

**ITEM MOT 2015-6110**

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village Council Meeting**  
**3/10/2015**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Water Distribution System Valve Assessment Services	Nan Newlon Director of Public Works

**SYNOPSIS**

A motion is requested authorizing the execution of a three-year contract for water distribution valve assessment services to M.E. Simpson Co., Inc. of Valparaiso, Indiana in the amount of \$187,397, an average of \$62,465 per year.

**STRATEGIC PLAN ALIGNMENT**

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

**FISCAL IMPACT**

The FY15 budget includes \$60,000 for water distribution system valve assessment, exercising and locating services. Sufficient budget authority is available in the Water Fund for the total bid amount for FY15.

**RECOMMENDATION**

Approval on the March 17, 2015 consent agenda.

**BACKGROUND**

This program involves utilizing the services of a technical service company to assess the condition of 1,409 main line water distribution valves in the Village's water system each year to ensure that the devices are operable and accessible. This annual total represents half of the valves in the system, meaning that each valve is exercised (open and closed) every other year in accordance with American Water Works Association (AWWA) standards.

The primary benefits associated with this program include the following items:

- Maintain accurate records of detailed valve information
- In an emergency (such as a water main break), exercised valves ensure rapid shut downs that minimize water loss and service loss to neighboring properties
- Exercised valves last longer
- Reduced labor costs by being able to find and use valves in an emergency

A Request for Proposals (RFP) seeking services from a qualified vendor to provide the water distribution system valve assessment program for 2015-17 was issued in January in accordance with established

procurement procedures. Two proposals were received with pricing information summarized in the table below.

### Three Year Contract Summary

<b>Service Provider</b>	<b>Proposed Price 2015</b>	<b>Proposed Price 2016</b>	<b>Proposed Price 2017</b>	<b>3-Year Contract Total</b>
Associated Technical Services, Villa Park, Illinois	\$121,131	n/a	n/a	\$121,131
M.E. Simpson Co., Inc., Valparaiso, Indiana	\$61,996	\$61,996	\$63,405	\$187,397

The proposal submitted by Associated Technical Services (ATS) was disqualified as non-responsive for the following reasons:

- The RFP requested pricing for exercising half of the water valves each year for a period of three years. ATS submitted a proposal that included exercising all the valves in 2015 and no work in 2016 or 2017.
- The RFP requires the contractor to be responsible for valve access, such as removing a stuck cover or possibly breaking the cover if needed to gain access. Further, the specifications require the contractor to clean out all debris and water from valve boxes and vaults, as well as dispose of debris. ATS's proposal stated that the Village would be responsible for ensuring easy access to valves including breaking loose access covers, pumping water out of valve vaults and boxes, and removing debris.
- The revised terms of the contract would require significantly more staff time to support this project.

Staff recommends award of a three-year contract for water distribution valve assessment services with M.E. Simpson Co., Inc. M.E. Simpson's contract cost for 2015 and 2016 reflects less than a 1% increase from the 2013 contract cost. M.E. Simpson completed the Village's water distribution valve assessment program from 2010-13 with good results.

### ATTACHMENTS

Contract  
Contractor Evaluation



January 26, 2015

Ms. Theresa H. Tarka  
Purchasing Assistant  
Village of Downers Grove  
801 Burlington Avenue  
Downers Grove, Illinois 60515

Dear Village of Downers Grove,

M.E. Simpson Co., Inc. is pleased to present our response to the Request for Proposal, "Water Distribution System Valve Assessment Services", RFP No.: RFP-0-3-2015/TT for the Village of Downers Grove, Illinois.

M.E. Simpson Co., Inc. is a **Professional Services** firm dedicated to developing and providing programs and services designed to maximize peak performance for our clients' water distribution systems. Many of these programs are universally recognized as a part of "Best Management Practices" (BMP's) for utilities. We provide our clients the highest quality Professional and Technical Services, with highly skilled and trained professionals using state-of-the art technologies.

These services were developed and refined to provide Utilities with programs that can be customized to meet their needs. From complete "Turn-Key" services to assisting with the development of "In-House" programs utilized by a utility, M.E. Simpson Co., Inc. provides our services to our clients knowing that the public has the implicit faith that *"the water is always safe to drink"*.

This **Proposal** is being submitted as follows:

- ◆ **Required Documents**
- ◆ **Firm History**
- ◆ **Related Project Experience, References**
- ◆ **Employee Qualifications, Project Staffing**
- ◆ **Project Understanding and Approach**  
QA/QC, Equipment to be used
- ◆ **Scope of Services**
- ◆ **Proposed Schedule**
- ◆ **Proposal Fee**
- ◆ **Valve Report Examples**

We thank you for your consideration and this opportunity to acquaint you with our Water Valve Assessment Services and offer this response. If there are any inquiries regarding this proposal, please do not hesitate to contact us. We look forward to hearing from you soon.

Sincerely yours,

A handwritten signature in black ink that reads "John H. Van Arsdel". The signature is written in a cursive, flowing style.

John H. Van Arsdel  
Vice President  
JHV/jph

## Village of Downers Grove

## VENDOR LIST

**REQUEST FOR PROPOSAL****Name of Proposing Company:**M.E. Simpson Co., Inc.

Project Name: Water Distribution Valve Assessment Services  
Proposal No.: RFP-0-3-2015/TT  
Pre Proposal Conference: None  
Proposal Due: January 26, 2015, 2:00 p.m.

**Required of All Proposers:**

Deposit: No

Letter of Capability of Acquiring Performance Bond: No

**Required of Awarded Contractor:**

Performance Bond/Letter of Credit: No

Certificate of Insurance: **Yes**Legal Advertisement Published: January 12, 2015Date Issued: January 12, 2015This document consists of 32 pages.

Return **original** and **two duplicate copies** and **(1) pdf or cd** of proposal in a **sealed envelope** marked with the Proposal Number as noted above to:

THERESA H. TARKA  
PURCHASING ASSISTANT  
VILLAGE OF DOWNERS GROVE  
801 BURLINGTON AVENUE  
DOWNERS GROVE, IL 60515  
PHONE: 630/434-5530  
FAX: 630/434-5571  
[www.downers.us](http://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
- V. PROPOSAL/CONTRACT FORM

**DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT.** Proposers MUST submit an original, and 2 additional paper copies of the total Proposal. Upon formal award of the Proposal, the successful Proposer will receive a copy of the executed contract.

## Village of Downers Grove

**I. REQUEST FOR PROPOSALS****1. GENERAL**

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to **January 12, 2015, 2:00 p.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: **Theresa Tarka**, in a sealed envelope marked "SEALED PROPOSAL". The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.4 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.
- 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

## Village of Downers Grove

collectively.

**3. PRE-PROPOSAL CONFERENCE**

3.1 A pre-proposal conference may be offered to provide additional information, inspection or review of current facilities or equipment, and to provide an open forum for questions from Proposers. This pre-proposal conference is not mandatory (unless stated "Required" on the cover of this document), but attendance by Proposers is strongly advised as this will be the last opportunity to ask questions concerning the Proposal.

3.2 Questions may be posed in writing to the Village (faxed and emailed questions are acceptable), but must be received by the Village prior to the scheduled time for the pre-proposal conference. Questions received will be considered at the conference. An addendum may be issued as a result of the pre-proposal conference. Such an addendum is subject to the provisions for issuance of an addendum as set forth in Section 2.2 above.

**4. MODIFICATION OR WITHDRAWAL OF PROPOSALS**

4.1 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.

4.2 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.

**5. SECURITY FOR PERFORMANCE**

5.1 The awarded contractor, within thirteen (13) calendar days after acceptance of the Proposer's Proposal by the Village, shall furnish security for performance acceptable to the Village when required under the documents. Such security shall be either a satisfactory performance bond (bonding company must be licensed to do business in Illinois) or a letter of credit on the form provided by the Village and available from the Village's Purchasing Manager. Any bond shall include a provision as will guarantee faithful performance of the Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq. **NOTE: As evidence of capability to provide such security for performance, each Proposer shall submit with the Proposal either a letter executed by its surety company indicating the Proposer's performance bonding capability, or a letter from a bank or savings and loan within twenty-five miles of the corporate boundaries of the Village indicating its willingness and intent to provide a letter of credit for the Proposer.**

**6. DELIVERY**

6.1 All proposal prices are to be quoted, delivered F.O.B. Village of Downers Grove, 801 Burlington, Downers Grove, IL 60515.

## Village of Downers Grove

**7. TAX EXEMPTION**

- 7.1 The Village is exempt from Illinois sales or use tax for direct purchases of materials and supplies. A copy of the Illinois Sales Tax Exemption Form will be issued upon request. The Village's federal identification will also be provided to selected vendor.

**8. RESERVED RIGHTS**

- 8.1 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****9. VILLAGE ORDINANCES**

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

**10. USE OF VILLAGE'S NAME**

- 10.1 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.

**11. SPECIAL HANDLING**

- 11.1 Prior to delivery of any product which is caustic, corrosive, flammable or dangerous to handle, the Proposer will provide written directions as to methods of handling such products, as well as the antidote or neutralizing material required for its first aid before delivery. Proposer shall also notify the Village and provide material safety data sheets for all substances used in connection with this Contract which are defined as toxic under the Illinois Toxic Substances Disclosure to Employees Act.

**12. INDEMNITY AND HOLD HARMLESS AGREEMENT**

- 12.1 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.

**13. NONDISCRIMINATION**

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



## Village of Downers Grove

- (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 #11246 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.
- 13.2 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. Sec. 2000 et seq., The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 et. seq., and The Americans With Disabilities Act, 42 U.S.C. Sec. 12101 et. seq.

**14. SEXUAL HARASSMENT POLICY**

- 14.1 The Proposer, as a party to a public contract, shall have a written sexual harassment policy that:
- 14.1.1 Notes the illegality of sexual harassment;
  - 14.1.2 Sets forth the State law definition of sexual harassment;
  - 14.1.3 Describes sexual harassment utilizing examples;
  - 14.1.4 Describes the Proposer's internal complaint process including penalties;
  - 14.1.5 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
  - 14.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

**15. EQUAL EMPLOYMENT OPPORTUNITY**

- 15.1 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:
- 15.1.1 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, military status, order of protection status, sexual orientation, sexual identity or an unfavorable discharge

## Village of Downers Grove

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.

- 15.1.2 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.
- 15.1.3 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, military status, order of protection status, sexual orientation, or an unfavorable discharge from military services.
- 15.1.4 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.
- 15.1.5 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.
- 15.1.6 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.
- 15.1.7 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

## Village of Downers Grove

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.

**16. DRUG FREE WORK PLACE**

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

- 16.1 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.
- 16.2 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.
- 16.3 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.
- 16.4 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.
- 16.5 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.
- 16.6 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.
- 16.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

**17. SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT**

- 17.1 In the event this is a public works project as defined under the Prevailing Wage Act, 820 ILCS 130/2, Proposer agrees to comply with the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 *et seq.*, and further agrees that all of its

Village of Downers Grove

subcontractors shall comply with such Act. As required by the Act, Proposer agrees that it will file with the Village prior to commencing work its written substance abuse prevention program and/or that of its subcontractor(s) which meet or exceed the requirements of the Act.

**18. PREVAILING WAGE ACT**

18.1 This contract is not subject to prevailing wages.

**19. PATRIOT ACT COMPLIANCE**

19.1 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.

**20. INSURANCE REQUIREMENTS**

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

Workers Compensation	\$500,000	Statutory
Employers Liability	\$1,000,000	Each Accident
	\$1,000,000	Disease Policy Limit
	\$1,000,000	Disease Each Employee
Comprehensive General Liability	\$2,000,000	Each Occurrence
	\$2,000,000	Aggregate
		<i>(Applicable on a Per Project Basis)</i>

## Village of Downers Grove

Commercial Automobile Liability	\$1,000,000	Each Accident
Professional Errors & Omissions (pursuant to section .9 below)	\$2,000,000 \$2,000,000	Each Claim Annual Aggregate
Umbrella Liability	\$ 5,000,000	

- 20.2 Commercial General Liability Insurance required under this paragraph shall be written on an occurrence form and shall include coverage for Products/Completed Operations, Personal Injury with Employment Exclusion (if any) deleted, Blanket XCU and Blanket Contractual Liability insurance applicable to defense and indemnity obligations and other contractual indemnity assumed under the Contract Documents. The limit must be on a "Per Project Basis".
- 20.3 Comprehensive Automobile Liability Insurance required under this paragraph shall include coverage for all owned, hired and non-owned automobiles.
- 20.4 Workers Compensation coverage shall include a waiver of subrogation against the Village.
- 20.5 Comprehensive General Liability, Employers Liability and Commercial Automobile Liability Insurance may be arranged under single policies for full minimum limits required, **or** by a combination of underlying policies with the balance provided by Umbrella and/or Excess Liability policies.
- 20.6 Contractor and all Subcontractors shall have their respective Comprehensive General Liability (including products/completed operations coverage), Employers Liability, Commercial Automobile Liability, and Umbrella/Excess Liability policies endorsed to add the "Village of Downers Grove, its officers, officials, employees and volunteers" as "additional insureds" with respect to liability arising out of operations performed; claims for bodily injury or death brought against the Village by any Contractor or Subcontractor employees, or the employees of Subcontractor's subcontractors of any tier, however caused, related to the performance of operations under the Contract Documents. Such insurance afforded to the Village shall be endorsed to provide that the insurance provided under each policy shall be **Primary and Non-Contributory**.
- 20.7 Contractor and all Subcontractors shall maintain in effect all insurance coverages required by the Contract Documents at their sole expense and with insurance carriers licensed to do business in the State of Illinois and having a current A. M. Best rating of no less than A- VIII. In the event that the Contractor or any Subcontractor fails to procure or maintain any insurance required by the Contract Documents, the Village may, at its option, purchase such coverage and deduct the cost thereof from any monies due to the Contractor or Subcontractor, or withhold funds in an amount sufficient to protect the Village, or terminate this Contract pursuant to its terms.

## Village of Downers Grove

- 20.8 All insurance policies shall contain a provision that coverages and limits afforded hereunder shall not be canceled, materially changed, non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the Village. Renewal certificates shall be provided to the Village not less than five (5) days prior to the expiration date of any of the required policies. All Certificates of Insurance shall be in a form acceptable to Village and shall provide satisfactory evidence of compliance with all insurance requirements. The Village shall not be obligated to review such certificates or other evidence of insurance, or to advise Contractor or Subcontractor of any deficiencies in such documents, and receipt thereof shall not relieve the Contractor or Subcontractor from, nor be deemed a waiver of the right to enforce the terms of the obligations hereunder. The Village shall have the right to examine any policy required and evidenced on the Certificate of Insurance.
- 20.9 Only in the event that the Work under the Contract Documents includes design, consultation, or any other professional services, Contractor or the Subcontractor shall procure, maintain, and pay for Professional Errors and Omissions insurance with limits of not less than \$2,000,000 per claim and \$2,000,000 annual aggregate. If such insurance is written on a claim made basis, the retrospective date shall be prior to the start of the Work under the Contract Documents. Contractor and all Subcontractors agree to maintain such coverage for three (3) years after final acceptance of the Project by the Village or such longer period as the Contract Documents may require. Renewal policies during this period shall maintain the same retroactive date.
- 20.10 Any deductibles or self-insured retentions shall be the sole responsibility of the Insured. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village, its officers, officials, employees and volunteers; or the Proposer shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- 21. COPYRIGHT/PATENT INFRINGEMENT**
- 21.1 The Proposer agrees to indemnify, defend, and hold harmless the Village against any suit, claim, or proceeding brought against the Village for alleged use of any equipment, systems, or services provided by the Proposer that constitutes a misuse of any proprietary or trade secret information or an infringement of any patent or copyright.
- 22. COMPLIANCE WITH OSHA STANDARDS**
- 22.1 Equipment supplied to the Village must comply with all requirements and standards as specified by the Occupational Safety and Health Act. All guards and protectors as well as appropriate markings will be in place before delivery. Items not meeting any OSHA specifications will be refused.
- 23. CERCLA INDEMNIFICATION**
- 23.1 In the event this is a contract that has environment aspects, the Proposer shall, to the maximum extent permitted by law, indemnify, defend, and hold harmless the Village, its officers, employees, agents, and attorneys from and against any and all liability, including

## Village of Downers Grove

without limitation, costs of response, removal, remediation, investigation, property damage, personal injury, damage to natural resources, health assessments, health settlements, attorneys' fees, and other related transaction costs arising under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, 42 U.S.C.A. Sec. 9601, et seq., as amended, and all other applicable statutes, regulations, ordinances, and under common law for any release or threatened release of the waste material collected by the Proposer, both before and after its disposal.

**24. BUY AMERICA**

- 24.1 The Contractor agrees to comply with 49 U.S.C.5323(j), the Federal Transportation Administration's (FTA) Buy America regulations at 49 C.F.R. Part 661, and any amendments thereto, and any implementing guidance issued by the FTA, with respect to this Contract, when financed by Federal funds (through a grant agreement or cooperative agreement).
- 24.2 As a condition of responsiveness, the Contractor agrees to submit with its proposal submission, an executed Buy America Certificate, attached hereto.

**25. CAMPAIGN DISCLOSURE**

- 25.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its submission, an executed Campaign Disclosure Certificate, attached hereto.
- 25.2 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.
- 25.3 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.
- 25.4 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.

**26. SUBLETTING OF CONTRACT**

- 26.1 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 Contractor from their obligation or change the terms of the contract.

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

**27. TERM OF CONTRACT**

## Village of Downers Grove

27.1 This term of this contract will be from award through December 31, 2017 unless terminated sooner in accordance with paragraph 28.

