

**VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
SEPTEMBER 18, 2012 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
2013 Various Survey Services II (CIP Projects S-004)	✓ Resolution Ordinance Motion Discussion Only	Nan Newlon, P.E. Director of Public Works

SYNOPSIS

A motion is requested to award a contract for the 2013 Various Survey Services II to M. Gingerich, Gereaux & Associates (MG2A) of Manhattan, Illinois in the amount of \$27,350.00.

STRATEGIC PLAN ALIGNMENT

The goals for 2011-2018 identified *Top Quality Village Infrastructure and Facilities*.

FISCAL IMPACT

This project will be included in the FY13 proposed budget. Sufficient budget authority is available in the Capital Projects Fund to complete the surveying in this fiscal year.

RECOMMENDATION

Approval on the September 18, 2012 consent agenda.

BACKGROUND

Staff will prepare contract plans in-house after receiving the electronic topographic survey information for twenty locations. Sixteen locations are associated with the 2013 New Sidewalk Improvements Program, four locations will be surveyed for the Safe Route to Schools sidewalk improvements. Proposals were solicited from five pre-qualified consultants, with all five firms responding. The submitting firms and their associated proposed fees are as follows:

Consultant	Total Cost
Thomson Surveying, Ltd.	\$27,297.00
M. Gingerich Gereaux & Associates	\$27,350.00
Engineering Resource Associates, Inc.	\$29,850.00
V3 Companies	\$55,700.00
Shive-Hattery	\$56,154.00

After reviewing the proposals, M. Gingerich, Gereaux & Associates was selected as the firm that best met the needs of the Village. The total cost of proposed services was second lowest and only \$53.00 more than the lowest proposal from Thomson Surveying, Ltd. MG2A was selected because Thomson Surveying is already being recommended for Phase 1 of the 2013 Various Surveying Services, and due to workload and the timeframe in which the work needs to be completed, staff feels it would be prudent to split the work between two different consulting firms.

ATTACHMENTS

Contract Documents



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: _____

Project Name: 2013 Various Survey Services II
Proposal No.: NA
Proposal Due: Friday, August 31, 2012 @ 10:00A.M. – Public Works
Pre-Proposal Conference: Not Required

Required of Awarded Contractor:

Certificate of Insurance: Yes

Date Issued: Wednesday, August 22, 2012

This document consists of 26 pages. (Plus Exhibits 1-9)

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

TOM J. TOPOR, PE
PROJECT ENGINEER
VILLAGE OF DOWNERS GROVE
5101 WALNUT AVENUE
DOWNERS GROVE, IL 60515
PHONE: 630/434-5487
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 Village Hall, 801 Burlington 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. PROPOSER'S RESPONSE TO RFP (Professional Services)
- V. PROPOSAL/CONTRACT FORM

DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT. Proposers **MUST** submit an original, 1 additional paper copy, and 1 electronic copy 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 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to **Friday, August 31, 2012 @ 10:00A.M.**
- 1.2 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.
- 1.3 Proposal forms shall be sent to the Village of Downers Grove, ATTN: **Tom J Topor**, in a sealed envelope marked "**SEALED PROPOSAL for 2013 Various Survey Services II**". The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.4 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.
- 1.5 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.
- 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 Proposals will not be waived.

II. TERMS AND CONDITIONS

5. VILLAGE ORDINANCES

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

6. USE OF VILLAGE'S NAME

6.1 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.

7. INDEMNITY AND HOLD HARMLESS AGREEMENT

7.1 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 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.

8. NONDISCRIMINATION

8.1 Proposer shall, as a party to a public contract:

- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- (b) By submission of this Proposal, the Proposer certifies that it 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.

8.2 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 5/1-101et. seq., and The Americans With Disabilities Act, 42 U.S.C. Secs. 12101 et. seq.

9. SEXUAL HARASSMENT POLICY

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

- 9.1.1 Notes the illegality of sexual harassment;
- 9.1.2 Sets forth the State law definition of sexual harassment;
- 9.1.3 Describes sexual harassment utilizing examples;
- 9.1.4 Describes the Proposer's internal complaint process including penalties;
- 9.1.5 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
- 9.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

10. EQUAL EMPLOYMENT OPPORTUNITY

10.1 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:

- 10.1.1 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 disability unrelated to ability, order of protection status, military status, 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.

- 10.1.2 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.
- 10.1.3 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 disability unrelated to ability, order of protection status, military status, sexual orientation, or an unfavorable discharge from military services.
- 10.1.4 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 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.
- 10.1.5 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.
- 10.1.6 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.
- 10.1.7 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 subdivisions or municipal corporations.

11. DRUG FREE WORK PLACE

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

- 11.1 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.
- 11.2 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.
- 11.3 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.
- 11.4 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 from an employee or otherwise receiving actual notice of such conviction.
- 11.5 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.
- 11.6 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.
- 11.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

12. PATRIOT ACT COMPLIANCE

- 12.1 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 Contract 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.

13. INSURANCE REQUIREMENTS

13.1 The Proposer shall be required to obtain, from a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, such general liability insurance which, at a minimum, will protect the Proposer from the types of claims set forth below which may arise out of or result from the Proposer's operations under this Contract and for which the Proposer may legally liable:

13.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;

13.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;

13.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;

13.1.4 Claims for damages insured by the usual personal injury liability coverage which are sustained: (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Proposer, or (2) by another person;

13.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;

13.1.6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;

13.1.7 Claims for damages as a result of professional or any other type of negligent action by the Proposer or failure to properly perform services under the scope of the agreement between the Proposer and the Village.

13.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).

13.3 As evidence of said coverages, Proposer shall provide the Village with certificates of insurance naming the Village of Downers Grove as an additional insured and include a provision for cancellation only upon at least 30 days prior notice to the Village.

14. CAMPAIGN DISCLOSURE

- 14.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village shall be required to submit with its submission, an executed Campaign Disclosure Certificate, attached hereto.
- 14.2 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.
- 14.3 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.
- 14.4 By signing the bid or proposal 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.

15. SUBLETTING OF CONTRACT

- 15.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Proposer from its obligation or change the terms of the Contract.

All approved subcontracts shall contain language which incorporates the terms and conditions of this Contract.

16. TERM OF CONTRACT

- 16.1 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.

17. TERMINATION OF CONTRACT

- 17.1 In the event of the Proposer's nonperformance, breach of the terms of the Contract, or for any other reason, and/or that sufficient funds to complete the Contract are not appropriated by the Village, the Contract may be canceled, in whole or in part, upon the Village's written notice to the Proposer. The Village will pay the Proposer's costs actually incurred as of the date of receipt of notice of default. 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 termination.

18. BILLING & PAYMENT PROCEDURES

- 18.1 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.

- 18.2 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.
- 18.4 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 801 Burlington, Downers Grove, IL 60515.

19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

- 19.1 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.

20. STANDARD OF CARE

- 20.1 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.
- 20.2 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.
- 20.3 For Professional Service Agreements: 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 (iii) for any construction contactor(s') failure to perform its work in accordance with contract documents.

21. GOVERNING LAW

- 21.1 This Contract 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.

22. SUCCESSORS AND ASSIGNS

- 22.1 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.

23. WAIVER OF CONTRACT BREACH

23.1 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.

24. AMENDMENT

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

25. NOT TO EXCEED CONTRACT

25.1 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 Contract.

26. SEVERABILITY OF INVALID PROVISIONS

26.1 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.

27. NOTICE

27.1 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.

28. COOPERATION WITH FOIA COMPLIANCE

28.1 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

Village of Downers Grove

1. SCOPE OF WORK

1.1 The Village of Downers Grove is seeking proposals from pre-qualified surveying firms to provide topographic surveying services relating to the scope of work stated below.

1.2 The Consulting firm shall be licensed in the State of Illinois, and is to perform all professional surveying services for the project. The work will be comprised of all field surveys and drafting services, as more fully described below, necessary to accurately depict the existing right-of-way lines, adjoining private property, ground surface features, underground utilities (i.e. water, storm and sanitary pipe sizes, rim and invert elevations, pipe material, etc.) and type of utility structures.

1.3 The survey work is listed below:

No.	Street Segment	From	To	Approx Length (FT)
1	40th Street	Washington Street	W.Limit	300
2	61st Street	Fairview Avenue	Grand Avenue	1000
3	67TH COURT	Fairview Avenue	W.Limit	1200
4	AUBREY TERRACE	Maple Avenue	S. Limit	1550
5	BUNNING DRIVE	Eldon Place	Fairview Avenue	1360
6	DAWN PLACE	Stanley Avenue	E.Limit	350
7	ELDON PLACE	Bunning Drive	59th Street	850
8	FLORENCE AVENUE	Ogden Avenue	N. Limit	575
9	HERBERT STREET	Main Street	W. of Forest Avenue	600
10	JANES AVENUE	Inverness Avenue	Wisconsin Avenue	660
11	KATRINE AVENUE	Wisconsin Avenue	Curtis Street	1050
12	KATRINE AVENUE	Wisconsin Avenue	S.Limit	600
13	OTIS AVENUE	Cumnor Road	W.Limit	200
14	PROSPECT AVENUE	Sherman Street	S. Limit	400

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15	STATTON STREET	Grant Street	Lincoln Street	700
16	WISCONSIN AVENUE	Belmont Road	E.Limit	800
17	Pedestrian path	Venard Rd	Belle Aire School	200
18	Intersection of	Grant St	Seeley Ave	200
19	NORFOLK STREET	Powell Street	Saratoga Avenue	950
20	El Sierra Elementary	6835	Fairmont Avenue	

(SEE ATTACHED EXHIBITS 1-9 FOR LOCATION MAPS):

1.4 Topographic Surveying shall include:

- Reference lines parallel to right-of-way lines. Base lines stationed south to north and west to east.
- Existing centerline elevations shall be shown at low points, high points, other significant slope breaks, and at a maximum interval of twenty-five (25) feet.
- Field survey work encompassing the entire right-of-way width of those streets noted. Where the primary right-of-way surveys are shown crossing other rights-of-way which are not to be fully surveyed, the right-of-way crossed by the primary survey shall be surveyed for a length of 100 feet outside the primary right-of-way line extended, in both directions, to show the complete intersection. The survey shall also include a minimum 15-foot width of the private property adjoining each side of the right-of-way, and shall include all building faces, garage entrance locations, top of foundation grades, etc, regardless of distance from the right-of-way. Right-of-way monumentation recovered shall be clearly indicated on the plan sheets. The establishing of missing monumentation (property corners) is NOT required.
- All survey work shall use 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 2010 (including all shapefiles and linetypes) supplied to the Village. CAD drawings must be created using legitimate AutoCAD software (by Autodesk) and must not be converted from another format or CAD software (e.g. no MicroStation conversions) unless specifically approved in writing by the Assistant Director of Public Works – Engineering. In the event that the Village does allow a drawing conversion, any “clean up” required will be provided by Consultant at no additional cost to the Village, and shall be at

the discretion of the Village staff.

