

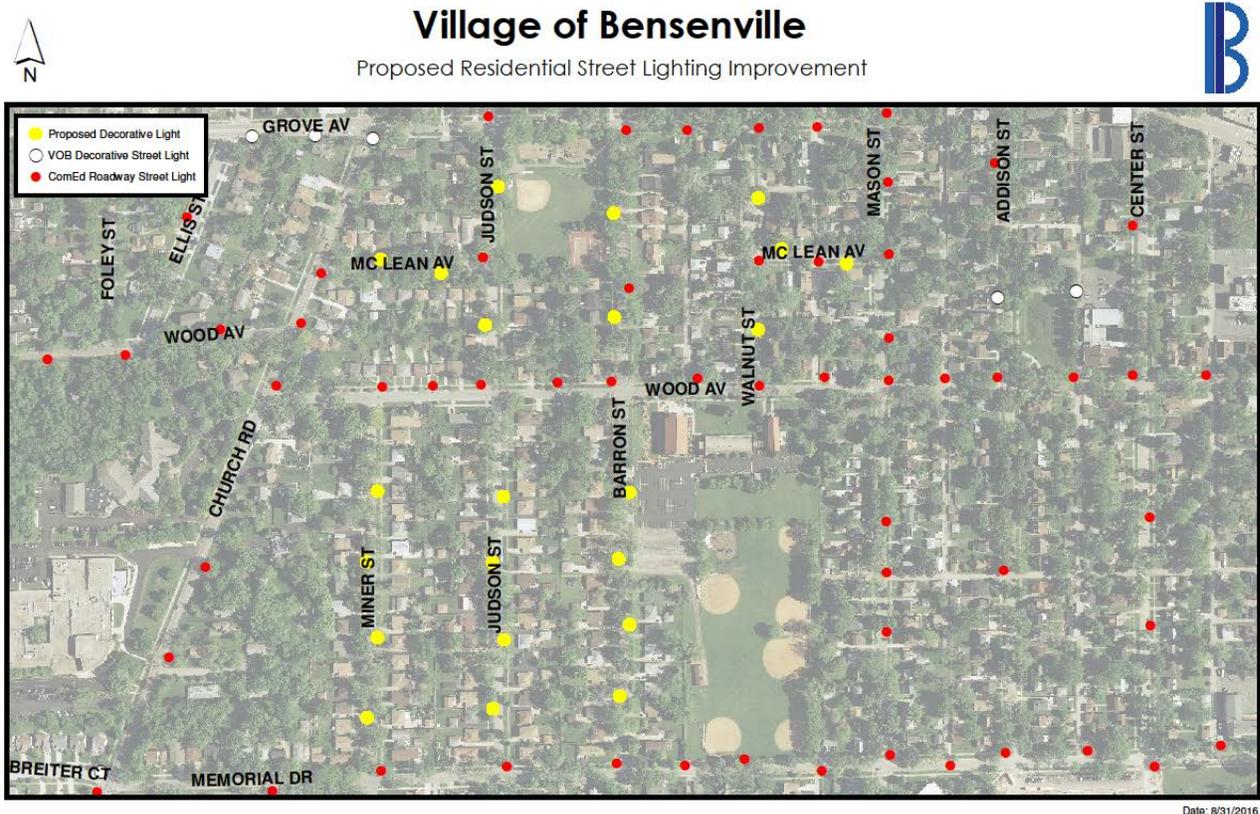
September 1, 2016

**INFORMATION LETTER NO. 1**

**2016 Residential Street Lighting Program**

Dear Project Area Residents, Institutions and Interested Parties:

The Village of Bensenville (Village) conducted a community wide survey back in 2013. The results of the survey indicated an overwhelming desire for the Residential Street Lighting. Last year, the Village performed a pilot project in the Volk Bros subdivision west of Church Rd. This project was well received by the residents in the area. This year, the Village be extending similar improvements in your neighborhood.



As part of this project, the Village intends to install twenty-two (22) decorative LED street lights within the project area. The fixtures will be placed approximately 150-200 feet apart and would be on alternate sides on the north/south roadways. The poles will be 12.5 feet tall with a 32-inch tall lighting fixture at the top. The purpose of the street lights is to provide just enough lighting along the street to ensure safety of the pedestrians and motorists.



Joint Cooperative Bidding/Purchasing for similar items is one of the widely used tactics by municipalities to reduce the overall costs of the projects. The Village has used such programs for more common projects such as sidewalk removal and replacement, pavement patching, sanitary sewer lining and rock salt purchasing. The Village researched into similar opportunities for street lighting. The Inter-local Purchasing System (TIPS-USA) is a national purchasing cooperative that offers access to a competitively procured purchasing contracts to its membership. Using this program assures the Village that the items included in this project have been competitively bid and the vendor has satisfied a strict set of approval requirements.

The Village staff has worked with an approved vendor through TIPS-USA, BA Lighting, LLC of Lake Zurich, IL who will be providing the lighting fixtures and the poles. Lyons Pinner, a sub-contractor of BA Lighting will be doing all the installation. The total cost of the project is approximately \$200,000.00. The Village staff will be overseeing the improvements.

At this time, the tentative start date for the project is September 12, 2016, weather permitting. You may notice some preliminary work taking place prior to that. Weather permitting, the goal is to have the streetlight installed and restoration completed by Thanksgiving Holiday.

**Daily Work Hours** – Daily work hours are from 7:00AM to 7:00PM, Monday thru Friday. At this time we do not anticipate any Saturday work, but will adjust based on progress. No work is permitted on Sundays and holidays. Should the contractor start early, please feel free to call the police department.

