

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE VILLAGE OF DOWNERS GROVE AND HAMPTON LENZINI AND RENWICK, INC.**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Professional Services Agreement (the “Agreement”), between the Village of Downers Grove (the “Village”) and Hampton, Lenzini and Renwick, Inc. (the “Consultant”), for the observation of watermain construction improvements for Project WA-006 (Watermain Replacement, Maple Avenue & 55<sup>th</sup> Street), as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

\_\_\_\_\_  
Mayor

Passed:

Attest: \_\_\_\_\_  
Village Clerk

## AGREEMENT

This Agreement is made this 19th day of August, 2008 by and between Hampton, Lenzini and Renwick, Inc. (or "Consultant") and the Village of Downers Grove, Illinois, an Illinois municipal corporation with offices at 801 Burlington Avenue, Downers Grove, Illinois 60515, ("Village").

WHEREAS, the Village wishes to retain the services of the Consultant for professional engineering services; and

WHEREAS, the Consultant is willing to perform these services for the compensation and in accordance with the terms and conditions described in this Agreement,

NOW, THEREFORE, in consideration of the mutual benefits that will result to the parties in carrying out the terms of this Agreement, it is agreed as follows:

### **I. Scope of Services**

See Scope of Services dated July 29, 2008 for Phase III Engineering Services for Watermain Replacement, Maple Avenue & 55<sup>th</sup> Street project attached hereto and incorporated herein as Exhibit A.

### **II. Term of Agreement**

- A. The term of this Agreement will be one year from the date of execution by both parties. The controlling date shall be the date of the last signature. The Agreement may be renewed for an additional term upon written agreement of the parties.
- B. The Consultant has developed a preliminary progress schedule which will be revised as the project progresses. As a condition of tender and receipt of a proper invoice, the Village of Downers Grove will pay the fee as defined in Exhibit A. Without such attached invoice, payments will not be made.

### **III. Compensation**

#### **A. Basic Fees:**

The Village will pay the Consultant an amount not-to-exceed \$95,807.38. This amount was based upon the services listed in the attached Exhibit A. The Village will only be billed for services actually performed. This shall include reimbursable non-direct expenses. Any additional work performed in excess of the attached work described in Exhibit A that would increase the contract amount must be approved in writing by the Village of Downers Grove prior to commencement.

#### **B. Reimbursable Non-Direct Expenses:**

These may include support services required to execute the scope of services such as photocopying, messenger/mail and exhibit preparation, etc.

#### **C. Consultant Invoices:**

The Consultant shall prepare invoices that contain a reference number, the billing period, the classifications and/or names of staff, numbers of hours billed to the project, all reimbursable

expenses including reproduction, mailing, and equipment and a total reimbursable amount for the billing period, the original contract amount, the currently approved contract amount, amounts billed to date, amounts received to date, and the contract amount remaining in the contract to date.

**D. Prompt Payment Act:**

The Village of Downers Grove will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Consultant within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Consultant within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.

The Village of Downers Grove shall review in a timely manner each bill or invoice after its receipt. If the Village of Downers Grove determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Consultant requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.

**IV. Insurance and Indemnification of the Village**

- A. The Consultant shall be required to obtain, from a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, such general liability insurance as will protect the Consultant from claims, at a minimum set forth below which may arise out of or result from the Consultants operations under this agreement and for which the Consultant may legally liable:
1. Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;
  2. Claims for damages because of bodily injury, occupational sickness or disease, or death of the Consultants employees;
  3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Consultants employees;
  4. Claims for damages insured by the usual personal injury liability coverage which are sustained: 1) by a person as a result of an offense directly or indirectly related to employment of such person by the Consultant, or 2) by another person;
  5. Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting there from;
  6. Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
  7. Claims for damages as a result of professional or any other type of negligent action by the Consultant or failure to properly perform services under the scope of the agreement between the Consultant and the Village.
- B. The Consultant shall demonstrate having such insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).
- C. As evidence of said coverages, Consultant shall provide the Village with certificates of insurance naming the Village of Downers Grove as an additional insured and include a provision for cancellation only upon at least 30 days prior notice to the Village of Downers Grove.

In addition, the Consultant shall indemnify and hold harmless the Village and its officers, employees and agents from any and all liability, losses or damages the Village may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature in any way resulting from or arising out of negligent action on the part of the Consultant or any sub-consultant to the Consultant under the Consultant's agreement with the Village.

**V. General Terms and Conditions**

**A. Relationship Between the Consultant and the Village**

The relationship between the Village and the Consultant is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

**B. Equal Employment Opportunity**

In the event of the Consultant's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the consultant may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the consultant agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the consultant's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations.

If any such labor organization or representative fails or refuses to cooperate with the consultant in its efforts to comply with such Act and Rules and Regulations, the consultant will promptly so

notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

5. That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
6. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
7. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subconsultant. In the same manner as with other provisions of this contract, the consultant will be liable for compliance with applicable provisions of this clause by such subconsultants; and further it will promptly notify the contracting agency and the Department in the event any subconsultant fails or refuses to comply therewith. In addition, the consultant will not utilize any subconsultant declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivision or municipal corporations.

### **C. Sexual Harassment**

Consultant, as a party to a public contract, has a project specific written sexual harassment policy amended so that it:

1. Notes the illegality of sexual harassment;
2. Sets forth the State law definition of sexual harassment;
3. Describes sexual harassment utilizing examples;
4. Describes the Consultant or supplier's internal complaint process including penalties;
5. Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities, and;
6. Describes the protection against retaliation afforded under the Illinois Human Rights Act.