- Field locations (horizontal dimensions) of all buried/marked utilities; i.e., gas, electrical and telephone, and sewers. No digging for elevation verification of utilities will be required.
- Supply detailed information for all storm and sanitary sewer structures, pipes, culverts, end sections, etc., water valves, hydrants within survey limits. Surveyor to gather information for all applicable fields listed in the attached “Storm GPS Codelist” for each structure or end section. Information for the items on the “Storm GPS Codelist” are to be provided in excel format. Ask Village for current template spreadsheet.
- 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, driveway, 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.
- Utilizing IDOT standard drafting symbols and line weights, and indicating lot line intersections, lot numbers and common addresses.
- Contour lines plotted throughout the project with high points or low points indicated between similar contours.
- Plan views shown at a scale of 1" = 20'.
- Providing compatible drawing files (AutoCAD 2010) on compact disk or other media approved by the Village. The Village will provide title block for drawing files upon Firm's request.
- Obtain and include on final plans 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.

2. DELIVERABLES

- 2.1 The selected Firm agrees to complete the field survey and drafting services by the date requested. No additional working days will be granted by the Village for any reason, in that sufficient time is provided to offset any working days lost due to adverse weather preventing work, or site conditions due to recent weather preventing work.
- 2.2 The selected Firm shall begin work, weather permitting, on the project within five (5) days

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after receipt of the Notice to Proceed from the Village, to assure the completion and delivery of all field survey and drafting services by **November 30, 2012**.

- 2.3 If the Village exercises its option to terminate this agreement upon default by the Proposer, the Proposer shall cause to be delivered to the Village all drawings and field notes, or electronic data files, if any, with the understanding that all such material becomes the property of the Village. The Proposer shall be paid the total maximum cost as set forth above, less the cost incurred by the Village in completion of the work.
- 2.4 The selected Firm shall furnish to the Village all project drawings, files, notes, and documents in an electronic format on Compact Disc's suitable for making prints and copies of reports, all of which shall become the property of the Village.

2.5 SCHEDULE OF PRICES

No.	Street Segment	From	To	Proposed Cost
1	40th Street	Washington Street	W.Limit	\$
2	61st Street	Fairview Avenue	Grand Avenue	\$
3	67TH COURT	Fairview Avenue	W.Limit	\$
4	AUBREY TERRACE	Maple Avenue	S. Limit	\$
5	BUNNING DRIVE	Eldon Place	Fairview Avenue	\$
6	DAWN PLACE	Stanley Avenue	E.Limit	\$
7	ELDON PLACE	Bunning Drive	59th Street	\$
8	FLORENCE AVENUE	Ogden Avenue	N. Limit	\$
9	HERBERT STREET	Main Street	W. of Forest Avenue	\$
10	JANES AVENUE	Inverness Avenue	Wisconsin Avenue	\$
11	KATRINE AVENUE	Wisconsin Avenue	Curtis Street	\$
12	KATRINE AVENUE	Wisconsin Avenue	S.Limit	\$

Village of Downers Grove

13	OTIS AVENUE	Cumnor Road	W.Limit	\$
14	PROSPECT AVENUE	Sherman Street	S. Limit	\$
15	STATTON STREET	Grant Street	Lincoln Street	\$
16	WISCONSIN AVENUE	Belmont Road	E.Limit	\$
17	Pedestrian path	Venard Rd	Belle Aire School	\$
18	Intersection of	Grant St	Seeley Ave	\$
19	NORFOLK STREET	Powell Street	Saratoga Avenue	\$
20	El Sierra Elementary	6835	Fairmont Avenue	\$

TOTAL COST \$ _____

3. CONTACTS

3.1 All questions concerning the project, the submittal of Proposals, the Village’s review and evaluation of submittals should be directed to:

Tom J. Topor, PE
 Village of Downers Grove
 5101 Walnut Avenue
 Downers Grove, Illinois 60515
 Phone 630-434-5487
 Fax 630-434-5495
 ttopor@downers.us

4. SELECTION PROCESS

4.1 All responses to this RFP that meet the submittal requirements and the submittal deadline will be evaluated as described below.

Step One:

The Village will review and evaluate each firm’s proposal based on the requirements for submittal described above. The evaluation will include but not be limited to the following:

- Approach to organizing and understanding of the project
- Responsiveness to requirements, terms, timeliness and conditions for project performance
- Cost

(Please do not include information or materials that are not relevant to or requested by

this solicitation.)

Step Two:

Village staff will recommend a firm to Village Council based on the entire submittal package. The Village reserves the right to determine the criteria for and select the best overall qualified firm, in the Village's opinion, to execute the scope of work on behalf of the Village.

Step Three:

The Village will send a Notice of Award (NOA) letter to the selected firm, followed by a Notice to Proceed (NTP). Notice of Award is anticipated to be issued by September 19, 2012.

STORM GPS CODELIST as of 11/19/2007

Lid_Type		Flow_Direc
• Solid		• North
• Open		• South
• B-Hive		• East
• Rollback		• West
• Square		• NE
• Guard		• NW
• Other		• SE
• None		• SW
Structure		• Divide
• Inlet		Strct_Matr
• Manhole		• Cast
• Catchbasin		• Block
• Endsection		• Brick
• Culvert		• Unknown
• Bridge		• Other
• Blind Tap		• None
• Other		• Clay
• None		Condition
Inverts	no inverts = 0	• Good
Strct_Dept (ft)	if unknown = 99	• Repair
Invert_Dep (ft)		• Replace
Invert_Siz (in)		• Clean
Invert_Mat		• Unknown
• RCP		Point_Loca
• CMP		• Center
• PVC		• Rim Centr StSide
• Clay		• Invert
• Ductile Iron		• Top Pipe
• Plastic		• Top Center Wall
• Other		• NRim
• None		• SRim
Flow_Angle		• ERim
• 90 Degrees		• WRim
• 135 Degrees		• Hand Marked
• Straight Through		• Flow Line
• 1 Hole		Comment1
• Junction		Comment2
• Other		CollType
• None		Default: HQGPS
		CollSource
		Default: DGTW
		Outfall
		• Yes
		• No

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.)



Village of Downers Grove



Statement of Qualifications & Proposal

For 2013

Various Survey Services II

August 31, 2012

M. GINGERICH, GERAUX & ASSOCIATES

www.mg2a.com

Manhattan Office

25620 S. Gougar Road
Manhattan, Illinois 60442
P| 815.478.9680
F| 815.478.9685

Contact: Brian Hertz, P.E.

e-mail: bhertz@mg2a.net

Bradley Office

240 N. Industrial Drive
Bradley, Illinois 60915
P| 815.939.4921
F| 815.939.9810

CIVIL ENGINEERING & LAND SURVEYING



M. Gingerich Gereaux & Associates

COVER LETTER

August 31, 2012

**Mr. Tom J. Topor, PE
Project Engineer
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, IL 60515**

**Re: Statement of Qualifications & Proposal
For 2013 Various Survey Services**

Dear Mr. Topor,

Thank you for your continued consideration of M. Gingerich, Gereaux and Associates (MG²A) to provide Professional Services for your Village projects. The following pages include our Statement of Qualifications and Proposal for the various survey locations, as requested.

I am confident the Village of Downers Grove would be well served by MG²A, if selected as the survey services provider for its various locations. MG²A is licensed by the State of Illinois to perform professional land surveying services and our lead surveyor at the Manhattan office, Robert Sluis, P.L.S., has more than 20 years of land surveying experience and has been licensed in Illinois since 2003. Our Manhattan office is located within 25 miles of the Village.

MG²A routinely provides land surveying services for our municipal clients. In addition to our work for Downers Grove, we have completed similar topographic surveying and drafting services for the Village of Oak Park. Most recently, MG²A has provided right-of-way / boundary surveys, and construction staking for the City of Braidwood's various infrastructure improvement projects.

Please review our qualifications for these services and feel free to contact me at (815)478-9680, should you have any questions.

**Very truly yours,
M. GINGERICH, GEREAX & ASSOCIATES**

**BRIAN P. HERTZ, P.E.
Principal Engineer- MG2A Manhattan
Partner**

Enclosure



GENERAL INFORMATION

- A) NAME OF FIRM: M. Gingerich, Gereaux & Associates (MG²A)
[FEIN #20-8263541]
Professional Design Firm Registration No. 184.005003
- ADDRESS: 25620 South Gougar Road
Manhattan, Illinois 60442
- CONTACT PERSON: Brian Hertz, P.E. / Principal Engineer & Managing Partner MG²A Manhattan
Phone: 815-478-9680 Cell: 815-735-3759
Fax: 815-478-9685 E-mail: bhertz@mg2a.net
- OWNERSHIP: MG²A is a General Partnership – See MG²A Firm Introduction under the General Background heading
- FIRM HISTORY: See MG²A Firm Introduction
- B) YEARS IN BUSINESS: over 35 years total, more than 20 years working for Villages and other public agencies in the State of Illinois.
- C) EMPLOYEES: Manhattan Office: 7
Bradley Office: 18
- D) RESUMÉS: See Resumé pages that follow MG²A Firm Introduction
- E) RELEVANT FIRM EXPERIENCE: Steger Road Improvements, Jackson Creek Headwaters Preserve – Frankfort, IL
Village of Oak Park, 2008-1010 Capital Improvements Surveying – Oak Park, IL
2010 TIF Water Main & Drainage Improvement Projects – Braidwood, IL
- F) RESPONSE TIME: If awarded a contract, MG²A can start work within a week's time. MG²A staff will be available throughout the work day between the hours of 7:30 AM and 4:00 PM. Cell numbers of key staff will be provided for contact after hours.
- G) REFERENCES: Project References are included with each Project Experience page provided and also after the Project Experience section of the SOQ



GENERAL BACKGROUND

FIRM INTRODUCTION

MG²A is a partnership of professional engineers, professional land surveyors, scientists, and planners. We have been providing technical services in the Chicagoland area for over 35 years. The firm originally known as Meece Engineering was founded by Jack Meece in 1970. In 1996 Mike Gingerich and Todd Gereaux purchased the company and renamed it M. Gingerich, Gereaux & Associates. After ten years with MG²A, Brian Hertz also became a general partner in 2007 and opened the Manhattan Office location. Our mission is to provide innovative, cost effective solutions for designing, constructing, and managing public and private structures and infrastructure.

