

VILLAGE OF DOWNERS GROVE
Report for the Village Council Meeting
12/15/2015

SUBJECT:	SUBMITTED BY:
Development Review Services – Stormwater Consultant Contracts	Stan Popovich, AICP Director of Community Development

SYNOPSIS

A motion is requested to award two individual contracts for three years each for stormwater related development review services to Engineering Resources Associates (ERA) and Robinson Engineering, Ltd. in a not-to-exceed amount of \$20,000 per year for each contract.

STRATEGIC PLAN ALIGNMENT

The goals for 2015-2017 include *Exceptional Municipal Services*.

FISCAL IMPACT

The FY16 budget includes \$40,000 for development review services specifically associated with stormwater and wetland permit review matters. The majority of this expense is recaptured through development related fees paid by permit applicants.

RECOMMENDATION

Approval on the December 15, 2015 consent agenda.

BACKGROUND

The Village's Community Development Department manages the development review process. Many projects contain challenging stormwater, grading and wetland issues with potential impacts which are not always evident. This occurs in a complex regulatory environment, with the Village having full waiver status and responsibility for enforcing the DuPage County Stormwater Ordinance. Simple reviews can be done in-house with existing staff. However, other reviews demand modeling or greater working knowledge of the stormwater ordinance, best management practices and other tools and data not readily available to in-house staff.

Approximately every three years, the Village issues a Request for Proposal (RFP) for stormwater review services from consultants who work in the area, complete municipal reviews for other municipalities and are familiar with the DuPage County Ordinance. The Village interviewed six of the firms that submitted proposals. Two firms demonstrated more knowledge and compatibility with the Village approach to development review and customer service: ERA (one of the two incumbent firms), based in Warrenville; and Robinson Engineering, based in Itasca. Staff recommends hiring both firms to assist with the growing number of plans requiring stormwater, grading or wetland review services. Both firms are interested in sharing the contractual services.

Staff anticipates splitting the number of reviews between the two firms to help assure timely reviews on behalf of the customer. Both of the nominated firms offer specialists capable of providing excellent stormwater and wetland related services.

ERA has satisfactorily provided the stormwater and wetland review services during the last seven years and staff recommends continuing that relationship with a renewed three-year contract. Staff believes it is beneficial to have a second review firm to assure timely reviews and competitive fees on behalf of the Village's customers and recommends Robinson Engineering. Robinson Engineering has extensive experience in providing other communities with stormwater review services. Both firms share the Village's commitment to high level customer service.

ATTACHMENTS

Contracts



ENGINEERING RESOURCE ASSOCIATES, INC.

Consulting Engineers, Scientists & Surveyors

www.eraconsultants.com



Proposal for:
Stormwater Permit Review Services
RFP-0-68-2015/TT

Prepared for:
Village of Downers Grove
Attn: Theresa H. Tarka
Purchasing Assistant
801 Burlington Avenue
Downers Grove, IL 60515

Due: October 29, 2015 @ 11:00AM

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Primary Contact:

Marty Michalisko PE, CFM
Project Manager
3S701 West Ave., Suite 150
Warrenville, IL 60555
P: 630-393-3060
mmichalisko@eraconsultants.com

Village of Downers Grove



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: Engineering Resource Associates, Inc.

Project Name: Stormwater Permit Review Services
Proposal No.: RFP-0-68-2015/TT
Proposal Due: 11:00A.M., Thursday, October 29, 2015
Pre-Proposal Conference: None

Required of Awarded Contractor:

Certificate of Insurance: Yes

Legal Advertisement Published: October 15, 2015

Date Issued: October 15, 2015

This document consists of 23 pages.

Return **original** and **two duplicate copies** 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

Village of Downers Grove

The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 5:00 P.M. at the Village Hall, 801 Burlington Avenue, Downers Grove, IL 60515.

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

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

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

- I. REQUEST FOR PROPOSALS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. PROPOSER'S RESPONSE TO RFP (Professional Services)
- V. PROPOSAL/CONTRACT FORM

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

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

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to **11:00A.M., Thursday, October 29, 2015.**
- 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. **DO NOT SUBMIT A PROPOSED CONTRACT. UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT.**
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of Proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to the Village's proposers of record.
- 2.3 In case of error in the extension of prices in the Proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any Proposal including any Proposer's travel or personal expenses shall be the sole responsibility of the Proposer and will not be reimbursed by the Village.
- 2.5 The Proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions

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necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

3. MODIFICATION OR WITHDRAWAL OF PROPOSALS

3.1 A Proposal that is in the possession of the Village may be altered by a letter bearing the signature or name of the person authorized for submitting a Proposal, provided that it is received prior to the time and date set for the Proposal opening. Telephone, email or verbal alterations of a Proposal will not be accepted.

3.2 A Proposal that is in the possession of the Village may be withdrawn by the Proposer, up to the time set for the Proposal opening, by a letter bearing the signature or name of the person authorized for submitting Proposals. Proposals may not be withdrawn after the Proposal opening and shall remain valid for a period of ninety (90) days from the date set for the Proposal opening, unless otherwise specified.

4. RESERVED RIGHTS

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

II. TERMS AND CONDITIONS

5. VILLAGE ORDINANCES

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

6. USE OF VILLAGE'S NAME

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

7. INDEMNITY AND HOLD HARMLESS AGREEMENT

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

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8. NONDISCRIMINATION

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

- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- (b) By submission of this Proposal, the Proposer certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11136 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.

8.2 It is unlawful to discriminate on the basis of race, color, 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 from 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.

9. SEXUAL HARASSMENT POLICY

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

- 9.1.1 Notes the illegality of sexual harassment;
- 9.1.2 Sets forth the State law definition of sexual harassment;
- 9.1.3 Describes sexual harassment utilizing examples;
- 9.1.4 Describes the Proposer's internal complaint process including penalties;
- 9.1.5 Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities; and
- 9.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

10. EQUAL EMPLOYMENT OPPORTUNITY

10.1 In the event of the Proposer's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Proposer may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Proposer agrees as follows:

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- 10.1.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- 10.1.2 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 10.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, or an unfavorable discharge from military services.
- 10.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- 10.1.5 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by

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such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

11. DRUG FREE WORK PLACE

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

- 11.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or Proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 11.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.
- 11.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- 11.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace from an employee or otherwise receiving actual notice of such conviction.
- 11.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
- 11.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 11.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

12. PATRIOT ACT COMPLIANCE

- 12.1 The Proposer represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially

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Designated National and Blocked Person. The Proposer further represents and warrants to the Village that the Proposer and its principals, shareholders, members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

13. INSURANCE REQUIREMENTS

- 13.1 The Proposer shall be required to obtain, from a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, such general liability insurance which, at a minimum, will protect the Proposer from the types of claims set forth below which may arise out of or result from the Proposer's operations under this Contract and for which the Proposer may legally liable:
- 13.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;
 - 13.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;
 - 13.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;
 - 13.1.4 Claims for damages insured by the usual personal injury liability coverage which are sustained: (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Proposer, or (2) by another person;
 - 13.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
 - 13.1.6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
 - 13.1.7 Claims for damages as a result of professional or any other type of negligent action by the Proposer or failure to properly perform services under the scope of the agreement between the Proposer and the Village.
- 13.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).
- 13.3 As evidence of said coverages, Proposer shall provide the Village with certificates of insurance naming the Village of Downers Grove as an additional insured and include a provision for cancellation only upon at least 30 days prior notice to the Village.

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14. CAMPAIGN DISCLOSURE

- 14.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village shall be required to submit with its submission, an executed Campaign Disclosure Certificate, attached hereto.
- 14.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.
- 14.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.
- 14.4 By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

15. SUBLETTING OF CONTRACT

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

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

16. TERM OF CONTRACT

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

17. TERMINATION OF CONTRACT

- 17.1 In the event of the Proposer's nonperformance, breach of the terms of the Contract, or for any other reason, and/or that sufficient funds to complete the Contract are not appropriated by the Village, the Contract may be canceled, in whole or in part, upon the Village's written notice to the Proposer. The Village will pay the Proposer's costs actually incurred as of the date of receipt of notice of default. Upon termination, the Proposer will deliver all documents and products of whatever kind, and their reproducible originals related to the project, which have been produced to the date of the notice of termination.

18. BILLING & PAYMENT PROCEDURES

- 18.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will

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comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.

- 18.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.
- 18.4 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 801 Burlington, Downers Grove, IL 60515.

19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

- 19.1 The relationship between the Village and the Proposer is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

20. STANDARD OF CARE

- 20.1 Services performed by Proposer under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.
- 20.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.
- 20.3 For Professional Service Agreements: Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contactor(s') failure to perform its work in accordance with contract documents.

21. GOVERNING LAW

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

22. SUCCESSORS AND ASSIGNS

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22.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Contract in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

23. WAIVER OF CONTRACT BREACH

23.1 The waiver by one party of any breach of this Contract or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Contract and will not be construed to be a waiver of any provision except for the particular instance.

24. AMENDMENT

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

25. NOT TO EXCEED CONTRACT

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

26. SEVERABILITY OF INVALID PROVISIONS

26.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

27. NOTICE

27.1 Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to the Village as follows:

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

And to the Proposer as designated in the Contract Form.

28. COOPERATION WITH FOIA COMPLIANCE

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

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III. DETAIL SPECIFICATIONS**1. BACKGROUND**

The Village of Downers Grove is a complete waiver community under the provisions of the DuPage County Countywide Stormwater and Flood Plain Ordinance (County Ordinance). Therefore, the Village has full responsibility to interpret and enforce the provisions of said Ordinance within the Village's corporate limits. The Village is seeking professional consultant services to meet the following objectives:

- A. To ensure accurate enforcement of Village, County, State, and Federal stormwater and related environmental standards.
- B. To meet the technical expertise requirements of the County Ordinance.
- C. To absorb peak review workloads.
- D. To achieve consistency of code interpretation.
- E. To provide additional stormwater engineering and related expertise as needed.

In addition to flood plain areas mapped by FEMA and DuPage County, the Village has a significant number of localized flooding areas and wetlands. Although the Village may request review by the Consultant on any project requiring a permit, the permits currently sent to consultants for review may include flood plain, riparian, floodway, wetland, and localized poor drainage areas (LPDAs), single family residential or commercial development, stormwater detention, subdivision improvement plans, Village infrastructure projects, and / or other significant drainage issues.

The Village desires that the selected Consultant must be well-qualified in all of the following areas:

- A. General municipal engineering / site development regulatory review
- B. General stormwater expertise / drainage review
- C. DuPage County Ordinance
- D. Village Stormwater and Flood Plain Ordinance
- E. Flood plain review and modeling (with demonstrated FEQ expertise)
- F. Wetland / riparian review

If the Consultant does not meet technical expertise requirements for all 5 areas, an agreement with one or more sub-consultants may be considered. However, the Village may choose to select a Consultant based solely on expertise in just one area. The Village also reserves the right to select more than one consultant, in order to help with periods of peak workload or potential conflicts of interest.

2. DETAILED SCOPE OF ENGINEERING SERVICES

- A. Review stormwater permit applications associated with proposed land development and redevelopment projects for compliance with Village, County, State, and Federal standards as

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applicable. Consultant must be familiar with Village, DuPage County, IDNR, IEPA, IDOT, IHPA, FEMA, and U.S. Army Corps of Engineers requirements.

- B. Review preliminary site plans and other information associated with petitions for zoning or land use decisions. The Village may request a “preliminary review” of information provided for said petitions, focusing on whether or not a project is generally feasible per stormwater standards.
- C. Coordinate review by outside agencies and other consultants, including but not limited to the Downers Grove Park District, DuPage County Forest Preserve District, DuPage County, IDNR, IEPA, IDOT, IHPA, NRCS, FEMA, and the U.S. Army Corps of Engineers.
- D. Write a review letter to the Village for each permit submittal cycle. If a submittal is not sufficiently complete to warrant a full review, the Consultant shall send a letter stating such to the Village.
- E. Confer with the Village Stormwater Administrator in all cases where code language may be subject to interpretation.
- F. Seek opinions from DuPage County, the State of Illinois, or Federal agencies when needed to guide code interpretations.
- G. Projects may include the following: review of Village-designed plans; survey work; preliminary designs and cost estimates; structural engineering review; and watershed modeling of limited size areas.
- H. Review site engineering plans, plats, and technical reports for subdivisions, planned developments, and individual site development projects.
- I. Review of maintenance and monitoring submittals for SMAs.