### **D. Drug Free Work Place**

Consultant as party to a public contract, certifies and agrees that it will provide a drug free workplace by:

1. Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the grantee's or consultant's workplace; (2) Specifying the actions that will be taken against employees for violations of such prohibition; (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: abide by the terms of the statement; and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

2. Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the grantee's or consultant's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.
3. Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
4. Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
5. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
6. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
7. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

#### **E. Discrimination**

Consultant, its employees and subconsultants, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the Illinois Human Rights Act, the Public Works Employment Discrimination Act, the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each. The equal opportunity clause of the Department of Human Rights rules is specifically incorporated herein.

The Americans with Disabilities Act (42 U.S.C. 12101) and the regulations thereunder (28 CFR 35.130)(ADA) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual arrangements, in the provision of any aid, benefit or service. As a condition of receiving this contract, the undersigned vendor certifies that services, programs and activities provided under this contract are and will continue to be in compliance with the ADA.

#### **F. Standard of Care**

Services performed by the Consultant under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Agreement or in any report, opinions, and documents or otherwise.

If the Consultant fails to meet the foregoing standard, Consultant will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Consultant's failure to comply with the above standard and reported to Consultant within one (1) year from the completion of Consultant's services for the Project.

### **G. Limitation of Professional Liability**

Village agrees to limit Consultant's liability to Village arising from the Consultant's professional acts, errors or omissions in performing this Agreement, such that the total aggregate liability of Consultant to all those named shall not exceed \$2,000,000 or total fee for the services rendered on this project, whichever is greater.

### **H. Termination**

In the event of the Consultant's nonperformance, breach of the terms of the Agreement, or for any other reason, the Agreement may be canceled, in whole or in part, upon the Village's written notice of default and the Consultant's failure to cure such default within ten days of the notice. The Village will pay the Consultant's costs actually incurred as of the date of receipt of notice of default. Upon termination, the Consultant will deliver all documents and products of whatever kind, and their reproducible originals related to the project, which have been produced to the date of the notice of default.

### **I. Compliance with Laws**

All work under the Agreement must be executed in accordance with all applicable federal, state and local laws, ordinances, rules and regulations.

### **J. Governing Law**

This Agreement will be governed by and construed in accordance with the laws of the State of Illinois. Venue is proper only in the County of DuPage.

### **K. Successors and Assigns**

The terms of this Agreement will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Agreement in whole or in part without the prior written approval of the other.

### **L. Waiver of Contract Breach**

The waiver by one party of any breach of this Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Agreement and will not be construed to be a waiver of any provision except for the particular instance.

### **M. Amendment**

This Agreement will not be subject to amendment unless made in writing and signed by all parties.

### **N. Indemnification**

The Consultant will indemnify and hold harmless the Village and its officers, employees and agents from any and all liability, losses or damages the Village may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature in any way resulting from or arising out of negligent action on the part of the Consultant or any sub-consultants under this Agreement. This indemnification does not apply to liability caused by the Village's own negligence.

**O. Severability of Invalid Provisions**

If any provisions of this Agreement are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Agreement, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

**P. Assignment**

The Consultant will not assign or subcontract any portion of this Agreement, unless the Village agrees to the assignment or subcontract in writing. Any assignment will not relieve the Consultant from its obligations or change the terms of this Agreement.

The Consultant will provide a list of key staff, titles, responsibilities, and contact information to include all expected sub consultants.

**Q. Notice**

Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to designated representatives of both parties as follows:

**Village Manager  
Village of Downers Grove  
801 Burlington Ave.  
Downers Grove, IL 60515**

**Douglas Paulus, P.E.  
Hampton, Lenzini and Renwick, Inc.  
380 Shepard Drive  
Elgin, IL 60123-7010**

**R. Conflict of Provisions**

In the event there is a conflict between the provisions contained herein and the Exhibit A, the terms herein shall prevail.

**S. Campaign Disclosure**

1. Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate, attached hereto as Exhibit B.
2. The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.
3. Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to



current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

4. By signing the bid documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date indicated above.

**Hampton, Lenzini and Renwick, Inc.**

**Village of Downers Grove**

By: 

By: \_\_\_\_\_

Title: PRESIDENT

Title: **Village Manager**

Date: 7 AUG 2008

Date: \_\_\_\_\_

# EXHIBIT A

# COST ESTIMATE OF CONSULTANT SERVICES

Project Name: **Maple Avenue and 55th Street - Phase 3 Construction Engineering**

Date: **07/29/08**

Firm: **Hampton, Lenzini & Renwick, Inc.**

Overhead Rate:

Bid Authorized By:

Signature

Complexity Factor: **0**

**SCOPE OF SERVICES:**

DBE DROP BOX	ITEM	MANHOURS (A)	PAYROLL (B)	(2.50+R) TIMES PAYROLL (C)	DIRECT COSTS (D)	HOURLY RATES (E)	DBE TOTAL (C+D+E)	TOTAL (C+D+E)	% OF GRAND TOTAL
	COORDINATION								
	E9	80	3,840.00	9,600.00		48.00		<b>9,600.00</b>	10.02%
	CONSTRUCTION ENGINEERING SERVICES								
	E6	796	30,248.00	75,620.00		38.00		<b>75,620.00</b>	78.93%
	MATERIALS TESTING COORDINATION								
	E6	32	1,216.00	3,040.00		38.00		<b>3,040.00</b>	3.17%
	CLERICAL								
	C2	25	603.75	1,509.38		24.15		<b>1,509.38</b>	1.58%
	PRECONSTRUCTION MEETING								
	E9	6	288.00	720.00		48.00		<b>720.00</b>	0.75%
	E6	6	228.00	570.00		38.00		<b>570.00</b>	0.59%
	FINAL DOCUMENTATION								
	E6	48	1,824.00	4,560.00		38.00		<b>4,598.00</b>	4.80%
	LIABILITY INSURANCE UPGRADE				150.00			<b>150.00</b>	0.16%
	<b>TOTAL</b>	<b>993</b>	<b>38,247.75</b>	<b>95,619.38</b>	<b>150.00</b>	<b>272.15</b>		<b>95,807.38</b>	<b>100.00%</b>