**Utility Markings** – As part of the construction process, the contractor frequently calls J.U.L.I.E. to help assist in the locating of buried utilities. We ask for your cooperation in maintaining the marks and flags, as they are located. We realize this can be a burden during mowing of the parkways. If it is necessary to remove the flags, please replace them in their exact location. Your cooperation will help avoid unnecessary utility outages.

**Parking / Access to Driveways** – At this time, we do not anticipate any driveway access disruptions. However, we would like to encourage the residents to not park on the streets during construction hours.

If you must park on the street, please do so in a manner that will not inhibit traffic movements, especially emergency vehicles. We realize parking may be difficult at times during the project, so please be patient and park with common sense. In addition, when parking on the street, a card or placard with your contact information should be placed in a visible location, so that we can reach you as necessary for any issue involving your vehicle. Please let the project team know of any circumstances that may require particular or special access needs, either at all times throughout the project or for a specific period.

**Garbage Pickup** – **Residents in the project area are requested to place their garbage and recyclables at curbside by 7:00 AM on pickup days during the construction project. The Village garbage contractor (Allied) will collect early in the day.** At this time, we do not anticipate any disruptions to this service.

**Traffic Control** – During working hours, traffic may be hindered in the direct vicinity of the work. We will attempt to maintain traffic flow throughout each day. We ask for your cooperation in relocating your vehicles away from the proposed work prior to 7:00 AM the following morning. If you should park your vehicle within the construction corridor during active working hours, again please leave contact information inside your vehicle on the dashboard in case there is a need to have your vehicle relocated.

The principal intent of traffic control signage is to limit use of the streets in areas under construction to local traffic only. The signs are posted for the safety of the construction crews, pedestrians, drivers, and residents. Please obey all construction signage and respect barricades and warning devices.

**Mail Deliveries** – At this time, we do not anticipate any disruptions to this service.

**Irrigation / Sprinkler Systems / Pet Fences / Private Drains** – The Village asks for your cooperation in locating private irrigation systems, private drains and pet fences as they are not included on the plans. These systems do not appear on standard JULIE locates. Every effort will be made to avoid damage to these systems where possible. If you are aware of an irrigation system or pet fence at your residence, please call the Engineering Tech (contact info below) so he can make the Contractor aware. The Village is under no obligation to repair or replace private utilities found in the parkway. The more information we receive from the residents, the better the opportunity we will have to help avoid unnecessary and expensive repair bills to the homeowner.

**Parkway Materials and Plantings** –If you wish to retain plants or other homeowner installed materials that currently are located in the public right-of-way, please move/salvage them from the work area as soon as possible; otherwise, they may be damaged or disposed of during the project. If special arrangements or assistance is required, please contact the project team.

**Safety Concerns** - It is worth a reminder to say that any construction site is a dangerous situation, perhaps even more so during the hours the contractor is not actually working the area. Please remind yourselves and your children of the dangers inherent in the construction zone that are present at all times. I appreciate your help in trying to maintain as safe a project site as possible. Should there be a condition that is particularly hazardous, please feel free to contact me or the Resident Engineer.

**Project Contacts - *Who do I call with questions?***

As mentioned above, the Village will be providing construction oversight of this project. Mike Beranek will be the primary contact for this project. Please feel free to call Mike with any questions or concerns throughout the project. He will be on site each day and is the **best source** for information regarding construction aspects and progress of the project. Shown below are the names and available phone numbers of key project personnel. Please retain this letter and post this list in a convenient and accessible location for ready reference throughout the project.

**2016 Residential Street Lighting Program**

**KEY PERSONNEL AND TELEPHONE NUMBERS**

<b><u>General Contractor:</u></b>	<b>BA Lighting/Lyons Pinner</b>
Josh Albrecht (BA Lighting)	847.533.2848 (office)
Mike Wilson (Lyons Pinner)	708.588.6824 (office)
<b><u>Village of Bensenville:</u></b>	<b>Public Works Department</b>
Mike Beranek, Engineering Tech	630.290.4519 (mobile)
Mehul Patel, Assistant Director	630.594.1196 (office – direct)

Joe Caracci, Director of Public Works 630.350.3431 (office – direct)

**FOR AFTER-HOUR SITUATIONS REQUIRING IMMEDIATE ATTENTION:**

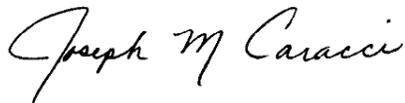
POLICE: Emergency Number 911

POLICE: Non-Emergency Number 630.350.3455

**Resident Contact** - Getting information regarding access issues or emergency situations to residents that are not home during the workday is a challenging task. For your consideration, I am enclosing a simple form for your use if you desire to let Public Works know of a daytime phone number where you can be reached in the case of an emergency affecting your residence. The form also could be used to indicate someone to contact if you will be away from the project area for an extended period of time. The form can be mailed or faxed to Public Works to the address or fax number shown thereon or the information may be submitted via e-mail. We will maintain a database of contacts and will utilize this as necessary and practicable during the project, with the information held in strict confidentiality.

if you have any questions please contact me, Assistant Director- Mehul Patel or Engineering Tech – Mike Beranek at 630-350-3435.

Very truly yours,



Joe Caracci, P.E.  
Director of Public Works  
Village of Bensenville

**DAYTIME NOTIFICATION FORM**

I wish to be notified at the following telephone number (s) in the event that the Public Works Department needs to reach me during normal working hours.

Home Address: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Notes or Other Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sprinkler System \_\_\_\_\_

Pet Fence \_\_\_\_\_

Existing Drainage \_\_\_\_\_

Please mail this form to:

Bensenville Public Works  
Attn: Mike Beranek  
717 E. Jefferson Street  
Bensenville, IL 60137

or FAX to Public Works:

630-594-1148

or email to Public Works:

mberanek@bensenville.il.us