**28. TERMINATION OF CONTRACT**

28.1 The Village reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, for any reason and/or in the event that sufficient funds to complete the Contract are not appropriated by the Village.

28.2 The Village further reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, in the event of default by the Contractor. Default is defined as failure of the Contractor to perform any of the provisions of this Contract or failure to make sufficient progress so as to endanger performance of this Contract in accordance with its terms. In the event that the Contractor fails to cure the default upon notice, and the Village declares default and termination, the Village may procure, upon such terms and in such manner as the Village may deem appropriate, supplies or services similar to those so terminated. The Contractor shall be liable for any excess costs for such similar supplies or services unless acceptable evidence is submitted to the Village that failure to perform the Contract was due to causes beyond the control and without the fault or negligence of the Contractor. Any such excess costs incurred by the Village may be set-off against any monies due and owing by the Village to the Contractor.

**29. BILLING & PAYMENT PROCEDURES**

29.1 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.

29.2 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 Contractor 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.

29.3 Reserved

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

**30. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE**

30.1 The relationship between the Village and the Proposer is that of a buyer and seller of



## Village of Downers Grove

professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

**31. STANDARD OF CARE**

31.1. 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.

31.2 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.

31.3 For Professional Service Agreements (i.e. Engineer, Consultant): Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) construction means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contractor(s') failure to perform its work in accordance with contract documents.

**32. GOVERNING LAW**

32.1 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.

**33. SUCCESSORS AND ASSIGNS**

33.1 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.

**34. WAIVER OF CONTRACT BREACH**

34.1 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.

**35. AMENDMENT**

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

## Village of Downers Grove

**36. NOT TO EXCEED CONTRACT**

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

36.2 Change orders for public works projects which authorize an increase in the contract price that is 50% or more of the original contract price or that authorize or necessitate any increase in the price of a subcontract under the contract that is 50% or more of the original subcontract price must be resubmitted for bidding in the same manner by which the original contract was bid. (50 ILCS 525/1)

**37. SEVERABILITY OF INVALID PROVISIONS**

37.1 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.

**38. NOTICE**

38.1 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.

**39. COOPERATION WITH FOIA COMPLIANCE**

39.1 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. DETAILED SPECIFICATIONS****WATER DISTRIBUTION VALVE ASSESSMENT****1.0 BACKGROUND**

The Village of Downers Grove's water system covers an area of approximately 16 square miles including areas outside the corporate limits of the Village, and serves a population of more than 50,000 residents. The potable water system includes 233 miles of water mains ranging in size from 4-inches to 24-inches in diameter. While there is an older historic part of the Village with water mains dating back to the early 1900's, a majority of the water mains were constructed after

## Village of Downers Grove

1960. Within the water system there are approximately 2,817 main line valves consisting primarily of gate valves (approx. 95%) and butterfly valves (approx. 5%).

The Public Works Department has established the maintenance goal of exercising valves every other year in order to improve water system reliability and customer service by minimizing water service outages. In order to meet the valve maintenance goals the Village is seeking the assistance of a company specializing in water system maintenance. The company will perform valve maintenance on main line valves.

The Village has a GIS database of the water system including GPS location data for more than 99% of the main line water valves. The GIS software platform is ESRI and the Village uses the NAD State Plane Illinois East coordinate system. Part of this scope of work includes field capturing and downloading GIS coordinates for any unmapped valves as they are maintained.

The contractor shall be required to maintain a staffed office within a 100 mile radius of the Village of Downers Grove for the duration of this contract. Further, the contractor shall provide 24-hour, 7-day a week emergency service for the duration of this contract.

### **2.0 SPECIFICATIONS/REQUIREMENTS**

- The work covered under this project is to develop, plan and execute a program to inspect, assess, exercise, document, and map (where not already mapped) 1,409 water distribution system valves annually for the term of this contract.

#### **2.1 Contractor Contact and Performance Time**

- The Contractor shall designate a primary point of contact for this contract who will be available during regular business hours as defined by the Village of Downers Grove. In the event the primary contact is not available, the Contractor shall designate no less than two (2) alternate contacts.
- The Contractor must have sufficient labor and equipment dedicated to this project in order to perform the work within the timeframes described herein.

#### **2.2 Reference Standards**

- All work and material shall be per the Village Water Distribution Specifications, latest edition, unless specifically modified by these Technical Specifications.
- American Water Works Association (AWWA) Standards shall apply to all materials used for water distribution, when not otherwise covered by the Village Water Distribution Specifications.
- Traffic Control Plans and equipment shall be per "Manual on Uniform Traffic Control Devices" (MUTCD).
- Work within Burlington Northern Santa Fe (BNSF) Right of Way shall be performed per BNSF Standard Specifications and Drawings, where applicable, or under a project-specific encroachment permit if such permit is issued and in force.

#### **2.3 Equipment and Materials**

- The Contractor is required to supply all labor, materials, tools, plant, power, water, equipment, insurance, bonds, and supervision to complete the work.

## Village of Downers Grove

- The Contractor is solely responsible to protect his equipment and materials while engaged in any task under this contract. The Village shall not be responsible for any damage or theft of equipment and materials.
- The Contractor shall be responsible for the storage of all necessary construction equipment, tools, and materials. Village property or facilities including but not limited to streets, roads, and highways may not be used except for direct performance of the work or upon written approval of the Village Project Manager.

### **2.4 Coordination with Village Operations**

- The Contractor shall coordinate all work with the Village to ensure no unnecessary interruption of service.
- Mainline shutdown requests shall be made to the Village of Downers Grove at least two (2) days in advance of the requested shutdown. The Contractor will provide notification to affected residents in advance of the shutdown. In addition the Contractor will be working with Village staff when valve repairs are determined necessary.

### **2.5 Protection of Adjacent Utilities and Structures**

- For scheduled work, the Contractor shall request and coordinate utility mark out through Joint Utility Locating Information for Excavators (JULIE) no less than two (2) working days prior to excavation. For emergency work, the Contractor shall notify JULIE and request mark out immediately upon mobilization to the job site.
- The Contractor shall exercise care and caution to prevent damage to existing structures during the work. All damage to existing public or private structures and utilities shall be repaired per the General Conditions at the Contractor's expense.
- The Contractor shall not unduly restrict access to private property or access for mail delivery or trash pickup, or other related public or private services.

### **2.6 Job Site Safety**

- The Contractor is fully responsible for all job site safety to complete the work in full compliance with all applicable safety regulations such as, but not limited to the Illinois Department of Labor (IDOL) and the Occupational Health and Safety Administration (OSHA).
- The public shall, at all times, be kept safe from the work using all reasonable measures per applicable standards and specifications and at the discretion of the Village Project Manager.

### **2.7 Valve Location**

The Village of Downers Grove will provide the Contractor with a minimum of two copies of the Village of Downers Grove's most current water distribution maps for the project area. The Contractor will locate all valves using the following guidelines:

- The Contractor will search for valves visually using the Village of Downers Grove's water maps.
- The Contractor will search for valves shown on map, by doing a visual inspection, using a magnetic locator, probing rods and other tools.
- If the valve cannot be located after searching for fifteen minutes, the valve will be labeled "cannot locate" and documented as a work order and treated as a standard valve assessment.

## Village of Downers Grove

### **2.8 Valve Identification**

Each previously unidentified valve will be given a unique identifier by the Contractor should the valve not already be designated via a unique number by the Village of Downers Grove. The number will be consistent with the existing Village Valve Numeration. Each unique identifier will not replace any existing Village of Downers Grove global identifiers.

### **2.9 Valve Access**

The valve cover shall be removed by the Contractor in order to access the valve. If, after attempting to remove the valve cover it is clear that the cover is "stuck", the Contractor shall break and replace the cover in order to access the valve. The Village will provide replacement covers.

### **2.10 Valve Clean Out**

The Contractor will remove all debris and water from the box/vault in order to allow access to the valve operating nut and bonnet bolts where possible. In every case the operating nut must be exposed and clearly visible (not under water or debris) when the valve is exercised.

### **2.11 Valve Debris Disposal**

The Contractor will dispose of all debris and water in a proper container as approved by all federal, state and local authorities having jurisdiction. All debris shall be properly disposed of at an approved dump site and shall follow all federal, state and local laws regarding said process. All liquid waste shall be properly disposed of with treatment, as necessary, prior to dumping in approved legal facilities following stormwater best management practices.

### **2.12 Valve Inspection**

The Contractor will execute a visual inspection of every valve, valve box or valve vault. This inspection will be conducted from street level and is intended to discover discrepancies that are readily visible from above ground. The specific inspection information to be documented is noted in the Valve Documentation Section.

### **2.13 Valve Operational Testing**

The Contractor will operationally test each valve a minimum of two full cycles. (Exercise is defined as a full cycle, from open to shut to open again). All valves will be exercised slowly with the minimum torque required so as to minimize the possibility of damaging the valve or creating a water hammer. Specific valve exercising guidelines are noted below;

- All valves will be exercised manually or with an electric or hydraulic valve exerciser with torque control and an automated turn counter. Torque limits shall be recommended by the Contractor and are subject to Village approval.
- If the valve fails to cycle at the torque limit, the exercise process will stop immediately. Additional torque may be applied to the valve, as directed by the Village of Downers Grove until the valve turns or the operation is suspended again at a higher torque.

### **2.14 Global Positioning System (GPS) Information for Valves**

## Village of Downers Grove

Valves not already GPS mapped by the Village encountered in this program are to be GPS mapped with *sub-foot* accuracy and the data delivered in a database compatible with the Village of Downers Grove's GIS. The coordinate data shall be field collected with autonomous GPS readings and subsequently differentially corrected via post processing. The Contractor shall further refine positions through filtering and inspection to eliminate noise, problematic satellite geometry and multi-path degradation.

### 2.15 Valve Documentation

All the valve information transmitted to the Village of Downers Grove shall include a minimum of the following data:

- Physical data
  - ID number, map number, valve size, type of valve, use of valve, valve structure, depth of valve, if clean out was necessary, valve discrepancies (categories and details), box/vault discrepancies (categories and details), additional physical information as necessary
- Location data
  - GPS position and coordinate data items as noted in Section 2.17
- Operational data
  - Turns, torque, close direction, torque chart for every 16" and larger valve, specific operational discrepancies (categories and details), additional operational comments as necessary
- Discrepancies
  - Detail on discrepancies so that a work order (as described below) can be concisely created

### 2.16 Deliverable Database

The Contractor will provide all pertinent valve data digitally in a spatially accurate geodatabase format compatible with Village of Downers Grove's existing data structure. Metadata, including a detailed citation describing field data collection practices, equipment settings, post processing procedures, base stations used for differential correction and expected accuracy, are to be submitted with final and interim data deliveries. In addition to the coordinate data collected, the database shall contain information in agreement with Village of Downers Grove and at a minimum the following attribute data:

#### Valves

- A Unique Identification Number
- Valve position at the start and completion of work
- Date of Operation
- Valve Size
- Valve Type
- Use of valve
- Valve Structure
- Boolean indicating whether operated
- Boolean indicating whether vacuumed/pumped
- Operating Nut Depth
- Close Direction

## Village of Downers Grove

- Number of Turns
- Final Torque
- Valve discrepancies (by category and details)
- Structure discrepancies (by category and details)
- Other value added attribute items as agreed

Before field operations commence, a meeting will be attended by the Contractor and Village of Downers Grove to reach agreement on the specific data schemas to be employed. It is at this juncture that the Contractor and Village of Downers Grove will reach agreement on which specific features will be collected, the format this feature data will conform to, and the final resting place for all collected and calculated information within Village of Downers Grove's data infrastructure so that it can be appropriately mapped and accessed by Village of Downers Grove's staff. In addition, proposals shall offer a detailed solution to seamlessly integrate field collected GIS data into Village of Downers Grove's enterprise data infrastructure.

### **2.17 Quality Assurance / Quality Control**

A detailed QA/QC plan identifying quality checkpoints throughout the program lifecycle shall be presented in the proposal. The Contractor will describe specific methods for developing accuracy consistent with Village Standards and accurate attribute data.

### **2.18 Repair Work Orders**

The Contractor will create work orders for all required repairs that are needed in order to bring all valves in the system up to 100% operability. These work orders will be captured and managed in a work order database to be provided by the Contractor to the Village on a weekly basis. Work orders will specifically note the discrepancy of the valve and the repair activity required to return the valve to full operability.

Work order will contain, at a minimum, the following information:

#### Valves

- Valve ID
- Map number
- Size of valve
- Specific valve discrepancy (by category and details)
- Specific repair activity required to return the valve to full operability

The Village utilizes *Lucity* as an asset management program for all main line valves. The Contractor shall provide data in such as format that the Village shall have the ability to place the field test information in this database. This documentation shall allow for the valve maintenance program to be repeated at a later date. This software program is designed to be a complete system for the Village to establish an effective valve maintenance program. The software provides an inventory record system, as well as valve maintenance and scheduling.

### **2.19 Project Schedule**

## Village of Downers Grove

The Contractor will develop an overall schedule of work to be approved by the Village of Downers Grove prior to the commencement of work. The Village of Downers Grove shall approve the work schedule before allowing the Contractor to proceed.

### 2.20 Summary Report

The Contractor will evaluate and analyze the results of the program and develop a Summary Report for the Village of Downers Grove. This Summary Report will include an evaluation of the project including analysis of the results of the program, findings, lessons learned, recommendations and suggestions for Village of Downers Grove and future valve assessment programs.

### 2.21 Report Deliverables

At a minimum, the following report deliverables will be presented to Village of Downers Grove;

- Validated geodatabase
- Annotated maps which depict the program area
- A list of recommended valve repairs
- Work orders for these repairs
- A list of recommended valve replacements
- Summary Report

### 2.22 Experience Requirements

The Contractor shall be required before the award of any contract to show to the complete satisfaction of the Water Manager that it has the necessary facilities, ability and resources to provide the services specified herein in a satisfactory manner. The Contractor shall be required to give past history and references in order to satisfy the Water Manager in regard to the Contractor's qualifications. The Water Manager shall make reasonable investigations deemed necessary and proper to determine the ability of the contractor to perform the work. The Village reserves the right to reject any proposal if the evidence submitted by, or investigation of, the Contractor fails to satisfy the Water Manager that the contractor is properly qualified to carry out the obligations of the contract and to complete the work described herein. Evaluation of the Contractor's qualifications shall include:

1. The ability, capacity, skill and resources to perform the work or provide the service required.
2. The ability of the Contractor to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, and efficiency of the Contractor.
4. The quality of performance of previous water valve turning and GPS locating contracts or services with the Village and other municipalities within the last five (5) years. At least two (2) of the municipal references *must* be for individual water valve turning and GPS locating contracts in excess of 700 valves annually. These references must be indicated clearly within the proposal.

## 3.0 PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS



## Village of Downers Grove

**3.1 Proposal Format**

In order to be considered responsive, and evaluate proposals fairly and completely, each prospective contractor must follow the format set out in this RFP and provide all information requested. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. A detailed tabbed index in a 3-ring binder is highly suggested (do not use spiral, comb or glue binding) and must include the following:

**3.1.1 Introduction**

Proposals must include the complete name and address of contractor and the name, mailing address, and telephone number of the person the Village should contact regarding the proposal.

- Proposals must be signed by an authorized representative confirming that the Contractor will comply with all provisions in this RFP.

**3.1.2 Experience/Staff Resumes**

- The Contractor shall indicate the expertise and experience of the Contractor relative to the requirements contained in this RFP.
- Submit resumes for the individuals who will be performing the services for the Village.

Resumes shall be formatted in the following order;

- 1) Position with the Company
- 2) Role in the Project
- 3) Experience with the requirements and tasks being requested
- 4) Work history on similar projects with the company
- 5) Legal relationship of the named person with the prime contractor

- Past Experience as required in Section 2.22 above.

**3.1.3 Technical Approach/Implementation**

A detailed work plan and methodology your firm would follow in performing services under the contract. *Do not restate the Village's Scope of Work* but rather provide the approach your firm will take and any recommendations. If your firm's approach is different than stated in the Village's Scope of Work, explain how and why.

Provide sample reports, protocol, procedures, or spreadsheets representative of those that will be provided to the Village.

The Contractor will present a schedule for the project. The schedule will highlight important milestone dates with a description of what these tasks include. Please include a Gantt-type chart depicting the project from start to final acceptance.

**3.1.4 Cost Proposal**

Proposers shall also submit one (1) original and two (2) copies of the cost proposal. Proposals shall include an all-inclusive cost per valve to complete the scope of services – *with the exception of GPS locating services*. Since the Village does not require GPS locating services on

## Village of Downers Grove

every valve, proposals shall itemize the cost for this task separately. While the level of effort may vary from valve to valve, the proposed average cost per valve should be based on the Contractor's past experience and expertise in this type of work.

### **4.0 PROPOSAL EVALUATION PROCESS**

#### **4.1 Contractor Selection**

A technical review committee will evaluate the proposals. Final selection will be based on the evaluation of proposals unless it is deemed necessary by the committee to conduct interviews. The firm determined best qualified to perform this project will be recommended to the Village Council for contract award. The Village of Downers Grove reserves the right to reject any and all proposals for any reason deemed appropriate by the Village.

The Village may conduct negotiations with the top vendor(s) if required to determine the acceptability of the proposal in regards to specifications, terms and conditions and cost; therefore, the proposal(s) submitted should contain the vendor's most favorable terms and conditions as well as cost with detailed specifications as proposed, since the selection and award may be made without discussion.

# PROPOSAL FEE

M.E. Simpson Co., Inc. is pleased to present our "Cost Proposal" for Valve Assessment Services for the **Village of Downers Grove, Illinois**. M.E. Simpson Co., Inc. will perform this Valve Assessment with one or two of our two-man teams, with all necessary equipment, described within this document, furnished by M.E. Simpson Co., Inc. All procedures will be followed as described within this document. All travel, lodging and meals are included in the professional services agreement price. Total pricing will dependent on the number of valves exercised.

