

VILLAGE OF DOWNERS GROVE
Report for the Village Council Meeting
8/16/2016

SUBJECT:	SUBMITTED BY:
Award of Contract for Professional Services Related to Downtown Crosswalk and Accessibility Upgrades	Nan Newlon Director of Public Works

SYNOPSIS

A motion is requested to award a contract for the Design for DBD Crosswalk and Accessibility Improvements to DLZ Illinois, Inc. of Chicago, Illinois in an amount of \$134,134, which includes a 10% contingency.

STRATEGIC PLAN ALIGNMENT

The goals for 2015-2017 include *Top Quality Infrastructure*.

FISCAL IMPACT

The FY16 budget includes \$175,000 in the Capital Projects Fund for design services and Phase 1 construction. Construction will not begin until 2017.

RECOMMENDATION

Approval on the August 16, 2016 consent agenda.

BACKGROUND

The majority of crosswalks and curb ramps within the Village's Downtown Business District (DBD) have displayed various degrees of deterioration. Furthermore, several curb ramps and pedestrian traffic signals within the DBD require upgrades to meet current ADA standards. The goal of this project is to bring the means of egress at all intersections and mid-block crossings within compliance with current ADA standards and to select the most feasible, enduring, and cost-effective crosswalk design possible to minimize maintenance efforts.

In February 2016, the Village issued a Request for Qualifications (RFQ) for this project. Fourteen consultants responded to the RFQ. Four consultants were selected to submit proposals, with all four firms responding. The major work items included in the proposal's scope of services include:

- Document and evaluate existing infrastructure relating to the project within the DBD.
- Provide three conceptual crosswalk designs including descriptions, exhibits, digital renderings, and rough cost estimates (Staff to review and select for final design).
- Perform topographic survey
- Prepare construction documents including drawings and specifications along with cost estimates for each location
- Permit submittals

- Bidding Assistance

After reviewing the proposals, DLZ Illinois, Inc. was identified as the firm whose proposal best meets the needs of the Village. They have successfully performed similar work for IDOT (Chicago, Rockford), Huntington, IN, and Fremont, IN. DLZ Illinois, Inc. has also performed ADA compliance review for many municipalities and counties. Staff recommends award of this contract to DLZ Illinois, Inc.

ATTACHMENTS

Contract Documents

VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY

INITIATED: Public Works DATE: August 16, 2016
(Name)

RECOMMENDATION FROM: _____ FILE REF: S-007
(Board or Department)

NATURE OF ACTION:

STEPS NEEDED TO IMPLEMENT ACTION:

- Ordinance
- Resolution
- Motion
- Other

Motion to authorize execution of a contract for the design of DBD Crosswalk and Accessibility Improvements to DLZ, Illinois in the amount of \$121,940.00 plus 10% contingency in the amount of \$12,194.00 for a total not-to-exceed \$134,134.00.

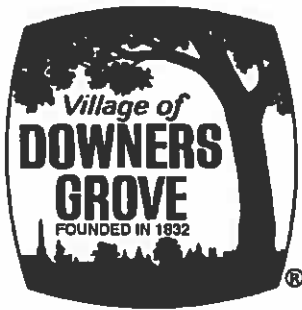
DLZ

SUMMARY OF ITEM:

Adoption of this motion shall authorize execution of a contract for the design of DBD Crosswalk and Accessibility Improvements to DLZ, Illinois in the amount of \$121,940.00 plus 10% contingency in the amount of \$12,194.00 for a total not-to-exceed \$134,134.00.

RECORD OF ACTION TAKEN:

Village of Downers Grove – RFP for DBD Crosswalk and Accessibility Improvements (S-007)



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: DLZ Illinois, Inc.

Project Name: DBD Crosswalk and Accessibility Improvements
Proposal No.: S-007
Proposal Due: Wednesday, May 25, 2016 @ 10:00 A.M. – Public Works
Pre-Proposal Conference: Not Required

Required of Awarded Contractor:

Certificate of Insurance: Yes

Date Issued: Wednesday, May 11, 2016

This document consists of 35 pages.

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

TOMASZ J. TOPOR, PE
STAFF ENGINEER II
VILLAGE OF DOWNERS GROVE
5101 WALNUT AVENUE
DOWNERS GROVE, IL 60515
PHONE: 630/434-5487
FAX: 630/434-5495
www.downers.us

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

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

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

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

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

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

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

- 1.1 Proposals shall be submitted in an 8.5x11 format. They shall be succinct, and directly relevant to this project. Approximate number of pages shall be 20 (not including those within this document to be submitted). Double-sided printing is encouraged.
- 1.2 Notice is hereby given that Village of Downers Grove will receive sealed proposals up to **Wednesday, May 25, 2016 @ 10:00 A.M.**
- 1.3 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.4 Proposal forms shall be sent to the Village of Downers Grove, ATTN: Tomasz J. Topor, PE, in a sealed envelope marked "DBD Crosswalk and Accessibility Improvements". The envelope shall be marked with the name of the project, date, and time set for receipt of proposals.
- 1.5 All proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting proposal. Telephone, email and fax proposals will not be accepted.
- 1.6 By submitting this proposal, the proposer certifies under penalty of perjury that they have not acted in collusion with any other proposer or potential Proposer.

2. PREPARATION OF PROPOSAL

- 2.1 It is the responsibility of the proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT. UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT.**
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to our 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.

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- 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, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

3. MODIFICATION OR WITHDRAWAL OF PROPOSALS

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

4. RESERVED RIGHTS

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

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II. TERMS AND CONDITIONS**5. VILLAGE ORDINANCES**

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

6. USE OF VILLAGE'S NAME

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

7. INDEMNITY AND HOLD HARMLESS AGREEMENT

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

8. NONDISCRIMINATION

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

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

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

9. SEXUAL HARASSMENT POLICY

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

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

10. EQUAL EMPLOYMENT OPPORTUNITY

- 10.1 In the event of the Proposer's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Proposer may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Proposer agrees as follows:
 - 10.1.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
 - 10.1.2 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
 - 10.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, or an unfavorable discharge from military services.
 - 10.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to

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

- 10.1.5 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

11. DRUG FREE WORK PLACE

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

- 11.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or Proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 11.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.
- 11.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.

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- 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. PREVAILING WAGE ACT**
- 12.1 If applicable, Proposer agrees to comply with the Illinois Prevailing Wage Act, 820 ILCS 130/1 *et seq.*, for all work completed under this Contract. Proposer agrees to pay the prevailing wage and require that all of its subcontractors pay prevailing wage to any laborers, workers or mechanics who perform work pursuant to this Contract or related subcontract. For applicable rates, go to the State of Illinois – Department of Labor website (www.state.il.us/agency/idol/rates/rates.HTM) and use the most current DuPage County rate. The Department revises the prevailing wage rates and the Proposer or subcontractor has an obligation to check the Department’s website for revisions to prevailing wage rates throughout the duration of this Contract.
 - 12.2 Proposer and each subcontractor shall keep or cause to be kept accurate records of all laborers, mechanics and other workers employed by them on the public works project, which records must include each worker’s name, address, telephone number when available, social security number, classification, hourly wage paid (including itemized hourly cash and fringe benefits paid in each pay period), number of hours worked each day, and the starting and ending times of work each day. These records shall be open to inspection at all reasonable hours by any representative of the Village or the Illinois Department of Labor and must be preserved for three (3) years from the date of the last payment on the public work.
 - 12.3 Since this is a contract for a public works project, as defined in 820 ILCS 130/2, Proposer agrees to post at the job site in an easily accessible place, the prevailing wages for each craft or type of worker or mechanic needed to execute the contract or work to be performed.
 - 12.4 Because this is a public works project as defined under the Prevailing Wage Act, 820 ILCS 130/2, any and all contractors and subcontractors shall submit certified payroll records to the Village no later than the tenth (10th) day of each calendar month for the immediately preceding month in which construction on a public works project has occurred. **WITHOUT THIS PAPERWORK, NO INVOICE SHALL BE PAID BY THE VILLAGE.** Contractors and subcontractors must also submit a statement affirming that the records are true and accurate, that the wages paid to each worker are not less than the prevailing rate, and that

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the contractor and subcontractor are aware that filing false records is a Class A misdemeanor. The records must include the name, address, telephone number, social security number, job classification, hours of work, hourly rate, and start and end time of work each day for every worker employed on the public work. The Village reserves the right to check the pay stubs of the workers on the job. The Village further cautions that payment for any services rendered pursuant to this Contract may be predicated upon receipt of said records.

