# VILLAGE OF DOWNERS GROVE
**Report for the Village Council Meeting**

**11/21/2017**

| SUBJECT: | SUBMITTED BY: |
|---|---|
| Award of Contract for Engineering Design Services for Stormwater Local Drainage Projects | Nan Newlon<br>Director of Public Works |

## SYNOPSIS

Resolutions have been prepared to award contracts for stormwater management engineering services for stormwater local drainage projects for a total of $110,132 to:

- Hey and Associates, Inc, of Chicago, Illinois in the amount of $35,805 for local drainage area #2, Downers and 40th Street (Burlington Highlands),
- Christopher B. Burke Engineering, Ltd. of Rosemont, Illinois in the amount of $47,872 for local drainage area #10, Forest Avenue, south of Prairie Avenue, and
- Robinson Engineering, Ltd. of Itasca, Illinois in the amount of $26,455 for local drainage area #16, Hobson Triangle.

Each of these amounts includes a 10% contingency.

## STRATEGIC PLAN ALIGNMENT

The goals for 2017-2019 include *Top Quality Infrastructure.*

## FISCAL IMPACT

The FY17 Budget includes $240,000 from the Stormwater Fund (Page 4-29, Line 18) for these projects.

## RECOMMENDATION

Approval on the November 21, 2017 consent agenda.

## BACKGROUND

Local Drainage Area # 2

The area north of Ogden near Downers Drive and 40th Street (Burlington Highlands) was identified in the Village's 2014 Stormwater Project Analysis as lacking "Service Level Drainage." The area is a relatively large watershed with a number of problem areas. This area contains eight (8) LPDAs and little stormwater infrastructure. In the April 2013 flood, at least nine homes reported flooding, as well as substantial street flooding. In addition, water ponds in the streets and LPDAs on a regular basis.

Local Drainage Area #10

The area south of Prairie between Forest and Prince was identified in the Village's 2014 Stormwater Project Analysis as lacking "Service Level Drainage." Currently, the only storm sewer on Forest is located at the low area and is connected through LPDA SJ71 to Prince. The existing pipe does not provide sufficient capacity and is routed through private property.

Local Drainage Area #16

The area bounded generally by Hobson, Belmont, and 63rd was identified in the Village's 2014 Stormwater Project Analysis as lacking "Service Level Drainage." This area has a relatively steep grade to a low point on Puffer. In addition, many homes are still on septic and this areas seems to have a high water table.

Area maps for each Project are attached. Staff received between six (6) and eight (8) proposals for each of the projects from pre-qualified engineering firms. The services include preparation of a drainage study of existing conditions related to the "Service Level Drainage Event," conceptual plans (maximum of three alternatives), and associated cost estimates to bring the site up to the recommended level of service for both Area #2 and Area #16. Area #10 includes the Drainage Study and associated final engineering plans and specifications. After reviewing the proposals, each was identified as the firm that best meets the needs of the Village for each project. Village staff recommends award of these contracts for professional services based on each firm's understanding of the project, capability to perform the work, experience with similar projects, and proposed fee. Each firm has provided professional services for the Village in the past with satisfactory results.

## ATTACHMENTS

Contract Documents
Location Maps

# VILLAGE OF DOWNERS GROVE

# COUNCIL ACTION SUMMARY

**INITIATED:** Public Works (Name) **DATE:** November 21, 2017

**RECOMMENDATION FROM:** _____ (Board or Department) **FILE REF:** SW-080-17B

**NATURE OF ACTION:**

__ Ordinance

__ Resolution

_X_ Motion

__ Other

**STEPS NEEDED TO IMPLEMENT ACTION:**

Motion to authorize execution of a contract for stormwater management engineering services for local drainage project #2, (Downers & 40th) to Hey and Associates, Inc. in the amount of $32,550 plus 10% contingency in the amount of $3,255 for a total not-to-exceed $35,805.00.

DW

**SUMMARY OF ITEM:**

Adoption of this motion shall authorize execution of a contract for stormwater management engineering services for local drainage project #2, (Downers & 40th) to Hey and Associates, Inc. in the amount of $32,550 plus 10% contingency in the amount of $3,255 for a total not-to-exceed $35,805.00.

**RECORD OF ACTION TAKEN:**

_____

_____

_____

**Hey and Associates, Inc.**
Engineering, Ecology and Landscape Architecture

8755 W. Higgins Road, Suite 835
Chicago, Illinois 60631
Phone (773) 693-9200

Milwaukee, Wisconsin
Volo, Illinois

November 13, 2017

Kerry Behr, P.E. CFM
Stormwater Administrator
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, Illinois 60515

Re: Stormwater Management Engineering Services for Burlington Highlands
Proposal No. SW-080-17B

Dear Ms. Behr,

Hey and Associates, Inc. (Hey) is pleased to submit this proposal for Stormwater Management Engineering Services for Burlington Highlands. For over 40 years, Hey has provided state-of-the-art stormwater management and civil engineering services. Our extensive hydrologic and hydraulic modeling and drainage design experience will enable us to identify the most appropriate solutions for these project areas. The key staff proposed for this project have dedicated their careers to working on stormwater management, flood control, and water resources projects. In addition, our project team is highly skilled in the communication and presentation of proposed drainage solutions to both municipal clients as well as the public and stakeholders.

We appreciate the opportunity to propose on this project and look forward to the opportunity to continue our relationship with the Village of Downers Grove. Please do not hesitate to contact me if you require any additional information (jwickenkamp@heyassoc.com; 773-693-9200).

Sincerely,

Jeffrey A. Wickenkamp

Jeffrey A. Wickenkamp, PE, CFM, D.WRE
Vice President

# REQUEST FOR PROPOSAL
# (Professional Services)

**Name of Proposing Company:** Hey and Associates, Inc.

Project Name: Stormwater Management Engineering Services for Burlington Highlands (Downers/Virginia/Seeley/40th) – Area 2

Proposal No.: SW-080-17B

Proposal Due: Monday, November 13, 2018 @ 11:00 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

Original Date Issued: Wednesday, November 1, 2018

This document consists of 28 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**

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 10 (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 **the time and date set forth on Page 1 of this RFP.**

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, as indicated on Page 1 of this RFP, in a sealed envelope marked with the name of the project, as well as the date and time set for receipt of proposals.

1.5 All proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting proposal. Telephone, email and fax proposals will not be accepted.

1.6 By submitting this proposal, the proposer certifies under penalty of perjury that they have not acted in collusion with any other proposer or potential Proposer.

**2. PREPARATION OF PROPOSAL**

2.1 It is the responsibility of the proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT**. **UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT**.

2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to our proposers of record.

2.3 In case of error in the extension of prices in the proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.

2.4 All costs incurred in the preparation, submission, and/or presentation of any proposal including any proposer's travel or personal expenses shall be the sole responsibility of the proposer and will not be reimbursed by the Village.

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 #1l136 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. 1210l et. seq.

**9. SEXUAL HARASSMENT POLICY**

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

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

**10. EQUAL EMPLOYMENT OPPORTUNITY**

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

10.1.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

10.1.2 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

10.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, or an unfavorable discharge from military services.

10.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and

Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

10.1.5 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.

10.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.

10.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

**11. DRUG FREE WORK PLACE**

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

11.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or Proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

11.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.

11.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.

11.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace from an employee or otherwise receiving actual notice of such conviction.

11.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.

11.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

11.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

**12. 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 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 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.

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 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.

**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 Avenue**
**Downers Grove, IL 60515**

And to the Proposer as designated in the Contract Form.

**29. COOPERATION WITH FOIA COMPLIANCE**

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

# 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 project 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 2014 Stormwater Project Analysis, the Village set a goal to provide a minimum uniform standard level of service of Drainage Infrastructure to all properties within the Village. The "Service Level Drainage Event" will provide capacity for over 95% of the rainfall events that occur on average in a given year. The Service Level Drainage Events are based on the 6-hour duration rainfalls of a 2-year and 10-year return frequency. The 2-year, 6 hour event is to be served by 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 Area 2 – Downers/Virginia/Seeley/40th (Burlington Highlands). The Village is now requesting a drainage study for the area shown in Exhibit A to review the current infrastructure and identify locations that fall below the "Service Level Drainage Event" criteria and provide recommendations to bring this area to the level of service.