2015 Mainline water valves, Location, Exercising, and Documentation, \$44.00 each (approx. **1,409**) ----- \$61,996.00

2016 Mainline water valves, Location, Exercising, and Documentation, \$44.00 each (approx. **1,409**) ----- \$61,996.00

2017 Mainline water valves, Location, Exercising, and Documentation, \$45.00 each (approx. **1,409**) ----- \$63,405.00

Any GPS points collected will be assed a fee of \$10.00 each

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We thank you for this opportunity to acquaint you with our Valve Assessment Program and offer this proposal. If you have further inquiries or you wish to discuss our service in more detail, do not hesitate to call us.

Sincerely Yours,

*John H. Van Arsdel*  
John H. Van Arsdel  
Vice President  
JHV/jph

## Village of Downers Grove

**IV. PROPOSER'S RESPONSE TO RFP**

(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

**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:**

M.E. Simpson Co., Inc.

Date: 1/26/15

Company Name

johnnyv@mesimpson.com

3406 Enterprise Avenue

Email Address

Street Address of Company

John H. Van Arsdel

Valparaiso, IN 46383

Contact Name (Print)

City, State, Zip

800-255-1521

800-255-1521

24-Hour Telephone

Business Phone

888-531-2444

*John H. Van Arsdel*

Signature of Officer, Partner or Sole Proprietor

Fax

John H. Van Arsdel, Vice President

Print Name & Title

ATTEST: If a Corporation

*Pamela Hood*

Signature of Corporation Secretary

**VILLAGE OF DOWNERS GROVE:**

Authorized Signature

ATTEST:

Title

Signature of Village Clerk

Date

Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within 90 calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

Village of Downers Grove



VENDOR W-9 REQUEST FORM

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

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

BUSINESS (PLEASE PRINT OR TYPE):

NAME: M.E. Simpson Co., Inc.
ADDRESS: 3406 Enterprise Ave.
CITY: Valparaiso
STATE: IN
ZIP: 46383
PHONE: 800-255-1521 FAX: 888-531-2444
TAX ID #(TIN): 35-1474720

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

SIGNATURE: John H. Van Arsdale DATE: 1/22/15

Village of Downers Grove

**PROPOSER'S CERTIFICATION (page 1 of 3)**

Water Distribution Valve

With regard to Assessment Services, Proposer M.E. Simpson Co., Inc. hereby certifies the following:  
(Name of Project) (Name of Proposer)

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 5/2-105(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: John H. Van Arndel - V.P.  
Proposer's Authorized Agent

3	5	-	1	4	7	4	7	2	0
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**FEDERAL TAXPAYER IDENTIFICATION NUMBER**

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

Subscribed and sworn to before me  
this 22 day of Jan, 2015.

**Justin F. Higer**  
Notary Public  
**SEAL**  
County of Porter  
State of Indiana  
My Comm. Exp. 9/30/17

[Signature]  
Notary Public

Village of Downers Grove

**PROPOSER'S CERTIFICATION** (page 2 of 3)

(Fill Out Applicable Paragraph Below)

**(a) Corporation**

The Proposer is a corporation organized and existing under the laws of the State of Indiana, which operates under the Legal name of M.E. Simpson Company, Inc., and the full names of its Officers are as follows:

President: Dan E. Hood

Secretary: Pamela Hood

Treasurer: Bernadette Simpson

and it does have a corporate seal. (In the event that this Proposal 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The partnership does business under the legal name of: \_\_\_\_\_  
which name is registered with the office of \_\_\_\_\_ in the state of \_\_\_\_\_.

**(c) Sole Proprietor**

The Proposer 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 \_\_\_\_\_.



Village of Downers Grove

**PROPOSER'S CERTIFICATION** (page 3 of 3)

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 General Insurance Services

Agent Mark Berendt

Street Address 4208 Calumet Avenue, Suite 100, PO Box 1818

City, State, Zip Code Valparaiso, IN 46383

Telephone Number 219-464-3511

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

Print Name of Company: M.E. Simpson Co., Inc.

Print Name and Title of Authorizing Signature: John H. Van Arsdel, Vice President

Signature: *John H. Van Arsdel*

Date: 1/22/15

Village of Downers Grove

### Apprenticeship and Training Certification

(Does not apply to federal aid projects. Applicable only to maintenance and construction projects that use Motor Fuel Tax funds or state grant monies.)

Name of Proposer: M.E. Simpson Co., Inc.

In accordance with the provisions of Section 30-22 (6) of the Illinois Procurement Code, the Proposer certifies that it is a participant, either as an individual or as part of a group program, in the approved apprenticeship and training programs applicable to each type of work or craft that the Proposer will perform with its own forces. The Proposer further certifies for work that will be performed by subcontract that each of its subcontractors submitted for approval either (a) is, at the time of such bid, participating in an approved, applicable apprenticeship and training program; or (b) will, prior to commencement of performance of work pursuant to this Contract, begin participation in an approved apprenticeship and training program applicable to the work of the subcontract. The Illinois Department of Labor, at any time before or after award, may require the production of a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors. Applicable apprenticeship and training programs are those that have been approved and registered with the United States Department of Labor. The Proposer shall list in the space below, the official name of the program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the Proposer is a participant and that will be performed with the Proposer's forces. Types of work or craft work that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category that does not have an applicable apprenticeship or training program. **The Proposer is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. Return this with the bid.**

NA  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The requirements of this certification and disclosure are a material part of the Contract, and the contractor shall require this certification provision to be included in all approved subcontracts. In order to fulfill this requirement, it shall not be necessary that an applicable program sponsor be currently taking or that it will take applications for apprenticeship, training or employment during the performance of the work of this Contract.

Print Name and Title of Authorizing Signature: NA

Signature: NA

Date: NA

## Village of Downers Grove

<b>Suspension or Debarment Certificate</b>
--

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

By submitting this offer and signing this certificate, the Proposer 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 Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to this certification.**

Company Name: M.E. Simpson Co., Inc.

Address: 3406 Enterprise Avenue

City: Valparaiso, IN Zip Code: 46383

Telephone: ( 800 ) 255-1521 Fax Number: ( 888 ) 531-2444

E-mail Address: johnnyv@mesimpson.com

Authorized Company Signature: *John H. Van Arsdel*

Print Signature Name: John H. Van Arsdel Title of Official: Vice President

Date: 1/22/15

Village of Downers Grove

**CAMPAIGN DISCLOSURE CERTIFICATE**

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its 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 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.

Under penalty of perjury, I declare:

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

John H. Van Arsdel  
Signature

John H. Van Arsdel  
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

## FIRM HISTORY

M.E. Simpson Co., Inc. was founded in 1979 by Marvin E. Simpson. Our firm has become the industry leader in developing and providing programs and services aiding our clients in maximizing their peak performance for their water distribution collection systems. We offer our clients the highest quality Professional Services, using state-of-the art technologies and highly skilled and trained professionals. Our staff has developed a host of high tech programs that will insure that your Utility will be proactive in dealing with both your water distribution systems.

"Crumbling infrastructure, inaccurate records, conservation, sustainability, water quality, water loss, economic conditions, revenue shortfalls, being green, having enough water"; these are all statements and buzz words in today's society. Currently in the water industry, these words are our reality, thus making them our responsibility.

Since our humble beginnings over thirty years ago, we have provided services that have improved water accountability and increased revenues for water Utilities. We've also maximized distribution system performance and optimized distribution system data, records, and mapping. To date we have provide Water Loss Control programs that have included over 50,000 Large Water Meters serviced and 75,000 miles of Leak Detection services. Our Asset Management services have documented over 400,000 valves located and exercised. Our Fire Hydrant Flow testing program has recorded 60,000 fire hydrants flowed and water main capacity information developed.

We know service and we can assist you with your Utility. M.E. Simpson Co., Inc. provides its clients with water system service technologies for the 21st Century.

The company began operations in Rochester, Indiana. The corporate headquarters moved to Valparaiso, Indiana in 1988. In 1989 the Indiana Section of the American Water Works Association honored Marvin with the "Water Wheel Award" for his outstanding service to his profession. In 1995 Marvin was honored as a lifetime Member of the American Water Works Association.

Marvin's belief in service to our Industry and our Country has established M.E. Simpson Co., Inc.'s commitment to community and organizations such as the United Way, Abused Women and Children, Mental Health Association, Boys and Girls Club, Kiwanis and Jaycees (Junior Chamber of Commerce) for example, as well as local Police and Fire organizations. We encourage all of our employees to be active within their own communities serving with various organizations such as the Boys and Girls Club, Jaycees and Kiwanis.

M.E. Simpson Co., Inc. is active in Water Works Organizations at the national and state levels such as American Water Works Association, Water Environment Federation, Water Operators Association, Rural Water Association, American Backflow Prevention Association, American Public Works Association as well as local Districts, Branches, and Suburban Groups.

## FIRM HISTORY

Our support of these groups goes beyond Membership to truly taking an active role by allowing employees to fill elected and appointed positions as officers and committee chairpersons. M.E. Simpson Co., Inc. has always taken an active role in education by making presentations at no charge at meetings, training seminars, and providing continuing education credits for water operators through the various water groups. We have presented programs on Water Meter Evaluation and Maintenance, Water Distribution System Leak Surveys, Water Distribution System Valve Location, Exercising and Computerized Mapping, and Best Management Practices for distribution system maintenance at state and national AWWA conventions.

### **Valve Assessment History**

M.E. Simpson Co., Inc. developed its Valve Assessment program in 1986. Since that time we've improved the program that it is now a fundamental asset management and condition assessment program for our clients. We've also developed Polcon Pro-Valve®, a Microsoft Access showing all the pertinent information needed to readily recreate valve location and data. Today that database is being developed into an internet based program to be accessible by clients online.

Our Valve Assessment Programs have been employed since 1986 in a majority of municipalities around the Chicago Metro Area and the Midwest. These programs have benefited municipalities with small systems consisting of 100 valves to systems with thousands of valves. Additionally, our crews have been deployed to locations throughout the United States. Our crews have the unique ability to be able to respond to individual Utility requests because of the cross training they have received performing all the services M.E. Simpson Co. Inc. provides.

## RELATED PROJECT EXPERIENCE, REFERENCES

### VALVE ASSESSMENT REFERENCES

#### **Village of Downers Grove, Illinois (2008 - 2013)**

We have been providing valve assessment services for the Village of Downers Grove since 2008. This is a distribution system that has nearly 2,900 valves in their distribution system. M.E. Simpson Co., Inc. is currently contracted through 2013 to perform valve exercising services for the Village. The following are the basic particulars:

Mr. David Bird  
Water Manager  
Village of Downers Grove  
5101 Walnut Avenue  
Downers Grove, Illinois  
(630) 434-5462  
(630) 434-54-95 fax  
[dbird@downers.us](mailto:dbird@downers.us)

#### **City of Bloomington Utilities – Bloomington, Indiana (1995-2010, 2012)**

We have been providing valve assessment services for the City of Bloomington Utilities for over ten years. This is a distribution system that has over 4500 valves. Currently we have a contract that runs from 2011 through 2015.

Mr. Mike Bengtson  
Asst. Director - Engineering  
600 Miller Street  
Bloomington, IN 47401  
(812) 349-3653  
[bengtsom@bloomington.in.gov](mailto:bengtsom@bloomington.in.gov)

#### **Village of Carpentersville, Illinois (1991-2014)**

We have been providing valve assessment services for the Village of Carpentersville for over ten years. This is a distribution system that has over 1200 valves. Because this program is performed annually the program has resulted in an easily maintained water system.

Mr. Bob Cole  
Director of Public Works  
Village of Carpentersville  
1200 L.W. Besinger Drive  
Carpentersville, IL 60110  
(847) 836-2464  
[bcole@vil.carpentersville.il.us](mailto:bcole@vil.carpentersville.il.us)

## RELATED PROJECT EXPERIENCE, REFERENCES

### Village of Lincolnshire, Illinois (2003 - 2014)

M.E. Simpson Co., Inc. has performed a **Valve Exercising Program** for 1/4<sup>th</sup> of the distribution system for the Water Utility each year. All field data is gathered and entered into the Polcon Pro-Valve® database and a report generated documenting the exercising of each valve. **GPS Locations** were taken for all the valves as well, to begin a program of GPS documentation for the distribution system. A CAD based representative diagram of the valve location is also included as part of the database. This was done so that the Utility staff could easily use the information for distribution maintenance. This project is part of an ongoing effort to maintain the distribution system.

Mr. Terry Hawkins  
Water Supervisor  
Village of Lincolnshire, IL  
(847) 833-8600

### City of Austin, Texas (2013-2014)

M.E. Simpson Co., Inc. was contracted by the City of Austin to perform a Large Diameter Valve Assessment program city's water distribution system. Approximately 1,735 (6" - 66") valves will be exercised, inspected and had data collected for the Utility. All data collected will include GPS locations, size, type, location, direction and any problems which may have been found. All field data will be gathered and entered into the Polcon Pro-Valve® database and a report generated documenting the exercising of each valve.

Mr. Joe Hoepken, P.E.  
Engineer C  
City of Austin, Texas  
3907 South Industrial Drive, 2<sup>nd</sup> Floor  
Austin, Texas 78744  
(512) 972-1168  
Joe.hoepken@ci.austin.tx.us

### ADDITIONAL REFERENCES

Below are several references that use our services. Please feel free to call any of these gentlemen and ask them about our services and us.

Mr. Gale Gerber  
Water Superintendent  
Town of Nappanee, IN  
(574) 773-4623  
[Ggerber\\_46550@yahoo.com](mailto:Ggerber_46550@yahoo.com)

Mr. Steve Gerdes  
Water Director  
Town of Normal, IL  
(309) 454-9564  
[sgerdes@normal.org](mailto:sgerdes@normal.org)

Mr. Chuck McIntire  
Superintendent  
Valparaiso Water Works  
(219) 462-3800  
[cmcintire@valpo.us](mailto:cmcintire@valpo.us)

Mr. Lon Schemel  
Water Superintendent  
City of Shakopee, MN  
(952) 445-1988  
[Lschemel@shakopeeutilities.com](mailto:Lschemel@shakopeeutilities.com)

Mr. Scott Ham  
Manager  
Silver Creek Water Corp.  
(812) 246-2889  
[scott@silvercreekwater.org](mailto:scott@silvercreekwater.org)

Mr. Dan Lueder  
Development Services GM  
City of Cottonwood, AZ  
(928) 634-0186  
[dlueder@ci.cottonwood.az.us](mailto:dlueder@ci.cottonwood.az.us)

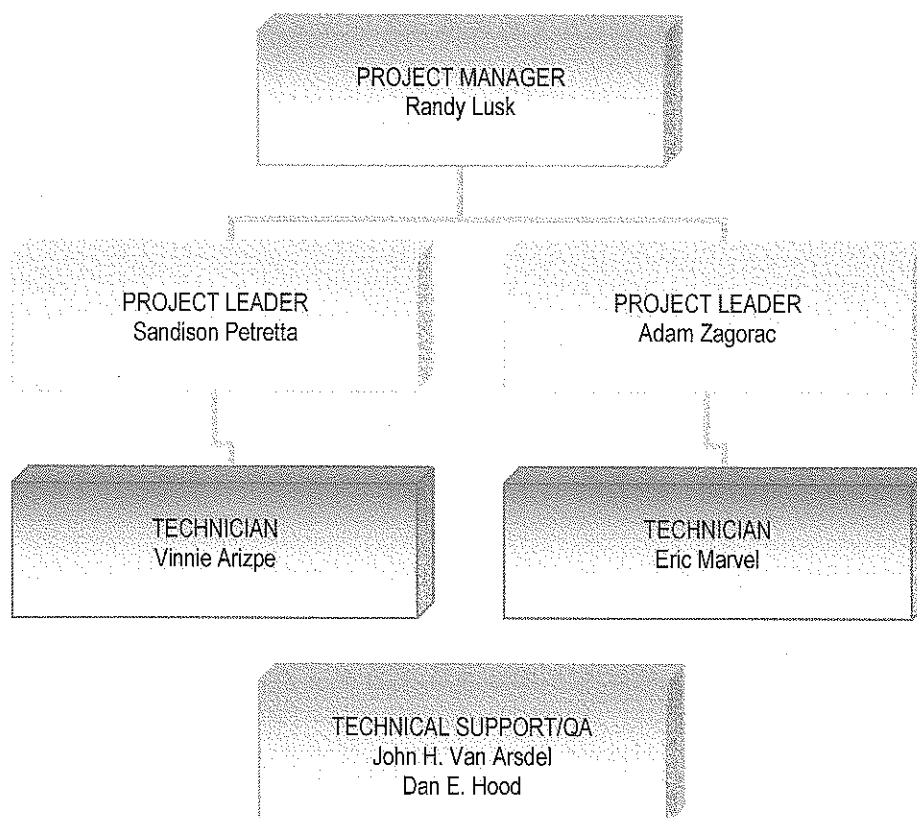


## EMPLOYEE QUALIFICATIONS, PROJECT STAFFING

The chart below outlines the **Project Team** to be used during the Valve Assessment Program for the **Village of Downers Grove, Illinois**. The Project Manager listed will lead the **Project Team** in the field. **Two-Man Project Teams will be used at all times during the course of the Project for reasons of Safety and Quality Assurance.**

The **Project Manager (Randy Lusk)** shall be on site at project startup, make periodic inspections of the worksite, meet with the Utility periodically to monitor the progress of the program, be responsible for the QA/QC of the field work, and be responsible for the production of field reports. He will be in communication with the Director of Utilities and the Project Leader throughout the project. He shall be responsible for the overall success of the Valve Assessment Program

The **Field Leader (Rick Anderson and/or Asher Budka)** will lead the **Project Team** in the field and will be responsible for the day to day operations of the project. Daily contact with the Director of Utilities or appointed Utility personnel shall be maintained and progress of the day to day operations discussed. The **Field Leader** will be responsible for performing work done in the field, field paperwork, supervision of field crews, daily production records, and serve as liaison between the field crew and Project Manager. He will report any problem areas that need the immediate attention of the Utility during the course of the project. This shall be done to assure direct quality control in the field for the Valve Assessment.



