick</td>
<td></td>
<td></td>
<td>Steps: Front</td>
<td>Back</td>
<td>Side</td>
</tr>
<tr>
<td>Other Siding:</td>
<td></td>
<td></td>
<td>Fences: Front</td>
<td>Back</td>
<td>Side</td>
</tr>
<tr>
<td>Foundation</td>
<td></td>
<td></td>
<td>Wood Railings: Front</td>
<td>Back</td>
<td>Side</td>
</tr>
<tr>
<td>Gutters</td>
<td></td>
<td></td>
<td>Metal Railings: Front</td>
<td>Back</td>
<td>Side</td>
</tr>
<tr>
<td>Downspouts</td>
<td></td>
<td></td>
<td>Gutters Cleaned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shutters (one side)</td>
<td></td>
<td></td>
<td>Coat Interior of Gutters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shutters (two sides)</td>
<td>Removed and Reinstalled</td>
<td></td>
<td>Garage (complete)</td>
<td>Garage Trim</td>
<td>Garage Siding</td>
</tr>
<tr>
<td>Basement Windows</td>
<td></td>
<td></td>
<td>Chimney</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window Well Grates</td>
<td></td>
<td></td>
<td>Mildew Wash (with bleach solution) by hand as needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storm/Screen Door Inserts</td>
<td></td>
<td></td>
<td>Hydro Power Wash</td>
<td>With Chemical</td>
<td></td>
</tr>
<tr>
<td>Storm Windows:</td>
<td>Two Sides</td>
<td>One Side</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Items To Be Excluded:

We Propose hereby to furnish labor and material - complete in accordance with above specifications for the sum of:

Price 1: $2,500.00 First coat
Price 2: $1,500.00 Second coat
Price 3:
Price 4:

The following additional services can be performed by Mellow Brothers at the customer's request:
Additional painting and power sanding at $55.00-$65.00/hour + materials. Paint removal at $65.00 per hour + materials. Carpentry, mason and window replacement at $80.00 per hour + materials. Electrical, plumbing and other mechanical work at $90.00 per hour + materials.

Payment to be made as follows: 1/3 upon acceptance; second third after one week of work; balance upon completion.

Acceptance of Proposal: The above prices, specifications, and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Owner to carry fire, tornado and other necessary insurance. Highest legal rate of interest will be charged on any funds still owed following completion of contracted work. Homeowner will indemnify Mellow Brothers Painting Co., Inc. against any attorney's fees, court costs, or other costs incurred in the collection process.

Signature: ______________________ Authorized Signature: ______________________
Signature: ______________________ Note: This proposal may be withdrawn by us if not accepted within 30 days.
Date of Acceptance: ______________________

**** Please Read Additional Specifications on Reverse Side ****
Submitted To:
Randall Cohn
Ventura realty, LTD
847-256-9913
Ventura18@comcast.net

We hereby propose to furnish the materials and perform the labor necessary for the completion of work as follows:

Subject Property:
1459-1463 Elmwood
Evanston IL

Description of Work:

Exterior

Apply one coat of Sherwin Williams H & C alkyd sealer color HC105 patio green to concrete tile mansard roof on west elevation of building. Lift tiles by hand and apply sealer at lap joint

All concrete tiles to be prepped (power washed) prior to painting by a third party contractor. Deluxe Painting will not be liable for any poorly prepped surfaces.

Cost for above work $1,900
Cost for additional coat if desired $950
Deposit Required $900

All material is guaranteed to be as specified. The attached clarifications are included as part of this proposal. The above work is to be performed in accordance with the specifications submitted and completed in a substantial workmanlike manner. Please sign both copies of this proposal and return one copy to us with your deposit. The balance is due upon the completion of the job. Any alteration or deviation from the above specifications involving additional labor or materials will be billed to the customer at a fair cost for materials and labor.
### Estimate

**POSOAL SUBMITTED TO:**
Ventura Painting
1459-1463 Elwood
Winnetka, IL

**JOB DESCRIPTION**

Extensive Carport Roof

**DATE**
5-20-10

**JOB CONTACT: PHONE #**
256-9913

Notes for this estimate:

This estimate is to apply Extensive HJC coating to existing garage roof located at Ventura Carport.

Price coating apply at 40% of the original price.

Please see Specification Sheet for further work information that applies to the job.

**TOTAL ESTIMATE:**

Signature & materials:

Note: All work to be done as follows, unless otherwise agreed upon.

1. Down payment due upon acceptance of this contract. The remainder is due upon completion.

Acceptance of Proposal (Signature):

Date:

---

EDC PACKET
JUNE 23, 2010
From: Rock Tuckpointing and Masonry, Inc.
2240 Riverwoods Road
Riverwoods, IL 60015

To: Randall Cohn
Ventura Realty, Ltd.
210 Kilpatrick Avenue
Wilmette, IL 60091

Date: April 25, 2010

Proposal for Masonry/Tuckpointing at 1459-1463 Elmwood Avenue, Evanston, IL

1. Face brick walls and columns at west elevation and courtyard of building to be 100 percent tuck pointed in a red brown color. South and north exterior walls to be spot pointed as needed where there are washouts, structural cracks and voids in a standard gray color--estimate of between 10 to 30 percent of wall surfaces. Use ASTM C270 specified type N mortar for tuckpointing. Use Spec Mix pre-blended mortar mix for all mortar on job. Mortar joints to be tooled to concave shape for all face brick and flush joints for other common brick.

2. After all other work completed at property and mortar joints have cured a minimum of 4 days, 100 percent of face brick at building to be washed with solution of Prosoco 600 detergent.

3. Four brick columns at front of building to be tuckpointed and new metal flashings to be installed at top of columns.

4. Existing steel anchors used to support west wall awnings to be secured in place with epoxy and new mortar as needed to ensure good anchors for reinstallation of awnings.

5. South wall of building--bottom 2 to 3 feet of 1st course of bricks to be removed and replaced with new bricks. New brick to be tied into existing wall using galvanized corrugated wall ties or returns can be keyed into existing wall.

6. Grind out vertical joints on north and south wall between face and common brickwork, install packing rod and caulk joints with Tremco Dymonic FC in redwood tan color (#960804323) urethane sealant to allow for expansion and contraction.

7. Base of south wall to receive waterproofing treatment after tuckpointing.

8. Repair approximately 8 feet of stone sills in courtyard wall of 1463 Elmwood. As needed, remove 1 to 2 courses of brick to gain access to stone sills and existing foundation. Once foundation is exposed, review with owner steps needed to make necessary repairs and reinstall stone sills and face brick. If only repair is to reset stone sills in new mortar and reset face brick, then work will be included in base quote. If additional repairs are needed to the foundation wall, maximum additional cost above base quote will be $ 700.
9. Contractor will obtain and pay for required permits.

Total cost for above work is $10,900.00

Submitted By: Jerry Alomia
Rock Tuckpointing and Masonry, Inc.
2240 Riverwoods Road
Riverwoods, IL 60015
April 2, 2010

Ventura Realty
1459-1463 Elmwood Avenue
Evanston, IL 60201

Attn: Mr. Randall Cohn
Managing Broker

Holton Brothers, Inc proposes to furnish labor, materials, equipment and insurance completed in accordance with the following specifications. Based on walk-thru with Randall on 3-25-10.

I. Base Bid
   - Tuckpoint face brick 100% on west elevation
   - Tuckpoint common brick as necessary on north, south and east elevations
   - Replace spalled brick
     - North - 15 brick
     - East - 22 brick
   - Install parge coating with galvanized mesh on lower 3' of south elevation

Total: $17,820.00

II. Options
A. Remove door and frame on north elevation and infill with brick and block
   Total: $3,980.00 (While on Site)

B. Remove two (2) windows and steel lintels on east elevation of 1463 and infill with brick and block, leaving limestone sill in place
   Total: $5,580.00 (While on Site)

C. Replace three (3) window lintels on east elevation with galvanized lintels and flashing
   Total: $2,145.00 (While on Site)

D. Install 10' x 12' concrete pad on northwest corner of property
   Total: $3,145.00 (While on Site)
E. North & South inside parapet walls
- Remove and reserve copings
- Remove base flashing on north
- Tuckpoint brick 100%
- Rebuild shifted section of masonry
- Install aluminum drip (supplied by ownership) over top course of brick
- After new flashing is installed (by other), existing and new copings shall be re-installed.

Total: $6,054.00 (While on Site)

F. Courtyard foundation wall (8’ long)
- Remove and reset 1-2 courses of brick and limestone base
- Pour concrete in opening to create footing
- After proper cure, install limestone base and brick

Total: $1,950.00 (While on Site)

If you have any questions, feel free to call me at (847)-253-3886.
WILLIAM H. POST, INC.

TUCKPOINTING  BRICK WORK  CHIMNEY REPAIRS  CHIMNEY LINERS

8045 N. KILDARE, SKOKIE, IL 60076

(847) 675-7776

Date: April 23, 2010

In regards to building at: 1459-63 Elmwood

Owner: Ventura Realty Atten: Randy

William H. Post Inc. agrees to furnish all materials and labor necessary to complete the following work for the price of $19,500.

After awnings are removed from building by owner, grind out mortar from all face brick elevations of building to an average depth of ¾", including seams between face and common bricks, and remove any hardware. Cut out and replace any badly damaged bricks with bricks salvaged from obscure sections of building. Blow out loose particles with compressed air or water and tuckpoint all face brick elevations 100% solid down to grade using type N mortar tinted to owner approved color and struck as per specs. Rinse walls lightly as mortar sets to assist in curing. Remove debris.