3. DELIVERABLES

- A. Review letters and other correspondence as required by the Scope.
- B. Plans, specifications, and / or estimates for any special projects as applicable.
- C. Monthly billing invoices accompanied by detailed descriptions of the project (e.g. “flood plain review for 123 Main Street”). Separate project numbers shall be assigned for each review project, and **the total project billing shall be calculated and provided to the Village via e-mail within 24 hours of the Consultant’s recommendation for permit approval.** Services not chargeable to specific development project reviews shall be invoiced separately.

4. PROVISIONS BY VILLAGE

The Village can provide the selected Consultant one copy of each of the following as needed:

- A. Village of Downers Grove Stormwater and Flood Plain Ordinance.
- B. DuPage County Countywide Stormwater and Flood Plain Ordinance.

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- C. Current Village Drainage Control map (available in ESRI digital file format).
- D. Digital Flood Insurance Rate Maps (available in Adobe or ESRI GIS file formats).
- E. Village standard detail drawings and other Village standards as available.
- F. Village checklists for grading plan and stormwater permit review.
- G. Standard format for Village review letters as needed.

5. SCHEDULE

This Contract shall be in effect from the date of execution by the Village until the conclusion of the Village's 2018 fiscal year on December 31, 2018. Any annual rate adjustments shall be as stated in the proposal and as agreed upon by the Village in the RFP selection process.

Following are the required schedule performance requirements for reviews:

Project Type	Allowable Return Time
Preliminary / Concept Review	2 business days
Standard Review	4 business days
Review with flood plain, wetland, LPDAs or detention basins	7 business days
Subdivision / Planned Development Review	7 business days
Special Projects	As agreed upon per project

6. CONSULTANT PROPOSAL CONTENT

Proposals should be as succinct as possible. Unnecessary promotional material will only detract from the overall presentation. Include the following elements:

- A. Name and address of the firm's local office and primary contact person.
- B. Résumés of key and support staff.
- C. Any sub-consultant services and their qualifications planned for this project.
- D. Pertinent project experience summary sheets of the firm(s) with names of project contacts, cost, location, and brief project descriptions. Appropriate projects within the last 3 years are sufficient.
- E. Statement of what areas of technical expertise are met by the Consultant in accordance with Section 15-17.D of the County Ordinance.
- F. List of all current and recent clients for projects within the Village (within the past 3 years). Also include this information for any subsidiaries or other companies in which the Consultant has a significant financial interest.
- G. A brief description of any disputes and litigation resulting from engineering services performed within the last three (3) years.
- H. Any limitation on the total number of staff hours that can be allocated to work under this contract on a monthly basis.

Village of Downers Grove

7. COMPENSATION

The Village generally uses the method of compensation for professional engineering services to be based on hourly-charged rates plus expenses with a not-to-exceed total cost. However, a total not-to-exceed cost is not required by this Contract, as a reasonable estimate of the total workload cannot be made in advance. Therefore, the Consultant will be compensated on a direct time and materials basis. No minimum or maximum workload is implied by this Contract.

Included within the overall sealed proposal, list the hourly rates of staff indicated in the above Item 6.B, your proposed burden, fringe, overhead and profit rates (multiplier).

8. CONSULTANT EVALUATION

Proposals will be evaluated based on the following criteria:

A. Capability and experience on comparable projects. (50%)

The Consultant must demonstrate meeting applicable technical expertise requirements as outlined in Section 15-17.D. of the County Ordinance.

B. Dedication of firm to avoid conflicts of interest within the Village. (25%)

The Village desires to minimize the number of private stormwater permit applicants (not other government agencies) who act as clients to the Consultant. Please indicate whether you are willing to forgo any work for stormwater applicants to the Village.

C. Proposed staff and hourly rates (25%)

Demonstrate the appropriate mix of design professionals and technical staff and experience on similar projects. The Village desires to maintain hourly rates that are consistent with industry standards while providing high quality services to our customers.

9. OTHER PERTINENT DETAILS

The Village is a full-waiver community under the DuPage County Stormwater Ordinance. The Department of Community Development will administer this contract. The primary points of contact will be the Stormwater Administrator and the Director of Community Development.

Village of Downers Grove

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

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



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Proposal for:
Stormwater Permit Review Services
RFP-0-68-2015/TT

Prepared for:
Village of Downers Grove
Attn: Theresa H. Tarka
Purchasing Assistant
801 Burlington Avenue
Downers Grove, IL 60515

Due: October 29, 2015 @ 11:00AM

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Primary Contact:

Marty Michalisko PE, CFM
 Project Manager
 3S701 West Ave., Suite 150
 Warrentville, IL 60555
 P: 630-393-3060
mmichalisko@eraconsultants.com



ENGINEERING RESOURCE ASSOCIATES, INC.

Consulting Engineers, Scientists & Surveyors

October 29, 2015

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

SUBJECT: Professional Engineering Proposal – Stormwater Permit Review Services
Proposal No.: RFP-0-68-2015/TT

Dear Theresa:

Engineering Resource Associates, Inc. (ERA) is pleased to submit this Professional Engineering Proposal to the Village of Downers Grove for Stormwater Permit Review Services. Our proposal was prepared in accordance with the Request for Proposal, our current experience working for the Village of Downers Grove, and our experience on similar assignments. ERA is uniquely qualified to provide services in each category of work outlined in the Village of Downers Grove's Request for Proposal. This statement highlights our expertise and presents several advantages ERA will offer on this project including:

- **Experience with the Village of Downers Grove Stormwater and Flood Plain Ordinance** – Since 2008, ERA has successfully performed stormwater, environmental, and BMP reviews for village staff. In addition, we have completed numerous public improvement projects for the village. These projects have included drainage studies, construction of stormwater management and recreational facilities, streambank stabilization, and roadway reconstruction.
- **Extensive Knowledge of DuPage County's New and Existing Stormwater and Flood Plain Ordinances** – For 15 years, ERA had served as DuPage County's primary review consultant. During that time, our staff has:
 - Successfully completed over 1,000 reviews involving stormwater facilities, wetland mitigations, riparian mitigations, and flood plain impacts.
 - Actively assisted DuPage County with revisions to the ordinance, and served as authors of the BMP Technical Guidance Manual.
 - Written technical papers on County policy issues requiring direction or clarification.
 - Regularly attended the Municipal Engineers and Stormwater Ordinance Review meetings to remain abreast of new ordinance changes.
- **General Municipal Engineering & Site Development Review Experience** – ERA has performed municipal and site development review services for several municipalities and counties in northeastern Illinois. Clients include the Village of Downers Grove, McHenry County, City of Elgin, Village of Glen Ellyn, Village of Carol Stream, Village of Carpentersville, City of Naperville, and Village of Lily Lake.

Warrenville

3s701 West Avenue, Suite 150
 Warrenville, IL 60555
 P 630.393.3060

Chicago

10 South Riverside Plaza, Suite 875
 Chicago, IL 60606
 P 312.474.7841

Champaign

2416 Galen Drive
 Champaign, IL 61821
 P 217.351.6268

PAGE 2 of 2

- **General Stormwater Expertise & Drainage Review** – ERA has performed stormwater and drainage review services for several municipalities, counties and park districts in northeastern Illinois. Clients include the Village of Downers Grove, Village of Bensenville, Village of Carol Stream, DuPage County, City of Naperville, Village of Glen Ellyn, McHenry County, Village of Lily Lake, City of Elgin and Bolingbrook Park District.
- **Flood Plain Review and Modeling** – ERA has performed flood plain reviews and reviews of hydrologic and hydraulic models for several municipalities and counties in northeastern Illinois. Clients include the Village of Downers Grove, Village of Bensenville, Village of Carol Stream, DuPage County, City of Naperville, Village of Glen Ellyn, McHenry County, Village of Lily Lake, and the City of Elgin. Our staff has also developed drainage studies, and performed extensive watershed modeling using numerous models including XPSWMM, PCSWMM, EPASWMM, FEQ, FEQUTIL, PVSTATS, HEC-HMS, HEC-RAS, TR-20, Etc.
- **Wetland/Riparian Review** – ERA has performed wetland and riparian reviews for several municipalities in northeastern Illinois. Clients include the Village of Downers Grove, Village of Bensenville, Village of Carol Stream, City of Elgin, Village of Hanover Park, City of Warrenville, and the City of Wheaton.
- **Team Diversity and Consistency** – Our project team has performed municipal reviews together for numerous years. The consistency in the team members has created quality, expeditious, and consistent reviews. Our team also consists of a diverse staff with varying degrees of expertise. Depending upon the level of expertise required by the specific task, the Village of Downers Grove has a variety of options for personnel assignments.
- **Comprehensive In-House Services** – ERA has the experience and staff availability to provide all services for the Village of Downers Grove using only in-house staff and resources. We do not intend to use any sub consultants for the duration of this assignment. This applies to all six categories of work including general municipal engineering/site development regulatory review, general stormwater expertise/drainage review, DuPage County ordinance, Downers Grove ordinance, Flood plain review and modeling, and wetland/riparian review.
- **No Conflict of Interest** – If awarded this assignment, ERA will turn away work on private development projects. We will also disclose any real or perceived conflicts of interest should they arise. ERA also commits to refusing to enter into engineering contracts that involve design-build or construction-related contracts for private parties within the Village of Downers Grove's corporate limits.

We appreciate this opportunity to submit this Proposal for stormwater permit review services and we look forward to continuing our relationship with the Village of Downers Grove on this important service. If you have any questions, please contact me at (630) 393-3060, or via email to mmichalisko@eraconsultants.com.

Respectfully submitted,
ENGINEERING RESOURCE ASSOCIATES, INC.



Marty Michalisko, PE, CFM
Principal / Project Manager





COMPANY INFO

Company Background

Engineering Resource Associates, Inc. (ERA) is a consulting firm providing civil engineering, structural engineering, and environmental science and surveying services to clients throughout Illinois, Indiana and Wisconsin. Our diverse clientele includes municipalities, park districts, forest preserves, sanitary districts, county agencies and state agencies. We have more than 25 years of experience identifying and working with a wide variety of local, state and federal funding sources. Our staff of 26 professionals includes licensed engineers, structural engineers, surveyors, environmental scientists, certified floodplain managers and CAD/GIS specialists. We currently have offices in Warrenville, Chicago, and Champaign.

Our firm specializes in providing comprehensive design and review services throughout the planning, design and construction phases of engineering and environmental assignments. The following is a partial listing of the primary types of projects that have been successfully completed by our firm.

- **Water Resource Projects:** Permit Reviews, Hydraulics/Hydrology Analysis, Master Plans, Watershed Studies, Ordinance/Guidance Manuals, Storm/Sanitary Modeling, Floodplain Mapping, Stream Restoration, Levee Certification and CRS Services
- **Environmental Projects:** Wetland Facilities, Stream Bank Stabilization, Best Management Practices and Natural Area Restoration
- **Transportation Projects:** Roadways, Intersections, Utility Relocation / Designs, Permitting, Traffic Signals, Lighting, Streetscape, and Parking Facilities
- **Infrastructure Projects:** Sanitary Sewers, Storm Sewers, Water Mains and Pumping Stations
- **Structural Projects:** Bridges, Retaining Walls, Dams, Levees and Buildings
- **Surveying and Mapping Projects:** Topographic Surveys, Boundary Surveys and GIS Services
- **Construction:** Bidding Assistance, Construction Layout, Observation, Documentation and Administration
- **Recreational Projects:** Riverwalks, Golf Courses, Regional Trails and Community Parks

Contact Information

The Village of Downers Grove's Stormwater Permit Review Services will be managed and performed from ERA's Warrenville office, located near all of the Village of Downers Grove's offices.

Primary Contact and Office Address:

Marty Michalisko, PE, CFM

35701 West Avenue, Suite 150, Warrenville, IL 60555

Phone: (630) 393-3060 | Email: mmichalisko@eraconsultants.com



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COMPANY INFO

Conflict of Interest Statement

Since ERA was founded in 1990, our work has been performed primarily for municipal and other governmental clients. **If awarded this assignment, ERA will continue to turn away work on private development projects within the Village of Downers Grove.** ERA also commits to refusing to enter into engineering contracts that involve design-build or construction-related contracts for private parties within Village of Downers Grove's corporate limits.

Village of Downers Grove Current and Recent Clients

ERA has turned down many projects within the Village. We have worked on a few single family home projects and drainage improvement projects with permission from village engineers. These projects were approved by the Village because staff wanted residents to get quality service and reliable drainage solutions while meeting village code. The following is a list of projects we have completed within the Village during the last 3 years.