The Village has identified some particular areas of concern including, but not limited to,: Morton Avenue (48" culvert under Morton and 48" culvert under driveway of 1518 Herbert); Downers Drive (culvert near 4011 Downers); runoff between properties located at 1456 and 1500 Virginia; runoff between properties located at 1457 Virginia and 4131 Seeley (existing clay lines from Seeley north to the northwest property corner of 1456 Virginia); and runoff from Belle Aire Lane between properties located at 4209 and 4217 Seeley and west on Janet. Another area of interst is storm sewer convyeance from the Downers/Janet area to Local Poor Drainage Area (LPDA) LA-11 on Seeley. Other areas may be identified based on analysis of the study area, field visits, or through resident feedback provided from the Village.

Runoff from the east (Belle Aire Lane) flows between 4209 and 4217 Seeley causing flooding of these two properties. Additional runoff is routed through the ditch on the south side of 4225 Seeley (the north side of Janet), causing erosion and flooding. The stormwater accumulates in LPDA LA-11 covering Seeley and the adjacent properties. Additional runoff is conveyed to the LPDA from the southwest. From the LPDA, the runoff is routed to the north through a 30" RCP along Seeley, which connects to a 21" clay pipe, and continues north to Virginia. More runoff from the east (Belle Aire Lane) flows west onto Virginia. Some of the runoff is captured in the ditches and small storm sewers on the south

side of Virginia (from LPDA LA-10 toward LPDAs LA-9 and LA-8). From Virginia, the runoff continues to the north through the yards and a clay pipe (possibly 24") between 1456 and 1500 Virginia. The condition of the pipe is unknown, but expected to have reached the end of its useful life.

The clay pipe discharges at the northwest corner of 1456 Virginia into the beginning of a channel – along with an 18" RCP from the west. From there, the runoff flows through private property to the northwest under 40th Street, continues through private property to the northwest and under Downers Drive (LPDAs LA-6 and LA-5). The creek continues to the northwest and eventually discharges into Lacey Creek west of I-88/I-355.

Two homeowners near 40th and Downers have expressed interest in selling their property (or part of their property) to the Village. Analysis of the stormwater management shall include, if applicable, recommendations for property acquisitions and/or easements to help achieve the recommended level of service.

Solutions may include, but are not limited to, a combination of the following:

- Reducing storm sewers and runoff through private property.
- Provide ditches, berms, curb & gutter, and/or storm sewer to safely convey runoff from the east (Belle Aire Lane) to the west via Janet and Virginia instead of private property (if possible)
- Disconnect the storm sewer on Seeley from the existing 21" and 24" clay pipes and re-route up Downers or replace the clay pipes and obtain easements from homeowners
- Re-route the storm sewer on Downers coming from the north (from Herbert) directly across the street into the tributary on the west side of Downers
- Re-route the storm sewers from the Downers/Janet area north on Downers instead of east to Seeley
- Replace culverts
- Provide online storage near Downers and 40th and/or Belle Aire (or other areas identified)
- Additional storm sewer and/or inlets in rear yard and/or in street/ROW
- Define/redefine overland flow paths
- Identify potential wetland impacts/requirements.
- Flood-proofing recommendations for select residents.

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

Drainage study/report of existing conditions as they relate to adequate conveyance of the "Service Level Drainage Event," conceptual plans (maximum of three alternatives) and associated cost estimates to bring the site up to the recommended level of service. An updated study of the LPDAs has been done by a consultant on behalf of the Village. The modeling (XP-SWMM) will be made available to the selected firm.

**The cost shall be provided in a separate sealed envelope.**

1.3 Scope and Schedule

*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 three alternatives), include approximate storage/detention requirements for each, if required.
- Field visits and any preliminary spot elevations required for the conceptual plans are to be included.
- Identify potential property acquisitions and/or easements.
- Identify potential grant opportunities for implementation of any the proposed solutions (the Village has applied for a grant through CBDG-DR).
- 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) project kick-off meeting with Village staff and one (1) meeting with Village staff to discuss project alternatives.

## 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 Team
- Resumes of Staff (**only those persons not included in SOQ**)
- Proposed project schedule
- "Not to Exceed" Fee Proposal w/hourly breakdown (**in separate sealed envelope**).

The proposals shall be succinct, and directly relevant to this project. General background, firm information is not required. Maximum number of pages for consultant generated proposal information shall be approximately 10 single sided or 5 double sided. Double sided printing is allowable and encouraged. 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 the time and date set forth on Page 1 of this RFP.** Proposals shall become the property of the Village of Downers Grove. The Village will maintain confidentiality of all received proposals, and not disclose information provided by prospective consultants with any other consultant, nor with the selected Consultant, unless otherwise required to be disclosed pursuant to the Freedom of Information Act.

2.3 Fee Proposal

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

Please submit an estimate of hourly personnel requirements to complete the scope of services outlined in your proposal, a list of current hourly rates and a total "Not To Exceed" cost for providing the proposed services to the Village. This "Not To Exceed" cost shall include deliverables and reimbursable expenses, such as postage, delivery service, printing, etc. The Village shall be invoiced monthly. **Additional compensation above and beyond the "Not to Exceed" cost (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 (in no particular order):

- 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:

Drainage Study, conceptual plans, and cost estimates for Village-accepted improvement shall be provided to the Village, for its use, in a digital format approved by the Village. Drainage study/stormwater report shall be provided as Microsoft Word document. Conceptual plans shall be provided as .pdf documents and/or Microsoft Word documents. The cost estimates shall be in Microsoft Excel format.

3.2 Deliverables schedule

*Drainage Study/ Report*
One (1) hard copy and (1) electronic copy of preliminary drainage study/report due by January 19, 2018.

One (1) hard copy and (1) electronic copy of final drainage study/report due by February 2, 2018.

