

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
SEPTEMBER 20, 2011 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Proposal: Traffic Signal Design Contract Plans – Main at Grant and Lacey at Woodcreek (TR-017 and TR-018)	Resolution Ordinance ✓ Motion Discussion Only	Nan Newlon, P.E. Director of Public Works

SYNOPSIS

A motion is requested to award a contract for professional design services 87 to Sam Schwartz Engineering, PLLC, of Hoffman Estates, Illinois in the amount of \$49,584.33 plus 10% contingency in the amount of \$4,958.44 for a total of \$54,542.

STRATEGIC PLAN ALIGNMENT

The goals for 2011-2018 include *Top Quality Infrastructure*.

FISCAL IMPACT

The FY11 Budget includes \$70,000 in the General Fund for this project.

RECOMMENDATION

Approval on the September 20, 2011 consent agenda

BACKGROUND

This project consists of the design and preparation of construction drawings for the replacement of traffic signals at the intersections of Main and Grant Streets, and at Lacey Road and Woodcreek Drive. Both of these traffic signals have exceeded their usual life and are in need of replacement. The Village has been awarded Federal Surface Transportation grant funds to assist with the cost signal replacement at Main and Grant Streets. This replacement is currently planned for 2014 when the grant funds are expected to be received. The work could occur earlier if grant funding becomes available in 2012 or 2013.

In addition to the design of these traffic signal replacements the scope of work also includes a traffic study for the intersection of Downers Drive and the Finley Mall. This traffic signal is owned and maintained by the Village and facilitates traffic flow from the retail areas to Downers Drive. Prior to including this project in the Community Investment Plan for future replacement staff believes it is prudent to review the operation of the intersection and consider other options.

The Village posted a Request for Proposal for this contract in July, 2011 and received nine (9) proposals. Village Staff recommends award of this contract for professional services to Sam Schwartz Engineering, PLLC. based on their approach and understanding of the project, their capability to perform the work, and their experience with similar projects in other municipalities. Sam Schwartz Engineers has completed successful traffic signal design projects in the Villages of Melrose Park, New Lenox, and North Aurora, Illinois.

This contract includes a not-to-exceed amount of \$54,542. This is based on a cost proposal \$49,584.33 plus 10% contingency in the amount of \$4,958.44 for a total of \$54,542.

ATTACHMENTS

Capital Project Sheets (TR-017 and TR-018)

Contractor Campaign Disclosure

Contract

VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY

INITIATED: Public Works **DATE:** September 20, 2011
(Name)

RECOMMENDATION FROM: _____ **FILE REF:** TR-017 & TR-018
(Board or Department)

NATURE OF ACTION:

- ☐ Ordinance
- ☐ Resolution
- ☒ Motion
- ☐ Other

STEPS NEEDED TO IMPLEMENT ACTION:

Motion to authorize a professional services contract with Sam Schwartz Engineering, PLLC in the amount of \$49,584.43 plus 10% contingency in the amount of \$4,958.44 for a total of \$54,542.87 for the design and preparation of construction drawings for the replacement of certain traffic signals.

SUMMARY OF ITEM:

Adoption of this motion shall authorize execution of a professional services contract with Sam Schwartz Engineering, PLLC in the amount of \$54,452.87 for the design and preparation of construction drawings for the replacement of certain traffic signals.

RECORD OF ACTION TAKEN:

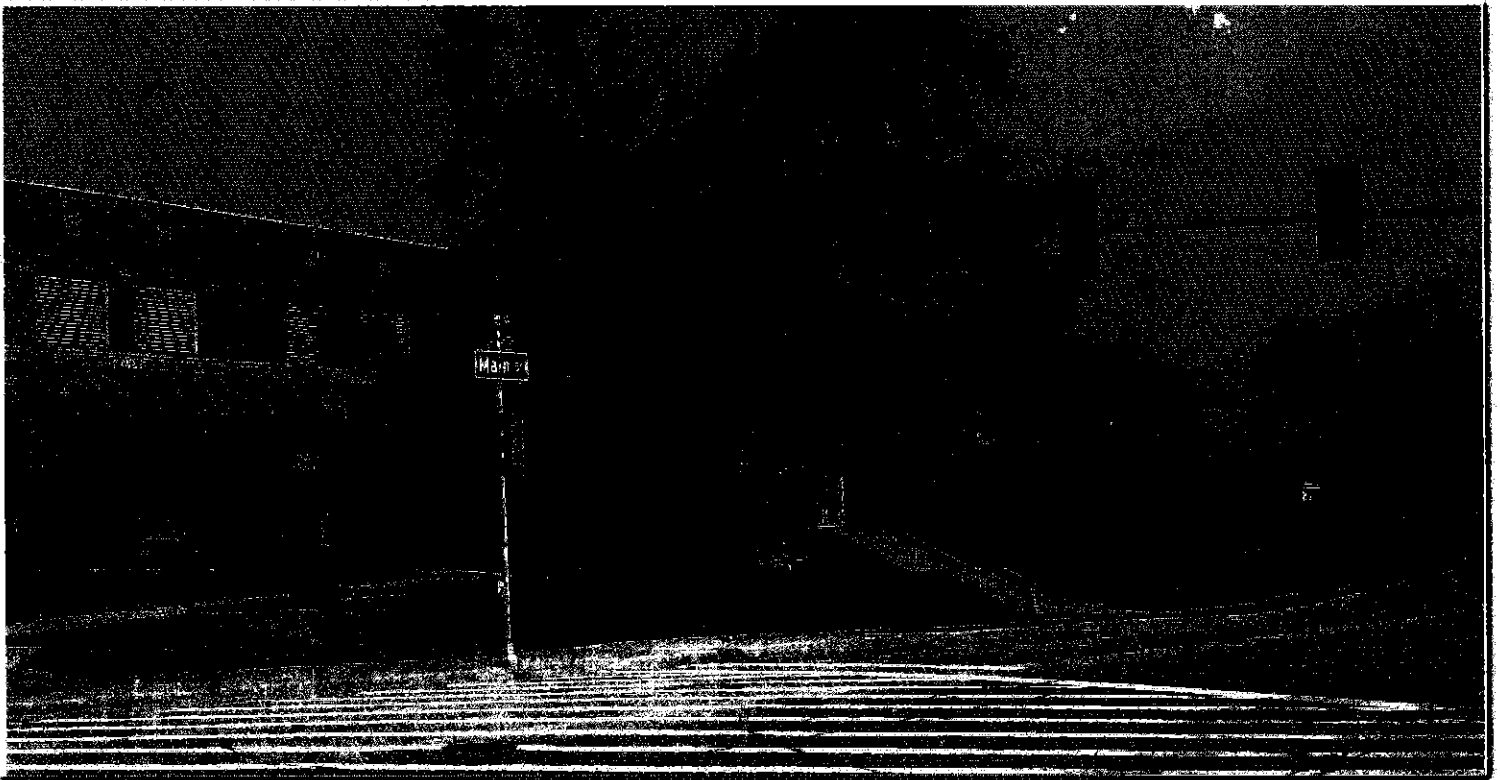
SAM SCHWARTZ
ENGINEERING



Proposal for Traffic Signal Modernization at Two Intersections:
Main Street and Grant Street
Lacey Road and Woodcreek Drive
Proposal #TR-017 and TR-018

PROPOSAL DUE DATE: July 22, 2011

Village of Downers Grove



Mr. Jeff Meindl | 3100 W. Higgins Road | Ste. 100 | Hoffman Estates, IL | 60169 | 630.823.3215 | jmeindl@samschwartz.com





**SAM SCHWARTZ
ENGINEERING**

July 22, 2011

Mr. Scott A. Vasco, P.E.
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, Illinois 60515

Re: Proposal Submittal

Traffic Signal Modernization at Two Intersections:

- 1. Main Street and Grant Street**
- 2. Lacey Road at Woodcreek Drive**

Downers Grove, Illinois

Dear Mr. Vasco,

Sam Schwartz Engineering, PLLC (formerly Metro Transportation Group, Inc.) is pleased to present this proposal for professional engineering services in response to your Request for Proposal for Traffic Signal Modernization at Two Intersections: Main Street and Grant Street, and Lacey Road at Woodcreek Drive.

Founded in 1995, Sam Schwartz Engineering, PLLC (SSE) is a 90-person engineering and transportation planning firm. The main office is in New York, other offices are located around the country, and we have local presence in Hoffman Estates and Chicago. The design for this project will be performed in our Hoffman Estates office with drafting assistance from our Tampa, Florida office. We specialize in developing context-sensitive transportation solutions. SSE identifies transportation and traffic impacts and provides creative, multi-modal plans that are grounded in technically rigorous analysis and industry-accepted design standards. We strive to balance the needs of and improve the quality of life of all users, including drivers, pedestrians, transit riders and cyclists. Clients trust SSE to work collaboratively with diverse communities and stakeholders as a problem solver to generate implementable, innovative, and sustainable recommendations.

SSE has extensive experience in traffic studies and intersection and traffic signal planning, analysis, and design throughout Illinois. Our knowledge of Illinois Department of Transportation (IDOT) and local design procedures as well as knowledge of STP funding documentation will provide the Village of Downers Grove with an exceptional project.

The SSE approach to the Downers Grove Traffic Signal Modernization project will be to actively work with the Village and IDOT to complete a high quality project within the relatively short proposed schedule. We will utilize the services of Rogina & Associates, Ltd. to obtain the required topographic survey data. We will use our traffic analysis skills to correctly model the anticipated traffic movements at the intersections and prepare Intersection Design Studies, followed by Traffic Signal Plans. We will draw upon our experience with local policies to ensure that the analyses, plans, and documentation are consistent with the Illinois Department of Transportation requirements for Surface Transportation Project funding.

Chicago • Los Angeles • Newark • New York • Philadelphia • Tampa • Washington D.C.

**3100 W Higgins Road, Suite 100 | Hoffman Estates, IL 60169 | T 630.213.1000 | F 630.213.3227
505 N LaSalle Street, Suite 300 | Chicago, IL 60654 | T 773.305.0800 | F 630.213.3227**

We will draw upon our vast knowledge of traffic analysis to prepare a feasibility report for the possible removal of an existing traffic signal. Our traffic experience will be beneficial in reaching a conclusion that is not just based on the numbers but takes into consideration many competing factors at the intersection.

The key to every successful project is the quality and experience of the staff serving the project. The SSE team maintains outstanding credentials. We will effectively meet the responsibilities of the project by providing the proper atmosphere and cooperation to perform the required tasks for the project. Strict implementation and knowledgeable solutions to the designs are key elements to the success of an engineering assignment. Our team's experiences on similar projects will serve as a tool in expediting this project. We will allocate the necessary personnel and resources to successfully complete the project within the contract schedule. We offer these services at the competitive fee as detailed in the Cost Estimate of Consultant Services included as a sealed document at the end of this proposal.