**Hampton, Lenzini and Renwick, Inc.**

is pleased to submit:

**Request for Proposal  
Construction Observation Services  
Maple Avenue and 55<sup>th</sup> Street  
Water Main Replacement**

**July 29, 2008**

Submitted to:

**Village of Downers Grove**



**Hampton, Lenzini and Renwick, inc.**  
Civil Engineers • Structural Engineers • Land Surveyors  
www.hltrengineering.com

July 29, 2008

Mr. Brian Parks  
Senior Staff Engineer  
Village of Downers Grove  
5101 Walnut Avenue  
Downers Grove, Illinois 60515

Re: RFP for Maple Avenue/55<sup>th</sup> Street  
Water Main Replacement

Dear Mr. Parks:

Hampton, Lenzini and Renwick, inc. (HLR) is pleased to provide you with our qualifications for the Maple Avenue/55<sup>th</sup> Street water main replacement project. Our Project Manager, Resident Engineers, and support personnel each have the qualifications and hands-on experience to successfully see this project to a successful end. HLR has a history of effectively observing similar projects throughout northern Illinois.

Our proposal identifies the approach that HLR will take to provide construction observation services to the Village, along with our anticipated work hours and schedule. Throughout the project, HLR will strive to communicate effectively with all involved parties, maintain the construction timeframe, and ensure the quality of the constructed project. This three-step approach to construction observation has brought us success on many other municipal projects.

Thank you for the opportunity to submit our proposal. We look forward to assisting you on this and other future projects.

Sincerely,

**HAMPTON, LENZINI AND RENWICK, INC.**

By:

Douglas Paulus, P.E.  
Vice President

DFF:mb

380 Shepard Drive  
Elgin, Illinois 60123-7010  
Tel. 847-697-6700  
Fax 847-697-6753

3085 Stevenson Drive, Suite 201  
Springfield, Illinois 62703  
Tel. 217-546-3400  
Fax 217-546-8116



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## Phase III Construction Engineering Services Maple Avenue and 55<sup>th</sup> Street Water Main Replacement

### Project Staffing

HLR proposes to use Doug Paulus, P.E., as the Project Manager for this project and Don Ryba, P.E. as the Resident Engineer. Doug is Project Manager for several of HLR's construction engineering projects. He has experience ranging from major roadway expansion projects and bridge construction to roadway reconstruction and rehabilitation. Don has nearly 20 years experience in construction engineering on numerous roadway and municipal infrastructure projects.

A brief discussion of team personnel and their specific project responsibilities follows:

#### Project Manager – Doug Paulus, P.E.

Doug has completed numerous Phase III projects for HLR. He has performed construction supervision on FAU, MFT, and municipal-wide street maintenance programs. Doug will ensure that adequate HLR staff resources are being provided and that the Village's expectations are being met in a timely manner.

#### Resident Engineer – Don Ryba, P.E.

Mr. Ryba recently joined HLR, bringing with him over 18 years experience in both the public and private sectors. Mr. Ryba has performed construction supervision of several FAU, MFT, and bond issue improvements including PCC pavement, bituminous pavement, traffic signals, storm sewer, water main, curb and gutter. Most of his observation experience has been on projects in older subdivisions and downtown locations. He holds a current IDOT Documentation certification and is knowledgeable in IDOT's policies and procedures. He will work to maintain coordination with all project staff and ensure project continuity.

#### Resident Observer – Dave Thoman

Mr. Thoman has over 25 years experience in construction observation for state and municipal infrastructure projects. His expertise includes land and route surveying, construction management, and engineering design/build projects involving rehabilitation and reconstruction.

#### Engineering Technician – Jeanne Duffy

Ms. Duffy has experience with construction observation on FAU projects, utilizing IDOT standards. Her experience includes observation of erosion control, PCC pavement, storm sewers, and traffic signals. She holds current IDOT Documentation and ICORS certifications.



Hampton, Lenzini and Renwick, Inc.

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Plats and Legals and Construction Staking - ReJena Lyon, P.E., P.L.S.

Ms. Lyon will coordinate any survey needs that may arise during construction. Ms. Lyon is experienced in preparing boundary surveys, right-of-way surveys, and various route surveys in support of engineering services. She has over 16 years experience in land and right-of-way surveying.





**Douglas Paulus, P.E.**  
**Phase III Project Manager**

**Professional Registration**  
Professional Engineer,  
Illinois, #062-41323, 1983

**Education**  
B.S. Civil Engineering  
Valparaiso University

**Continuing Education**  
Soil Stabilization, Illinois  
Society of Professional  
Engineers, February 13,  
2008

Public Works, University  
of Wisconsin

Intersection Design  
Studies, University of  
Wisconsin

Culvert Hydraulics, IDOT

Geometric Design  
Workshop, Traffic Institute

**Certifications**  
Documentation, IDOT

ICORS, IDOT

**Professional Organizations**  
American Public Works  
Association (APWA)

Illinois Society of  
Professional Engineers  
(ISPE)

Institute of Transportation  
Engineers (ITE)

American Consulting  
Engineers Council -  
Illinois (ACEC)

### Primary Responsibilities

Mr. Paulus is responsible for the management of HLR's Phase III projects and personnel. He has extensive experience in construction observation including bituminous and PCC pavement, bridge, drainage, traffic signals, lighting, watermain, and sanitary sewer. He has managed FAUS, MFT, and locally-financed improvements. Projects have ranged from MFT maintenance grind and overlay programs to a bridge over the Fox River and an underpass on US Route 14. He has developed relationships with IDOT Bureau of Construction, Materials, and Local Roads.

