

VILLAGE OF DOWNERS GROVE
Report for the Village Council Meeting
4/9/2019

SUBJECT:	SUBMITTED BY:
Engineering Services Contract for Village Level of Service Master Plan - Phase 1	Nan Newlon Director of Public Works

SYNOPSIS

A motion is requested to award a contract for engineering and survey services to Hey and Associates, Inc. of Chicago, Illinois, in the amount of \$178,024 for engineering services for Phase 1 of the Drainage and Stormwater Master Plan (SW-086). This includes a 10% contingency.

STRATEGIC PLAN ALIGNMENT

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

FISCAL IMPACT

The FY19 Budget includes \$200,000 in the Stormwater Fund (Page 4-28, Line 17) for this project.

RECOMMENDATION

Approval on the April 9, 2019 Consent Agenda.

BACKGROUND

The Village is nearing completion of the projects identified in the 2014 Stormwater Project Analysis (SPA). In the SPA, the Village adopted a goal of providing a minimum standard of service for drainage infrastructure to all properties within the Village, and identified improvements to areas that experienced flooding in the 2013 flooding event. The minimum standard of service was identified as the “Service Level Drainage Event”, and accounts for an estimated 95% of the rainfall events that occur on average in a given year. With non-floodplain projects identified in the SPA nearing completion, the staff is recommending that a comprehensive study of the Village be conducted to identify remaining areas within the Village that do not meet the Service Level Drainage Event.

Phase 1 of the proposed plan will further refine the definition of the Service Level Drainage Event, develop a GIS tool to depict the current level of service throughout the entire Village, and create an evaluation and prioritization framework for future stormwater improvement projects.

A Request for Qualifications was advertised and three (3) of the responding firms were interviewed. After interviewing these firms, Hey and Associates was selected to provide a Scope of Work and proposal for this

work. Staff recommends award of this contract for professional services to Hey and Associates, Inc. based on their understanding of the project, capability to perform the work, and experience with similar projects.

ATTACHMENTS

Contract

VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY

INITIATED: Public Works DATE: April 9, 2019
(Name)

RECOMMENDATION FROM: _____ FILE REF: SW-086
(Board or Department)

NATURE OF ACTION:

STEPS NEEDED TO IMPLEMENT ACTION:

- Ordinance
- Resolution
- Motion
- Other

Motion to authorize execution of a contract for engineering and survey services for Phase 1 of the Drainage and Stormwater Master Plan (SW-086) to Hey and Associates, Inc. in the amount of \$161,840.00 plus a 10% contingency in the amount of \$16,184.00 for a total not-to-exceed \$178,024.00.



SUMMARY OF ITEM:

Adoption of this motion shall authorize execution of a contract for engineering and survey services for Phase 1 of the Drainage and Stormwater Master Plan (SW-086) to Hey and Associates, Inc. in the amount of \$161,840.00 plus a 10% contingency in the amount of \$16,184.00 for a total not-to-exceed \$178,024.00.

RECORD OF ACTION TAKEN:

AGREEMENT

This Agreement is made this _____ day of April 2019, by and between Hey and Associates, Inc. ("Consultant") and the Village of Downers Grove, Illinois, an Illinois municipal corporation with offices at 801 Burlington Avenue, Downers Grove, Illinois 60515, ("Village").

WHEREAS, the Village wishes to retain the services of the Consultant to provide drainage and stormwater management study/design services in order to prepare a drainage and stormwater management master plan; and

WHEREAS, the Consultant is willing to perform these services for compensation and in accordance with the terms and conditions described in this Agreement.

NOW, THEREFORE, in consideration of the mutual benefits that will result to the parties in carrying out the terms of this Agreement, it is agreed as follows:

I. Scope of Services

See attached Proposal dated March 25, 2019 attached hereto and incorporated herein by reference as Exhibit B.

II. Term of Agreement

The term of this Agreement shall be until December 31, 2019 or until the services as set forth in Exhibit B have been completed, whichever shall occur first.