We look forward to the opportunity to work with the Village of Downers Grove on this very exciting project. If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "D. B. Miller", written in a cursive style.

David B. Miller
Senior Vice President

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Lacey Road and Woodcreek Drive
RFP# TR#0-17 and TR-018
PROPOSAL DUE DATE: July 22, 2011
Village of Downers Grove

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Section 2	Firm Qualifications and Experience (Projects)
Section 3	Key Staff Resumes
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Section 5	Proposed Project Schedule
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Project Understanding / Approach

PROJECT UNDERSTANDING

Sam Schwartz Engineering, PLLC (SSE) understands that the Village of Downers Grove is seeking the services of a qualified consultant to provide engineering design services for the modernization of traffic signals at two intersections, and to study the feasibility of removing traffic signals at a third intersection. Each traffic signal modernization will require topographic survey, an Intersection Design Study (IDS), and Traffic Signal Plans, specifications, and estimates. The traffic signal to be removed will require a feasibility report to analyze the conditions and justify the removal. One of the traffic signal modernizations will use STP funds while the other two project intersections will be locally funded.

PROJECT APPROACH, TRAFFIC SIGNAL MODERNIZATION

SSE will perform the following scope of services for the two intersections to be modernized:

Project Kick-Off Meeting: SSE will meet with the Village staff and other applicable agency staff members at the start of the project to introduce team members and to discuss goals, schedules, and project related topics.

Topographic Survey: SSE will utilize the professional land surveying services of Rogina & Associates, Ltd. for this project. Topography for both traffic signal modernization intersections will be collected and used to create base drawings in Autocad format and meeting the requirements of the RFP.

Traffic Data Collection: SSE will use manually operated electronic count boards to collect weekday morning and evening peak period turning movement traffic counts at the intersections to be modernized. All counts will be conducted for two-hour time periods and will include vehicle classifications. The data collection at the Main Street and Grant Street will be collected while school is in session to obtain accurate and meaningful information. We will consult with the Village and School District to ascertain whether the evening peak hour occurs earlier than a typical evening peak hour and conduct our counts at the appropriate time. We will also use mechanical tube counters to collect 24-hour traffic volumes on each of the project streets. The data will be summarized and used in calculating the individual peak hours and the average daily traffic.

Intersection Design Studies: SSE will prepare two Intersection Design Studies. The IDS for the intersection of Main Street and Grant Street will use STP funds and will require additional coordination and documentation with IDOT. The intersection of Lacey Road and Woodcreek Drive will be locally funded, with review and approval of the design provided by the Village. The following tasks will be performed for each IDS:

- SSE will compile existing available data related to the project. This will include a visit to the site for purposes of observing existing conditions and surrounding land uses. We will use the topographic survey in AutoCad format prepared by our team. We will use the existing traffic volumes collected

by our staff and calculate projected traffic volumes based on the counts and anticipated future conditions.

- Highway Capacity Software (HCS) analyses for the projected traffic volumes will be performed for use on the Intersection Design Study. Traffic control improvements will be identified as necessary, to accommodate the projected traffic volumes.
- SSE will prepare a base drawing for the IDS which will include the existing roadway plan, the Illinois Department of Transportation capacity and sequencing charts, traffic data tables, design elements and general notes.
- The traffic data and a summary of the capacity analyses as well as the roadway conditions will be compiled on the IDS sheet. Detailed geometry of the roadways will be shown on the IDS including type of curb and gutter or shoulders, pavement markings, turn bay lengths and tapers, etc. "AutoTurn" runs will be prepared and depicted on the IDS showing that the geometry will accommodate the design vehicles.
- The completed IDS will be forwarded to the CLIENT, the Illinois Department of Transportation, and any other required agencies for review and comment. Review comments will be incorporated on the drawings and addressed with a written disposition.

Traffic Signal Design

SSE will prepare Traffic Signal Construction Documents for the project intersections. The plans will be for temporary and permanent traffic signal installations including interconnect. The following tasks will be performed for each intersection:

- The plan view portion of the IDS's prepared by SSE will be used as the base for the traffic signal plans.
- SSE will meet with ComEd and the Village at the site regarding the location of, and application for, the electric service installation. We will verify any changes to the existing conditions as compared to the IDS plans.
- SSE, using the base plans and the field survey information, will prepare temporary traffic signal and removal plans for the intersection. The plans will include the removal of existing equipment items, placement of traffic signal heads, wood poles, controller cabinet, video detectors, and emergency vehicle preemption (EVP) equipment. An additional plan sheet will include the sequence of operation phase diagram, emergency vehicle preemption sequence phase diagram, cable plan, chart of energy requirements, and schedule of quantities. These plans will conform to the requirements of the Manual on Uniform Traffic Control Devices and IDOT District 1 Traffic Signal Design Guidelines.
- SSE, using the base plans and the field survey information, will prepare traffic signal plans for the intersection. The plans will include the placement of traffic signal heads, foundations, handholes, conduits, controller cabinet, video or loop detectors, and emergency vehicle preemption (EVP) equipment. An additional plan sheet will include the sequence of operation phase diagram,

emergency vehicle preemption sequence phase diagram, cable plan, chart of energy requirements, detector loop inductance chart, and schedule of quantities. These plans will conform to the requirements of the Manual on Uniform Traffic Control Devices and IDOT District 1 Traffic Signal Design Guidelines.

- SSE will prepare interconnect plans for each of the two systems. One system includes Grant Street to Prairie Avenue along Main Street and the other includes the Lacey Road at Woodcreek Drive intersection connected to the system along Butterfield Road between Lloyd Avenue and Downers Drive. The interconnect plans will include the conduit and handholes, controller cabinets, and system loop detectors. We will also include a sheet for temporary interconnect of each system. We assume wireless interconnect for the Lacey/Woodcreek intersection, and either wireless or fiber optic interconnect on the Main Street system. An interconnect schematic plan showing the entire limits of the system will be provided for each location. A schedule of quantities for the interconnect items will be included on the schematic drawing.
- SSE will provide the required IDOT Highway Standards, IDOT traffic signal design standards and legend, and mast-arm mounted street name sign details.
- A summary of quantities and opinion of probable construction cost will be provided.
- SSE will provide special provisions, estimates of cost, and bid documents required for obtaining project approval from the Illinois Department of Transportation.
- SSE will provide required coordination with the CLIENT, IDOT, and other agencies as applicable. This will consist of plan submittals, phone calls, emails and other coordination directly related to obtaining approval of the construction documents. We will also coordinate with the local fire or police department regarding the EVP installation.

Meetings

SSE will attend up to three additional meetings with the Village to discuss the progress and review of the project.

PROJECT APPROACH, FEASIBILITY OF TRAFFIC SIGNAL REMOVAL

SSE will perform the following scope of services for the Downers Drive at Finley Mall intersection:

Data Collection: SSE will compile existing available data related to the study area. This will include a visit to the study area to observe and document existing peak hour traffic operations and to gather current data regarding existing lane configurations/widths, traffic controls, roadway design features, provision of on-street parking, regulatory signage, pedestrian/bicycle accommodations, speed limits, other relevant roadway characteristics within the study area.

SSE will obtain from the Village of Downers Grove available studies and data conducted for recent development in the area.

SSE will conduct manual intersection turning movement counts, including pedestrians and vehicle classification, on a weekday evening from 4:00 to 6:00 PM and Saturday midday from 11:00 AM to 2:00 PM at the intersection of Downers Drive and Finley Square Mall Shopping Center/TH Mandy Shopping Center.

These time periods were chosen since they coincide with the typical peak periods of the adjacent shopping center developments and the adjacent roadway system.

Additionally, 48-hour automatic traffic recorder counts will be taken on Downers Drive, the Finely Square Mall Shopping Center access, and the TH Mandy Shopping Center access.

SSE will coordinate with the Village of Downers Grove and/the shopping center property owners to obtain the total gross leasable area (GLA) as well as the occupied GLA for the shopping centers.

SSE will obtain from the Village of Downers Grove and/or from the Illinois Department of Transportation Division of Traffic Safety the most recent three years of accident data for the study area intersection. Evaluation of the frequency and rate of incidents will be evaluated based upon IDOT Statewide Critical Values. The type of incidents that are occurring will also be evaluated.

The existing traffic volumes will be summarized and utilized, along with other information collected, as a basis of analysis for existing conditions.

Analysis and Recommendations: SSE will evaluate the weekday PM and Saturday midday peak hour capacity and levels of service for the study intersection.

SSE will compare the existing traffic volumes at the intersection of Downers Drive and Finely Square Mall Shopping Center/TH Mandy Shopping Center to criteria set forth in the *Manual on Uniform Traffic Control Devices* (MUTCD) to determine if a traffic control signal is warranted.

Based on field observations of traffic operations, review of accident history, roadway design concerns, traffic counts, and capacity analysis, SSE will evaluate the feasibility of removal of the existing traffic control signal. Geometric and traffic control modifications will be identified, as necessary, to accommodate the traffic volumes. The methodology of these analyses will be consistent with standard traffic engineering practices.

Documentation: SSE will produce a memorandum with appropriate graphics, documenting the analysis conducted. The traffic operations at the intersection of Downers Drive and Finely Square Mall Shopping Center/TH Mandy Shopping Center will be evaluated and any recommended improvements will be summarized.

LAKE STREET AND BROADWAY AVENUE TRAFFIC SIGNAL DESIGN

MELROSE PARK, IL

SSE prepared traffic signal plans, specifications, and estimates for a temporary traffic signal and new traffic signal installation. The existing traffic signal installation is in extremely poor condition. The temporary signals are intended to act as a short-term fix to a potential catastrophic failure of the existing signals. The permanent signals will be installed at a later date when funding is available.

U.S. ROUTE 6 AND CEDAR CROSSINGS DRIVE INTERSECTION DESIGN STUDY AND TRAFFIC SIGNAL DESIGN

NEW LENOX, IL

SSE prepared an Intersection Design Study and traffic signal plans, specifications, and estimates for a temporary traffic signal and new traffic signal installation. The existing intersection is proposed to be modified from a three-legged to a four-legged configuration. The temporary signals include wireless interconnect. The permanent signals include fiber optic interconnect. Coordination with IDOT, ISTHA, the Village of New Lenox, and the Client was required.

IL ROUTE 83 AND HOOK DRIVE TRAFFIC SIGNAL DESIGN

ROUND LAKE BEACH, IL

SSE prepared traffic signal plans, specifications, and estimates for the addition of pedestrian signals to an existing traffic signal installation.