## EMPLOYEE QUALIFICATIONS, PROJECT STAFFING

### Qualifications of Staff for Valve Assessment Services

#### PROJECT MANAGER/SUPERVISOR RECENT VALVE ASSESSMENT PROJECT EXPERIENCE

##### **Randy Lusk, Regional Manager-Dyer**

Randy was the Project Manager for the following selected Valve projects.

- ◆ (2007, 2010, 2014) Village of Westmont – Westmont, IL
- ◆ (2012, 2014) Village of Lansing – Lansing, IL
- ◆ (2007, 2009 - 2014) Town of Griffith – Griffith, IN
- ◆ (2008 – 2011, 2013-2014) Village of Clarendon Hills – Clarendon Hills, IL
- ◆ (2014) Village of Tinley Park – Tinley Park, IL
- ◆ (2005, 2008, 2013) Village of Beecher – Beecher, IL
- ◆ (2006, 2008, 2012-2014) City of Country Club Hills – Country Club Hills, IL
- ◆ (2008 – 2014) Village of Downers Grove – Downers Grove, IL
- ◆ (2011, 2013) Village of Evergreen Park – Evergreen Park, IL
- ◆ (2013) Village of Glenwood – Glenwood, IL
- ◆ (2012) South Stickney Sanitary District – South Stickney, IL

#### PROJECT LEADER RECENT VALVE ASSESSMENT PROJECT EXPERIENCE

##### **Sandison Petretta, Project Leader**

Sandison was the Project Leader for the following selected Valve projects.

- ◆ (2007, 2010, 2014) Village of Westmont – Westmont, IL
- ◆ (2014) Bonnie Brae – Forest Manor Sanitary District for AECOM
- ◆ (2010 - 2013) Village of Downers Grove – Downers Grove, IL
- ◆ (2013) Village of Evergreen Park – Evergreen Park, IL
- ◆ (2012) Village of Lansing – Lansing, IL
- ◆ (2009 - 2010) Village of Orland Park – Orland Park, IL
- ◆ (2010) Village of Flossmoor – Flossmoor, IL
- ◆ (2006, 2010) Village of Mokena – Mokena, IL
- ◆ (2008) Village of Richton Park – Richton Park, IL

##### **Adam Zagorac, Project Leader**

Adam was the Project leader for the following selected Valve projects.

- ◆ (2007, 2009 - 2014) Town of Griffith – Griffith, IN
- ◆ (2014) Village of Tinley Park – Tinley Park, IL
- ◆ (2012) City of Country Club Hills – Country Club Hills, IL
- ◆ (2012) South Stickney Sanitary District – South Stickney, IL
- ◆ (2011) Bonnie Brae Subdivision for AECOM
- ◆ (2011) Village of Westmont – Westmont, IL
- ◆ (2011) Village of Evergreen Park – Evergreen Park, IL
- ◆ (2009 - 2011) Village of Crete – Crete, IL
- ◆ (2008 - 2011) Village of Clarendon Hills – Clarendon Hills, IL

#### TECHNICAL SUPPORT/QUALITY ASSURANCE

Dan Hood, President

John H. Van Arsdel, Vice President



**Michael D. Simpson**  
**CEO**

**Experience:**

Michael D. Simpson has been with the Company since February of 1983. He completed two years at Purdue University where he studied Industrial Technology. Michael began his career with M.E. Simpson Co., Inc. as a meter technician. He implemented the Company's leak detection program which has now developed into the Company's Water Loss Reduction and Water Distribution System Evaluation Programs.

While working for the Company, Michael developed many of the techniques used today by M.E. Simpson Co., Inc. personnel when performing water loss reduction programs and water distribution system evaluations. With that experience Michael taught these special techniques to several employees. Along with that experience Michael has completed classes, as well as given lectures on hydraulics that are specifically related to the Polcon<sup>®</sup> Flow Testing equipment.

As a dedicated member of numerous organizations, he has taught classes on water loss reduction and water distribution system evaluations throughout the United States. Michael has gained invaluable experience as he has been personally responsible for over 100 water loss control and water distribution evaluation programs. Currently, as CEO of M.E. Simpson Company, Inc., Michael oversees the Company as a whole and manages all daily functions of all corporate and regional offices, its personnel and financial management.

**Professional Certifications:**

- ◆ 10/30 Hour OSHA Certified for General Industry
- ◆ American Red Cross First Aid and CPR with AED Certified
- ◆ American Traffic Safety Services Association Flagging Certified

**Professional Associations:**

- ◆ American Water Works Association (AWWA)
  - Vice President – 2013 - 2015
  - Manufacturers Associates Council – 2009 to 2014
  - Water Loss Control Committee – 2003 to present
  - Diversity & Member Inclusion Committee – 2012 – 2015
- ◆ AZWater
  - Leadership Committee – 2009 to 2012
  - Tri-State Director, AZ – 2008 to 2012
  - Tri-State Treasurer – 2008 to 2012
  - Tri-State Exhibitor Chair – 2006 to 2008
- ◆ Illinois Section AWWA
  - MAC Committee – 2008 to 2011
  - Editor of Splash – 2001 to 2005
  - Chair of the Water for People Committee – 2003 to 2008
- ◆ Indiana Section AWWA
  - Director of the Indiana Section – 2012 - 2015
  - Chair of the Indiana Section – 2010 - 2011
  - Awarded the "George Warren Fuller Award" – 2012
  - Chair of the MAC of Indiana – 2003 to 2008
  - Awarded the "Exception Community Service Award" – 2008
  - Awarded the "Kenneth J. Miller Founders Award" for his outstanding volunteerism for Water For People. – 2002
  - Awarded the "Water Wheel Award" – 2001
- ◆ California-Nevada, Michigan, Minnesota, Ohio, Ontario, Texas, Wisconsin Section's of AWWA
- ◆ Arizona, California, Illinois, Indiana, Nevada MEA's of WEF
- ◆ Arizona, Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin Rural Water Associations



**Dan E. Hood**  
**President**

**Experience:**

Dan E. Hood has been with the Company since October 1985. Dan is a graduate of Purdue University where he earned his Bachelor of Science in Industrial Technology. With his experience in Industrial Technology, Dan has implemented various computer programs which are used by M.E. Simpson Co., Inc. for its services which are provided to water utilities. These various programs help to improve many aspects of evaluations of water distribution systems such as leak detection, fire hydrant flow testing, and valve exercising.

Along with his formal education at Purdue University, he has attended classes on hydraulics which are specifically related to the Polcon® Flow Testing equipment, completed workshops on hydraulic modeling and has been performing flow testing since 1988. With that experience Dan became instrumental in pioneering the development of our valve location and exercising programs, the development of our Polcon Pro-Valve® software, and has trained all of our personnel in this area. With his knowledge of computers and development of the Polcon Pro-Valve® software, Dan has spent extensive time and training on integrating data gathered into existing GIS systems.

Since the start of his tenure, Dan has gained extensive experience in meter evaluation, maintenance and installation. Dan has also completed numerous classes and lectures related to the operation and maintenance of water meters and taught these techniques to our employees who continue to use the techniques today.

As a dedicated member of numerous organizations he has devoted his time and taught Water Loss Reduction and Water Distribution System Improvement classes for the Indiana Section of the AWWA and the Indiana Department of Environmental Management. As president of M.E. Simpson Co., Inc., Dan is in charge of the Midwest operations. He oversees data collection and processing, and quality control Company wide. He also provides technical assistance to all M.E. Simpson Co., Inc. personnel and customer/utility personnel.

**Professional Certifications:**

- ◆ 10/30 Hour OSHA Certified for General Industry
- ◆ American Red Cross First Aid and CPR with AED Certified
- ◆ American Traffic Safety Services Association Flagging Certified

**Professional Associations:**

- ◆ Illinois Section AWWA
- ◆ Indiana Section AWWA  
 Past Chair (2007)  
 Awarded the "George Warren Fuller Award" by the Indiana Section for distinguished service in the water supply field - 2011.  
 Awarded the "John Lechner Award" by the MAC of Indiana for distinguished service to the MAC - 2011.  
 Recipient of the "Kenneth J. Miller - Founders Award" from Water-for-People for outstanding volunteer service.
- ◆ American Water Works Association (AWWA)  
 Vice President - 2012  
 Recipient of the "Ambassador" and the "Silver", and "Gold" Presidential Awards" from AWWA for membership recruitment.  
 Meter Madness Committee - member and past Co-Chair  
 Water Meter Standards Committee - member
- ◆ Indiana Rural Water Association
- ◆ Wisconsin Rural Water Association
- ◆ AZ Water
- ◆ Tri-State Seminar on the River  
 Serving Currently - Exhibitor Committee Chair  
 Recipient of the 2006 Outstanding Service Award.



**John H. Van Arsdel**  
**Vice President**

**Experience:**

John H. Van Arsdel has been with M.E. Simpson Co., Inc. since May 1989. He graduated from Valparaiso University with a B.A. in Geography with an emphasis in Locational Evaluation and Research Design. He has completed water operators classes and seminars on Water Filtration and Distribution, Vulnerability Assessment Class for the Sandia Labs RAM-W method and the RAM-W "modified" for small to medium systems (*currently licensed to use the Sandia Labs RAM-W Method, and licensed to teach the RAM-W "modified" for small to medium water systems*), along with classes related to the operation and maintenance of water meters, and system hydraulics specifically related to the Polcon® Flow Testing equipment.

John has over 25 years of experience directing projects for water utilities concerning water audits, loss prevention, leak detection programs, meter evaluation and maintenance, flow testing using the Polcon® Flow Testing method (large flow meter assessments, C-factors, pump curves, zone flow measurements), mainline valve assessments (location, exercising and mapping programs), and fire hydrant and main capacity flow testing programs. John has been responsible for the analysis, evaluation, and CAD updating of Water Distribution, Sanitary, and Storm Sewer Atlases using GPS locating. He developed the Company's Unidirectional Main Flushing Program and Utility Atlas Updating Program. He has presented classes for continuing education credits for water operators for over eighteen years to several local and state Water Works Organizations on Water Loss Reduction including Water Audits, Leak Detection, Meter Testing and Flow Testing. He has presented papers at the AWWA ACE in 2007, 2008, 2009, and 2012, At the 2010, 2011, and 2012 AWWA DSS he presented papers on water loss reduction. Since 2003, he has conducted classes on Vulnerability Assessments and Emergency Response Planning for water utilities as well as conducting several VA and ERP projects. He served from 2010 to 2014 as Chair of the AWWA Water Loss Control Committee. As Vice President of M.E. Simpson Co., Inc., John serves as the main point of contact for client development, business sales and customer relations for the Eastern U.S.

**Professional Certifications:**

- ◆ 10 Hour and 30 Hour OSHA Certified for General Industry
- ◆ American Red Cross First Aid and CPR with AED Certified
- ◆ American Traffic Safety Services Association Flagging Certified

**Professional Associations:**

- ◆ American Water Works Association (AWWA)  
 Water Loss Control Committee, Chair, 2010-2014  
 Apparent Water Loss Sub Committee
- ◆ Illinois Section AWWA Board of Directors  
 Past Chair, 2014-2015  
 Chair, 2013-2014  
 Chair Elect, 2012-2013  
 Vice Chair, 2011-2012  
 Secretary/Treasurer, 2009 -2011  
 Membership Committee, Chair 2006-2009  
 Education Committee  
 Water For People Committee  
 Water Efficiency Committee
- ◆ Indiana, Michigan, Wisconsin, North Carolina, South Carolina, Georgia, Chesapeake, Virginia, and Florida Sections AWWA
- ◆ Illinois and Wisconsin Rural Water Association
- ◆ North Suburban Water Works Association  
 Past President, Past Vice President, Past Secretary, 1999-2001
- ◆ West Shore Water Producers Association
- ◆ Water Environment Federation

**Awards:**

- ◆ 2006 and 2008 National AWWA Zenno Gorder Membership Award for recruitment
- ◆ 2006 and 2008 Diamond Pin for National AWWA membership
- ◆ 2008 AWWA Ambassador Award for AWWA Membership
- ◆ 2010-2011 Water Professional of the Year, Illinois Section AWWA



**Randy Lusk**  
**Regional Manager**

**Experience:**

Randy Lusk has been with ME Simpson Co., Inc. since November of 2000. He previously worked in the retail business as a Regional Manager for 10 years then was given the opportunity to work in the water industry after learning the value of water and wanting to make a difference. He has attended many classes and lectures on the operations and maintenance of water systems, small and large. Before becoming a Regional Manager he worked in the field for 5 years where he had hands on experience with water systems and this is where he learned such skills and knowledge as valve location and exercising, hydrant flow testing and maintenance and how to find and successfully locate water leaks for communities. Randy is also an Illinois Class D Water Operator which is his proudest accomplishment to date in the water industry.

Randy is also a certified teacher where he travels throughout the state of Illinois and offer CEU's through organizations that include ISAWWA, APWA, IRWA and local operator groups. Randy teaches classes on Water Loss, Water Audits, Main Capacity Testing, Hydrant Maintenance, Leak Detection, Meter testing and calibration and Unidirectional Flow Testing.

**Professional Associations:**

**South Suburban Water Works Association**

- ◆ Website Chair
- ◆ Golf Chair
- ◆ Holiday Party Chair
- ◆ Joint Products Day Committee
- ◆ Past Chair of SSWWA

**Mid Central Water Works Association**

- ◆ Website Chair

**Illinois Section AWWA**

- ◆ Membership Coordinator
- ◆ Winner of the "Zenno A. Gorder Award" 3 years in a row
- ◆ Winner of Volunteer of the year award
- ◆ Winner of Education Award
- ◆ Meter Madness Committee
- ◆ Water for People Committee
- ◆ Hydrant Hysteria Committee
- ◆ Member Social Events Committee

**National AWWA**

- ◆ MEDC – Member Engagement and Development Committee
- ◆ Attend Membership Summit Training every other year

**Indiana Section AWWA**

**Professional Certifications:**

- ◆ 30 Hour OSHA Certified for General Industry
- ◆ American Red Cross First Aid and CPR with AED Certified
- ◆ American Traffic Safety Services Association Flagging Certified
- ◆ Extensive traffic control training - Certified
- ◆ Extensive confined space training - Certified



**Sandison Petretta  
Project Leader  
Dyer, Indiana**

**Experience:**

Sandison Petretta has been with the Company since July of 2000. He previously worked in the commercial painting industry. Sandison has attended numerous classes and lectures related to the operation, maintenance, and installation of water meters, and completed classes in plumbing. Sandison has experience in the following; maintenance and installation of water meters; valve location, exercising and mapping; fire hydrant and main capacity flow testing; and the use of state of the art leak detection equipment. He is also experienced in the use of all of our Polcon® Flow Testing equipment.

**Professional Certifications:**

- ◆ 10 Hour OSHA Certified for General Industry
- ◆ American Red Cross First Aid and CPR with AED Certified
- ◆ American Traffic Safety Services Association Flagging Certified
- ◆ Extensive traffic control training
- ◆ Extensive confined space training

\* \* \* \* \*

**Adam Zagorac  
Project Leader  
Dyer, Indiana**

**Experience:**

Adam Zagorac has been with the Company since December of 2007. Adam has attended numerous classes and lectures related to the operation, maintenance, and installation of water meters, and completed classes in plumbing. Adam has experience in the following; maintenance and installation of water meters; valve location, exercising and mapping; fire hydrant and main capacity flow testing; and the use of state of the art leak detection equipment. He is also experienced in the use of all of our Polcon® Flow Testing equipment.

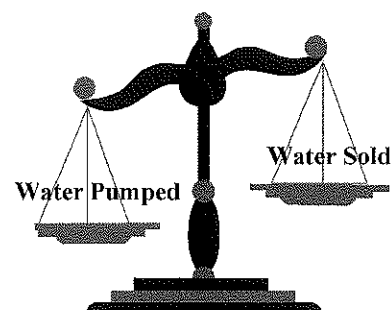
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## PROJECT UNDERSTANDING AND APPROACH

M.E. Simpson Co., Inc.'s philosophy behind valve assessment services as incorporated in this work plan is to provide the Village the following benefits:

- ◆ Conserve freshwater resources by reducing the amount of repairs needed through proper valve operating and assessments
- ◆ Conserve energy and reducing treatment costs by reducing pumpage needed during main breaks
- ◆ Help in monitoring potential distribution system operations and maintenance problems
- ◆ Promote proper accounting and financial reporting (GASB 34)
- ◆ Reduce the risk of water shortage and customer hardship by insuring valves work when needed
- ◆ Ensure a sound and reliable water service and fire protection for customers of the Village



A number of items uniquely qualify M.E. Simpson Co., Inc. in performing this valve assessment program. The Project Team's extensive practical experience in valve operating and data collection methodology coupled with other extensive Water Distribution System Assessment Programs experience such as Water Audits, hydrant flow testing, Unidirectional Water Main Flushing and Distribution System Leakage Assessments, will allow for a thorough examination of the Distribution main line valves to help assess flow control in the distribution system. From start up to completion, our firm is committed to furnishing a quality service in a timely manner.