Fully insured. Certificate of insurance issued upon request.
Any required permits are owner’s responsibility. Mason’s license # provided.
Contract price good for 30 days unless otherwise specified.
Any contract may be cancelled within 3 days of signing at owner’s request.
Building owner/agent accepted

TERMS: One-third down at onset; Balance due upon completion of work.
WILLIAM H. POST, INC.

TUCKPOINTING       BRICK WORK       CHIMNEY REPAIRS       CHIMNEY LINERS

8045 N. KILDARE, SKOKIE, IL 60076

(847) 675-7776

Date: April 23, 2010

In regards to building at: 1459-63 Elmwood

Owner: Ventura Realty Atten: Randy

William H. Post Inc. agrees to furnish all materials and labor necessary to complete the following work for the price of $4650.

Remove lower courses of face brick from south facing elevation of 1463 address of building to access stone foundation sills. Remove and re-set foundation sills in proper alignment. Re-set original face brick. Remove debris.

Fully insured. Certificate of insurance issued upon request.
Any required permits are owner’s responsibility. Mason’s license # provided.
Contract price good for 30 days unless otherwise specified.
Any contract may be cancelled within 3 days of signing at owner’s request.

Building owner/agent accepted

TERMS: One-third down at onset; Balance due upon completion of work.
WILLIAM H. POST, INC.
TUCKPOINTING BRICK WORK CHIMNEY REPAIRS CHIMNEY LINERS
8045 N. KILDARE, SKOKIE, IL 60076
(847) 675-7776

Date: April 23, 2010

In regards to building at: 1459-63 Elmwood

Owner: Ventura Realty Atten: Randy

William H. Post Inc. agrees to furnish all materials and labor necessary to complete the following work for the price of $5,000:

Power wash bottom 2-3 feet of south wall of building and wire brush surface to remove any loose particulate. Replace deep voids in brickwork with reclaimed common brick. Install metal lath to wall with stainless steel fasteners and apply heavy coat of cement plaster. After initial coat has cured, apply finish coat of cement plaster to wall with brush finish. Remove debris.

P Liberty insured. Certificate of insurance issued upon request.
Any required permits are owner's responsibility. Mason's license # provided.
Contract price good for 30 days unless otherwise specified.
Any contract may be cancelled within 3 days of signing at owner's request.
Building owner/agent accepted

TERMS: One-third down at onset; Balance due upon completion of work.
WILLIAM H. POST, INC.

TUCKPOINTING  BRICK WORK  CHIMNEY REPAIRS  CHIMNEY LINERS

8045 N. KILDARE, SKOKIE, IL 60076

(847) 675-7776

Date: April 23, 2010

In regards to building at: 1459-63 Elmwood

Owner: Ventura Realty Attn: Randy

William H. Post Inc. agrees to furnish all materials and labor necessary to complete the following work for the price of $1,000

Power wash all elevations of face brick using Prosoco 600 detergent.

Fully insured. Certificate of insurance issued upon request.
Any required permits are owner’s responsibility. Mason’s license # provided.
Contract price good for 30 days unless otherwise specified.
Any contract may be cancelled within 3 days of signing at owner’s request.
Building owner/agent accepted

Terms: Payment due upon completion of work.
Evanston Storefront Program
Application for Participation

Date of Application: 6.4.10
Applicant Name(s): Beth Bartz
Applicant Phone Number: 847.417.9300 - 312.864.3229
Project Address(es): 11004 Sherman Ave. Evanston IL (60201)
Store/Tenant Name: Asha SalonSpa
Lease Expiration Date: 5/2020
Applicant is: (Check one) Store Owner [ ] Building Owner [x]
Property Owner Name(s): Inland American Retail Management

(If the applicant is a tenant in his or her building, please provide a letter from building owner granting permission for undertaking improvements.)

Project Scope: (Describe the storefront improvements you would like to make)
To replace former business name with new business name and repair torn awning fabric.
Update, not total replace.

Total Anticipated Budget: $

Number of Storefronts: (6 total awnings) [X]

Are you interested in design assistance? [ ] Yes  [x] No

I hereby make application to the Evanston Storefront Program for a commercial façade improvement grant. I understand that my proposal must first be approved by the City of Evanston and that it must conform to established design guidelines as well as specific design recommendations of the City of Evanston Community Development Department, Planning Division. If approved, I understand that all work performed on the storefront is subject to federal prevailing wage and equal opportunity requirements and that I shall inform all selected contractors of this requirement prior to executing any contract. I understand that I am responsible for ensuring that all work meets applicable building codes and requirements.

Applicant Signature: [Signature]  Date: 6.9.10

Return this completed form with a photo of this storefront to:
City of Evanston
Planning Division
2100 Ridge Avenue
Evanston, IL 60201

If you have any questions, please call (847) 866-2928
**Applicant Name:** Beth Bortz  
**Applicant Phone Number:** 847-475-9300  
**Project Address:** 1604 Sherman Avenue  
**Store/Tenant Name:** Asha Salon Spa  
**Lease Expiration Date:** May 2020  
** Applicant is:** Store Owner  
**Property Owner Name(s):** Inland American Retail Management  

**Project Scope:** To replace former business name with new business name and repair fabric awning (update not replace)  
**Total Anticipated Budget:** $24,680 - $31,950  
**Number of Storefronts:** 6 Awnings (two building frontages)  
**Interested in design assistance:** No  

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Bidder/Vendor Name</th>
<th>Bidder/Vendor Location</th>
<th>Estimate</th>
<th>Eligible Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awning</td>
<td>Remove existing awnings, &quot;re-letter&quot; awnings with Asha Salon Spa</td>
<td>Evanston Awning Company</td>
<td>Evanston</td>
<td>$5,230</td>
<td>Yes</td>
</tr>
<tr>
<td>Awning</td>
<td>Remove existing awnings, &quot;re-letter&quot; awnings with Asha Salon Spa</td>
<td>American Awning &amp; Window Company</td>
<td>Chicago</td>
<td>$6,800</td>
<td>Yes</td>
</tr>
<tr>
<td>Awning</td>
<td>Remove existing awnings, &quot;re-letter&quot; awnings with Asha Salon Spa</td>
<td>Robert Brian Awning Company</td>
<td>Skokie</td>
<td>$9,500</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**AVERAGE BID - Awning**  
$7,177  

| Sign      | Create and install illuminated, backlit signage "Asha SalonSpa An Aveda Lifestyle Salonspa Hair.Spa.Massage" | Bandan Construction | Tinley Park | $22,000 | Yes |
| Sign      | Create and install illuminated, backlit signage "Asha SalonSpa An Aveda Lifestyle Salonspa Hair.Spa.Massage" | The Design Department | Chicago | $22,450 | Yes |
| Sign      | Create and install illuminated, backlit signage "Asha SalonSpa An Aveda Lifestyle Salonspa Hair.Spa.Massage" | Doyle Signs Inc | Addison | $19,450 | Yes |

**AVERAGE BID - Sign**  
$21,300  

**Total Proposed Cost of Work - High**  
$31,950  
**Total Proposed Cost of Work - Low**  
$24,680  
**Combined Average - Total Bids**  
$28,477
ESTIMATE
VALID FOR 30 DAYS FROM DATE BELOW

TO: ASHA EVANSTON
1604 N SHERMAN AVE
EVANSTON IL 60201

DATE: 6/10/10
EST. #: 41910-4

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>PRICE EA</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ILLUMINATED, BACKLIT SIGNAGE \n&quot;ASHA SALONSPA \nAN AVEDA LIFESTYLE SALONSPA \nHAIR. SKIN . NAILS . SPA . MASSAGE&quot;</td>
<td>9000</td>
<td>9000</td>
</tr>
<tr>
<td>1</td>
<td>CURVED, ILLUMINATED, BACKLIT SIGNAGE \n&quot;ASHA SALONSPA \nAN AVEDA LIFESTYLE SALONSPA \nHAIR. SKIN . NAILS . SPA . MASSAGE&quot;</td>
<td>13000</td>
<td>13000</td>
</tr>
</tbody>
</table>

TO BE INSTALLED 4-8 WKS AFTER RECEIPT OF DEPOSIT

TERMS:
PLEASE MAKE CHECK PAYABLE TO
BANDAN CONSTRUCTION
17122 S. OCONTO AVE
TINLEY PARK, IL 60477

SUBTOTAL
PREV. AMT. DUE
PAYMENTS
PLEASE PAY $22,000

THANK YOU FOR YOUR BUSINESS!!
# ESTIMATE

**DATE** 6-19-10  
**ESTIMATE ID:** 2110441

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESC</th>
<th>PRICE EA</th>
<th>TOTAL</th>
</tr>
</thead>
</table>
| 1   | **1**Alta Spa/Spa  
like sign **without** logo  
+ **three** signs, **spas**, **signs**  
**includes** **install** **and** **total** | 4850 | 4850 |
| 1   | **2**Curved **6**- **long** **gated sign**  
**stairs** **into** **above** **at** **curved** **building** |  | |

**FINAL PAYMENT OF:** $17,600

- Estimate valid for 15 days after date 22-450
- Deposit required for all work to begin  
- No additions can be made to the proposal