III. Compensation

A. Basic Fees:

Fees for these services shall not exceed One Hundred Sixty-one Thousand Eight Hundred Forty Dollars and no cents (\$161,840.00). Any additional work performed that will increase the agreement price in excess of this amount must be approved in writing by both parties.

B. Consultant Invoices:

The Consultant shall prepare invoices that contain a reference number, the billing period, the classifications and/or names of staff, numbers of hours billed to the project (with clear itemization for hours spent), all reimbursable expenses and a total reimbursable amount for the billing period including receipts therefor, amounts billed to date, and amounts received to date.

C. Prompt Payment Act:

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 Consultant within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Consultant 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.

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 Consultant 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.

IV. General Terms and Conditions

A. Relationship Between the Consultant and the Village

The relationship between the Village and the Consultant 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.

B. Equal Employment Opportunity

In the event of the Consultant'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 Consultant 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 Agreement, the Consultant agrees as follows:

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 handicap unrelated to ability, 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.
2. That, if it hires additional employees in order to perform this Agreement 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.
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 handicap unrelated to ability, or an unfavorable discharge from military service.

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 consultant'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 consultant in its efforts to comply with such Act and Rules and Regulations, the consultant will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
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.
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 purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
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 subconsultant. In the same manner as with other provisions of this Agreement, the consultant will be liable for compliance with applicable provisions of this clause by such subconsultants; and further it will promptly notify the contracting agency and the Department in the event any subconsultant fails or refuses to comply therewith. In addition, the Consultant will not utilize any subconsultant declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivision or municipal corporations.

C. Sexual Harassment

Consultant, as a party to a public contract, has a written sexual harassment policy so that it:

1. Notes the illegality of sexual harassment;
2. Sets forth the State law definition of sexual harassment;
3. Describes sexual harassment utilizing examples;
4. Describes the Consultant or supplier's internal complaint process including penalties;
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;
6. Describes the protection against retaliation afforded under the Illinois Human Rights

Act.

D. Drug Free Work Place

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

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 grantee's or Consultant'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: abide by the terms of the statement; and 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.
2. Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the grantee's or consultant'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.
3. Providing a copy of the statement required by subparagraph (1) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
4. Notifying the contracting or granting agency within ten (10) days after receiving notice of a criminal drug statute conviction from an employee or otherwise receiving actual notice of such conviction.
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.
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.
7. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

E. Non-Discrimination

Consultant, its employees and subconsultants, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the Illinois Human Rights Act, the Public Works Employment Discrimination Act, the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

The equal opportunity clause of the Department of Human Rights rules is specifically incorporated herein.

The Americans with Disabilities Act (42 U.S.C. 12101) and the regulations thereunder (28 CFR 35.130)(ADA) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual arrangements, in the provision of any aid, benefit or service. As a condition of receiving this Agreement, the undersigned vendor certifies that services, programs and activities provided under this Agreement are and will continue to be in compliance with the ADA.

F. Campaign Disclosure Certificate

The Consultant shall submit an executed Campaign Disclosure Certificate, attached hereto. 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. By signing this Agreement, the Consultant 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.

G. Patriot Act Compliance

The Consultant 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 Consultant further represents and warrants to the Village that the Consultant 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 Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Consultant 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.

H. Cooperation with FOIA Compliance

Consultant acknowledges that the Freedom of Information Act may apply to public records in possession of the Consultant. Consultant shall cooperate with the Village in its efforts to comply with the Freedom of Information Act. 5 ILCS 140/1 et.seq.

I. Copyright or Patent Infringement

The Consultant agrees to indemnify, defend, and hold harmless the Village against

any suit, claim, or proceeding brought against the Village for alleged use of any equipment, systems, or services provided by the Consultant that constitutes a misuse of any proprietary or trade secret information or an infringement of any patent or copyright.

J. Standard of Care

Services performed by Consultant under this Agreement 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 Agreement, or in any report, opinions, and documents or otherwise.

If the Consultant fails to meet the foregoing standard, Consultant will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Consultant's failure to comply with the above standard and reported to Consultant within one (1) year from the completion of Consultant's services for the Project.