- 12.5 In the event that this is a construction project where Motor Fuel tax monies or state grant monies are used in the construction, maintenance and extension of municipal streets, traffic control signals, street lighting systems, storm sewers, pedestrian subways or overhead crossings, sidewalks and off-street parking facilities, and the like, the Village will require an Apprenticeship and Training Certification, attached after the Proposer's Certification.
- 12.6 Any bond furnished as security for performance shall include a provision as will guarantee faithful performance of the Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq.

13. PATRIOT ACT COMPLIANCE

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

14. INSURANCE REQUIREMENTS

- 14.1 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:
- 14.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;
- 14.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;
- 14.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death

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- of any person other than the Proposer's employees;
- 14.1.4 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;
- 14.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
- 14.1.6 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;
- 14.1.7 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.
- 14.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).
- 14.3 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.
- 15. CAMPAIGN DISCLOSURE**
- 15.1 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.
- 15.2 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.
- 15.3 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.
- 15.4 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.
- 16. SUBLETTING OF CONTRACT**
- 16.1 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.

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

17. TERM OF CONTRACT

17.1 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.

18. TERMINATION OF CONTRACT

18.1 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.

19. BILLING & PAYMENT PROCEDURES

19.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.

19.2 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.

19.3 Please send all invoices to the attention of Tomasz Topor, Downers Grove Public Works, 5101 Walnut Avenue, Downers Grove, IL 60515.

20. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

20.1 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.

21. STANDARD OF CARE

21.1. 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

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- 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.
- 21.2 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.
- 21.3 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.
- 22. GOVERNING LAW**
- 22.1 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.
- 23. SUCCESSORS AND ASSIGNS**
- 23.1 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.
- 24. WAIVER OF CONTRACT BREACH**
- 24.1 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.
- 25. AMENDMENT**
- 25.1 This Contract will not be subject to amendment unless made in writing and signed by all parties.
- 26. NOT TO EXCEED CONTRACT**
- 26.1 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.
- 27. SEVERABILITY OF INVALID PROVISIONS**
- 27.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any

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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.

28. NOTICE

- 28.1 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 Avenue
Downers Grove, IL 60515**

And to the Proposer as designated in the Contract Form.

29. COOPERATION WITH FOIA COMPLIANCE

- 29.1 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. SCOPE OF SERVICES/DELIVERABLES**

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

1.2 Project Description

The project consists of evaluation and design of improvements to existing crosswalks, curb ramps, and all other related work, within compliance of latest ADA, PROWAG and Illinois Accessibility Code standards within the limits of the Downers Grove Downtown Business District (DBD). The existing crosswalks generally consist of monolithic concrete slab framed by concrete unit pavers or one foot wide concrete ribbon. Other crosswalks in the DBD consist of Hot Synthetic Patterned Textured Pavement. The existing curb ramps generally consist of decorative concrete pavers with a framed brick paver soldier course. The majority of crosswalk and curb ramp materials have displayed various degrees of deterioration. Several curb ramps require upgrades to meet current ADA standards. The firm will be required to, with assistance from Village Staff, document and evaluate the existing infrastructure as it relates to the materials currently used for crosswalks and ramps, their condition, and ADA compliance throughout the DBD. The Village's goal is to construct the most feasible and enduring design option. Work also includes design upgrades to the pedestrian traffic signals to comply with latest PROWAG and MUTCD standards.

1.3 Scope and Schedule

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

- a. Documentation and evaluation of existing infrastructure relating to the project within the DBD. Exhibits/data reflecting these findings shall be provided.
- b. Three conceptual designs shall be provided and shall include descriptions, exhibits, digital renderings, and rough cost estimates. The Village will choose a concept or combination or variation of concepts for final design.
- c. All topographic information acquired as necessary to support the constructible plan set. The topographic survey shall be performed by an Illinois-licensed surveyor and shall include:
 - Reference lines parallel to right-of-way lines. Base lines stationed south to north and west to east.
 - Field survey work encompassing the entire right-of-way width at the locations specified in this RFP. The right-of-way shall be surveyed a minimum length of 25 feet in both directions at mid-block crossings and a minimum length of 25 feet in all directions at intersections, or as required for design and construction. The survey shall also include a 15-foot width of the private property adjoining each side of the right-of-way (ROW) and/or shall include all adjacent building faces (regardless of distance from the ROW). Right-of-way monumentation recovered shall be clearly indicated on the plan sheets. The establishing of missing

Village of Downers Grove – RFP for DBD Crosswalk and Accessibility Improvements (S-007)

- monumentation (property corners) is NOT required.
 - All survey work shall use NAVD 88 for Vertical Datum and USGS NAD 83 for Horizontal Datum.
 - Copies of all field notes and electronic base maps of the identified segments in AutoCAD Civil3D (v.2010 or later) supplied to the Village. Plans shall be provided to the Village, for its use, in a digital format approved by the Village. Plans shall be provided in AutoCAD Civil3D format (v.2010 or later), and as .pdf documents. CAD drawings must be created using legitimate AutoCAD Civil3D software (by Autodesk) and must not be converted from another format or CAD software (no MicroStation conversions) unless specifically approved in writing by the Assistant Director of Public Works – Engineering. In the event that the Village does allow a drawing conversion, any “clean up” required will be provided by Consultant at no additional cost to the Village, and shall be at the discretion of the Village staff. Surface data shall also be provided. Copies of all support files (.shx, .ctb, etc) as may be necessary to plot a completed drawing shall be provided to the Village by the surveyor.
 - Field locations (horizontal dimensions) of all buried/marked utilities; e.g., gas, electric, telephone, sewer, etc. Excavation to determine utility elevation verification is NOT required.
 - Detailed topography with one-foot contour intervals throughout the described project area, with elevations noted for key changes in grade, as well as high or low points between contours of the same elevation, and elevations of roadway and driveway pavement over culverts.
 - Locations and identification of all above ground structures; e.g., mailboxes, utility poles, driveway, culvert headwalls, culverts, sidewalks, sump pump outlets, etc.
 - Locations of all landscape materials; i.e., bushes, trees (2" diameter and larger), flower beds, etc. Tree sizes (2" diameter and larger) shall be measured four and one-half feet (diameter breast height) above the highest ground level at base of tree. Note locations of landscape timbers, flagstone paths or walls, brick pavers, etc.
 - Utilizing IDOT standard drafting symbols and line weights, and indicating lot line intersections, lot numbers and common addresses.
 - Contour lines plotted throughout the project with high points or low points indicated between similar contours.
 - Plan views shown at a scale of 1" = 20'.
 - Providing compatible drawing files (AutoCAD Civil3D 2010 or later) on CD or other media approved by the Village. The Village will provide a template file and title block upon Consultant's request.
 - Obtain and include on final plans rim and invert elevations, pipe and conduit sizes of all culverts, manholes, inlets, valve vaults, etc., and elevations of roadway and driveway pavement over culverts.
 - Setting sufficient permanent control points ("PK" nails are acceptable) on the base line at 100 foot intervals which can be used to lay out construction stakes.
 - Placement of at least five benchmarks within the DBD.
- d. Final Plans shall include, but may not be limited to:

Village of Downers Grove – RFP for DBD Crosswalk and Accessibility Improvements (S-007)

- Cover Sheet
 - General Notes and Summary of Quantities
 - Typical Sections and Construction Details
 - Alignment, Ties and Benchmarks
 - Demolition Plan
 - Grading Plan
 - Utility Plan and Profile
 - Sediment Erosion, Sediment Control Plan
 - Traffic Control/Detour Plan
 - Restoration Plans
 - Cross-Sections
 - Any other plans as may be required to complete the work
- e. Cost estimate for 50%, 90% and final plans.
- f. Specifications and Special Provisions for any/all work items included in the final design plans, to be used in conjunction with the IDOT Standard Specifications for Road and Bridge Construction (SSRBC), and the Village's boilerplate contract documents.
- g. Permit Submittals - Application for any required permits (i.e. IEPA, DuPage County Stormwater Management, etc.) and coordination with all applicable agencies. The selected firm (Consultant) will be required to perform all necessary work (if required) to secure a stormwater permit from the Village of Downers Grove (as a complete waiver community). The Consultant must review the scope of the project and determine if any additional permits are necessary, and must include same in the proposal. All necessary permitting will be the responsibility of the Consultant unless specifically excluded in this RFP.
- h. The Consultant will be required to make qualified personnel available to answer questions throughout the bidding and construction process. Village Staff will prepare bid documents (with the exception of special provisions and specifications as may be required, which will be provided by Consultant), and will perform all bidding duties. Village Staff will also perform, or contract separately for, all construction administration and construction observation. Any additional material testing or sub-surface investigations will be procured by the Village.
- i. The Consultant shall furnish to the Village all project drawings, files, notes, calculations, survey data and documents in an electronic format on CDs suitable for making prints and copies of reports as required in above, all of which shall become the property of the Village for its use in the preparation of construction documents for the chosen alternative.
- j. The Proposer shall begin work on the project within seven (7) calendar days after receipt of the Notice to Proceed from the Village and shall abide by the deliverable schedule in section 3 of this RFP.

Village of Downers Grove – RFP for DBD Crosswalk and Accessibility Improvements (S-007)

2. PROPOSAL REQUIREMENTS**2.1 Quantity and Format**

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

- Cover Letter (optional)
- Project Understanding/Approach
- Proposed project schedule
- “Not to Exceed” Fee Proposal w/hourly breakdown.

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

2.2 Deadline and Proposal Disposition

Complete, sealed proposals shall be due **NOT LATER than 10:00 A.M. on May 25, 2016.** Proposals shall become the property of the Village of Downers Grove. The Village will maintain confidentiality of all received proposals, and not disclose information provided by prospective consultants with any other consultant, nor with the selected Consultant, unless otherwise required to be disclosed pursuant to the Freedom of Information Act.

2.3 Fee Proposal

The Village of Downers Grove prefers the method of compensation for professional services to be based on hourly-charged personnel rates plus expenses, with a Total “Not to Exceed” cost.

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

2.4 Consultant Selection

Consultant Selection will be based on the following:

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

Village of Downers Grove – RFP for DBD Crosswalk and Accessibility Improvements (S-007)

2.5 Pre-Proposal Field Review

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

3. **PROJECT DELIVERABLES**

3.1 General

The Consultant shall provide the following deliverables not later than the time specified:

- Constructible plans, specifications, special provisions, and cost estimates for Village-accepted improvement shall be provided to the Village, for its use, in a digital format approved by the Village. Plans shall be provided in AutoCAD Civil3D format (v.2010 or later), and as .pdf documents. The cost estimates shall be in Excel format. Specifications shall be word format.

3.2 Deliverable Quantities

- Five (5) 1-hour project coordination meetings at Public Works including kick off meeting, concept meeting, and progress meetings at 50%, 90% and 100% submittals.
- Two (2) 2-hour public meetings at Public Works or an alternate location within the Village.
- Three (3) 1-hour meetings at Public Works including pre-bid meeting, bid opening and preconstruction meeting.
- Documentation and evaluation of existing infrastructure due July 29, 2016
- Three (3) conceptual designs, including descriptions, exhibits, digital renderings, and rough cost estimates due August 19, 2016
- One (1) hard copy and (1) electronic copy of 50% plan set, Engineer's Opinion of Probable Cost (EOPC) and specifications due October 7, 2016
- One (1) hard copy and (1) electronic copy of 90% plan set, EOPC and specifications due November 25, 2016
- One (1) hard copy and (1) electronic copy of 100% plan set and EOPC and specifications due December 16, 2016
- One (1) CD containing electronic copies of all Final project files, drawings and any supporting documentation compatible with the programs listed above

4. **CONTACTS**

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

Tomasz Topor, PE
 Village of Downers Grove
 5101 Walnut Avenue
 Downers Grove, Illinois 60515
 Phone 630-434-5487
 Fax 630-434-5495

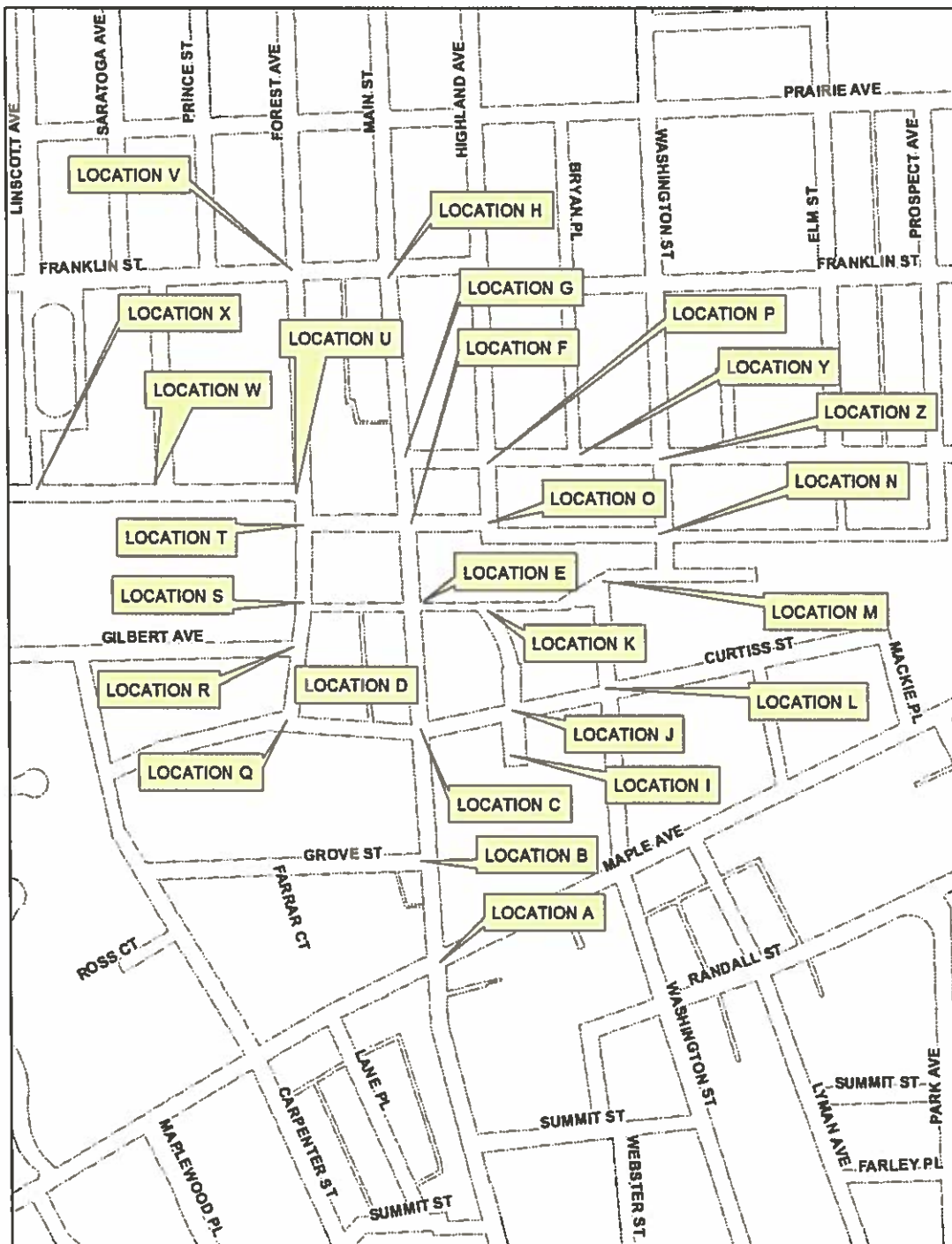
Village of Downers Grove – RFP for DBD Crosswalk and Accessibility Improvements (S-007)