Acceptance of Proposal

Signature

Date
## Proposal

**DOYLE SIGNS, INC.**  
232 Interstate Road  
Addison, IL 60101  
(630)543-9490  
FAX (630)543-9493

---

### Description

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>REMOVE AND SCRAP TWO SETS OF RED DOOR SPA RACEWAY MOUNTED LETTERS AT TIME OF NEW ASHA LETTER INSTALLATION.</td>
<td>$980.00</td>
<td>$980.00</td>
</tr>
<tr>
<td>ENTRY LETTERS: FURNISH AND INSTALL ONE SET OF RACEWAY MOUNTED FACE LIT AND HALO LIT 21.5&quot; x110&quot; &quot;ASHA&quot; LETTERS WITH LIGHT BACK SPLASH. FURNISH AND INSTALL ONE SET OF 6&quot; AND 10.5&quot; FACE LIT ONLY &quot;AN AVEDA SALON SPA&quot;. WHITE LED LIGHTING. VERTICAL BRICK AREA IS 28&quot;</td>
<td>$8,490.00</td>
<td>$8,490.00</td>
</tr>
<tr>
<td>CURVED LETTERS: FURNISH AND INSTALL ONE SET OF RACEWAY MOUNTED FACE LIT AND HALO LIT 16.5&quot; x 92&quot; &quot;ASHA&quot; LETTERS WITH LIGHT BACK SPLASH. FURNISH AND INSTALL ONE SET OF 5&quot; AND 9&quot; FACE LIT ONLY &quot;AN AVEDA SALON SPA&quot;. WHITE LED LIGHTING. VERTICAL BRICK AREA IS APPROX 40&quot;</td>
<td>$9,980.00</td>
<td>$9,980.00</td>
</tr>
<tr>
<td>PERMITS ADDITIONAL AT COST PLUS STAFF TIME</td>
<td>additional</td>
<td>additional</td>
</tr>
</tbody>
</table>

Applicable sales tax is additional.

**TOTAL:** $19,450.00

---

**REQUIRED DEPOSIT**  
$9,725.00

---

Payment to be made as follows:

50% down payment with order and balance due within thirty(30) days after completion.  
Your order will be processed only when the deposit is received.

---

**ACCEPTANCE OF PROPOSAL:** The above prices, specifications and conditions are satisfactory and are hereby accepted to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _________________________  
Signature _______________________________________________________________________

---

Note: This proposal may be withdrawn if not accepted within 45 days.
AMERICAN AWNING & WINDOW CO.
3930 N. ELSTON AVE. CHICAGO, IL. 60618
773 267-4300 FAX 773 267-7679

PROPOSAL/CONTRACT

SUBMITTED TO: SARAH
JOB ADD: 1604 SHERMIN
EVANSTON IL.

ATTN; SARAH

WE PROPOSE TO FURNISH AND INSTALL THE FOLLOWINGS:

RECOVER 6 CANVAS AWNINGS OF WHICH 5 AWNINGS WITH LETTERINGS
IN WHITE COLOR PAINT.

TOTAL $6,800.00

50% DEPOSIT BALANCE UPON COMPLETION.

ACCEPTED BY ________________________________

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 15 DAYS.
June 9, 2010

Mr. Marc Bortz       312-375-0351
Asha Salon Spa      Email marc@ashasalonspa.com
770 N. Halsted, Suite 306
Chicago, IL 60642

Re: Sherman Plaza, Evanston, IL

REVISED PROPOSAL

6 Traditional style stationary awnings with open ends and a stationary valance recovered and installed on your existing framework and mounting hardware on the building, (2) awnings on the east face 2nd floor, (1) awning on the east face 1st floor and (3) awnings on the south face 2nd floor. Using Sunbrella fabric, #4666, logo red.

4600.00

Applied white 6” block style letters to the front valance of (5) of the awnings to read:

ASHA SALON SPA 630.00

$5230.00

-Any or all lettering/logos require an electronic file formatted as .eps or .ai (version 6 or less) and .jpg file. Artwork set-up and/or clean-up fees may apply at $75.00/hour.

-Permit to be obtained by customer at no cost to Evanston Awning Co., prior to production or installation.

-Prior to our receipt of the full contract, shop drawings and fabric samples will be provided for owner approval and city permit upon our receipt of a 10% drawing deposit ($100.00 minimum), which is non-refundable but applicable to the full contract once all approvals are received.

-Installation to be determined, weather permitting, upon our receipt of the signed contract, 50% deposit of the total order and fabric color selections. The balance is due on installation. This proposal becomes a bona fide contract when signed and returned.

Thank you,
George Schaefer, CPP, Sales Manager

Please proceed with the order described above. I grant Evanston Awning Co. a security interest in this merchandise until paid, unless prohibited by law.

Signed________________________________________________________Date__________________

Enclosed is my check for 50% deposit in the amount of $ ________________ or please charge my credit card (VISA, MasterCard or Discover) with the understanding that there may be a 3% fee for charges over $1000.00 added to the contract amount. Credit card type ____________________________________________

Acct # _____________________________ ____________3# Security code ______ exp _______

2801 Central St., Evanston, IL  60201     847-864-4520     Fax: 847-864-5886      www.evanstonawning.com
ROBERT BRIAN AWNING COMPANY
8152 North Lawndale, Skokie, Illinois 60076

Beth @ boetzgroup.com

SUBMITTED TO: Boetz Est. Group
PHONE: 312-804-3229
DATE: 5-24-10

STREET: 808 N. BRAUN
JOB NAME:
CITY, STATE AND ZIP CODE: CHICAGO, IL 60617
JOB SITE: 1604 SHERMAN, EVANSTON, IL

1. Recover 14 Canopies 24" x 40", 5 W 519000, etc.
$15,500.00

2. Recover 6 Canopies 34" x 519000, etc.
$9500.00

COMPLETE:
RECOVER:
REPAIR:
CLOTH: Sunbrella
BORDER:
FRAMEWORK: Galv. Trim
INSTALLATION ON OR ABOUT 4 weeks of Deposit
AUTHORIZED SIGNATURE

ESTIMATE
PRICE
8% SALES TAX
TOTAL PRICE
DEPOSIT
C.O.D. BALANCE

No additions or changes to be made in above specifications.

Erection or delivery subject to delays caused by strikes, lockouts, fires, accidents or other causes beyond our control.
Title shall not pass to Buyer with delivery of said personal property but shall remain vested in Seller until the entire purchase price is paid. Buyer hereby acknowledges receipt of said personal property.
Upon default by Buyer in the payment of any installment of the price or in the performance of any agreement of Buyer herein, Seller may, without notice, take possession of said personal property as Seller's own personal property, free and clear of any claim by Buyer, and retain any and all payments made as liquidated damages for the use by Buyer and for depreciation and for expense to Seller of taking possession of said personal property, or Seller, without notice, may take possession of said personal property and sell same without notice, in which case the proceeds of sale shall be applied upon the unpaid balance of the price and expenses to Seller or taking possession, storage and resale.

Acceptance of Proposal
The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payment will be made as outlined above.

Signatures: ___________________________ ___________________________

Date of Acceptance: ___________________________ ___________________________
June 11, 2010

City of Evanston  
Attn: Joanne Nyden  
2100 Ridge Ave.  
Evanston, IL. 60201

Dear Ms. Nyden:

Inland American Retail Management is the managing agent for the owner of Sherman Plaza in Evanston, Illinois. Asha Aveda Spa recently took over possession of the Red Door Spa space. Currently, the exterior of the building has several red awnings listing the Red Door Spa. Asha Aveda wants to change the lettering on these awnings to represent their name.

We have agreed to allow this, subject to our approval of the final plans for such changes.

If you have further questions, please feel free to contact me at 630-368-2352 or lindquist@inlandgroup.com.

Sincerely,

INLAND AMERICAN RETAIL MANAGEMENT, L.L.C.

Karen Lindquist  
Assistant Vice President
IV. DRAFT CONCEPT BUSINESS ADVISORY CENTER
CONCEPT:

The Business Advisory Center ("the Center") will be a physical and virtual resource for individuals seeking to establish a business or businesses interested in expanding in the City of Evanston. The Center will provide guidance and information on City processes (e.g. application for permits and licenses, public process, etc.). Referrals to appropriate City Departments and external organizations that will assist interested individuals in business development will also be provided.

SCOPE OF SERVICES OFFERED:

- **Orientation to Starting an Evanston Business.** This service is intended for individuals needing assistance in the development of a business plan and support in a business start-up. Additional counseling and orientation to Evanston’s permitting, licensing, and public approval process will also be provided.

- **Beginning Business Operations.** This service is intended for businesses that have developed a business plan, obtained financing, and may have also secured a location for operations. Information and assistance on Evanston’s permitting, licensing, and public approval process will be provided.

TWO LOCATIONS:

- **Economic Development Division’s Offices in the Lorraine H. Morton Civic Center.** A kiosk will be created in the Economic Development Division office where individuals can visit to obtain information about business development, business expansion, and City processes. Staff will also be available to provide further counseling or assistance.

- **New Economic Development Website.** The Economic Development website will include an area entitled “Start a Business in Evanston”. The website will link visitors to applicable City Departments, business development resources, and other information and appropriate contacts as identified.
ORIENTATION TO STARTING AN EVANSTON BUSINESS

STEP 1: BUSINESS DEVELOPMENT SUPPORT
GOAL – Provide guidance and assistance for obtaining financial assistance, developing a business plan, and other start-up activities.

- Assistance Provided at Economic Development Division Office:
  - Create record of initial visit, complete “intake” form. This will be used in follow-up and monitoring efforts.
  - Referral to appropriate entities providing support for business plan development (ECDC, Technology Innovation Center, etc.).
  - Referral to entities providing business financing (local banks and other financial institutions, etc.).
  - Counseling as necessary to support individuals through the business development and start-up process.