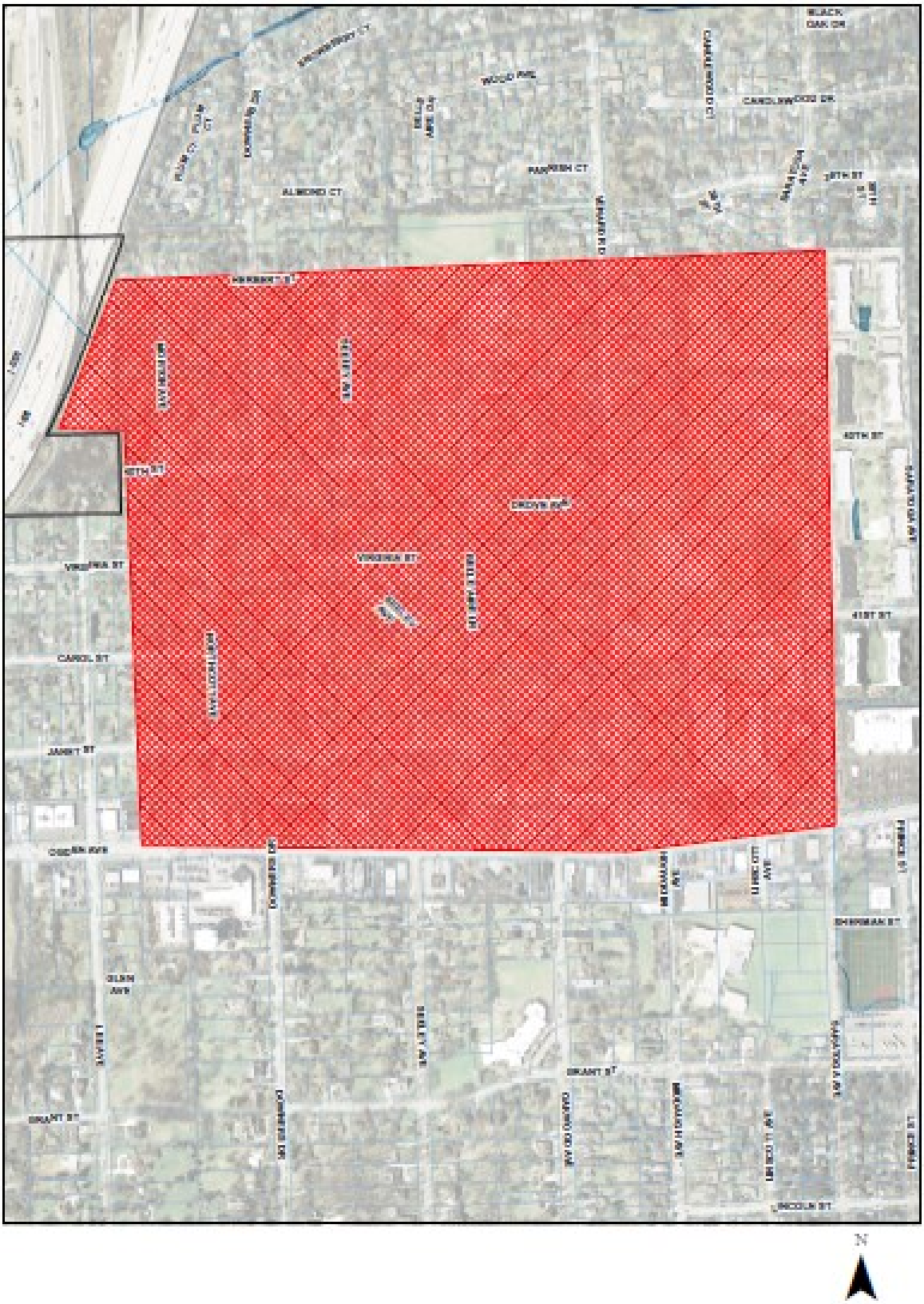
## 4. CONTACTS

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 – Burlington Highlands (Downers/Virginia/Seeley/40th) – Area 2

EXHIBIT A:
Approximate Study Area

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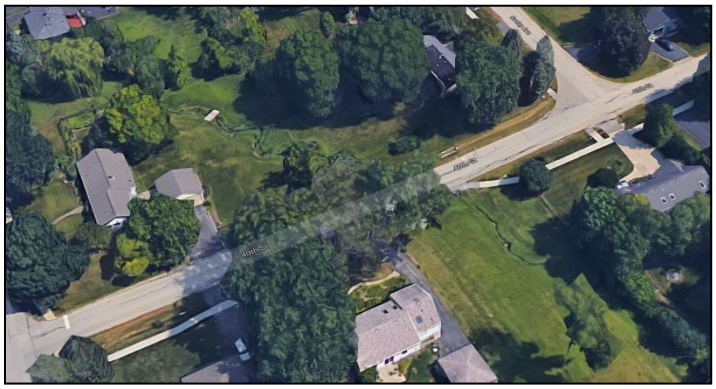
# IV. PROPOSER'S RESPONSE TO RFP (Professional Services)

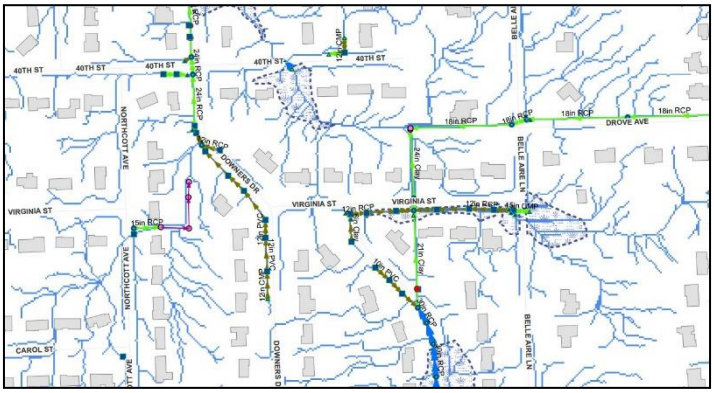
**(Proposer must insert response to RFP here. DO NOT insert a form contract, the RFP document including detail specs and Proposer's response will become the contract with the Village.)**

PROPOSAL

# STORMWATER MANAGEMENT ENGINEERING SERVICES FOR BURLINGTON HIGHLANDS

## PROPOSAL NO. SW-080-17B






SUBMITTED BY
*Hey and Associates, Inc.*
8755 W Higgins Road, Suite 835
Chicago, Illinois 60631
773-693-9200

November 13, 2017

*Hey and Associates, Inc*
Engineering, Ecology and Landscape Architecture

**COVER LETTER**

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**SEPARATE SEALED ENVELOPE - COST**

## PROJECT APPROACH

This proposal focuses on final analysis and design of one of the 21 original sites from the 2014 Stormwater Project Analysis and a new Service Level Drainage Event analysis for adjacent areas not included in the 2014 analysis. This narrative outlines the specific challenge presented by this project, critical elements of evaluation and analysis, initial design concepts, and the specific details of the scope and services/tasks to be provided.

## CHALLENGE

The drainage study is intended to identify areas with drainage issues and then develop alternatives to provide service consistent with the Village's Service Level Drainage Event goals:

- Minimum 2-year, 6-hour event service is to be served by storm sewer
- Minimum 10-year, 6-hour event service is to be served by a combination of storm sewer and overland conveyance features.

The study area is generally bounded by Herbert Street to the north, Lee Avenue to the west, Ogden Avenue to the south, and Saratoga Avenue to the east. In April of 2013, two areas were primarily impacted by runoff. The area is largely drained by swales and ditches, with limited segments of sewer. The study area includes a number of previously identified problem areas which are easily corroborated with the overland flowpath analysis. Infrastructure is not adequately provided or has deteriorated over time. The recommendations will focus on providing an up to date drainage system that will convey water safely through this watershed.

## EVALUATION AND ANALYSIS

Our team will utilize existing studies and technical tools to evaluate the existing drainage system and develop cost effective alternatives. These include but are not limited to:

- 2007 Watershed Infrastructure Improvement Plan (Including SWMM model for the project area)
- 2014 Stormwater Project Analysis
- Green Streets/Sustainable Stormwater Manual
- Topography Data (LiDAR, DTM, 1-foot contours, etc.)
- XP-SWMM Program
- GIS Analysis and Exhibits – Basin Delineation and Overland Flow Path Analysis

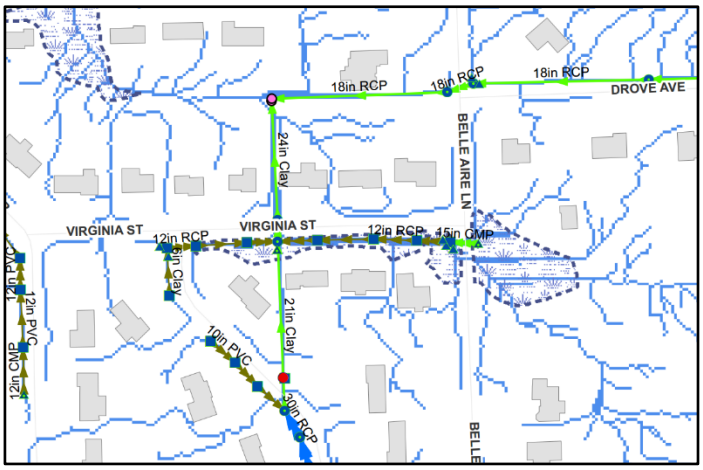
Critical portions of the evaluation and analysis are highlighted below:

**Analysis of Overland Flow Paths**

Hey and Associates is currently developing a village-wide overland flowpath model. This tool can be used to accurately identify where water is flowing overland and impacting homes, which is a critical issue for this project. With a 1D XP-SWMM model, the flowpath diagram can also be used to ensure that all significant overland flowpaths are represented. This added visualization tool can help to identify pathways that can sometimes be tricky to identify in a system of driveway culverts and other open channel flow features.

A preliminary review of the study area flowpaths was performed to characterize the drainage issues. The result of this preliminary review can be seen in the exhibit at the end of this proposal.

The flowpaths easily represented the flowpaths between between specific houses at various locations identified in the RFP. The analysis also shows several other areas that could possibly be of concern. We will ensure that the XP-SWMM model captures these areas and that they are fully analyzed as part of the drainage study analysis.