Single Family Homes

1. 4509 Downers Drive
2. 1905 Elmore
3. 5226 Victor Street
4. 4516 Seeley

Small Drainage/Floodplain/Permitting Projects

1. 5509 Dunham
2. 119 56th Ct.
3. St. Paul United Church of Christ
4. 4908 Lee
5. 6035 Dunham

Disputes and Litigation

During the last three years, ERA has been involved in the following disputes and litigation related to engineering services provided.

1. **Case:** Flynn Vs. Fraunhoffer and Associates/ERA
Basis: Historical bridge sight distance was not adequate for traffic.
Outcome: Motion was dismissed.
2. **Case:** Lebeau Vs. Halkyard/Green Grass, Inc./ ERA
Court #: 12CH311 (DuPage)
Basis: Dispute between homeowner and landscape contractor
Outcome: Settled for nominal amount to avoid legal fees.



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COMPANY INFO

Staff Availability

ERA has carefully reviewed the potential scope of work included in the Request for Proposals and evaluated the necessary time commitments. We have analyzed our current and upcoming assignments as we move into 2016, and we hereby certify that ERA has the staff and resources available to provide the necessary municipal engineering services required for this assignment with the Village of Downers Grove.

Our staff members assigned to the project team possess extensive experience in the review, design, and permitting of stormwater management, floodplain, development, and wetland projects. Their specialized experience in these areas will ensure timely, comprehensive, consistent, efficient and cost-effective reviews. Additionally, our staff has various levels of expertise and hourly rate structures which affords the Village of Downers Grove staffing options depending upon the expertise required for the specific tasks or need.

Subconsultants

ERA's in-house staff and equipment have the technical expertise, capacity, and availability for all services required under this assignment to the Village of Downers Grove. We do not intend to retain subconsultants for this project.

Technical Expertise

Below is a table indicating which reviewers are technical experts in regards to Section 15-17.D of the County Ordinance. ERA has at least one project team member who meets each standard; with some standards being met by more than one team member.

<i>Reviewer</i>	DuPage County Ordinance Section			
	15.127.A.3.a.1	15.127.A.3.a.2	15.127.A.3.a.3	15.127.A.3.a.4
Marty Michalisko	x	x		
Michael Maslowski	x	x		
Jenny Loewenstein	x	x		
Erin Pande	x		x	x
Andrew Kustus	x		In training (3 out of 4 yrs)	





PROJECT UNDERSTANDING

Project Understanding

The Village of Downers Grove wishes to retain a qualified entity to perform review services for compliance with the Village of Downers Grove Stormwater and Flood Plain Ordinance and other relevant federal, state, and county ordinances. The selected entity is expected to provide written recommendations to village staff regarding approval or denial of permit applications. Reviews will be performed off site within the offices of the consultant and will be provided in an expedited manner. It is understood that the time commitment will vary and the selected consultant will need to be available as requested.

Project Approach

ERA's vast review and design experience has provided us the privilege to work with many jurisdictional authorities and their approval processes. The time and effort required to work through these processes vary dramatically from one agency to the next. We find that the approach to a successful review process is to make it efficient and cost effective for both applicant and village. To accomplish these goals, ERA subscribes to the review philosophy and methodology described below.

Review Philosophy

ERA has completed thousands of reviews throughout various communities in northeast Illinois. Our work history of completing reviews provides ERA with a unique and detailed understanding of the review process. We have developed the following review philosophy built upon our vast review experience.

1. *Client Process* – ERA knows the importance of understanding our client's review process. Although similar in nature, each government agency has its own unique review and approval system and methodology. ERA's vast experience working with numerous government agencies gives us the ability to tailor our work to meet each agencies' and departments' needs. Our specific experience working with the Village of Downers Grove since 2008 has allowed us to learn your permit process preferences and become efficient at it.
2. *Staff Mentality* – ERA understands that we are not simply hired as a review consultant but as an extension of the village staff. As review engineers we represent the Village of Downers Grove and understand that review decisions impact, and sometimes establish, review policies. ERA staff will communicate closely with village staff on all grey areas of stormwater and subdivision reviews and ordinance interpretations. ERA has worked closely with village staff for the past seven years. We have developed a great sense of teamwork and open dialog. Our experience will continue to aid us in difficult ordinance interpretations.





PROJECT UNDERSTANDING

3. *Review Consistency*– ERA will work closely with village staff to tailor our reviews to that of the village's. It is extremely important that applicants see consistent review comments whether they come from village staff or from the review consultant. If the applicant can predict future comments they will produce quality future submittals and reduce approval times and re-submittals. ERA has worked closely with village staff to develop comment checklists to ensure consistency. We will continue to build on our experience to maintain seamless coordination and consistency.
4. *Applicant Communication* – ERA believes in an open communication policy. Our experience on both sides of the permitting process (both reviewer and applicant) leads us to place a high value on quality applicant/reviewer communication. Design engineers spend weeks or more working on a project, while reviewers often have only hours to gain an understanding of the proposed work. A simple phone call can clarify significant issues and reduce review time and unnecessary re-submittals. In addition, ERA prefers to encourage a partnership between the applicant and village to facilitate buy-in by the applicant to conform to regulations. Demonstrating the reasoning behind the regulations and how they protect the public welfare helps foster compliancy with applicants.
5. *Documentation* – ERA thoroughly documents review decisions. Each permit review is unique. It is critical to document why decisions were made for each case so as to not set an unwanted precedence. ERA will continue to file calculations and notes on ERA letterhead to document review decisions and comments.
6. *Reduce re-submittals* – ERA emphasizes a complete and thorough first permit review. Our goal is to avoid making new comments on any re-submittals. Applicants can find themselves in an endless circle of making changes and resubmitting if new comments are continually added.
7. *Expedited Reviews* – The depth of review experience, pro-active communication with applicants and discipline in following the review methodology allows ERA to perform high quality reviews in an expedited manner. Quick turnaround is a benefit to both the applicant and the village.

Review Methodology

In order to ensure our review philosophy is followed ERA has developed a consistent and proven review process. This process continually provides our clients with consistent, quality, and on-time review services as proven during the last 7 years of serving the Village. The following outlines our typical review process.

1. Perform a general overview of the submitted plans. The goal of the general overview is to identify missing plan items, to understand the overall design, and understand the impact to the surrounding area. If the general overview identifies missing plan items or major shortfalls we



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PROJECT UNDERSTANDING

- prefer to immediately contact the Village rather than issuing a formal rejection letter. This helps to weed out applications who engineer their site through review comments. This step specifically includes a review of the county's floodplain maps, historical atlas, two foot contours, historical aerials, past permits, the Villages Drainage Control Map, etc.
2. Perform a general overview of calculations and/or stormwater report (if applicable). The goal of this overview is to check the applicant's methodology and general understanding of the hydrologic and hydraulic requirements. This step allows the review engineer to immediately alert the Village of any potential large scale obstacles. This step often prevents unproductive review time on a submittal that will be redesigned, recalculated, and/or remodeled.
 3. Perform a detailed review of the existing conditions of the site and surrounding areas. This includes a review of the provided survey and all available maps (county contour maps, wetland maps, road maps, USGS Topo, floodplain, etc.). This step would identify large upstream tributary areas, significant overland flow paths, traffic patterns, ingress/egress issues, depressional areas, outside jurisdictional authorities, etc., that often are missed when only focused on just the immediate site's proposed improvements.
 4. Perform a detailed review of the proposed plans, calculations, and modeling. In the detailed review phase, a review checklist and the relevant subdivision and stormwater management ordinances are directly referred to as comments are generated. ERA uses the detailed check lists developed in conjunction with village staff through the past 7 years. Discussions with village staff should be held on grey area issues in an effort to maintain consistency with past reviews and to prevent the establishment of unwanted precedents.
 5. Generate an official review letter to be reviewed by village staff. Comments should be detailed so that the applicant can effectively respond to them. The review letter should also include a list of required permits from other jurisdictional authorities. Because the final permit typically comes from the village, outside governmental authorities expect their approvals to be secured prior to the issuance of a permit. Review letters are delivered in electronic format to village staff.
 6. When re-submittals are received, ERA does a cursory review of the submitted documents to ascertain if the applicant has responded to all review comments. If it appears that the applicant has left some comments outstanding, ERA will immediately open communication with the applicant for an explanation. It has been ERA's experience that missing information is either due to a mistake in the applicant's submittal package, or an indication of not understanding parts of the review comments. Either way, by communicating with the applicant, reviews can be processed completely and in a timely manner.
 7. Finally, when all items have been addressed ERA will properly close out the permit by providing a summary of cost spent to review the permit.





PROJECT EXPERIENCE

ERA's Stormwater Permitting Review and Design Experience

ERA has compiled an extensive resume of successfully completed and on-going stormwater permitting review and design engineering assignments. Through our experience with stormwater and environmental programs and our work with ordinances in DuPage County, Cook County, Kane County, Will County, Lake County, and McHenry County, we have developed a solid reputation as one of the leading stormwater engineering and environmental consulting firms in the Chicagoland area.

The following is a brief summary of ERA's recent projects that demonstrate our experience and capabilities relevant to the specific categories outlined in the Request for Proposal. Detailed descriptions are provided for the most relevant projects in the following section.

A. General Municipal Engineering/ Site Development Regulatory Review

- Village of Downers Grove Site Development Review Consultant - Village of Downers Grove
- DuPage County Stormwater and Flood Plain Permit Reviews and Audits - DuPage County
- Village of Glen Ellyn Drainage and Site Development Review Consultants - Village of Glen Ellyn
- City of Naperville Riverwalk and Review Consultants- City of Naperville
- McHenry County Reviews- McHenry County
- Village of Lily Lake Consulting Engineer Services - Village of Lily Lake
- Bolingbrook Park District - Park District Engineering - Bolingbrook Park District

B. General Stormwater Expertise/ Drainage Review

- Village of Downers Grove Stormwater and Floodplain Consultant - Village of Downers Grove
- DuPage County Stormwater and Flood Plain Permit Reviews and Audits - DuPage County
- College of DuPage Campus Improvements, and Stormwater and Floodplain Review - College of DuPage
- Cook County Watershed Management Ordinance and Technical Reference Manual - Metropolitan Water Reclamation District of Greater Chicago
- Cantigny Park Stormwater Management and Environmental Amenities Plan - Cantigny Park (City of Wheaton)
- Prentiss Creek Subwatershed B Storm Sewer and Watermain Improvements - Village of Downers Grove
- Taylor Basin Watershed Study -Village of Glen Ellyn

C. DuPage County Ordinance

- DuPage County Stormwater and Flood Plain Permit Reviews and Audits - DuPage County
- DuPage County Best Management Practice Manual - DuPage County
- Village of Downers Grove Site Development Review Consultant- Village of Downers Grove





PROJECT EXPERIENCE

- Carol Stream Review Consultant- Village of Carol Stream
- Glen Ellyn Road Underpass and Relief Sewer - DuPage County Division of Transportation
- West Branch DuPage River Restoration - DuPage County Stormwater Management

D. Village Stormwater and Flood Plain Ordinance

- Village of Downers Grove Site Development Review Consultant - Village of Downers Grove
- Prentiss Creek Subwatershed B Storm Sewer and Watermain Improvements - Village of Downers Grove
- Brook Drive and Centre Circle Roadway Reconstruction - Village of Downers Grove
- Green Streets/Downtown Water Quality Enhancements - Village of Downers Grove
- Knottingham Road Reconstruction and Water Main Replacement - Village of Downers Grove
- Oak Grove Unit 3 Roadway Reconstruction - Village of Downers Grove
- Valley View Estates Reconstruction - Village of Downers Grove

E. Flood Plain Review and Modeling (with demonstrated FEQ expertise)

- Village of Downers Grove Stormwater and Floodplain Consultant -Village of Downers Grove
- DuPage County Stormwater and Floodplain Permit Reviews and Audits -DuPage County
- FEMA CRS Program Assistance - Downers Grove, Glen Ellyn, Lansing, Orland Hills, Calumet City, and South Holland
- Cook County Watershed Management Ordinance and Technical Reference Manual -Metropolitan Water Reclamation District of Greater Chicago
- West Branch DuPage River Watershed Plan -DuPage County
- Crabtree Creek Flood Plain Mapping - DuPage County
- Naperville Riverwalk Segment II Hydraulics and Permitting - City of Naperville

F. Wetland/ Riparian Environmental Review

- Village of Downers Grove Environmental Review Consultant - Village of Downers Grove
- DuPage County Stormwater Permit Reviews and Audits -DuPage County
- Cook County Watershed Management Ordinance and Technical Reference Manual - Metropolitan Water Reclamation District of Greater Chicago
- DuPage County Best Management Practice Manual - DuPage County
- City of Naperville BMP Permit Reviews-City of Naperville
- DuPage River West Branch Restoration and Hydraulic Improvements - DuPage County
- Cantigny Park Stormwater Management and Environmental Amenities Plan - Cantigny Park (City of Wheaton)
- Lyman Woods Streambank Stabilization Project - Project Site Area II & III Maintenance and Monitoring - Downers Grove Park District



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Review Consultant Services

Various Municipalities, Illinois

ERA provides site plan review services for various municipalities across Illinois. Below are examples of some of the projects ERA has been involved in.