- Information available at Economic Development Division Office and Website will include:
  - List of entities providing support for business plan development (ECDC, Technology Innovation Center, etc.).
  - List of entities providing start-up capital and business financing (local banks and other financial institutions, etc.).
  - Demographic data (population, household income, age, etc.) for both Evanston and designated radius to be determined outside of Evanston (to be used as a resource for business development/market research).

STEP 2: CITY OF EVANSTON LICENSES AND PERMITS
GOAL – Provide guidance and assistance to individuals in determining health and safety compliance in Evanston.

- Assistance Provided at Economic Development Division Office:
  - Referral to applicable City Departments engaged in permits and license approval
  - Guidance and overview of City’s public approval process and/or permitting/license process.

- Information available at Economic Development Office and Website will include:
  - List of licenses and permits required to open and operate a business in Evanston and links to applicable City Departments.
  - List of licenses and permits required for construction/renovation of commercial properties and links to City Departments.
  - Schematic of public approval process.
  - Current Evanston zoning code and map and link to City’s Planning & Zoning Division.

STEP 3: CITY OF EVANSTON ZONING
GOAL – Provide guidance to individuals in determining the zoning requirements of a specific business and/or specific location.

- Assistance Provided at Economic Development Division Office:
  - Referral to Planning/Zoning Division for determination of zoning appropriateness.
  - Guidance and overview of City’s public approval process and/or permitting/license process.

- Information available at Economic Development Office and Website will include:
  - Schematic of public approval process.
  - Current Evanston zoning code and map and link to City’s Planning & Zoning Division.
STEP 4: BUSINESS SITE SELECTION (if not previously identified)

GOAL – Provide information on available properties in Evanston.

- **Assistance Provided at Economic Development Division Office:**
  - Review available information on spaces/properties available for lease or purchase for commercial use.
  - Referral to licensed commercial real estate professionals.
  - Notify appropriate Alderman of proposed business’ interest in opening/operating within ward boundaries.

- **Information available at Economic Development Division Office and Website will include:**
  - List of Evanston business districts and contacts for business association leaders.
  - List of available sites in Evanston (organized by geography, space type, and lease rate).
  - Link to Evanston Ward map to identify Alderman associated with business location.

BEGINNING BUSINESS OPERATIONS

STEP 1: LOCATION SUITABILITY & CITY OF EVANSTON ZONING

GOAL – Provide guidance to individuals in determining the zoning requirements of a specific business and/or specific location.

- **Assistance Provided at Economic Development Division Office:**
  - Referral to Planning/Zoning Division for determination of zoning appropriateness.
  - Guidance and overview of City’s public approval process and/or permitting/license process.

- **Information available at Economic Development Office and Website will include:**
  - Schematic of public approval process.
  - Current Evanston zoning code and map and link to City’s Planning & Zoning Division.

STEP 2: LOCATION SUITABILITY & CITY OF EVANSTON ZONING, LISCENCES, AND PERMITS

GOAL—Provide confirmation that proposed business site is located in appropriate zoning district and pertinent permit and license applications are completed.

- **Assistance Provided at Economic Development Division Office:**
  - Referral to Planning & Zoning Division for determination of appropriate zoning.
  - Notify appropriate Alderman of proposed business’ interest in opening/operating within ward boundaries.

- **Information available at Economic Development Division Office and Website will include:**
  - List of licenses and permits required to open and operate a business in Evanston and links to applicable City Departments.
  - Schematic of public approval process.
  - Current Evanston zoning code and map and link to City’s Planning & Zoning Division.
STEP 3: REVIEW PROCESS FOR UTILITY AND SERVICE CONNECTION

GOAL – Provide information on utilities and waste management services in Evanston.

- Assistance Provided at Economic Development Division Office:
  - Referral and information on Evanston’s Waste Franchise.
  - Guidance and information on utilities in Evanston (electric, water, gas, etc.).

- Information available at Economic Development Division Office and Website will include:
  - Information and link to Evanston’s Waste Franchise (Note: This is pending update on website).
  - Information and link to Evanston’s utility providers (electric, water, gas, etc.).

STEP 4: IDENTIFY INSPECTION REQUIREMENTS

GOAL – Determine inspections necessary to officially open and operate business in Evanston.

- Assistance Provided at Economic Development Division Office:
  - Referral and information on City Departments that manage inspection processes.

- Information available at Economic Development Division Office and Website will include:
  - Information and links to City Departments involved in inspection processes.
VI. ECONOMIC DEVELOPMENT SUMMIT SUMMARY
Memorandum

To: Members of the Economic Development Committee

From: Economic Development Division Staff

Subject: Outcome of Economic Development Summit

Date: June 16, 2010

The Summit was a critical step in the City of Evanston’s outreach and engagement process as we work to accomplish the goals of our Economic Development Vision. On May 21st, the City's First Annual Economic Development Summit was held in the Civic Center’s Parasol Room. The event served as an opportunity for the new Economic Development Vision for the City to be presented to over 60 invited guests, including business and merchant association leaders, large Evanston employers, and the City of Evanston staff.

At the Summit, the Economic Development Vision Statement, the list of assistance and financing programs offered by the City of Evanston, and suggestions cards were distributed. Many attendees verbally commented that they were excited to hear that the City of Evanston has a plan for economic development and that the event was a good networking opportunity. Comments also received from the suggestion cards included: suggestions for materials for the potential “Welcome to Evanston” packets, links to business websites from the City website, the need to engage non-profits in economic development, and the need to share statistics (i.e. number of businesses, taxes produced by businesses, etc.). Several requests for meetings with City staff to discuss ideas and programs also resulted.

Also received were suggestions for next year’s Summit. Suggestions included break-out groups for discussions (i.e. why do you do business in Evanston?), rotating seats for three minutes to get everyone talking and other good ideas, and creating action items for attendees to complete following the Summit.

Staff will use all suggestions in the coming months as work is completed to execute the Economic Development Vision. Suggestions will also be incorporated during the development the 2011 Economic Development Summit.

This month, thank you letters from Lehman Walker and Mayor Elizabeth Tisdahl were sent to all attendees as well as invited guests who were not able to attend. Included in letters was a copy of the contact information for invited guests and attendees. This was compiled and distributed in an effort to encourage networking among the group.
addition, those who were invited but were not able to attend also received a letter, the contact list, and the Economic Development Vision Statement.

Staff has started follow-up with attendees and business associations to identify needs and generate solutions for accomplishing our collective vision.
VIII. BUSINESS REVITALIZATION PLAN
DEVELOPMENT RFP
REQUEST FOR PROPOSAL

NUMBER: 10-105

for

City of Evanston Business Attraction Plan for Economic Revitalization

PROPOSAL DEADLINE: 2:00 P.M., Thursday March 18, 2010,
Room 4200, Lorraine H. Morton Civic Center,
2100 Ridge Avenue, Evanston, Illinois

SEALED PROPOSALS TO BE RETURNED TO:

CITY OF EVANSTON
PURCHASING DIVISION
ROOM 4200, LORRAINE H. MORTON CIVIC CENTER
2100 RIDGE AVENUE
EVANSTON, ILLINOIS  60201
PHONE (847)866-2935
FAX (847)448-8128
CITY OF EVANSTON
NOTICE TO RESPONDENTS

Sealed Proposals will be received by the City Purchasing Manager in Room 4200, Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston, Illinois 60201, until 2:00pm local time on March 18, 2010. Proposals shall cover the following:

City of Evanston Business Attraction Plan for Economic Revitalization
RFP Number 10-105

Work under this Request for Proposals includes analyses of current economic trends and business attraction potential for the City of Evanston, development of a strategy for business attraction and recommendations to implement the strategy. The work also includes report generation, meetings with and presentations to the Economic Development Committee, other economic development organizations and City Council. The above items shall conform to the Request for Proposals (RFP) on file in the Office of the Purchasing Manager. The Request for Proposals will be available in the Office of the Purchasing Manager on February 25, 2010.

The City of Evanston (the City) in accordance with the laws of the State of Illinois, hereby notifies all proposers that it will affirmatively ensure that the contract(s) entered into pursuant to this Notice will be awarded to the successful proposers without discrimination on the ground of race, color, religion, sex, age, sexual orientation, marital status, disability, familial status or national origin. The City of Evanston reserves the right to reject any or all submittals or to accept the submittal(s) deemed most advantageous to the City.

Each respondent shall be required to submit with his/her proposal a disclosure of ownership interest statement form in accordance with the provisions of Ordinance 15-O-78. Failure to submit such information may result in the disqualification of such proposal.

Jewell Jackson
Purchasing and Contracts Manager
I. PROJECT DESCRIPTION

A. Background

Community Profile
The City of Evanston, located on the north side of the greater Chicago metropolitan area, is a community of 76,000. Although the City is primarily residential in nature, it does have a number of commercial areas, including a revitalized Downtown. The southern boundary of the City of Evanston borders the City of Chicago and is twelve miles north of downtown Chicago. Evanston is the first in a succession of eight communities fronting on Lake Michigan, stretching twenty-one miles and collectively known as the "North Shore." The City is home to Northwestern University, and Garrett Theological Seminary. In addition, the City is the home of two major teaching hospitals, St. Francis Hospital and Evanston Hospital, numerous technology companies, many corporations, service institutions, large national retailers, entertainment uses and small entrepreneurial businesses.