LARAWAY ROAD AND 116TH STREET TRAFFIC SIGNAL DESIGN

FRANKFORT, IL

SSE prepared traffic signal plans, specifications, and estimates for a new traffic signal installation. The traffic signal installation was designed for the Will County Highway Department. Pedestrian signals and crosswalks were included at the request of the Village of Frankfort. Emergency Vehicle Pre-emption equipment was included for the Frankfort Fire Protection District. The work included design of traffic signals, preparation of specifications, quantity and cost calculations. Coordination with the Will County Highway Department, the Village of Frankfort, and the prime consultant was required.

ILLINOIS ROUTE 31 AND AIRPORT ROAD TRAFFIC SIGNAL DESIGN

NORTH AURORA, IL

SSE prepared traffic signal plans, specifications, and estimates for traffic signal modifications. The Village of North Aurora employed Metro to design plans for additional emergency vehicle pre-emption (EVP) equipment related to a new police station near the intersection. The EVP equipment was mounted on a pole across from the police station driveway and connected to the existing signal equipment at Illinois Route 31. The design also included relocation of part of the existing conduit and cable runs necessary to accommodate new sidewalks along the perimeter of the police station site. Striping of a new crosswalk on Illinois Route 31 was coordinated with the contractor of a resurfacing project that was under construction at the time of the signal design. The design was permitted by the Illinois Department of Transportation.

SAINT CHARLES ROAD AT 9TH AVENUE AND 19TH AVENUE TRAFFIC SIGNAL DESIGN

MAYWOOD, IL

SSE prepared traffic signal plans, specifications, and estimates for traffic signal modifications at two intersections as part of an IDOT local roads project. Hancock Engineering, the Village of Maywood engineer, employed SSE to design plans for the removal of existing traffic signals, placement of temporary traffic signals, and installation of new permanent traffic signals. The designs required careful planning due to the existence of buildings, utilities, and right-of-way limitations. The design was approved by the Illinois Department of Transportation.

INTERSECTION DESIGN STUDIES (IDS)

SSE has prepared several Intersection Design Studies for various intersections within the last four years. The following sections describe Metro's expertise in those areas.

These studies have included the following elements:

- Manual and mechanical traffic counts.
- Compilation of existing available data.
- Field investigations to gather current information regarding geometry, existing lanes, traffic control, speed limits, land uses, utilities, etc.
- Traffic forecasts.
- Capacity analyses.
- Preparation of base drawing of the intersection showing existing conditions, proposed geometry, Illinois Department of Transportation capacity and sequencing charts, traffic data, design elements, and general notes.
- Profiles of new roadways and of any existing roadway over one percent.
- "AutoTURN" runs depicting that the proposed geometry will accommodate the design vehicles.
- Coordination with review agencies.

A sample of recent designs includes the following intersections:

FOUR INTERSECTIONS ON US ROUTE 6 AND CEDAR ROAD – NEW LENOX, ILLINOIS

NORTH AVENUE AND FIRST AVENUE – MELROSE PARK, ILLINOIS

FIRST AVENUE AND STRIEBY DRIVE – MELROSE PARK, ILLINOIS

22ND STREET AND COSTCO DRIVE – OAK BROOK, ILLINOIS

US ROUTE 6 AND SILVER CROSS BLVD. – NEW LENOX, ILLINOIS



Jeffrey A. Meindl, P.E.

Project Manager

Jeff Meindl is a project manager and senior civil engineer in the Chicago office. Mr. Meindl manages and prepares documents for roadway design projects, traffic signal designs, and intersection design studies. He also has experience in traffic analyses, design of pedestrian and bicycle facilities, access justification reports, and municipal engineering projects including streetscape design, landscaped medians, park improvements, and parking lot design.

Relevant Experience

IDS and Traffic Signal Design, New Lenox, IL

Mr. Meindl prepared intersection design studies and traffic signal plans for modifications to three existing signalized intersections on US Route 6 and for one new intersection on Cedar Road. The improvements were necessary as a result of the proposed Cedar Crossing retail development. The work included design of additional through and turn lanes, turning movement analyses, capacity analyses, and coordination with several agencies. The traffic sign work included design of temporary traffic signals, permanent traffic signals, interconnect, preparation of specifications, quantity and cost calculations. Coordination with the Illinois State Toll Highway Authority was needed to obtain an access control break at the intersection of US Route 6 and the southbound I-355 ramps, where a new road was added for access to the new development. Coordination with the Illinois Department of Transportation was required since US Route 6 and part of Cedar Road are under their jurisdiction. The Will County Highway Department has jurisdiction over the north leg of Cedar Road and provided review and approval for that section. Finally, the Village of New Lenox provided input on the project as part of the overall approval process.

Randall Road at Point Boulevard and Auto Mall Drive, Elgin, IL

Mr. Meindl was part of a team of consultants to provide engineering design services for this project. Improvements were designed for two intersections on Randall Road north of Interstate 90 in the City of Elgin. Metro prepared intersection design studies and traffic signal plans. The signal plans included temporary signal and removal plans and permanent traffic signal installation plans and Interconnect plans. Wireless interconnect was used for the temporary signals. The project was permitted through the Kane County Division of Transportation and included coordination with the County, City of Elgin, the Illinois State Toll Highway Authority and two developers.

Education

University of Wisconsin, Milwaukee, WI
Bachelor of Science - Civil Engineering,

Professional Associations

Professional Engineer, Illinois
Professional Engineer, Indiana
Professional Engineer, Michigan
Professional Engineer, Wisconsin
Institute of Transportation Engineers, Member

Paul J. Spence

Project Engineer

Mr. Spence is Civil Designer and Project Manager at SSE, and has more than 20 years of roadway, drainage, structural, utility, traffic, and project management experience. His roadway experience consists of FDOT, county and city projects in the State of Florida. He has utilized MicroStation, AutoCAD and multiple highway design software packages in all aspects of design.

Experience

Country Park Way/Conservatory Drive at University Parkway Intersection Improvements, Manatee County, FL, *Project Manager*.

Responsible for the design of warranted intersection improvements. This included generating construction plans for milling, resurfacing and widening in order to extend the left turn lanes and to add a WB right turn lane on University Parkway. In addition, signing and marking plans were prepared along with signalization plans which included video camera vehicle detection. Due to this project being located on the Manatee/Sarasota County Line, both Counties maintain different aspects of the corridor and required a high level of communication to keep all parties well informed.

44th Avenue East Extension, Manatee County, FL, *Project Manager*. Responsible for the design of 0.50 mile urban extension of 44th Avenue from 15th Street East to 19th Street Court East that includes a new CSX railroad crossing. The roadway consists of a four-lane, divided, urban typical section with sidewalks, bike lanes and lighting. New water and sewer lines were also added for the length of the project. A signal was designed at 15th Street East and a ConSpan structure was utilized to cross the canal along 15th Street East. An FDOT connection permit was required for the 15th Street East intersection. A new railroad crossing permit for 44th Ave was also obtained. The process included preparing a railroad crossing closure analysis, preparing support documents and attending the CSX mitigation, and preparing support documents for the trial which awarded Manatee County the crossing privileges.

Education

Hillsborough Community College, FL
Associates of Arts Engineering, 1995

ITT Technical Institute, FL
Associates of Science Engineering Technology, 1989

Professional Training

FDOT Basic GEOPAK for Roadway Designers, 2009
Specifications Package Preparation Training, 2009
FDOT District One Utility Liaison Conference, 2009
FDOT Design Conference, 2008
FDOT Long Range Estimating, 2007

Professional Associations

Project Management Institute (PMI)
American Society of Highway Engineers (ASHE)

Jacob Phillips

CADD Technician

Mr. Phillips is responsible for CADD deliverables for SSE's Civil and Traffic Engineering groups. He provides design assistance when creating traffic calming devices that include roundabouts, oval medians and deflection elements. He is extensively uses InRoads for alignments, 3D surfaces, cross sections, profiles and other required elements. Most of Mr. Phillips' tasks include quantities, cost estimates and document preparation. Other work includes 3D renderings and graphics for parking garages and structures, landscapes and fence wrapping.

Relevant Experience

Greenlea-Otten and Hillcrest/Brookhill Neighborhood, City of Clearwater, FL

Mr. Phillips manages all CADD work required for engineers including sheet set up and design for traffic calming devices such as roundabouts, oval medians, and deflection elements. In addition, he implements all InRoads elements such as alignments, 3D surface and related elements to produce cross sections, profiles, and all other required information. He also prepares quantities and cost estimates as well as document and plan preparation.

FDOT District One Push Button Contracts

Mr. Phillips manages all CADD work required by engineers including any sheet set up and design. He implements all InRoads elements such as alignments, 3D surface and related elements to produce cross sections, profiles, and all other required information. He also prepares quantities and cost estimates and document and plan preparation.

More Park Industries

Mr. Phillips works with 3D renderings and presentation graphics for innovative parking structures including Albany Medical Center and Atlantic Yards.

Proposal work

Mr. Phillips is responsible for graphics and presentation setup for proposals to FDOT and various private clients.

Education

Columbus State College

Architecture Program

Professional Certifications

Architectural CADD (Auto CAD, MicroStation)

Lynn M. Means, P.E., PTOE

Traffic Engineer

Lynn Means is a senior transportation engineer specializing in traffic engineering and transportation planning. From a planning perspective, Ms. Means develops future traffic forecasts and assess corridor needs in terms of lane capacity and traffic control. She provides input on the decision-making process for new traffic signal installations, roadway widening and geometric improvements for intersections and roadway links. Ms. Means is experienced in traffic data collection, traffic projections, parking analysis, intersection capacity analysis, and traffic simulation analysis and their utilization in developing and implementing design improvements in roadway geometry and traffic control. She has prepared traffic reports for a wide variety of private development, municipal and state projects. In addition, she has provided technical and peer review services to local municipalities.

Relevant Experience

Fifth Avenue Study, Naperville, IL

Ms. Means assisted the City of Naperville in conducting the multimodal transportation and parking component of a community plan for the neighborhood surrounding the downtown Metra station. The study included evaluating the traffic impact associated with alternative land uses and commuter parking concepts for the surrounding neighborhood, identifying and evaluating alternative commuter parking options and opportunities to improve access and circulation for the several park-and-ride shuttle routes serving the train station, identifying improvements to study area intersections, traffic control, and roadway design, identifying potential non-auto improvements to address station area and neighborhood access, circulation, and safety issues for pedestrians, bicyclists, and transit.

Traffic Reviews, Various

Ms. Means has conducted several reviews of traffic studies and site plans prepared by other consultants. Such reviews are typically at the request of cities and villages who often require "third party" reviews of development applications for accuracy, completeness, and compliance with local regulations. Some of the communities where traffic reviews were performed include Willowbrook, IL; Bartlett, IL; Framingham, MA; Hooksett, NH; Hudson, NH; Epping, NH; and Goffstown, NH.

