

VILLAGE OF DOWNERS GROVE
Report for the Village Council Meeting
5/2/2017

SUBJECT:	SUBMITTED BY:
Engineering Services for Stormwater Local Drainage Project #1 Black Oak Drive and Candlewood Drive	Nan Newlon Director of Public Works

SYNOPSIS

A motion is requested to award a contract for engineering services to Ciorba Group, Inc., of Chicago, Illinois in the amount of \$54,989.00 for stormwater local drainage project #1, Black Oak Drive and Candlewood Drive (SW-080). The amount includes a 10% contingency.

STRATEGIC PLAN ALIGNMENT

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

FISCAL IMPACT

The FY17 Budget includes \$80,000 in the Stormwater Fund (Page 4-21, Line 18) for this project.

RECOMMENDATION

Approval on the May 2, 2017 consent agenda.

BACKGROUND

The area that includes Black Oak Drive, between Saratoga and Candlewood Drive, was identified in the Village's 2014 Stormwater Project Analysis as lacking "Service Level Drainage". A project location map is attached. Runoff from areas to the south of Site 1 flow un-detained between several homes. Inadequate storm sewer and overland flow routes have resulted in flooding of the street and yards.

To address these issues staff reviewed proposals from five (5) pre-qualified engineering firms to complete engineering and surveying services. These services include a topographic survey, drainage study and preparation of construction drawings to improve drainage.

After reviewing the proposals, Ciorba Group, Inc. was identified as the firm that best meets the needs of the Village. Village staff recommends award of this contract for professional services to Ciorba Group, Inc. based on their understanding of the project, capability to perform the work, experience with similar projects, and proposed fee.

ATTACHMENTS

Contract Documents
Location Map

VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY

INITIATED: Public Works DATE: May 2, 2017
(Name)

RECOMMENDATION FROM: _____ FILE REF: SW-080
(Board or Department)

NATURE OF ACTION:

STEPS NEEDED TO IMPLEMENT ACTION:

- Ordinance
- Resolution
- Motion
- Other

Motion to authorize execution of a contract for engineering and survey services for local drainage project #1, (Black Oak and Candlewood) to Ciorba Group, Inc. in the amount of \$49,990.00 plus 10% contingency in the amount of \$4,999.00 for a total not-to-exceed \$54,989.00.



SUMMARY OF ITEM:

Adoption of this motion shall authorize execution of a contract for engineering and survey services for local drainage project #1, (Black Oak and Candlewood) to Ciorba Group, Inc. in the amount of \$49,999.00 plus 10% contingency in the amount of \$4,999.00 for a total not-to-exceed \$54,989.00.

RECORD OF ACTION TAKEN:



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: Ciorba Group, Inc.

Project Name: Stormwater Management Engineering Services for Black Oak Drive

Proposal No.: SW-080-77

Proposal Due: Tuesday, March 28, 2017 @ 10:00 A.M. –
Public Works Facility, 5101 Walnut Avenue
Downers Grove, IL 60515

Pre-Proposal Conference: Not Required

Required of Awarded Contractor:

Certificate of Insurance: Yes

Date Issued: Monday, March 13, 2017

This document consists of 30 pages.

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

KERRY BEHR, PE, CFM
STORMWATER ADMINISTRATOR
VILLAGE OF DOWNERS GROVE
5101 WALNUT AVENUE
DOWNERS GROVE, IL 60515
PHONE: 630/434-5489
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.

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 **Tuesday, March 28, 2017 @ 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: KERRY BEHR, PE, CFM, in a sealed envelope marked "SEALED PROPOSAL for STORMWATER MANAGEMENT ENGINEERING SERVICES FOR BLACK OAK DRIVE." 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

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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, 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.

II. TERMS AND CONDITIONS

5. VILLAGE ORDINANCES

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

6. USE OF VILLAGE'S NAME

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

7. INDEMNITY AND HOLD HARMLESS AGREEMENT

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

8. NONDISCRIMINATION

- 8.1 Proposer shall, as a party to a public contract:
- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
 - (b) By submission of this Proposal, the Proposer certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11136 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.
- 8.2 It is unlawful to discriminate on the basis of race, color, sex, national origin, ancestry, age, marital status, physical or mental handicap or unfavorable discharge for military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Secs. 2000 et seq., The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101et. seq., and The Americans With Disabilities Act, 42 U.S.C. Secs. 12101 et. seq.

9. SEXUAL HARASSMENT POLICY

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

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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 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 five (5) 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 termination. 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 Kerry Behr, Downers Grove Public Works, 5101 Walnut, 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 contractor(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 with the exception of the unit prices for 100-linear feet of right-of-way survey and additional ½ acre of private property survey. 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. The unit prices provided will be used to increase the contract value beyond the "not-to-exceed" price.

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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 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 Ave.
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.)

III. DETAIL SPECIFICATIONS

1. REQUEST

1.1 The Village of Downers Grove (Village) is requesting Proposals for professional services from previously-qualified engineering firms (CONSULTANT) to provide stormwater management engineering services for the projects identified within this RFP. 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

As part of the Village's 2014 Stormwater Project Analysis, the Village set a goal to provide a minimum uniform standard of Drainage Infrastructure to all properties within the Village. A standard storm event that would be greater than 95% or more of all separate rainfall events that occur in an average given year was defined as the "Service Level Drainage Event." The 2-year, 6 hour event is to be served by new storm sewers. The 10-year, 6 hour event is to be served by a combination of storm sewers and overflow swales or ditches. The full report with details can be found at:

<http://www.downers.us/govt/village-budget/stormwater-project-analysis-report-2014>

One of the projects identified in the 2014 Stormwater Project Analysis is Site 1 – Black Oak between Saratoga and Candlewood. The Village is now requesting topography, concept plans, preliminary plans, final engineering plans, specifications and establishment of a benchmark for the project.

Runoff from areas to the south of Site 1 flow un-detained between several homes. Inadequate storm sewer and overland flow routes have resulted in flooding. Primary houses affected are 3831, 1051, and 1061 Candlewood Drive. Runoff then ponds in the street in front of 1051 Candlewood until that time it overflows between homes at 3810 and 1080 Candlewood Drive. It is then conveyed west via a rear yard drainage system.

Solutions may include, but are not limited to:

- Regrading of swale on the west side of 3800 Highland parking lot to ensure flow is conveyed into their detention system
- Defining an overland flow path beginning in the rear yards of 3831/1051 Candlewood
- Additional storm sewer and/or inlets in rear yard and in street
- Flood-proofing recommendations for select residents.