Project Background: Economic Development is High Priority
Like most American cities, the City of Evanston is focusing on strengthening its economy due to the economic downturn and the need to revitalize the local economy. Retaining current and attracting new businesses to Evanston is a critical aspect of the City's new economic development strategy that was adopted by the City Council in December 2009. The City is seeking highly qualified respondents to evaluate and redesign the current business attraction practices. This includes the need to identify opportunities for attracting more businesses by sector and business types based on an analysis of the local economy and the comparative advantages Evanston has for attracting certain types of businesses.

B. Available City of Evanston Information
Interested parties are encouraged to review the City's Economic Development Strategy, minutes of the Economic Development Committee, the Comprehensive Plan, the Zoning Ordinance and other related public documents.

II. SCOPE OF SERVICES

The task items listed below are a list of desired components and outcomes. A complete proposal should include these task items and any additional items recommended by respondents with an explanation for their inclusion.

- Identify the current market trends and conditions of economic sectors that currently conduct business in the City of Evanston and prioritize these sectors for additional attraction opportunities.
- Identify the current market trends and sectors that currently do not conduct businesses in the City of Evanston and develop an action plan that could actively pursue attracting new market sectors where feasible and desirable.
- Evaluate the opportunities and strengths the City of Evanston has to attract businesses and develop action plans to enhance or augment current practices.
- Evaluate the liabilities and weaknesses the City of Evanston has to attract businesses and develop an action plan to reduce those identified issues.
- Identify potential new services or changes to existing services that the City of Evanston and its partners can do to retain and attract businesses, including financing programs.
- Develop a prioritized list of sectors to target for business attraction and develop specific business targets to be attracted.
• Develop a medium to long range business attraction plan and implementation strategy that synthesizes all elements conducted in other scope items. This attraction plan should include the role of key partners to help attract desired businesses.

III. PROJECT BUDGET

Please provide a detailed project budget in a separate sealed envelope with this proposal. Bid requirements are detailed in Article V of this Request for Proposal.

IV. PROJECT SCHEDULE

A. Please provide a detailed project schedule with your proposal.

V. SUBMITTAL REQUIREMENTS

A. Responses to this RFP should be in one volume. Any firm brochures and/or information pertaining to the qualification of the individuals and/or consultant team may be submitted but must be included in the single volume. A total of six (6) copies of the submittal are required, including one unbound copy.

B. All respondents to the RFP must include the following as part of their respective materials:

1. Project Approach: All respondents must submit a narrative describing their proposed project approach. How will the project be accomplished? What key elements does your firm or team offer?

2. Schedule: All respondents must submit a narrative describing their willingness to provide services within the identified schedule.

3. Consultant Staff: All respondents shall clearly identify the professional staff person(s) who would lead and participate in this project. The proposal should indicate the abilities, qualifications and experience of all persons who would be assigned to provide the required services.

4. Qualifications and Experience: All respondents shall describe a minimum of three (3) other contracts under which services similar in scope, size or discipline to the required services were performed within the past five years. In addition consultants must provide references, including name, address and telephone number of a contact person for each project identified above.

5. Disclosure of Ownership Interests: All respondents shall complete Attachment C – City of Evanston Disclosure of Ownership Interests Form.

6. Consultant Fees: All respondents shall provide the following information in a separate, sealed envelope:
   a. Attachment D - Fee Proposal: respondents shall complete this form as required to detail their proposed fee.
   b. Hourly Rate Chart: respondents shall provide hourly rates for all staff levels (including sub-consultants) that will participate on the project. Rates must include all overhead and mark-up.

7. Contract: All respondents must review Attachment B – Professional Consultant Services Agreement. Respondents must include any exceptions to this agreement in a separate itemized list.

8. M/W/EBE Requirements: The City has a 25% Minority-Owned, Women-Owned, and Evanston-based business (M/W/EBEs) participation goal for all of its
contracts. As part of its proposal, each respondent must complete Attachment E – M/W/EBE Schedules and Forms. Any questions regarding M/W/EBE compliance should be directed to Lloyd Shepard, M/W/EBE Coordinator at 847-448-8078, or Jewell Jackson, Purchasing Manager, at 847-866-2935.

Failure to include any of the materials described in items 1 through 8 listed above may be considered cause for rejection of the proposal.

All costs incurred in the preparation and submission of the Request for Proposal shall be borne by the respondent. The City of Evanston shall be under no obligation to return any responses or materials submitted by a respondent as a result of this Request for Proposal.

VI. SELECTION PROCESS
A. The City will select respondent(s) on the basis of their responsiveness to the Request for Proposal submittal requirements. The City reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials.
B. Responses may be rejected if the individual and/or consulting team fails to perform any of the following:
   1. To adhere to one or more of the provisions established in this Request for Proposal.
   2. To demonstrate competence, experience, and ability to provide the services described in this Request for Proposal.
   3. To submit a response on or before the deadline and complete all required forms.
   4. To fulfill a request for an oral presentation.
   5. To respond to a written request for clarification or additional information.
C. Discussions/interviews may be conducted with responsible entities that have submitted proposals in order to clarify certain elements. All proposals shall be afforded fair and equal treatment with respect to any opportunity for discussion and revision. Any such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers at the discretion of the City. In conducting discussion, there shall be no disclosure of information derived from proposals submitted by competing respondents. The selection shall be made by a respondent review team and will be recommended to the City Council for final approval.
D. The individual and/or consulting team(s) to be recommended to the City Council will be one whose proposal is determined to be the most advantageous to the City, in consideration of price and the evaluation factors set forth in this Request for Proposal. No other factors or criteria shall be used in the evaluation.
E. The City of Evanston reserves the right to negotiate with more than one potential respondent after the submission of all proposals. The City of Evanston reserves the right to select respondents based on initial proposals received without discussing such proposals among the vendors. The City of Evanston reserves the right to accept any submittal, or any part or parts thereof, or to reject any, some or all submittals. The City of Evanston reserves the right not to fund any of the respondents to this Request for Proposal.

VII. EVALUATION CRITERIA
A. The proposals will be reviewed and evaluated in accordance with the criteria established within this section. This approach allows the City to evaluate vendors on the basis of their competence, expertise, cost of goods and services, ability to complete the work within the required time, and past record in performing similar work. The following factors will be evaluated for each Consultant that submits a proposal:
   1. Qualifications and Expertise: Qualifications and experience of consultants/personnel assigned to contract, number of similar projects completed under which services similar in scope, size or discipline to the required services were performed or undertaken, and the manner in which they were completed.
2. Project Understanding: Consultant’s narrative understanding of project goals and requirements.
3. Costs for Services: Proposed fees as outlined in the projects’ fee proposal.
5. Schedule: ability of the consultant to meet or exceed the stated schedule requirements.
6. Proposed involvement of M/W/EBEs: proposed utilization of M/W/EBEs in completing a portion of the services required.

VIII. CONFIDENTIALITY
A. Responses to this RFP become the exclusive property of the City of Evanston. All documents submitted in response to this RFP may be regarded as public records and may be subject to disclosure. Protection from disclosure generally applies to those elements in each submittal which are marked as “TRADE SECRET”, “CONFIDENTIAL”, or “PROPRIETARY”. During the course of the submittal evaluation process or the course of the project, the Purchasing Agent will accept materials clearly and prominently labeled “TRADE SECRET”, “CONFIDENTIAL”, or “PROPRIETARY” by the respondent or other submitting party. The Purchasing Agent will not advise as to the nature of the content of the documents entitled to protection to disclosure, or as to the definition of trade secret, confidential, or proprietary information. The respondent or other submitting party will be solely responsible for all such determinations made by it, and for clearly and prominently marking each and every page or sheet of materials with “TRADE SECRET”, “CONFIDENTIAL”, or “PROPRIETARY” as it determines to be appropriate. Respondents which indiscriminately so identify all or most of their submittal as protected from disclosure without justification may be deemed non-responsive.

B. The Purchasing Agent will endeavor to advise the Respondent of any request for the disclosure of the material so marked with “TRADE SECRET”, “CONFIDENTIAL”, or “PROPRIETARY”, and give the proposer or other submitting party the opportunity to seek a court order to protect such materials from disclosure. If the requested material was submitted by a party other than the proposer, the proposer shall be solely responsible for notifying the submitting party of the request. The City’s sole responsibility is to notify the proposer of the request for disclosure, and the City shall not be liable for any damages resulting out of such disclosure, whether such disclosure is deemed required by law, by an order of court or administrative agency, or occurs through inadvertence, mistake, negligence on the part of the City or its officers, employees, consultants, or subconsultants.

IX. CONTACT INFORMATION
A. Please contact Jewell Jackson, Purchasing and Contracts Manager at 847-866-2935 if there are any procedural or purchasing questions.
City of Evanston Ordinance 15-0-78 requires all persons (APPLICANT) seeking to do business with the City to provide the following information with their proposal. Every question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME: ______________________________________

APPLICANT ADDRESS: ______________________________________

TELEPHONE NUMBER: ______________________________________

FAX NUMBER: ______________________________________

APPLICANT is (Check One) 1. Corporation ( ) 2. Partnership ( ) 3. Sole Owner ( ) 4. Association ( ) 5. Other ( )

Please answer the following questions on a separate attached sheet if necessary.

SECTION I - CORPORATION

1a. Names and addresses of all Officers and Directors of Corporation.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

1b. (Answer only if corporation has 33 or more shareholders.) Names and addresses of all those shareholders owning shares equal to or in excess of 3% of the proportionate ownership interest and the percentage of shareholder interest. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material required herein.)