5. Location Maps**Location Map**

- Location A – Intersection of Main St and Maple Ave
- Location B – Intersection of Main St and Grove St
- Location C – Intersection of Main St and Curtiss St
- Location D – Main St mid-block crosswalk b/w Curtiss St and Burlington Ave
- Location E – Intersection of Main St and Burlington Ave
- Location F – Intersection of Main St and Warren Ave
- Location H – Intersection of Main St and Franklin St
- Location I – Intersection of Mochel Dr and parking garage
- Location J – Intersection of Mochel Dr and Curtiss St
- Location K – Intersection of Mochel Dr and Burlington Ave
- Location L – Intersection of Washington St and Curtiss St
- Location M – Intersection of Washington St and Burlington Ave
- Location N – Intersection of Washington St and Warren Ave
- Location O – Intersection of Highland Ave and Warren Ave
- Location P – Intersection of Highland Ave and Rogers Ave
- Location Q – Intersection of Forest Ave and Curtiss St
- Location R – Intersection of Forest Ave and Gilbert Ave
- Location S – Intersection of Forest Ave and Burlington Ave
- Location T – Intersection of Forest Ave and Warren Ave (S)
- Location U – Intersection of Forest Ave and Warren Ave (N)
- Location V – Intersection of Forest Ave and Franklin St
- Location W – Intersection of Saratoga Ave and Warren Ave
- Location X – Intersection of Linscott Ave and Warren Ave
- Location Y – Intersection of Bryan Pl and Rogers St
- Location Z – Intersection of Washington St and Rogers St

Village of Downers Grove – RFP for DBD Crosswalk and Accessibility Improvements (S-007)

LOCATION MAP



Village of Downers Grove – RFP for DBD Crosswalk and Accessibility Improvements (S-007)



Village of Downers Grove – RFP for DBD Crosswalk and Accessibility Improvements (S-007)



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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.)



PROPOSAL OF SERVICES

Village of Downers Grove Downtown Business District
Crosswalk and Accessibility Improvements (S-007)

VILLAGE OF DOWNERS GROVE
MAY 25, 2016



SECTION 1



May 25, 2016

Tomasz J. Topor, PE
Staff Engineer II
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, IL 60515

**RE: Request For Proposal, Professional Services
Village of Downers Grove DBD Crosswalk and Accessibility Improvements
Project Number: S-007**

Dear Selection Committee:

We are pleased for the opportunity to respond to the Village of Downers Grove's Request for Proposal (RFP) for Crosswalk and Accessibility Improvements. DLZ has assembled a quality professional engineering team to prepare the Downers Grove DBD American with Disabilities Act (ADA) Compliance Assessment and Phase II Construction Documents. We are known for providing innovative ideas, exceptional technical work, and unmatched client service. DLZ's reputation for client satisfaction is best demonstrated by the fact that approximately 95% of our work comes from repeat clients which has resulted in DLZ being ranked by *Engineering News Record* as the No. 9 top design firm in the Midwest.

With more than 55 people employed in the Chicagoland region, and 600 companywide, we have completed numerous projects related to ADA compliance, and our staff includes professionals with proven experience, expertise, and ability to perform ADA compliance reviews and designs. This experience fosters interaction that develops creative and innovative solutions within the practical constraints of budget and schedule. DLZ has completed dozens of Phase I and Phase II projects for numerous municipalities and DOT's. We provide data collection services and prepare traffic, safety, and Phase I studies, Phase II construction documents, and Phase III Construction Management for DOT's, counties and local agencies throughout Illinois and the Midwest.

Nearly all of DLZ's engineering and architectural design projects have some aspect of **ADA compliance**. We have taken a special interest in the ADA to verify that our projects meet current ADA standards during design and that the design is carried forward into the construction phase. DLZ has provided dozens of clients with a variety of ADA training or self-evaluation services, and prepared numerous transition plans throughout the Midwest.

We appreciate the opportunity to submit our qualifications and look forward to discussing our approach in person with the Village of Downers Grove. If you have any questions, please do not hesitate to contact me 773.283.2600 or via email at grbrumm@dlz.com.

Respectfully,
DLZ ILLINOIS, INC.

Gregory Brumm, P.E.
Vice President

8430 West Bryn Mawr Avenue, Suite 100, Chicago, IL 60631 | **OFFICE** 773.283.2600 | **ONLINE** WWW.DLZ.COM



SECTION 2

PROJECT UNDERSTANDING & APPROACH

Village of Downers Grove
DBD Crosswalk and Accessibility Improvements (S-007)

Project Understanding

The DLZ Team understands that the following are goals for this project:

1. The Village is in the process of selecting a firm that specializes in the preparation of ADA Compliance Assessments and Phase II Construction Document Preparation for 26 intersections within the Downers Grove Downtown Business District (DBD) Crosswalk and Accessibility Improvements. The project locations and scope of improvements as detailed in the Village's RFP dated May 11, 2016 included in this package.
2. Evaluation of existing infrastructure within the DBD to document compliance issues related to ADA, PROWAG and Illinois Accessibility Code standards in order to identify and document areas in need of improvement.
3. Preparation of Three (3) Conceptual Designs detailing possible improvement options to bring the DBD into compliance with current standards. Conceptual designs will include descriptions, exhibits, digital renderings and cost estimates. Proposed improvements will include ADA Ramp reconstruction, crosswalk improvements and partial Traffic Signal modifications to bring pedestrian facilities and pushbuttons into compliance with current standards. It's anticipated that possible streetscape improvement may also be implemented to help create consistence of design and a unified identity for the DBD.
4. Develop a design that is innovative yet practical so that the proposed solutions can be expeditiously completed during construction and within budget while providing a finished product that is durable and lasting.
5. Effective communication and coordination with the Village of Downers Grove staff and DLZ project team.
6. Developing project documents that are thorough, and clearly present the design intent and requirements for the improvements to the DBD.
7. Prepare a design that will involve minimal disruption to existing utilities, local stakeholders, and DBD/Railroad traffic during construction.

Project Approach

A successful design project starts with the assignment of the appropriate number of experienced and trained staff that will be dedicated to the project through its successful completion. The DLZ Team anticipates performing design services as an extension of the existing Village Staff. The project team also needs experienced leaders who will provide the overall direction required on the project and will be the lead interface with the Village.

This work will involve: data collection, including an ADA Compliance Field Assessment and Topographic Survey; preparation of base maps and mosaics for the project area; Conceptual Design Options, including exhibits and renderings; Construction Documents for the preferred improvement alternate; project and construction cost estimates; public involvement, including meetings with Village staff, local stakeholders and the general public; Bidding Assistance; Permit Submittals and any other related work necessary to complete the DBD improvement project. Included in the above mentioned tasks will be a critical eye toward safety, complete streets and Village budgets. *The following describes individual tasks within our approach for this project:*

PROJECT MANAGEMENT

Critical to the control of any project is the integration of project management and administration and basic to this integration is effective communication. Careful attention to these elements results in proactive budget, quality, and schedule control. DLZ places strong emphasis on developing project management skills that focus on effective communication, performance expectations and quality management.