Sample Flowpath Diagram
(*please see exhibit at end of the proposal for complete study area)*

**Evaluation of Potential Improvements Beyond "Level of Service" Storm Events**

If streets in the study area are not performing to current village drainage standards, capturing flow and conveying it toward its natural outlets would provide relief to the current flooding issues. For any solution that provides the standard level of services, we will evaluate larger storm events with higher flows to ensure that there is no backflow or other unforeseen flooding caused by the stormwater improvements. XP-SWMM will allow for dynamic and robust analyses while providing confidence in the results from the proposed project.

We will also analyze the open channel drainage system and the depressional areas that have been identified as problematic to identify alternatives to provide desired level of service.

**Identifying Opportunities for Potential Storage Sites and Conveyance Paths**

The main issue in this area is the uncontrolled and inadequate drainage infrastructure. The study will be an opportunity to map out the best pathways for drainage considering all of the variables that contribute to a cost effective project. Although it would be a last resort, part of the overall project could include storage sites on acquired property or other publicly owned land. It will be important to identify any opportunities for creating storage within the watershed.

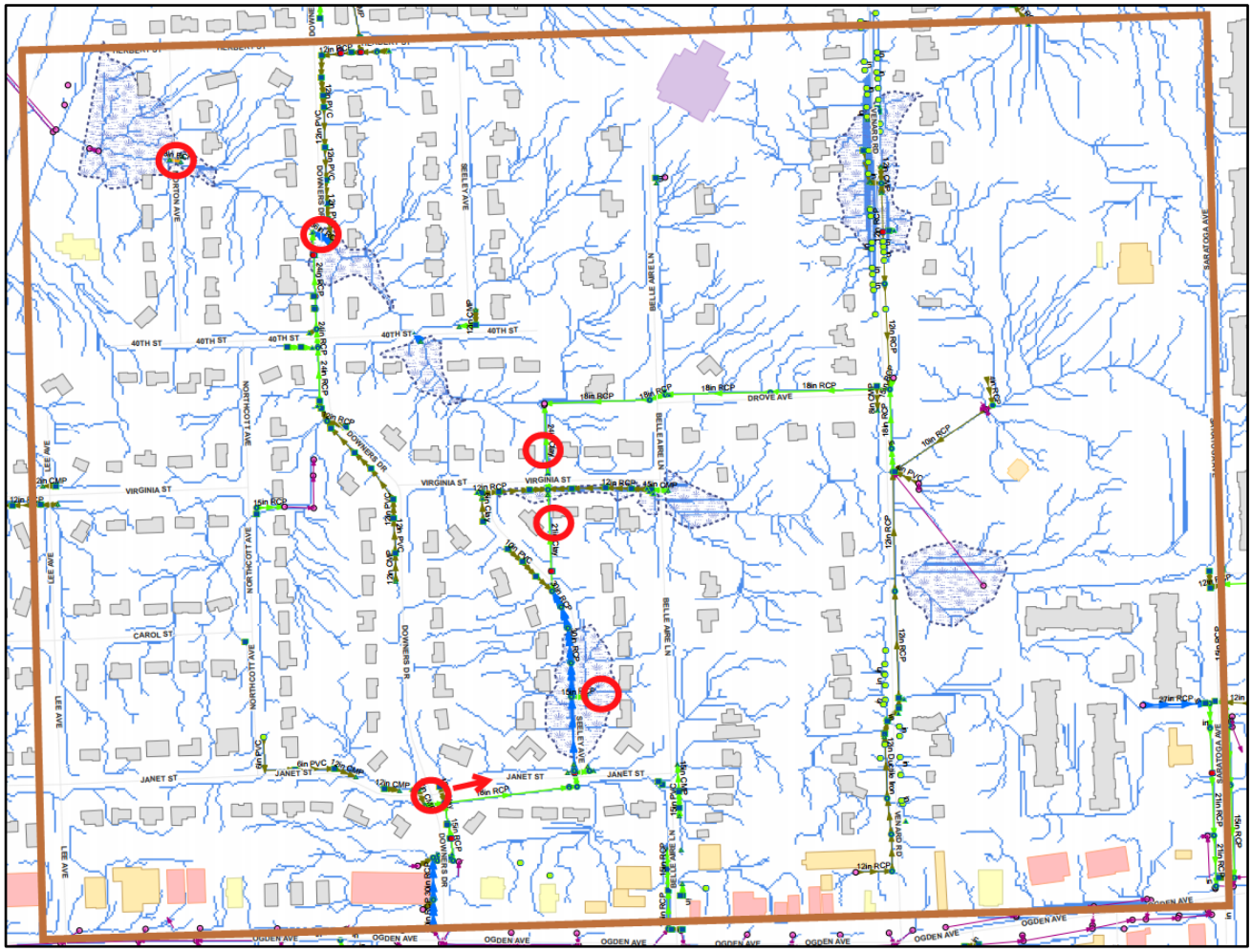
## SCOPE OF SERVICES AND PROJECT DELIVERABLES

***Drainage Study and Stormwater Report: :*** We have reviewed the RFP, the 2014 Stormwater Project Analysis Report, and performed a field reconnaissance of the project area to support the preparation of this proposal. Our services for this project will include:

- Preparation of a drainage report identifying areas without the necessary infrastructure for the "Service Level Drainage Event";
- Preparation of concept level plans/exhibits/cost estimates showing proposed improvements with a maximum of two alternatives;
- Field visit and collection of topographic data;
- Identification of potential property acquisitions and/or easements;
- Identification of potential grant and funding opportunities (the Village has applied for a grant through CBDG-DR);
- Identification of permit requirements or agency approvals, cost opinions, and pros/cons discussion;
- Attendance at one (1) Village kick-off meeting and one (1) Village project alternatives meeting.

We further understand that the Village has identified several areas of particular concern which can be seen on the map below showing the entire study area:

- 48” culvert under Morton Avenue
- Culvert under Downers Drive
- Runoff between properties located at 1456 and 1500 Virginia
- Runoff between properties located at 1457 Virginia and 4131 Seeley
- Runoff from Belle Aire Lane between properties located at 4209 and 4217 Seeley
- Runoff from Downers and Janet intersection to LDPA-11