Firms shall provide a project scope, as detailed in Section 1.3, for the following components:

1. Topographic survey of study area specified in Exhibit A which shall include sufficient survey of the problem areas to install proposed storm sewer and establishment of overland flow routes.
2. Drainage study/report of existing conditions as they relate to adequate conveyance of the "Service Level Drainage Event", conceptual plans (maximum of two

Village of Downers Grove – Stormwater Engineering Services, Site 1 – Black Oak Drive

alternatives) and associated cost estimates to bring the site up to the recommended level of service.

3. Preliminary plans (50%), pre-final plans (90%), final engineering plans and specifications, and cost estimates for the project area Site 1.
4. Establishment of one permanent DuPage County benchmark.
5. Price per 100-linear feet of additional right-of-way topographic survey, if required
6. Price per ½ acre for additional topographic survey on private property, if required

A separate cost shall be provided for each of the above components and shall be provided in a separate sealed envelope.

1.3 Scope and Schedule

1. Topographic Survey

All topographic information acquired as necessary to support a constructible plan set in the future for areas identified in Exhibit A (approximately 520 linear feet of right-of-way and 4.6 acres of private property). The topographic survey shall be performed by an Illinois-licensed surveyor and shall include:

- Reference lines parallel to right-of-way lines. Base lines stationing south to north and west to east.
- Existing centerline elevations shall be shown at low points, high points, other significant slope breaks, and at a maximum interval of twenty-five (25) feet.
- Field survey work encompassing the entire right-of-way width of those streets noted. Where the primary right-of-way surveys are shown crossing other rights-of-way which are not to be fully surveyed, the right-of-way crossed by the primary survey shall be surveyed for a length of 100 feet outside the primary right-of-way line extended, in both directions, to show the complete intersection. The survey shall also include a minimum 15-foot width (or greater if specified) of the private property adjoining each side of the right-of-way (ROW), and 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 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 data of the identified segments in AutoCAD Civil3D (v.2013 or later) supplied to the Village. Plans shall be provided to the Village, for its use, in a digital format approved by the Village. Data shall be provided in AutoCAD Civil3D format (2013 or later), and as .pdf documents. Surface data shall also be provided. Copies of all support files (.shx, .ctb., .xml, 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; i.e., gas, electrical, and telephone, and sewers. No digging for elevation verification of utilities will be required.

Village of Downers Grove – Stormwater Engineering Services, Site 1 – Black Oak Drive

- Supply detailed information for all storm and sanitary sewer structures, pipes, culverts, end sections, etc., water valves, hydrants, etc. within survey limits, and nearest downstream structure outside of survey limits, including rim and invert.
- 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 features; i.e., mailboxes, utility poles, driveway, culvert headwalls, culverts, sidewalks, sump pump outlets, etc.
- Locations of all landscape materials; i.e., bushes, trees (2" diameter and larger), flower beds, etc. Tree sizes (2" diameter and larger) shall be measured four and one-half feet (diameter breast height) above the highest ground level at base of tree. Note locations of landscape timbers, flagstone paths or walls, brick pavers, etc.
- Utilizing IDOT standard drafting symbols and line weights, and indicating lot line intersections, lot numbers and common addresses.
- Contour lines plotted throughout the project with high points or low points indicated between similar contours.
- Providing compatible drawing files (AutoCAD Civil3D 2013 or later) on compact disk or other media approved by the Village.
- 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 two temporary benchmarks located outside the limits of construction at each final design site area.
- Prepare two (2) plats of easements (Village to provide easement template).

2. *Drainage Study/Report*

Desired activities shall include:

- Drainage report identifying areas without “Service Level Drainage Event” infrastructure.
- Conceptual level plans/exhibits/cost estimates showing proposed improvements within the drainage area (maximum of two alternatives)
- Identify potential grant opportunities for implementation of any the proposed solutions
- Identify permits or agency approvals and estimated fees that may apply to each proposed solution along with pros/cons associated with each solution
- Anticipate one (1) meeting with Village staff to discuss project alternatives and one (1) possible residential meeting hosted by the Village

3. *Preliminary Plans/Pre-Final Plans/Final Engineering/Plans/Specifications*

The Consultant will be required to perform all necessary work required to prepare the plan set, specifications, Special Provisions, and cost estimate. The topographic survey shall be performed by an Illinois-licensed surveyor and shall be prepared per the requirements above. Anticipate two (2) additional meetings with Village staff to discuss project.

- a. Preliminary plan submittal (50%)

Village of Downers Grove – Stormwater Engineering Services, Site 1 – Black Oak Drive

- b. Pre-Final Plans (90%) and Final Plans shall include, but may not be limited to:
 - Cover Sheet
 - General Notes and Summary of Quantities
 - Earthwork Schedule
 - Typical Sections and Construction Details
 - Alignment, Ties and Benchmarks
 - Grading Plan (1" = 20')
 - Storm Sewer Plan and Profile
 - Sediment Erosion, Sediment Control Plan (1" = 20')
 - Cross-Sections (every 50' and at other critical locations)
 - Any other plans as may be required to complete the work
- c. Cost estimate for conceptual plans, 50%, 90% and final plans.
- d. 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.
- e. Permit Submittals - Application for any required permits (i.e. Railroad, IEPA, IDOT, 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, including potential wetland delineation/determination. All necessary permitting will be the responsibility of the Consultant unless specifically excluded in this RFP.
- f. 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 plans, 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.
- g. 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.
- h. 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 – Stormwater Engineering Services, Site 1 – Black Oak Drive

4. *Benchmark Establishment*

Establishment and installation of one (1) permanent benchmarks abiding by DuPage County Benchmark Protocol within the study area. Location of permanent benchmark to be determined by Village.

5. *Price per 100-linear feet of additional right-of-way topographic survey*6. *Price per ½ acre for additional topographic survey on private property*

2. PROPOSAL REQUIREMENTS

2.1 Quantity and Format

One original and one electronic copy to be in the form of a .pdf file on a CD or preferable a flash drive shall be submitted in an 8 ½ x 11 format and be organized as follows:

- Cover Letter (optional)
- Project Understanding/Approach
- Project Organizational Chart
- Resumes of Staff (only those persons not included in SOQ)
- Proposed project schedule
- “Not to Exceed” Fee Proposal w/hourly breakdown for items 1-4 (**in separate sealed envelope**).
- Unit Price for items 5-6 (**in same separate sealed envelope**)

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 March 28, 2017**. 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.

