

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
SEPTEMBER 23, 2008 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
2009 Surveying Services	Resolution Ordinance ✓ Motion Discussion Only	Robin Weaver Interim Director of Public Works

SYNOPSIS

A motion is requested to authorize the execution of a contract with Professional Land Surveying, Inc. of Lisle, Illinois, in the amount of \$13,964.00. A motion is requested to authorize the execution of a contract with GC Engineering, Inc., of Downers Grove, Illinois, in the amount of \$4,630.00. The contracts will provide surveying services for the proposed 2009 and 2010 New Sidewalk Program (Sidewalk Matrix).

STRATEGIC PLAN ALIGNMENT

The Five Year Plan and Goals identifies *Preservation of Our Residential and Neighborhood Character*. A supporting objective is *More Pedestrian Friendly and Connected Neighborhoods*.

FISCAL IMPACT

The total amount for these two contracts is \$18,594.00. On August 19, 2008, the Village Council approved a motion to authorize staff to negotiate engineering contracts for the New Sidewalk Program and 10 other capital projects. Approval of the resolutions will result in a budget amendment at the end of 2008.

RECOMMENDATION

Approval on the October 7, 2008 consent agenda.

BACKGROUND

Staff issued a Request for Proposal for surveying work related to 15 sidewalk segments for the proposed 2009 and 2010 New Sidewalk Program. Proposals were received from the following five firms on September 9, 2008.

- Kudrna & Associates, Inc.
- Burns & McDonnell
- Engineering Enterprises, Inc.
- Professional Land Surveying, Inc.
- GC Engineering, Inc.

The proposals required individual segment pricing, which allowed staff to evaluate the proposals on a segment-by-segment basis for the lowest price. Professional Land Surveying submitted the lowest prices for 10 of the segments. GC Engineering submitted the lowest prices for five of the segments.

ATTACHMENTS

Contract forms
 Campaign disclosure forms
 Contractor evaluation

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:

<u>PROFESSIONAL LAND SURVEYING, INC.</u>	Date: <u>9/9/08</u>
Company Name	
<u>2900 OGDEN AVE. SUITE 110</u>	<u>PLS_JRP@SBCGLOBAL.NET</u>
Street Address of Company	Email Address
<u>LISLE, IL 60532</u>	<u>JEFFREY R. PANKOW</u>
City, State, Zip	Contact Name (Print)
<u>630-778-1757</u>	<u>630-973-9541</u>
Business Phone	24-Hour Telephone
<u>630-778-7757</u>	<u>Jeffrey R. Pankow</u>
Fax	Signature of Officer, Partner or Sole Proprietor
	<u>JEFFREY R. PANKOW, PRESIDENT</u>
	Print Name & Title
ATTEST: If a Corporation	
<u>Jeffrey R. Pankow</u>	
Signature of Corporation Secretary	

VILLAGE OF DOWNERS GROVE:

_____	ATTEST:
Authorized Signature	_____
_____	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.

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

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PROPOSER:

GC Engineering, Inc. (Illinois)
Company Name

Date: September 9, 2008

5200 Main Street, Ste. 210
Street Address of Company

dloftus@gc-engineering.com
Email Address


Downers Grove, IL 60515
City, State, Zip

Daniel J. Loftus
Contact Name (Print)


630.512.8800
Business Phone

312.446.3447
24-Hour Telephone

630.282.7440
Fax


Signature of Officer, Partner or
Sole Proprietor

Daniel J. Loftus, V.P.
Print Name & Title

ATTEST: If a Corporation

Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:

Authorized Signature

ATTEST:

Title

Signature of Village Clerk

Date

Date

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CAMPAIGN DISCLOSURE CERTIFICATE

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.

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.

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.

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.

Jeffrey R. Pankow
Signature

JEFFREY R. PANKOW
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

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Signature

Print Name

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

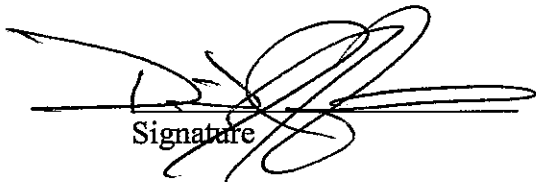
Print the following information:

Name of Contributor: Daniel J. Loftus

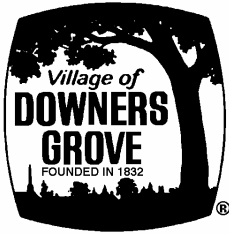
(company or individual)

To whom contribution was made: Neustadt/Sandack

Year contribution made: 2007/2007 Amount: \$ 50.00/\$50.00


Signature

DANIEL J. LOFTUS
Print Name



Village of Downers Grove Contractor Evaluation

Contractor: Professional Land Surveying, Inc.

Project: 2008 Surveying Services – PES-2008

Primary Contact: Jeffrey R. Pankow – President (630) 778 -1757

Time Period: March 2008

On Schedule (allowing for uncontrollable circumstances) yes no

Provide details if early or late completion: PLS was awarded two of twelve requested street segments needing survey under two separate completion dates. Puffer Road with a completion date of April 11, 2008 and Victor Street by September 1, 2008. PLS delivered Puffer Road survey on April 9th and Victor Street on September 2nd. Sept. 1 was a legal holiday – Labor Day.

Change Orders (attach information if needed): None

Difficulties / Positives: Positives: PLS was responsive and produced an acceptable finished product. Followed the scope of work requested 95%. Difficulties: None.

Interaction with public:

excellent good average poor

(Attach information on any complaints or compliments)

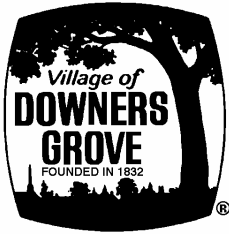
General Level of Satisfaction with work:

Well Satisfied Satisfied Not Satisfied

Should the Village contract with this vendor in the future? Yes No

Reviewers: *Brian Parks*
Senior Engineer, Public Works

Date: September 15, 2008



Village of Downers Grove Contractor Evaluation

Contractor: GC Engineering, Inc. (Illinois)

Project: 2007 Surveying Services – PES-2007

Primary Contact: Daniel J. Loftus, P.E. Vice President (630) 512-8800

Time Period: June 2005

On Schedule (allowing for uncontrollable circumstances) yes no

Provide details if early or late completion: GCE completed survey work on time for the 2005 sidewalk program. They also completed survey work for the Praire Avenue and Rogers Street Resurfacing Projects in 2007 and 2008 respectively, under separate contracts with the Village.

Change Orders (attach information if needed): None

Difficulties / Positives: Positives: GCE was responsive and produced an acceptable finished product. Followed the scope of work requested 100%. Difficulties: None.

Interaction with public:

excellent good average poor

(Attach information on any complaints or compliments)

General Level of Satisfaction with work:

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