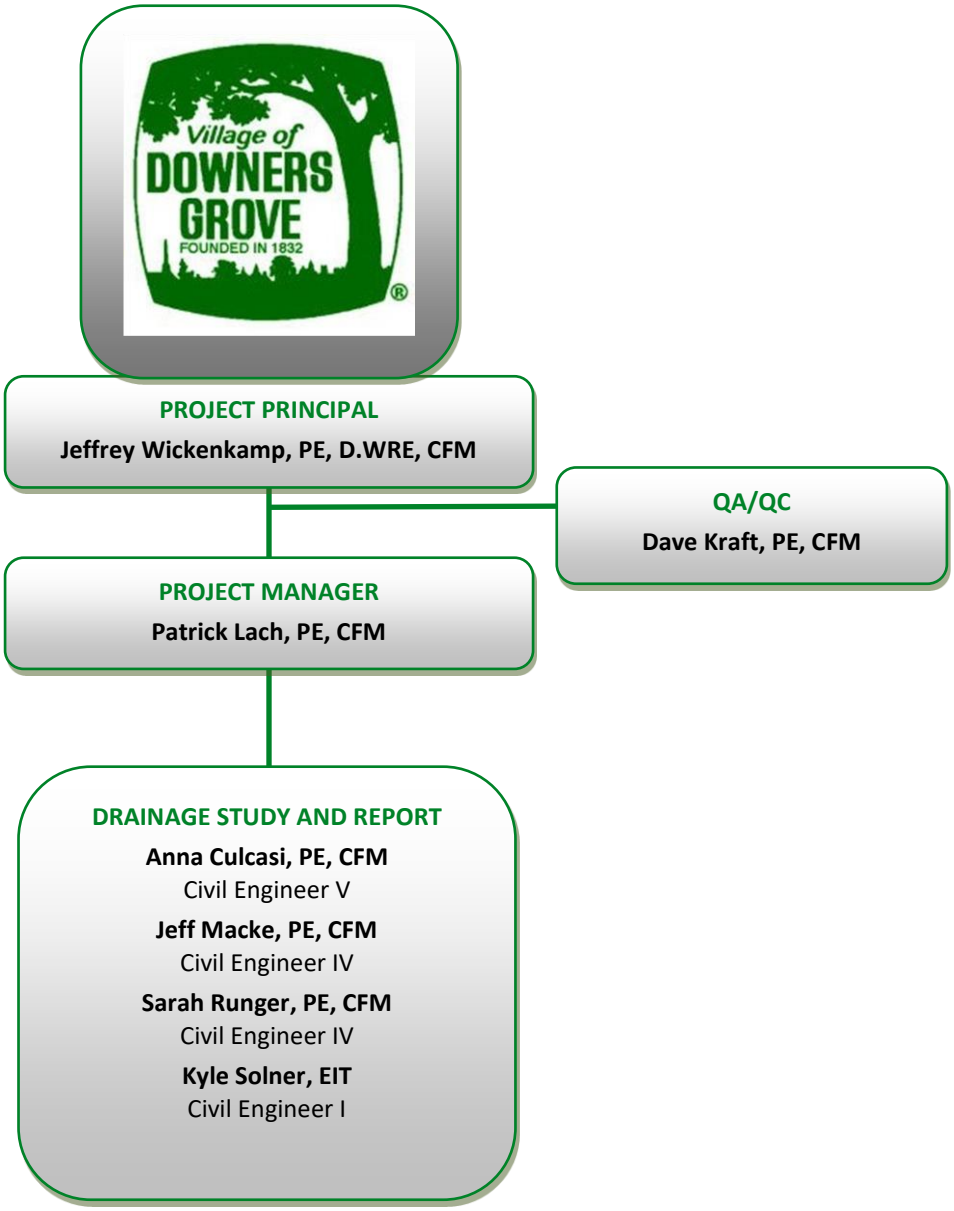



We will first analyze the solutions proposed by the 2014 analysis to verify their effectiveness. We will also explore other viable alternatives that were not contemplated in the 2014 analysis. We will present any resulting ideas with the Village for discussion. Designs will consider constructability given the mature nature of the area and the potential conflict with underground utilities.

Modeling results will be used to refine the improvement design, optimize the cost/level-of-service balance, and then will be used to verify that project objectives are met as the design progresses. Final design level modeling will be provided as part of the project.

## PROJECT ORGANIZATIONAL CHART

Our proposed project team is shown in the following organizational chart. All proposed personnel have previously worked on projects for Downers Grove and are familiar with the goals and objectives of these stormwater projects. The proposed staff have extensive stormwater management experience and possess overlapping skill sets which affords great flexibility in completion of this assignment. Hey will be capable of staffing multiple assignments (including our current assignment) and still complete the work within the established schedules. As requested in the RFP, resumes for staff not included in our SOQ are included on the following pages.



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Engineering, Ecology and Landscape Architecture

# ANNA CULCASI, P.E., CFM, Civil Engineer V

## EDUCATION
B.S., Civil Engineering, Michigan State University, 2004

## PREVIOUS EMPLOYMENT
Water Resources Engineer, Michael Baker International, Inc., Chicago, Illinois, June 2007-February 2017
Drainage Engineer, Teng and Associates (exp), Chicago, Illinois, January 2004-June 2007
Engineering Co-op Student, Kane County Division of Transportation, St. Charles, Illinois January 2000-August 2000, May 2001-December 2001

## MAJOR PROJECTS
**CPS Space to Grow – Nathan Davis School Improvements, Chicago Public Schools, Chicago, Illinois.** Ms. Culcasi is serving as a project engineer. Hey and Associates is part of a team that is designing green infrastructure to provide stormwater management improvements while transforming asphalt covered schoolyards into vibrant spaces that benefit students, the surrounding community, and the environment.

*The following projects were completed while employed by Michael Baker International, Inc.*

**Stormwater and Floodplain Management Ordinance Update, DuPage County, Illinois. DuPage County, IL - Dept. of Environmental Concern.** Ms. Culcasi served as a team member responsible for surveying recent stormwater permit applicants; reviewing national, regional, and municipal stormwater management plans; facilitating public and stakeholder involvement, including website development and maintenance; and reviewing the updated ordinance written by the prime consultant.

**Engineering Analysis of Streambank Stabilization Solutions, Cook County, Illinois. Metropolitan Water Reclamation District (MWRD) of Greater Chicago.** Ms. Culcasi served as a project engineer responsible for coordinating with sub-consultants, managing utility and GIS data, updating HEC-RAS models, performing interior drainage analysis, performing hydrology for pump station design, developing cost estimates.

**Tam O'Shanter Pump Station Reconstruction, Niles, Illinois. Illinois Department of Natural Resources.** Ms. Culcasi served as project manager and lead engineer. Responsible for overseeing design plans, cost estimates, specifications, and permit applications for the Tam O'Shanter Pump Station Reconstruction in Niles, IL. A Section 404/401 permit is being prepared for this location, as well as a local permit.

**Floodplain Mapping Revisions, Delaware and Floyd Counties, Iowa. Iowa Department of Natural Resources.** Ms. Culcasi served as project manager and lead engineer for this project responsible for review of the survey data, the hydrologic modeling including gage analysis and a HEC-HMS model, the hydraulic modeling including lateral weirs to account for overland flow through residential areas, a dam, canoe rapids, and calibration to high water marks. Responsible for oversight and engineering guidance for the floodplain mapping tasks and participated in public meetings to present the results of the analysis.

**Letter of Map Revision, Harlan, Iowa. Iowa Department of Natural Resources.** Ms. Culcasi served as project manager and lead engineer for this project responsible for review of the survey data, the hydrologic modeling including a HEC-HMS model, hydraulic modeling including lateral weirs to account for overland flow through residential areas. Responsible for oversight and engineering guidance for the floodplain mapping tasks and preparation of the LOMR package.

## REGISTRATIONS
Illinois Professional Engineer, 062-061194

## CERTIFICATIONS
Illinois Certified Floodplain Manager, IL-08-00385

## PRESENTATIONS AND PUBLICATIONS (authored and co-authored)
Progressive Stormwater Programs Across the Nation. IAFSM Conference, Tinley Park, IL 2010.
2D Thinking with 1D Models: An Overview of Delaware County, IA Hydraulic Modeling and the Resulting Floodplain. IAFSM Conference, Normal, IL 2013.

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# JEFFREY W. MACKE, P.E., CFM, Civil Engineer IV

## EDUCATION
B.S., Civil Engineering, Valparaiso University, 2009

## PREVIOUS EMPLOYMENT
Project Engineer, Engineering Resource Associates, Warrenville, Illinois, 2014 – August 2016
Staff Engineer, Patrick Engineering, Chicago, Illinois, 2009 - 2014

## MAJOR PROJECTS
**Village of Niles Stormwater Master Plan Update – Village of Niles, Cook County, Illinois**. Serving as project engineer for the update to the 2012 Village of Niles stormwater master plan to comply with current regulations and re-prioritize stormwater capital improvement projects. Work included updating XP-SWMMM models to represent current conditions, including the addition of stormwater projects completed to date. Remaining problem areas were indexed and rated based on problem severity. Projects that were identified in the 2012 study that have not been completed were compiled alongside new projects for areas without a potential stormwater improvement project. Projects were divided into priority groups based on the input of the stormwater commission and the feedback given to the village by residents in the time since the original study's inception in 2010.

**Chicago Resilient Corridors Design - Chicago Department of Planning and Development, Humboldt Park, East Garfield Park, North Lawndale, Chicago, Illinois**. As a part of the department of planning's substantial infrastructure investment program in distressed neighborhoods on the city's west side, Hey and Associates is part of a team tasked with designing green infrastructure facilities on vacant lots to relieve neighborhood flooding. Currently serving as project engineer. Responsible for identifying flood prone areas and developing designs for 10-20 vacant lots that will relieve flooding for nearby homes. Project will be designed and built this year.

**Addison Creek Channel Improvement Final Engineering Design – Metropolitan Water Reclamation District of Greater Chicago, Cook County, Illinois.** Serving as project engineer for the final design of channel improvements along Addison Creek in western Cook County. Once completed, over 1,000 homes will be removed from the floodplain due to the increase in conveyance within the channel and storage provided by the new reservoir. Work includes the preparation of final engineering plans and specifications for two sections of the creek improvements.