Village of Downers Grove Stormwater and Floodplain Consultant

ERA provides site plan review services for development sites throughout the Village of Downers Grove. Site plans vary from single family homes to large commercial properties and college campuses. This includes a review of both preliminary site plans and final site plans. Services provided to the Village of Downers Grove include on-call technical review services for compliance with drainage, stormwater, floodplain, wetland, erosion control and best management practice issues associated with construction projects within the Village boundaries. Upon completion of construction ERA's staff reviews the as-built conditions to ensure compliance with the approved plans.

Client Contact: Karen Daulton Lange | Stormwater Administrator
Phone: (630) 434-5489



Village of Bensenville Review Consultants

ERA provides stormwater, floodplain, wetland and BMP review services for the Village of Bensenville on an as-requested basis. ERA provided professional assistance to the Village to explain how 2012 revisions to the Countywide Ordinance impact new developments. ERA has recently been tasked with performing an internal audit of 12 old and open permits from 2001-2008. This task entailed wetland inspection and reports and identification of critical permitting tasks that were never completed by bankrupt developments.

Client Contact: Mehul Patel, PE | Assistant Director of Public Works
Phone: (630) 594-1196



Village of Carol Stream Review Services

ERA provides stormwater, floodplain, wetland and BMP review services for the Village of Carol Stream on an as-requested basis. Carol Stream strives to provide outstanding customer service and asks their consultants to work with the applicant. ERA guides applicants through the permit process to great satisfaction of the village.

Client Contact: Bill Cleveland | Assistant Village Engineer
Phone: (630) 871-6220

DuPage County Stormwater Permit Reviews and Audits

ERA served as the primary review consultant from 1995-2010 providing review services for the conformance of permit submittals with the requirements of the DuPage County Stormwater and Flood Plain Ordinance. Over the course of our review contract, ERA completed thousands of site reviews. Our broad experience with several stormwater modeling and analysis programs has helped to expedite reviews. Our scope of services was expanded several times to also incorporate community audit reviews, facilitating pre-application meetings, general public assistance, and comprehensive review of all aspects of development and municipal projects.

Client Contact: Clayton Heffter | Stormwater Permitting Manager
Phone: (630) 407-6729

ERA Project Team

Marty Michalisko, PE, CFM
Project Manager

Erin Pande, PWS, CFM
Ecological Services Director

Jenny Loewenstein, PE, CFM,
CPESC
Senior Project Engineer

Mike Maslowski, PE, CFM
Project Engineer

Andrew Kustusich, PE, CFM
Environmental Engineer



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Review Consultant Services (Continued)

Various Municipalities, Illinois

City of Naperville Permit Reviews

ERA provides site development review services for the city on an as-requested basis. Reviews have included a bankrupt commercial development and all aspects of a high-profile riverwalk development.

Client Contact: William Novack, PE | City Engineer | Phone: (630) 420-6704

Village of Glen Ellyn Drainage and Review Consultants

ERA provided site plan review services from 1998-2012 for development projects in the Village of Glen Ellyn. In 2005, ERA's scope was expanded to include review of all residential, commercial, industrial and institutional site development projects. This includes review of both preliminary site plans and final site plans. As part of the final site plan review, site inspections were completed to ensure compliance with the approved site plan.

Client Contact: Staci Hulsberg | Director of Planning and Development
Phone: (630) 547-5240

McHenry County Stormwater and Subdivision Review Consultant

ERA is responsible for the expedited reviews of permit applications for compliance with the McHenry County Stormwater Management Ordinance and other relevant Federal, State, and local laws and ordinances in situations where applicants are willing to pay directly for such reviews.

Client Contact: Kim Masura | Stormwater Engineer | Phone: (815) 334-4560

Lily Lake Village Engineer

ERA has served as the Village of Lily Lake's Village Engineer since 1994. In addition to numerous minor developments, ERA has overseen the planning, engineering, and construction of several large subdivision developments within the Village.

Client Contact: Jesse Heffernan | Village President | Phone: (630) 365-9677

City of Elgin Reviews 2013

ERA provides review assistance and advises the City in storm water and engineering matters including: soil erosion and sedimentation control, storm water runoff, tree surveys, water quality, flood plain, wetlands, storm sewers, open channels, and all generally accepted engineering improvements. ERA's work includes general review of the preliminary and final plans, plats, storm water submittals and supporting documents. Additionally, ERA will represent the City relative to property conveyance, homeowners associations, conditions and restrictions, operation manuals, maintenance responsibilities for the public or quasi-public infrastructure improvement.

Client Contact: Ron Rudd | City Engineer II | Phone: (847) 697-3160

Hanover Park Best Management Practices Reviews

ERA performed reviews for projects requiring Best Management Practices in accordance to the DuPage County Countywide Stormwater and Flood Plain Ordinance and NPDES Phase II of the Federal Clean Water Act on an as-requested basis.

Client Contact: William Beckman, PE | Village Engineer | Phone: (630) 372-4270



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Review Consultant Services (Continued)

Various Municipalities, Illinois

City of Warrenville Wetland & BMP Review Consultants

ERA provides review services for projects to enforce the standards of the DuPage County Countywide Stormwater and Flood Plain Ordinance with regard to wetlands, riparian areas and BMP's and permit process with federal and state agencies involved in wetland permitting. ERA meets with landowners, design consultants and contractors to coordinate the permit review/inspection process. ERA also provides native landscape monitoring services and prepares annual monitoring reports documenting the compliance status of each site with regard to the success criteria. Sites include: Home Avenue Road Improvements, Sesqui Park, Aurora Way and Landon Avenue Road Improvements, and Meadow Avenue Pedestrian Bridge and Pathway.

Client Contact: Philip M. Kuchler | Senior Civil Engineer
Phone: (630) 836-3033

City of Wheaton BMP Review Consultants

ERA provides Best Management Practice review services for the city on an as-requested basis. Reviews have included businesses and single family residential developments where BMPs are required.

Client Contact: Tyler Ferguson, PE | Development Engineer
Phone: (630) 260-2066

City of Batavia Permit Reviews

Many new developments within the City of Batavia are required to have detention with a retention component or best management practice, such as rain gardens or bioswales per the Kane County Stormwater Ordinance. In order to ensure these components are functioning as intended after installation they need to be reviewed and inspected. In order to meet the Ordinance requirements ERA performs the following services for the City of Batavia: permit reviews, inspections during construction and after completion, and annual vegetation monitoring inspections and reporting to determine permit compliance in order to obtain signoff and closeout project permits.

Client Contact: Andrea Podraza | Civil Engineer
Phone: (630) 454-2757



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West Branch DuPage River Watershed Plan and Restoration / Hydraulic Improvements

DuPage County, Illinois



ERA was retained by DuPage County to complete the Phase I, II, and III design and improvements within the West Branch DuPage River Watershed.

Phase I: ERA prepared an addendum to the 100 square mile West Branch DuPage River Watershed plan. The plan concentrated on 7 miles of stream segment from Roosevelt Road to Fawell Dam. The purpose of the addendum was to identify areas flooded by the 2008 storms and potential solutions to reduce severity and frequency of this flooding. ERA performed complex FEQ and DEC 2 modeling to analyze the flooding and cost/benefit analysis of identified solutions. Phase I identified a combination of improvements including reconstruction of two restrictive bridges, 7,600 LF of flood control berms, 15 AC-FT of additional flood storage, river restoration to improve water quality, flood control wall and pump station.

Phase II: Using the recommendation and FEQ modeling from Phase I ERA designed improvements along a 3 mile reach of the West Branch DuPage River from Warrenville Road to Fawell Dam. Included in the Phase II design were 15 AC-FT of additional flood storage, 7.7 acres of restored hydrology and native planting within River Road Corridor, 37.5 acres of native seeding in McDowell Grove Preserve, 7,000 LF of river restoration & streambank stabilization, floodwall & pump station to protect a private business, 3,000 LF of flood protection berm/levee, buyout and demolition of a residential property, construction of a new shared use parking lot, preliminary hydraulic design of Warrenville Road Bridge, and preliminary design for a new river re-meander. ERA assisted in securing 1.4 million dollars in 319 funds.

Phase III: Following completion of the phase II projects and revised FEQ modeling from Phase II ERA designed improvements immediately adjacent to the West Branch DuPage River within the Warrenville Road corridor. ERA led a team of three consultants and five governmental agencies that included DuPage County Stormwater, DuPage County DOT, City of Warrenville, Warrenville Park District and the DuPage County Forest Preserve District. Intense coordination was required to complete the projects on-time and under budget.

Project includes:

- ArcGIS Mapping
- 15 acre-feet of new flood plain storage volume
- FEQ stormwater modeling, bridge design and analysis, and development of a native planting plan
- Structural components include a flood wall design and preliminary bridge design
- Water quality improvements through wetland creation and riparian enhancements
- Phase III design improvements

ERA Project Management

Marty J. Michalisko, PE, CFM

Project Manager

Rodney A. Beadle, PE, CFM

President / Project Director

Erin Pande, PWS, CFM

Ecological Services Director

Brian J. Dusak, PE, CFM

Project Engineer

Jennifer L. Loewenstein, PE, CFM,

CPESC | Project Engineer

Project Reference

Anthony J. Charlton, PE | Director
Economic Development and
Planning - Stormwater Management
421 N. County Farm Road,
Wheaton, IL 60187
Phone: (630) 407-6688

Construction Cost: \$18.5 million



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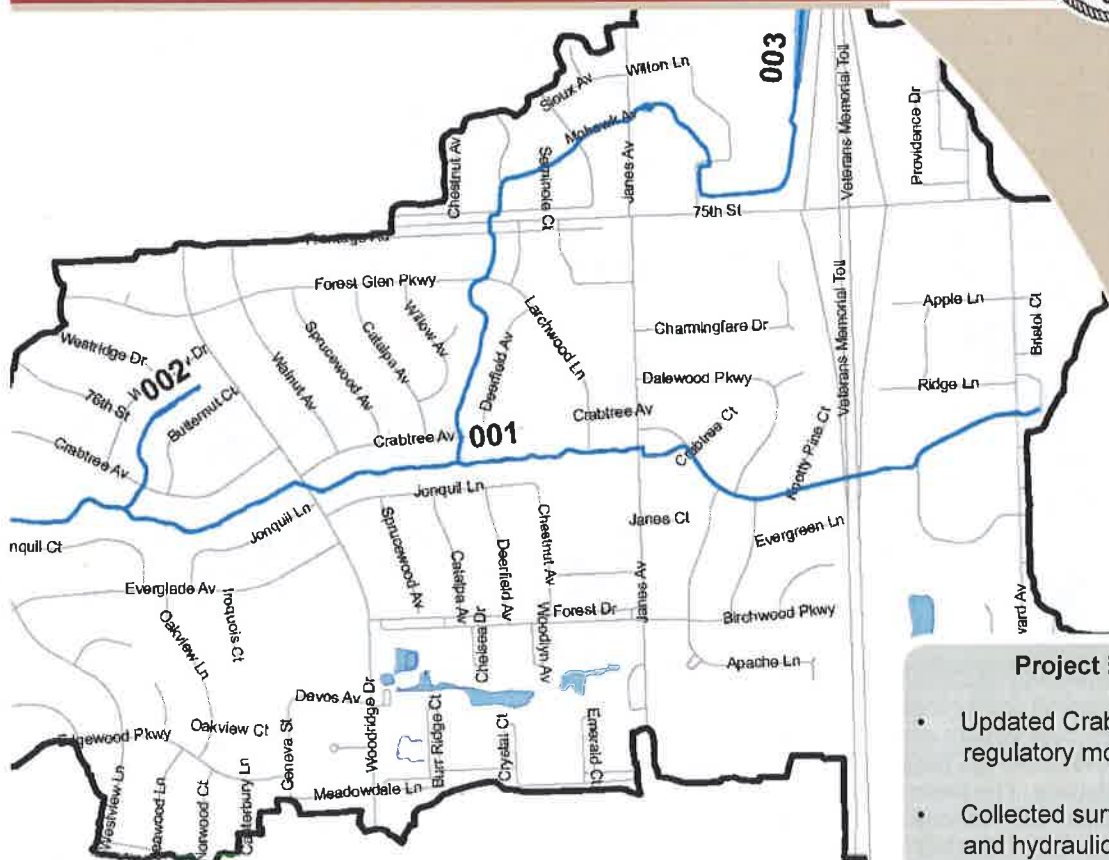
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Crabtree Creek Flood Plain Mapping

DuPage County, Illinois



ERA updated the FEMA flood plain and floodway maps for the Crabtree Creek watershed tributary to the East Branch DuPage River. Crabtree Creek is located almost entirely in Woodridge, Illinois with an approximate watershed tributary area of 1.52 square miles. The watershed is primarily developed land with a mixture of residential, corporate, open space, highway and small sections of industrial. ERA performed all hydraulic and statistical analysis for the FEMA update. Included in the work was updating the FEQ hydraulic model and performing PVSTATS to estimate the flood stage and flow quantiles at each surveyed cross-section and hydraulic structure.