Education

Bradley University

Bachelor of Science, Civil Engineering, 1997

Professional Registrations

Professional Transportation Operations Engineer
Professional Engineer, Illinois
Professional Engineer, New Hampshire

Professional Associations

Institute of Transportation Engineers, Member

Brad Golojuch

Traffic Count Manager

Mr. Golojuch is coordinator of data collection services in the Chicago office. He manages the data collection for all types of transportation studies. He also assists in choosing the data collection sites and methods, directs other technicians as needed to collect the required data, and compiles the data into useable formats.

Relevant Experience

Supervision & Coordination of Field Work / Data Collection Programs

Coordination of all of SSE's fieldwork and data collection efforts, including technician scheduling, maintenance of equipment, and summary of data and survey results.

Traffic Counts

Conducted traffic counts of all types of roadways, vehicle types, and vehicle classifications, including: roadway segment counts, manual intersection turning movement counts, pedestrian counts, bicycle counts, and commercial vehicle counts. Conducted counts for all types of land uses and a wide-variety of sites, including: retail centers, office and industrial parks, urban and suburban residential neighborhoods, transit stations, stadiums and other sports facilities, special events, hospitals, and schools.

Parking Counts and Surveys

Performed parking counts, utilization surveys, and inventories for numerous studies, including on-street, surface parking lots, and parking structures. Study locations range from educational campuses, hospital complexes, urban downtown business districts, mixed-use developments, retail centers, and more.

Vehicle Occupancy Counts

Conducted counts of vehicle occupancy for a variety of projects along public roadways as well as at site driveways.

Mode-Split Surveys

Performed tasks surveying populations for use in determining key transportation characteristics including modal split, pass-by, and other factors for a variety of land uses and locations.

Sign Inventories

Recorded and identified locations, types, conditions, and other key aspects for regulatory sign and pavement marking inventories.

Field Work

Performed extensive fieldwork tasks for numerous projects in all types of conditions. Included the identification of existing roadway geometrics, cross-section, traffic controls, signal timings, parking regulations, transit availability and service. Also includes identification of observed operational aspects of transportation facilities, field measurements, and sight-distance measurements.

Peter A. Wojtkiewicz, P.E., PTOE

QA/QC

Peter Wojtkiewicz is Director of Traffic Signal Operations. Mr. Wojtkiewicz has 11 years of signal coordination and timing experience. In that time he has been directly involved in the re-timing of over 1500 traffic signals. These signals have included both NEMA and interval based controllers. He has experience in every task associated with a traffic signal optimization from data collection through project evaluation. Mr. Wojtkiewicz has project management experience of large contracts on both the State and County DOT level.

Relevant Experience

IDOT District 1 SCAT (Signal Coordination and Timing) – Chicagoland Area

Mr. Wojtkiewicz has been part of the consulting contract for IDOT District 1 for the past 12 years, including the last 4 years as project manager. Tasks on IDOT SCAT contracts include: manual turning movement counts, before and after travel-time runs, timing plan development using Synchro™ software, timing plan implementation, fine tuning based on field observations, and traffic responsive programming. Final reports for each signal system feature analysis of travel time and delay, number of stops, emissions reduction, and the development of cost-benefit ratios. Characteristics of corridors he studied include: SPUIs (single point urban interchanges), arterials through central business districts, and arterials that cross or run parallel to commuter rail lines with numerous railroad pre-emption calls during rush hour.

Countywide Traffic Signal Optimization, DuPage County, IL

Mr. Wojtkiewicz is project manager for a countywide signal optimization project in DuPage County, the largest suburban county in the Chicagoland area. He has completed studies for signal systems that include several interchanges with the 2 tollways that bisect the county.

Traffic Signal Optimization for Central Traffic Management System, Aurora, IL

Mr. Wojtkiewicz is managing five projects that will optimize 41 traffic signals for the City of Aurora, IL. The 41 signals are the first on the City's new CENTRACS central traffic management system. The five corridors under study vary in composition from a one-way couple in the central business district to 2 heavily travelled north-south State routes that run parallel to the Fox River.

Education

University of Illinois – Urbana

Bachelors of Science Civil Engineering, 1999

Licenses

Professional Engineer – Illinois

Professional Traffic Operations Engineer

Professional Associations

Institute of Transportation Engineers

Regional conference presentations: *Signal Coordination in IDOT District 1 (2010)*



PROFESSIONAL RESUME

ROBERT R. BEEN, P.L.S. SURVEY MANAGER/SURVEY CHIEF

PROFILE

Project management and preparation of land surveys for land acquisition and development; and specializes in providing research and surveys in the fields of transportation, including railroad and airport, structural, environmental, petrochemical, and municipal. His broad spectrum of survey project experience includes boundary, topographical, route, water, and construction surveys; determining encroachments of flood plains and wetlands, monumentation of surveys, field layout, calculations, and a myriad of surveying related activities. Mr. Been is in-charge of project development including establishing field methodology, crew dispatching and supervision, financial and schedule containment, and quality control/quality assurance.

EDUCATION

1967 - Joliet Junior College, Joliet, Illinois; General Studies

REGISTRATIONS

Professional Land Surveyor, Illinois No. 35-2603
Professional Land Surveyor, Wisconsin No. 2165

TECHNICAL ASSOCIATION MEMBERSHIPS

American Congress on Surveying and Mapping;
Illinois Professional Land Surveying Association

PROFESSIONAL EXPERIENCE

Over 36 years of practical land surveying experience that includes locating boundaries; researching and subdividing land; preparing legal descriptions; and preparing maps and statutory plats of subdivisions for most land uses. He is experienced in solving geometric problems with land surveys, editing and adjusting survey data, construction staking and layout testing, resolving ambiguities with the U. S. Public Land System, restoring lost or obliterated section corners, and commonly works with the Metric, State Plane, and U. S. Foot Systems. Previous transportation project experience includes supervising field crews setting horizontal and vertical control for a section of Interstate-294; supervising crews conducting field surveys for FAI-80 and for the Illinois Route 23 Interchange. More recently, Mr. Been has supervised field personnel conducting land surveys for I.D.O.T. to reference highway centerlines to public land lines, locating boundaries, preparing statutory plats of highway, and staking proposed R.O.W. through IDOT various/various projects.

1974 - 1993; Beling Consultants, Inc., Joliet, Illinois, Land Surveyor, Project Manager and Resident Engineer

1970, Nov. - 1974; Will County Department of Highways, Joliet, Illinois; Land Surveyor

1969 - 1970, Nov. ; E. J. & E. Railroad, Joliet, Illinois; Draftsman/Land Surveyor

RECENT PROJECTS

- Acq. Plat Rev.Parcel TW-2A-02-026 & Plat of Hwys. Cal-Sag & Tri-State, RR-01-8944, W.O. 1, ISTHA
- Plats of Acquisition, RR-05-5487, W.O. 3, ISTHA
- Parcel Plat Tri-State Tollway at 55th Street, RR-05-5487, W.O. 4, ISTHA
- Plats of Acquisition, I-90 at Randal Rd., RR-05-5487, W.O. 5, ISTHA
- LAND SURVEYING, VARIOUS PROJECTS, MP-96-893SS, I.S.T.H.A.
Crew management for land surveying for land acquisition, \$300,000.
- IDOT PTB 146/11, D-91-016-01, U.S. 30 Lincoln Highway East of Williams St. to IL 45, Land Surveys, Will County, Region One, District One
- LARAWAY RD. @ 116TH STREET, Traffic Signal Improvement Surveys & Staking, Land Surveys, Will County Department of Highways
- SEVERAL STREET PROJECTS, CITY OF JOLIET, Topographical surveys, roadway improvements.



**Traffic Signal Modernization
Village of Downers Grove**

Project Manager

Jeffrey Meindl, P.E. (SSE, IL)

Traffic Engineer

Lynn Means, P.E., PTOE (SSE, IL)

Project Engineer

Paul Spence (SSE, FL)

Traffic Count Manager

Brad Gololuch (SSE, IL)

CAD Technician

Jacob Phillips (SSE, FL)

QA/QC

Peter Wojtkiewicz, P.E., PTOE (SSE, IL)

Land Surveyor

Robert Been, P.L.S. (Rogina, IL)

Village of Downers Grove



**REQUEST FOR PROPOSAL
(Professional Services)**

Name of Proposing Company: Sam Schwartz Engineering, PLLC

Project Name: Traffic Signal Modernization at two intersections:
1. Main Street and Grant Street;
2. Lacey Road at Woodcreek Drive

Proposal No.: TR-017 – Main Street at Grant Street
TR-018 -- Lacey Road at Woodcreek Drive

Proposal Due: Friday, July 22, 2011 @ 10:00 A.M. – Public Works
Pre-Proposal Conference: Not Required

Required of Awarded Contractor:
Certificate of Insurance: Yes

Legal Advertisement Published: Thursday, July 14, 2011

This document consists of 31 pages.

Return original, one duplicate copy, and an electronic copy (.pdf) of proposal in a sealed envelope marked with the Proposal Numbers as noted above to:

SCOTT A. VASKO, PE
VILLAGE OF DOWNERS GROVE
5101 WALNUT AVENUE
DOWNERS GROVE, IL 60515
PHONE: 630/434-6804
FAX: 630/434-5495
www.downers.us

Village of Downers Grove

The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 5:00 P.M. at the Public Works Facility, 5101 Walnut Avenue, Downers Grove, IL 60515.

SPECIFICATIONS MUST BE MET AT THE TIME THE PROPOSAL IS DUE.

The Village Council reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

The documents constituting component parts of this contract are the following:

- I. REQUEST FOR PROPOSALS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. PROPOSAL/CONTRACT FORM

DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT. Proposers MUST submit an original, and 2 additional copies (one in electronic format) of the total proposal. Upon formal award of the Proposal, this RFP document shall become the Contract. The successful Proposer will receive a copy of the executed contract.

I. REQUEST FOR PROPOSALS

1. GENERAL

- 1.1 Proposals shall be submitted in an 8.5x11 format. They shall be succinct, and directly relevant to this project. Approximate number of pages shall be 20 (not including those within this document to be submitted). Double-sided printing is encouraged.
- 1.2 Notice is hereby given that Village of Downers Grove will receive sealed Proposals up to **Friday, July 22, 2011 @ 10:00 A.M.**
- 1.3 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.4 Proposal forms shall be sent to the Village of Downers Grove, ATTN: SCOTT A. VASKO, PE, in a sealed envelope marked "SEALED PROPOSAL". The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.5 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax Proposals will not be accepted.
- 1.6 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

2. PREPARATION OF PROPOSAL

- 2.1 It is the responsibility of the Proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT. UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT.**
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of Proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to the Village's Proposers of record.
- 2.3 In case of error in the extension of prices in the Proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any Proposal including any Proposer's travel or personal expenses shall be the sole responsibility of the Proposer and will not be reimbursed by the Village.