### Similar Representative Projects

**Illinois Route 22 Reconstruction and Widening, Illinois Department of Transportation.** Mr. Paulus served as Project Manager for construction observation and documentation of all phases of the \$20 million project. Diaries, IDR's, field books and field measurements are maintained on a daily basis. Coordination with IDOT, HLR and testing services personnel is needed to maintain project continuity.

**MFT Maintenance Program, City of Elgin.** This multi-year project involved the preparation of contract documents and construction observation for the City of Elgin's Annual MFT maintenance program. Projects included paint/epoxy pavement markings, thermoplastic pavement markings, traffic signal painting, crack sealing, bituminous resurfacing, and bridge maintenance. The work was coordinated with the Illinois Department of Transportation.

**Kane County Permit Projects, Kane County Division of Transportation.** This multi-year contract involved construction engineering on various projects throughout Kane County. Projects included traffic signals, drainage, addition of turn lanes and pavement widening, watermain, pavement reconstruction, bituminous pavement, curb and gutter, street lighting, and other appurtenant work. Tasks included plan review, maintaining a daily diary, coordinating material testing, and coordinating with the developer, contractor, the County and other municipalities as required.

**Sheridan Road, Village of Kenilworth.** Engineering services included staking, daily documentation, payment estimate preparation, material inspection, plan/specification interpretation, and liaison for the municipality with the contractor for the reconstruction of Sheridan Road. The improvement included concrete pavement, curb and gutter, traffic signals, water main, storm sewer, and other appurtenant items.

**Illinois Route 60 at Academy Drive, City of Lake Forest.** This project involved adding right turn lanes to IL Route 60 at Lake Forrest Academy. The project also included new traffic signals and a future entrance to new park facilities. Mr. Paulus provided project management and was HLR's Phase III personnel supervisor.

**Big Timber Road, City of Elgin.** Engineering services included staking, daily documentation, payment estimate preparation, material inspection, plan/specification interpretation, and liaison for the municipality with the





**Douglas Paulus, P.E.**  
**Phase III Project Manager**

contractor for the removal of the existing structure and replacement with a single-span structure carrying Big Timber Road over Tyler Creek. The improvement included a single-span precast prestressed concrete deck beam bridge, re-channelling a section of Tyler Creek, bank stabilization, bituminous pavement, traffic barrier terminals, and other appurtenant work.

**Orchard Road Bridge, Kendall County, Illinois.** This four-span girder bridge over the Fox River and adjacent railroad tracks. The project included two signalized intersections and involved working with multiple organizations including, Kendall County, IDOT, a railroad, the Fox Metro Water Reclamation District, and the US ACOE.

**Lake Marian Road, Village of Carpentersville.** The project involved the rehabilitation and reconstruction of a collector street. Engineering services included staking, daily documentation, payment estimate preparation, material inspection, plan/specification interpretation, and liaison for the municipality with the contractor.

**15-Year Street Improvement Program, Village of Glencoe.** This project involved the planning, design, construction supervision, and coordination of the Village's 15-year plan to resurface and reconstruct their street systems, including two years of downtown streetscaping. Cooperation with Village personnel and residents and guidance of the contractor's activities were essential for the success of the Program.

**Main Street at U.S. Route 14, City of Crystal Lake.** This project involved widening and adding lanes to a major arterial intersection and three adjoining intersections. The project also included a new bike path/pedestrian underpass and interconnected traffic signals. Engineering services included staking, daily documentation, payment estimate preparation, material inspection, plan/specification interpretation, and liaison for the municipality with the contractor.

**Central Business District, Village of Lake Bluff, Illinois.** Mr. Paulus served as Phase III Project Manager for the rehabilitation of multiple streets within the Village's town center. Improvements included the realignment of Center Drive which created a courtyard in front of the Village Hall. Streets were resurfaced, and new curb and gutter, storm sewer, sidewalk, and various landscaping elements and ornamental lighting were added.

**Techny Drain - Phase I, Village of Northbrook.** Engineering services included staking, daily documentation, payment estimate preparation, plan/specification interpretation, and liaison for the municipality with the contractor for the construction of a storm water storage basin. The improvement included earth excavation, storm sewer, native plantings, other appurtenant work, and coordination with the Village of Northbrook and Glenbrook North High School. Mr. Paulus served as Project Manager.



Donald J. Ryba, P.E.  
Resident Engineer

**Professional Registration**  
Professional Engineer,  
Illinois, #062-056769, 2003

**Education**  
B.S., Civil Engineering  
Illinois Institute of  
Technology  
Chicago, Illinois

B.S., Industrial Technology,  
Concentration in  
Construction Management  
Illinois State University  
Normal, Illinois

**Continuing Education**  
ICPA Concrete Pipe  
Design/Pipe Installation  
and Inspection  
  
Advanced Project  
Management  
Total Quality Management  
– Superpave

**Certifications**  
Documentation #06-0329  
  
Aggregate Gradation  
Control  
  
Construction Materials  
Inspection Documentation  
  
Mixture Aggregate  
Technician  
  
ICORS Documentation  
  
ACI Concrete Field Testing  
– Level I  
  
PCC Level I

**Professional Organizations**  
Illinois Society of  
Professional Engineers

### Primary Responsibilities

Mr. Ryba has served as an inspector, resident engineer, and manager. As resident engineer, he has been responsible for the successful completion of various high-profile projects along with assuring specification compliance, generating all payment estimates and change orders, and preparation of all project documentation.