Village of Downers Grove – Stormwater Engineering Services, Site 1 – Black Oak Drive

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 (i.e. change orders) will not be considered without a significant change in project scope and must be agreed to in writing by all parties who have executed the Contract.**

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

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, as appropriate for each component:

Topographical survey data, 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 (2013 or later), and as .pdf documents. The cost estimates shall be in Microsoft Excel format. Specifications shall be in Microsoft Word format.

3.2 Deliverables schedule

Deliverables schedule

Topographic Survey

- To be coordinated with schedule of drainage study/report and final designs below.

Village of Downers Grove – Stormwater Engineering Services, Site 1 – Black Oak Drive

Drainage Study/ Report

- One (1) hard copy and (1) electronic copy of drainage study/report due July 7, 2017
- One (1) CD containing electronic copies of all Final project files, drawings and any supporting documentation compatible with the programs listed above

Engineering Plans/Specifications:

- One (1) hard copy and (1) electronic copy of 50% plan set and Engineer's Opinion of Probable Cost (EOPC) due August 15, 2017
- One (1) hard copy and (1) electronic copy of 90% plan set, special provisions, and EOPC due September 8, 2017
- One (1) hard copy and (1) electronic copy of 100% plan set, special provisions, and EOPC due September 22, 2017
- One (1) CD containing electronic copies of all Final project files, drawings and any supporting documentation compatible with the programs listed above.

Benchmarks:

- Set prior to September 22, 2017.

4. CONTACTS

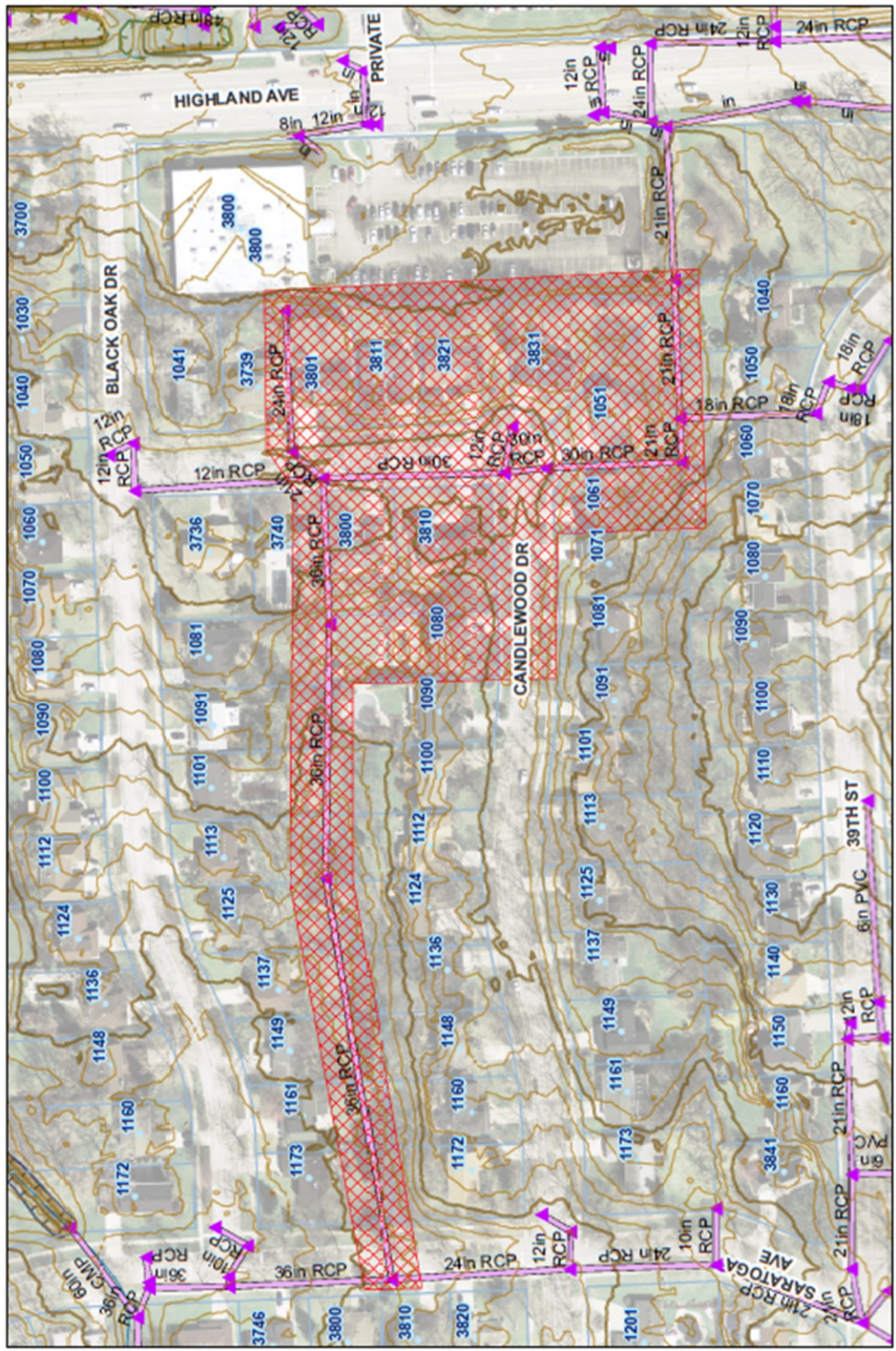
All questions concerning the project and/or submittal should be directed to:

Kerry Behr, PE, CFM
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, Illinois 60515
Phone 630-434-5489
Fax 630-434-5495

Village of Downers Grove – Stormwater Engineering Services, Site 1 – Black Oak Drive



EXHIBIT A:
Survey Map



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:

Stormwater Management Engineering Services for Black Oak Drive SW-080-77

PREPARED FOR:



March 28, 2017



Quality Engineering Services for the Community

5507 N. Cumberland Avenue, Suite 402, Chicago, Illinois, 60656

www.ciorba.com | P: 773.775.4009 | F: 773.775.4014

Tony Wolff, PE, CFM | twolff@ciorba.com

Table of Contents

1. Cover Letter
2. Project Understanding & Approach
3. Project Organizational Chart
4. Proposed Project Schedule



5507 N. Cumberland Avenue, Chicago, Illinois 60656-1471 ■ Tel 773.775.4009 ■ Fax 773.775.4014 ■ www.ciorba.com

March 24, 2017

Ms. Kerry Behr, PE, CFM
Stormwater Administrator
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, IL 60515

**Subject: Stormwater Management Engineering Services for Black Oak Drive
SW-080-77**

Dear Ms. Behr:

Ciorba Group is interested in this project because **we have a passion for improving residents' quality of life**. I have dedicated my career to alleviating flooding problems.