Village of Downers Grove

- 2.5 The Proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

3. MODIFICATION OR WITHDRAWAL OF PROPOSALS

- 3.1 A Proposal that is in the possession of the Village may be altered by a letter bearing the signature or name of the person authorized for submitting a Proposal, provided that it is received prior to the time and date set for the proposal opening. Telephone, email or verbal alterations of a Proposal will not be accepted.
- 3.2 A Proposal that is in the possession of the Village may be withdrawn by the Proposer, up to the time set for the proposal opening, by a letter bearing the signature or name of the person authorized for submitting proposals. Proposals may not be withdrawn after the proposal opening and shall remain valid for a period of ninety (90) days from the date set for the proposal opening, unless otherwise specified.

4. RESERVED RIGHTS

- 4.1 The Village reserves the exclusive right to waive sections, technicalities, irregularities and informalities and to accept or reject any and all Proposals and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of Proposal will not be waived.

II. TERMS AND CONDITIONS

1. VILLAGE ORDINANCES

- 1.1 The successful Proposer will strictly comply with all ordinances of the Village of Downers Grove and laws of the State of Illinois.

2. USE OF VILLAGE'S NAME

- 2.1 The Proposer is specifically denied the right of using in any form or medium the name of the Village for public advertising unless express permission is granted by the Village.

3. INDEMNITY AND HOLD HARMLESS AGREEMENT

- 3.1 To the fullest extent permitted by law, the Proposer shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Proposer, its employees, or its subcontractors, and the Proposer, its employees, or its subcontractors, and the Proposer shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village in any such action, the Proposer shall, at its own expense, satisfy and discharge the same. This Agreement shall not be construed as requiring the Proposer to indemnify the Village for its own negligence. The Proposer shall indemnify, keep and save harmless the Village only where a loss was caused by the negligent, willful or reckless acts or omissions of the Proposer, its employees, or its Subcontractors.

4. NONDISCRIMINATION

- 4.1 Proposer shall, as a party to a public contract:

4.1.1 Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;

4.1.2 By submission of this Proposal, the Proposer certifies that he is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11136 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.

- 4.2 It is unlawful to discriminate on the basis of race, color, sex, national origin, ancestry, age, marital status, physical or mental handicap or unfavorable discharge for military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Secs. 2000 et seq., The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 et. seq., and The Americans With Disabilities Act, 42 U.S.C. Secs. 12101 et. seq.

5. SEXUAL HARASSMENT POLICY

5.1 The Proposer, as a party to a public contract, shall have a written sexual harassment policy that:

- 5.1.1 Notes the illegality of sexual harassment;
- 5.1.2 Sets forth the State law definition of sexual harassment;
- 5.1.3 Describes sexual harassment utilizing examples;
- 5.1.4 Describes the Proposer's internal complaint process including penalties;
- 5.1.5 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
- 5.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

6. EQUAL EMPLOYMENT OPPORTUNITY

6.1 In the event of the Proposer'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 Proposer 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 Proposer agrees as follows:

- 6.1.1 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, sexual orientation, sexual identity 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.
- 6.1.2 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.
- 6.1.3 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 services.
- 6.1.4 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 Proposer's

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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 Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

- 6.1.5 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.
- 6.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 6.1.7 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 subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor 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.

7. DRUG FREE WORK PLACE

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

- 7.1 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 Village's or Proposer'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: (A) abide by the terms of the statement; and (B) 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.
- 7.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Proposer'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.

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- 7.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- 7.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction from an employee or otherwise receiving actual notice of such conviction.
- 7.5 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.
- 7.6 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.
- 7.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

8. PATRIOT ACT COMPLIANCE

- 8.1 The Proposer represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Proposer further represents and warrants to the Village that the Proposer and its principals, shareholders, members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

9. INSURANCE REQUIREMENTS/INDEMNIFICATION

- 9.1 Prior to starting the work, the Proposer shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by the Proposer or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall not be less than the greater of coverages and limits of liability specified below or any coverages and limits of liability specified in the Contract Documents or coverages and limits required by law unless otherwise agreed to by the Village.

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Workers Compensation	\$500,000	Statutory
Employers Liability	\$1,000,000	Each Accident
	\$1,000,000	Disease Policy Limit
	\$1,000,000	Disease Each Employee
Comprehensive General Liability	\$2,000,000	Each Occurrence
	\$2,000,000	Aggregate
		<i>(Applicable on a Per Project Basis)</i>
Commercial Automobile Liability	\$1,000,000	Each Accident
Professional Errors & Omissions	\$2,000,000	Each Claim
(pursuant to section .9 below)	\$2,000,000	Annual Aggregate
Umbrella Liability	\$ 5,000,000	

- 20.2 Commercial General Liability Insurance required under this paragraph shall be written on an occurrence form and shall include coverage for Products/Completed Operations, Personal Injury with Employment Exclusion (if any) deleted, Blanket XCU and Blanket Contractual Liability insurance applicable to defense and indemnity obligations and other contractual indemnity assumed under the Contract Documents. The limit must be on a "Per Project Basis".
- 20.3 Comprehensive Automobile Liability Insurance required under this paragraph shall include coverage for all owned, hired and non-owned automobiles.
- 20.4 Workers Compensation coverage shall include a waiver of subrogation against the Village.
- 20.5 Comprehensive General Liability, Employers Liability and Commercial Automobile Liability Insurance may be arranged under single policies for full minimum limits required, or by a combination of underlying policies with the balance provided by Umbrella and/or Excess Liability policies.
- 20.6 Contractor and all Subcontractors shall have their respective Comprehensive General Liability (including products/completed operations coverage), Employers Liability, Commercial Automobile Liability, and Umbrella/Excess Liability policies endorsed to add the "Village of Downers Grove, officers, officials, employees and volunteers" as "additional insureds" with respect to liability arising out of operations performed; claims for bodily injury or death brought against Village by any Contractor or Subcontractor employees, or the employees of Subcontractor's subcontractors of any tier, however caused, related to the performance of operations under the Contract Documents. Such insurance afforded to the

Village of Downers Grove

Village shall be endorsed to provide that the insurance provided under each policy shall be ***Primary and Non-Contributory***.

- 20.7 Contractor and all Subcontractors shall maintain in effect all insurance coverages required by the Contract Documents at their sole expense and with insurance carriers licensed to do business in the State of Illinois and having a current A. M. Best rating of no less than A- VIII. In the event that the Contractor or any Subcontractor fails to procure or maintain any insured required by the Contract Documents, the Village may, at its option, purchase such coverage and deduct the cost thereof from any monies due to the Contractor or Subcontractor, or withhold funds in an amount sufficient to protect the Village, or terminate this Contract pursuant to its terms.
- 20.8 All insurance policies shall contain a provision that coverages and limits afforded hereunder shall not be canceled, materially changed, non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the Village. Renewal certificates shall be provided to the Village not less than five (5) prior to the expiration date of any of the required policies. All Certificates of Insurance shall be in a form acceptable to Village and shall provide satisfactory evidence of compliance with all insurance requirements. The Village shall not be obligated to review such certificates or other evidence of insurance, or to advise Contractor or Subcontractor of any deficiencies in such documents, and receipt thereof shall not relieve the Contractor or Subcontractor from, nor be deemed a waiver the right to enforce the terms of the obligations hereunder. The Village shall have the right to examine any policy required and evidenced on the Certificate of Insurance.
- 20.9 Only in the event that the Work under the Contract Documents includes design, consultation, or any other professional services, Contractor or the Subcontractor shall procure, maintain, and pay for Professional Errors and Omissions insurance with limits of not less than \$2,000,000 per claim and \$2,000,000 annual aggregate. If such insurance is written on a claim made basis, the retrospective date shall be prior to the start of the Work under the Contract Documents. Contractor and all Subcontractors agree to maintain such coverage for three (3) years after final acceptance of the Project by the Village or such longer period as the Contract Documents may require. Renewal policies during this period shall maintain the same retroactive date.
- 20.10 Any deductibles or self-insured retentions shall be the sole responsibility of the Insured. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village, its officers, officials, employees and volunteers; or the Proposer shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- 10. COPYRIGHT/PATENT INFRINGEMENT**
- 10.1 The Proposer agrees to indemnify, defend, and hold harmless the Village against any suit, claim, or proceeding brought against the Village for alleged use of any equipment, systems, or services provided by the Proposer that constitutes a misuse of any proprietary or trade secret information or an infringement of any patent or copyright.

Village of Downers Grove

11. CAMPAIGN DISCLOSURE

- 11.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village shall be required to submit with its Proposal, an executed Campaign Disclosure Certificate, attached hereto.
- 11.2 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.
- 11.3 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.
- 11.4 By signing the bid documents, contractor/proposer/Proposer/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.

12. SUBLETTING OF CONTRACT

- 12.1 No contract awarded by the Village shall be assigned or any part sub-contracted without the written consent of the Village Manager. In no case shall such consent relieve the Awarded Proposer from their obligation or change the terms of the Contract.

13. TERM OF CONTRACT

- 13.1 The term of this Contract shall be as set forth in the Detail Specifications set forth in Section III below. This Contract is subject to the Village purchasing policy with regard to any extensions hereof.

14. TERMINATION OF CONTRACT

- 14.1 The Village reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, for any reason and/or in the event that sufficient funds to complete the Contract are not appropriated by the Village.
- 14.2 The Village further reserves the right to terminate the whole or any part of this Contract, upon ten (10) days' written notice to the Contractor, in the event of default by the Contractor. Default is defined as failure of the Contractor to perform any of the provisions of this Contract or failure to make sufficient progress so as to endanger performance of this Contract in accordance with its terms. In the event that the Contractor fails to cure the default upon notice, and the Village declares default and termination, the Village may procure, upon such terms and in such manner as the Village may deem appropriate, supplies or services similar to those so terminated. The Village will pay the Proposer's costs actually incurred as of the date of receipt of notice of default. The Contractor shall be liable for any excess costs for such similar supplies or services unless acceptable evidence is submitted to the Village that failure to perform the Contract was due to causes beyond the control and without the fault or negligence of the Contractor. Any such excess costs incurred by the Village may be set-off against any monies due and owing by the Village to the Contractor.

Village of Downers Grove

Upon termination, the Proposer 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.

15. BILLING & PAYMENT PROCEDURES

15.1 Payment will be made upon receipt of an invoice referencing Village purchase order number.

Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village 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 Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer 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.

15.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer 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.

15.3 Please send all invoices to the attention of Scott A Vasko, PE, Downers Grove Public Works, 5101 Walnut Avenue, Downers Grove, IL 60515.

16. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

16.1 The relationship between the Village and the Proposer 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.

17. STANDARD OF CARE

17.1 Services performed by Proposer under this Contract 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 Contract, or in any report, opinions, and documents or otherwise.

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

17.3 For Professional Service Agreements (i.e. Engineer, Consultant): Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or

Village of Downers Grove

(iii) for any construction contractor(s') failure to perform its work in accordance with contract documents.

18. GOVERNING LAW

18.1 This Agreement will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of laws provisions. Venue is proper only in the County of DuPage and the Northern District of Illinois.

19. SUCCESSORS AND ASSIGNS

19.1 The terms of this Contract 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 Contract in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

20. WAIVER OF CONTRACT BREACH

20.1 The waiver by one party of any breach of this Contract 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 Contract and will not be construed to be a waiver of any provision except for the particular instance.

21. AMENDMENT

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

22. NOT TO EXCEED CONTRACT

22.1 The contract price is a "not-to-exceed" cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, any change, addition or price increase must be agreed to in writing by all parties who have executed the initial contract.

23. SEVERABILITY OF INVALID PROVISIONS

23.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, 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.

24. NOTICE

24.1 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 the Village as follows:

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

And to the Proposer as designated in the Contract Form.

Village of Downers Grove

25. COOPERATION WITH FOIA COMPLIANCE

- 25.1 Contractor acknowledges that the Freedom of Information Act may apply to public records in possession of the Contractor or a subcontractor. Contractor and all of its subcontractors shall cooperate with the Village in its efforts to comply with the Freedom of Information Act . 5 ILCS 140/1 et.seq.

III. DETAIL SPECIFICATIONS

1. SCOPE OF SERVICES/DELIVERABLES

1.1 The firm selected by the Village pursuant to this RFP is not authorized to perform work for the Village until a fully executed and authorized Contract is in place.

1.2 Project Description

This project involves the preparation of traffic signal contract plans and specifications for the modernization of two intersections within the Village, as well as a feasibility study regarding the potential removal of one traffic signal at a third location. The intersections involved for this project are:

- TR-017 Main Street and Grant Street.
- TR-018 Lacey Road and Woodcreek Drive, and
- Downers Drive at Finley Mall - Feasibility of Traffic Signal Removal

1.3 Scope of Services

1.3.1. The Village is requesting a complete set of contract plans, specifications and Engineer's Estimate of cost in full accordance with the IDOT Traffic Signal Preparation Guide for each location. Work at both of the intersections will include full traffic signal modernization, equipment replacement, including LED signals, posts, combination mast arms pole with street lights, video detection system, EVP devices, conduit with fiber optic cable, new foundations, and interconnection with existing signals.

1.3.2 The Village has received an STP grant for TR-017 Main Street and Grant Street, in the amount of \$285,000. All design and submittal procedures for the STP grant process will be required for this intersection.

1.3.3 The TR-018 Lacey Road and Woodcreek Drive intersection will be funded by the Village.

1.3.4 The Village is also seeking a concurrent cost proposal for the feasibility/analysis of removing one (1) existing traffic signal at the Downers Drive and Finley Mall intersection.

1.4 TR-017 Main Street and Grant Street (see attached Exhibit 1).

The Consultant will be required to perform all necessary work required to prepare the traffic signal contract plan set, specifications, and cost estimate. This work shall be in accordance with IDOT standards and in accordance with STP grant procedures. As a minimum, the work shall include the following:

- a. A topographic survey (performed by an Illinois-licensed surveyor) shall include:
 - Right-of-way monumentation recovered shall be clearly indicated on the plan sheets. The establishing of missing monumentation (property corners) is NOT required.
 - Reference lines parallel to right-of-way lines. Base lines stationed south to north and west to east.

Village of Downers Grove

- Setting sufficient permanent control points ("PK" nails are acceptable) on the base line at 100 foot intervals which can be used to lay out construction stakes.
 - Using NGVD 29 for Vertical Datum and USGS NAD 83 for Horizontal Datum.
 - Copies of all field notes and 3D electronic base maps of the identified segments in AutoCAD format (including all shapefiles and linetypes) supplied to the Village.
 - Field locations (horizontal dimensions) of all buried/marked utilities; i.e., gas, electrical and telephone, water main, sanitary sewers and storm sewers. No digging for elevation verification of utilities will be required.
 - Detailed topography with one-foot contour intervals throughout the described project area, with elevations noted for key changes in grade, as well as high or low points between contours of the same elevation.
 - Locations and identification of all above ground structures; i.e., mailboxes, utility poles, driveways, culvert headwalls, culverts, sidewalks, sump pump outlets, etc.
 - Locations of all landscape materials; i.e., bushes, trees (2" diameter and larger), flower beds, etc. Tree sizes (2" diameter and larger) shall be measured four and one-half feet (diameter breast height) above the highest ground level at base of tree. Note locations of landscape timbers, flagstone paths or walls, brick pavers, etc.
 - Utilization of IDOT standard drafting symbols and line weights, and indicating lot line intersections, lot numbers and common addresses.
 - Plotting contour lines throughout the project with high points or low points indicated between similar contours.
 - Base drawings showing rim and invert elevations, pipe and conduit sizes of all culverts, manholes, inlets, valve vaults, etc., and elevations of roadway and driveway pavement over culverts. Information shall be tied with a leader to each referenced structure, not in a table format.
- b. Data Collection (manual turning counts, vehicle classification)
- c. An Intersection Design Study (IDS) is required
- d. Temporary traffic signals are required
- e. Final Plans shall include:
- Cover Sheet & Location Map
 - General Notes and Summary of Quantities
 - Traffic Signal Installation Plan
 - Cable Plan
 - Phase Designation Diagram
 - Emergency Vehicle Priority (EVP) System Plan
 - Interconnect Plan (To Prairie Ave)
 - Mast Arm Mounted Street Signs
 - District 1 Standard Traffic Signal Design Details
 - District 1 Standard Typical Pavement Markings
- f. Engineer's Opinion of Probable Cost for Final plans

Village of Downers Grove

- g. Specifications.
- h. Permit Submittals - Application for any required permits (Railroad, IEPA, IDOT, DuPage County Stormwater Management, etc.) and coordination with these agencies.
- i. The Consultant shall furnish to the Village all project drawings, files, notes, calculations, survey data and documents in an electronic format on CDs suitable for making prints and copies of reports as required in above, all of which shall become the property of the Village for its use in the preparation of construction documents.

1.5 **TR-018 Lacey Road and Woodcreek Drive (see attached Exhibit 2)**

The Consultant will be required to perform all necessary work required to prepare the traffic signal contract plan set, specifications, and cost estimate which includes the following:

- a. A topographic survey (performed by an Illinois-licensed surveyor) and shall include:
 - Right-of-way monumentation recovered shall be clearly indicated on the plan sheets. The establishing of missing monumentation (property corners) is NOT required.
 - Reference lines parallel to right-of-way lines. Base lines stationing south to north and west to east.
 - Setting sufficient permanent control points ("PK" nails are acceptable) on the base line at 100 foot intervals which can be used to lay out construction stakes.
 - Using NGVD 29 for Vertical Datum and USGS NAD 83 for Horizontal Datum.
 - Copies of all field notes and 3D electronic base maps of the identified segments in AutoCAD format (including all shapefiles and linetypes) supplied to the Village.
 - Field locations (horizontal dimensions) of all buried/marked utilities; i.e., gas, electrical and telephone, water main, sanitary sewers and storm sewers. No digging for elevation verification of utilities will be required.
 - Detailed topography with one-foot contour intervals throughout the described project area, with elevations noted for key changes in grade, as well as high or low points between contours of the same elevation.
 - Locations and identification of all above ground structures; i.e., mailboxes, utility poles, driveways, culvert headwalls, culverts, sidewalks, sump pump outlets, etc.
 - Locations of all landscape materials; i.e., bushes, trees (2" diameter and larger), flower beds, etc. Tree sizes (2" diameter and larger) shall be measured four and one-half feet (diameter breast height) above the highest ground level at base of tree. Note locations of landscape timbers, flagstone paths or walls, brick pavers, etc.
 - Utilization of IDOT standard drafting symbols and line weights, and indicating lot line intersections, lot numbers and common addresses.
 - Plotting contour lines throughout the project with high points or low points indicated between similar contours.
 - Base drawings showing rim and invert elevations, pipe and conduit sizes of all culverts, manholes, inlets, valve vaults, etc., and elevations of roadway and driveway pavement over culverts. Information shall be tied with a leader to each referenced structure, not in a table format.

Village of Downers Grove

- b. Data Collection (manual turning counts, vehicle classification)
- c. An Intersection Design Study (IDS) is required
- d. Temporary traffic signals are required
- e. Final Plans shall include:
 - Cover Sheet & Location Map
 - General Notes and Summary of Quantities
 - Traffic Signal Installation Plan
 - Cable Plan
 - Phase Designation Diagram
 - Emergency Vehicle Priority (EVP) System Plan
 - Interconnect Plan
 - Mast Arm Mounted Street Signs
 - District 1 Standard Traffic Signal Design Details
 - District 1 Standard Typical Pavement Markings
- f. Engineer's Opinion of Probable Cost for Final plans
- g. Specifications.
- h. Permit Submittals - Application for any required permits (Railroad, IEPA, IDOT, DuPage County Stormwater Management, etc.) and coordination with these agencies.
- i. The Consultant shall furnish to the Village all project drawings, files, notes, calculations, survey data and documents in an electronic format on CDs suitable for making prints and copies of reports as required in above, all of which shall become the property of the Village for its use in the preparation of construction documents.

1.6 **Downers Drive and Finley Mall (see Exhibit 3)**

A feasibility analysis for removing one (1) existing traffic signal from one location in town at Downers Drive and Finley Mall intersection. This work shall include any work deemed necessary by Proposer to make a sound recommendation, and is not necessarily limited to traffic data or LOS variables. The format for this analysis shall follow that of a Feasibility Report, including Intro, Data Review, Analysis, Exhibits, and Summary/Recommendation sections. The Village is looking for a concise, focused review that should not exceed 10 pages in length.

1.7 **Project Schedule**

- a. The Proposer shall begin work on the project within ten (10) calendar days after receipt of the Notice to Proceed from the Village. The Proposer shall abide by the deliverable schedule in "Section 3. Project Deliverables" of this RFP.

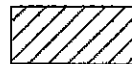
Traffic Signal Modernization Location Map

VILLAGE OF DOWNERS GROVE

EXHIBIT 1
N.T.S.