### *Project Management Approach*

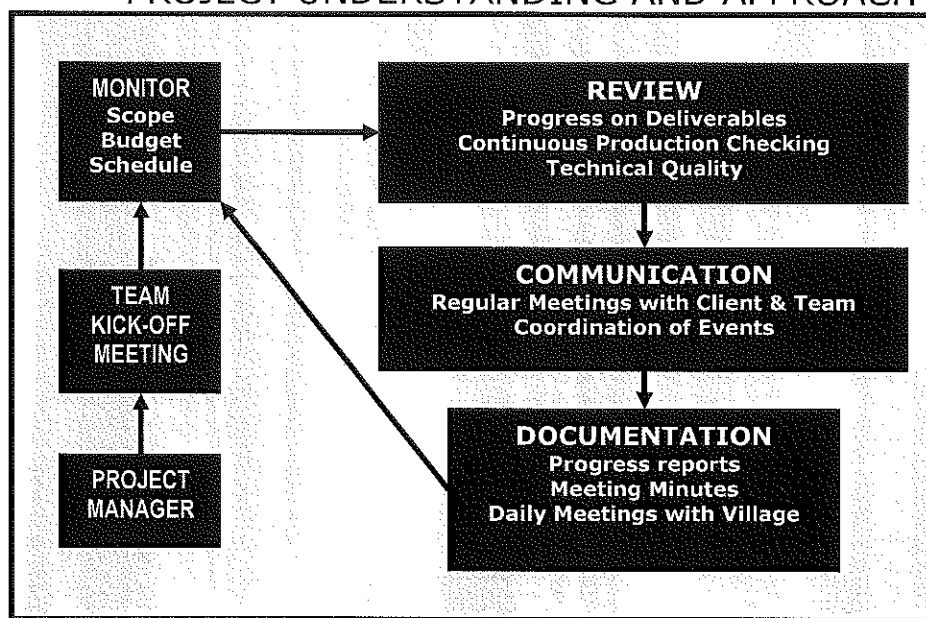
M.E. Simpson Co., Inc.'s project management approach is what leads to our proven track record to complete projects on time and within the budget established. Based on our past experience, we have developed a project approach that will insure the Village of effective communication throughout this project.

Our project management system establishes - the single project manager - who has the responsibility and authority to act on behalf of M.E. Simpson Co., Inc. This project manager will stay with the project from beginning to the successful completion. The project manager's specific responsibilities include:

- ◆ Coordination of all activities in this project
- ◆ Establishing key decisions and review milestones during this project
- ◆ Preparing an initial project development plan identifying the schedule of work tasks and key personnel to perform the work in the field to meet the milestones and objectives
- ◆ Coordinate communications and meetings with the Village as needed or required to review technical concepts and alternatives, soliciting staff input and coordinating activities with the project team
- ◆ Prepare periodic reports as needed and meet with the Village on a regular basis summarizing project scheduling, progress and maintaining the project within the budget stipulated
- ◆ Oversee the execution and development of the project deliverables



## PROJECT UNDERSTANDING AND APPROACH



Project management remains an important activity during the course of the project and does not stop with the project manager. Each project team deployed into the field is dedicated to providing the best valve assessment coverage that can be attained using the state of the art equipment, tools, field experience and knowledge. Each field team will be made up of two experienced distribution system technicians that also have been cross trained in other disciplines of water distribution system field maintenance such as distribution system flow testing, Unidirectional water main flushing, hydrant flow testing, leak detection programs, as well as water loss control such as water meter assessments (residential, commercial, wholesale, and production meters). It is this combination of experience and knowledge that has helped shape our approach to valve assessments in distribution systems because the technicians have the capacity to make on the spot decisions regarding any fine tuning of the valve program while in the field. They will maintain constant communication with the Village and the project manager regarding their daily progress as well as any major issues needing immediate attention and discussion.

M.E. Simpson Co., Inc. believes that the selection of our team to perform this valve assessment will provide the Village with exceptional experience, sound decision making, and a level of service providing the following advantages:

- ◆ A professional valve assessment team with a specialized expertise in valve operating, location of valves, and field data collection for GIS systems
- ◆ An experienced team with the capacity to provide the highest quality work for the Village
- ◆ A project approach that incorporates interim reporting and continuous input opportunities
- ◆ Innovative proven analysis techniques developed from the completion of several similar sized projects that sought the same scope and results as this project

## PROJECT UNDERSTANDING AND APPROACH

### *Project Quality Assurance/Quality Control*

Quality is of the utmost importance to M.E. Simpson Co., Inc. – not merely because of the Village's and other client's requirements, but because it is vital to our continued success and viability. Quality management and services bring to all of us the rewards of jobs well done, satisfied the Village staff, and successful projects.

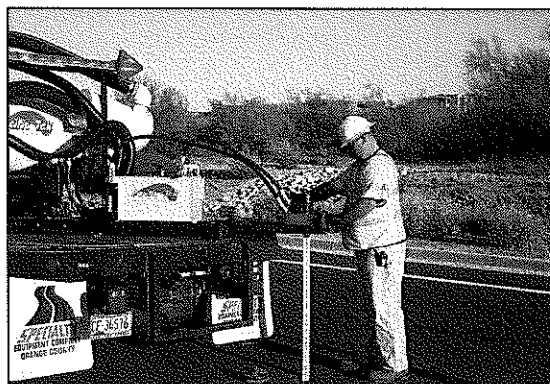
M.E. Simpson Co., Inc.'s QA/QC program is built around several key elements of M.E. Simpson Co., Inc.'s mission and values which consist of:

- Maintaining a reputation for quality performance
- Client satisfaction
- Continuous process improvement
- Open communication with the field staff and the Village
- Team Work

The QA/QC plan for this project is very simple. No work will leave M.E. Simpson Co., Inc. until it has been verified that all the requirements and objectives of the project as well as the requirements of the project QA/QC managers have been met. During the course of the project, the project manager and/or the QA/QC manager will meet with the Village to ensure that the work product is technically correct, but also meets the needs and expectations of the Village.

M.E. Simpson Co., Inc.'s professional services are grounded in sound principles that meet the tests of time from past successes of hundreds of water loss projects and will satisfy the quality requirements of the Scope of Service. Each member of the project team will have a thorough understanding of the project objectives. They will apply sound methodology and principles, and are expected to produce quality, accurate and complete documents. The QA/QC procedure has been developed and implemented based on tried and proven methodologies. The prevention of poor quality service is based on four sound principles:

- Quality management of the project by using experienced personnel committed to excellence.
- Conformance to requirements by being knowledgeable of all local conditions in the field and keeping abreast of new cutting edge distribution system maintenance and data collection methods.
- Prevention of rework and errors by using teamwork in the field, cross checking the procedure every step of the way, and having data entry staff knowledgeable in all aspects of valve assessment projects.
- Quality is built in - not added on. The project management and field staff have shown that a quality service is produced when the project tasks are properly sequenced and carried out to the final termination of the program using the built in system of checks and balances.



## PROJECT UNDERSTANDING AND APPROACH

### *Project Field Approach*

The **VALVE ASSESSMENT PROGRAM** is conducted in the field by our technicians M.E. Simpson Co., Inc. will locate and operate all designated valves in the system in accordance with AWWA standards (American Water Works Association Manual M-44, "Distribution Valves: Installation, Field Testing and Maintenance"). The important operation, location and asset management details of the valves will be noted and compiled on our "Valve Assessment Report" and submitted to your office for your permanent records.

### Valve Assessments

The **Water Distribution System Valve Assessment Program** is conducted in the field by our Project Team (M.E. Simpson Co., Inc. uses **TWO** trained technicians on each valve team). When necessary, M.E. Simpson Co., Inc. uses a hydraulic valve machine capable of operating 2" through 60" valves. This machine can be set with a torque as low as 5 foot pounds and is capable of increasing up to 2500 foot pounds. The hydraulic valve operator with the "adjustable torque control" feature, along with experienced operating personnel, prevents excessive breakage during valve operating. M.E. Simpson Co., Inc. will furnish all labor, material, transportation, tools, and equipment necessary to perform the program. M.E. Simpson Co., Inc. shall be required to provide such skilled and trained personnel and equipment necessary to complete the work herein specified. These field personnel are required to have a minimum of three years field experience in valve location, operating and computer mapping. The Project Manager will have at least five years experience in managing valve programs. We will locate and operate each main line valve in the system. The important operation and location details of each valve will be noted and compiled on our "Valve Assessment Report" and submitted to your office, as a Valve Book, for your permanent records.

The valve information will be entered into **Polcon Pro-Valve**<sup>®</sup> (detailed later), a computer software program designed and exclusively marketed by M.E. Simpson Co., Inc. All mainline valve information is entered into Polcon Pro-Valve<sup>®</sup> with an appropriate diagram showing each valve at its location. All pertinent information such as size, number of turns to operate, depth to the operating nut, right or left turn, normally open or closed, and location by measurement from existing landmarks is a part of each valve record.

The importance of the **Valve Assessment Program** is apparent when major emergencies arise and Village personnel are unable to either locate or close a valve or several valves during a water main break. The same problem occurs when valves that are normally closed need to be opened during a fire fighting effort and these valves then fail in the closed position. These situations can occur when valves are not operated annually or at least every two years.

An organized field approach to this Valve Assessment project will include the following:

- ◆ **Introduce and maintain an interactive role** with the Village Staff for the Valve Assessment Program. Conduct short interviews with staff about particulars of the distribution system such as problem areas prone to poor fire flow, age of pipe, pressure problems in the distribution system. This will allow for a greater understanding of how the distribution system is functioning allowing priorities to be assigned to particular segments of the work

## PROJECT UNDERSTANDING AND APPROACH

- ◆ **Divide areas of the distribution system** into geographic areas that can be assessed in progression and problems identified in an orderly fashion. This would include setting a schedule and maintaining a level of Field Staffing that will insure completion of the valve assessments within the schedule and budget allotted. This will require all maps of the distribution system to be examined during the course of the planning sessions to formulate a workable plan of action
- ◆ **Perform valve assessments on the distribution system** and document all locations, valve assessments in a manner that will allow a prioritized list of maintenance items to be pursued according the described "Scope of Work"
- ◆ **Locate** all valves with GPS in a manner that will allow their positions to be known and readily re-creatable by Village personnel upon demand
- ◆ **Document** each valve operated and individual valve data to such an extent as to provide information characteristic to each specific attribute as defined by the Village
- ◆ **Provide constant communication** with the Village staff so valves with issues can be addressed in a timely manner
- ◆ **Provide instruction and council to Village staff** during the course of the valve assessments so once the program is concluded, the Village staff will have a complete understanding of all the parameters of conducting valve assessments with the established goal of reducing the amount of maintenance required for the distribution system while providing up to date data for the Village for each and every valve
- ◆ **Provide daily reporting** during the course of the project as well as a final report indicating all the pertinent details regarding the valve assessment program.
- ◆ **Provide recommendations for future valve assessments programs** such as a methodology and frequency for valve operating



## PROJECT UNDERSTANDING AND APPROACH

### EQUIPMENT TO BE USED

The following equipment will be used for valve assessments work during the valve program for the Village. All material listed will be on the job site at all times.

- ◆ **Truck mounted or trailer mounted hydraulic valve operator with adjustable torque control**
- ◆ **Portable hydraulic valve operator adjustable torque control**
- ◆ **Portable truck mounted or trailer mounted vacuums for valve box/vault clean outs**
- ◆ **Extendable valve keys for manual operation**
- ◆ **All necessary hand tools needed**
- ◆ **Truck mounted Arrow Board/Signage, and warning lights on trucks.**
- ◆ **Traffic control equipment, including properly sized traffic cones with reflective stripes, when needed or required.**
- ◆ **All necessary safety equipment, including Rose - confined space entry equipment and Crowcon Air Monitoring / Gas Detection equipment when needed or required.**
- ◆ **A "Schonstedt" / "Chicago Tape" magnetic locator**
- ◆ **A "Radio Detection RD4000" series line locator**
- ◆ **For the GPS Locations: A Trimble GPS GeoExplorer GeoXH (sub-Foot accuracy) hand held receiver, and related equipment**

## SCOPE OF SERVICES

M.E. Simpson Co., Inc. will furnish all labor, material, transportation, tools, and equipment necessary to perform valve assessments on the water distribution system. M.E. Simpson Co., Inc. shall be required to provide such skilled and trained personnel and equipment necessary to complete the work herein specified. **There will be a minimum of Two Persons per team performing the valve assessments at all times.**

- ◆ Work in an orderly and **safe** manner to insure protection of the local residents, Village employees, and the Field Staff so that no **avoidable** accidents occur.
- ◆ All Field Staff will have readily observable identification badges worn while in the field. All vehicles used in the field will have company signs attached.
- ◆ The valve equipment to be used will be that which was described in the "Equipment to be used" section.
- ◆ M.E. Simpson Co., Inc. Personnel will **meet with the Village to review the project** guidelines and answer any questions on procedures.
- ◆ Any **pressure zones** in the distribution system will be identified on the water atlas prior to developing the valve assessment program. This will need to be done with distribution personnel prior to the start of the program to avoid having pressure zone problems due to valves opened when they need to be closed.
- ◆ As a part of the valve program, mapping discrepancies found on the current water atlas will be noted and included as a part of the final report so the Village can make needed corrections. This will be included as a part of the periodic reporting to the Village, thus enabling the Village to keep up with mapping corrections.
- ◆ A progression map shall be maintained for each section under study indicating valves assessed on the map. This will be especially helpful in quickly determining the work progress of the crews in the field.
- ◆ It may be necessary to conduct parts of the valve assessment during "off hours" such as at night. This may be required in areas of high traffic volume where traffic may affect the ability to conduct safe valve assessment, and traffic volume may affect the ability of the Project Team to be able to safely access valves on busy streets. The Project Team will give 24-hour advanced notice of intent to operate valves in a particular area that may require after hours work or nighttime work. This is so the Village can plan for the area to be worked in, give notification to the Police department, as well as other Public Works Divisions as to the activity that will take place.

## SCOPE OF SERVICES

### VALVE LOCATION

#### The M.E. Simpson Co., Inc. Project Team will:

- ◆ **Examine the water maps** to determine the anticipated location of each water valve.
- ◆ **Attempt to verify** the existence of all water valves shown on the water maps by visual inspection.
- ◆ **Search for water valves** shown, but not identified by visual inspection, using a magnetic locator.
- ◆ **Employ a combination** of recorded information, manual and technical testing techniques as needed to establish the location of remaining water valves.
- ◆ **Identify locations where a water valve is expected**, but not shown on the water map, and proceed through verification and search process.
- ◆ **Two attempts shall be made to locate "lost" valves** before these are turned into the City for location. M.E. Simpson Co. will ask permission to trace existing water mains by means of line locating equipment to establish the configuration of existing water mains and probable location of water valves should search by magnetic locator fail. If the city cannot locate the valve within five working days, M.E. Simpson Co. shall be paid for the attempted locate.
- ◆ **Corrections to the Village maps** shall be drawn on the paper maps provided by the City and returned to the City after the project is completed.
- ◆ **Located valve boxes or valve vault covers** shall be painted with an environmentally formulated precautionary blue paint for future identification.

### GPS VALVE LOCATION

#### Once the valves have been located, the M.E. Simpson Co., Inc. Project Team will perform the following for valves that do not already have GPS coordinates:

- ◆ **The Project Team will collect GPS Coordinates** of all valves assessed using the above "Scope of Work"
- ◆ The Project Team will work with the Utility to develop a "data dictionary" which will define the information to be collected for each attribute. The Data dictionary shall have the following but not limited to:
  - Date and time the information was gathered.
  - The unique identifying number for each attribute consistent and compatible with system presently employed by the *Utility*.
  - Location for each attribute referenced by Northing and Easting coordinates generated from the GPS location in the Utility's local State Plane Coordinate system.
  - Type of Attribute (mainline valve).
  - Offset information if the attribute needs to have the location determined by an offset coordinate due to blocked signals from the GPS satellites.
  - Any other data required to be collected as part of the attribute data set as defined by the Data Dictionary. This Data Dictionary will be assembled by the Project Team and the Utility.
- ◆ **The accuracy of each GPS** location will be sub-foot.



## SCOPE OF SERVICES

- ◆ **The location of "offset" GPS locations** shall be accomplished by use of a Laser Rangefinder with an accuracy of 1/10<sup>th</sup> of a foot with an automatic Electronic Compass coupled to the GPS data collector. This is so that a bearing and distance from the offset location to the target GPS location can be recorded as part of the attribute data. This will allow coordinates to be generated in high tree canopy and urban canyons where normal coverage would not be possible.
- ◆ **GPS locations will need to have readings** from at least four satellites in position and a reading from a local GPS beacon, or five satellites for the position to be considered accurate as a differentially corrected GPS location.
- ◆ **"PDOP" readings need to be less than 5.** "PDOP" readings greater than 5 will not be considered as accurate locations.
- ◆ **A minimum of 30** readings for each position shall be taken.
- ◆ **Position of the GPS satellites shall be given primary consideration.** The position of the satellites shall be recorded as part of the data. If the satellites are low on the horizon, it is expected that the project team will wait until the position is better before attempting to gather the GPS position. Data collected with the satellites low on the horizon and/or poorly distributed shall not be considered valid.
- ◆ **The information collected** will be compiled into the **Pathfinder Office** or **TerraSync™** software database with the ability to export the information into a format acceptable to the Utility such as Microsoft Access, Microsoft Excel, .DXF file, or .SHP file for use in the Utility's GIS system or CAD mapping program, and also included in the Polcon Pro Valve® database.
- ◆ **All locations will be differentially corrected** for accuracy. A stationary beacon or mobile beacon can be set up to allow differential correction. All data will be "Post-Processed", so that a comparison can be made to a Local stationary GPS receiver. The locations of the stationary GPS stations can be obtained from the Internet. The particular stationary GPS receiver shall be listed in the final report as the station used for differential correction. This will allow for a greater accuracy of the GPS locations.