________________________________________________________________________

________________________________________________________________________

1c. (Answer only if corporation has fewer than 33 shareholders.) Names and addresses of all shareholders and percentage of interest of each herein. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material requested herein.)

________________________________________________________________________

________________________________________________________________________
SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE

2a. The name, address, and percentage of interest of each partner whose interests therein, whether limited or general, is equal to or in excess of 3%.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2b. Associations: The name and address of all officers, directors, and other members with 3% or greater interest.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

SECTION 3 - TRUSTS

3a. Trust number and institution.

________________________________________________________________________

3b. Name and address of trustee or estate administrator.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3c. Trust or estate beneficiaries: Name, address, and percentage of interest in total entity.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

SECTION 4 - ALL APPLICANTS - ADDITIONAL DISCLOSURE

4a. Specify which, if any, interests disclosed in Section 1, 2, or 3 are being held by an agent or nominee, and give the name and address of principal.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
4b. If any interest named in Section 1, 2, or 3 is being held by a "holding" corporation or other "holding" entity not an individual, state the names and addresses of all parties holding more than a 3% interest in that "holding" corporation or entity as required in 1(a), 1(b), 1(c), 2(a), and 2(b).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4c. If "constructive control" of any interest named in Sections 1, 2, 3, or 4 is held by another party, give name and address of party with constructive control. ("Constructive control" refers to control established through voting trusts, proxies, or special terms of venture of partnership agreements.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I have not withheld disclosure of any interest known to me. Information provided is accurate and current.

__________________________________________  __________________________________
Date                                           Signature of Person Preparing Statement

__________________________________________  __________________________________
Title

________________________
ATTEST: Notary Public
(Seal)
This Agreement is for the provision of all Services necessary to the City of Evanston, made this ______________, 2010, by and between the City of Evanston, located at 2100 Ridge Avenue, Evanston, Illinois, 60201 (“City”) and ______________ (“Consultant”).

In consideration of the mutual covenants herein contained, Consultant agrees to perform the Services hereinafter described, and City agrees to pay the amounts hereinafter described, all on the terms and conditions hereinafter set forth.

I. COMMENCEMENT DATE

Consultant shall commence the Services on the date provided in Addendum A. If Addendum A does not provide any specific commencement date, Consultant shall commence the Services no later than three (3) DAYS AFTER City executes and delivers this Agreement to Consultant.

II. COMPLETION DATE

Consultant shall complete the Services by the date set forth on Addendum A. If Addendum A does not provide any specific completion date, Consultant shall perform the Services diligently and continuously with an adequate number of qualified employees to ensure completion as soon as reasonably possible.

III. PAYMENTS

City shall pay Consultant those fees set forth on Addendum A. Payment shall be made upon the completion of each task for a project, as set forth in City’s Request for Proposal No. # (Exhibit A). Any expenses in addition to those set forth on Addendum A must be specifically approved by the City in writing in advance.

IV. DESCRIPTION OF SERVICES

Consultant shall perform the services (the “Services”) set forth in Addendum A. Services are those as defined in the City’s Request for Proposal No. # (Exhibit A), and Consultant’s Proposal (Exhibit B).
V. GENERAL PROVISIONS

A. Services. Consultant shall perform the Services described in Addendum A in a professional and workmanlike manner. All Services performed and documentation (regardless of format) provided by Consultant shall be in accordance with the highest professional standard, free from errors or omissions, ambiguities, coordination problems, and other defects in the documentation. Consultant shall take into account any and all applicable plans and/or specifications furnished by City or by others at City’s direction or request, to Consultant during the term of this Agreement. All materials, buildings, structures, or equipment designed or selected by Consultant shall be workable and fit for the intended use thereof, and will comply with all applicable governmental requirements. Consultant shall cause its employees to observe the working hours, rules, security regulations and holiday schedules of City while working at the Property and to perform their respective duties in a manner which does not unreasonably interfere with City’s business and operations, or the business and operations of the tenants and occupants of the Property. Consultant shall take all necessary precautions to assure the safety of its employees who are engaged in the performance of the Services, all equipment and supplies used in connection therewith, and all property of City or other parties that may be affected in connection therewith. If so requested by City, Consultant shall promptly replace any employee or agent performing the Services if, in the opinion of the City, such performance is unsatisfactory.

B. Representation and Warranties. Consultant represents and warrants that: (1) Consultant possesses and will keep in force all required licenses to perform the Services, (2) the employees of Consultant performing the Services are fully qualified, licensed as required, and skilled to perform the services, and (3) Consultant and its employees performing the Services have had substantial experience performing comparable services for other parties during the past five (5) consecutive years.

C. Termination. City may, at any time, with or without cause, terminate this Agreement upon seven (7) days written notice to Consultant. If the City terminates this agreement, the City will make payment to Consultant for services performed prior to termination.

D. Independent Contractor. (1) Consultant’s status shall be that of an independent contractor and not that of a servant, agent, or employee of City. Consultant shall not hold Consultant out, nor claim to be acting, as a servant, agent or employee of City. Consultant is not authorized to, and shall not, make or undertake any agreement, understanding, waiver or representation on behalf of City. (2) Consultant shall at its own expense comply with all applicable workmen’s compensation, unemployment insurance, employer’s liability, tax withholding, minimum wage and hour, and other federal, state, county and municipal laws, ordinances, rules, regulations and orders. Consultant agrees to abide by the Occupational Safety & Health Act of 1970 (OSHA), and as the same may be amended
E. Conflict of Interest. Consultant represents and warrants that no prior or present services provided by Consultant to third parties conflict with the interests of City in respect to the Services being provided hereunder except as shall have been expressly disclosed in writing by Consultant to City and consented to in writing to City.

F. Ownership of Documents and Other Materials. All originals, duplicates and negatives of all plans, drawings, reports, photographs, charts, programs, models, specimens, specifications, and other documents or materials required to be furnished by Consultant hereunder, including drafts and reproduction copies thereof, shall be and remain the exclusive property of City, and City shall have the unlimited right to publish and use all or any part of the same without payment of any additional royalty, charge, or other compensation to Consultant. Upon the termination of this Agreement, or upon request of City, during any stage of the Services, Consultant shall promptly deliver all such materials to City. Consultant shall not publish, transfer, license or, except in connection with carrying out obligations under this Agreement, use or reuse all or any part of such reports and other documents, including working pagers, without the prior written approval of City, provided, however, that Consultant may retain copies of the same for Consultant’s own general reference.

G. Payment. Invoices for payment shall be submitted by Consultant to City at the address set forth above, together with reasonable supporting documentation, City may require such additional supporting documentation as City reasonably deems necessary or desirable. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, after City’s receipt of an invoice and all such supporting documentation.

H. Right to Audit. Consultant shall for a period of three years following performance of the Services, keep and make available for the inspection, examination and audit by City or City’s authorized employees, agents or representatives, at all reasonable time, all records respecting the services and expenses incurred by Consultant, including without limitation, all book, accounts, memoranda, receipts, ledgers, canceled checks, and any other documents indicating, documenting, verifying or substantiating the cost and appropriateness of any and all expenses. If any invoice submitted by Consultant is found to have been overstated, Consultant shall provide City an immediate refund of the overpayment (together with interest at the lesser of 18% or per annum or the highest rate permitted by applicable law), and shall reimburse all of City’s expenses for and in connection with the audit respecting such invoice.

I. Indemnity. Contractor must defend, indemnify, keep and hold harmless the City of Evanston, its officers, representatives, elected and appointed officials, agents and employees from and against any and all Losses, including those related to:

1. injury, death or damage of or to any person or property;
1. any infringement or violation of any property right (including patent, trademark or copyright);
2. failure to pay or perform or cause to be paid or performed Contractors covenants and obligations as and when required under this Contract or otherwise to pay or perform its obligations to any subcontractor;
3. the City’s exercise of its rights and remedies under this Contract; and
4. injuries to or death of any employee of Contractor or any subcontractor under any workers compensation statute.

“Losses” means, individually and collectively, liabilities of every kind, including losses, damages and reasonable costs, payments and expenses (such as, but not limited to, court costs and reasonable attorneys’ fees and disbursements), claims, demands, actions, suits, proceedings, judgments or settlements, any or all of which in any way arise out of or relate to the acts or omissions of Contractor, its employees, agents and subcontractors.

At the City Attorney’s option, Contractor must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Contractor of any of its obligations under this Contract. Any settlement must be made only with the prior written consent of the City Attorney, if the settlement requires any action on the part of the City.

To the extent permissible by law, Contractor waives any limits to the amount of its obligations to indemnify, defend or contribute to any sums due under any Losses, including any claim by any employee of Contractor that may be subject to the Workers Compensation Act, 820 ILCS 305/1 et seq. or any other related law or judicial decision (such as, Kotecki v. Cyclops Welding Corporation, 146 Ill. 2d 155 (1991)). The City, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

The indemnities in this section survive expiration or termination of this Contract for matters occurring or arising during the term of this Contract or as the result of or during the Contractors performance of Services beyond the term. Contractor acknowledges that the requirements set forth in this section to indemnify, keep and save harmless and defend the City are apart from and not limited by the Contractor’s duties under this Contract, including the insurance requirements set forth in the Contract.