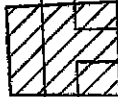
OGDEN AV (US 34)



INTERSECTION
LOCATION

NORTH
HIGH
SCHOOL

GRANT ST



AV

MAIN ST

HILL AND AV

BRYAN ST

FOREST

HILL

LINCOLN

AV
SHERIDAN

PRAIRIE AV

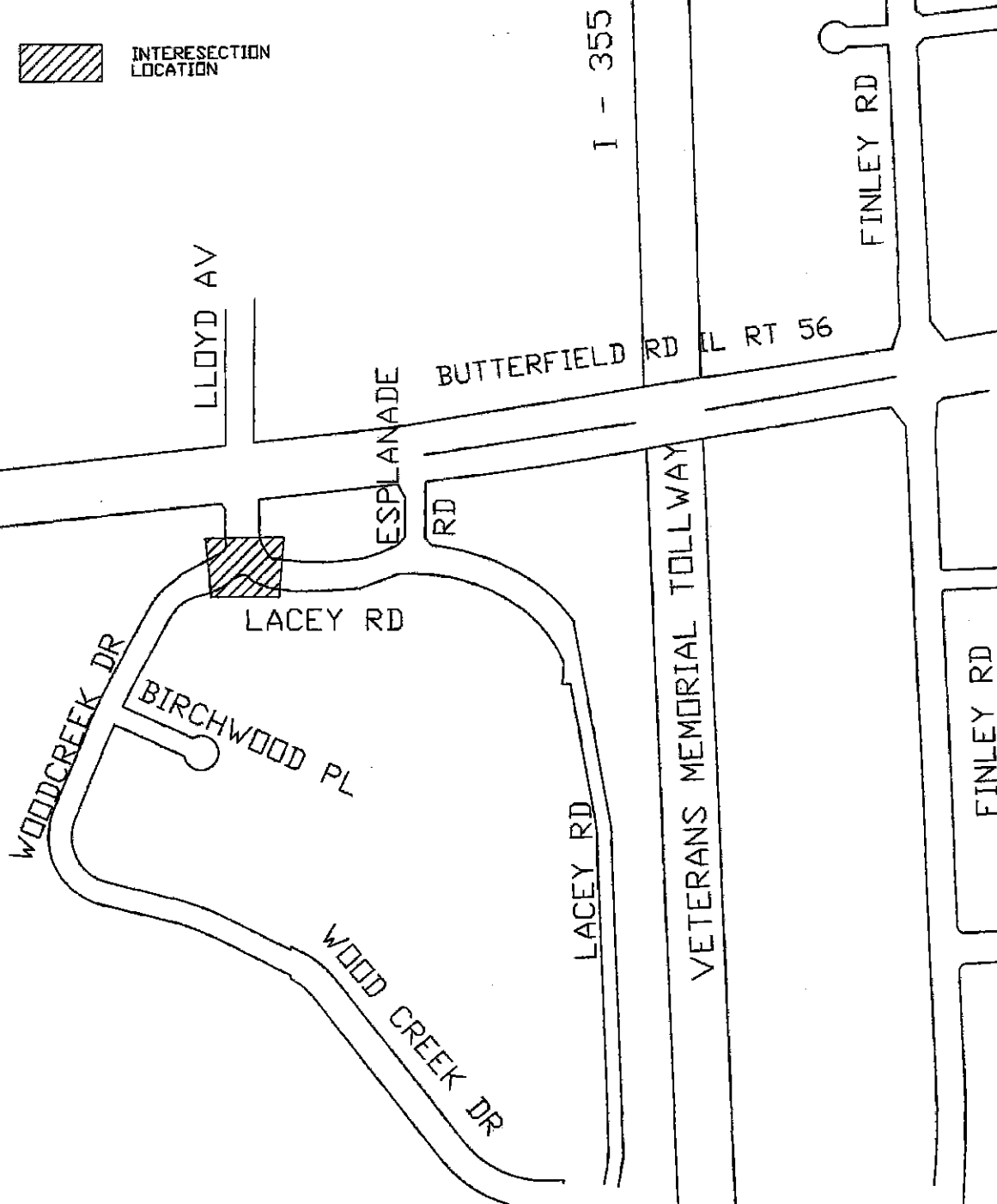
Traffic Signal Modernization Location Map

VILLAGE OF DOWNERS GROVE



INTERSECTION
LOCATION

EXHIBIT 2
N.T.S.

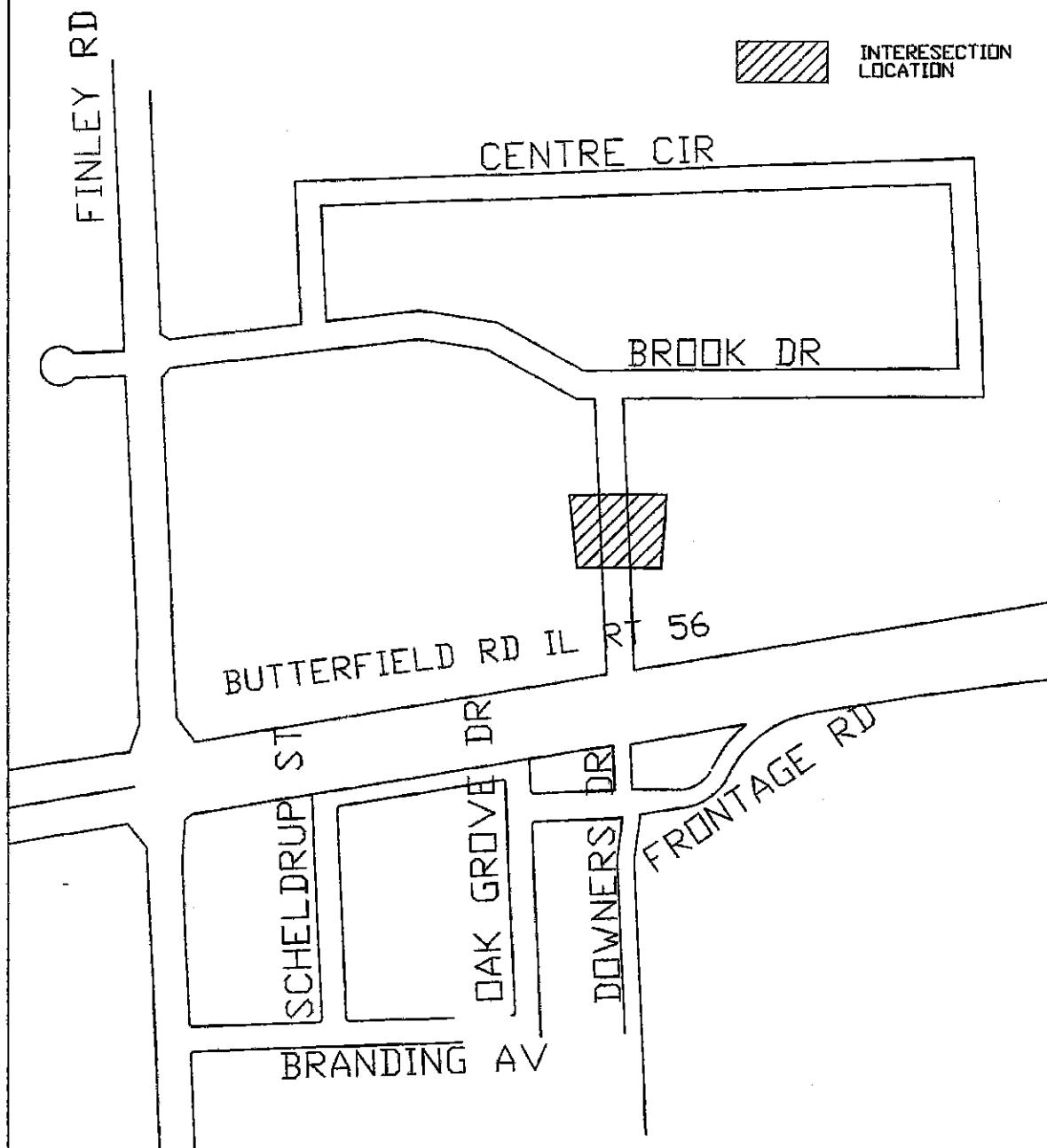


Traffic Signal Modernization Location Map

VILLAGE OF DOWNERS GROVE

EXHIBIT 3
N.T.S.

INTERSECTION
LOCATION



2. PROPOSAL REQUIREMENTS

2.1 Quantity and Format

One original and two copies of the Proposal (one copy to be in the form of a .pdf file on a CD) shall be submitted in an 8 ½ x 11 format and be organized with TABS as follows:

- Cover Letter (optional)
- Project Understanding/Approach
- Firm Qualifications and Experience (Project Data Sheets)
- Key Staff Resumes
- Project Organizational Chart
- Proposed Project Schedule
- "Not to Exceed" Fee Proposal w/hourly breakdown

The Proposals shall be succinct, and directly relevant to this project. Maximum number of pages for consultant generated proposal information shall be 20 single sided or 10 double sided. Double sided printing is allowable and encouraged. Only those persons who will be directly involved with this project should be included. Also, please identify the physical location of the project team members.

2.2 Proposal Disposition

Proposals shall become the property of the Village. The Village will maintain confidentiality of all received proposals, and not disclose information provided by prospective consultants with any other consultant, nor with the selected Consultant, unless otherwise required to be disclosed pursuant to the Freedom of Information Act.

2.3 Fee Proposal (IN SEPARATE MARKED ENVELOPE)

The Village prefers the method of compensation for professional services be based on hourly-rates plus expenses, with a Total "Not To Exceed" cost.

Please submit an estimate of hourly personnel requirements to complete the scope of services outlined in your proposal, a list of current hourly rates and a total "Not To Exceed" cost for providing the proposed services to the Village. This "Not To Exceed" cost shall include deliverables and reimbursable expenses, travel, postage, delivery service, printing, etc. The Village shall be invoiced monthly. **Additional compensation above and beyond the "Not to Exceed" cost (i.e. change orders) will not be considered without a significant change in project scope.**

2.4 Consultant Selection

Consultant Selection will be based on the following:

- Approach to organizing and understanding of the project
- Responsiveness to requirements, terms, timeliness for performance of the project
- Familiarity with Village of Downers Grove policies and preferences
- Familiarity with STP policies and processes
- Recognition of items related to project, including identification of design elements, and processes that will ultimately result in a quality, streamlined project
- Overall Not-to-Exceed Total Cost

2.5 Pre-Proposal Field Review

Prior to submitting a Proposal, each prospective Proposer shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of this project and to verify any representations made by the Village upon which the Proposer will rely. These investigations shall be limited to public property only. The monetary expenses incurred as a result of conducting these investigations shall be borne by the prospective Proposer and shall not be the responsibility of the Village.