Enclosed please find one (1) original, one (1) hard copy, and one (1) electronic copy of our proposal for Stormwater Management Engineering Services for Black Oak Drive. Ciorba Group has been providing municipal stormwater engineering services for decades to its clients and has continually kept up with the latest trends and techniques for preventing flooding and improving downstream water quality.

Ciorba Group not only has the necessary engineering expertise but also understands the importance of catering to the residents during all phases of the project. Our Project Team is committed to providing timely, innovative and cost effective engineering services that will satisfy the needs of the Village and also be mindful of the residents along the project limits.

Ciorba's engineers and technicians along with our team partners all share a proven dedication to serving our clients that honor us with their trust. Ciorba's goal of providing "**Quality Engineering Solutions for the Community**" is what drives our staff in their daily work to the benefit of our clients and the general public.

Should you have any questions about this proposal, please contact me at 773.355.2961 or at twolff@ciorba.com

Sincerely,

CIORBA GROUP, INC.

Tony Wolff, PE, CFM
Water Resources/Municipal Group Manager

Project Understanding and Approach

PROJECT UNDERSTANDING

Ciorba Group is highly qualified to provide the Village of Downers Grove with top quality and cost-effective engineering services for the Black Oak Drive Drainage Improvements project. Ciorba understands that the Black Oak Drive/Candlewood Drive area is one of 21 flood problem areas that were identified in the 2014 Village of Downers Grove Stormwater Project Analysis. The area suffers from a lack of adequate stormwater infrastructure, including both storm sewer capacity as well as an effective overland flow path for larger storm events. The Stormwater Project Analysis describes the flow patterns in the area and how they impact the residential properties and streets. The report also proposes storm sewer improvements, localized berming, and creation of flood storage to address the problem.

Reports have stated that the retention basin on the east side of Highland Avenue has overtopped in the past, resulting in flooding of the homes and properties along Candlewood Drive and Black Oak Drive. In large storm events, runoff flows between the homes on Candlewood Drive in an undefined overflow path, then flows west through the back yards of the homes on Candlewood Drive and Black Oak Drive, and ultimately makes its way to Saratoga Avenue and Lacey Creek. The back yards between Candlewood and Black Oak do have a 36" storm sewer to help get runoff from the east to Saratoga Avenue. However, this storm sewer is either undersized or does not have the appropriate inlet capacity to manage the runoff being generated. The proposed improvements in the Stormwater Project Analysis are intended to address this flooding problem. Ciorba will revisit this recommendation while also considering alternatives that could include drainage ditches and infiltration/storage features, such as bioswales, raingardens, and infiltration basins. Potential locations for the proposed 0.5 acre-feet of flood storage will also be investigated. While the open area in the park at the northwest corner of 39th Street and Highland Avenue may seem like a potential surface storage location, the impacts to the existing trees would have to be carefully considered.

Ciorba understands that this type of flooding is not only damaging to adjacent properties and the roadway itself, but creates driving hazards and safety concerns. Shedding water quickly from road surfaces, while accounting for the limited sewer capacities and lack of overflow routes, requires innovative approaches. Carefully evaluating the tributary area to determine if there are any opportunities to temporarily detain runoff could help to alleviate the ponding that occurs on the road and in the yards. In the absence of an ideal location for a surface storage feature, oversized sewers and underground tanks could provide temporary detention during system surcharge. These could be implemented in tandem with smaller scale volume control practices, such as infiltration trenches, rain gardens, and bioswales. These will all be considered in the alternatives analysis.

The Project Team's approach to alleviating this chronic flooding problem will include keeping an open line of communication with the Village of Downers Grove while also holding strategically timed status meetings. Internal meetings will be utilized to keep the project on track by discussing the work accomplished, what work remains, project schedule status, and any challenges that have been identified. Ciorba will also work with the Village to coordinate with all pertinent stakeholders, including landowners and regulatory agencies.



Ciorba's approach to our services for the Village of Downers Grove can be summarized into four main areas: teamwork, communication, proactive leadership and attention to detail.

- **Teamwork.** Ciorba's philosophy when working for a government agency is that we serve as an extension of that agency so we will safeguard the interests of the Village at all times.
- **Communication.** Ciorba understands that effective communication yields successful projects. Ciorba's Project Manager will keep in close communication with the Village at all times during our services.
- **Proactive Leadership.** Ciorba's team provides proven proactive leadership and has the experience to anticipate issues, solve problems and recommend value engineering solutions.
- **Attention to Detail.** An important aspect of engineering services is attention to detail, providing a smooth transition between design and construction.

Project Understanding and Approach

Ciorba's many years of experience on all three phases of municipal infrastructure projects, including preliminary study, final design, and construction, allows us to identify potential challenges that may be faced during the later phases when working through the early phases of the project. Ciorba recognizes the importance of envisioning the final design and construction hurdles while developing project alternatives and analyzing the costs and benefits of each alternative.

PROJECT APPROACH

Meetings, Coordination, and Data Collection

Prior to commencing the project analyses, Ciorba will meet with the Village to review the project understanding and objectives and refine the scope of work. Additional meetings will be held with the Village as needed throughout the study to review results or to discuss critical feasibility concerns. For the purposes of this proposal, we estimate a total of 3 additional meetings with Village staff after the kick-off meeting, plus a potential public meeting with the residents that would be hosted by the Village.



Ciorba will obtain utility atlases from all private companies and public agencies for the project area. These atlases will be utilized to assist in developing drainage improvement alternatives and identifying potential utility conflicts. Other research activities will include reviewing the Village's GIS database for topographic contours and floodplain and wetland characteristics.

Topographic Survey & Plats of Easement

Ciorba's subconsultant, Doland Engineering, will conduct a full topographic survey of the project area. This will cover the area shown on Exhibit A of the RFP and will include the items listed in item #1 of the Scope of Work shown in the RFP. Doland's survey crew has performed countless topographic surveys for similar projects and has learned ways to efficiently conduct the work and minimize the need for repeat supplemental survey visits. Doland will also establish one permanent benchmark at a location to be determined by the Village within the project area, abiding by DuPage County Benchmark Protocol.



It is expected that the preferred alternative will include storm sewer installation between homes on Candlewood Drive. Doland will prepare plats of easement and legal descriptions for this work. We propose to provide one plat of easement with multiple easements and owners signature blocks. If property acquisition is needed for the proposed flood storage, Doland will also provide a plat for that purpose.