Prior to working as a consulting engineer, Mr. Ryba served in the public sector in both State and municipal settings. This experience gives him a strong perspective of public agency needs and concerns on construction issues. Over his 18 years in the industry, he has been responsible for administration, coordination and inspection of various in-town construction projects including annual roadway reconstruction, sidewalk replacement and heat-scarification projects. He has also been responsible for ensuring specification compliance and the timely completion of all project-related documentation.

### Similar Representative Projects

**Illinois Route 22 Reconstruction and Widening, IDOT District 1.** Services include construction observation and documentation of all phases of the \$20 million project. Diaries, IDR's, field books and field measurements are maintained on a daily basis. Coordination with IDOT, HLR and testing services personnel is needed to maintain project continuity. Mr. Ryba has assisted on this project during peak demand periods.

**Main Street at Crystal Lake Avenue, City of Crystal Lake.** This project involves the widening of a major arterial intersection and three adjoining intersections. The project also includes the installation of new storm sewers, water mains, and streetlighting. Engineering services included staking, daily documentation, payment estimate preparation, material inspection, plan/specification interpretation, and liaison for the municipality with the contractor.

### Representative Projects Completed Prior to Joining HLR

**New Watermain Installation, Village of Oswego, Illinois, \$850,000.** Resident Engineer. Mr. Ryba provided Resident Engineering services for the installation of 13,800 lineal feet of ductile iron water main, and the installation of water hydrants and valves. Mr. Ryba also performed quantity documentation, provided the Village with daily and weekly progress reports, reviewed and approved pay requests, and prepared change orders.

**New Sanitary Sewer Installation, Village of Oswego, \$101,000.** Resident Engineer. The project involved the elimination of a sanitary sewer overflow which consisted of the construction of a temporary sewer bypass, the installation of approximately 432 lineal feet of 18-inch sanitary sewer with manholes, 90 square yards of bituminous pavement removal and replacement along with associated site work.

**East New York Street Reconstruction Project, City of Aurora, \$10.6 million.** Resident Engineer. Along with being responsible for the accuracy of all project documentation, the processing of all pay requests and project



**Donald J. Ryba, P.E.**  
*Resident Engineer*

change orders, material allowances and weekly reports, Mr. Ryba ensured the contractor's compliance with project plans and specifications, submitted IEPA permits and coordinated required project meetings. East New York Street is a major arterial constructed of bituminous concrete and consisting of four 10-foot lanes. This project entailed the complete removal and reconstruction of 1.6 miles of roadway. The existing substandard width pavement was replaced with four new 12-foot lanes and various left turn and right turn lanes, constructed of PCC concrete, a 16-foot landscaped median, new traffic signals and street lighting. A new storm sewer system, new sidewalks, and a new bike path were installed. Along the roadway, the bridge crossing the EJ&E railroad was widened. A 400-foot-long reinforced concrete retaining wall, varying in height from 3 feet to 16 feet, was constructed.

**Sullivan Road Bridge over the Fox River, City of Aurora, \$13.6 million.** *Resident Engineer.* Mr. Ryba was responsible for all project-related documentation, processing all pay requests and change orders, generating weekly reports and coordinating required project meetings. Sullivan Road is a major crossing over the Fox River. Connecting IL Route 25 on the east side of the river to IL Route 31 on the west side of the river, this new bridge consists of five spans of steel beams supporting four 12-foot lanes, a concrete median and sidewalk, and new street lighting. Bringing traffic to the bridge is new bituminous pavement from IL Route 31 and new PCC pavement from IL Route 25, both consisting of four 12-foot lanes with left and right turn lanes. Almost a mile of bituminous pavement on IL Route 25, with an open-ditch drainage system was replaced with new PCC pavement, curb and gutter, and new storm sewers.

**Game Farm Road, Village of Yorkville, Illinois, \$125,000.** *Resident Engineer.* Provided Phase III inspection services for the installation of new traffic signals and interconnect system at the intersection of Illinois Route 34 and Game Farm Road. The project was constructed using MFT Funds.

**Illinois Route 59, 79<sup>th</sup> Street to 116<sup>th</sup> Street, City of Aurora/City of Naperville, IDOT District 1, \$13 million.** *Civil Engineer.* Mr. Ryba served as Civil Engineer for the IDOT and was responsible for the accurate documentation of construction activities and the tracking of all project related force account work. This project entailed the complete removal and reconstruction of approximately 2.5 miles of roadway. The existing pavement was replaced with six new 12-foot lanes and various left-turn and right-turn lanes, constructed of PCC concrete, a 50-foot landscaped median, a new storm sewer system, new traffic signals and street lighting. Along with the roadway, the widening of the existing bridge over a narrow waterway and the building of earth-berms were completed.

**Illinois Route 64, Gary Avenue to Bloomingdale Road, Carol Stream/Village of Bloomingdale, IDOT District 1, \$10 million.** *Engineering Technician.* Mr. Ryba served as Engineering Technician for IDOT and was responsible for the accurate documentation of construction activities. This project entailed the complete removal and reconstruction of approximately two miles of roadway. The existing pavement was replaced with eight new 12-foot lanes and various left-turn and right-turn lanes, constructed of P.C.C. concrete, a 60-foot landscaped median, a new storm sewer system new traffic signals and street lighting.



**David C. Thoman**  
*Resident Observer*

**Education**

A.S. Civil Engineering  
Technology  
Morrison Institute of  
Technology

**Continuing Education**

ICORS 2008, IDOT  
Documentation, #05-0472  
Hazard Communication  
4-Hour Field Safety  
Training

**Primary Responsibilities**

Mr. Thoman recently joined HLR. He has extensive experience in the successful delivery of multiple large-scale construction projects. His expertise includes land and route surveying, construction management, and engineering design/build projects involving rehabilitation and reconstruction.