Our firm is constantly improving technical skills and creative thinking in the planning of communities, infrastructure, and protection of the natural environment. The safety, health, and welfare of communities are paramount as we deliver quality, on-time performance. MG²A has weathered the downturn in the economy well. As a whole, MG²A is currently operating at roughly 60% of our capacity with the staff and resources on hand. We typically generate an annual volume of approximately \$2M to \$3M in professional services work between the two offices.

MG²A is not a large firm, and therefore has lower overhead and payroll expenses. Our clients always benefit by having direct access to ownership level personnel, and direct attention to our clients' projects. MG²A has grown to become widely referred and accomplished in our fields of expertise. We do not expend significant resources on advertising, even during this extended period of poor economic conditions. Most of our work and client base has been established over time by providing exceptional service and attention to client needs. We take pride in our long standing client relationships and value the opportunities to serve new clients as well.

MG²A is fully insured and carries insurance policies for both general and professional liability insurance in the amounts sufficient to cover the work involved. We will provide the Certificates of Insurance as necessary if awarded a professional services contract.

MG²A has offices in Manhattan and Bradley, Illinois with a staff of approximately 25 professionals – please see our web site at www.mg2a.com for more information.

Our Manhattan office typically handles most projects in the Cook County and the six collar county area (Will, DuPage, Kane, Kendall, McHenry and Lake County). This office location is conveniently located near I-55, I-80, and I-355. Our location near I-355 is convenient for working in the north and western suburbs.



PUBLIC SERVICE AND INFRASTRUCTURE

MG²A provides professional services for a variety of public organizations such as county government, cities and villages, public and private utility providers, and park districts. We enjoy helping these organizations serve the public and achieve their mission and objectives. MG²A's work includes master planning, grant writing, project engineering and management, and special studies. Our work also includes help with operational aspects such as plan review, drafting regulations and technical guidelines, organizing and attending various board and committee meetings, and the administration of annual infrastructure maintenance programs.

Typical projects and programs MG²A assists with include highway and local road projects, parking lots, storm water management and flood control, water supply and distribution, sanitary waste collection and treatment, and planning for open space and recreational uses.



Transportation

- Roadways
- Highways
- Intersections



Storm water

- Flood Control
- Flood Mapping
- Water Quality
- NPDES
- Storm Sewers



Wastewater / Drinking Water

- Facility Plans
- Infiltration
- Sewers
- Lift Stations
- Wells
- Storage
- Treatment



GENERAL BACKGROUND (cont.)

SURVEYING, MAPPING, AND SYSTEM OPERATION & MAINTENANCE

MG²A offers an extensive array of land surveying services such as farm and boundary surveys, ALTA/ACSM Land Title Surveys, detailed topographic surveys, Highway Route surveys, exhibits for dedication and easement documents, subdivision platting, and construction staking. MG²A is well versed in horizontal and vertical control establishment for building construction where tight tolerances are needed, such as staking column lines on large steel structures. MG²A also provides comprehensive mapping services, such as street maps and zoning maps and the planning, development, start up, and maintenance of Geographic Information System (GIS) applications.



Land Surveying

- Alta Surveys
- Topographic Surveys
- Route Surveys
- Subdivision Plats
- Utility Locates

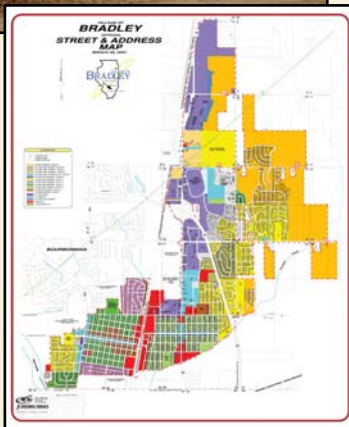
Construction Phase Services

- Control for Automated Equipment
- Construction Staking
- As-built Plans and Data



GIS / Mapping

- Data Collection
- GIS Applications
- GIS Creation & Startup
- Zoning Maps
- Street Maps
- Resource Mapping



System Management

- Use of GIS to plan, maintain, and administer infrastructure
- Roads
- Utilities
- Storm Water



LAND DEVELOPMENT

MG2A provides professional engineering and land surveying services to clients who develop an interesting variety of residential, commercial, and industrial projects. We enjoy supporting our client's creativity, knowledge, and energy as they transform a vision to a plan to an active community or business center. MG2A's support includes site selection, evaluation, and economic analysis; initial land planning, zoning, permitting, and platting; final engineering plans and specifications; contract administration, construction phase engineering, and project close out.



Industrial Parks

- Manufacturing
- Warehouse and Distribution
- Heavy Industry
- Light Industry
- Rail Access

Commercial Uses

- Office Park
- Convenience Retail & Service
- Large Retail Centers

Mixed Use Development

- Planned Unit Development
- Single Family
- Townhouse
- Condominium
- Conservation Principles
- Low Impact Design

Residential Communities

- Road/ Highway Access
- Waterways
- Wetlands
- Utility Expansion
- Preliminary Plat
- Final Design
- Subdivision Plat

Permitting / Platting

FIRM EXPERIENCE

PROJECT UNDERSTANDING & EXPERIENCE

M. Gingerich, Gereaux and Associates (MG²A) is excited to again be considered by the Village of Downers Grove to meet its professional surveying services objectives for various projects. MG²A is licensed to provide professional civil engineering and land surveying services in the State of Illinois. We additionally employ licensed professionals to practice in the states of Indiana and Wisconsin, however, the majority of our work is completed in the suburban Chicagoland area. We are constantly preparing topographic surveys, boundary surveys and engineering plans for municipal clients, public agencies such as water districts and park districts, and private clients as well. Our staff understands what steps and teamwork are needed to complete projects ranging from small site infrastructure improvement projects to mid-sized and large projects valuing millions of dollars in construction.

In order to ensure the Village receives the project deliverables in an acceptable style and format, MG²A will provide initial drawings for client input, if desired. For example, plan and profile drawings could be provided at the very early stage of the design process (i.e. 20% complete). MG²A will provide milestone submittals as needed to keep the project on schedule, if needed. These milestone completions are critical path items on small and larger projects alike. We strongly encourage the Village of Downers Grove to check MG²A's track record of project performance with any of our references provided.

Nearly all of our projects are required to be completed within specified timeframes. We are confident in our ability to complete necessary work within the specified time. MG²A staff in our Manhattan office will be primarily assigned to complete the work. Currently, MG²A staff members are operating at about 60% of their capacity, and are available to start the work within five (5) days of receipt of the Notice to Proceed from the Village. We are always available to meet and discuss any project you may have and we will carefully review the amount of work needed in conjunction with the delivery date expected, once preliminary information is compiled and organized. If needed to ensure work is completed on schedule, we have professional engineers, land surveyors, and drafters at our Bradley office that can be relied upon for assistance. MG²A's Manhattan and Bradley offices can utilize the others staff as needed to meet project schedules and client expectations. The Village's timing needs will be met.



MG²A is well equipped and experienced to complete this work and has been prequalified by IDOT for related work (2012: SEFC Prequalification).

Roads and Streets • Surveying

Additionally, we are prequalified by the state's Capital Development Board to provide these types of services.

We utilize the latest in robotic total stations and survey level precision Global Positioning System (GPS) equipment. Each field crew is supplied with modern equipment and the tools necessary to complete the work task at hand. Our survey vehicles are late model pickup trucks equipped with yellow flashing lights and workers utilize the

proper signage and safety dress measures as field conditions dictate. Drafting services are completed by utilizing the latest technology in AutoCAD design software platform. Currently our staff is using AutoCAD 2011 with the Civil 3D environment for completing this type of drafting work and generating plan sheets.



STEGER ROAD IMP'S/JACKSON CREEK RELOCATION

JACKSON CREEK HEADWATERS PRESERVE (FPDWC) – FRANKFORT, IL



Existing Jackson Creek

Steger Road is a narrow two-lane township roadway within a fast growing portion of Will County on the south side of the Village of Frankfort. Much residential construction has occurred in the vicinity of this project and more traffic is subjected to the roadway every day. Jackson Creek crosses Steger Road near the intersection of 116th Avenue (or Owens Road). Village officials and local residents witness frequent flooding of this intersection. This project includes the widening and re-alignment of the roadway, elevating the intersection of 116th Avenue to about four feet above the pre-project grades, total reconstruction of many portions of the existing pavement, replacing a rural open ditch drainage system with an urban curb & gutter and storm sewer system, addressing existing drainage concerns and re-location of the existing Jackson Creek along the south side of the existing pavement. The creek re-location was completed in 2009 (see photo at right).

MG²A worked closely with LRMG for the relocation of Jackson Creek. LRMG prepared permit applications to the Army Corps of Engineers and a design for a naturalized creek. Some of the critical elements of the design include stormwater Best Management Practices (BMPs) such as settling basins and level spreaders for culvert discharges prior to entering the creek. This was an especially scrutinized feature of the plan due to the involvement of the Forest Preserve District of Will County.