Wetland Delineation

There are no wetlands within the proposed improvement area, so a wetland delineation has not been included in this scope of work. One potential change to this would be if the Village wants to consider upsizing the 36" storm sewer all the way to Lacey Creek. This would require a modification to the outfall at the creek, which would require a wetland delineation and U.S. Army Corps 404 permit. This is not believed to be an option at this point, so the wetland delineation has not been included.

Existing System Assessment and Proposed Alternatives Analysis

After compiling all available data and information related to the Black Oak Drive and Candlewood Drive existing drainage system problems, Ciorba will utilize the data to analyze various drainage improvement scenarios, focusing on the areas without "Service Level Drainage Event" infrastructure. We will draw from our experience on recent

Project Understanding and Approach

similar projects, as well as our Project Manager's experience with flood damage reduction projects while employed by the Lake County Stormwater Management Commission (LCSMC). Ciorba will develop a list of potential alternatives to analyze and discuss with the Village before proceeding with any detailed analysis. Ciorba proposes to use XP-SWMM to analyze up to two alternative solutions that would meet the design criteria established in the 2014 Stormwater Project Analysis. **Ciorba has recently conducted very similar analyses for the Villages of Wheeling and Morton Grove, the Will County Land Use Department, and the MWRD and will use the same key staff to conduct the Black Oak Drive study.** As described in the Project Understanding section, these alternatives could include conveyance improvements, such as storm sewer and ditch installations; storage features, such as surface detention, enlarged storm sewers, or subsurface detention; runoff reduction concepts, such as bioswales and rain gardens in low-lying areas; or a combination of all the above. When developing the proposed alternatives, Ciorba will consider the various permitting and approval processes that will be required through the Village, DuPage County, and possibly the IEPA.

Property ownership in the project area will also play a large part in analyzing potential flood reduction scenarios. Proposed storm sewer and small-scale stormwater Best Management Practices (BMPs), such as bioswales and rain gardens, could require extensive coordination with private property owners, but a chain of effective BMPs can be a successful method of alleviating the flooding problems. Any proposed work on private property would require coordination with and easements from the property owners. Ciorba will work with the Village to identify the potential easements and right-of-way acquisitions required for the proposed improvements.

As part of the analysis, Ciorba will develop preliminary cost estimates for each alternative. These cost estimates will be balanced against other feasibility factors, such as project location, construction complexity, long-term reliability, and maintenance requirements to determine a recommended alternative. Project components that require minimal long-term maintenance will be preferable in the alternatives evaluation.

The results of the alternatives analysis will be summarized in a brief report with exhibits including alternative concept layouts, cost estimates, and flood reduction estimates. Ciorba will present its findings to the Village for discussion and review. Any differences of opinion on the preferred alternatives will be discussed until a resolution is reached. Ciorba will then revise the alternatives analysis report accordingly and proceed to the final design with the preferred alternative. For the purposes of this proposal, it is assumed that the preferred alternative will include storm sewer improvements, localized berming, and either surface or subsurface detention as shown in the Stormwater Project Analysis report. **Highland Avenue is a County Highway, so any proposed impacts associated with the proposed drainage improvements will require close coordination with and approval from DuPage County DOT.** Ciorba is currently working for DuDOT on a task order contract for various preliminary and design engineering projects and can benefit from that relationship when coordinating these improvements.



Grant Investigation

A significant challenge for all municipal infrastructure improvement projects is identifying funding to implement the improvements. Ciorba will investigate opportunities to supplement the Village's funds with outside sources. While

Project Understanding and Approach

funding for local flood damage reduction projects tends to be limited, there are sources at the State level that can be explored for a project such as this. Also, if some of the green infrastructure or water quality improvement components mentioned earlier could be incorporated into the project, it could open the door to additional funding sources.

Permit Identification

Ciorba will identify the various permits that will be required for the selected alternative. It is expected that a permit from the U.S. Army Corps of Engineers (USACE) will **not** be required. This assumes that the improvements will not include any modifications to the 36" storm sewer outfall at Lacey Creek. Downers Grove is a complete waiver community and can issue their own stormwater permit for a project of this nature. An IEPA NPDES permit will be required if there will be more than one acre of disturbance. If there will be any impacts to Highland Avenue, such as proposed storm sewer connections or crossings, a permit will be required from DuPage County DOT.

Final Engineering/Bid Package

Value Engineering	Ciorba will perform a review of the preliminary project design to identify any potential project enhancements or cost reductions. Value Engineering is not only meant to find ways to reduce costs. It is also meant to find ways to accomplish project goals in a more economical manner. If we can increase the benefits of the project, while keeping the costs the same, that can be considered a successful result of value engineering. We have significant experience in both design and construction management, which allows us to envision a project all the way through and identify potential pitfalls and improvements.
Preliminary (50%) Plan Submittal	Ciorba will prepare a 50% complete plan set for the project. This preliminary submittal will include drainage plans and profiles, summary of quantities, and an engineer's cost estimate. The plan set will be provided in full-size format (24" x 36"), in addition to an electronic copy for the Village's review.
Detailed Design and Pre-Final (90%) Plan Submittal	<p>Following the review of the preliminary submittal by the Village, Ciorba will consider all comments received and incorporate them into the designs as appropriate. Detailed design of the various components of the proposed improvements will be included with the pre-final submittal to the Village. The proposed drainage plans will include any necessary maintenance, repairs, and drainage improvements based on the results of the existing system assessment, alternatives analysis, public involvement, stakeholder input, and Village review of the preliminary plan submittal. The Pre-Final plan set will include Title Sheet; General Notes; Summary of Quantities; Earthwork Schedule; Typical Sections; Alignment, Ties and Benchmarks; Existing Conditions and Removal Items; Grading Plan; Proposed Plan, Profile, and Cross-sections as appropriate; Erosion and Sediment Control Plans; Landscape Restoration Plans; and Special Details.</p> <p>All specifications will conform to the IDOT Standard Specifications for Road and Bridge Construction as well as Village of Downers Grove requirements. Special Provisions will be prepared for pay items not addressed by either Standard Specifications. A Status of Utilities will be included in the specifications. An Estimate of Time and an Estimate of Cost will be prepared for submittal.</p> <p>Before prefinal plans are submitted to the Village, a QA/QC Engineer not associated with the project's day to day work efforts will review the documents in accordance with the established QA/QC Plan. Ciorba will provide the 90% submittal to the Village for review.</p>
Continued Permitting Coordination	Ciorba will continue to coordinate the various permitting and approval processes. Permits or approvals will be obtained from the Village of Downers Grove and DuDOT if necessary. In addition, Ciorba will prepare a Storm Water Pollution Prevention Plan and Notice of Intent as required by the IEPA if the proposed project disturbs more than 1 acre of land.