The project management and coordination for this contract will involve the following primary tasks: 1) develop and implement a management plan to meet the specific needs of this project, 2) provide proactive, decision-oriented

PROJECT UNDERSTANDING & APPROACH

Village of Downers Grove
DBD Crosswalk and Accessibility Improvements (S-007)

coordination between and within the DLZ Team and Village, 3) provide quality review for all products, and 4) provide cost control measures for budget accountability, including regular bi-weekly progress reports. These reports will be utilized by the DLZ project manager in communicating the status of all design tasks to the Village Staff. Periodic meetings, including an initial kick-off, after all plan submittals and other appropriate meetings to discuss design progress, alternatives and agency approval status will be conducted.

HOURS BUDGETED FOR THIS TASK = 40

KICK OFF & COORDINATION MEETING

Upon NTP the DLZ Team will meet with the Village staff to discuss the Village goals and critical success criteria. The purpose of the meeting is to ensure that the entire team, both DLZ and the Village, have the same understanding of design objectives, its complexity, and the specific design activities to be accomplished. DLZ will attend four (4) additional coordination meeting as outlined in Section 3.2 of the RFP.

HOURS BUDGETED FOR THIS TASK = 20

TASK 1.3A: IDENTIFICATION OF EXISTING CONDITIONS & COMPLIANCE ISSUES

It is expected that most of the “documented data” from existing state and federal databases on natural resources, historical and archaeological resources, CERCLIS sites and landfills, wetlands, water resources, Threatened and Endangered (T&E) species, parks, nature and forest preserves, and flood plains will have to be collected by DLZ, or provided by the Village if previously compiled. Information not provided by the Village would be obtained as part of the assignment.

In addition, a comprehensive ADA Compliance Field Assessment will be conducted to determine compliance issues within the project area. The following is a list of fairly common issues which will be documented in order to prioritize required improvements, prepared conceptual designs, and develop a recommend implementation plan.

- Detectable warning issues including missing entirely, installed incorrectly or not full width of the ADA ramps
- No level landing area (min of 4' x 4'), with max 1:50 (2%) slope in any direction, at the top and bottom of each ramp for change in pedestrian direction.
- Slopes of curb ramps exceeding 1:12 (8.33%), and length of curb ramps exceeding 15' long.
- Non-compliant railroad crossing, missing warning plates at pedestrian gate, and over ½" elevation change along route.
- Excessive cross slope of sidewalk (greater than 2%) at driveways.
- Pedestrian pushbutton not accessible from sidewalk or more than 10' from the curb depression.
- Obstructions within the sidewalk which do not provide minimum 48" clear width in the public right-of-way.
- Areas of sidewalk, ramp, and crosswalk deterioration, including surface type. (i.e. concrete, decorative concrete paver, Hot Synthetic Patterned Textured Pavement)



Based on the findings of the field assessment, DLZ will categorize the improvement needs into three separate categories: 1) minor to no grade changes required; 2) surface improvements requiring grade changes; and 3) surface improvements requiring grade changes and possible impacts to areas outside of the ROW.

HOURS BUDGETED FOR THIS TASK = 24

PROJECT UNDERSTANDING & APPROACH

Village of Downers Grove
DBD Crosswalk and Accessibility Improvements (S-007)

TASK 1.3B: CONCEPTUAL DESIGN

DLZ will prepare three conceptual designs for the DBD improvements including project narratives, exhibits, digital renderings and cost estimates. Based on a site visit by DLZ staff there are currently a variety of curb ramp and crosswalk treatments within the project area. Some of the curb ramps are concrete, while many others are framed decorative concrete pavers of a couple different styles. Crosswalks vary from asphalt, concrete with paver/concrete frame, to Hot Synthetic Patterned Textured Pavement. Many of the decorative concrete paver ramps appear to have been installed within the last 5-10 years and are showing signs of deterioration.



Conceptual design options could include stamped concrete ramps (excluding detectable warning plates) which would give a similar decorative appearance with less maintenance issues than the concrete pavers. One design alternate would include minimum work required to bring DBD into compliance with current ADA, PROWAG, and IL Accessibility Code standards. The other 2 alternates would include options for standardizing all ramp and crosswalk treatments within the project area to bring a unified identity to the DBD. Sample surface finishes and renderings will accompany each alternative.

HOURS BUDGETED FOR THIS TASK = 52

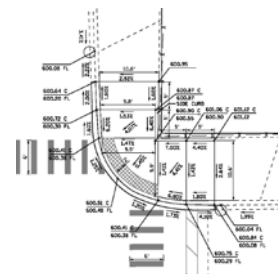
TASK 1.3C: TOPOGRAPHIC SURVEY

DLZ will prepare full topographic field survey suitable for design in accordance with Section 1.3c of the Village RFP.

HOURS BUDGETED FOR THIS TASK =236

TASK 1.3D: CONSTRUCTION DOCUMENTS

Based on the selected design alternate(s) and proposed implementation plan, DLZ will prepare construction documents for the proposed improvements at the 26 intersection. Construction plans and necessary details will be prepared which detail all proposed improvements within the project area. Plans will be provided to the Village at 50%, 90%, and Final Plan Submittals for design reviews and coordination. For ramp and crosswalk improvement with minimal grade changes, improvement locations, standard details and plan quantities could be provided. Whereas other areas will require detailed ADA ramp designs detailing all grades, curb ramps, landing areas, side curbs, and detecable warning locations.



During our Pre-Proposal Field Review, DLZ visited the downtown business district of Downers Grove to inspect existing traffic signals, which are installed at 5 of the 26 subject locations, all along Main St. We determined that all 5 intersection would benefit from improved pedestrian pushbutton placement or replacement to meet current PROWAG and MUTCD standards. At least one pushbutton at each intersection is located further than the allowed maximum of 10' from the back of curb. Additionally, many do not meet the recommended 10' of separation between each pushbutton. DLZ recommends partial traffic-signal modernization at the locations reference in the provided chart.

LOCATION	CROSS STREET
A	Maple Ave.
C	Curtiss St.
E	Burlington Ave.
F	Warren Ave.
H	Franklin St.

HOURS BUDGETED FOR THIS TASK =444

PROJECT UNDERSTANDING & APPROACH

Village of Downers Grove
DBD Crosswalk and Accessibility Improvements (S-007)

TASK 1.3E: COST ESTIMATES

DLZ will prepare Engineer's Estimates of probable cost for the 50%, 90% and Final Plan Submittals

HOURS BUDGETED FOR THIS TASK =26

TASK 1.3F: SPECIFICATIONS AND SPECIAL PROVISIONS

DLZ will prepare Specifications and Special Provisions for any/all work items included in the final design plans, to be used in conjunction with the IDOT Standard Specifications for Road and Bridge Construction (SSRBC), and the Village's boilerplate contract documents.

HOURS BUDGETED FOR THIS TASK =24

TASK 1.3G: PERMIT AUTHORIZATIONS

DLZ will assist the Village in determining necessary permits from IEPA, FEMA, IDNR, DuPage County, etc. DLZ will prepare permit applications as necessary and coordinate with these agencies in order to secure the required permit authorizations.

HOURS BUDGETED FOR THIS TASK =20

TASK 1.3H: CONSTRUCTION/BIDDING ASSISTANCE

Once the Final Construction Documents have been approved by the Village and necessary permit authorizations have been secured, the DLZ team will assist the Village in the bidding process. We will attend a pre-bid meeting with Village staff and the bidding contractors. Following the pre-bid meeting, we will assist in addressing all bidder RFIs as necessary to clarify the plans, specifications and contract documents. Any necessary addenda will also be prepared for submittal to the plan holders. DLZ will also attend the bid opening and pre-construction meetings conducted by the Village.