**Similar Representative Projects**

**Illinois Route 22 Reconstruction and Widening, Illinois Department of Transportation.** Services include construction observation and documentation of all phases of the \$20 million project. Diaries, IDR's, field books and field measurements are maintained on a daily basis. Coordination with IDOT, HLR and testing services personnel is needed to maintain project continuity. Mr. Thomas has daily interaction with the contractor to ensure compliance with the project specifications.

**Representative Projects Completed Prior to Joining HLR**

**Howard Street Reconstruction, Village of Skokie.** Resident construction representative for the complete reconstruction of Howard Street from Crawford Street to Niles Center Road, including new storm sewer, curb and gutter, roadway pavement and signalization.

**Howard Street Interceptor and Outfall, Village of Skokie.** Resident construction representative for approximately 4,000 linear feet of 54- and 60-inch reinforced concrete storm sewers installed by both open cut and bore and jack, precast outfall, manholes, catch basins, inlets, and roadway reconstruction.

**Storm Sewers and Detention Facilities, Main Street Phase A, Village of Skokie.** Construction Inspector for relief storm sewers and seven stormwater detention facilities to a mixed use area. Phase A of the Main Street area contained approximately 21,000 feet of storm sewers 12 inches to 72 inches in diameter (nearly 10,000 feet was 36 inches in diameter and larger), with a number of special flow control structures for connection in the detention facilities. The pipes were placed in the street pavement since no room outside of the pavement was available. This construction necessitated the replacement of 40,700 square yards of pavement in major arterial streets. The detention facilities included one section of 60-inch pipe, two sections with nearly 105,000 cubic feet of 12-foot by 4-foot box culverts, one underground cast-in-place structure with nearly 105,000 cubic feet of storage, one surface storage pond in a park area owned by and across the street from the headquarters of an international drug company, one surface storage area with 18-foot-high gabion sidewalls and a pumped outlet, and one surface storage area constructed in a golf course with two ponds and a float level controlled outlet.

**Rehabilitation of Dams 3 and 4, Village of Lake in the Hills.** Provided inspection services for the rehabilitation of two dams. Because of the environmental sensitivity of the area, lake levels could not be lowered





**David C. Thoman**  
*Resident Observer*

during the reconstruction of the two dams. A system of cofferdams and construction phasing was developed to reduce damage to the lake ecosystems during construction. Erosion protection was added to the side slope banks and downstream spillways.

**Douglas Avenue Improvements, City of Elgin.** Participation in preparation of plans and specifications and the construction inspection for the improvement of Douglas Avenue and Kimball Street to Highland Avenue.

**New Gravity Sewer, Fox Water Reclamation District, Elgin, Illinois.**

Project Manager for the construction of a new gravity sewer designed to eliminate a large existing pump station and to service new developments which were being built on the northwest side of Elgin.

**Program Management, Engineering, and Landscape Design Services for the New Sears Merchandising Group Headquarters, Homart Development Corporation, Hoffman Estates.** Resident Engineer for the construction of the 200-acre corporate campus and landscaping of the 800-acre site, which includes a training center, fitness center and outside jogging paths, softball diamonds and tennis courts, childcare center, and food court ranging from fast food to corporate banquets. Stormwater management, transportation improvements, utility improvement design, construction observation and agency coordination were among the key project components.

**East-West Tollway Roadway Resurfacing and Rehabilitation, Aurora to Rock Falls, Illinois State Toll Highway Authority.** Performed construction inspection engineering for roadway resurfacing and rehabilitation of 70 miles of tollway from milepost 60.0 to 129.3. The contract required placing in excess of 90,000 tons of asphalt in three months. Participated in contract administration, documentation, and change orders along with coordinating traffic control between ISTHA and the contractor. Supervised five inspectors, ensuring that the contractor met contract requirements. Also responsible for quality control and materials testing.

**Hlawater Water Main, Village of Lake in the Hills.** Resident Engineer and Inspector for 2,100 lineal feet of new 8-inch water main.

**1998 Water Main Replacement Program, Village of Lake in the Hills.**

Resident Engineer and Inspector for 5,280 lineal feet of new 12-inch water main extending from Randall Road to Hawthorn, including connections to existing water main and a new transfer station.

**Access Avenue Phase I and II, Village of Deerfield.** Project Manager for the multi-phased roadway improvement project incorporating structural retaining wall, signalized intersection, street lighting, new utilities, and roadway and parking lot improvements. Mapped progress by following IDOT procedures. Generated pay estimates and change orders as required by IDOT procedures. Integrated with project designers to resolve design conflicts. Coordinated construction scheduling with local business requirements.



**Jeanne Duffy**  
*Engineering Technician*

**Education**

B.S. Construction  
Engineering  
Bradley University

**Continuing Education**

Documentation, IDOT  
ICORS, IDOT

**Primary Responsibilities**

Ms. Duffy is responsible for design and construction observation of Local Agency Improvements including pavement, drainage, water main, sanitary sewer, and other appurtenant work. She is involved in the design and construction of municipal-wide street maintenance programs.

**Similar Representative Projects**

**Illinois Route 22 Reconstruction and Widening, Illinois Department of Transportation.** Services include construction observation and documentation of all phases of the \$20 million project. Diaries, IDR's, field books and field measurements are maintained on a daily basis. Coordination with IDOT, HLR and testing services personnel is needed to maintain project continuity. Ms. Duffy has daily interaction with the contractor to ensure compliance with the project specifications.