Improved Jackson Creek, 2011

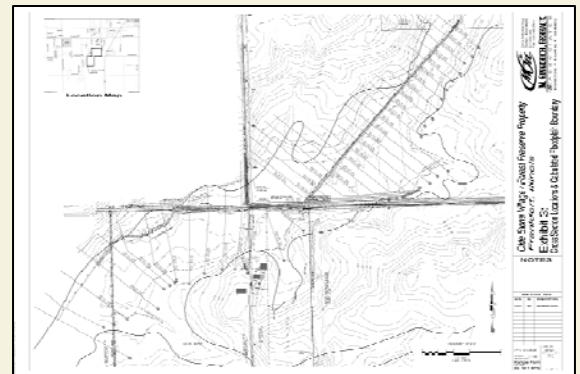
The project also includes the installation of two separate 48-ft span bridge structures, and constructing an access road into the Forest Preserve District of Will County's Jackson Creek Headwaters Preserve property. With the re-location of the creek, the first bridge was also installed in 2009. The planned access road provides a bike path connection and extension opportunities for future expansion.

MG²A also performed the detailed hydrologic and hydraulic calculations and compiled the reports required to obtain a floodway construction permit for the re-location of the creek channel and installation of the bridges through the Illinois Department of Natural Resources – Office of Water Resources (IDNR-OWR).

MG²A's scope of services included the following: Survey, evaluation of alternative designs and project scoping, environmental compliance and project study reports including soil studies, pavement design, and detailed hydrologic and hydraulic calculations for the installation

of the two bridge structures and related fill / compensatory storage to elevate the roadway above the base flood elevation. We also provided coordination and support to the Village to secure the intergovernmental agreement with the forest preserve granting access and permission to construct the improvements.

In addition to the design services, LRMG was also contracted by the Village to install, manage, and monitor the native vegetation of the relocated Jackson Creek.

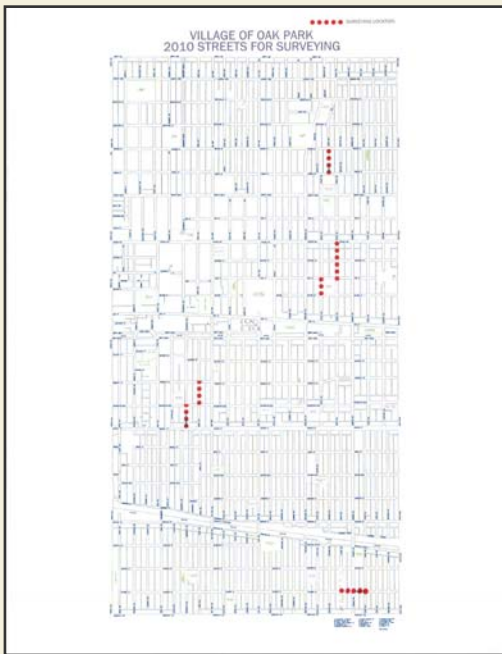
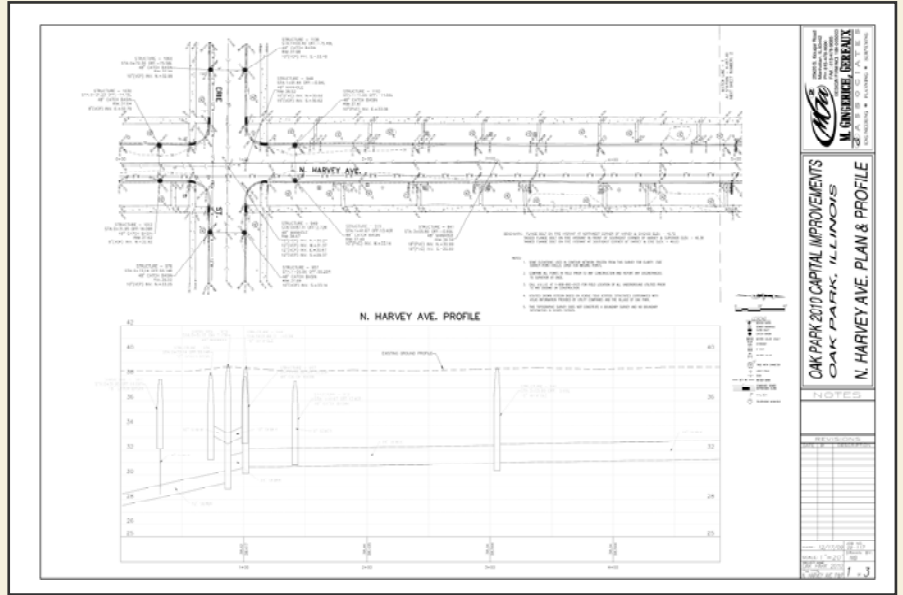


Reference:
Adam Nielsen, Village of Frankfort
Ph (815)469-2177

FIRM EXPERIENCE (cont.)

VILLAGE OF OAK PARK LAND SURVEYING SERVICES FOR 2008-2010 CAPITAL IMPROVEMENT PROJECTS, OAK PARK, ILLINOIS

MG²A was retained by the Village of Oak Park to complete topographic surveys of 26 north-south blocks (typically 660 feet) and 17 east-west blocks (typically 330 feet), for their 2008 capital improvement projects. The work included field locations of existing improvements including sewers, manholes, storm inlets, sidewalks, roadways, curbs, mailboxes, signs and similar improvements within the specified right-of-way. Detailed information on all sewer pipes, including size, material invert elevation and direction of flow was also obtained and depicted on the plan and profile base sheets. Despite adverse weather conditions in November and December 2007, the work was completed within the 3-month time frame specified by the Village. MG²A was again retained by the Village for the 2009 and 2010 capital improvements surveying work requested. Although the 2009 and 2010 scope of work was smaller in comparison to 2008, MG²A provided a quality product on time and stayed within budget.



MG²A prepared plan and profile drawing base sheets for use by the Village in design of its 2008-2010 Capital Improvement projects. In order to assist the Village in moving forward with portions of the design work prior to the completion date, MG²A forwarded sections of roadway plans as they were completed. This not only allowed the Village to get a head start on design, but it also allowed the Village an opportunity to comment on the base sheets and MG²A incorporated those comments into subsequent submittals.

- TOPOGRAPHIC SURVEYING
-
- PLAN AND PROFILE DRAWINGS
-
- BASELINES
-
- DRAINAGE
-
- CENTERLINE & UTILITY PROFILES
-
- IDENTIFICATION OF UTILITIES

Reference:
Mr. Bill McKenna, Village of Oak Park
Ph (708)358-5728



2010 TIF WATER MAIN & DRAINAGE IMPROVEMENTS CONTRACTS #1, #2, & #3 CITY OF BRAIDWOOD, ILLINOIS



MG²A is the City of Braidwood's consulting civil engineer for water main and sanitary sewer projects. MG²A completed this project for the city in 2010-2011.

The City had in service many locations where dated, very brittle cast iron water mains were causing trouble. Numerous locations were severely undersized and frequently breaking, sometimes even varying materials were

found to exist. In addition, many areas have corrosive soils in the City and posed further problems for public works crews. The Walker Street, Lincoln Street, Bergera Street, and a few other right-of-way corridors are all primarily developed residential areas of Braidwood. The City made this project a priority to improve water service to its residents and provide increased fire protection availability to the area.

The project included nearly 10,000 linear feet of replacement of the old water mains with new 8-inch PVC C900 mains. These replacements either completed looping within the distribution network, or improved the already in place loop in the system. With this work, the project included new fire hydrants, valves, service re-connections to new water main, and restorations. The City, in effort to stretch its funding resources as far as possible, also had MG²A prepare a separate contract for the purchase of the water main materials needed to complete these three contracts. The materials purchase totaled nearly \$300,000. The values of Contracts #1, #2, and #3 were approximately \$320,000 each.

The work included right-of-way and topographic surveys of the street corridors and affected properties. Following completion of the survey work, MG²A prepared improvement plans, details and written specifications for bid documents and securing of the IEPA Construction Permits. We also prepared an Opinion of Probable Construction Cost, provided Construction Layout and Construction Management services. Each of the three contracts were administered by MG²A and closed out upon successful completion.

MG²A's work from start to finish of the project demonstrates the ability to coordinate properly with Municipal Officials and Staff, Property Owners, and Utility Companies to ensure the completed project remains within budget and is a success.

- BOUNDARY & TOPOGRAPHIC SURVEY
-
- WATER MAIN IMPROVEMENT PLANS
-
- CONSTRUCTION / BIDDING / CONTRACT DOCUMENTS
-
- ILLINOIS EPA PERMITTING
-
- CONSTRUCTION LAYOUT & OBSERVATION
-
- CONTRACT ADMINISTRATION / CLOSE-OUT



Reference:
Commissioner Jim Hutton, City of Braidwood
Ph. (815)458-2333

OLDE STONE VILLAGE / STONE CREEK SUBDIVISIONS LAND SURVEYING AND DRAFTING SERVICES FRANKFORT, ILLINOIS

MG²A was retained by a well-known, reputable banking institution in the summer of 2012. The client requested that we complete as-builts / record drawings of the public improvements installed at both of these two residential subdivisions located in the Village of Frankfort. The subdivision improvements have been largely completed, however, following the downturn in the economy the bank ended up back in possession of the properties and was left holding the bonding issued to the Village to secure the improvements.

The work included field locations of existing improvements including water mains, sanitary and storm sewers, associated manholes, inlets, sidewalks, roadways, curbs, utilities, detention ponds, and similar improvements within the project areas. Both projects combined included more than 500 individual storm and sanitary sewer structures to be found, opened, measured and recorded to note as-built conditions. Many locations were challenging due to the amount of time that has passed since construction and the soil erosion and sediment control measures were still in place. We found many locations needed to be dug up by our survey crew to expose the structures as needed. We included detailed information on all sewer pipes, including size, material invert elevation and direction of flow and depicted the information on the plan and profile record drawing sheets.

STONE CREEK



OLDE STONE VILLAGE



MG²A surveyed all existing storm water detention areas to verify storage volumes provided are in substantial compliance with the originally approved subdivision plans. Our work included generating new surface data to calculate the volumes of storm water storage provided for verification of compliance with the approved plans.