Project Understanding and Approach

Final Plan Submittal

The final plan submittal will include the full set of construction documents. Ciorba will include a Maintenance of Traffic (MOT) plan to ensure a smooth and efficient flow of traffic during construction. Our experience in both the design and construction management fields provides a unique combination of insight that is invaluable when developing MOT plans. In addition to the full plan set, Ciorba will update the special provisions and engineer's cost estimate. The final plan set will be provided in full-size format (24" x 36"), in addition to an electronic copy.

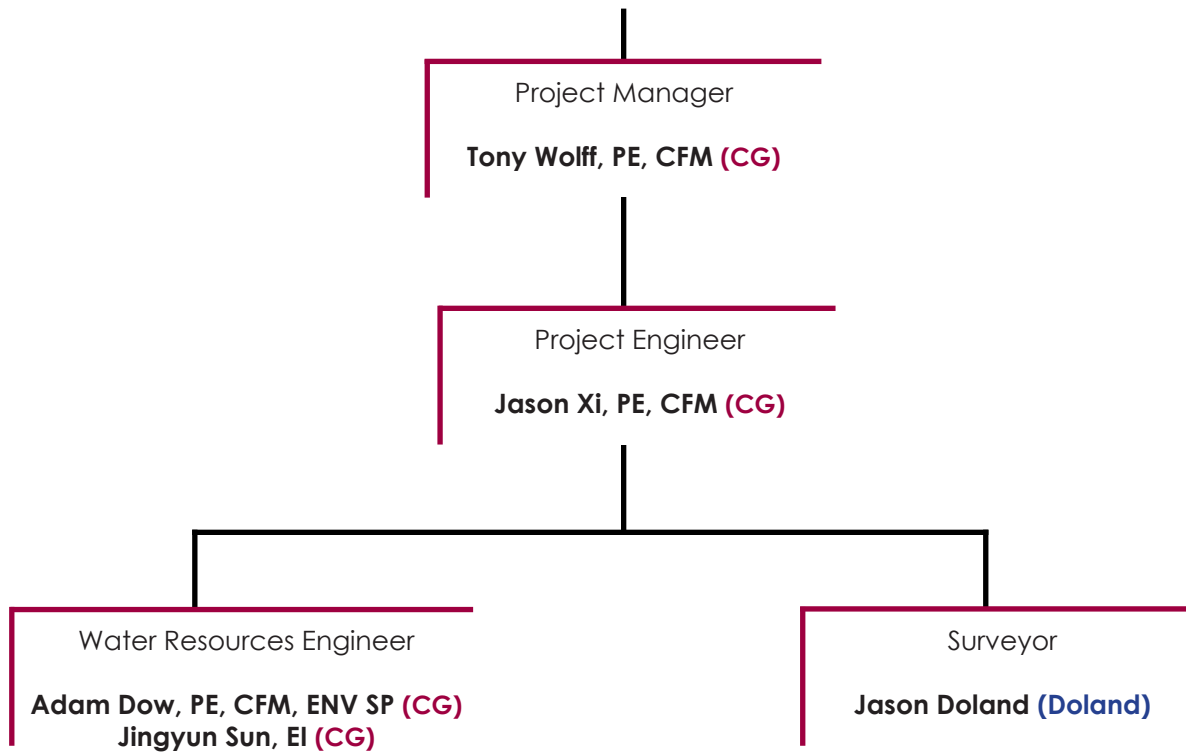
Bidding Assistance

It is our understanding based on the RFP that the Village will prepare the bid documents and perform all bidding activities. However, Ciorba staff will be available for questions throughout the bidding and construction process. If any questions raised during the bidding process result in the need for an addendum, Ciorba will prepare and issue the addendum in cooperation with the Village.

Organizational Chart

KEY

Ciorba Group, Inc. (CG)
 Doland Engineering (Doland)



Proposed Project Schedule

Black Oak Drive Drainage Improvements

Work Task	2017				
	May	June	July	August	September
Kickoff Meeting	█				
Topographic Survey for Drainage Study	█				
Existing System Assessment & Proposed Alternatives Analysis		█			
Drainage Tech Memo Submittal (6-30-17)			█		
Village Review of Drainage Tech Memo			█		
Value Engineering			█		
Supplemental Topographic Survey as Needed for Preferred Alternative Design and Setting of Benchmark			█		
50% Plans, Specs & Estimate (PS&E) Submittal (8-15-17)				█	
Village Review of 50% Submittal				█	
Permit Application Submittals				█	
Detailed Design and 90% PS&E Submittal (9-8-17)				█	█
Village Review of 90% Submittal					█
Final PS&E Submittal (9-22-17)					█

Note: The date of the Drainage Tech Memo submittal is moved one week earlier than what is shown in the RFP to allow more time for Village review and preparation of subsequent submittals.


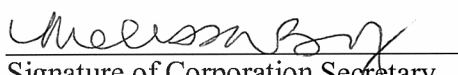
Village of Downers Grove – Stormwater Engineering Services for Site 1: Black Oak Drive

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:

Ciorba Group, Inc _____	Date: 03/24/2017 _____
Company Name 5507 N. Cumberland _____	twolff@ciorba.com _____
Street Address of Company Chicago, IL 60656 _____	Email Address Tony Wolff _____
City, State, Zip 773.775.4009 _____	Contact Name (Print) 847.910.2082 _____
Business Phone 773.775.4014 _____	24-Hour Telephone  _____
Fax _____	Signature of Officer, Partner or Sole Proprietor Salvatore Di Bernardo/Executive Vice President _____
ATTEST: If a Corporation  _____	Print Name & Title
Signature of Corporation Secretary	

VILLAGE OF DOWNERS GROVE:

_____ Authorized Signature	ATTEST:
_____ Title	_____ Signature of Village Clerk
_____ Date	_____ Date

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

Village of Downers Grove – Stormwater Engineering Services for Site 1: Black Oak Drive



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: Ciorba Group, Inc.
ADDRESS: 5507 N. Cumberland
CITY: Chicago
STATE: IL
ZIP: 60656
PHONE: 773.775.4009 **FAX:** 773.775.4014
TAX ID #(TIN): 36-2525351

(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: *[Handwritten Signature]* **DATE:** 03/24/2017

Village of Downers Grove – Stormwater Engineering Services for Site 1: Black Oak Drive