ERA Project Team
 Marty J. Michalisko, PE, CFM | Project Manager
 Rodney A. Beadle, PE, CFM | President / Project Director
 Jennifer Loewenstein, PE, CFM, CPESC | Water Resource Engineer
 Jon Steffen, PE, CFM | Water Resource Engineer

Project Highlights

- Updated Crabtree Creek's regulatory model in FEQ
- Collected surveyed cross-section and hydraulic structure data
- Streambank consists of natural vegetation, gabions and railroad ties
- Prepared updated flood plain and floodway maps for FEMA's National Flood Insurance Program

Project Reference
 Christine Klepp, PE
 Senior Project Engineer
 DuPage County Stormwater and Environmental Concerns
 421 N. County Farm Road
 Wheaton, IL 60187
 Phone: (630) 407-6708
 Email: Chris.Klepp@dupageco.org

Lake Ellyn Outlet Control Structure Modifications

Village of Glen Ellyn, Illinois



Lake Ellyn is a regional detention facility that was causing substantial structural damage to homes downstream when it overtopped. The Village and their hired consultant evaluated the facility using EPA SWMM and came up with proposed solutions. The preliminary model results and solutions came under question from various stakeholders and the Village sought out ERA to perform a QC on the H&H models' results and utilize the upcoming regulatory FEQ model to develop and evaluate a suite of new solutions with varying design criteria and levels of protection. ERA's quality control review of the historical stormwater reports and the other consultants H&H models resulted in the discovery of incorrect historical assumptions and an input error in the model that drastically changed the hydrologic results, thus impacting the proposed solution. Using FEQ, ERA developed a unique alternative to increase flows out of the pond to open up storage capacity to prevent overtopping. ERA then utilized downstream wetlands and ponds to mitigate for the increased flows. Minimal downstream work was required due to the timing of peak flows coming from Lake Ellyn versus the East Branch of the DuPage River.

ERA conducted various stakeholder meetings and attended public and Village council meetings and provided the Village with expert advice and services in flood control project development, hydraulic modeling, stakeholder coordination and regulatory permitting.

ERA Project Team

Rodney A. Beadle, PE, CFM | Project Director / Quality Control
 Marty J. Michalisko, PE, CFM | Principal / Project Manager
 Erin R. Pande, PWS, CFM | Ecological Services Director
 Jennifer Loewenstein, PE, CFM, CPESC | Sr. Water Resource Engineer

Project Highlights

- Extensive Public Outreach throughout the project
- EPA SWMM was used
- ERA developed preferred alternative solutions using FEQ
- Utilized green infrastructure to mitigate for increased flows.

Project Reference

Robert J. Minix, PE,
 Professional Engineer
 Public Works Department
 30 South Lambert Road
 Glen Ellyn, IL 60137
 Phone: (630) 469-6756
 Email: Bobm@glenellyn.org

Completed: 2014



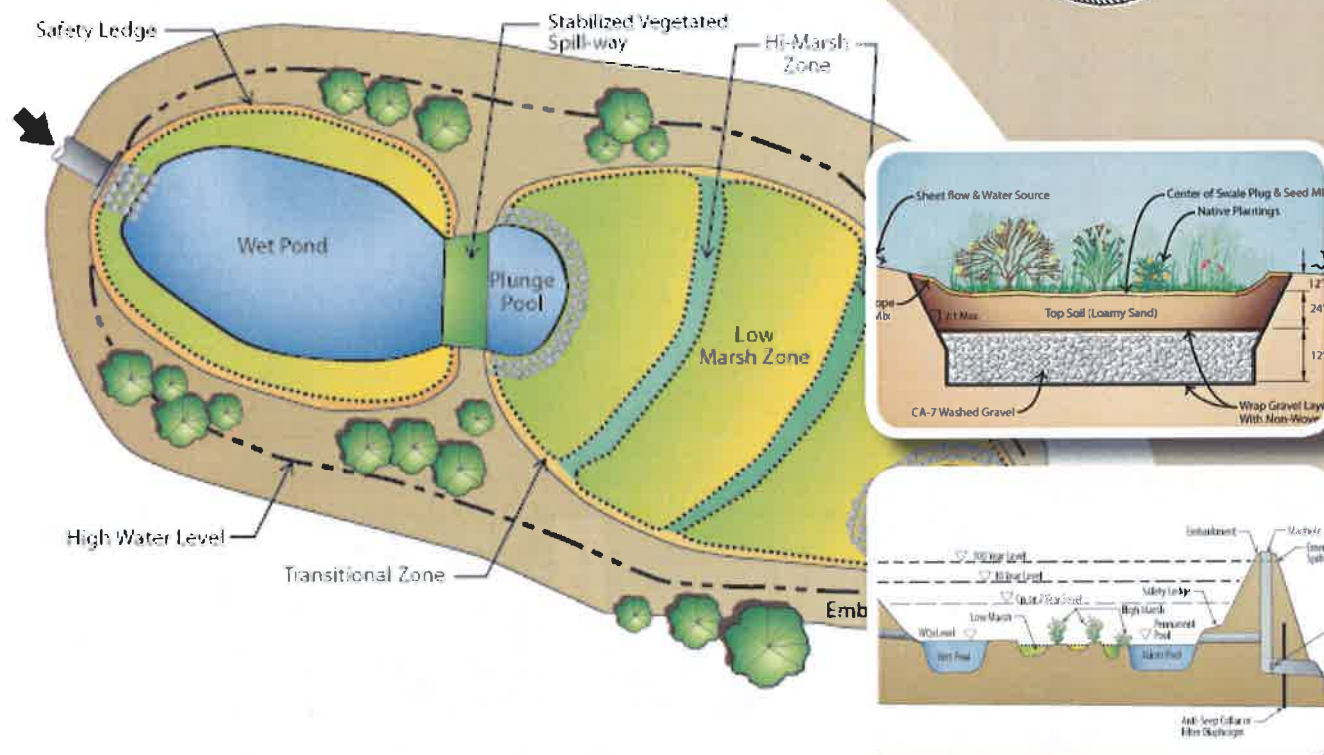
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DuPage County Best Management Practice Manual

DuPage County, Illinois



ERA drafted a water quality best management practices manual for DuPage County. The manual serves as technical guidance under the countywide stormwater ordinance which regulates an urban population of about 1M. ERA was selected for our expertise and experience as primary review consultant for the County's Stormwater Management Permits and our strong environmental division. Challenges included writing a manual that addressed the County's physical and social geographic characteristics and winter weather conditions. ERA chaired review meetings with several stakeholder groups, prepared necessary ordinance changes, and provided educational seminars for municipalities affected by the new provisions.

ERA Project Team

Erin R. Pande, PWS, CFM | Ecological Services Director
Rodney A. Beadle, PE, CFM | President / Project Director

Project Reference

Nicholas W. Kottmeyer, PE | Director of Public Works
DuPage County - Department of Public Works
421 N. County Farm Road, Wheaton, IL 60187
Phone: (630) 407-6804 | Email: nkottmeyer@dupageco.org

Project Highlights

- Drafted the DuPage County Best Management Practices (BMP Manual) for implementation under the DuPage County County-wide Stormwater and Floodplain Ordinance
- ERA staff presented recommended practices that offered effective solutions while remaining sensitive to maintenance costs
- ERA chaired stakeholder meetings and led educational seminars



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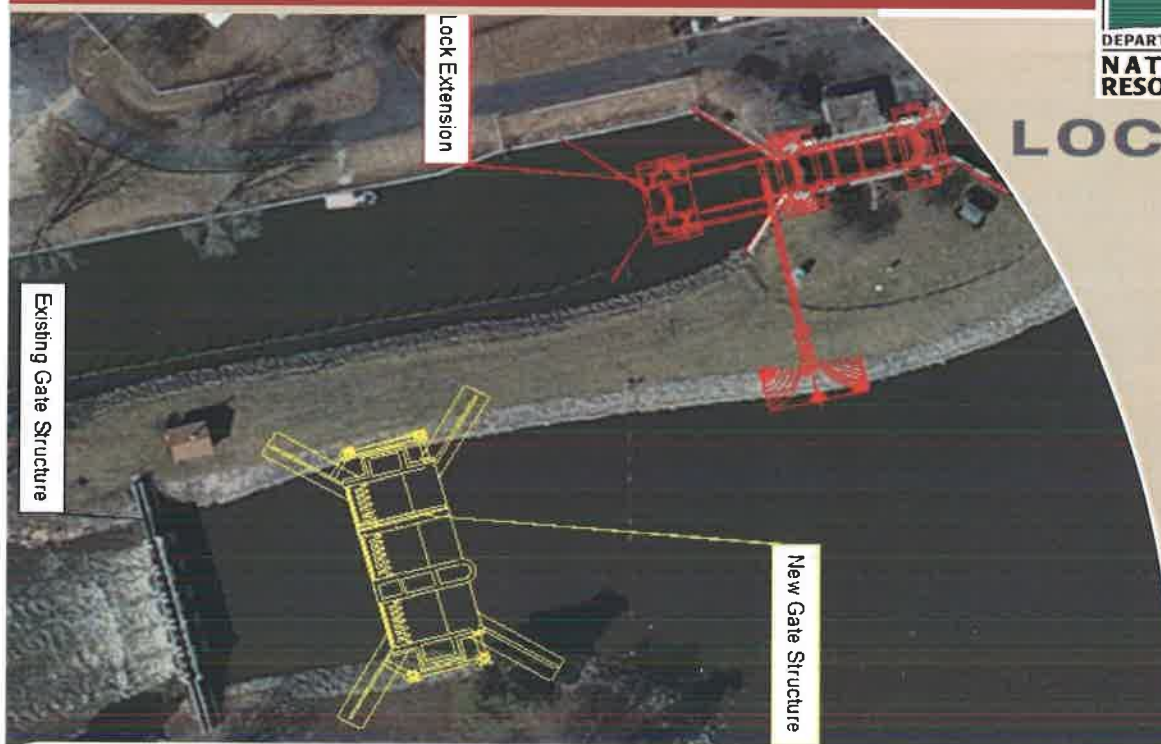
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Stratton Lock & Dam Improvements

IDNR/HW Lochner, Fox River in McHenry County, IL



LOCHNER



ERA worked closely with the construction team to design value-engineered improvements for Stratton Lock and Dam Improvement project. ERA provided specialized hydraulic modeling, coordination and permitting services that significantly reduced the cost and duration of the construction phase. Stratton Dam was constructed in 1939 as part of a system of locks and dams to regulate flows and reduce recurring flood damage along the Fox River. Stratton Dam is the primary structure that creates and maintains the economically and recreationally important Chain of Lakes. The system serves as a passageway for 24,000 boaters annually. The project includes the replacement of the original, five-gate dam outlet structure and a new lock facility that will double its capacity. The overall project cost is \$16.7 million. Construction is scheduled to be completed in 2016.

ERA evaluated the existing and proposed conditions FEQ hydraulic modeling and analyzed several construction alternatives extensive cofferdams and a temporary bladder dam that enabled the contractor to construct the new outlet gates in a single operation without impacting upstream flooding potential. Our services included close coordination with IDNR/OWR staff to ensure the proper flood levels were not increased along the river during construction or upon completion for all storms up to and including the 100 year event.