V. Insurance and Indemnification of the Village

A. Insurance

The Consultant 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 Consultant from the types of claims set forth below which may arise out of or result from the Consultant's operations under this Contract and for which the Consultant may legally liable:

Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;

Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Consultant's employees;

Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Consultant's employees;

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 Consultant, or (2) by another person;

Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;

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;

Claims for damages as a result of professional or any other type of negligent action by the Consultant or failure to properly perform services under the scope of the agreement between the Consultant and the Village.

The Consultant shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).

As evidence of said coverages, Consultant 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.

B. Indemnification

The Consultant 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 Consultant 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 Consultant 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 Consultant 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 Consultant, its employees, or its subcontractors.

VI. Miscellaneous Provisions

A. Termination

In the event of the Consultant's nonperformance, breach of the terms of the Agreement, or for any other reason, including that sufficient funds to complete this Agreement are not appropriated by the Village, the Agreement may be canceled, in whole or in part, upon the Village's written notice to the Consultant. The Village will pay the Consultant's costs actually incurred as of the date of receipt of notice of termination. Upon termination, the Consultant 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.

B. Governing Law

This Agreement will be governed by and construed in accordance with the laws of the

State of Illinois. Venue is proper only in the County of DuPage.

C. Successors and Assigns

The terms of this Agreement 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 Agreement in whole or in part without the prior written approval of the other.

D. Waiver of Contract Breach

The waiver by one party of any breach of this Agreement 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 Agreement and will not be construed to be a waiver of any provision except for the particular instance.

E. Amendment

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

F. Severability of Invalid Provisions

If any provisions of this Agreement are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Agreement, 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.

G. Notice

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 designated representatives of both parties as follows:

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

Hey and Associates, Inc.
8755 W. Higgins Road
Suite 835
Chicago, IL 60631

H. Village Ordinances

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

I. Use of Village's Name

The Consultant 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.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date indicated above.

Hey and Associates, Inc.

By: Jeff Wickham

Title: Vice President

Date: 3/27/19

Village of Downers Grove

By: _____

Title: _____

Date: _____

**Exhibit A
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 this Agreement, Consultant agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

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

Jeffrey A. Wickenkamp
Signature

Jeffrey A. Wickenkamp
Print Name

Consultant 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.

Engineering, Ecology and Landscape Architecture

*MILWAUKEE, WISCONSIN**8755 W. HIGGINS ROAD, SUITE 835**CHICAGO, ILLINOIS 60631**PHONE (773) 693-9200**FAX (773) 693-9202**VOLO, ILLINOIS*

March 25, 2019

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

Re: Downers Grove Stormwater Master Plan Phase 1
Proposal No.: 19-0004

Dear Ms. Behr:

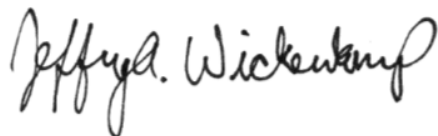
Hey and Associates, Inc. (Hey) is pleased to submit this proposed scope of work and cost for Phase 1 of the Downers Grove Drainage and Stormwater Management Master Plan. The Plan will establish the definition of the service level drainage event, develop a GIS tool to depict current level of service throughout the whole village, and create an evaluation framework and prioritization of future stormwater improvement projects.

The objective of Phase 1 will be to provide the Village with a GIS-based tool and datasets that can quickly ascertain drainage needs. This proposal outlines the scope of services to perform an updated flow path analysis for the entire Village including incorporating detailed stormwater infrastructure data as available.

The scope of work for this project is included in Attachment A. Attachment A also includes the proposed hours and cost spreadsheet. Phase 1 of this project is expected to have a duration of 4-5 months and will be completed between the end of April and September 2019.

We are excited to continue working with the Village and to develop a Plan that will guide stormwater management over the next decade. Please do not hesitate to contact me if you require any additional information jwickenkamp@heyassoc.com or 773-693-9200.

