

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL WORKSHOP**  
**MARCH 24, 2009 AGENDA**

<b>SUBJECT:</b>	<b>TYPE:</b>	<b>SUBMITTED BY:</b>
Water Distribution Valve Assessment Program	✓ Resolution Ordinance Motion Discussion Only	Naneil R. Newlon, P.E. Director of Public Works

**SYNOPSIS**

A resolution has been prepared authorizing the execution of a contract for water distribution valve assessment services in the amount of \$46,200 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*.

**FISCAL IMPACT**

The adopted FY09 Water Fund budget provides \$85,000 for contractual water distribution valve assessment, exercising and locating services.

**RECOMMENDATION**

Approval on the April 7, 2009 consent agenda.

**BACKGROUND**

This program involves utilizing the services of a technical service company to exercise and assess the condition of 1,100 main line water distribution valves in the Village's water system. There are four components to a valve assessment program including:

- Locating the valves
- Fully exercising the valves
- Maintaining detailed valve records
- Scheduling and performing needed repairs

A Request for Proposals (RFP) seeking services from a qualified vendor to provide the valve assessment program was issued on February 20, 2009. The RFP was sent to three vendors and published on the Village's web site in accordance with established procurement procedures. One proposal was received by the due date of March 9, 2009 as follows:

<b>Vendor</b>	<b>Cost Proposal</b>	<b>Cost Per Valve</b>
M.E. Simpson Co., Inc., Valparaiso, Indiana	\$46,200	\$42

There was no clear indication on the lack of response other than the market for these services is relatively narrow. M.E. Simpson did complete this work in 2008 and performed well. Their price per valve in 2008 was \$56. Staff is confident that the proposed price is reasonable for the work being requested.

**ATTACHMENTS**

Contract Form  
Campaign Disclosure Certificate  
Contractor Evaluation Form  
Resolution

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

**A RESOLUTION AUTHORIZING EXECUTION OF AN  
AGREEMENT BETWEEN THE VILLAGE OF DOWNERS GROVE  
AND M.E. SIMPSON CO., INC. (Water Valve Assessment)**

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 M.E.Simpson Co., Inc.(the “Contractor”), for water distribution valve assessment services, 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

**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.F. SIMPSON Co., Inc.  
Company Name

Date: MARCH 5, 2009

3406 ENTERPRISE Ave.  
Street Address of Company

johnny.v@mesimpson.com  
Email Address

VALPARAISO, IN. 46383  
Village, State, Zip

John H. VAN ARSDEL or Randy Lust  
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:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Village Clerk

\_\_\_\_\_  
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.

**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.

John H. Van Arsdale  
Signature

John H. Van Arsdale  
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



# Village of Downers Grove Contractor Evaluation

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Contractor: M.E. Simpson Co., Inc.

Project: Water Valve Assessment Program

Primary Contact: Randy Lusk, Regional Manager  
Phone: 800-255-1521

Time Period: April 1, 2008 through November 19, 2008

On Schedule (allowing for uncontrollable circumstances)  yes  no

Provide details if early or late completion: The project was completed later than planned because M.E. Simpson was asked by Village staff to GPS locate and inspect several valves in the system that were replaced during water main projects and installed after M.E. Simpson already completed that area. M.E. Simpson was very concerned about giving us as much correct information as possible.

Change Orders (attach information if needed):  
\_\_\_\_\_

Difficulties / Positives: This project was the first of its kind for Downers Grove and M.E. Simpson did a good job. Their communication was excellent. They contacted staff as needed with valves that were un-keyable or questionable if they were found closed. They found 102 valves that were not on the water atlas. The project deliverables were very well written with explanations on all of the findings which will help us in evaluating our water system as well as replacing or repairing valves that were discovered inoperable. We were also expecting to have to replace many broken valves during this project. M.E. Simpson broke only two of 2,606 valves exercised which is an extremely good ratio. Another positive is having the ability to have all our valve info online with the Pro-Valve program.

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

Reviewer: David Bird, Water Manager