Project Reference

Rick Cholewa, PE, SE
HW Lochner
225 West Chicago St., 12 floor
Chicago, IL 60606
P:(312) 994-9714

ERA Project Team

Rodney A. Beadle, PE, CFM
Project Manager

Marty J. Michalisko, PE, CFM
Senior Project Manager

Jennifer Loewenstein, PE, CFM
Project Engineer

Subconsultant
Meredith Nika
Nika Engineering



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PROJECT TEAM

ERA's Project Team

ERA assembled a project team that will work closely with the Village of Downers Grove staff. Our team consists of personnel who possess specialized expertise in each area identified in the Request for Proposal. Our project team offers several unique advantages:

ERA Advantages

1. **Downers Grove Review Experience** – ERA has worked with Downers Grove staff performing stormwater management reviews since 2008. Together with village staff, we have developed checklists and policies that have improved the review experience and promoted responsible development. Our communication with staff is outstanding which has contributed to successful developments. Our past work on the Village's watershed studies gives us an in depth knowledge of flood prone areas and sensitive storm sewer systems.
2. **Proven Track Record** – We have and continue to meet review deadlines and have expedited review times when requested. We have not had a single submittal in which we did not have the expertise to review. This included complex FEQ modeling, geotechnical reviews of homes in the floodplain, unique BMP designs, etc.
3. **DuPage County Experience** – ERA has worked closely with DuPage County Stormwater for the past 20-years. We served as their stormwater review consultants from 1995-2010 and wrote their BMP manual that guides all BMP development requirements. Proposed Project Manager, Marty Michalisko, has also been elected as chair of the Municipal Engineers Group. This experience has and will continue to allow ERA to be on top of the latest ordinance policies and interpretations.
4. **FEQ Expertise** – ERA has designed and reviewed numerous FEQ models. Within the last three years we have completed several FEQ projects including the West Branch DuPage River Flood Control Improvements and Lake Ellyn Dam tributary to the East Branch. ERA has modeled and designed with programs referenced by FEQ like WSPRO, FEQUTL, FLOODWAY and Bfilter. In addition, ERA was one of the consultants tasked by DuPage County to update the County flood plain maps using FEQ/PVSTATS. The model ERA updated was Crabtree Creek, tributary to the East Branch. DuPage County also utilized ERA to provide the state mandated QA/QC for flood plain re-mapping on Ginger Creek and Wards Creek FEQ models.
5. **Staff Expertise/Flexibility** – ERA has assembled the same project team that has successfully completed the last review contract. The team consists of both stormwater and environmental experts that have reviewed thousands of permit submittals. The project team also includes a geotechnical/structural expert which has come in handy on single family home reviews within the floodplain. In addition to expertise, the project team has been designed for flexibility and





PROJECT TEAM

redundancy. We have included three stormwater review experts and two environmental experts to ensure deadlines are met even when the primary reviewer may be out of the office. We have also used co-ops and summer interns to help complete the more simple tasks in order to control costs.

- 6. Comprehensive Stormwater and Environmental Knowledge** – In addition to performing reviews, our project team members are instrumental in the analysis, design, permitting and construction of stormwater management, wetland and flood plain improvement projects throughout Illinois. Projects have involved acquisition of permits through several regulatory agencies including county stormwater authorities, IDNR-OWR, IEPA, IHPA, USF&WS, USACE, FEMA, soil conservation agencies, IDOT, etc.
- 7. Proximity** – Members of the proposed project team work out of our main office in Warrenville. Our location allows us to be at the Village or on-site within 15 minutes. This has been extremely convenient for permit pickups and site visits performed for the Village's numerous single family home and commercial reviews.

On the following pages you will find a team chart and resumes for the key staff members that will be working with the Village of Downers Grove performing stormwater review services.



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Stormwater Permit Review Services Project Team

Village of Downers Grove



Village of Downers Grove

Karen Daulton Lange, PE, CFM
Stormwater Administrator

Kerry Behr, PE, CFM
Development Engineer

Julie Lomax, PE, CFM
Development Engineer



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* Resumes included

Project Management

***Marty Michalisko, PE, CFM**
Project Manager/
Secondary Review Engineer

Environmental Services

* **Erin R. Pande, PWS, CFM**
Environmental Scientist

***Drew R. Kustusch, PE, CFM**
Environmental Engineer

Stormwater Reviews

* **Michael G. Maslowski, PE, CFM**
Primary Review Engineer

* **Jennifer Loewenstein, PE, CFM, CPESC**
Primary FEQ Modeler / FEQ Review Engineer

Co-Ops / Summer Interns

Structural / Geotechnical Services

Jacob R. Wolf, PE
Structural / Geotechnical Review Services



Marty J. Michalisko, PE, CFM

Principal / Project Manager



Marty Michalisko, Principal of ERA, serves as a Project Manager and Water Resource Engineer on transportation, infrastructure and drainage engineering projects. In addition to his familiarity with site design standards and stormwater ordinance requirements for northeast Illinois communities, he has extensive knowledge with many hydrologic and hydraulic programs.

Education/Registration

- Bachelor of Science
Civil Engineering
University of Iowa – 2000
- Surveying Curriculum
Southern Illinois University (Off-Campus) – 2006-2008
- PE – IL – 062-058762
- CFM – IL – 06-00260
- Kane County Qualified Review Specialist – E-221

Areas of Expertise

- Stormwater/floodplain modeling
- HEC-2, HEC-RAS, FEQ, HEC-1, HEC-HMS, TR-20, Hydra, SWMM, PCSWMM, XPSWMM, HY-8, Pond Pack and Hydraflow
- Drainage investigations of flood prone areas and providing practical and cost-effective solutions
- Permitting process of federal, state, and local permitting agencies

Years of Experience

- 17 years, 17 with ERA

Project Role:

Marty will serve as Project Manager and the primary contact for the Village of Downers Grove. He will be the secondary stormwater review engineer when Mike is unavailable and will perform quality assurance reviews of all review letters. Marty will assist in more complex reviews, such as those that involve difficult site designs or complicated hydraulic modeling like FEQ. Marty will communicate with Village staff when code language may be subject to interpretation. Marty has recently been elected as chair of the DuPage County Municipal Engineer's Group and can serve as the Village's liaison with DuPage County. This is the same role he currently serves for the Village.

Representative Projects:

Downers Grove Stormwater and Floodplain Reviews, Downers Grove, IL – Project Manager for the proposed commercial and residential projects in Downers Grove ensuring compliance with the Village of Downers Grove Stormwater and Floodplain Ordinance.

Village of Bensenville Review Consultants, Bensenville, IL – Marty is part of a team that provides stormwater, floodplain, wetland and BMP review services for the Village of Bensenville on an as-requested basis. He provided professional assistance to the Village to explain how 2012 revisions to the Countywide Ordinance impact new developments. Marty managed the team in performing an internal audit of 12 old and open permits from 2001-2008. This entailed wetland inspection and reports and identification of critical permitting tasks that were never completed by bankrupt developments.

Stormwater, Review Services, Carol Stream, IL - Project Manager that provided stormwater review services for the Village of Carol Stream on an as-requested basis. The Village strives to provide outstanding customer service and asks their consultants to work with the applicant. ERA guides applicants through the permit process to great satisfaction of the Village. DuPage County has recently completed a significant overhaul to their ordinance. During the 2 year process the Village requested ERA to work with applicants in guiding them through the changes in requirements and provided thorough documentation on why practices were approved during this difficult transition.



Marty J. Michalisko, PE, CFM

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Special Training

- IDOT Construction Documentation and Highway Engineering Principles
- Haestad Methods Floodplain Mapping Design and Modeling
- ASCE Sponsored FEQ Modeling Course

Professional Experience

- **Engineering Resource Associates, Inc.**
Project Manager/
Project Engineer
(1999-Present)
- **Village of Carol Stream**
Engineering Intern
(1998)

Professional Affiliations

- American Public Works Association (APWA) –
Chicago Metro Chapter, Co-Chairmen Membership Committee
- APWA Suburban Branch Past-President
- Illinois Association of Floodplain and Stormwater Management (IAFSM)
- DuPage River Salt Creek Workgroup
- Chairman of DuPage County's Municipal Engineer Stormwater Management Group

DuPage County Stormwater Permit Reviews, DuPage County, IL – Project Manager/Engineer involved in evaluating stormwater permit review/audit submittals to ensure compliance with the DuPage County Stormwater and Floodplain Ordinance. All aspects of hydrologic and hydraulic modeling were utilized in the review of the submittals.

West Branch River Restoration and Hydraulic Improvements, DuPage County, IL - Project Manager who worked on the 5,750-foot river restoration project between Ferry Road and Warrenville Grove Dam. The watershed area is approximately 100 square miles. Project included stormwater modeling, a bridge analysis, and river restoration. He oversaw efforts to determine the severity and solutions to flooding within the West Branch of the DuPage River Watershed. FEQ hydrologic / hydraulic modeling was used to identify flooding problems and solutions.

Stratton Lock & Dam Improvements, IDNR/HW Lochner, Fox River in McHenry County, IL – Project Manager for the construction team to design value-engineered improvements for the project. He provided specialized hydraulic modeling, coordination, and permitting services that significantly reduced the cost and duration of the construction phase. The project included evaluating the existing and proposed conditions FEQ hydraulic modeling and analysis of several construction alternatives including extensive cofferdams and a temporary bladder dam that enabled the contractor to construct new outlet gates in a single operation without impacting upstream flooding potential. Services included close coordination with IDNR/OWR staff.

Stormwater and Subdivision Review Consultant, McHenry County, IL – Project Manager responsible for the expedited reviews of permit applications for compliance with the McHenry County Stormwater Management Ordinance and other relevant Federal, State, and local laws and ordinances.

City of Naperville Reviews, Naperville, IL – Lead Water Resource Engineer for all proposed commercial and residential projects in the City of Naperville to ensure compliance with the City of Naperville's Stormwater and Flood Plain Ordinance requirements.

Stormwater and Review Consulting Services, Elgin, IL – Project Manager has been retained by the City of Elgin to provide review assistance and advise the City in stormwater and engineering matters including, but not limited to, soil erosion and sedimentation control, storm water runoff, tree surveys, water quality, flood plain, wetlands, storm sewers, open channels, and all generally accepted engineering improvements.





ENGINEERING RESOURCE ASSOCIATES, INC.

Consulting Engineers, Scientists & Surveyors

Michael G. Maslowski, PE, CFM

Primary Review Engineer



Michael Maslowski serves as a Project Engineer on transportation, infrastructure and drainage projects. In addition to his familiarity with site design standards and stormwater ordinance requirements for northeast Illinois communities, he has extensive knowledge with hydrologic and hydraulic programs. He also serves as a Resident Engineer on municipal infrastructure projects.

Education/Registration

- Bachelor of Science
Civil Engineering
University of Notre Dame – 2009
- PE - IL – 062-066548
- CFM – IL – 13-00640
- IDOT, Documentation of Contract Quantities, April 2012 (12-0521)

Areas of Expertise

- Stormwater/floodplain modeling
- HEC-2, HEC-RAS, FEQ, HEC-1, HEC-HMS, TR-20, Hydra, SWMM, PCSWMM, XPSWMM, HY-8, Pond Pack and Hydraflow
- Drainage investigations of flood prone areas and providing practical and cost-effective solutions
- Field documentation in accordance with IDOT procedures using ICORS
- Permitting process of federal, state, and local permitting agencies

Years of Experience

- 6 years, 5 with ERA

Project Role:

Mike will serve as primary stormwater review engineer for the Village of Downers Grove. He will pick-up the permit submittals from Village offices and will perform initial site visits. Mike will complete the majority of the stormwater reviews. He will work closely with Village staff and the project manager on interpretations and applications of ambiguous areas of the ordinance. Mike has the capability to run watershed models for the Village if the need should arise. He has served in this same role for the Village for the past 4 years.

Representative Projects:

Downers Grove Stormwater and Floodplain Reviews, Downers Grove, IL – Mike was the Review Engineer for proposed commercial and residential projects in Downers Grove to ensure compliance with the Village of Downers Grove Stormwater and Floodplain Ordinance.

Village of Bensenville Review Consultants, Bensenville, IL – Mike assisted as a Review Engineer for stormwater, floodplain, wetland and BMP review services for the Village of Bensenville on an as-requested basis. He provided professional assistance to the Village to explain how 2012 revisions to the Countywide Ordinance impact new developments.

Village of Carol Stream Stormwater Reviews, Carol Stream, IL - Project Review Engineer for commercial and residential projects in various locations to ensure compliance with Village and County stormwater management ordinances.

