

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL WORKSHOP**  
**FEBRUARY 12, 2008 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
Water Distribution Valve Assessment Program	Resolution Ordinance ✓ Motion Discussion Only	Robin A. Weaver Interim Director of Public Works

**SYNOPSIS**

A motion is requested authorizing the execution of a contract for water distribution valve assessment services in the amount of \$151,200 with M.E. Simpson Co., Inc. of Valparaiso, Indiana.

**STRATEGIC PLAN ALIGNMENT**

The Five Year Plan and Goals identifies *Top Quality Village Infrastructure and Facilities*. A supporting objective of this goal is *Upgraded Water System*. Providing water is a primary core service business of the Village that affects all of the primary and secondary customers identified in the Village's Strategic Plan.

**FISCAL IMPACT**

The adopted FY08 Water Fund budget provides \$200,000 for contractual water distribution valve assessment, exercising and locating services.

**RECOMMENDATION**

Approval on the February 19, 2008 consent agenda.

**BACKGROUND**

This program involves engaging the services of a contractor to exercise, assess the condition of, and locate the estimated 2,700 main line water distribution valves in the Village's water system. There are four components to a valve assessment program including:

1. Locating the valves
2. Fully exercising the valves
3. Maintaining detailed valve records
4. Scheduling and performing needed repairs

Valves will be located using global positioning satellite (GPS) technology and incorporated into the water system atlas on the Village's geographic information system (GIS). Repairs will be completed either with in-house maintenance staff or under separate contract, depending on workload and complexity.

The purpose of this program is to have accurate records of detailed valve information; improve valve reliability in emergencies; maintain the ability to immediately isolate main breaks (resulting in lower water losses and the least possible disruption of service to customers); extend valve life; and reduce employee overtime in dealing with emergency repairs.

According to American Water Works Association standards, "Each valve should be operated through a full cycle and returned to its normal position on a schedule that is designed to prevent a buildup of tuberculation (rust formation in pipes as a result of corrosion) or other deposits that could render the valve inoperable or prevent a tight shutoff. A recording system should be adopted that provides a written record of valve location, condition, maintenance, and inspections of the valve."

An interdepartmental staff team from Public Works and Information Services staff developed a Request for Proposal (RFP) seeking services from a qualified vendor to provide the valve assessment program. The RFP was sent to five vendors and published on the Village's website in accordance with established procurement procedures. Three proposals were received by the due date of December 17, 2007, as follows:

<b>Vendor</b>	<b>Cost Proposal</b>	<b>Cost Per Valve</b>
Wachs Utility Services, Lincolnshire, Illinois	\$121,500	\$45
M.E. Simpson Co., Inc., Valparaiso, Indiana	\$151,200	\$56
Water Services Company, Elgin, Illinois	\$180,900	\$67

Proposals were reviewed based upon several factors including the vendor's general approach and plans to meet the requirements of the RFP; the experience and qualifications of the vendor and personnel to perform the tasks described; and the vendor's current and past performance on projects of similar scope, size and cost.

Interviews with each responding vendor were conducted to assure full understanding of and responsiveness to the solicitation requirements. The interviews allowed staff to determine in greater detail such vendor's qualifications as well as explore with the vendor the scope and nature of the project and the vendor's proposed method of performance. Vendors were also able to demonstrate their understanding of the Village requirements as indicated in the proposal.

As a result of this evaluation process, it became clear that M.E. Simpson offered the most extensive practical experience and thorough, thoughtful approach that would yield the most accurate, reliable and useful results for the Village from this program. Particularly impressive was M.E. Simpson's approach to project management as well as to quality assurance/quality control. Further, the vendor has established long-term relationships with several municipalities resulting from the quality of its work. The vendor has provided valve assessment services for Carpentersville and St. Charles for over 10 years and to Lincolnshire for five years.

More than any other vendor, M.E. Simpson demonstrated that it would introduce and maintain an interactive role with the Village's utility field staff during the valve assessment program. This is important because it will allow for a greater understanding of how the distribution system is functioning and for priorities to be assigned to particular segments of the work. The vendor's emphasis on constant communication and interactive work with the field staff is important in that valves with issues can be addressed in a timely manner. In addition, it should also leave the Village's field staff with a complete understanding of the parameters of conducting valve assessments while reducing the amount of maintenance required for the distribution system and providing up to date data for the Village for each valve.

**ATTACHMENTS**

Contract form

**IV. PROPOSAL/CONTRACT FORM**

**\*\*\*THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

**Entire Block Must Be Completed When A Submitted Bid Is To Be Considered For Award**

**PROPOSER:**

M.E. Simpson Co Inc.  
Company Name

Date: Dec 14, 2007

3406 Enterprise Ave  
Street Address of Company

johnnyv@mesimpson.com  
Email Address

Valparaiso IN 46383  
City, State, Zip

John H. Van Arsdel  
Contact Name (Print)

800.255.1521  
Business Phone

800.255.1521  
24-Hour Telephone

888.531.2444  
Fax

John H. Van Arsdel  
Signature of Officer, Partner or  
Sole Proprietor

John H. Van Arsdel - Vice President  
Print Name & Title

ATTEST: If a Corporation

Pamela Hood  
Signature of Corporation Secretary

**VILLAGE OF DOWNERS GROVE:**

\_\_\_\_\_  
Authorized Signature

ATTEST:  
\_\_\_\_\_  
Signature of Village Clerk

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within 90 calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.