



MEMORANDUM

TO: David A. Hulseberg, Village Manager

FROM: William Heniff, AICP
Director of Community Development

DATE: May 20, 2010

SUBJECT: Downtown Plan Professional Services Agreement

The above mentioned item is scheduled to be heard at the May 20, 2010 Village Board meeting. The original document identified as "Exhibit A" sent with the Board packet needed to be revised. Specifically, page 3, Section 3.1 of the agreement should include the following new information:

"However, in the event of unforeseen delays that are caused by actions of the Village, the deadline may extend past October 21, 2010 provided the Contractor provides written notice to the Village requesting an extension at least 30 days in advance. Such an extension (due to a delay caused by the Village) may be granted by the Village and the Contractor will be notified in writing."

Attached is a revised Section 3.1 highlighting the additional new information. Please include this information for the Village Board's consideration.