J. Insurance. Consultant shall carry and maintain at its own cost with such companies as are reasonably acceptable to City all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement, for damages caused or contributed to by Consultant, and insuring Consultant against claims which may arise out of or result from Consultant’s performance or failure to perform the Services hereunder: (1) worker’s compensation in statutory limits and employer’s liability insurance in the amount of at least $500,000, (2) comprehensive general liability coverage, and designating City as additional insured for not less than $3,000,000 combined single limit for bodily injury, death and property
damage, per occurrence, (3) comprehensive automobile liability insurance covering owned non-owned and leased vehicles for not less than $1,000,000 combined single limit for bodily injury, death or property damage, per occurrence, and (4) errors and omissions or professional liability insurance respecting any insurable professional services hereunder in the amount of at least $1,000,000. Consultant shall provide City with certificates of insurance and, if requested by City, certified copies of the policies of insurance evidencing the coverage and amounts set forth in this Section. Consultant’s certificate of insurance shall contain a provision that the coverage afforded under the policy(s) will not be canceled or reduced without thirty (30) days prior written notice (hand delivered or registered mail) to City.

K. Confidentiality. In connection with this Agreement, City may provide Consultant with information to enable Consultant to render the Services hereunder, or Consultant may develop confidential information for City. Consultant agrees (i) to treat, and to obligate Consultant’s employees to treat, as secret and confidential all such information whether or not identified by City as confidential, (ii) not to disclose any such information or make available any reports, recommendations and/or conclusions which Consultant may make for City to any person, firm or corporation or use the same in any manner whatsoever without first obtaining City’s written approval, and (iii) not to disclose to City any information obtained by Consultant on a confidential basis from any third party unless Consultant shall have first received written permission from such third party to disclose such information.

L. Use of City’s Name or Picture of Property. Consultant shall not in the course of performance of this Agreement or thereafter use or permit the use of City’s name nor the name of any affiliate of City, nor any picture of or reference to the Property in any advertising, promotional or other materials prepared by or on behalf of Consultant, nor disclose or transmit the same to any other party.

M. No Assignments or Subcontracts. Consultant shall not assign or subcontract all or any part or its rights or obligations hereunder without City’s express prior written approval, and any attempt to do so shall at City’s option be null and void and of no force or effect whatsoever. Consultant shall not employ, contract with, or use the services of any other architect, interior designer, engineer, consultant, special contractor, or other third party in connection with the performance of the Services without the prior written consent of City.

N. Compliance with Applicable Statutes, Ordinances and Regulations. In performing the Services, Consultant shall comply with all applicable federal, state, county, and municipal statues, ordinances and regulations, at Consultant’s sole cost and expense, except to the extent expressly provided to the contrary in Addendum A.

O. Liens and Encumbrances. Consultant, for itself, and on behalf of all subcontractors, suppliers, materialmen and others claiming by, through or under Consultant, hereby waives and releases any and all statutory or common law mechanics’ materialmens’ or other such lien claims, or rights to place a lien upon the Property or any improvements thereon in connection with any Services performed under or in connection with this
Agreement. Consultant further agrees, as and to the extent of payment made hereunder, to execute a sworn affidavit respecting the payment and lien releases of all subcontractors, suppliers and materialmen, and a release of lien respecting the Services at such time or times and in such form as may be reasonably requested by City. Consultant shall protect City from all liens for labor performed, material supplied or used by Consultant and/or any other person in connection with the Services undertaken by consultant hereunder, and shall not at any time suffer or permit any lien or attachment or encumbrance to be imposed by any subcontractor, supplier or materialmen, or other person, firm or corporation, upon the Property or any improvements thereon, by reason or any claim or demand against Consultant or otherwise in connection with the Services.

P. Notices. Every notice or other communication to be given by either party to the other with respect to this Agreement, shall be in writing and shall not be effective for any purpose unless the same shall be served personally or by United States certified or registered mail, postage prepaid, addressed if to City as follows: City of Evanston, 2100 Ridge Avenue, Evanston, Illinois 60201, Attention: Purchasing Division and to Consultant at the address first above set forth, or at such other address or addresses as City or Consultant may from time to time designate by notice given as above provided.

Q. Attorney’s Fees. In the event that any action, suit, or other proceeding is instituted to remedy, prevent, or obtain relief from a breach of this Agreement, or arising out of a breach of this Agreement, the prevailing party shall recover from the unsuccessful party as part of the judgment all of such party’s attorneys’ fees incurred in each and every such action, suit, or other proceeding.

R. Waiver. Any failure or delay by City to enforce the provisions of this Agreement shall in no way constitute a waiver by City of any contractual right hereunder, unless such waiver is in writing and signed by City.

S. Severability. In the event that any provision of this Agreement should be held void, or unenforceable, the remaining portions hereof shall remain in full force and effect.

T. Choice of Law. The rights and duties arising under this Agreement shall be governed by the laws of the State of Illinois.

U. Limitation of Liability. No individual of City shall have any personal liability in connection with this agreement. Consultant shall look solely to the assets of City for the satisfaction of any judgment in connection therewith.

V. Time. All time limits provided in this Agreement and any Addenda or Exhibits hereto are of the essence of this Agreement.

W. Survival. Except as expressly provided to the contrary herein, all provisions of this Agreement shall survive all performances hereunder.

VI. INTEGRATION

This Agreement, together with Addendum A, Exhibit A through Exhibit B
constitute the entire agreement between the parties and supersedes all previous written or oral agreements, if any, relative to the subject matter hereof. In the event of any inconsistency between this Agreement, the Addenda, and any Exhibits, this Agreement shall control over the Addenda and Exhibits. In the event of inconsistency among Addenda or Exhibits, the more detailed Addenda or Exhibit shall control. In no event shall any proposal or contract form submitted by Consultant be part of this Agreement unless agreed to a signed by both parties and attached and referred to herein as an Addendum, and in such event, only the portions of such proposal or contract form consistent with this Agreement and other Addenda and Exhibits hereto shall be part hereof.

IN WITNESS WHEREOF, the parties hereto have each approved and executed this Agreement on the day, month and year first above written.

CONSULTANT:

CITY OF EVANSTON
2100 RIDGE AVENUE
EVANSTON, IL 60201

By: ________________________   By:_______________________
Its:  ________________________   Its:  ________________________
FEIN Number: _______________   Date:  ______________________
Date:  _______________________   Attest:  ___________________
ADDENDUM A

This ADDENDUM A to that certain Consulting Agreement dated __________, 2010 between the City of Evanston, 2100 Ridge Avenue, Evanston, Illinois, 60201 (“City”) and ______________ (“Consultant”) sets forth the Commencement and Completion Date, Services, Fees, and Reimbursable Expenses as follows:

I. COMMENCEMENT DATE: ________________

II. COMPLETION DATE: ________________

III. FEES:

IV. SERVICES:

As defined in RFP #_______ and Consultants Proposal Dated: ________________
SCHEDULE E: M/W/EBE WAIVER REQUIREMENTS

A. If the bidder has acted in accordance with the policy outlined herein, but is unable to achieve the required MBE/WBE/EBE participation level, the Bidder must seek a waiver or modification of the utilization percentage by submitting “M/W/EBE Participation Waiver Request.” The City of Evanston’s Business Development Coordinator (BDC) will determine if the request shall be granted.

B. Upon request from the City, the Bidder has 10 calendar days to submit supporting documentation for a waiver request to the BDC. The Bidder’s failure to provide sufficient documentation to support the waiver or modification request will cause the bid/proposal to be found non-responsive by the City and the bid will be rejected. The documentation used in the consideration of the waiver request must include but not be limited to a summary of the contact made, copies of correspondence, phone logs and certified mail receipts, etc.

C. For the M/W/EBE waiver or modification request to receive consideration, the following information must be submitted within the time frame noted above:

1. A narrative describing the Bidder’s efforts to secure Minority, Women and Evanston Business Enterprise Participation prior to proposal deadline.

2. In instances where the Bidder has not received inquiries or proposals from qualified Minority, Women and Evanston owned businesses in response to the required advertisement prior to proposal deadline, the Bidder must provide a notarized affidavit attesting to this circumstance.

3. Names (of owners), addresses, telephone numbers, date and time of contact and method of contact of qualified Minority, Women and Evanston owned businesses who submitted proposals to the Bidder as a result of the advertisement but were not found acceptable. Detailed reasons and justifications for each non-acceptance must be provided.

4. Names (of owners), addresses, telephone numbers, date and time of contact of at least 15 qualified Minority, Women or Evanston-owned businesses the Bidder solicited for proposals for work directly related to the advertised Bid, prior to the proposal deadline. (Copies of letters and proof of mailing must be attached.)

Direct solicitation to businesses must include specific project information and the type of work sought.

D. To determine whether or not the Bidder should be granted a waiver request, the City may, in addition to the information provided for in Section C above, request verification that consideration was given to the following areas while the Bidder attempted to achieve M/W/EBE participation:
1. That the work slated for M/W/EBE participation is real in scope and was selected to increase the likelihood of achieving the stated utilization percentage;

2. That negotiations with potential M/W/EBEs were conducted in good faith;

3. That conditions were not imposed on M/W/EBEs that were not also imposed on all other subcontractors; and

4. That benefits ordinarily conferred upon subcontractors for the type of work were not denied to the M/W/EBEs.

To obtain the complete specifications for the M/W/EBE program please contact Lloyd Shepard at the Small Business Development Center of the City of Evanston 847-448-8078.
LETTER OF INTENT TO COMPLY WITH
THE CITY OF EVANSTON’S
M/W/EBE POLICY

I am ____________________________ of ____________________________, and have

(Title of Affiant)   (Name of Firm)

authority to execute this affidavit on behalf of this firm. I ____________________________

(Name of Affiant)

do hereby certify that:

1. This firm will endeavor to award subcontracts having a combined value of at least
   25% of the total contract to MBEs, WBEs or EBEs for the procurement of equipment,
   materials, supplies and/or services required in the performance of this Contract.