HOURS BUDGETED FOR THIS TASK =26

PUBLIC INVOLVEMENT

Public involvement activities will include meetings with local affected businesses, residents and schools. The initial meeting will be conducted early in the design process to obtain insight and feedback from the various stakeholders. DLZ will attend one additional public meeting to present the preferred plan to educate the stakeholders on the details of the proposed improvements. DLZ has extensive experience working with transportation officials on projects to ensure that public participation programs inform and educate all critical audiences and provide ample opportunities for feedback. A good public involvement program ensures that public input is integrated into the planning and design process.

HOURS BUDGETED FOR THIS TASK = 16

QA/QC

DLZ will conduct Project Quality Assurance/Quality Control reviews prior to each of the plan submittal.

HOURS BUDGETED FOR THIS TASK = 48



SECTION 3



PROPOSED PROJECT SCHEDULE

Proposed Work Schedule											
DBD Crosswalk and Accessibility Improvements											
Village of Downers Grove, Illinois											
Assumes NTP June 13, 2016											
Task Description	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
1 Project Meetings											
Coordination Meetings (1-hr) at Public Works, 5 total											
- Project Kickoff Meeting											
- Concept Meeting											
- Progress Meeting: 50%, 90%, and 100% submittals											
Public Meetings (2-hr), 2 total											
Pre-bid, Bid Opening, and Preconstruction Meeting (1-hr), 3 total											
2 Existing Conditions											
Obtain Existing Information from City											
Conduct Field Reconnaissance and Investigations											
Develop Existing Condition Documentation Results (Due 07/29/16)											
3 Contract Plans/Specs/Estimate											
Prepare 3 Conceptual Designs - Exhibits/Renderings/Estimate (Due 08/19/16)											
- Submit to Village for Review											
50% Plan Set/EOPC/Specs (Due 10/07/16)											
- Submit to Village for Review											
90% Plan Set/EOPC/Specs (Due 11/25/16)											
- Submit to Village for Review											
100% Plan Set/EOPC/Specs (Due 12/16/16)											
- Submit to Village for Review											
Submit Final Project Files											
Proposed Target Schedule: 8 Months											

Indicates Work Period for Each Task
 Indicates Village Review Period



SECTION 4



FEE PROPOSAL

FEE JUSTIFICATION
Village of Downers Grove
RFP for DBD Crosswalk and Accessibility Improvements (S-007)

May 25, 2016

DLZ ILLINOIS, INC

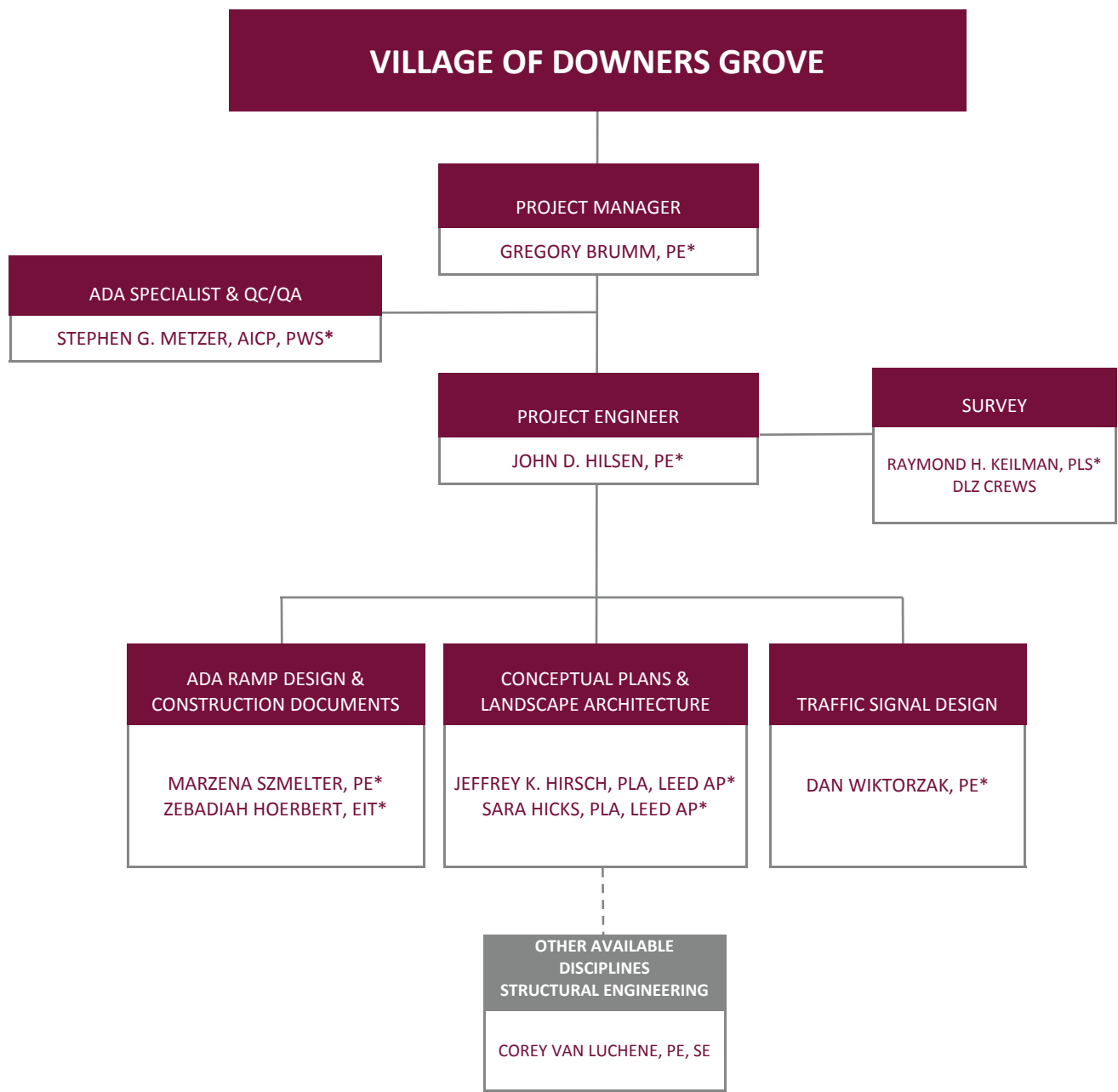
Tasks	DEPT.	PROJ.	ENGR.	ENGR.	LA	Technician	Surv Crew	PLS	Clerical	TOTAL HOURS /TASK	TOTAL DOLLARS /TASK
	MGR.	MGR.	IV	II	III						
Project Management		20							20	40	\$4,100.00
Kickoff & Coordination Meetings		10	10							20	\$2,800.00
1.3a: Documentation and Evaluation of Existing Infrastructure		4	20							24	\$3,360.00
1.3b: Three conceptual designs including descriptions, exhibits, digital renderings, and rough cost estimates.	4				48					52	\$5,400.00
1.3c: Topographic Survey						75	91	70		236	\$24,570.00
1.3d: 50% Construction Plans			54	80		84				218	\$22,240.00
1.3d: 90% Construction Plans			30	30	26	40				126	\$12,900.00
1.3d: Final Construction Plans			30	30		40				100	\$10,300.00
1.3e: Cost Estimates for 50%, 90% and Final Plans			12	14						26	\$3,220.00
1.3f: Specifications & Special Provisions			12	12						24	\$3,000.00
1.3g: Permit Submittals			10	10						20	\$2,500.00
1.3h: Bidding and Construction Assistance			20							20	\$2,800.00
Pre-bid, Bid Opening & Pre-construction Meetings		6								6	\$840.00
Public Meetings		8	8							16	\$2,240.00
QC/QA		24	24							48	\$6,720.00
TOTAL - HOURS:	4	72	230	176	74	239	91	70	20	976	\$106,990.00
DLZ HOURLY RATES - 2016	\$150.00	\$140.00	\$140.00	\$110.00	\$100.00	\$70.00	\$120.00	\$120.00	\$65.00		
TOTAL FEE	\$600.00	\$10,080.00	\$32,200.00	\$19,360.00	\$7,400.00	\$16,730.00	\$10,920.00	\$8,400.00	\$1,300.00		\$106,990.00
OTHER DIRECT COSTS											\$796.80
TOTAL FEE (rounded)											\$107,800.00