Medinah Road Drainage Improvements, DuPage County DOT, IL –Project Engineer that assisted in the review of Medinah Road improvements to determine the cause of flooding to several properties adjacent to the new roadway. The project team identified storm sewer problems and designed a relief sewer through the prestigious Medinah Country Club.

Redmond Reservoir Hydrologic/Hydraulic Analysis, Bensenville, IL – Water Resource Engineer for the Redmond Reservoir and its potential role in reducing upstream flooding problems and mitigating for future upstream conveyance improvements. Mike completed preliminary design plans, Hydrologic/Hydraulic Analysis, Proposed Conditions Analysis, Engineer's Opinion of Probable Construction Costs and Schedule and Permit/Approval & Grant Identification.



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Michael G. Maslowski, PE, CFM

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Professional Experience

- **Engineering Resource Associates, Inc.**
Project Engineer /
Engineer Intern
(2010-Present)
- **Village of Carol Stream**
Engineering Intern
(2009-2010)

City of Kenosha Stormwater System Analysis, Kenosha, WI – Water Resource Engineer for the development of a Stormwater Master Plan for the City of Kenosha. Project included developing an existing stormwater model for the entire watershed utilizing GIS data provided by the city for pipe size and location. The stormwater model was developed using XPSWMM with 2D capabilities. The existing analysis identified quantitatively the areas of flooding that required proposed alternatives to reduce the depth and frequency of flooding that could be included in Kenosha's 5-Year Capital Improvement Plan.

Gary Avenue Improvements, Carol Stream, IL – Stormwater Engineer tasked with acquiring permits through the local municipality, DuPage County, IDNR/OWR, Army Corps, and Soil and Water Conservation District. Gary Avenue improvements crossed over three streams with regulatory, floodplain/floodway. Detailed hydraulic modeling was approved by the IDNR/OWR and compensatory floodplain storage was approved by DuPage County. Impacts to the waters of the US were permitted through both Army Corps and Soil and Water Conservation District. The local municipality also required a downstream storm sewer analysis to demonstrate that the roadway sewer improvements would not negatively impact their system.

Northbrook Stormwater Pilot Study, MWRD, IL – Water Resource Engineer provided a Village-Wide Comprehensive Stormwater Pilot Study for the Village of Northbrook and surrounding unincorporated areas. This project included the analysis of existing flooding causes using EPA SWMM and the determination of the optimal solutions using Optimatics Software. The watershed included in the study is a 14 square mile area and includes tributaries to the Chicago River, Skokie Lagoons and the Des Plaines River. The study looked at solutions to stormwater problems through an "outside the box" approach. Public awareness, social media, and evaluation of public perspectives on flooding are aspects used to derive solutions.

Lacey Creek (Sub D) – 39th Street, West of Saratoga, Downers Grove, IL – Project Engineer of a stormwater analysis to determine the cause, extent, frequency, and solutions to flooding in the rear yards of residences. This area is a 40-acre watershed that drains to four local low areas. An unsteady dynamic model was created using XPSWMM to develop four alternative designs. Comparison of cost and level of flood protection between the alternative designs was presented in a final report.





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Jennifer L. Loewenstein, PE, CFM, CPESC, DECI

Primary FEQ Modeler / FEQ Review Engineer



Jennifer Loewenstein serves as a Senior Water Resource Engineer on public and private projects involving stormwater and floodplain management. She is also a reviewer for the Village of Downers Grove's permitting department, and a Designated Erosion Control Inspector (DECI) for Lake County.

Education/Registration

- Bachelor of Science
Civil Engineering
Valparaiso University – 2004
- PE – IL – 062-062192
- CFM – IL – 08-00448
- Designated Erosion Control
Inspector
- Certified Professional in Erosion and
Sediment Control #4506
- Kane County Qualified Review
Specialist – E-222

Areas of Expertise

- Federal, State and Local Permitting
- Stormwater Master Plans
- Flood Control Projects
- Stormwater and floodplain modeling
experience in many computer
programs including FEQ, FEQUTL,
WSPRO, HEC-2, HEC-RAS, WSP2, TR-
20, WinTR-20, Pond Pack, XPSWMM,
Hydraflow and HY-8.

Years of Experience

- 11 years, 7 with ERA

Project Role:

Jenny will serve as the primary FEQ modeler and FEQ review engineer. She is extremely efficient using FEQ modeling and other complex hydraulic models. Jenny will serve as erosion control inspector if the need should arise as she is a certified CPESC. Jenny has developed a great relationship with DuPage County FEQ modelers and reviewers, IDNR-OWR and FEMA through her work on recent DuPage County flood control projects. She will be the primary coordinator with those agencies if the need should arise.

Representative Projects:

Crabtree Creek Floodplain Mapping, DuPage County, IL – Jenny served as the Project Engineer who participated in the hydrologic / hydraulic analysis of Crabtree Creek in Woodridge, Illinois. The analysis was performed using FEQ modeling and will be used to create the regulatory FEMA flood insurance rate map for Crabtree Creek.

West Branch River Restoration/Hydraulic Improvements and Watershed Plan, Warrenville, IL – Senior Water Resource Engineer who evaluated the West Branch DuPage River Watershed through the City of Warrenville. She organized efforts to determine the severity of flooding and evaluated design alternatives to reduce the impacts. FEQ hydrologic / hydraulic modeling was used to quantify flooding problems and to evaluate solutions. The team calibrated existing FEQ models to reported flood elevations, provided an existing economic model to determine the average annual damages and developed an economic model for the selected alternative to evaluate the economic benefit of the proposed improvements.

Lake Ellyn Master Plan, Glen Ellyn, IL – Jenny was the Senior Water Resource Engineer for the stormwater master plan for the Village to address the frequent overtopping and flooding of the Lake Ellyn Dam. Master Plan included a phased construction schedule to address various flooding issues to systematically increase the level of flood protection for the dam itself, downstream residents, school district, park district and public roads.

April 2013 Flood Study, Downers Grove, IL – As Lead Water Resource Engineer provided analysis for the Village in four flood prone areas within the St. Joseph Creek watershed. Analysis included identifying the sources of flooding and reviewing the latest FEQ model. An overall summary of recommendations and general mitigation measures were provided to the Village for incorporation into a report summarizing the findings for public review.



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Jennifer L. Loewenstein, PE, CFM, CPESC, DECI

Page 2

Professional Experience

- **Engineering Resource Associates, Inc.**
Lead Water Resource Engineer
(2008-Present)
- **Taurus Engineering, LLC**
Design Engineer
(2004-2008)

Professional Affiliations

- Illinois Association for Floodplain and Stormwater Management (IAFSM)
- Society of Women Engineers (SWE)

Naperville Riverwalk Hydraulic Study, Naperville, IL – Senior Project Engineer provided the hydraulic modeling of the Riverwalk improvements within the flood fringe and floodway of the West Branch DuPage River. These improvements required floodplain modeling using HEC-2 to satisfy state and federal regulations and FEQ modeling to satisfy DuPage County requirements. Also included the preparation of Stormwater Management Permit was compensatory storage calculations.

Warrenville Road Bridge, DuPage County DOT, IL – Lead Water Resource Engineer for the Warrenville Road Bridge Replacement over the West Branch of the DuPage River. The tasks involved were FEQ Analysis, HEC-RAS analysis, preliminary design assistance, stormwater permitting through DuPage County including floodplain, floodplain/floodway modeling, wetland/riparian impacts and mitigation. State and Federal permitting included the Army Corps individual permit, water quality certification and IDNR/OWR floodway permit. She provided coordination with bridge design consultant, DuPage County DOT, IDOT, DuPage Stormwater, and the City of Warrenville.

City of Naperville Reviews, Naperville, IL – Water Resource Engineer provided floodplain and stormwater reviews for proposed commercial and residential projects in the City of Naperville.

Stormwater and Subdivision Review Consultant, McHenry County, IL - Water Resource Engineer responsible for the expedited reviews of permit applications for compliance with the McHenry County Stormwater Management Ordinance and other relevant Federal, State, and local laws and ordinances in situations where applicants are willing to pay directly for such reviews. Jenny provided written recommendations /reports to County staff regarding approval or denial of permit applications.

Northbrook Stormwater Pilot Study, MWRD, IL - Senior Water Resource Engineer provided a Village-Wide Comprehensive Stormwater Pilot Study for the Village of Northbrook and surrounding unincorporated areas. This project included the analysis of existing flooding causes using EPA SWMM and the determination of the optimal solutions using Optimatics Software. The watershed included in the study is a 14 square mile area and includes tributaries to the Chicago River, Skokie Lagoons and the Des Plaines River. The study looked at solutions to stormwater problems through an “outside the box” approach. Public awareness, social media, and evaluation of public perspectives on flooding are aspects used to derive solutions.

DuPage County Stormwater Permit Reviews and Audits, DuPage County, IL - Project Engineer evaluated stormwater permit review/audit submittals to insure compliance with the DuPage County Stormwater and Floodplain Ordinance. All aspects of hydrologic and hydraulic modeling are utilized in the review of the submittals.





Erin R. Pande, PWS, CFM

Environmental Scientist



Erin Pande serves as ERA's Ecological Services Director. She has over 14 years of experience in environmental science. Her work experience includes wetland delineation and quality assessment; riparian environment assessment; water quality best management practice implementation; streambank and shoreline stabilization design; natural area mitigation / restoration design and regulatory permitting.

Education/Registration

- Bachelor of Arts
Biology Major, Environmental Studies & Geology Minors
Augustana College – 2001
- Professional Wetland Scientist – 1927
- Lake County Stormwater Mgmt. Comm, Certified Wetland Specialist #C-083
- Certified Floodplain Manager – IL-14-00661
- Kane County Stormwater Mgmt. Qualified Wetland Review Specialist W-049
- McHenry County Certified Wetland Specialist
- Rosgen Level I: Applied Fluvial Geomorphology

Years of Experience

- 14 years, 11 with ERA

Project Role:

Erin will serve as the primary environmental scientist. She will review developments that impact wetlands or riparian areas. She serves as a tremendous resource for BMP reviews and designs as she authored the DuPage County BMP manual. She will serve as the liaison between the Army Corps, IEPA, and Kane/DuPage SWCD for code opinions, if necessary. She has earned great respect from these agencies through her recent flood control projects. Erin will perform wetland verifications, delineations, reviews of maintenance and monitoring submittals if requested.

Regulatory Review and Ordinance Authoring Projects:

Downers Grove Permit Reviews – Reviewed Special Management Area stormwater permit submittals for conformance with the wetland, wetland buffer, riparian area and BMP provisions of the DuPage County Stormwater and Flood Plain Ordinance.

DuPage County Stormwater Management Permit Reviews, DuPage County, IL – Reviewed projects and enforced the standards of the DuPage County Countywide Stormwater and Flood Plain Ordinance with regard to wetlands, riparian areas. She met with federal and state agencies, landowners, design consultants and contractors to coordinate the permit review/inspection process.

Glen Ellyn Permit Reviews – Reviewed development projects for the Village of Glen Ellyn, including residential, institutional and commercial developments. Reviews included site visits pre- and post-construction for compliance with Village and County Ordinances.

Carol Stream Permit Reviews – Reviewed Special Management Area stormwater permit submittals for conformance with the wetland, wetland buffer, riparian area and BMP provisions of the DuPage County Stormwater and Flood Plain Ordinance.

Warrenville Permit Reviews - Reviewed Special Management Area stormwater permit submittals for conformance with the wetland, wetland buffer, and riparian area requirements of the DuPage County Stormwater and Flood Plain Ordinance.

McHenry County Wetland Reviews – Reviewed projects and enforced the wetland and buffer requirements of the McHenry County Watershed Development Ordinance. Erin coordinated with applicants and design engineers to expedite permits involving wetlands and buffers in a timely manner.