### DOCUMENTATION OF GPS VALVE LOCATIONS

**M.E. Simpson Co., Inc. will provide a location report for each undocumented valve located, and/or a database on a CD in a format agreed upon between the Utility and M.E. Simpson Co., Inc.**

- ◆ The GPS location data collected will be exported into a database for Utility use
- ◆ The GPS data collected shall include but is not limited to the following information:
  - a. *Identifying number consistent and compatible with system presently employed by the Utility.*
  - b. *Location referenced by coordinates using the **Illinois State Plane Coordinate System.***
  - c. *Location by street and cross-street names.*
  - d. *Type of structure.*
  - e. *Date and time data was collected.*



## SCOPE OF SERVICES

### VALVE OPERATING

#### The M.E. Simpson Co., Inc. Project Team will:

- ◆ Operate selected valves in accordance with the AWWA manual M-44, "Distribution Valves: Selection, Installation, Field Testing and Maintenance"
- ◆ Attempt to operate each of the valves manually.
- ◆ Valves requiring an operating torque greater than one hundred (100) foot-pounds shall be operated by a portable and/or truck mounted hydraulic valve machine. The valve operators used by M.E. Simpson Co., Inc. have torque-limiting capabilities that allow incremental settings from fifty (50) to twenty five hundred (2500) foot-pounds of torque.
- ◆ The machine shall be solely and completely dependent upon the operator for continuous control of direction and torque, otherwise known as "non-locking" or "torque limiter" capability.
- ◆ All valves will be operated with the minimum torque required preventing valve damage.
- ◆ Maximum torques shall be as follows:
  - 4" gate valves – 300 ft. lbs.
  - 6" and larger gate valves – 600 ft. lbs.
  - Butterfly valves – 200ft. lbs.
- ◆ During initial valve closure, the valve will be turned no more than five (5) turns before turn direction is reversed to two (2) turns, thus allowing the threads of the stem and gate to free themselves. This closure and partial reversal process shall be repeated until the valve has achieved full closure.
- ◆ The valves will then be operated from full open to full closure until such time as this can be done without further turn range improvement or no further reduction in the required operating torque is noted, through **a minimum of two (2) consecutive ranges of operations and a maximum of seven (7) operations.**
- ◆ **The M.E. Simpson Co., Inc. Project Team shall notify the Water Superintendent**, of intent to operate a certain group of water valves. The Team shall obtain permission to perform the work, at least twenty-four (24) hours or one (1) working day in advance of the intended start of that work.
- ◆ **Valves found in the closed position** shall be reported to the Village immediately so verification can be made for operating or not.
- ◆ **Valve vaults and boxes shall be cleaned or pumped out** to gain access to the valve and for inspection of the operating nut.
- ◆ **If there is reasonable evidence that a valve might break during the operating process**, the Village will be notified immediately and a decision will be made by the Village to attempt or not to attempt the process. **Any valves that fail or break during operation will be repaired or replaced by the Village.** M.E. Simpson Company cannot be held responsible for possible valve failures during the operating procedure.

## SCOPE OF SERVICES

### DOCUMENTATION OF VALVE OPERATING

**M.E. Simpson Co., Inc. will provide a valve report for each valve located in Polcon Pro-Valve® Online. This data will also be provided to the Village in a database on a CD in Microsoft Access, a .SHP file for Arcview GIS or another format agreed upon between the Village and M.E. Simpson Co., Inc. The database format will be provided by the Village prior to the start of the Valve Program and will include the following:**

- ◆ *Identifying number consistent and compatible with system presently employed by the Village.*
  - Valve Number
  - Size of Valve
  - Type of Valve (Gate, Butterfly, Other)
  - Valve Box/Vault
  - Direction of Closure
  - Depth of Operating Nut
  - Valve Use (Mainline, Crossover, Service Line)
- ◆ *Location information*
  - Street Name
  - Cross Street Name
  - House Number (if available)
  - Centerline distances from each street centerline (N-S, E-W) in feet
  - Distance to other landmark (if needed)
  - Site Location (Street, Parkway, Driveway, Easement, Centerline)
- ◆ *Box/ Vault Condition*
  - Valve Box full of Debris
  - Valve Vault full of water
  - Paved Over
  - Valve Box Misaligned
  - Valve Box Buried
- ◆ *Operational Conditions of Valve*
  - Final Number of turns to close
  - Final Position
  - Date Turned
  - Crew performing operation
  - Valve Problems (Bent stem, Packing Leak, Missing Operating Nut, Rounded Operating Nut, Broken Stem, Inaccessible)
  - Comments

## SCOPE OF SERVICES

### *Valve Operations*

**M.E. Simpson Co., Inc. takes great care when operating and operating valves in the water distribution system.** Even with our years of proven experience in water system operations problems occasionally occur. Any valves that break or fail during the assessment program will be repaired or replaced at the expense of the water Village. M.E. Simpson Co., Inc. cannot be held responsible for possible valve failures during their operation due to pre-existing conditions. M.E. Simpson Co., Inc. cannot be held responsible for damage done to the water system during valve operating, such as water leaks, discolored water and turbidity that can possibly occur during the process.

### POLCON PRO-VALVE® ONLINE DATABASE

In place of the Access database, M.E. Simpson Co. Inc. will provide our **Polcon Pro-Valve®** online database.

Polcon Pro-Valve® continues to be developed in house at M.E. Simpson Co. Inc. allowing us total control over the design of the product. Our program is based online in a secure server that only allows selected users access to the information through login/passwords. The advantage of this program allows you the flexibility to view your valve information from any where.

The data saved in Polcon Pro-Valve® can be read and manipulated with any other database product that supports Object Database Connectivity (ODBC). This provides flexibility to a user that needs to cross platforms.

The images that are drawn in Polcon Pro-Valve® are drawn using a stand-alone program called "TurboCad" by IMSI. This program has many tools and can be used to make an extremely detailed drawing of the valve area. Also, editing the drawings is much easier in TurboCad because every item in a drawing is a separate object which can be selected and edited by simply pointing and clicking.

This software was developed to keep track of all the information that is associated with main line water valves. There are three areas of information that are recorded in Polcon Pro-Valve®. The first area is the **valve card**. The valve card keeps all the information about the valve that normally doesn't change year to year including:

- Valve number
- Map page number
- Street name
- Cross street name
- Size
- Turn Direction
- Type
- Operating nut depth
- Position
- Box style
- Site
- x-y Coordinates of the valve

## SCOPE OF SERVICES

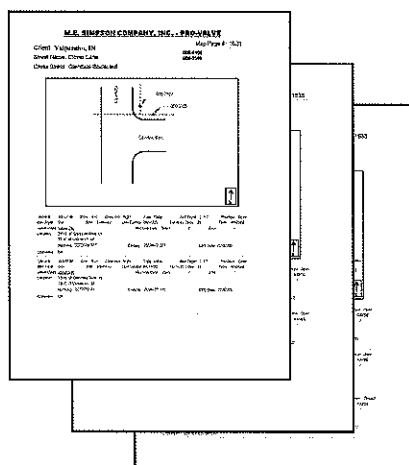
The second area is the **exercising history**. As valves are turned year to year some information changes, this information is kept in ascending order by date so that the most recent information for the valve is always on top. Probably the most important piece of history information is the valve code. The valve code is used to organize the valves into groups. For example: a valve with no problems is coded "Valve OK" a valve that can not be exercised because of debris in the box is coded "Box full of debris". There are many other valve codes describing the condition of the valves. The history section includes:

- ◆ Turn date
- ◆ Number of turns
- ◆ Technician
- ◆ Machine torque ratings
- ◆ Valve Codes
- ◆ Comments

The third area is the **drawing** area. Each valve has an associated image assigned to it. The image is currently drawn in an outside stand-alone program called "TurboCad" by IMSI. The drawing is then embedded into the database and assigned to the proper valves. The drawings are not to scale but are a proportional representation of the area around the valve.

Information alone is useless. In order to make the information worth having it must be used and Pro-Valve® makes that easier to do. Pro-Valve® online/web based database pulls all the valve information together into a variety of reports. Reports include:

- ◆ Valve Card Books
- ◆ Exception Report
- ◆ Valve Listing by Number
- ◆ Valve Listing by Street
- ◆ Problem Valve List (Useful for Work Orders)



## SCOPE OF SERVICES

### FINAL REPORTS, DOCUMENTATIONS and COMMUNICATIONS

M.E. Simpson Co., Inc. will perform the following:

- ◆ Project Team will **meet daily** with assigned Village personnel to go over progress for prior workday and plan current day and area of valves to be operated.
- ◆ **Document all valve operating and locating** as indicated in the "**Scope of Work**".
- ◆ **Maintain a progression valve report** of the project indicating valves operated.
- ◆ **Valves found with problems** shall be documented and turned into the assigned Village personnel daily so the Village can make the necessary corrections so the valve can be turned.
- ◆ **Prepare the final report** at the completion of the project which will include all valve documentation per "**Scope of Work**" for the Village, for the total number of valves operated, valves requiring maintenance, as well as other problems found in the system during the course of the program that need the attention of the Water Village. This report shall be made available for submission to the Village within thirty (30) days of the completion of the fieldwork.
- ◆ **The equipment used** will be that which is described in the "Equipment to be used" section.
- ◆ **Any valves that fail or break during operation will be repaired or replaced by the Village.** M.E. Simpson Company cannot be held responsible for possible valve failures during the operating procedure.

"Effective Communication ...  
Accurate Documentation...  
Insuring the success for the  
Valve program."

### ASSUMPTIONS AND SERVICES PROVIDED BY THE VILLAGE

- ◆ The *Village* will furnish all maps, atlases, (two copies) and records necessary to properly conduct the valve-operating program.
- ◆ The *Village* will provide records such as old valve cards or any additional information that would make the valve location and operating easier to perform. This information shall be regarded as **CONFIDENTIAL** by M.E. Simpson Co., Inc., and will not be shared with anyone outside of the Water Village without consent of the Water Village.
- ◆ The *Village* will notify other departments in the city, town, or village as to the activity of valve operating so that various departments are aware that a program is in progress. This is to insure that if there should be a problem with part of the distribution system, notification can be made promptly.
- ◆ The *Village* will also make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful in attempting to locate particularly hard-to-find valves and for general information about the water system. This person will not need to assist the Project Team on a full time basis, but only on an "as needed" basis.
- ◆ The Village will assist, if needed, to help gain entry into sites that may be difficult to get into due to security issues or other concerns. This may be required of areas where distribution mains run in easements on private property.
- ◆ The Village will provide all Valve ID numbers, type of valve (if known), Map page numbers or grid number, and any other additional information that can aide in helping the overall success of the program.

### VALVES TO BE ASSESSED

Approximately 2,817 valves are to be assessed for the Village through the duration of the project.

## SCOPE OF SERVICES



**Safety** is a major part of any project. M.E. Simpson Co., Inc. always provides a safe work environment for its employees. **Our staff is trained in General Industry OSHA rules, Confined Space Entry & Self-Rescue, CPR, and Traffic Control.** While in the field on your project, M.E. Simpson Co., Inc. and its employees will follow all of the necessary safety procedures to protect themselves, your staff and the general public.

### M.E. Simpson Co., Inc. uses Two-Man Teams for Safety and Quality Assurance.

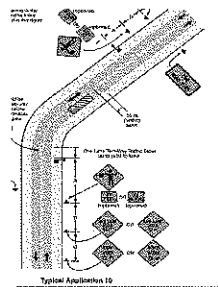
The use of a "one person" leak detection team is dangerous and impractical where water mains run under roadways. It would be a dangerous precedent to allow a "one-person" team to access main line valves located in the roadway, attempt to listen to water system apparatus with a suspected leak with headphones on, and at the same time try to control traffic flow at that person's location in the street.

### **Therefore M.E. Simpson Co., Inc. adheres to the following:**

- ✦ The Project Manager and the Field Manager will be trained in accordance with OSHA Standard 1910 (General Industry) and be in possession of an **OSHA 10 Hour or 30 Hour Card.**
- ✦ Any listening points located in a "**confined space**" such as pit and vault installations that **require entry** will be treated in accordance with the safety rules regarding **Confined Space Entry, designated by the Village, The Department of Labor and OSHA.**
  - All personnel are **trained and certified** in Confined Space Entry & Self-Rescue.
- ✦ We will follow all safety rules regarding **First Responder First Aid & CPR, designated by the Village, The Department of Labor and OSHA.**
  - All personnel are **trained and certified** in First Responder First Aid & CPR.
- ✦ We will follow all **traffic safety rules, designated by the Village, The Department of Labor, OSHA, and the Indiana Department of Transportation (per MUTCD).**
  - All personnel are **trained and certified**, by the **AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA)** in Traffic Control and Safety.



ATSSA Certified  
Traffic Control Personnel



Work Zone Safety Plans  
will be used

Current documentations of safety training and certifications can be provided for all project personnel for the Village. These certifications are current and up to date for all project personnel.

## PROPOSED SCHEDULE

### Project Schedule

**Bid Due Date:** January 26, 2015, 2:00 pm

**Possible Notice of Award:** TBD

**Notice to Proceed:** TBD, within 10 days of Notice of award or in agreement with the Utility.

**Kick Off Meeting and Commencement of work:** TBD with agreement of Utility. Meet with Utility staff to go over project goals and objectives. Field work will begin on day agreed upon by the Utility and M.E. Simpson Co., Inc.

**Fieldwork to be completed and documented:** TBD depending on the number of valves to assessed and exercised.

### **Daily Work Hours**

Normal "on site" daily work hours will be 7:00 AM to 4:30 PM. Any work that needs to be performed outside the normal work hours will be discussed with the Water Superintendent at least 24 hours in advance (such as night work).

**Final Valve Reports:** The final summary reports will be available 30 work days after field work has been completed each year.

## PROPOSAL FEE

M.E. Simpson Co., Inc. is pleased to present our "Cost Proposal" for Valve Assessment Services for the **Village of Downers Grove, Illinois**. M.E. Simpson Co., Inc. will perform this Valve Assessment with one or two of our two-man teams, with all necessary equipment, described within this document, furnished by M.E. Simpson Co., Inc. All procedures will be followed as described within this document. All travel, lodging and meals are included in the professional services agreement price. Total pricing will dependent on the number of valves exercised.

2015 Mainline water valves, Location, Exercising, and Documentation, \$44.00  
each (approx. **1,409**) ----- \$61,996.00

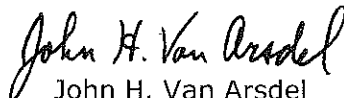
2016 Mainline water valves, Location, Exercising, and Documentation, \$44.00  
each (approx. **1,409**) ----- \$61,996.00

2017 Mainline water valves, Location, Exercising, and Documentation, \$45.00  
each (approx. **1,409**) ----- \$63,405.00

Any GPS points collected will be assed a fee of \$10.00 each

We thank you for this opportunity to acquaint you with our Valve Assessment Program and offer this proposal. If you have further inquiries or you wish to discuss our service in more detail, do not hesitate to call us.

Sincerely Yours,



John H. Van Arsdel  
Vice President  
JHV/jph





June 23, 2014

Mr. Dan Barr  
Director of Public Works  
City of Country Club Hills  
4200 W. 183<sup>rd</sup> Street  
Country Club Hills, Illinois 60478

Dear Mr. Barr

The job of the water purveyor, as you know, is to keep the customer supplied with quality water and to keep the outages as short and infrequent as possible. This requires the use of properly functioning valves and an ease in finding them in a reasonable period of time, when the need arises to isolate a problem area. The purpose of a valve assessment program, therefore, is to exercise the valves so they will work when they are needed and to document the location and all pertinent information about the valves so they can be accessed quickly and closed properly.

This valve assessment program for the City of Country Club Hills was performed by M.E. Simpson Co., Inc. to fulfill these needs. The following is a report of our findings and includes a summary of the work completed as well as our recommendations for a future valve program.

## Valve Program for the City of Country Club Hills

April 21, 2014 through May 23, 2014

### Valve Locating

Valve location can be done in several ways. The most common way to locate a valve is to take existing information (example: water atlas or valve cards) and try to find the valve where the information indicates. Another way to locate valves is to examine the water atlas and look for valves that are not on the atlas but should be there to control the water system. This is done by line locating the water main and magnetically sweeping the area for valve boxes or vaults. During the 2014 project M.E. Simpson Co., Inc. personnel located a total of four hundred fifty (450) valves out of the four hundred fifty-one (451) valves attempted. There was one (1) valve shown on the atlas that was unable to be located; this valve is considered Not Found. This number also includes one (1) valve that is considered New Valve on Atlas/New Valve in Polcon Pro-Valve®. A new valve on the atlas is a valve found during the assessment program that was not previously labeled on the atlas. When these are entered for the first time into our Polcon Pro-Valve® program, they are also New Valves in Polcon Pro-Valve®. When a valve is on the atlas but not entered into Polcon Pro-Valve®, it is then just a New Valve in Polcon Pro-Valve®.