MG²A's project manager for this work completed was Bob Sluis. The field work was in large part completed by Bob and he fully supervised other survey crew in collecting the survey data.

- TOPOGRAPHIC SURVEY
- PLAN AND PROFILE DRAWINGS
- STORM WATER DRAINAGE CALCULATIONS
- IDENTIFICATION OF UTILITIES
- STRUCTURE CONDITION REPORTS
- RECORD DRAWINGS

REFERENCES

Village of Frankfort

Mr. Adam Nielsen / Mr. Rob Piscia, 815-469-2177

MG²A has completed numerous large scale commercial, industrial, and residential projects for our private clients in the Village of Frankfort. We are currently providing professional services to the Village in relation to a creek relocation project in cooperation with the Forest Preserve District of Will County, in order to ultimately complete much needed road improvements in the area. The Village of Frankfort has a reputation for requiring high quality planning and engineering on all projects. MG²A has benefited from our excellent reputation in successfully completing projects in the village. **MG²A's work for our private clients and working with the Village, achieving successful projects in Frankfort whether being public or private, demonstrates the commitment to planning and design excellence we would apply when working for the Village of Downers Grove.**

City of Braidwood

Commissioner Jim Hutton, 815-458-2333

The City of Braidwood selected MG²A as City Engineering Consultant in January 2008. MG²A has completed many civil engineering and land surveying projects for City municipal improvement projects. Our work has included design of final engineering plans and specifications for roadway and sidewalk improvements, sanitary sewer and water mains, storm sewer and drainage, and parking lots and street lighting. We are currently assisting the City as Construction Engineer for their \$15M expansion of the Wastewater Treatment Plant facility. MG²A has also completed topographic and boundary surveys, construction observation, contract administration and construction staking for the City. **Our experience with the preparation of design plans and specifications as well as other civil engineering and surveying services demonstrates our understanding and expertise for providing a broad range of services for public sector clients.**

Village of Oak Park

Mr. Bill McKenna, PE, 708-358-5728

The Village of Oak Park retained MG²A to provide topographic surveying and drafting of plan and profile base sheets for its 2008 Capital Improvement Projects. The scope of services for the work was very comparable to civil engineering and land surveying work anticipated for Downers Grove projects. Additionally, MG²A was retained again in 2009 for the Village's 2009/2010 Infrastructure Improvements Surveying services. **MG²A's repeated work for the Village of Oak Park demonstrates our ability to successfully complete professional services that meet the expectations and needs for the City. Our fees remain competitive and quality of work is not sacrificed in our highly competitive market.**



ORGANIZATIONAL CHART / RESUMÉS

KEY PERSONNEL: QUALIFICATIONS, ROLES, AND RESPONSIBILITIES

Our project team is comprised of key staff from MG²A's Manhattan Office who will serve as the team lead providing overall project management and civil engineering skills, related to the primary service of providing land surveying.

MG²A is highly capable of completing the overall work components likely requested by the Village of Downers Grove for land surveying services. Richard Vane, P.E. (IL Lic. #062-038790) will be the project manager for the Village's projects and will be supported by Brian Hertz, P.E. (IL Lic. #062-054935), Managing Partner of the MG²A Manhattan office, and Bob Sluis, P.L.S. (IL Lic. #035-003558), Director of Surveying. The availability of these key personnel will be a priority for the duration of this project.

MG²A will make necessary staff available to ensure the professional services are substantially completed as required and dictated by the particular project schedule. Within 5 days following the receipt of Notice to Proceed, MG²A will begin work on surveying services requested by the Village. Current staff workload is at about 60% of capacity and MG²A can easily meet reasonable timeframes for completion of project work assuming site conditions and weather is favorable. Should our workload increase during the time of our work being completed for the Village, MG²A agrees to provide any necessary staffing changes required to meet the project needs.

The following table provides a synopsis of each team member and defines each team member's role and responsibilities for a Village of Downers Grove project. The full resumé of each of our licensed professionals is included in following pages of this document.

Organizational Chart / Team Roles			
Project Member	Position	Responsibilities	License No.
Brian Hertz, PE	Project Manager / Civil Engineer	Manage overall projects, communicate with the Client, and direct work schedules	062-054935
Richard Vane, PE	Project Manager / Civil Engineer	Lead project manager, also responsible for MG ² A quality control and review of deliverables	062-038790
Robert Sluis, PLS	Land Surveyor	Supervise all land surveying aspects including document research, right-of-way and boundary limits, and topographic surveying	035-003558
Nathan Brimer	CAD Technician	Complete all drafting work, including right-of-way and topographic survey drafting, for the Village's requested surveying work	N/A

QUALITY ASSURANCE

All deliverables, including engineering plans and specifications and construction permit applications, must be technically accurate. Quality assurance can be achieved through strong project management. Our project manager, Rich Vane, understands the keys to successful project management by drawing on his previous project experience and knowledge. MG²A takes pride in its work and strives to meet the demands and technical expertise needed in today's competitive professional land surveying market. We have been able to withstand the downturn in economic conditions by being flexible in the professional services provided to a wide range of clients, varying from private developers to municipalities to governmental agencies and water companies or districts. With this diverse client base, quality professional work is needed on many different levels for each client we serve. MG²A has qualified project managers and project engineers on staff to provide the needed attention to quality control and high quality assurance standards of any project.



BRIAN P. HERTZ, P.E.

Brian Hertz is the director of professional engineering services and managing partner at the office in Manhattan, Illinois. He holds a Bachelor of Science degree in Civil Engineering and is a licensed professional engineer in Illinois and Indiana.

Brian has been engaged as project manager and engineer for numerous projects throughout Northern Illinois. He has provided engineering services for the City of Braidwood on a number of municipal roadway and utility projects, as well as, a wide variety of residential and commercial developments. Prior to coming to MG²A, Brian obtained valuable experience working in the field staking road construction projects and providing construction engineering services in Peoria. He has been at MG²A since 1997.

Brian has recently provided engineering services, such as designing storm water management facilities, securing permits from local, state, and federal regulatory agencies, and preparing special flood hazard area boundary determinations and FEMA-Map Change applications. He has also provided Construction phase services, such as contract administrator, construction observation, and project close out.

Recently, Brian provided input to Will County on the proposed revisions to their Water Resources Ordinance. Some of the technical aspects being considered for revision are pertaining to storm water, wetlands, and floodplain regulations.

The following are some of Brian's recent projects:

- St. Francis Road & Pfeiffer Road Improvements for Lighthouse Point Development, Frankfort, Illinois, Project Engineer
- City of Braidwood, Consulting City Engineer, Transportation, Drainage, Utilities, Flood Control, Planning, and Plan Review
- Thorn Creek Conservancy Industrial Park, 100 acre industrial park development with creek relocation, Chicago Heights, Illinois, Project Manager
- Village of Frankfort, Steger Road Improvements / Jackson Creek Relocation Project within Will County Forest Preserve District property, Project Manager
- Braidwood Waste Water Treatment Plant Expansion, \$15M expansion of the city's existing plant. Secured \$10M loan thru the Illinois EPA's revolving loan program. The work includes site selection, coordinating planning and design, and planning to control stormwater infiltration and inflow.
- Aqua Illinois, Inc., \$2M Extension of waste water collection and water distribution system to serve portions of rapidly growing Green Garden Township, Will County, Illinois, Project Engineer

BRIAN HERTZ

MANAGING PARTNER
PROFESSIONAL ENGINEER
PROJECT MANAGER / ENGINEER

EXPERIENCE

17 years total
14 at mg2a

EDUCATION

B.S. Civil Engineering, Bradley University

AFFILIATIONS & SERVICE

National Society of Professional Engineers

Illinois Society of Professional Engineers

Vice President,
Kankakee Chapter, Illinois Society of Professional Engineers

Member,
Illinois Association for Floodplain and Stormwater Management

Member,
Will-South Cook Soil & Water Conservation District – Conservation Partner



RICH VANE

ASSOCIATE PARTNER
PROFESSIONAL ENGINEER
PROJECT MANAGER/ENGINEER

EXPERIENCE

33 years total
8 at mg2a

EDUCATION

B.S. Civil Engineering, Valparaiso
University

AFFILIATIONS & SERVICE

National Society of Professional
Engineers

American Society of Civil Engineers

Member,
Illinois Society of Professional
Engineers

Member,
Illinois Association for Floodplain
and Stormwater Management

Rich Vane is an associate partner and project manager at the office in Manhattan, Illinois. He is a licensed engineer with over 30 years experience in Illinois. Rich has a bachelor of science degree in civil engineering from Valparaiso University.

He worked for several years at an international design firm in Chicago and spent several years working for mid sized firms in the northwest suburbs of Chicago. Rich has completed a wide variety of civil engineering projects throughout Chicago and the suburbs.

MG²A is glad to have Rich on our team and benefit from his experience and leadership. Rich has been at MG²A since 2003.

The following are some of Rich's recent projects:

- Main Park Improvements for Frankfort Park District, including coordination of topographic and boundary surveys, design of parking lot, detention basin, tennis courts and other amenities, Frankfort, Illinois, Project Manager
- USAA Real Estate / Clorox Midwest Distribution Facility, included overall project management and coordination of land surveying necessary to generate improvement plans required to secure various permits to meet a demanding project schedule, University Park, Illinois, Project Manager
- Roadway improvement plans for Baker Road and Kankakee Street and submittal to FEMA for LOMR for Sunset Lakes Subdivision, 140 acre residential subdivision with water ski lake in Manhattan, Illinois, Project Engineer
- Center Street and School Street Drainage & Resurfacing Improvements for the City of Braidwood including design of storm sewers and ditch grading to improve drainage, Braidwood, Illinois, Project Engineer
- Channahon Town Center, mixed-use development including stormwater management, utility and grading design for residential and commercial uses, Channahon, Illinois, Project Manager
- Walgreen's Pharmacy, site utility and grading design for new pharmacy including Cook County Highway Permits and Improvements, Palos Heights & Tinley Park, Illinois, Project Manager
- Commerce Center Drive – new roadway to serve 250-acre Industrial Park including design of stormwater management, roadway plan & profile drawings, site grading and utilities plus a new (IDOT approved) full-access intersection with IL-Route 50, University Park, Illinois, Project Manager



ROBERT F. SLUIS, P.L.S.