Sincerely,



Jeff Wickenkamp, PE, CFM, D.WRE
Vice President

Attachment A
Downers Grove Stormwater Master Plan Phase 1
Scope of Services

SCOPE OF SERVICES

Task 1: Coordination, Meetings and Project Management

We will attend five monthly project meetings with staff between April and September (1 per month). We also are budgeting for up to three additional meetings to be held on an as-needed basis with staff and/or the Village Manager. This task also includes project management duties and other routine updates to be provided to Downers Grove. We will also plan to attend one public meeting.

Task 2: Prepare Village-Wide Flow Path Model and Level of Service GIS Tool

Hey will perform the necessary data collection, analysis, evaluation and review of GIS-based analysis including ArcHydro processes to provide the base data to establish a uniform method of evaluating the level of service for sewer systems and ditches in the Village's GIS database. An itemized task description is provided below.

- Data Collection – Obtain and review latest GIS data sets from the Village, County, etc.
- Field Review / Verification – A nominal number of hours (approximately 6 days of staff time) has been allocated for field data collection and verification of input and results data.
- GIS Data Preparation – Based on the proposed methodologies, Hey will prepare the GIS data for input into the analysis and evaluation including preparing base GIS framework for the processing.
- Incorporate Sewers / Detention – Sewer, ditches and detention (or pond areas) from the Village's GIS system will be incorporated into the GIS input data to provide advanced functionality to prepare for the tributary area / runoff evaluation. This is assumed to include readily available data within the Village's GIS database and adding additional obvious stormwater infrastructure data to facilitate the connection of stormwater systems in the GIS processing. We will work with the Village staff on how the best method for incorporating LPDAs into the GIS analysis and utilize them accordingly.
- ArcHydro Processing – The latest and updated input data will be run through the ArcHydro processes to develop flow paths and tributary flow accumulation. This goes beyond the scope of the original flow path model developed as part of the APA program because new data is included to facilitate the LOS evaluation.
- Flowpath review and updates – The resulting data will be reviewed internally and coordinated with the Village. It is anticipated that Hey will provide draft data for the Village to review and questions/comments will be included in a re-run of the ArcHydro processes.
- Tributary Development – Tributary areas will be developed based on the flow accumulation results from the GIS analysis for GIS drainage structures in the Village

Attachment A
Stormwater Master Plan Phase 1
Scope of Services
Page 2

- Land Use / Tc – A framework for hydrologic parameter input will be developed and utilized to calculate appropriate hydrologic input parameters such as Land Use and Time of Concentration.
- Tributary Flow Parameter, Framework, Analysis – Hey will develop the framework for evaluation tributary flow on a uniform basis throughout the Village based on the available GIS data and subsequent analyses. This will include the assumptions, calculation equations, inputs and results.
- Sewer and Ditches Design Capacity – Hey will utilize the GIS system to develop standard design capacity for storm sewer and ditch segments. Where data is not available in the GIS system, standard design assumptions will be used for the sewer and ditch parameters.
- Tributary Runoff Evaluation – Hey will evaluate the stormwater runoff for the tributary areas and relate the results to the storm sewer and ditch segments to provide the baseline results to determine level of service and compare to the design capacity. Hey will provide a draft understanding of the sewer and ditch system which will be used to develop the appropriate level of service designation.
- Review trunk line and creek capacity – Major trunklines and creeks will be analyzed outside of the GIS tool and documented in a separate GIS dataset as appropriate. This analysis will compare the estimated LOS peak flow to the estimated in-bank stream capacity or full flow capacity of major trunklines. This is assumed to include up to 40 segments.
- Results Verification / Calibration – Hey will review tributary runoff results for 3-4 recent locations with hydraulic modeling to verify consistency of level of service analyses.
- Documentation / Exhibits – Hey will provide a documentation of the analysis steps and appropriate data sets for the Village to begin using the results.