PROPOSER'S CERTIFICATION

With regard to Stormwater Engineering, proposer Ciorba Group, Inc. hereby certifies
 Services for Site 1
 (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.
5. Proposer certifies that not less than the prevailing rate of wages as determined by the Village of Downers Grove, DuPage County or the Illinois Department of Labor shall be paid to all laborers, workers and mechanics performing work for the Village of Downers Grove. All bonds shall include a provision as will guarantee the faithful performance of such prevailing wage clause. Proposer agrees to comply with the Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq., for all work completed. 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. Proposer and each subcontractor shall keep or cause to be kept an accurate record of names, occupations and actual wages paid to each laborer, workman and mechanic employed by the Proposer in connection with the Contract. This record shall be sent to the Village on a monthly basis along with the invoice and 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 five (5) years following completion of the Contract. Proposer certifies that proposer and any subcontractors working on the project are aware that filing false payroll records is a class A misdemeanor and that the monetary penalties for violations are to be paid pursuant to law by the proposer, contractor and subcontractor. The Village shall not be liable for any underpayments. If applicable: Since this is a contract for a fixed public works project, as defined in 820 ILCS 130/2, Contractor 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.

Village of Downers Grove – Stormwater Engineering Services for Site 1: Black Oak Drive

BY: _____
Proposer's Authorized Agent

3 6 - 2 5 2 5 3 5 1

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 24th day of March, 2017.

Holly Ryan
Notary Public



(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 Ciorba Group, Inc., and the full names of its Officers are as follows:

President: Gerald Heimsoth

Secretary: Melissa Bentz

Treasurer: Salvatore Di Bernardo *Salvatore Di Bernardo*

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**

Village of Downers Grove – Stormwater Engineering Services for Site 1: Black Oak Drive

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

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

Insurer's Name Willis of Illinois, Inc.

Agent _____

Street Address c/o 26 Century Blvd., P.O. Box 305191

City, State, Zip Code Nashville

Telephone Number 877-945-7378

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

Print Name of Company: Ciorba Group, Inc

Print Name and Title of Authorizing Signature: Salvatore Di Bernardo, Vice President

Signature: 

Date: 03/24/2017

Village of Downers Grove – Stormwater Engineering Services for Site 1: Black Oak Drive

Apprenticeship and Training Certification

N/A

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

Name of Bidder: _____

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

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

Print Name and Title of Authorizing Signature: Salvatore Di Bernardo, Executive Vice President

Signature: 

Date: 03/24/2017

Village of Downers Grove – Stormwater Engineering Services for Site 1: Black Oak
Drive

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: Ciorba Group, Inc.

Address: 5507 N. Cumberland

City: Chicago Zip Code: 60656

Telephone: () 773.775.4009 Fax Number: () 773.775.4014

E-mail Address: sdibernardo@ciorba.com

Authorized Company Signature: 

Print Signature Name: Salvatore Di Bernardo Title of Official: Vice President

Date: 03/24/2017

Village of Downers Grove – Stormwater Engineering Services for Site 1: Black Oak Drive

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:

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

[Handwritten signature]

Signature

Salvatore Di Bernardo

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

Fee Proposal

Ciorba Group proposes the following fees to complete the Black Oak Drive Drainage Improvements Project. The fees are presented first in the format requested in the RFP:

ITEM	UNIT PRICE	FEE
Topographic Survey & Plats		\$9,870
Drainage Study/Report		\$9,789
Preliminary, Pre-Final & Final PS&E		\$28,326
Establishment of One Permanent Benchmark		\$1,890
Price per 100 Linear Feet of Additional ROW Survey	\$307	
Price per 1/2 Acre of Additional Topo Survey on Private Property	\$744	
TOTAL		\$49,875

The tables on the following pages provide detailed staff hour and direct cost estimates as well as current staff billing rates.



CIORBA GROUP | Consulting Engineers

Cost Estimate of Consultant Services (Direct Labor Multiple)

Firm Ciorba Group, Inc Date 03/24/17
 Client Village of Downers Grove

County DuPage
 Job No. Black Oak Drive Drainage Improvements

ITEM	MANHOURS (A)	PAYROLL (B)	DIRECT COSTS (D)	SERVICES BY OTHERS (E)	TOTAL (C+D+E)	% OF GRAND TOTAL
Meetings, Data Collection & Coordination	32	\$ 5,310.00	\$ 115.00		\$ 5,425.00	10.88%
Water Resources	154	\$ 18,080.00			\$ 18,080.00	36.25%
Engineering Plans	105	\$ 12,000.00			\$ 12,000.00	24.06%
Construction Engineering / Phase III Assis.	4	\$ 510.00			\$ 510.00	1.02%
QC/QA	6	\$ 870.00			\$ 870.00	1.74%
Project Management & Administration	6	\$ 1,230.00			\$ 1,230.00	2.47%
Doland Engineering				\$ 11,760.00	\$ 11,760.00	23.58%
TOTALS	307	\$ 38,000.00	\$ 115.00	\$ 11,760.00	\$ 49,875.00	100.00%

STAFF HOURS

Village of Downers Grove

Black Oak Drive Drainage Improvements

Task Sub-Task	Activity	Grand Total	Project Manager	Project Engineer	QA/QC Engineer	Senior Engineer	Engineer I
		307	29	83	6	32	157
1. Meetings, Data Collection & Coordination		Task Total:	32	12	14		6
010	Meetings	Subtotal:	24	10	12		2
	Meetings with Village - 4	16	8	8			
	Meeting with Residents	4	2	2			
	Meeting Minutes						
	Prepare Agenda/Exhibits for Meetings	4		2			2
011	Coordination	Subtotal:	4	2			2
	Coordination with Village	2	2				
	Coordination with Utilities	2					2
012	Data Collection	Subtotal:	4	2			2
	Field Checks	4		2			2
2. Water Resources		Task Total:	154	8	38	30	78
030	Hydrologic & Hydraulic Analysis	Subtotal:	26	2	10		14
	Hydrologic and Hydraulic Modeling	12		4			8
	Storm Water Detention Analysis	8		2			6
	Alternatives Analysis	6	2	4			
031	Stormwater Facility Design	Subtotal:	80	2	16	4	58
	Storm Sewer	8		2			6
	Ditch Design	8		2			6
	Detention Design	8		2			6
	Drainage Sheets	34	2	8			24
	Drainage Details	6		2			4
	Erosion Control & Landscaping Plans	16				4	12
034	Reports / Location Drainage Studies	Subtotal:	30	4	8	12	6
	Drainage Study Report	30	4	8		12	6
035	Permits	Subtotal:	18		4	14	
	Permit - County DOT	3		1		2	
	Permit - Municipality	10		2		8	
	Permit - NPDES	5		1		4	