*The following projects were completed while employed by ERA, Inc.*

**Drainage Study 5 Locations, Village of Glencoe, Cook County, Illinois.** Served as project engineer for drainage study of five flood-prone areas within the Village of Glencoe, Illinois. Flooding was caused by undersized storm sewer networks that were designed for smaller frequency storms and lack of clear and well graded overland flow paths. Work included modeling of existing flooding conditions, proposing 10-year and 100-year flood protection solutions, creating cost opinions, and documenting findings in a final report and presentation for village approval. XP SWMM 2D software utilized to model overland flow paths. Exhibits created with output from XP SWMM 2D program to map inundation areas.

**Lyman Woods Satellite Building and Path Final Design - Downers Grove Park District, Downers Grove, DuPage County, Illinois**. Lead project engineer for final design of site work around new maintenance building at the Lyman Woods & William F. Sherman, Jr. Interpretive Center. Final construction documents were produced for the site which included a paved path along the building and a series of small bio-swales designed to meet DuPage County stormwater requirements.

**Woodridge Horizon Senior Living Final Design - Alden Design, Woodridge, DuPage County, Illinois.** Project engineer for final design of site for four-story senior living center. Work included design of parking lots, BMP stormwater management facilities, utilities, and grading. DuPage County Stormwater, IEPA water main and sanitary, and NDPES permits submitted and approved for construction.

## REGISTRATIONS
Illinois Professional Engineer, 062-066154

## CERTIFICATIONS
Illinois Certified Floodplain Manager, IL-11-00598

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Engineering, Ecology and Landscape Architecture

## SARAH RUNGER, P.E., CFM, Civil Engineer IV

### EDUCATION
Bachelor of Science, Civil Engineering, University of Notre Dame, Notre Dame, Indiana, 2008
Master of Education, University of Notre Dame, Notre Dame, Indiana, 2010

### PREVIOUS EMPLOYMENT
Staff Engineer, Nexus Engineering, Oakbrook Terrace, IL / January 2012 – October 2014

### MAJOR PROJECTS
**108th Avenue from 167th Street to 159th Street, Cook County Department of Transportation and Highways, Illinois.** Ms. Runger completed the existing drainage analysis in preparation for the reconstruction of 108th Avenue. Analysis includes subbasin delineation, development of hydrologic parameters, hydrologic analysis with HEC-HMS, modeling existing conditions using SWMM, and preparation of proposed alternatives for roadside drainage infrastructure.

**Village of Niles Tier 3 Small Project Design, Village of Niles, Illinois.** In preparation for design work to improve existing drainage problems, Ms. Runger completed topographic survey data collection including sewer sizes, inverts, and other features needed for the design. She updated the existing XP-SWMM model with the survey data and modeled proposed alternatives to compare the flood reduction benefits and optimize the design.

**156th Street Drainage Study, Cook County Department of Transportation and Highways, Harvey, Illinois.** Ms. Runger completed the existing drainage plan for 156h Street. Site observations were used to assist in delineating drainage basins in the relatively flat area. She supervised the televising of the existing storm sewer to determine feasibility of lining the sewer instead of replacing it. Ms. Runger also assisted in the development of the proposed drainage plan which includes the curb and gutter that is proposed as part of the reconstruction of 156th Street.

**Addison Creek Channel Improvements Final Engineering, Metropolitan Water Reclamation District of Greater Chicago (in progress).** Ms. Runger is part of the project team designing stream channel improvements to mitigate overbank flood damages along Addison Creek. She has been involved with the hydraulic modelling of conveyance alternatives, streambank stabilization improvements, and bridge/culvert removals and replacements, as well as assisting with the coordination to obtain the necessary regulatory permits.

**University of California, San Diego Campus Planning Models, Placeways, San Diego, California.** Ms. Runger used the ArcHydro toolbox to process and recondition the raw DEM (digital elevation model) data and then create flow direction grids and flow accumulation grids to identify the flow paths. She then utilized the results to optimize placement of green infrastructure for the future development.

**Buffalo Creek Reservoir Expansion, Metropolitan Water Reclamation District of Greater Chicago, Illinois.** Ms. Runger performed the hydraulic analysis to design drainage culverts for the Buffalo Creek trail expansion by delineating drainage areas and calculating required flow capacity using the Rational Method for seventeen new trail culverts. The culverts were sized using HY-8 Culvert Analysis program. The sizing of rip rap and the dimensions of the rip rap apron were also calculated in conjunction with the culvert design. Velocities in drainage swales were calculated to check for potential erosion concerns.

**East Branch DuPage River Watershed and Resiliency Plan, DuPage County Stormwater.** This project included data collection, public outreach, and report development efforts for the East Branch DuPage River Watershed & Resiliency Plan which was a critical component of DuPage County's successful Phase I Application to U.S. HUD's National Disaster Resiliency Competition. The watershed plan expanded the scope of potential watershed projects beyond the flood control focal point and into a broader watershed-wide plan for future resilience to disasters. Ms. Runger assisted with GIS analysis of existing watershed features and characteristics related to the ability to respond to disaster including flood areas, the locations of committed flood improvement projects, census information, and other data. Other tasks completed by Ms. Runger include summarizing stakeholder survey results pertaining to flood concerns and quality of life, gathering U.S. Census Bureau data to appropriately characterize the population in the watershed, describing and providing data to document the climate of the watershed, and providing flow and precipitation data.

### REGISTRATIONS
Illinois Professional Engineer, 062.068684

### CERTIFICATIONS
Illinois Certified Floodplain Manager, IL-15-00738

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Engineering, Ecology and Landscape Architecture

# KYLE S. SOLNER, E.I.T., Civil Engineer I

## EDUCATION
B.S., Civil and Environmental Engineering, University of Illinois at Urbana-Champaign, 2016
A.S., Engineering Science, College of Lake County, 2013

## PREVIOUS EMPLOYMENT
Environmental Engineering Intern, CDM Smith, Chicago, Illinois, June 2015-August 2015

## MAJOR PROJECTS
**CPS Space to Grow – Nathan Davis School Improvements, Chicago Public Schools, Chicago, Illinois.** Mr. Solner is serving as a project engineer using AutoCAD to create final engineering plans documents including plan and profile sheets for stormwater infrastructure. Hey and Associates is part of a team that is designing green infrastructure to provide stormwater management improvements while transforming asphalt covered schoolyards into vibrant spaces that benefit students, the surrounding community, and the environment.

**Addison Creek Channel Improvements Final Engineering Design– Metropolitan Water Reclamation District of Greater Chicago.** Currently performing design tasks on a project team tasked with designing stream channel improvements to mitigate overbank flood damages along Addison Creek. Work includes utilizing AutoCAD Civil3D to facilitate engineering design and to develop finale engineering plans. He is building the Civil3D corridor using custom assemblies in order to generate final design cross sections and plan and profile sheets. Coordinating design items directly with stakeholders including site visits and project coordination meetings.

**Willow Pond Construction Plans – Champaign County Forest Preserve District.** Completed construction plans including plan and profile sheets and prepared an opinion of probable cost for the installation of clay liner for Willow Pond in Champaign County. Designed pipe culverts to discharge water from the pond and prevent overtopping for a range of storm events.

**Campanelli Park Site Improvements – Schaumburg Park District.** Performed topographic survey and developed permit-level plans for the replacement of two 20-foot pedestrian bridges and stabilization of their associated streams. Worked to obtain Village of Schaumburg permit and a Letter of No Objection from U.S. Army Corps of Engineers.

**Atcher Park Bridge Replacement – Schaumburg Park District.** Performed topographic survey and developed permit-level plans for the replacement of a 40-foot pedestrian bridge over the West Branch DuPage River. Worked to obtain permits from U.S. Army Corps of Engineers, Illinois Department of Natural Resources-Office of Water Resources, North Cook County Soil and Water Conservation District, Village of Hanover Park, and DuPage County per their Stormwater and Floodplain Ordinance.

**Municipal Center Woodland Restoration Project – Village of Schaumburg.** Developed preliminary plans and prepared an opinion of probable cost for the enhancement of 6.5 acres of woodlands and erosion control along a 1,000-foot reach of Salt Creek West Branch Tributary 5, located on the Village's Municipal Center grounds.