Bob supervises survey crews and leads crews as they complete boundary and topographic surveys, construction and building staking, as-built surveys, and map data collection. Bob has been with MG²A since 2002.

He has recently provided surveying services on a wide range of projects and as an advisor to municipalities and agencies in Illinois:

The following are some of Bob's recent surveying projects:

- Comprehensive Topographic Survey of the Village of Oak Park street Right-of-ways (~43 blocks), including opening and inspection with documentation of all existing sanitary and storm sewer manhole structures, and managed drafting of deliverables to Village, Oak Park, Illinois
- Extensive Topographic Survey of various street right-of-ways in the City of Braidwood for projects ranging from water main replacement, storm water drainage, sanitary sewer infiltration & inflow studies, and re-location of the City's historic train depot building, Braidwood, Illinois
- Building and infrastructure improvements construction staking for approx. \$50M Riverside Medical Center expansion project, including an overhead enclosed pedestrian bridge and parking garage structure, Kankakee, Illinois
- Building and infrastructure improvements construction staking for St. Anne High School expansion project, which involved building addition to an existing structure, St. Anne, Illinois
- Site improvements construction staking for the City of Braidwood's 2011 Waste Water Treatment Plant Expansion (~\$15M) project, including monitoring of grades with documentation for potential settlement of a new structure due to unforeseen groundwater conditions, Braidwood, Illinois
- Various topographic surveys of existing creeks and waterways for use by MG2A engineering staff in preparation of hydrologic and hydraulic studies for submittal to counties, IDNR and FEMA, Will & Cook Counties, Illinois
- Various subdivision plats for projects, such as, Channahon Town Center, Veridian, Hidden Fields, Copper Leaf, Cherry Creek South, Manhattan Station, Thorn Creek Conservancy Industrial Park, Well Built, and Pearl Chrysler Subdivision.
- Various ALTA-ACSM Land Title and boundary surveys, including a 900 acre survey of the Equistar Chemical Plant, Morris, Illinois
- ALTA survey for South Lake Mall, Merrillville, Indiana
- Various plats of right-way dedication, plats of easement and plats of vacation in various locations throughout Northeastern Illinois and Northwestern Indiana

BOB SLUIS

DIRECTOR OF
LAND SURVEYING

EXPERIENCE

22 years total
9 at mg2a

EDUCATION

Valparaiso University

Illinois Institute of Technology

Purdue-Calumet

AFFILIATIONS & SERVICE

Member,
Illinois Professional Land Surveyors
Association

Member,
Indiana Society of Professional Land
Surveyors



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:

MG2A West, d/b/a
M. Gingerich, Gereaux & Assoc.

Date: August 30, 2012

Company Name

bhertz@mg2a.net

25620 S. Gougar Road

Email Address

Street Address of Company

Brian Hertz

Manhattan, IL 60442

Contact Name (Print)

City, State, Zip

815-735-3759

815-478-9680

24-Hour Telephone

Business Phone

815-478-9685

Signature of Officer, Partner or
Sole Proprietor

Fax

Brian Hertz, Partner

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: MG2A West, d/b/a M. Gingerich, Gereaux & Associates

ADDRESS: 25620 S. Gougar Road

CITY: Manhattan

STATE: Illinois

ZIP: 60442

PHONE: 815-478-9680 FAX: 815-478-9685

TAX ID #(TIN): 20-8263541

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

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

TYPE OF ENTITY (CIRCLE ONE):

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

SIGNATURE: _____

DATE: 8/30/12

PROPOSER'S CERTIFICATION

With regard to 2013 Various Survey Services, proposer M. Gingerich, Gereaux & Associates 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: [Signature]
Proposer's Authorized Agent

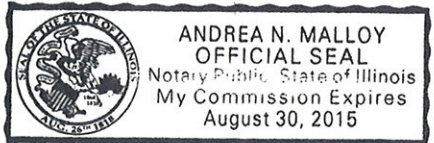
2 0 - 8 2 6 3 5 4 1

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 30th day of August, 2012.

Andrea N. Malloy
Notary Public)



(Fill Out Applicable Paragraph Below)

(a) **Corporation**

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

Signatures and Addresses of All Members of Partnership:

Mike Gingerich, 1617 Waterford, Bourbonnais, IL 60914 

Todd Gereaux, 174 Essex Way, Essex, IL 60935 

Brian Hertz, 765 Fairchild Drive, Wilmington, IL60481 

The partnership does business under the legal name of: MG2A West d/b/a/ M. Gingerich, Gereaux & Associates which name is registered with the office of Dept of Financial & Professional Regulation in the state of Illinois.

(c) **Sole Proprietor**

The Supplier is a Sole Proprietor whose full name is: _____ and if operating under a trade name, said trade name is: _____ which name is registered with the office of _____ in the state of _____.

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 Pekin Insurance

Agent Pat Gilmore / Deuschle-Gilmore Insurance, Inc.

Street Address 588 East Court Street

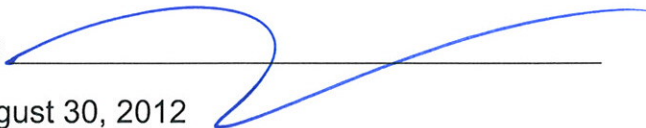
City, State, Zip Code Kankakee, IL 60901

Telephone Number 815-732-7411

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

Print Name of Company: MG2A West, d/b/a M. Gingerich, Gereaux & Associates

Print Name and Title of Authorizing Signature: Brian Hertz, Partner

Signature: 

Date: August 30, 2012

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

Village of Downers Grove

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: MG2A West, d/b/a M. Gingerich, Gereaux & Associates

Address: 25620 S. Gougar Road

City: Manhattan Zip Code: 60442

Telephone: () 815-478-9680 Fax Number: () 815-478-9685

E-mail Address: bhertz@mg2a.net

Authorized Company Signature: 

Print Signature Name: Brian Hertz Title of Official: Partner

Date: August 30, 2012

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 Brian Hertz
Print Name

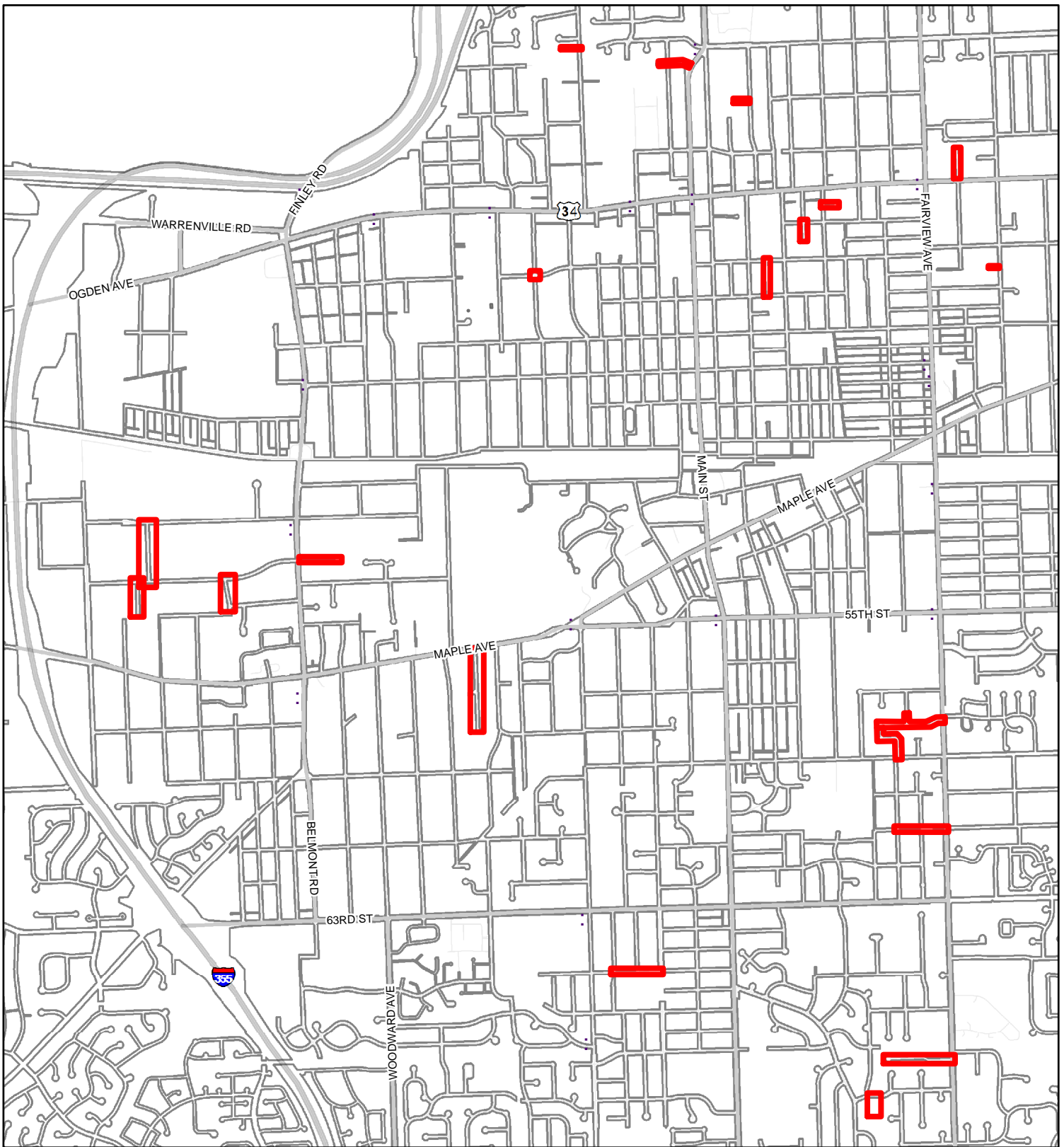
Bidder/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:
Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