Erin R. Pande, PWS, CFM

Page 2

Professional Experience

- **Engineering Resource Associates, Inc.**
Ecological Services Director/
Environmental Specialist
(2004-Present)
- **DuPage County Stormwater Management Division**
Senior Environmental Technician
(2001-2004)

Training

- Applied Fluvial Geomorphology, 2012
- Illinois Soil Classifiers Association - Hydric Soils, 10/2011
- Illinois Soil Classifiers Association - Midwest Interim Regional Supplement for Wetland Delineation, 02/2009
- Wetland Training Institute Planning, Site Selection and Hydrology Models for Constructed Wetlands, 10/2007
- Biotic Consultants, Inc. Wetland Plant Identification 2000-2010
- Cold Climate Stormwater BMPs 11/2006
- Illinois Hydric Soils, 08/2002
- Institute for Wetland & Env. Education & Research Corps Wetland Delineation Manual, 09/2001

Professional Affiliations

- Illinois Association of Floodplain and Stormwater Management (IAFSM)
- APWA Lake Branch Education Chair and Golf Committee
- DuPage River Salt Creek Workgroup
- Conservation Foundation
- Illinois Association of Environmental Professionals
- Society of Wetland Scientists

Bensenville Review Consultant, Bensenville, IL- Ecological Services Director provided stormwater, floodplain, wetland, buffer, riparian and BMP review services for the Village of Bensenville on an as-requested basis. She also assisted on the team that performed an internal audit of 12 old and open permits from 2001-2008. This task entailed wetland inspection and reports and identification of critical permitting tasks that were never completed by bankrupt developments.

Wheaton Water Quality BMP Reviews – Reviewed water quality Best Management in accordance to the DuPage County Countywide Stormwater and Flood Plain Ordinance and NPDES Phase II of the Federal Clean Water Act.

Cook County Watershed Management Ordinance, Metropolitan Water Reclamation District of Greater Chicago (MWRDGC), IL – Developed the first comprehensive, countywide watershed management ordinance (WMO) for Cook County. The WMO regulates over 130 communities of diverse economic backgrounds and includes stormwater, flood plain and water quality development regulations. Services include white paper research and coordination with stakeholders, watershed planning organizations and governmental agencies in the development of the environmental aspects of the ordinance standards.

DuPage County Best Management Practices Manual, DuPage County, IL – Researched and wrote water quality best management practices manual for countywide implementation. The project involved writing draft sections of the document for County Staff review and attending monthly meetings with stakeholder groups. The manual provides guidance on cost-effective BMPs for a highly urbanized county that are also appropriate for the county's physical and geographic characteristics.

Revised IDOT BDE Manual Chapter 59-8, Springfield, IL – Environmental Scientist revised the IDOT design manual for Erosion and Sediment Control (previously chapter 59-8, now chapter 41). Manual was revised to incorporate comprehensive pollution prevention design strategies for roadway construction activities, as well as to provide guidance for development of Stormwater Pollution Prevention Plans (SWPPP) as required by NPDES permits. A training presentation and related materials were also developed for internal IDOT staff correlating to the revised BDE Manual.

Lily Lake Permit Reviews - Reviewed permit submittals for compliance with the Kane County Stormwater Management and Village Ordinances.





ENGINEERING RESOURCE ASSOCIATES, INC.

Consulting Engineers, Scientists & Surveyors

Andrew R. Kustus, PE, CFM

Environmental Engineer



Andrew Kustus serves as an Environmental Engineer. In this role he serves as a field investigator and reporter. His primary tasks include environmental research, permitting, modeling, reviewing, and wetland delineation assistance and reporting. Also, Andrew serves as a Design Engineer for a wide variety of projects.

Education/Registration

- Master of Science
Environmental Engineering
University of California - Berkeley – 2012
- Bachelor of Science
Civil and Environmental Engineering
University of Illinois – 2011
- PE – IL 062-067858 - 2015
- EI – IL – 061036000
September 2011
- Certified Floodplain Manger – IL-14-00657

Training

- Wetland Delineation Course,
Institute for Wetland and Environmental Education
- IEPA Field Sampling Methods
- Beyond the Basics Sormwater BMP Seminar

Years of Experience

3 years, 3 with ERA

Project Role:

Drew will serve as the environmental engineer. He will perform the same tasks as Erin when she is not available.

Representative Projects:

Downers Grove Permit Reviews – Reviewed Special Management Area stormwater permit submittals for conformance with the wetland, wetland buffer, riparian area and BMP provisions of the DuPage County Stormwater and Flood Plain Ordinance.

Carol Stream Permit Reviews – Reviewed Special Management Area stormwater permit submittals for conformance with the wetland, wetland buffer, riparian area and BMP provisions of the DuPage County Stormwater and Flood Plain Ordinance.

Warrenville Permit Reviews - Reviewed Special Management Area stormwater permit submittals for conformance with the wetland, wetland buffer, and riparian area requirements of the DuPage County Stormwater and Flood Plain Ordinance.

Professional Wetland/Environmental Consulting Services, Batavia, IL – Environmental Engineer for new developments within the City of Batavia which require detention with a retention component or best management practice, such as rain gardens or bioswales per the Kane County Stormwater Ordinance. Drew helped perform permit reviews, inspections during construction and after completion, and annual vegetation monitoring inspections and reporting to determine permit compliance in order to obtain signoff and closeout project permits.

DuPage County Enhancement Sites Monitoring, DuPage County, IL – Environmental Engineer performed site monitoring for over 100 enhancement sites throughout DuPage County to assess compliance with project Stormwater Management Permit requirements. Sites included Oak Meadows Golf Club in Addison, and Maple Meadows Golf Club in Wood Dale.

Bensenville Review Consultant, Bensenville, IL- Environmental Engineer that provided stormwater, floodplain, wetland, buffer, riparian and BMP review services for the Village of Bensenville on an as-requested basis. He also assisted on the team that performed an internal audit of 12 old and open permits from 2001-2008. This task entailed wetland inspection and reports and identification of critical permitting tasks that were never completed by bankrupt developments.



ENGINEERING RESOURCE ASSOCIATES, INC.



HOURLY RATES

**STANDARD CHARGES FOR PROFESSIONAL SERVICES
WITH A STANDARD MULTIPLIER RATE OF 2.80
JANUARY 1, 2016 THROUGH DECEMBER 31, 2016**

<i>Staff Category</i>	<i>Current Average Billing Rate (2.80 multiplier)</i>
Professional Engineer VI	\$190.00
Professional Engineer V	\$140.00(Marty)
Professional Engineer IV	\$126.00
Professional Engineer III	\$120.00
Professional Engineer II	\$117.00(Jenny)
Professional Engineer I	\$105.00(Mike)
Structural Engineer VI	\$160.00(Jake)
Structural Engineer III	\$126.00
Staff Engineer III	\$95.00(Andrew)
Staff Engineer II	\$80.00
Staff Engineer I	\$75.00
Engineering Intern II	\$42.00(Intern)
Engineering Intern I	\$39.00
Engineering Technician V	\$100.00
Engineering Technician IV	\$84.00
Engineering Technician III	\$72.00
Engineering Technician II	\$56.00
Engineering Technician I	\$42.00
Environmental Director	\$118.00(Erin)
Environmental Specialist III	\$93.00
Environmental Specialist II	\$88.00
Environmental Specialist I	\$71.00
Professional Surveyor II	\$125.00
Professional Surveyor I	\$107.00
Surveyor IV	\$76.00
Surveyor III	\$68.00
Surveyor II	\$56.00
Surveyor I	\$37.00
Administrative Director	\$100.00
Administrative Staff IV	\$75.00
Administrative Staff III	\$67.00
Administrative Staff II	\$61.00
Administrative Staff I	\$52.00

Direct Costs will be billed at their actual rate with no mark-up.

Total contract amount per year shall not exceed \$20,000. *MSM*



ENGINEERING RESOURCE ASSOCIATES, INC.

Consulting Engineers, Scientists & Surveyors



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/22/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 1-800-527-9049 Holmes Murphy and Associates - Peoria 311 S.W. Water Street Suite 211 Peoria, IL 61602-4108	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: SENTINEL INS CO LTD</td> <td>11000</td> </tr> <tr> <td>INSURER B: HARTFORD ACCIDENT & IND CO</td> <td>22357</td> </tr> <tr> <td>INSURER C: XL SPECIALTY INS CO</td> <td>37885</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: SENTINEL INS CO LTD	11000	INSURER B: HARTFORD ACCIDENT & IND CO	22357	INSURER C: XL SPECIALTY INS CO	37885	INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															
INSURED Engineering Resource Associates, Inc. 3S701 West Street, Suite 150 Warrenville, IL 60555															

COVERAGES **CERTIFICATE NUMBER: 45283036** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			83SBAZQ6429	08/15/15	08/15/16	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			83UECNM2684	08/15/15	08/15/16	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ 10,000			83SBAZQ6429	08/15/15	08/15/16	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	83WECLV8434	08/15/15	08/15/16	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	<input checked="" type="checkbox"/> Professional Liability <input checked="" type="checkbox"/> Claims Made			DPR9726290	08/15/15	08/15/16	Each Claim 2,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Village of Downers Grove is additional insured on the general, auto and umbrella liability per requirement of written contract. A provision for a 30-day notice of cancellation to the certificate holder applies on the general, auto and umbrella liability and workers compensation per requirement of written contract.
 Re: Stormwater Permit Review Services
 Proposal No. RFP-0-68-2015/TT

CERTIFICATE HOLDER Village of Downers Grove 801 Burlington Avenue Downers Grove, IL 60515 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <div style="text-align: right; margin-top: 10px;"> </div>
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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 Proposal Is To Be Considered For Award

PROPOSER:	
Engineering Resource Associates, Inc. Company Name	Date: October 29,2015
3s701 West Avenue, Suite 150 Street Address of Company	mmichalisko@eraconsultants.com Email Address
Warrenville, IL 60555 City, State, Zip	Marty Michalisko Contact Name (Print)
630-393-3060 Business Phone	630-918-0273 13-Hour Telephone
630-393-2152 Fax	 Signature of Officer, Partner or Sole Proprietor
ATTEST:  Signature of Corporation Secretary	Marty Michalisko, Principal Print Name & Title
John Mayer Principal	

VILLAGE OF DOWNERS GROVE:

Authorized Signature

Title

Date

ATTEST:

Signature of Village Clerk

Date

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

Village of Downers Grove



VENDOR W-9 REQUEST FORM

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

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

BUSINESS (PLEASE PRINT OR TYPE):

NAME: Engineering Resource Associates, Inc.
 ADDRESS: 3s701 West Avenue, Suite 150
 CITY: Warrenville
 STATE: IL
 ZIP: 60555
 PHONE: 630-393-3060 FAX: 630-393-2152
 TAX ID #(TIN): 36-3686466

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

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: _____
 ADDRESS: _____
 CITY: _____
 STATE: _____ ZIP: _____

TYPE OF ENTITY (CIRCLE ONE):

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

SIGNATURE: _____

DATE: _____

10-29-15

Village of Downers Grove

PROPOSER'S CERTIFICATION (page 1 of 3)

With regard to Stormwater Permit Review Services RFP 0-68-2015/TT, Proposer Engineering Resource Associates, 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: [Signature]
Proposer's Authorized Agent

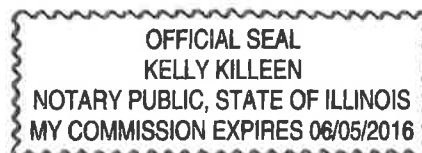
3 6 - 3 6 8 6 4 6 6

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 29 day of October, 20 15

[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 Illinois, which operates under the Legal name of Engineering Resource Associates, Inc., and the full names of its Officers are as follows:

President: Jon P. Green

Principals _____

Secretary: John F. Mayer, Jacob R. Wolf, Marty J. Michalisko

~~Treasurer:~~ _____

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 _____.

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 Holmes Murphy & Associates

Agent Paula Dixon

Street Address 311 S. Water Street, Suite 211

Village of Downers Grove

PROPOSER'S CERTIFICATION (page 3 of 3)

City, State, Zip Code Peoria, IL 61602

Telephone Number 630-299-3539

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

Print Name of Company: Engineering Resource Associates, Inc.

Print Name and Title of Authorizing Signature: Marty J. Michalisko

Signature: 

Date: 10-29-2015

Village of Downers Grove

Suspension or Debarment Certificate
--

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

By submitting this offer and signing this certificate, the 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: Engineering Resource Associates, Inc.

Address: 3s701 West Avenue, Suite #150

City: Warrenville, IL Zip Code: 60555

Telephone: (630) 393-3060 Fax Number: (630) 393-2152

E-mail Address: mmichalisko@eraconsultants.com

Authorized Company Signature: 

(Print)Name: Marty J. Michalisko Title of Official: Principal

Date: 10-29-15

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 bid submission, an executed Campaign Disclosure Certificate.

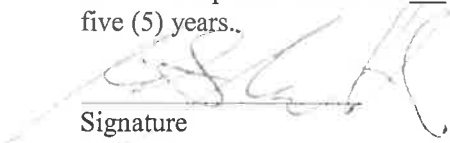
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid 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:

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


Signature

Marty J. Michalisko
Print Name

Proposer/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