### Valve Exercising

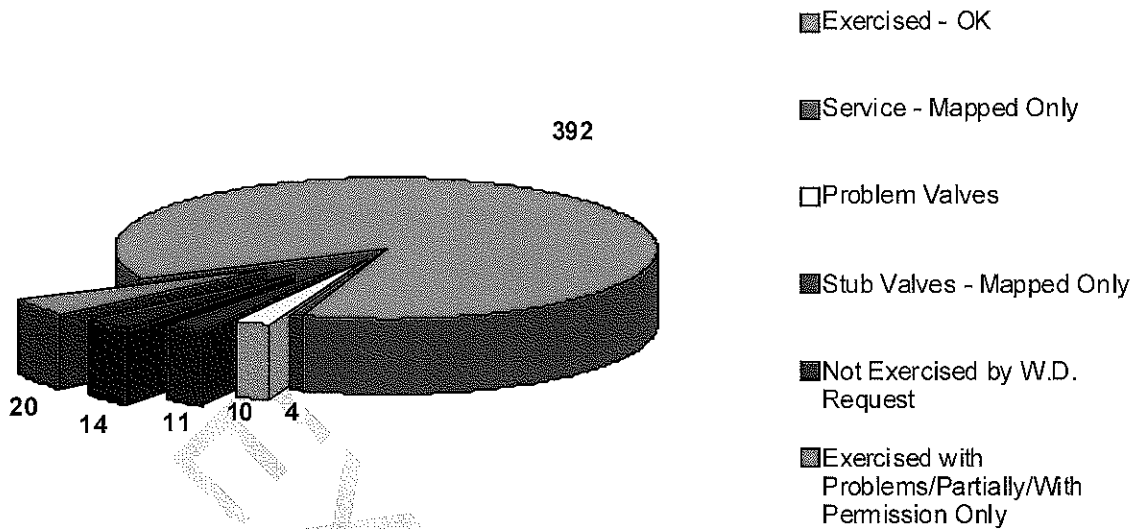
Our crews were able to exercise four hundred twelve (412) of four hundred fifty-one (451) valves attempted. These valves were exercised top to bottom a minimum of three times and all of the stiff places were exercised until there was no further reduction in operating torque. The majority of the valves were in fairly good condition; however, thirty-nine (39) valves were not or could not be exercised (see Summary).

### Valve Documentation

The information for all the valves in the above mentioned sections has been documented. Four hundred fifty-one (451) valves were inspected and entered into the Polcon Pro-Valve® computer program with all pertinent information. There are now one thousand three hundred fifty-one (1,351) valve cards interfaced with four hundred ninety-five (495) images.

**Summary**

The following is a brief summary of the work done by M.E. Simpson Co., Inc. in the Valve Assessment Program.



451 valves were searched for

451 valves were located and mapped

450 valves shown on the atlas were located

1 valve not shown on the atlas was located

392 valves were exercised - OK

20 valves were exercised with problems, partially, or With Permission Only

- 9 Only Exercise with Permission
- 3 Broken While Exercising
- 3 Top/Cover – Broken/Missing
- 1 Box/Vault Needs Repair
- 1 Nut Rounded/Missing
- 1 Partially Exercised per W.D.
- 1 Severe Packing Leak
- 1 Raise Valve Box/Vault

For specific information regarding reasons for valves not being exercised or explanation of the valve code it was given, please see the individual valve sheet. A list of "Problem" valves accompanies this report so you may easily identify problem valves and locate them within the report book.

39 valves were not exercised

- 14 Not Exercised by W.D. Request
- 11 Stub Valve – Mapped Only
- 4 Service – Mapped Only
- 3 Paved Over/Buried
- 3 Nut Rounded/Missing
- 1 Box Full of Debris
- 1 Found Broken
- 1 Unable to Exercise Valve
- 1 Broken While Exercising

### Recommendations

We recommend that the appropriate corrections be made to the problem valves and that the Polcon Pro-Valve® data be updated as each of these corrections are made. The water atlas should be updated with the information gathered during the project. All of the main line valves should be exercised at least every other year. The 12" and larger should be exercised on an annual basis and the Polcon Pro-Valve® data kept current. Should you wish to retain M.E. Simpson Co., Inc. to exercise your valves annually, the updating of the Polcon Pro-Valve® data would be included in the project.

This concludes the summary of the 2014 Valve Assessment Program for the City of Country Club Hills. Thank you for allowing us to provide your utility with this service. If you have any questions, please don't hesitate to call.

Sincerely,

Randy Lusk  
Regional Manager – Dyer  
RL/jph

EXAMPLE

## Numerical Valve Listing

### Country Club Hills, IL

Valve #	Street	Cross Street
001-001	Briargate Drive	167th Place
001-002	Butterfield Drive	167th Place
001-003	Pulaski Road	168th Street
001-004	Sunset Ridge Drive	168th Street
001-005	Briargate Drive	168th Street
001-006	Briargate Drive	168th Street
001-007	Briargate Drive	168th Street
001-008	Glen Oaks Drive	168th Street
001-009	Glen Oaks Drive	168th Street
001-011	Butterfield Drive	168th Street
001-012	Pulaski Road (Crawford Avenue)	168th Place
001-013	Briargate Drive (W. of)	168th Place
001-014	Briargate Drive	168th Place
001-015	Briargate Drive	168th Place
001-016	Briargate Drive	168th Place
001-017	Glen Oaks Drive	168th Place
001-018	Pulaski Road (Crawford Avenue)	169th Street
001-019	Sunset Ridge Drive	169th Street
001-020	Sunset Ridge Drive	169th Street
001-021	Old Elm Drive	169th Street
001-022	Briargate Drive	169th Street
001-023	Briargate Drive	169th Street
001-024	Briargate Drive	169th Street
001-025	Glen Oaks Drive	169th Street / Vivian Drive
001-026	Glen Oaks Drive	169th Street / Vivian Drive
001-027	Glen Oaks Court	Glen Oaks Drive
001-028	Glen Oaks Court	Glen Oaks Drive
001-029	Briargate Drive	Glen Oaks Drive
001-030	Old Elm Drive	Glen Oaks Drive
001-031	Sunset Ridge Drive	Glen Oaks Drive
001-032	Sunset Ridge Drive	Glen Oaks Drive
001-033	Sunset Ridge Drive	Water Tower
001-034	Sunset Ridge Drive	Water Tower
001-035	Sunset Ridge Drive	Water Tower
001-036	Sunset Ridge Drive	Water Tower
001-038	167th Place	3901 167th Place
001-039	Briargate Drive	169th Street
002-001	Pulaski Road (Crawford Avenue)	169th Street
002-001A	4201 W. 167th Street	Loews Theatre (E. of)
002-002	Pulaski Road (Crawford Avenue)	169th Street
002-002A	Kilbourn Avenue (W. of)	167th Street

## M.E. SIMPSON COMPANY - Professional Services

### Street and Cross-Street List

Client: Country Club Hills, IL

Street Name	Cross Street	Valve Numbers			
167th Place	3901 167th Place	001-038			
172nd Street	3900 / 3908 172nd Street	008-029	008-030		
175th Place	Shell Oil Pipeline R.O.W.	011-013			
175th Street	Maple Avenue (W. of)	006-001			
176th Street	176th Place	011-020			
176th Street	176th Place	009-024			
177th Street	Shell Oil Pipeline R.O.W.	011-027			
17963 Pulaski Road (Crawford Avenue)	Hampton Court Condominiums	015-015			
182nd Place	4421 182nd Place	014-047			
183rd Street	4031 183rd Street	016-073			
183rd Street	4187 183rd Street	016-072	016-076	016-078	016-080
183rd Street	4336 183rd Street	015-064			
183rd Street	4420 183rd Street	014-059			
183rd Street	4660 183rd Street	014-049			
183rd Street	4874 183rd Street	013-020			
183rd Street	CCH Operations Building	013-022	013-023	018-001	018-002
184th Place	184th Street	017-014			
185th Street	185th Place	017-018	017-019		
186th Street	Parking Lot of Apartments 2391-4159	016-044	016-045		
186th Street	Parking Lot of Apartments 2391-4159 (S)	016-051			
186th Street	Parking Lot of Apartments 4166-4190	016-038			
187th Street	5020 187th Street	019-002	019-003	019-041	
188th Street	4411 188th Street	020-016	020-017		
189th Street	4410 189th Street	020-041	020-042	020-043	
191st Court	4124 191st Court	022-034			
192nd Court	4134 192nd Court	022-016	022-017	022-018	
192nd Court	4135 192nd Court	022-013	022-014		
192nd Court	4190 192nd Court	022-042	022-043		
192nd Street	4006 192nd Street	022-002	022-122		
192nd Street	4008 192nd Street	022-003	022-005	022-006	
193rd Court	4179 193rd Court	022-053	022-054		
193rd Place	4192 193rd Place	022-047	022-048		
193rd Street	4020 193rd Street	022-098	022-099	022-100	
193rd Street	4135 193rd Street	022-011	022-012		
19403 Hickory Drive	194th Street	022-057	022-058		

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**New Valves on Atlas**  
**Country Club Hills, IL**

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Valve #	Street	Cross Street	Exercised
012-036	Sunset Lane	4814 Sunset Lane	<input type="checkbox"/>

EXAMPLE

## M.E. SIMPSON COMPANY - Professional Services

### Problem Valves

Client: Country Club Hills, IL

Valve #	Street	Report Code	Cross Street	Comment	Size
001-003	Pulaski Road	Nut Rounded/Missing	168th Street	Nut is missing	6 "
001-016	Briargate Drive	Broken While Exercising	168th Place	Exercising nut came off - Packing leaks unless opened hard	6 "
001-022	Briargate Drive	Top/Cover - Broken/Missing	169th Street	Top cover broken	6 "
004-001	Cicero Avenue	Unable to Exercise Valve	171st Street	Valve in middle of water filled ditch	12 "
004-002	Cicero Avenue	Paved Over/Buried	17000 Cicero Avenue	Buried under storage trailers	12 "
007-001	East Gate Drive	Found Broken	175th Street	Found broken	8 "
008-013	Holly Court	Severe Packing Leak	171st Place	Severe packing leak	6 "
009-003	Winston Drive	Nut Rounded/Missing	177th Street	Nut came off in key while turning	8 "
009-004	Winston Drive	Nut Rounded/Missing	177th Street	Nut is missing	?"
009-009	Pulaski Road (Crawford Avenue)	Nut Rounded/Missing	175th Street	Nut rounded	8 "
009-014	Country Club Drive	Broken While Exercising	175th Place	Bonnet bolts broken while exercising	6 "
009-019	Hillcrest Drive	Broken While Exercising	176th Place	Packing leaks unless opened hard - Bonnet bolts broke while exercising	6 "

**M.E. SIMPSON COMPANY, INC. - PRO-VALVE**

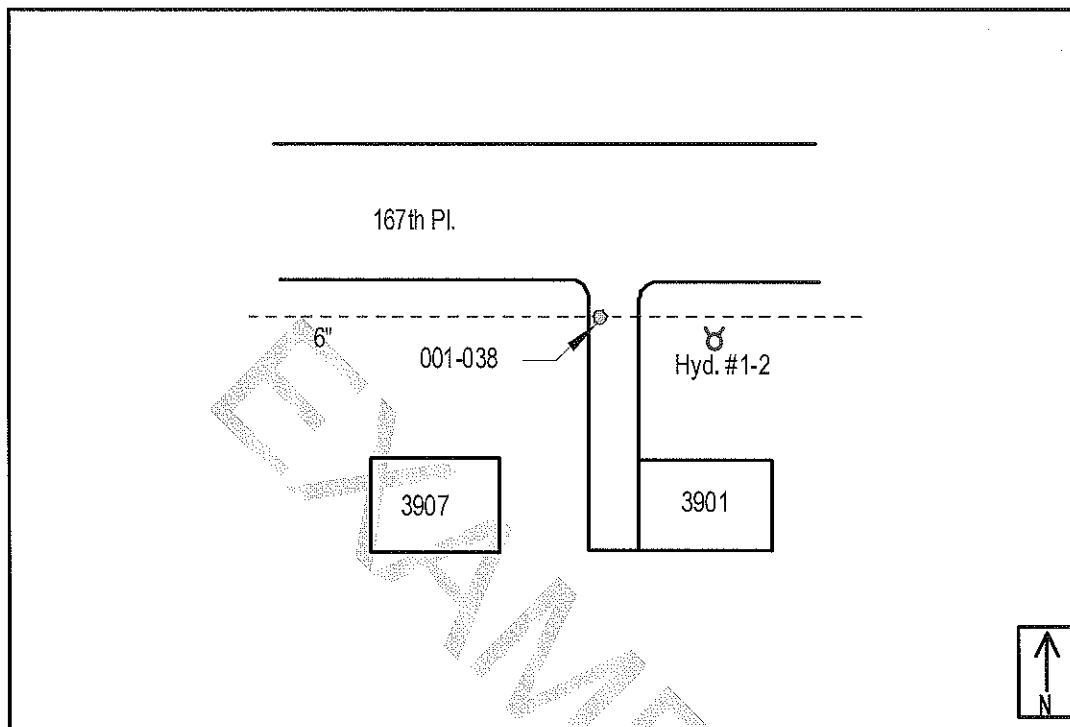
Client: Country Club Hills, IL

Map Page #: 001

Street Name: 167th Place

001-038

Cross Street: 3901 167th Place



Valve #: 001-038    Size: 6 in    Direction: Right    Type: Gate    Nut Depth: 2 FT    Position: Open  
 Box Style: Box    Site: Driveway    Last Turned: 04/21/14    Turns to Close: 18.1    Tech: RA/FS  
 Valve Code: Valve\_OK    Machine Data: Start- / End- /  
 Location: 20' S. of 167th Pl. c/l  
 24' W. of Hydrant  
 Northing:    Easting:    GPS Date:  
 Comment: OK



**M.E. SIMPSON COMPANY, INC. - PRO-VALVE**

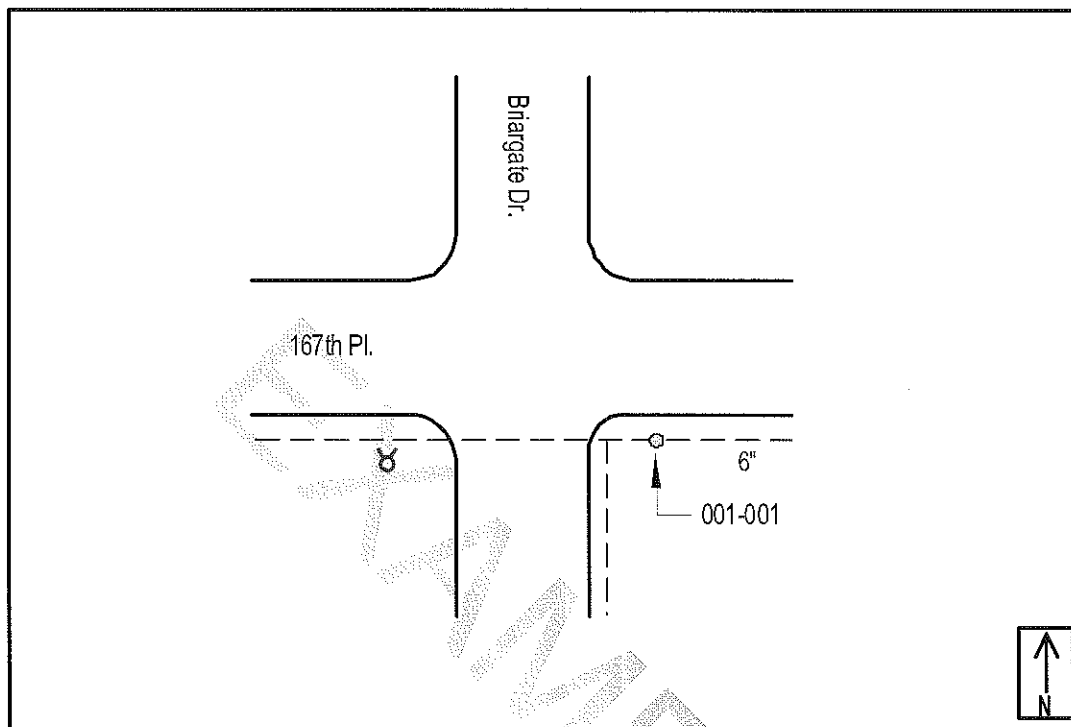
Client: **Country Club Hills, IL**

Map Page #: 001

Street Name: Briargate Drive

001-001

Cross Street: 167th Place



Valve #: 001-001    Size: 6 in    Direction: Right    Type: Gate    Nut Depth: 4 FT    Position: Open  
 Box Style: Box    Site: Parkway    Last Turned: 04/21/14    Turns to Close: 20.3    Tech: RA/FS  
 Valve Code: Valve OK    Machine Data: Start- / End- /  
 Location: 21' S. of 167th Pl. c/l  
 32' E. of Briargate Dr. c/l  
 Northing:    Easting:    GPS Date:  
 Comment: OK