OTHER DIRECT COSTS				
	Roundtrip Miles	# of Trips	Cost/mile	
1.3a		40	2	\$43.20
1.3b		40	1	\$21.60
1.3c		40	10	\$216.00
1.3d	printing			\$300.00
Meetings		40	10	\$216.00
TOTAL DIRECT COSTS:				\$580.80
TOTAL DIRECT COSTS:				\$796.80



SECTION 5

ORGANIZATION CHART



* Resumes Included w/ RFQ

DLZ TEAM

Project Leadership

The **Project Manager** will be **Greg Brumm, PE** of DLZ who has over 25 years of diversified design and construction experience for roadway improvement projects including innovative projects for the DOT's and local agencies. His design and management experience includes Phase I Studies, Phase II Design Documents and Phase III Construction Management with projects ranging from single intersections to major freeway reconstruction projects. His extensive experience gives him an overall understanding of the design and construction process and the ability to foresee possible issues. He will be a valuable asset to the design team and his knowledge will help keep the project moving in the right direction, on schedule and within budget.

Lead ADA Specialist and QC/QA for this project is **Stephen Metzger, AICP, PWS**. He has been involved with Americans with Disabilities Act (ADA) accessibility tasks for many travel routes (sidewalks, trails, etc.), parking lots, buildings, and transit stops. He has managed or been involved in nearly every ADA project at DLZ, which includes evaluations of dozens of parks, hundreds of miles of sidewalks, thousands of curb ramps, and hundreds of buildings and parking lots. Mr. Metzger is DLZ's lead ADA Specialist and trains our staff as well as clients on the various ADA requirements and design standards.

The **Project Engineer** will be **John Hilsen, PE**. He has over 16 years of experience in the field of Civil and Transportation Engineering. As a Project Manager and Design Engineer, he has been responsible for the design and management of road improvement, residential, and commercial projects, including the preparation of Civil Engineering plans and specifications for various road improvement projects in the Chicago/Northwest Indiana region, designing drainage, road geometrics, ADA ramp designs, and roadway profiles and cross-sections.

Workload / Capacity

DLZ has assembled a team that is very knowledgeable in ADA compliance analysis and design for both new and existing facilities. We are able to commit resources to projects to meet schedules that are negotiated for each task. In addition to the key individuals identified in the Organizational Chart, DLZ has staff that can assist should the need arise for any reason. As one cohesive unit, the team has the capacity to execute the design services for the DBD Improvements to the highest standards as expected by the Village.

Key team personnel for all disciplines will be involved in the negotiations to ensure a thorough understanding of the project. An in-house kick-off meeting will be held with all members of the Project Team at the start of the work. At this meeting, a work plan will be distributed to all members. The work plan, assembled by the Project Manager is a live document that will include the scope of the major work tasks, the project schedule and milestones, and the established QC/QA procedures. The details of the plan will be discussed and reviewed so that all members are aware of their responsibilities. Weekly meetings will be held for all team members to discuss the progress of the work.

COMMITMENTS OF KEY PERSONNEL

CURRENT AND FUTURE COMMITMENTS

NAME OF KEY PERSONNEL	NAME OF PROJECT	% OF TIME COMMITTED TO CURRENT PROJECT	DATE PROJECT COMPLETED	% OF TIME TO BE DEVOTED TO THIS PROJECT
GREG BRUMM, PE (PROJECT MANAGER)	PTB 159/9 IL 53	10%	2/2017	20%
	PSB 13/1 I-13-4106	20%	11/2016	
	PSB 14-1 (RR-13-5660)	20%	1/2017	
	PSB 15-2 (1-15-4654)	10%	3/2019	
STEPHEN A. METZER, AICP, PWS (ADA SPECIALIST)	Bartholomew Co. ADA Plan	5%	11/2016	20%
	I-75 Wetland Design	15%	02/2017	
	PIK-220 Categorical Exclusion	5%	07/2016	
	Grand River Wetland Design	5%	09/2016	
	Portage Creek Watershed Plan	10%	12/2016	
JOHN HILSEN, PE (PROJECT ENGINEER)	PTB 172/6 IDOT Various	10%	12/2016	75%
	PTB 154/13 IL 68	5%	5/2016	
	PTB 159/9 IL 53	25%	5/2016	
	Middle Urbana Rd	15%	5/2016	
	Williams Street	15%	5/2016	
	IDOT Various Design & Traffic Studies	15%	12/2016	
MARZENA SZMELTER, PE (DESIGN ENGINEER)	ISTHA I-13-4166	2%	12/2016	75%
	PSB 15-2 (1-15-4654) Middle Urbana Rd	25%	6/2017	
	Williams Street	25%	5/2016	
	Williams Street	25%	5/2016	
SARA HICKS, PLA, LEED (LANDSCAPE ARCHITECT)	South Whitley Curb Ramp & Sidewalk Improv.	5%	7/2016	40%
	Van Buren Co. Courts	15%	9/2016	
	Bartholomew Co. ADA	25%	9/2016	
	Huntington Amphitheater	15%	11/2016	



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

APPENDIX

TRAFFIC SIGNAL DESIGN ALTERNATE

DLZ has been notified by the Village of Downers Grove that record traffic signal plans may not be available for the intersections listed below.

LOCATION	CROSS STREET
A	Maple Ave.
C	Curtiss St.
E	Burlington Ave.
F	Warren Ave.
H	Franklin St.

In the event that traffic signal installation record documents are not available, DLZ may be asked by the Village to recreate existing plans based on information available in the field and gathered from outside sources. This scope and fee shall be added to the Proposal of Services, Village of Downers Grove Downtown Business District Crosswalk and Accessibility Improvements (S-007) May 25, 2016. DLZ will complete all work necessary to recreate traffic signal plans for the subject intersections.

Associated hours per intersection and included tasks are as follows:

ITEM 1-3

STANDARD INTERSECTION (Locations: A, C, H)

TASK	HOURS/ INTERSECTION
FIELD SITE REVIEW	2
TRAFFIC SIGNAL PLAN	8
CABLE PLAN	8
QA/QC	4
PROJECT MANAGEMENT	1
TOTAL (PER INTERSECTION)	23
TOTAL (3 INTERSECTIONS)	69

ITEM 4

RAILROAD INTERSECTION (Locations: E, F)

TASK	HOURS
FIELD SITE REVIEW	4
TRAFFIC SIGNAL PLAN	16
CABLE PLAN/SEQ OF OPERATION	24
QA/QC	8
PROJECT MANAGEMENT	2
TOTAL	54

Railroad intersections E and F shall be treated and designed as one installation since the both are operated by one traffic signal controller.

ITEM 5

INTERCONNECT (Optional)

TASK	HOURS
INTERCONNECT PLAN VIEW	20
INTERCONNECT SCHEMATIC	20
TOTAL	40

Preparation of interconnect plans will not be required for this project. In the event that the Village requests to recreate record documents for the existing interconnect between the subject intersections, DLZ will generate an existing interconnect plan and schematic for an additional 40 hours.



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

Village of Downers Grove
DBD Crosswalk & Accessibility
Improvements
S-007
Page 2 of 2

SUBMITTAL PROCESS

It has been assumed that there will be three project submittals: 1) preliminary submittal after field reviews are completed and recommendations on required equipment modification have been developed, 2) pre-final plans and 3) final plans.