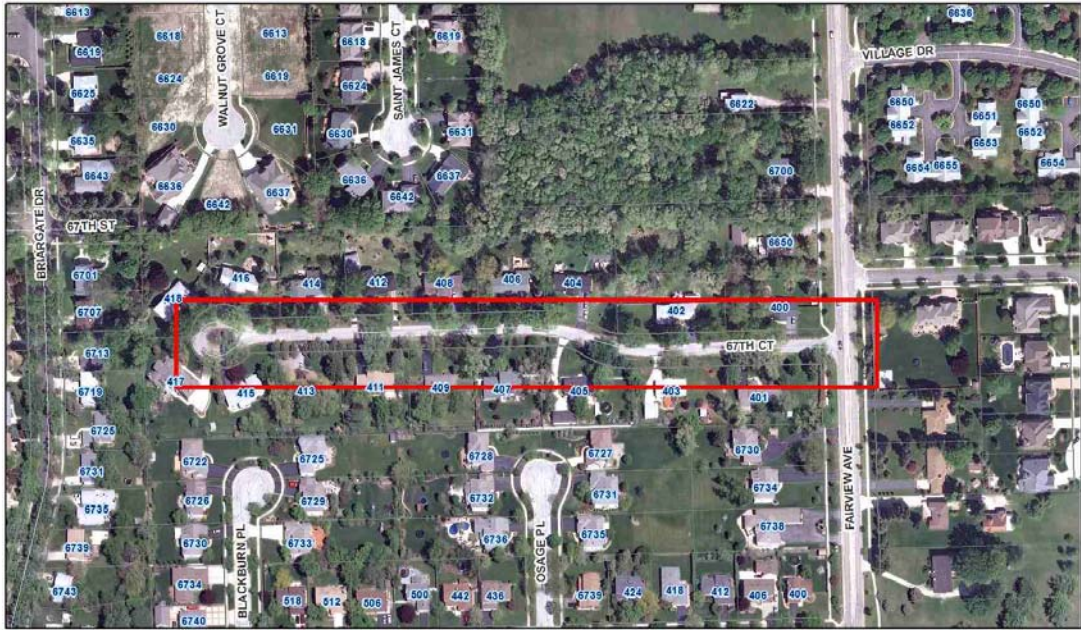
Signature Print Name



2013 Survey Services II
General Location Map

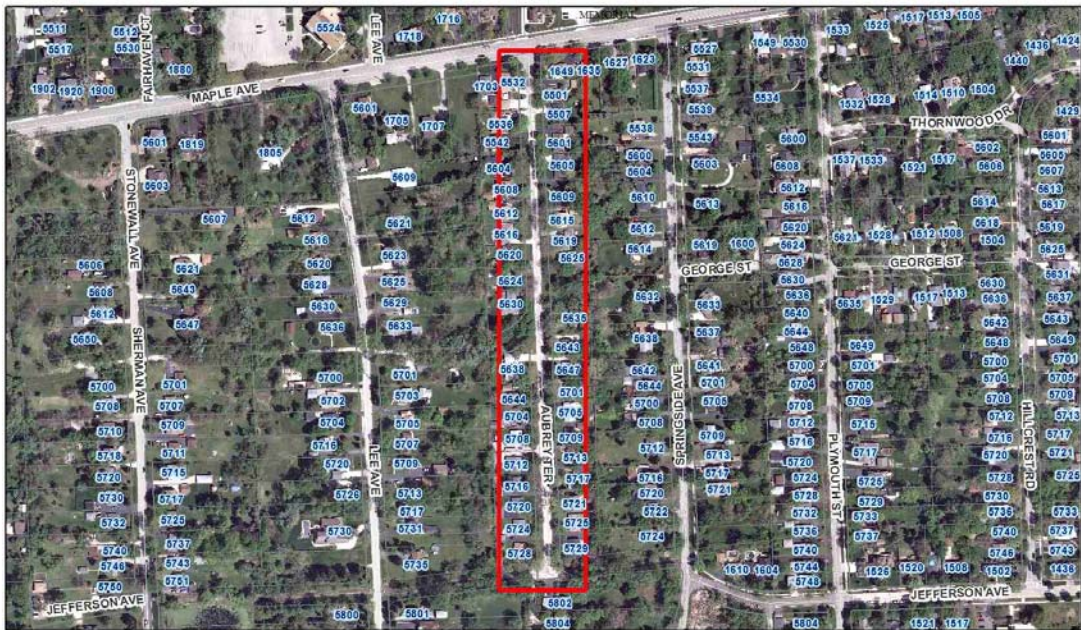
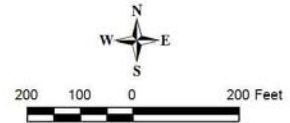
- Proposed locations
- Benchmarks





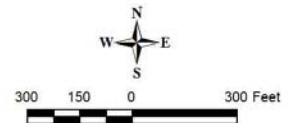
#3 - 67th Court

Proposed limits of survey



#4 - Aubrey Terrace

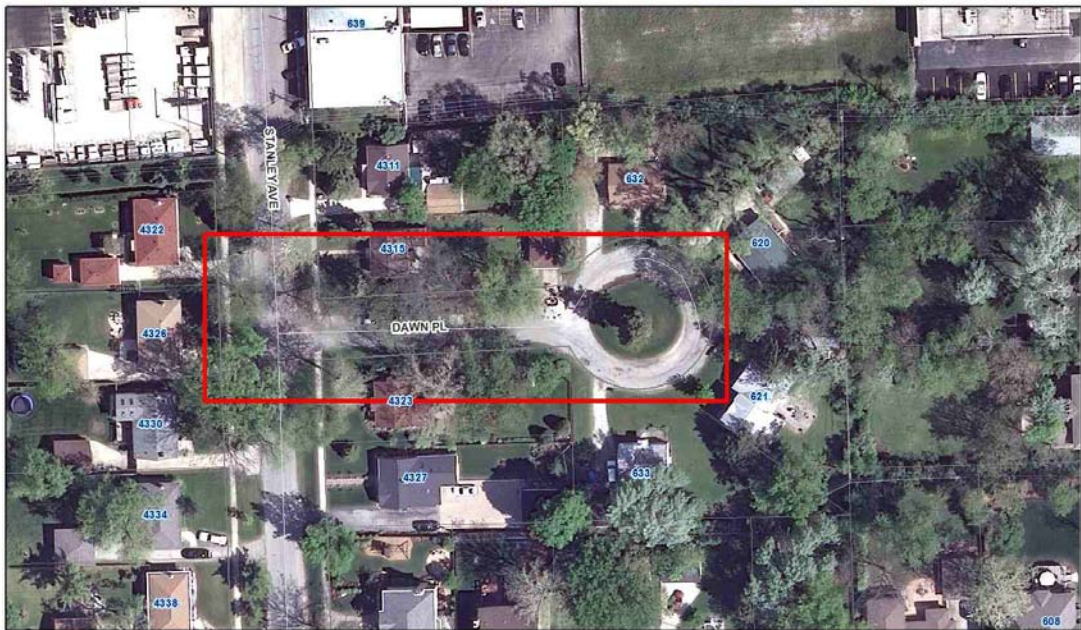
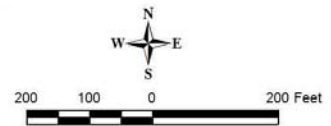
Proposed limits of survey





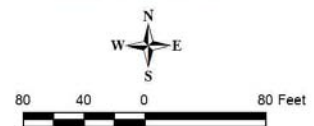
**#5 - Bunning Drive
#7 - Eldon Place**

— Proposed limits of survey



#6 - Dawn Place

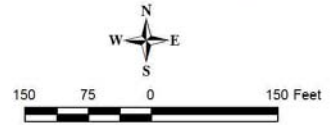
— Proposed limits of survey





#8 - Florence Avenue

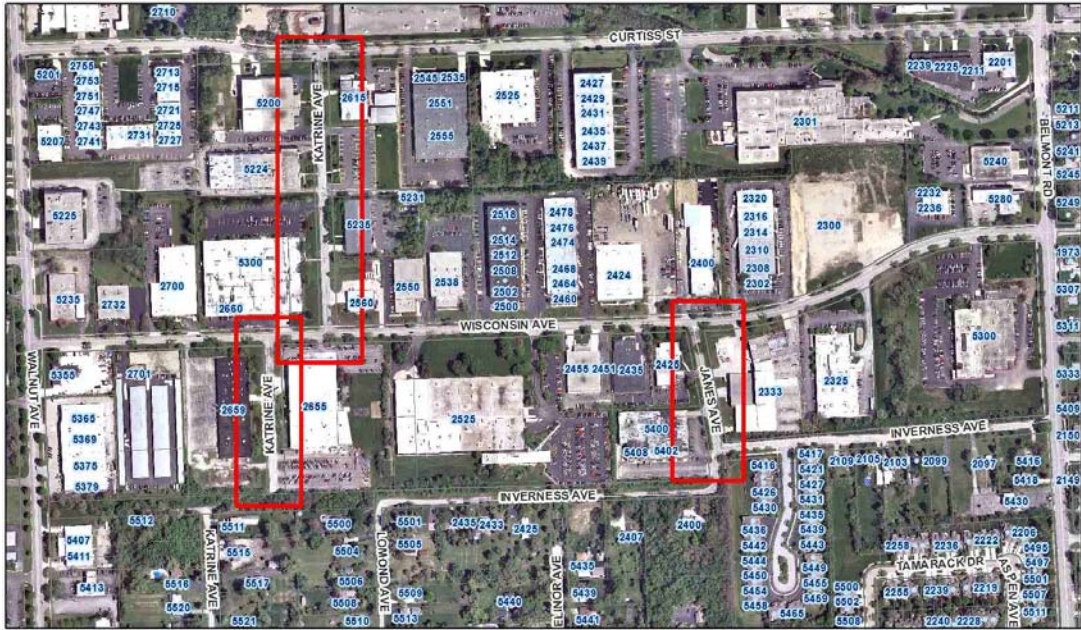
— Proposed limits of survey



#9 - Herbert Street

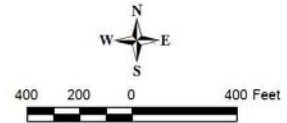
— Proposed limits of survey





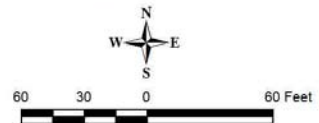
#10 - Janes Ave
#11 - Katrine Ave
#12 - Katrine Ave