STAFF HOURS
Village of Downers Grove
Black Oak Drive Drainage Improvements

Task Sub-Task	Activity	Grand Total	Project Manager	Project Engineer	QA/QC Engineer	Senior Engineer	Engineer I
3. Engineering Plans		Task Total: 105	3	29		2	71
055 Contract Plans		Subtotal: 28	1	10			17
	Title Sheet	1					1
	Typical Sections	6		2			4
	Alignment, Ties and Benchmarks	6		2			4
	General Notes	6		2			4
	Summary of Quantities	6		2			4
	Disposition of Comments - 2 Submittals	3	1	2			
056 Roadway Plans		Subtotal: 63		13			50
	MOT General Notes and Description	3		1			2
	Proposed Grading Plan	16		4			12
	Removal Sheet/Existing Conditions (1"=20')	20		4			16
	Cross Sections (50' Intervals)	24		4			20
058 Quantity Calculations		Subtotal: 6				2	4
	Quantities (Water Resources)	6				2	4
059 Specifications & Estimates		Subtotal: 8	2	6			
	Specifications	8	2	6			
4. Construction Engineering / Phase III Assis.		Task Total: 4		2			2
087 Construction Assistance		Subtotal: 4		2			2
	RFIs	4		2			2
5. QC/QA		Task Total: 6			6		
090 QC/QA		Subtotal: 6			6		
	Water Resources	6			6		
6. Project Management & Administration		Task Total: 6	6				
100 Project Management & Administration		Subtotal: 6	6				
	Project Management	6	6				



CIORBA GROUP | Consulting Engineers

FIRM NAME Ciorba Group, Inc. DATE 03/24/17
 PRIME/SUPPLEMENT Prime
 Client Village of Downers Grove

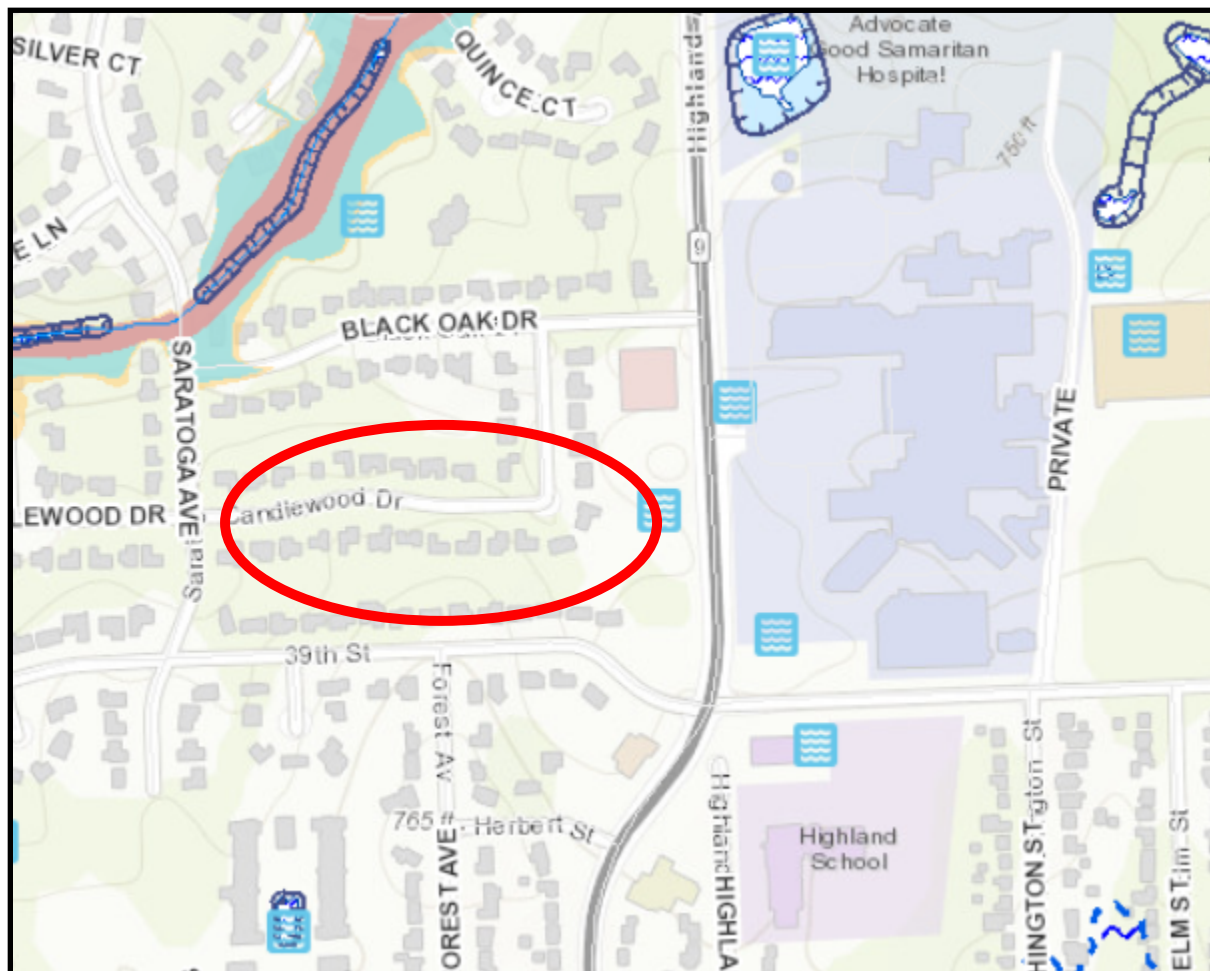
ESCALATION FACTOR 0.00%

CLASSIFICATION	CURRENT RATE	ESCALATED RATE
Project Manager	\$205.00	\$205.00
Project Engineer	\$165.00	\$165.00
QA/QC Engineer	\$145.00	\$145.00
Senior Engineer	\$105.00	\$105.00
Engineer I	\$90.00	\$90.00

IN-HOUSE DIRECT COSTS
Village of Downers Grove
Black Oak Drive Drainage Improvements
PHASE II

Meetings, Data Collection & Coordination

Description	Unit	Unit Cost	Quantity	Extended Cost
Vehicle (mileage)	mile	\$ 0.575	200	\$ 115.00
Total:				\$ <u>115.00</u>



Project Location Map – Black Oak Drive and Candlewood