Submittals of the pre-final and final plans will also be made to Illinois Commerce Commission (ICC) due to the BNSF railroad crossing being interconnected with the traffic signals of Main St. at Burlington Ave. and Warren Ave.

Allotted hours for all traffic signal submittals and related meetings with the Village have been included along with the following work items.

- A. Field Visits – Conduct field inspection of existing traffic signal installations and field verification of existing signal plans. Evaluate existing pedestrian clearance interval time (3.5ft/sec max. allowed). Inventory and photograph existing controller cabinet and traffic signal equipment. Coordinate with and provide specific recommendations to Village staff for signal modernization based on observed field conditions. Proposed equipment upgrades may include: replace old style pedestrian pushbuttons and signs, install pedestrian post to provide better placement, new post foundations, new conduit and cable, relocate existing pushbutton to new location. In addition to the above listed proposed equipment upgrades, additional items such as uninterruptible power supply (UPS) may be added to the installation if desired by the Village without added design costs.
- B. Prepare new traffic signal and cable plans to show the proposed modifications to the existing installation.

- C. Quantities will be calculated for each location and specifications will be prepared as necessary.
- D. DLZ will complete a QA/QC review for all traffic signal plans and quantities.
- E. Project management will include internal project scheduling, project invoicing and project team meetings.
- F. Preparation of plans for Temporary Traffic Signal installations will not be required for this project and is not included in the scope.

In the event that the Village is able to locate traffic signal record drawings for one or more of the subject intersections prior to the start of signal modernization plans, the corresponding ITEM will no longer be applicable. Additionally, ITEM 5 is optional. Should the Village elect to have this work performed, DLZ will proceed after written authorization.

No other services or responsibilities are inferred or implied in the Scope of Services except those expressly set forth above. Consultant shall not be obligated to provide nor entitled to compensation for any services except those set forth above or as otherwise agreed to in writing.

Respectfully,

DLZ ILLINOIS, INC.

Gregory Brumm, P.E.
Vice President

enc: Fee Justification for Traffic Design Alternate

FEE JUSTIFICATION
Village of Downers Grove
RFP for DBD Crosswalk and Accessibility Improvements (S-007)
Traffic Signal Design Alternate

June 23, 2016

DLZ ILLINOIS, INC

Tasks										TOTAL HOURS /TASK	TOTAL DOLLARS /TASK
	DEPT. MGR.	PROJ. MGR.	ENGR. IV	ENGR. II	LA III	Technician	Surv Crew	PLS	Clerical		
ITEM 1 - Standard Intersection (Location A)		5	10			8				23	\$2,660.00
ITEM 2 - Standard Intersection (Location C)		5	10			8				23	\$2,660.00
ITEM 3 - Standard Intersection (Location H)		5	10			8				23	\$2,660.00
ITEM 4 - Railroad Intersection (Location E&F)		10	24			20				54	\$6,160.00
SUBTOTAL - HOURS:		25	54			44				123	\$14,140.00
ITEM 5 - Interconnect (Optional)			20			20				40	\$4,200.00
TOTAL - HOURS:		25	74			64				163	\$18,340.00
DLZ HOURLY RATES - 2016	\$150.00	\$140.00	\$140.00	\$110.00	\$100.00	\$70.00	\$120.00	\$120.00	\$65.00		
TOTAL FEE		\$3,500.00	\$10,360.00			\$4,480.00					\$18,340.00
OTHER DIRECT COSTS											
TOTAL FEE (rounded)											\$18,400.00

OTHER DIRECT COSTS					
			Roundtrip Miles	# of Trips	Cost/mile
1.3a					\$0.54
1.3b					\$0.54
1.3c					\$0.54
1.3d					
Meetings					\$0.54
TOTAL DIRECT COSTS:					
TOTAL DIRECT COSTS:					

Village of Downers Grove – RFP for DBD Crosswalk and Accessibility Improvements (S-007)

V. PROPOSAL/CONTRACT FORM

*****THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

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

PROPOSER:	
<u>DLZ Illinois, Inc.</u>	Date: <u>5/24/2016</u>
Company Name	<u>gbrumm@dlz.com</u>
<u>8430 West Bryn Mawr Ave., Ste. 100</u>	Email Address
Street Address of Company	<u>Gregory R. Brumm, PE</u>
<u>Chicago, Illinois 60631</u>	Contact Name (Print)
City, State, Zip	<u>773.283.2600</u>
<u>773.283.2600</u>	24-Hour Telephone
Business Phone	<u><i>Gregory R. Brumm</i></u>
<u>773.283.2602</u>	Signature of Officer, Partner or Sole Proprietor
Fax	<u>Gregory R. Brumm, PE, Vice President</u>
	Print Name & Title
ATTEST: If a Corporation	
<u><i>Ron V. Rejcek</i></u>	
Signature of Corporation Secretary	

VILLAGE OF DOWNERS GROVE:

 Authorized Signature

 Title

 Date

ATTEST:

 Signature of Village Clerk

 Date

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

Village of Downers Grove – RFP for DBD Crosswalk and Accessibility Improvements (S-007)



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: DLZ Illinois, Inc.
 ADDRESS: 8430 West Bryn Mawr Ave., Suite 100
 CITY: Chicago
 STATE: Illinois
 ZIP: 60631
 PHONE: 773.283.2600 FAX: 773.283.2602
 TAX ID #(TIN): 31-1683105

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

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

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

TYPE OF ENTITY (CIRCLE ONE):

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

SIGNATURE: Duzy R Brunner DATE: 5/24/2016

Village of Downers Grove – RFP for DBD Crosswalk and Accessibility Improvements (S-007)

PROPOSER'S CERTIFICATION

DBD Crosswalk and
With regard to Accessibility Improvements, proposer DLZ Illinois, Inc. hereby certifies
(Name of Project) (Name of Proposer)
the following:

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

BY: *Darryl R. Brunner*
Proposer's Authorized Agent

3	1	-	1	6	8	3	1	0	5
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FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 24 day of May, 2016



Mona Croitoru
Notary Public

(Fill Out Applicable Paragraph Below)

Village of Downers Grove – RFP for DBD Crosswalk and Accessibility Improvements (S-007)

(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 DLZ Illinois, Inc., and the full names of its Officers are as follows:

President: Joseph Zwierzynski

Secretary: Ram Rajadhysaksja

Treasurer: Vicki Briggs

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

(b) Partnership

Signatures and Addresses of All Members of Partnership:

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

(c) Sole Proprietor

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

Village of Downers Grove – RFP for DBD Crosswalk and Accessibility Improvements (S-007)

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 Greyling Insurance Brokerage, Huntington Insurance, Inc.

Agent Carly Underwood

Street Address 3780 Mansell Road, Suite 370

City, State, Zip Code Aplharetta, GA 30022

Telephone Number 770.552.4225

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

Print Name of Company: DLZ Illinois, Inc.

Print Name and Title of Authorizing Signature: Gregory Brumm, Vice President

Signature: 

Date: 5/24/2016

Village of Downers Grove – RFP for DBD Crosswalk and Accessibility Improvements (S-007)

Suspension or Debarment Certificate
--

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

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

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

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

Company Name: DLZ

Address: 8430 West Bryn Mawr Ave., Suite 100

City: Chicago, IL Zip Code: 60631

Telephone: () 773.283.2600 Fax Number: () 773.283.2602

E-mail Address: gbrumm@dlz.com

Authorized Company Signature: 

Print Signature Name: Gregory Brumm PE Title of Official: Vice President

Date: 5/24/2016

Village of Downers Grove – RFP for DBD Crosswalk and Accessibility Improvements (S-007)

CAMPAIGN DISCLOSURE CERTIFICATE

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

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

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

By signing the bid documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

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


Signature

Gregory Brumm PE
Print Name

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

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name