**Happ Road Bridge Replacement Supplemental Drainage Design and USACE Permitting – Cook County Department of Transportation and Highways.** Worked to obtain permits from Illinois Department of Natural Resources-Office of Water Resources, North Cook County Soil and Water Conservation District, and U.S. Army Corps of Engineers. Also coordinated with Village of Wilmette to obtain a Watershed Management Permit from the Metropolitan Water Reclamation District of Greater Chicago.

**Elmhurst Police Department Rain Garden – City of Elmhurst.** Completed bid set plans for the installation of a rain garden on Elmhurst Police Station grounds.

**156th Street Watershed Management Ordinance Permit – Cook County Department of Transportation and Highways.** Worked to obtain a Watershed Management Permit from the Metropolitan Water Reclamation District of Greater Chicago for the 156th Street reconstruction and drainage project from Commercial Avenue to Halsted Street.

## REGISTRATIONS
Illinois Engineer-In-Training, 061-039287

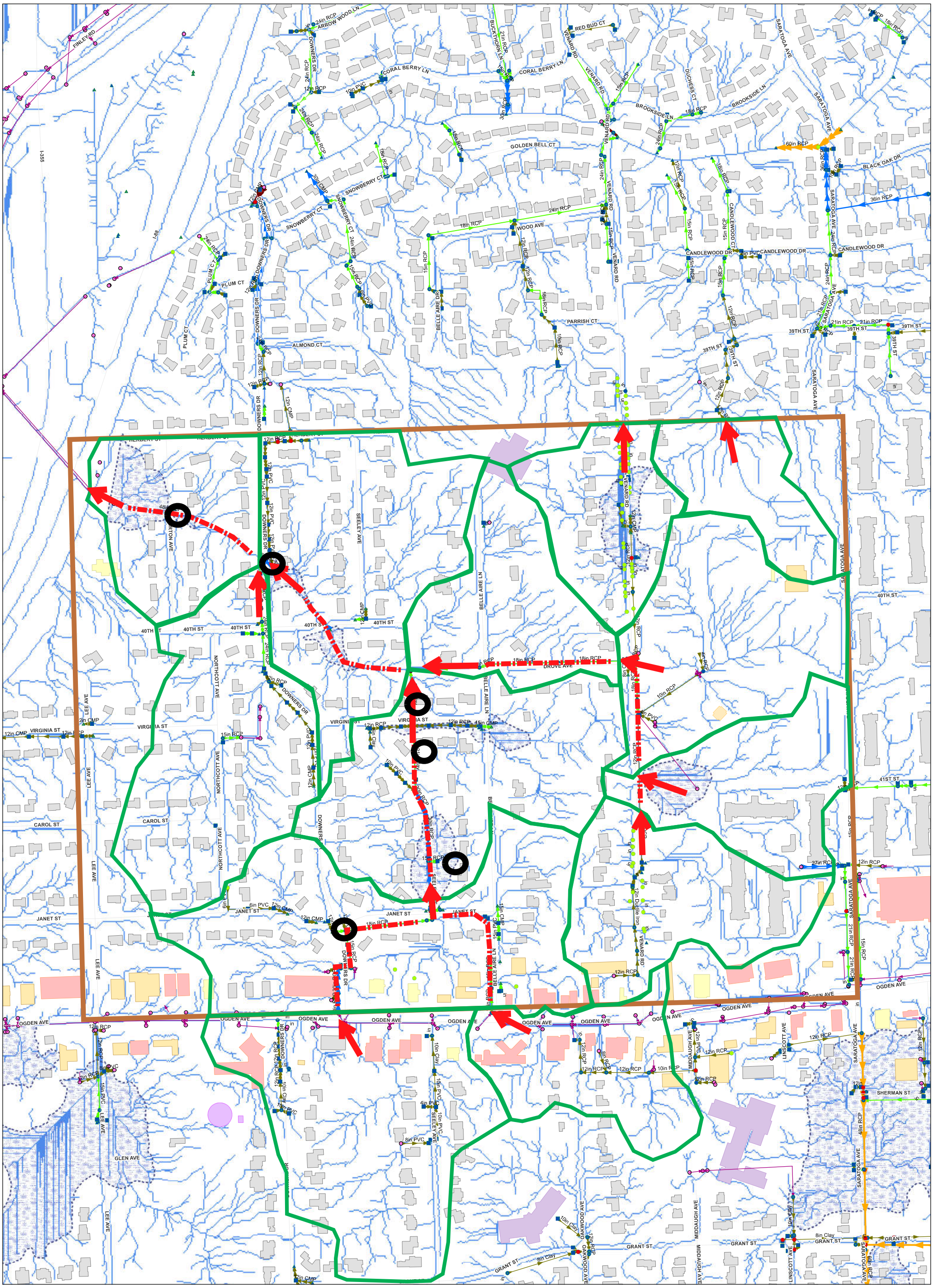
## PROPOSED SCHEDULE

The project will be completed over a 3-month period. Based on the time needed to review data, present interim results, allow for adequate review time and make the necessary adjustments, we believe this is an appropriate time frame for the nature of this project. The project milestones provided in the RFP are included below
The completion dates for each phase are as follows:

| Phase | Completion Date |
|---|---|
| Draft Drainage Study/Report | January 19, 2018 |
| Final Drainage Study/Report | February 2, 2018 |

## PROPOSED FEE

As requested, the proposed fee is included in a separate sealed envelope.




Scale: 1 inch = 200 feet

Orientation:

**Legend**

**Storm Pipes**

- 0 - 12
- 13 - 24
- 25 - 36
- 37 - 60
- 61 - 132
- Non-Village Storm Pipes
- Active LPDAs
- Overland Drainage Areas
- Identified Problem Area

Project Number: 17-0439

Latest Revision: 11/8/2017

Prepared by:

*Hey and Associates, Inc.*

Engineering, Ecology and Landscape Architecture

Project Name:

Burlington Highlands

Prepared for:

Village of Downers Grove

Information about exhibit:

Exhibit Title:

**Overland Flow Path**

Exhibit:

**1**

## 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:**

Hey and Associates, Inc.
Company Name

26575 W Commerce Dr., Ste. 601
Street Address of Company

Volo, IL 60073
City, State, Zip

(847)740-0888
Business Phone

(847)740-2888
Fax

Date: November 10, 2017

volo@heyassoc.com
Email Address

Jeffrey A Wickenkamp
Contact Name (Print)

(847)740-0888
24-Hour Telephone

Signature of Officer, Partner or Sole Proprietor

Thomas L Polzin, President
Print Name & Title

ATTEST: If a Corporation

Signature of Corporation Secretary

**VILLAGE OF DOWNERS GROVE:**

Authorized Signature

Title

Date

ATTEST:

Signature of Village Clerk

Date

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

# 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:** Hey and Associates, Inc.

**ADDRESS:** 26575 W. Commerce Drive, Suite 601

**CITY:** Volo

**STATE:** Illinois

**ZIP:** 60073

**PHONE:** 847-740-0888 **FAX:** 847-740-2888

**TAX ID #(TIN):** 36-4183789

(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:** _____ **DATE:** November 10, 2017

## PROPOSER'S CERTIFICATION

With regard to Stormwater Engineering Services, - Burlington Highlands (Downers/Virgina/Seeley/40th) - Area 2 (Name of Project), proposer Hey and Associates, Inc. (Name of Proposer) hereby certifies 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 – Burlington Highlands
(Downers/Virginia/Seeley/40th) – Area 2

BY: _____
Proposer's Authorized Agent

| 3 | 6 | - | 4 | 1 | 8 | 3 | 7 | 8 | 9 |
|---|---|---|---|---|---|---|---|---|---|

**FEDERAL TAXPAYER IDENTIFICATION NUMBER**

or _____
Social Security Number

Subscribed and sworn to before me
this 10th day of November 2017.