**M.E. SIMPSON COMPANY, INC. - PRO-VALVE**

Client: Country Club Hills, IL

Street Name: Briargate Drive

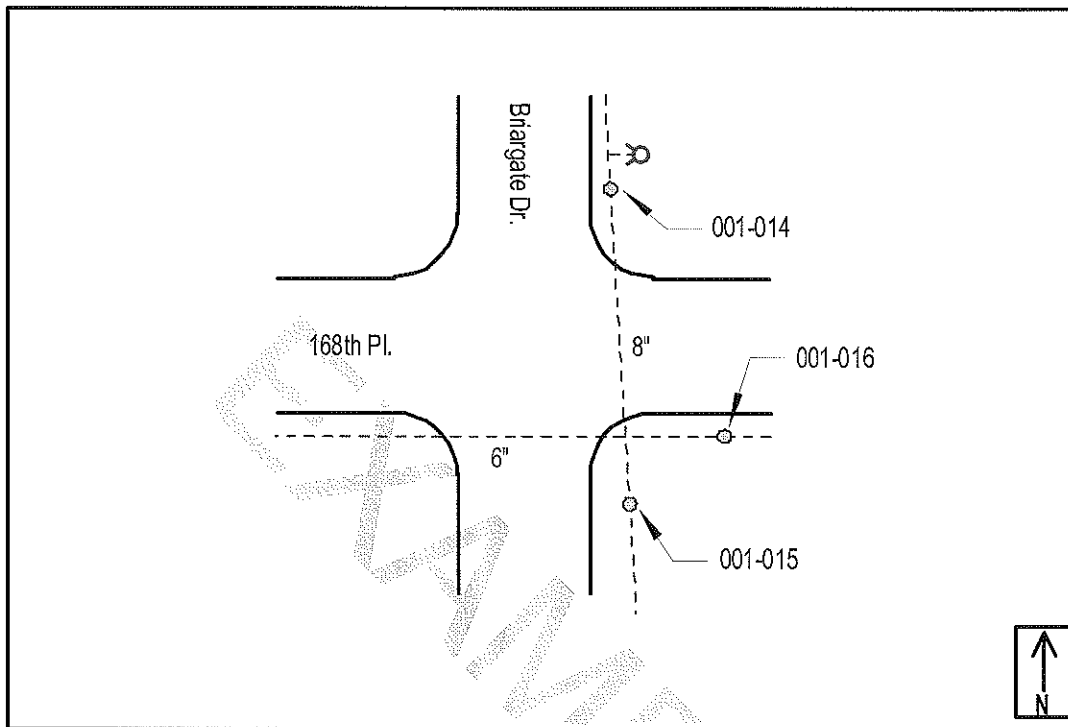
Cross Street: 168th Place

Map Page #: 001

001-014

001-015

001-016



Valve #: 001-014    Size: 8 in    Direction: Right    Type: Gate    Nut Depth: 4 FT    Position: Open  
 Box Style: Box    Site: Parkway    Last Turned: 04/21/14    Turns to Close: 26.3    Tech: RA/FS  
 Valve Code: Valve OK    Machine Data: Start- / End- /  
 Location: 36' N. of 168th Pl. c/l  
 20' E. of Briargate Dr. c/l  
 Northing:    Easting:    GPS Date:  
 Comment: Vacuumed out

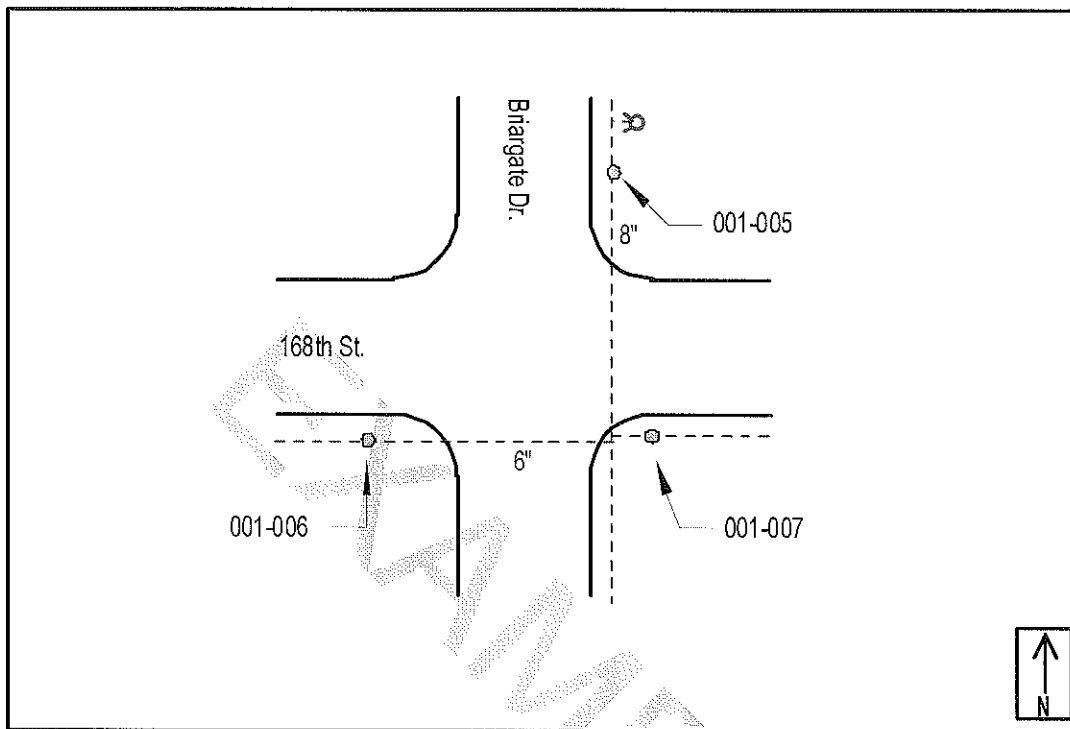
Valve #: 001-015    Size: 8 in    Direction: Right    Type: Gate    Nut Depth: 4 FT    Position: Open  
 Box Style: Box    Site: Parkway    Last Turned: 04/21/14    Turns to Close: 26.6    Tech: RA/FS  
 Valve Code: Valve OK    Machine Data: Start- / End- /  
 Location: 35' S. of 168th Pl. c/l  
 18' E. of Briargate Dr. c/l  
 Northing:    Easting:    GPS Date:  
 Comment: Packing leaks unless opened hard

Valve #: 001-016    Size: 6 in    Direction: Right    Type: Gate    Nut Depth: 2 FT    Position: Open  
 Box Style: Box    Site: Sidewalk    Last Turned: 04/21/14    Turns to Close: 22.1    Tech: RA/FS  
 Valve Code: Broken While Exercising    Machine Data: Start- / End- /  
 Location: 23' S. of 168th Pl. c/l  
 32' E. of Briargate Dr. c/l  
 Northing:    Easting:    GPS Date:  
 Comment: Exercising nut came off - Packing leaks unless opened hard

## M.E. SIMPSON COMPANY, INC. - PRO-VALVE

Client: **Country Club Hills, IL**  
 Street Name: Briargate Drive  
 Cross Street: 168th Street

Map Page #: 001  
 001-005  
 001-006  
 001-007



Valve #: 001-005    Size: 8 in    Direction: Right    Type: Gate    Nut Depth: 4 FT    Position: Open  
 Box Style: Box    Site: Parkway    Last Turned: 04/21/14    Turns to Close: 26    Tech: RA/FS  
 Valve Code: Valve OK    Machine Data: Start- / End- /  
 Location: 34' N. of 168th St. c/l  
 22' E. of Briargate Dr. c/l  
 Northing:    Easting:    GPS Date:  
 Comment: Turns stiff

Valve #: 001-006    Size: 6 in    Direction: Right    Type: Gate    Nut Depth: 3 FT    Position: Open  
 Box Style: Box    Site: Parkway    Last Turned: 04/21/14    Turns to Close: 20.1    Tech: RA/FS  
 Valve Code: Valve OK    Machine Data: Start- / End- /  
 Location: 22' S. of 168th St. c/l  
 33' W. of Briargate Dr. c/l  
 Northing:    Easting:    GPS Date:  
 Comment: OK

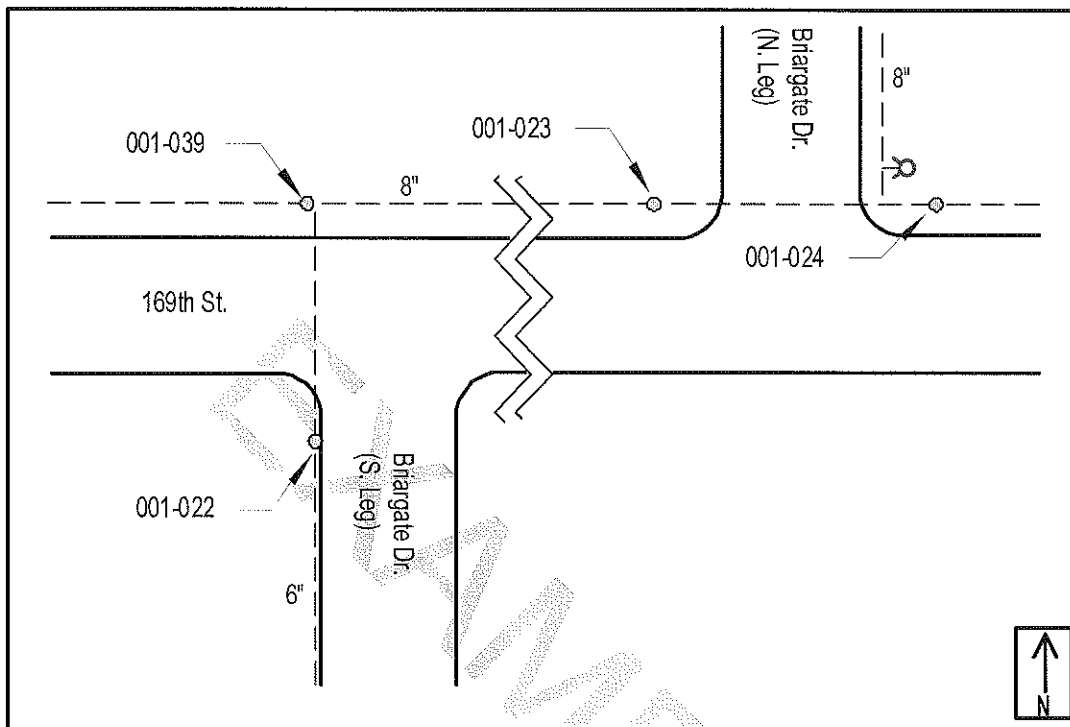
Valve #: 001-007    Size: 6 in    Direction: Right    Type: Gate    Nut Depth: 3 FT    Position: Open  
 Box Style: Box    Site: Parkway    Last Turned: 04/21/14    Turns to Close: 18.9    Tech: RA/FS  
 Valve Code: Valve OK    Machine Data: Start- / End- /  
 Location: 21' S. of 168th St. c/l  
 35' E. of Briargate Dr. c/l  
 Northing:    Easting:    GPS Date:  
 Comment: OK

**M.E. SIMPSON COMPANY, INC. - PRO-VALVE**

Client: **Country Club Hills, IL**  
 Street Name: Briargate Drive  
 Cross Street: 169th Street

Map Page #: 001

- 001-022
- 001-023
- 001-024
- 001-039



Valve #: 001-022    Size: 6 in    Direction: Right    Type: Gate    Nut Depth: 3 FT    Position: Open  
 Box Style: Box    Site: Parkway    Last Turned: 04/21/14    Turns to Close: 20.4    Tech: RA/FSS  
 Valve Code: Top/Cover - Broken/Missing    Machine Data: Start- / End- /  
 Location: 33' S. of 169th St. c/l  
 15' W. of Briargate Dr. (S. leg) c/l  
 Northing:    Easting:    GPS Date:  
 Comment: Top cover broken

Valve #: 001-023    Size: 8 in    Direction: Right    Type: Gate    Nut Depth: 3 FT    Position: Open  
 Box Style: Box    Site: Parkway    Last Turned: 04/21/14    Turns to Close: 28.5    Tech: RA/FSS  
 Valve Code: Valve OK    Machine Data: Start- / End- /  
 Location: 20' N. of 169th St. c/l  
 34' W. of Briargate Dr. (N. leg) c/l  
 Northing:    Easting:    GPS Date:  
 Comment: OK

Valve #: 001-024    Size: 8 in    Direction: Right    Type: Gate    Nut Depth: 3.5 FT    Position: Open  
 Box Style: Box    Site: Parkway    Last Turned: 04/21/14    Turns to Close: 26.8    Tech: RA/FSS  
 Valve Code: Valve OK    Machine Data: Start- / End- /  
 Location: 22' N. of 169th St. c/l  
 33' E. of Briargate Dr. (N. leg) c/l  
 Northing:    Easting:    GPS Date:  
 Comment: OK

**M.E. SIMPSON COMPANY, INC. - PRO-VALVE**Client: **Country Club Hills, IL**Map Page #: 001

Street Name: Briargate Drive

001-022

Cross Street: 169th Street

001-023

001-024

001-039

Valve #: 001-039    Size: 8 in    Direction: Right    Type: Gate    Nut Depth: 2 FT    Position: Open

Box Style: Box    Site: Parkway    Last Turned: 04/21/14    Turns to Close: 24    Tech: RA/FS

Valve Code: Valve OK    Machine Data: Start- / End- /Location: 21' N. of 169th St. c/l  
17' W. of Briargate Dr. (S) c/l

Northing:

Easting:

GPS Date:

Comment: OK

EXAMPLE

**M.E. SIMPSON COMPANY, INC. - PRO-VALVE**

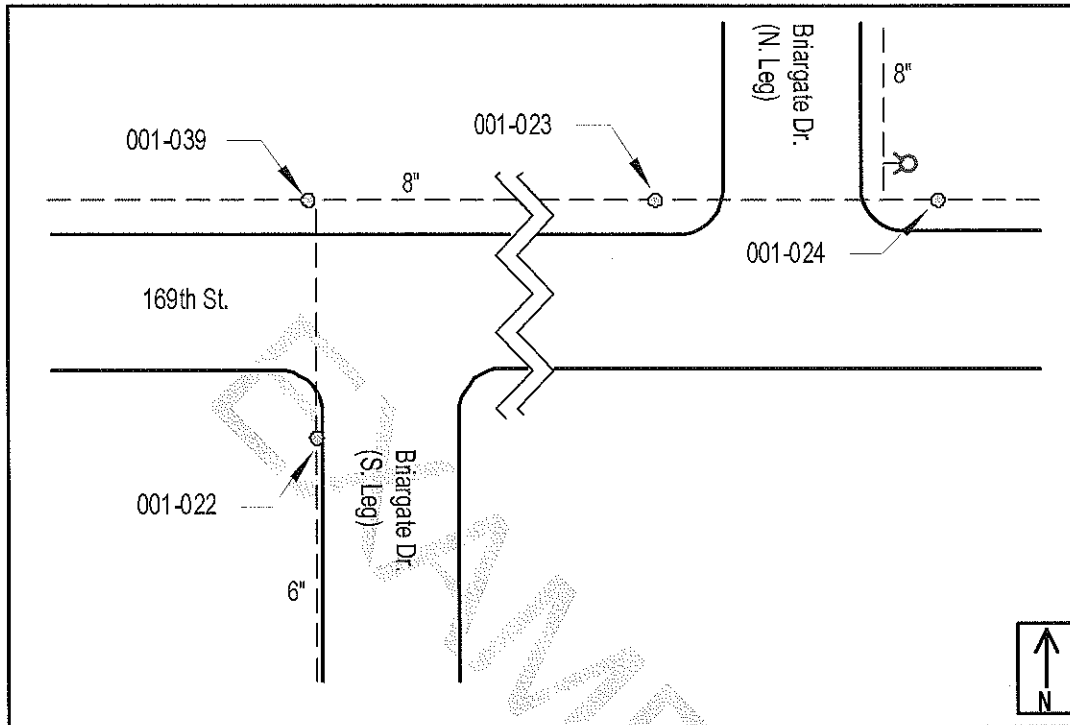
Client: Country Club Hills, IL

Street Name: Briargate Drive

Cross Street: 169th Street

Map Page #: 001

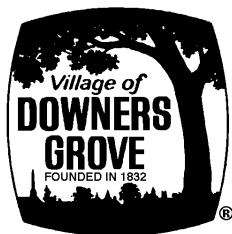
- 001-022
- 001-023
- 001-024
- 001-039



Valve #: 001-022    Size: 6 in    Direction: Right    Type: Gate    Nut Depth: 3 FT    Position: Open  
 Box Style: Box    Site: Parkway    Last Turned: 04/21/14    Turns to Close: 20.4    Tech: RA/F/S  
 Valve Code: Top/Cover - Broken/Missing    Machine Data: Start- / End- /  
 Location: 33' S. of 169th St. c/l  
 15' W. of Briargate Dr. (S. leg) c/l  
 Northing:    Easting:    GPS Date:  
 Comment: Top cover broken

Valve #: 001-023    Size: 8 in    Direction: Right    Type: Gate    Nut Depth: 3 FT    Position: Open  
 Box Style: Box    Site: Parkway    Last Turned: 04/21/14    Turns to Close: 28.5    Tech: RA/F/S  
 Valve Code: Valve OK    Machine Data: Start- / End- /  
 Location: 20' N. of 169th St. c/l  
 34' W. of Briargate Dr. (N. leg) c/l  
 Northing:    Easting:    GPS Date:  
 Comment: OK

Valve #: 001-024    Size: 8 in    Direction: Right    Type: Gate    Nut Depth: 3.5 FT    Position: Open  
 Box Style: Box    Site: Parkway    Last Turned: 04/21/14    Turns to Close: 26.8    Tech: RA/F/S  
 Valve Code: Valve OK    Machine Data: Start- / End- /  
 Location: 22' N. of 169th St. c/l  
 33' E. of Briargate Dr. (N. leg) c/l  
 Northing:    Easting:    GPS Date:  
 Comment: OK



# Village of Downers Grove

## Contractor Evaluation

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

Project: Water Distribution Valve Assessment Program

Primary Contact: Randy Lusk      Phone: 1-800-255-1521

Time Period: 2011 – 2013

On Schedule:    X yes   ● no

**Provide details if early or late completion:** Proposals were due 2-8-11. Contract awarded on 4-5-2011. Contractor finished on time each of the three years of the contract with no requests for time extensions. As per contract, a final report of the program was submitted annually for each of the three years of work.

**Change Orders** (attach information if needed):

**Difficulties / Positives:** The contractor exercised approximately 1,500 valves per year. The contractor noted valves in need of repair so that Village staff could focus on repairs or replacement of valves that could not be operated.

**Interaction with public:**

X excellent   ● good   ● average   ● poor

(Attach information on any complaints or compliments)

General Level of Satisfaction with work:

X Well Satisfied   ● Satisfied   ● Not Satisfied

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

Reviewer: Dave Bird

Date: March 3, 2015