2. Neither this firm nor its partners, directors and/or officers has a controlling interest,
   a conflict of interest, or any other authority to control the activities of the scheduled
   M/W/EBE firms.

Please note: the City of Evanston references 49 Code of Federal Regulations Part 26 to evaluate compliance with the
provisions of this Specification for M/W/EBE Participation.

Signature: ____________________________   Date: ________________

(Signature of Affiant)

Corporate Seal (where appropriate)

This instrument was acknowledged before me on this ____________ day of

___________________________ by ____________________________ as President

(or other authorized officer) of ____________________________ (Firm Name)

___________________________ (Notary Public Signature)     Notary Seal

Commission Expires: __________________________

EDC PACKET
JUNE 23, 2010
SCHEDULE A
M/W/EBE Utilization Plan

The following firms will be utilized in accordance with the Letter of Intent to Comply:

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>% of Participation</th>
<th>MBE, WBE or EBE?</th>
<th>Description of work</th>
<th>Dollar Value</th>
<th>Perform 100%?*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

*If the firm is subcontracting more than 10% of its work, an explanation must be provided.*

*If more than five firms are utilized, please duplicate the form and attach the additional information. (Total and notarization can appear on last page of multiple forms.)*

Please note: the City of Evanston references 49 Code of Federal Regulations Part 26 to evaluate compliance with the provisions of this Specification for M/W/EBE Participation.

Certification letters for minority-owned and women-owned businesses must be included to be considered for participation.

Signed: ___________________________ Date: ________________

This instrument was acknowledged before me on this _____________ day of _____________ by ____________________________ as President (or other authorized officer) of ____________________________.

____________________________ (Firm Name)

____________________________ (Notary Public Signature) Notary Seal

Commission Expires: ____________________________
SCHEDULE B:
Letter of Intent to Perform

I am __________________________ of ________________________, and have
_________________________ of ________________________. I have
authority to execute this affidavit on behalf of this firm. I
_________________________

I do hereby certify that:

_________________________, intends to participate as a
_________________________.

Subcontractor on the project known as _______________________.

The Prime Contractor, ________________________, will award a contract to my
firm in the amount of $____________________ for _______________________.

This notification is pursuant to the Prime Contractor’s receipt of an executed agreement
with the City of Evanston.

Signed: ________________________________ Date: ____________________
(M/W/EBE Subcontractor)

Signed: ________________________________ Date: ____________________
(Bidder/Prime Contractor)

Corporate Seals (where appropriate)

This instrument was acknowledged before me on this __________ day of
____________________, by __________________________ as President
(or other authorized officer) of _____________________________.

____________________________ (Firm Name)

____________________________ (Notary Public Signature) Notary Seal

Commission Expires: ____________________________
AFFIDAVIT OF M/W/EBE STATUS

I am ____________________ of ____________________________, and have authority to execute this affidavit on behalf of this firm. I ____________________________ do hereby certify that:

1. This firm is a: (Check One Only)

   __________ Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)

   __________ Women’s Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)

   __________ Evanston Business Enterprise (EBE) (A firm located in Evanston for a minimum one year and which performs a “commercially useful function”.)

Please note: 49 CFR Part 26 is used to evaluate compliance with the provisions of this specification.

2. COPIES OF ALL MBE OR WBE CERTIFICATIONS HAVE BEEN ATTACHED.

3. The following information will be provided upon written request, through the prime contractor or, if no prime, directly to the City of Evanston

   a) actual work performed on any project and the payment thereof; and,

   b) any proposed changes, in the status of the firm which would render this affidavit null and void.

   c) further verification of the indicated status

Signature: ____________________________ Date: ________________

(Signature of Affiant)

Corporate Seal (where appropriate)

This instrument was acknowledged before me on this __________day of
______________________, by ______________________________ as President
(or other authorized officer) of ________________________________.

(Firm Name)

Notary Seal

______________________

(Notary Public Signature)

Commission Expires: ____________________________
M/W/EBE PARTICIPATION WAIVER REQUEST

I am ______________________ of ______________________, and have authority to execute this certification on behalf of the firm. I ______________________ do hereby certify that this firm seeks to waive all or part of this M/W/EBE participation goal for the following reason(s): (CHECK ALL THAT APPLY. SPECIFIC SUPPORTING DOCUMENTATION MUST BE ATTACHED.)

1. No M/W/EBEs responded to our invitation to bid. _____
2. An insufficient number of firms responded to our invitation to bid. _____
3. No subcontracting opportunities exist. _____
4. M/W/EBE participation is impracticable. _____

Please provide a written explanation of why M/W/EBE participation is impracticable.

Therefore, we request to waive _____ of the 25% utilization goal for a revised goal of _____%.

Signature: ___________________________________________ Date: __________

(Signature of Affiant)

Corporate Seal (where appropriate)

This instrument was acknowledged before me on this __________ day of ______________________, by ______________________ as President (or other authorized officer) of ______________________. (Firm Name) Notary Seal

_________________________ (Notary Public Signature)

Commission Expires: __________________

EDC PACKET JUNE 23, 2010 PAGE 71
*The advertisement must clearly state the method of evaluating the proposals or quotations, and the relative importance attached to each criterion. Bidders must uniformly and objectively evaluate the proposals submitted by Minority, Women and Evanston business in response to the advertisement based upon the evaluation criteria stated in the advertisement. The evaluation criteria must not be restrictive or exclusionary.
MONTLY RETT REPORT FOR MAY 2010

DATE: June 9, 2010
TO: Mayor and Aldermen
FROM: Rodney Greene, City Clerk

SUBJECT: RETT Report—May 2010

<table>
<thead>
<tr>
<th>FY 2009-10</th>
<th>FY 2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget 2010-11</strong></td>
<td><strong>$1,600,000</strong></td>
</tr>
<tr>
<td><strong>Month</strong></td>
<td><strong>Amount</strong></td>
</tr>
<tr>
<td>March</td>
<td>70,732</td>
</tr>
<tr>
<td>April</td>
<td>116,577</td>
</tr>
<tr>
<td>May</td>
<td>128,920</td>
</tr>
<tr>
<td>June</td>
<td>176,235</td>
</tr>
<tr>
<td>July</td>
<td>257,467</td>
</tr>
<tr>
<td>Aug</td>
<td>185,956</td>
</tr>
<tr>
<td>Sept</td>
<td>124,277</td>
</tr>
<tr>
<td>Oct</td>
<td>103,782</td>
</tr>
<tr>
<td>Nov</td>
<td>104,438</td>
</tr>
<tr>
<td>Dec</td>
<td>145,697</td>
</tr>
<tr>
<td>Jan</td>
<td>95,075</td>
</tr>
<tr>
<td>Feb</td>
<td>65,364</td>
</tr>
</tbody>
</table>

*May 2010 revenues were reduced to reflect these expenditures: $6: Cook County Recorder of Deeds; $1,480: RETT refund

Monthly average needed to meet Budget $133,333
FY 2010-11 Monthly Average $159,882

34 exemptions @ $100 ea = $3,400; CUMULATIVE $16,000

There were two (2) $1 million dollar sales in May 2010.

05/03/10 — 1203 Forest Ave; $2,133,000 Tax $10,665; Seller: Crocker /Hawkins; Buyer: Steele
05/05/10 — 1434 Chicago Ave; $1,750,000 Tax $8,750; Seller: Moy; Buyer: Huang
X. ECONOMIC DEVELOPMENT STAFF STATUS REPORT
Memorandum

To: Members of the Economic Development Committee
From: Economic Development Division Staff
Subject: Economic Development Planner Activities
Date: June 16, 2010

Since the May Economic Development Committee Meeting, staff has engaged in the following activities:

**Outreach & Communications**

- Site visits to local businesses and business district associations;
- Sent follow-up letters to all attendees and invited guests for the First Annual Economic Development Summit. Letters included comprehensive contact list and copies of the Economic Development Vision Statement;
- Met with individuals seeking properties for new businesses (support included CoStar space analysis, zoning assistance and additional communications as required);
- Drafted list of questions to be used when visiting businesses and associations;
- Met with members of the West Evanston Business District to discuss “branding” the neighborhood and presented new signage options for discussions;
- Held monthly Tenant Meeting at Evanston Plaza on June 21st at Panino’s to discuss updates on shopping center;
- Met with Main Street Merchant Association Members to discuss Economic Development Activities in Evanston and Main Street business district;
- Met with Chicago-Dempster Merchant Association to discuss concerns in business district; and
- Started contacting businesses to obtain current phone and email information for updated business directory.

**Analysis Activities**

- Reviewed and analyzed applications for Neighborhood Storefront Improvement Program; engaged applicants on completing submittal to Economic Development Committee.

**Work Planning**

- Economic Development Division held working sessions to revise and refine draft work plan and continue to establish staff responsibilities and deadlines.
New Activities

- Obtained CoStar account and received training;
- Developed draft of grant application form for review with Sub-Committee;
- City to host monthly Joint Economic Development Meeting to include business districts and other leaders in economic development. First meeting to be held on July 9th;
- Two Summer Youth Employees started on June 14th and are assisting with updating the Evanston’s Business Directory.