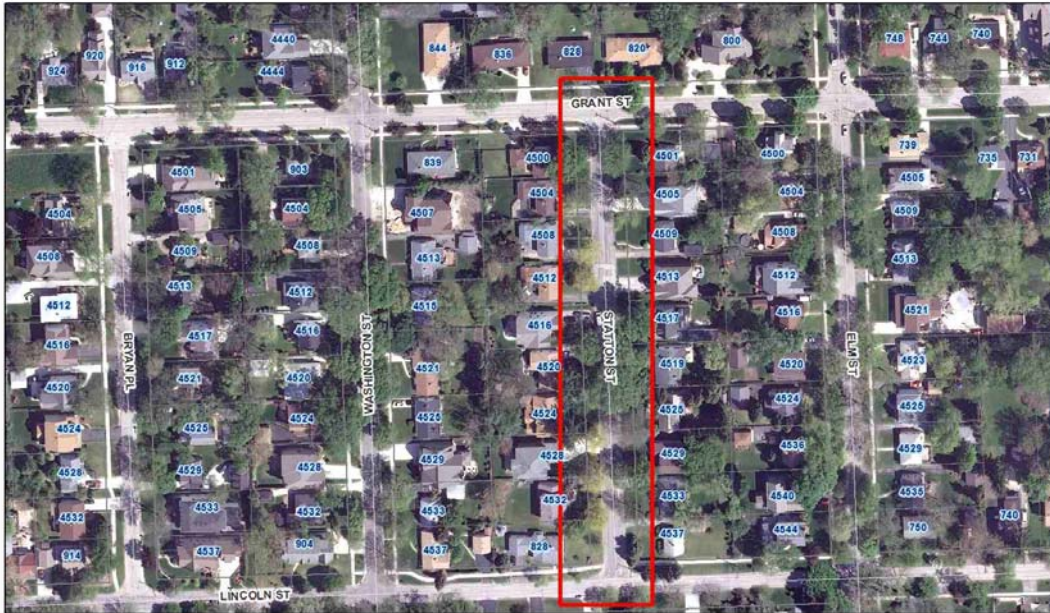
— Proposed limits of survey



#13 - Otis Avenue

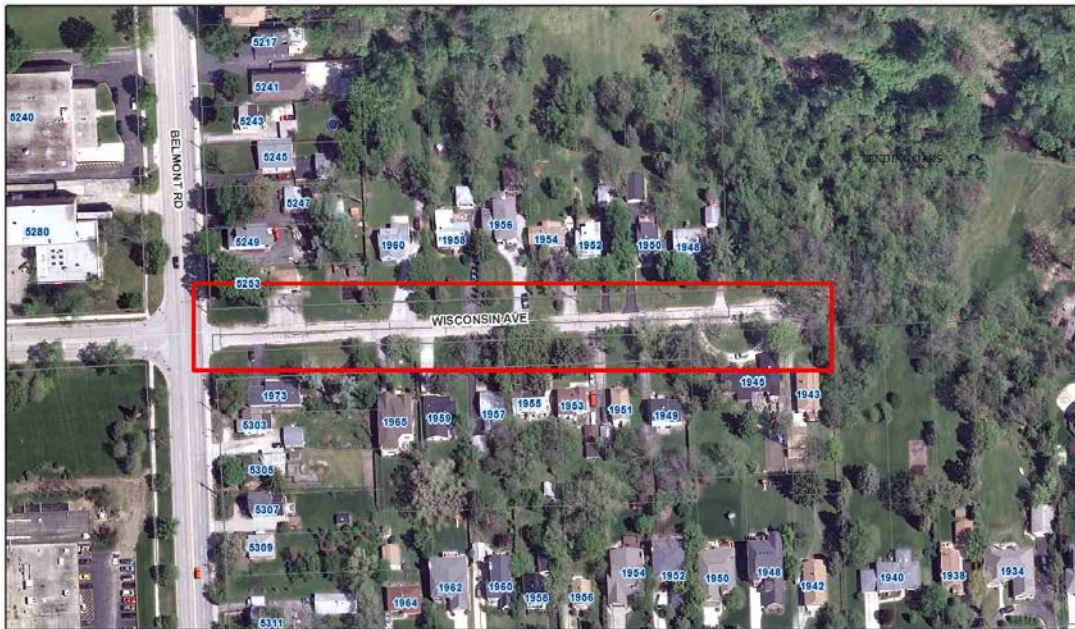
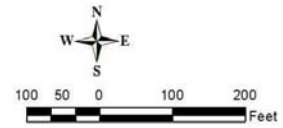
— Proposed limits of survey





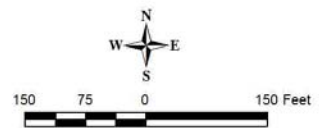
#15 - Statton Street

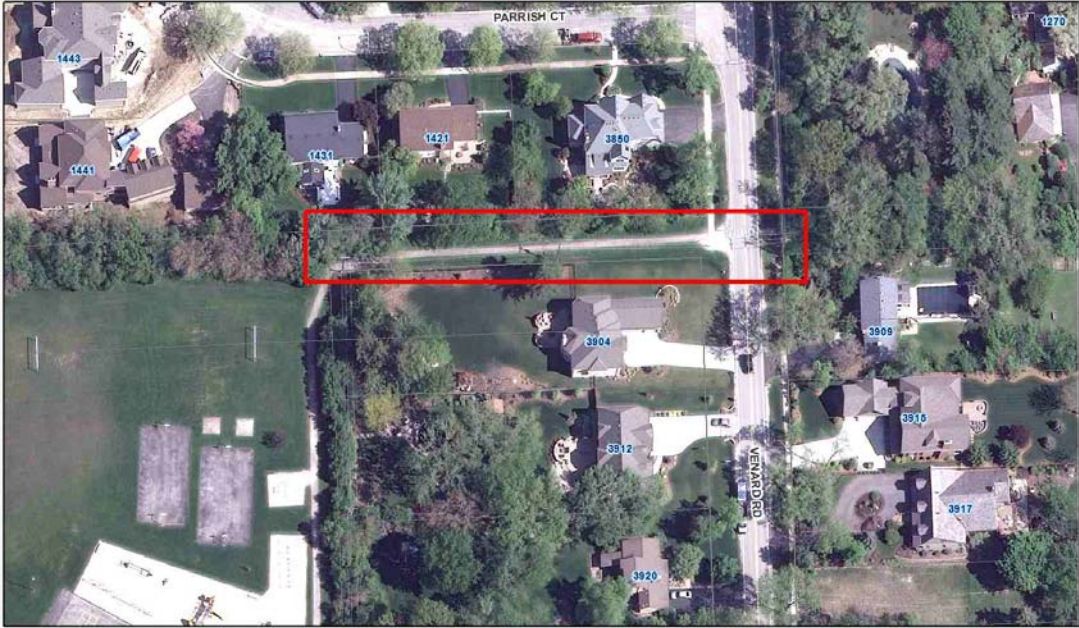
Proposed limits of survey



#16 - Wisconsin Avenue

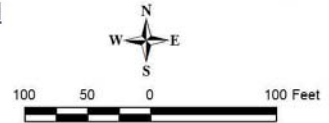
Proposed limits of survey





#17 - Pedestrian Path, Venard Rd

Proposed limits of survey



#18 - Intersection of Grant St. and Seeley Ave.

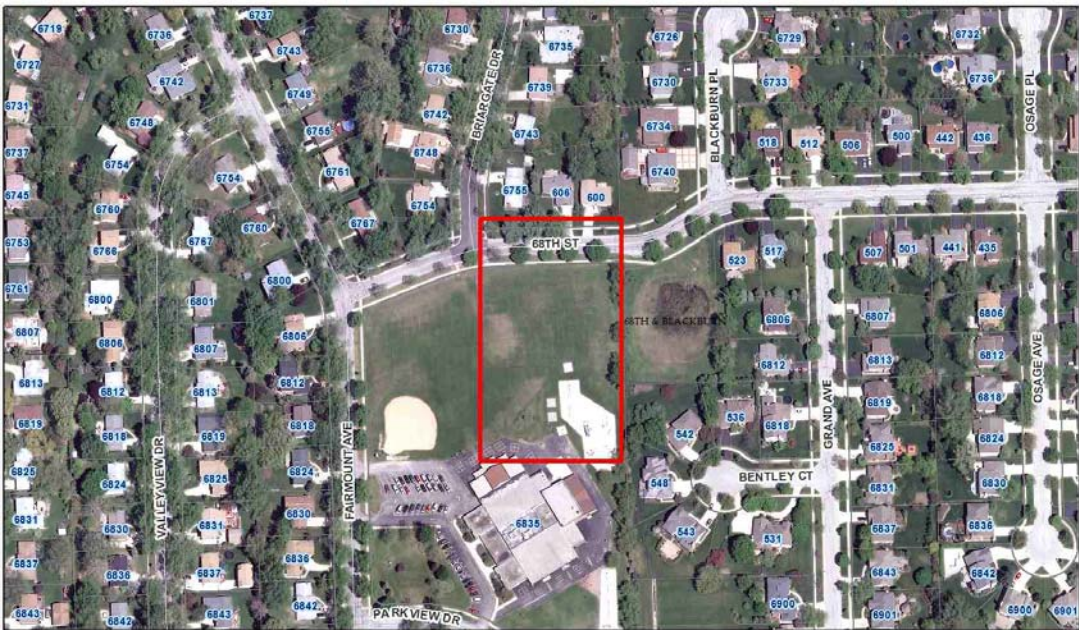
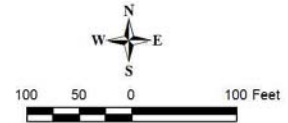
Proposed limits of survey





#19 - Norfolk Street

— Proposed limits of survey



#20 - El Sierra Elementary School

— Proposed limits of survey