3. PROJECT DELIVERABLES

3.1 General

The Consultant shall provide the following deliverables in an electronic format, as described:

- The Proposer shall submit their own project schedule, which the target of IDOT approval by June 1, 2012.
- The Village requires plans be prepared exclusively in AutoDesk AutoCAD Civil 3D version 2007 or later, and as .pdf documents.
- The Engineer's opinion of Probable Cost shall be in Microsoft Excel format.
- The Project Specifications shall be in Microsoft Word format.
- The Village does not support and will not accept any conversion of drawings from MicroStation CAD format, nor any other CAD software program, without written permission from the Village in advance.

3.2 Deliverable Quantities

- Four (4) total 1-hour project coordination meetings at Public Works, including (1) kick off meeting, with three (3) progress meetings at 50%, 90% and 100% submittals.
- One (1) hard copy 50% plan set, and (1) electronic copy on CD for each intersection
- One (1) hard copy 90% plan set, and (1) electronic copy on CD for each intersection
- One (1) hard copy 100% plan set and (1) electronic copy on CD for each intersection
- One (1) CD containing electronic copies of all Final project files, drawings and any supporting documentation compatible with the programs listed above.
- All required Permits
- Project Manual (Request for Proposal) including Special Provisions and Village-provided boilerplate contract.

4. CONTACTS

All questions concerning the project and/or submittal should be directed to:

Scott A Vasko, PE
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, Illinois 60515
Phone 630-434-6804
Fax 630-434-5495

IV. PROPOSER'S RESPONSE TO RFP (Professional Services)

(Proposer must insert response to RFP here. DO NOT insert a form contract, the RFP document including detail specs and Proposer's response will become the contract with the Village.)

SEE TABS

V. 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:

Sam Schwartz Engineering, PLLC

Company Name

Date: 9/7/2011

3100 W Higgins Road Ste 100

Street Address of Company

Jeff Meindl

Email Address

Hoffman Estates, IL 60169

City, State, Zip

jmeindl@samschwartz.com

Contact Name (Print)

630-213-1000

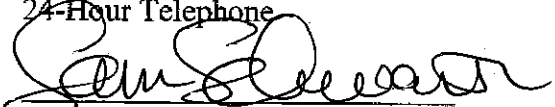
Business Phone

630-823-3215

24-Hour Telephone

630-213-3227

Fax


Signature of Officer, Partner or
Sole Proprietor

Samuel I. Schwartz, President/CEO

Print Name & Title

ATTEST: If a Corporation

Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:

Authorized Signature

Title

Date

ATTEST:

Signature of Village Clerk

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.

Village of Downers Grove



VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

BUSINESS (PLEASE PRINT OR TYPE):

NAME: Sam Schwartz Engineering, PLLC
ADDRESS: 3100 Higgins Rd., Ste. 100
CITY: Hoffman Estates
STATE: IL
ZIP: 60169
PHONE: 630-213-1000 FAX: 630-213-3227
TAX ID #(TIN): 201673585

(If you are supplying a social security number, please give your full name)

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: Same as above
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____

TYPE OF ENTITY (CIRCLE ONE):

Individual	Limited Liability Company –Individual/Sole Proprietor
Sole Proprietor	Limited Liability Company-Partnership
Partnership	Limited Liability Company-Corporation
Medical	Corporation
Charitable/Nonprofit	Government Agency
	PLLC

SIGNATURE:  DATE: 7/14/2011

Village of Downers Grove

V. PROPOSAL/CONTRACT FORM

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

PROPOSER:

Company Name

Date:

Street Address of Company

Email Address

City, State, Zip

Contact Name (Print)

Business Phone

24-Hour Telephone

Fax

Signature of Officer, Partner or
Sole Proprietor

ATTEST: If a Corporation

Print Name & Title

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.

Village of Downers Grove

PROPOSER'S CERTIFICATION

With regard to Traffic Signal Modernization proposer Sam Schwartz Engineering, PLLC hereby certifies
(Name of Project) (Name of Proposer)
the following:

1. Proposer is not barred from bidding this contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS §12-105(A)(4);
3. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
4. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer 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. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.

BY: Robert Phillips, EVP/COO
Proposer's Authorized Agent

2 0 - 1 6 7 3 5 8 5

FEDERAL TAXPAYER IDENTIFICATION NUMBER

OR _____
Social Security Number

Subscribed and sworn to before me

this 18 day of July, 20 11.

Tiffany Williams
Notary Public)

TIFFANIE WILLIAMS
Notary Public, State of New York
No. 01W8185275
Qualified in Kings County
Commission Expires April 14, 2012

Village of Downers Grove

(Fill Out Applicable Paragraph Below)

(a) **Corporation**

The Proposer is a corporation organized and existing under the laws of the State of

N/A, which operates under the Legal name of _____, and the full names of its Officers are as follows:

President: _____

Secretary: _____

Treasurer: _____

and it does have a corporate seal. (In the event that this bid is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) **Partnership** N/A

Signatures and Addresses of All Members of Partnership:

The partnership does business under the legal name of: _____

which name is registered with the office of _____ in the state of

_____.

(c) **Sole Proprietor**

The Supplier is a Sole Proprietor whose full name is: N/A

and if operating under a trade name, said trade name is: _____

which name is registered with the office of _____ in the state of

_____.

Village of Downers Grove

5. Are you willing to comply with the Village's preceding insurance requirements within 13 days of the award of the contract? Yes

Insurer's Name Amerisc

Agent Antoniette Iannucci, Account Executive

Street Address 777 Zeckenford Blvd., Ste. 2

City, State, Zip Code Garden City, NY 11530

Telephone Number 516-745-7500

I/We affirm that the above certifications are true and accurate and that I/we have read and understand them.

Print Name of Company: Sam Schwartz Engineering, PLLC

Print Name and Title of Authorizing Signature: Robert Phillips, EVP/COO

Signature: 

Date: 7/14/2011

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the bidder certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency.
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

If the bidder is unable to certify to any of the statements in this certification, bidder shall attach an explanation to this certification.

Company Name: Sam Schwartz Engineering, PLLC

Address: 3100 W. Higgins Rd., Ste 100

City: Hoffman Estates, IL Zip Code: 60169

Telephone: (630) 213-1000 Fax Number: (630) 213-3227

E-mail Address: jmeindl@samschwartz.com

Authorized Company Signature: 

Print Signature Name: Robert Phillips Title of Official: EVP/COO

Date: 7/14/2011

Village of Downers Grove

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.

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.



Signature

Robert Phillips, EVP/COO

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



V. 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.**

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PROPOSER:

Sam Schwartz Engineering, PLLC

Company Name

Date: 9/7/2011

3100 W Higgins Road Ste 100

Street Address of Company

Jeff Meindl

Email Address

Hoffman Estates, IL 60169

City, State, Zip

jmeindl@samschwartz.com

Contact Name (Print)

630-213-1000

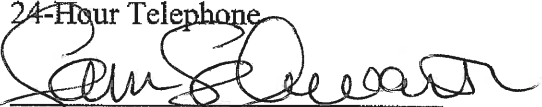
Business Phone

630-823-3215

24-Hour Telephone

630-213-3227

Fax


Signature of Officer, Partner or
Sole Proprietor

Samuel I. Schwartz, President/CEO

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

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.



VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

BUSINESS (PLEASE PRINT OR TYPE):

NAME: Sam Schwartz Engineering, PLLC
 ADDRESS: 3100 Higgins Rd., Ste. 100
 CITY: Hoffman Estates
 STATE: IL
 ZIP: 60169
 PHONE: 630-213-1000 FAX: 630-213-3227
 TAX ID #(TIN): 201673585

(If you are supplying a social security number, please give your full name)

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: Same as above
 ADDRESS: _____
 CITY: _____
 STATE: _____ ZIP: _____

TYPE OF ENTITY (CIRCLE ONE):

Individual	Limited Liability Company –Individual/Sole Proprietor
Sole Proprietor	Limited Liability Company-Partnership
Partnership	Limited Liability Company-Corporation
Medical	Corporation
Charitable/Nonprofit	Government Agency
	PLLC

SIGNATURE: *MS* DATE: 7/14/2011

Village of Downers Grove

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.

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.



Signature

Robert Phillips, EVP/COO

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

2011-2015 Capital Project Sheet

Project # **TR-017**

Project Description **Signal Modernization, Main & Grant**

Project summary, justification and alignment to Strategic Plan

This project would completely replace the traffic signals adjacent to North High School. The current system has been in place for over twenty years.

Cost Summary	New	Maintenance	Replacement	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Future Years	TOTAL
Professional Services				35,000						35,000
Land Acquisition										-
Infrastructure			X				370,000			370,000
Building										-
Machinery/Equipment										-
Other/Miscellaneous										-
TOTAL COST				35,000	-	-	370,000	-	-	405,000

Funding Source(s)

220-Capital Improvements Fund	35,000			85,000			120,000
Grants/Other Sources, Anticipated				285,000			285,000
							-
							-
TOTAL FUNDING SOURCES	35,000	-	-	370,000	-	-	405,000

Project status and completed work

None.

Grants (funded or applied for) related to the project.

A grant was awarded for \$285,000 for Surface Transportation Program funds through DuPage Mayors & Managers.

Impact-annual operating expenses	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Future Yrs	TOTAL
Projected Operating Expense Impact:							-

This project will reduce operational costs by reducing potential repair costs.

Map/Pictures of Project



Internal staff information:

Priority Score **Medium**

Project Manager:

Dorin Fera

Program: **344**

Department:

Public Works

2011-2015 Capital Project Sheet

Project # **TR-018**

Project Description **Signal Modernization, Lacey & Woodcreek**

Project summary, justification and alignment to Strategic Plan

This project would completely replace the traffic signals. The current system has been in place for over fifteen years.

Cost Summary	New	Maintenance	Replacement	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Future Years	TOTAL
Professional Services				35,000						35,000
Land Acquisition										-
Infrastructure		X			250,000					250,000
Building										-
Machinery/Equipment										-
Other/Miscellaneous										-
TOTAL COST				35,000	250,000	-	-	-	-	285,000

Funding Source(s)		FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Future Years	TOTAL
220-Capital Improvements Fund	▼	35,000						35,000
Grants/Other Sources, Anticipated	▼		250,000					250,000
	▼							-
	▼							-
TOTAL FUNDING SOURCES		35,000	250,000	-	-	-	-	285,000

Project status and completed work

Grants (funded or applied for) related to the project.

An application for Surface Transportation Program funds was submitted to the DuPage Mayor's & Manager's Conference on August 13, 2010 for approval in their 2011-2016 funding cycle. According to their schedule, we should be informed about the decision by November, 2010.

Impact-annual operating expenses	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	Future Yrs	TOTAL
Projected Operating Expense Impact:							-

This project will reduce operational costs by reducing potential repair costs.

Map/Pictures of Project



Internal staff information:

Priority Score **Medium**

Project Manager:

Dorin Fera

Program: **344**

Department:

Public Works