ReJena H. Lyon, P.E., P.L.S.  
Survey Lead

**Professional Registration**  
Professional Engineer,  
Illinois, #062-51271, 1996

Professional Land  
Surveyor, Illinois, #3302,  
1998

**Education**  
B.S. in Civil Engineering  
Tri-State University,  
Angola, Indiana

**Continuing Education**  
Soil Stabilization, Illinois  
Society of Professional  
Engineers, February 13,  
2008

Floodplain Management,  
IAFSM, 2007

FEMA/NFIP, Geomatics  
Workshop, 2007

Illinois Land Law for Civil  
Engineers and Land  
Surveyors, 2007

Best Practices in  
Engineering Management,  
ACEC, 2006

Legal Issues for  
Professional Engineers,  
2006

Zoning and Land Use in  
Illinois, Lorman Education  
Services, 2004

National Highway Institute  
AASHTO Roadside Design  
(FHWA), 1998;

Geometric Design  
(Northwestern University  
Traffic Institute), 1998

**Professional Organizations**  
Illinois Professional Land  
Surveyors Association

### Primary Responsibilities

Ms. Lyon is the survey project manager and project engineer for boundary surveys, right-of-way surveys, and various route surveys in support of engineering services. Prior to joining HLR in 1999, Ms. Lyon prepared and reviewed right-of-way and land acquisition documents for the Illinois Department of Transportation. She has 17 years experience in land and right-of-way surveying.

### Similar Representative Projects

#### 2005 Street Improvement Program Surveys, Village of Arlington Heights.

The Village required a topographic route survey of ten streets for their 2005 Street Rehabilitation Program. HLR provided cross sections including all utilities, set benchmarks on all fire hydrants and staked the centerline. We then prepared an AutoCAD-base drawing and submitted it to the Village for their use in preparing plans.

**Golfview Highlands Unit 8, Village of Carpentersville.** HLR performed the route survey on Bunker Lane, Center Drive, Northlake Parkway, Ravine Road, Plainview Road and Ravine Lane in this subdivision. The survey was necessary to design a new closed drainage system, water main and curb and gutter.

**Annie Glidden Road, City of DeKalb.** Annie Glidden Road from IL Route 38 to Fairview Drive was widened to improve traffic flow and safety. This project consisted of the survey for Phase I and Phase II engineering. The right-of-way survey included the preparation of plats and legal descriptions for 22 parcels. HLR also performed construction layout of a portion of this project for Rockford Blacktop.

**South First Street, M-5017(32), City of DeKalb.** HLR prepared plans, specifications and estimate of cost for the widening and resurfacing of South First Street from Taylor Street to Barb Boulevard, including intersection improvements at Taylor Street. The design was for a rural section compatible with a possible conversion to an urban section at a future date. Services included route surveying and preparation of plats and legal descriptions for right-of-way acquisition.

**GIS Photo Control Survey, Ayres Associates.** The purpose of this project was to provide horizontal and vertical coordinates of photo identifiable points for use in GIS mapping for various communities in northeast Chicagoland. Because the mapping project is an on-going project, there was a previously established coordinate system in place. HLR used known points from this established system to create a network and provide coordinates for the new photo points.

**Deerfield Benchmark Circuit, Village of Deerfield.** HLR set 75 Berntsen monuments at various locations throughout the Village. These permanent monuments are driven to refusal and set in a greased sleeve encased in concrete to maintain accurate vertical elevations. We then ran differential leveling circuits from NGS monuments in Highland Park in order to establish elevations. We also provided horizontal coordinates using real-time kinematic GPS.





ReJena H. Lyon, P.E., P.L.S.  
Survey Lead

**Randall Road at Illinois 64, Kane County Division of Transportation.**

This Federal Aid project involved the survey for Phase I and Phase II engineering. The right-of-way survey included the preparation of plats and legal descriptions for 36 parcels. Improvements included widening Randall Road to six lanes, adding turn lanes and improving traffic signals at six intersections. HLR also performed construction layout for the contractor, Martam Construction, Inc.

**Bowes Road over Fitchie Creek, Kane County Division of**

**Transportation.** This project involved the route survey, right-of way survey and stream survey required to design a new decorative bridge over Fitchie Creek in a rapidly developing area of Kane County.

**South Street Extension, City of Elgin.**

The new South Street extension will be the only west collector to Randall Road between US Route 20 and Bowes Road. HLR provided Phase I engineering analysis and design, including right-of-way and stormwater management design. HLR prepared topographic and right-of-way surveys for the extension, and the prepared plats and legal descriptions for seven parcels. Extensive coordination was required with the Waterford Subdivision's developer and environmental regulatory agencies.

**FAP Route 310 New Roadway Alignment, IDOT District 8.**

The project involved right-of-way surveys and the preparation of plats and legal descriptions for approximately 200 parcels. This right-of-way was necessary for the new I-255 freeway including the ramps and frontage roads. This section is between IL Route 243 and IL Route 140 in Wood River, Rosewood Heights, and Bethalto, Illinois.

**Alden Road Reconstruction, McHenry County Division of**

**Transportation.** This project included a 10 mile route survey from IL Route 41 to the Wisconsin State Line for the development of roadway reconstruction plans.

**Eldamain Road, Kendall County Highway Department.**

HLR performed a route/topographical survey for the new Eldamain Road corridor from IL Route 71 to US 34 near the City of Yorkville. This project also consisted of the Phase I engineering design and the new Fox River Bridge design.

**Fox River Drive at River Road, Kendall County Highway Department.**

HLR prepared plats and legal descriptions for five parcels on Fox River Drive at River Road. We established and staked the centerline of Fox River Drive as well as 500' along River Road and 250' along Millhurst Road. We also performed a route survey as part of the intersection improvement.