Julie Babenko-Longhi
Notary Public)

"OFFICIAL SEAL"
JULIE BABENKO-LONGHI
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires 09/11/2018

(Fill Out Applicable Paragraph Below)

(a) **Corporation**
The Proposer is a corporation organized and existing under the laws of the State of IL, which operates under the Legal name of Heyanel Associates, Inc., and the full names of its Officers are as follows:

President: Thomas L. Polzin

Secretary: Vincent J. Mosca

Treasurer: Jeffrey A. Wickenkamp

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

(b) **Partnership**
Signatures and Addresses of All Members of Partnership:

_____

_____

_____

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

(c) **Sole Proprietor**
The Supplier is a Sole Proprietor whose full name is: _____

and if operating under a trade name, said trade name is: _____

which name is registered with the office of _____ in the state of

_____.

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 Secura / Hartford / Continental

Agent Suburban Insurance Consultant / Suburban Insurance Consultant / Risk Strategies Company

Street Address 2170 Point Blvd Suite #600 / 2170 Point Blvd Suite #600 / 650 Dundee Road, Suite 17

City, State, Zip Code Elgin, IL 60123 / Elgin, IL 60123 / Northbrook, IL 60062

Telephone Number 847-870-7100 / 847-870-7100 / 847-412-1414

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

Print Name of Company: Hey and Associates, Inc.

Print Name and Title of Authorizing Signature: Thomas L. Polzin, President

Signature: _____

Date: November 10, 2017

## Apprenticeship and Training Certification

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

Name of Bidder: Hey and Associates, Inc.

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: Thomas L. Polzin, President

Signature:

Date: November 10, 2017

## 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: Hey and Associates, Inc.

Address: 26575 W Commerce Drive, Suite 601

City: Volo, IL Zip Code: 60073

Telephone: ( 847 ) 740-0888 Fax Number: ( 847 ) 740-2888

E-mail Address: volo@heyassoc.com

Authorized Company Signature:

Print Signature Name: Thomas L. Polzin Title of Official: President

Date: November 10, 2017

# 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.

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Under penalty of perjury, I declare:

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

Signature _____ Thomas L. Polzin
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)

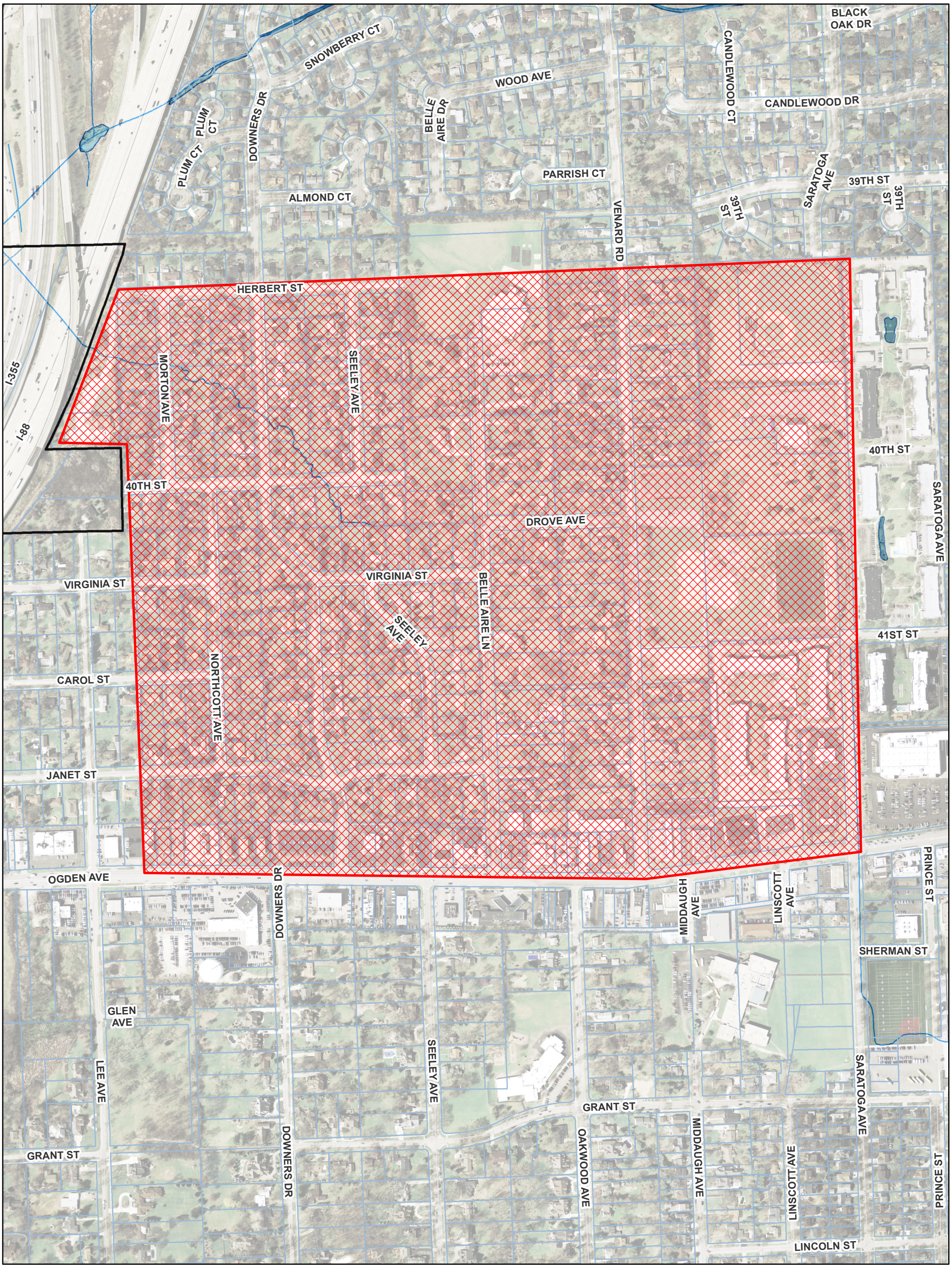
To whom contribution was made: _____

Year contribution made: _____ Amount: $ _____

Signature _____ Print Name _____

*Hey and Associates, Inc.*

Village of Downers Grove, Illinois
Stormwater Management Engineering Services Burlington Highlands
Proposal No. SW-080-17B

| | | Hey and Associates, Inc. | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Phase | Description | Project Principal<br>Wickenkamp<br>$195 | Project Manager<br>Lach<br>$160 | QA/QC<br>Kraft<br>$160 | Civil Engineer V<br>Culcasi<br>$135 | Civil Engineer IV<br>Macke/ Runger<br>$125 | Civil Engineer I<br>Solner<br>$95 | Total Hours | Labor | Direct Costs | Totals | |
| **1** | **Drainage Study/Report** | | | | | | | | | | | **$ 32,550** |
| 2A | Update XP-SWMM Model | | 1 | | 2 | 22 | | 25 | $ 3,180 | | $ 3,180 | |
| 2B | Develop and model 2 alternatives to accommodate Service Level Drainage Event | 1 | 2 | 1 | 8 | 32 | | 44 | $ 5,755 | | $ 5,755 | |
| 2C | Field visit and topographic data collection | | | | | 8 | 8 | 16 | $ 1,760 | $ 25 | $ 1,785 | |
| 2D | Develop conceptual plans and costs | 2 | 8 | 1 | 10 | 44 | 28 | 93 | $ 11,340 | $ 250 | $ 11,590 | |
| 2E | Identify potential grant opportunities | 1 | | | 1 | 2 | | 4 | $ 580 | | $ 580 | |
| 2F | Identify permit or agency approvals | | 2 | | | 4 | | 6 | $ 820 | | $ 820 | |
| 2G | Draft Report | 1 | 2 | 1 | 2 | 20 | 8 | 34 | $ 4,205 | $ 25 | $ 4,230 | |
| 2H | Kickoff Meeting w Village Staff | | 3 | | | 3 | | 6 | $ 855 | $ 25 | $ 880 | |
| 2I | 2nd Meeting w Village Staff | | 3 | | | 3 | | 6 | $ 855 | $ 25 | $ 880 | |
| 2J | Final Report | 1 | 2 | 1 | 2 | 12 | 4 | 22 | $ 2,825 | $ 25 | $ 2,850 | |
| | **Totals:** | **6** | **23** | **4** | **25** | **150** | **48** | **256** | **$ 32,175** | **$ 375** | **$ 32,550** | **$ 32,550** |

# EXHIBIT A:
# Approximate Study Area