**Irene Road Right-of-Way Survey, Mathewson ROW Company.**

HLR prepared the plats of highways and legal descriptions necessary for the land acquisition of four parcels on the northeast quadrant of I-90 (Jane Adams Tollway) and Irene Road. These parcels are necessary for a new exit ramp required for a detour from I-90 to westbound US Route 20. The interchange at US Route 20 will be completely reconstructed and traffic will be re-routed off I-90 at Irene to westbound US 20 during construction.





## Phase III Construction Engineering Services Maple Avenue and 55<sup>th</sup> Street Water Main Replacement

### Project Approach

To address any questions that may affect progress, HLR will begin by conducting a pre-construction meeting with the contractors. The design engineer should be present at this meeting. We will then review the suggested project staging. HLR believes that establishing dialog between all involved parties at the project start leads to a better working relationship. Communication is critical to keeping a project on schedule.

It is HLR's practice to conduct weekly onsite project meetings to discuss the project's progress and to address any upcoming challenges. The contractor will present his schedule for the next two weeks. The Village and HLR will determine the best way to notify residents and businesses of upcoming operations. Attendees should include the contractor, subconsultants, and representatives from the Village and IDOT; utilities, as needed; and local residents and business leaders, as affected.

Utilizing IDOT procedures, the Resident Engineer will document the project on a daily basis. The Resident Engineer will prepare daily and weekly reports, daily diary, change orders, and pay estimates in a timely manner. Upon project completion, final papers will be processed as soon as possible to close out the project.

Communication with the Village is critical. Our staff will communicate with the Village as needed to keep everyone informed of the progress. Direct communication between the Village and HLR will prevent misunderstandings and allow the improvement to progress smoothly.

Keeping the public informed is also critical. The Resident Engineer will ensure that all detour signing is maintained and that the public is notified of any stage changes. HLR's full-time presence on the jobsite will allow an avenue to keep the public informed. This may be through the weekly meetings, which are open to the public, or asking the Resident Engineer questions.

HLR will be the main point of contact for the Village. We will review all shop drawings and ensure this project is built in accordance with the plans and specifications. Our staff will visit the project site, review the preferred plans, and identify possible conflicts so they may be resolved quickly to reduce potential delays. HLR will also coordinate with ~~ECS~~ the Village's approved testing firm, to provide material testing in accordance with IDOT policies and procedures. HLR will establish a team atmosphere to complete the project in accordance with the plans and specifications in a timely manner.

HURLEY



The biggest challenge on this project will be coordinating with the residents and businesses adjacent to the project, as well as maintaining the water main trenches. Keep the residents informed and their disruptions to a minimum will be key component of HLR's work plan.

We recommend breaking the project into four stages for the water main installation. These include:

1. Springside Avenue to Dunham Road
2. Dunham Road to Brookbank Road (east)
3. Brookbank Road (east) to Main Street
4. Blogett Avenue to Fairview Avenue

The water main should be pressure tested at the completion of each stage. This allows restoration of the pavement through roadway maintenance of the water main trenches. The contractor should also replace all driveway pavement and sidewalk pavement as soon as possible. This should reduce complaints from residents.

The intersections of Maple Avenue/Douglas Road and 55<sup>th</sup> Street/Grand Avenue will be critical to traffic movement. It may be beneficial to perform the water main installation at these locations during non-peak hours.

We understand the Village's concerns about response time. Our construction observation personnel each carry cell phones and are reachable before and after the close of business hours. Our Resident Engineer will also drive a dedicated field vehicle, which will allow him to travel directly to and from the jobsite from home, or from wherever he may be should he be called back to the site. Our construction observation personnel are not required to report to the office each day before leaving for the jobsite.



### Work Hours and Schedule

We anticipate the contractor to work 9-hour days and 8 Saturdays to meet the Village's project schedule. Our task breakdown and estimate of hours is shown in the table below.

Preconstruction Meeting	12
Construction Observation	796
Coordination	80
Materials Testing Coordination	32
Clerical	25
Final Documentation	48
<b>Total Hours</b>	<b>993</b>

A project duration of four months (or 80 working days), as stated in the e-mail dated 7/21/2008, was used in calculating the hours. If the contractor completes the project in less time, this will result in a reduction of hours. We have included a surveyor in our project team to assist with any survey needs as they arise. These hours are not included in the above schedule, but would be included on an as-needed basis.

CONSULTANT'S CERTIFICATION

Consultant, HAMPTON, LENZINI & RENWICK, INC. hereby certifies that it is not barred from  
(Name of Consultant)

agreeing to this contract for:

PHASE III ENGINEERING SERVICES - WATERMAIN REPLACEMENT, MAPLE AVE & 55TH ST.  
(Description of Contract)

as a result of a violation of either Section 720 ILCS 5/33E-3 and 720 ILCS 5/33E-4 of Article 33E of Chapter 38 of the Illinois Compiled Statutes.

Consultant further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that consultant is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Consultant further certifies that if it owes any tax payment(s) to the Department of Revenue, Consultant has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Consultant is in compliance with the agreement.

By: *Diane Kura*  
Consultant's Authorized Agent

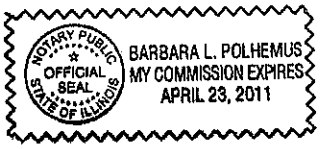
36 - 2555986  
FEDERAL TAXPAYER IDENTIFICATION NUMBER

Subscribed and sworn to before me this  
7 day of AUG., 2008.

*Barbara L. Polhemus*  
Notary Public

or \_\_\_\_\_  
NAME

\_\_\_\_\_  
Social Security Number



By signing the bid documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

Bidder/vendor has not contributed to any elected Village position within the last five (5) years.

Diane Lukas  
Signature

DIANE LUKAS  
Print Name

Bidder/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: \_\_\_\_\_  
(company or individual)

To whom contribution was made: \_\_\_\_\_

Year contribution made: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name