Task 3: Review/Catalog Previous Studies, Models and Improvements

The preparation of the new master plan will begin with the compilation and summary of the previous work completed by the Village over the past 10-plus years. Although we have previously reviewed these documents, we will now review them to extract meaningful and relevant data that can be used going forward. The four primary documents we will review include the:

- 2007 Watershed Infrastructure Improvement Plan (WIIP) which provided recommendations on capital improvements that should be made to the stormwater system
- 2014 Stormwater Project Analysis (SPA) which included a new approach for prioritizing stormwater capital improvement projects that is consistent with the Village's fee-based stormwater utility, and the
- 2016 Stormwater Utility Report

Attachment A
Stormwater Master Plan Phase 1
Scope of Services
Page 3

- LPDA Studies

We will also review the previous modeling as provided by Downers Grove. We will review, open and catalog basic modeling characteristics and prepare GIS mapping that depicts the coverage of existing models, including model type and date.

Finally, we will prepare and include a map product that depicts the stormwater capital improvement projects that have been completed since 2007. We assume that this data will be largely be provided by village staff and have only included a nominal amount of time for review and formatting the presentation of this data.

Task 4: Phase 1 Stormwater Management Master Plan Report

Phase 1 will culminate in the preparation of the first sections of what will ultimately become the overall Stormwater Master Plan Report. An anticipated Phase 1 Report outline is included below, which can be updated based on ultimate project and plan goals developed during the project. Report should include:

- Purpose of report (guide future stormwater CIPs)
- Definitions
- Full discussion of LOS including:
 - Selection/redefining/renaming LOS in Downers Gove
 - Explain what LOS will and won't do, i.e. -
 - Controlled conveyance flowpaths in the ROW
 - Nuisance ponding
 - Groundwater
 - BFEs and LDPAs
- Summary of the GIS tool development and findings
 - Identify assumptions made in "modeling" to establish those areas lacking LOS
 - Explain why some areas already have LOS drainage
 - Identify major issues that will prevent LOS from being obtained in some areas (i.e. undersized trunk lines, need for streambank stabilization or creek improvements). Include some time for a review of capacity of trunk lines/creeks.
- Identify system maintenance and document current practices, current level of effort and future needs
- Exhibits to be included within the Report
 - Show what areas have LOS and which do not, which have some infrastructure but doesn't meet LOS
 - Heat Maps of areas that don't meet LOS
- Identify Phase 2 of Plan Development which may include:
 - Future capital improvement project identification

Attachment A
 Stormwater Master Plan Phase 1
 Scope of Services
 Page 4

- Future Analysis needs
- Stormwater project priorities
 - Evaluation System
- Future CIP

We will deliver the final report and all exhibits electronically. We will also include three printed and bound copies of the report.

Proposed Fees

The proposed fees for the above tasks are summarized in the following table.

TASK	FEE
1. Coordination, Meetings and Project Management	\$12,510
2. Flowpath Model and LOS Tool Development	\$117,660
3. Review and Catalog Previous Studies, Models and Improvements	\$10,870
4. Phase 1 Stormwater Management Master Plan Report	\$20,800
TOTAL	\$161,840

A detailed table of hours and rates by task is also provided on the following page.

Attachment A
 Stormwater Master Plan Phase 1
 Scope of Services
 Page 5

Phase	Description	Hey and Associates, Inc.						Total Hours	Labor	Direct Costs	Totals
		Project Principal	Project Manager	Civil Engineer V	Civil Engineer IV	Civil Engineer II	Water Resources Specialist				
		Wickenkamp \$195	Lach \$170	Culcasi \$145	Runger \$135	Solner \$115	James \$95				
1	Coordination, Meetings and Project Management										\$ 12,510
	Coordination/Meetings	12	20	4	12			48	\$ 7,940	\$ 240	\$ 8,180
	Public Meeting	4	4	4				12	\$ 2,040	\$ 150	\$ 2,190
	Project Management	2	10					12	\$ 2,090	\$ 50	\$ 2,140
2	Flowpath Model and LOS Tool Development										\$ 117,660
	Data Collection		1		8			9	\$ 1,250		\$ 1,250
	GIS Processing for flow paths, ditches, sewers, detention		12	35	215			262	\$ 36,140		\$ 36,140
	Field Review/Verification of Results for Select Areas		1	16	16	16		49	\$ 6,490	\$ 120	\$ 6,610
	Tributary development	1	4	8	40			53	\$ 7,435		\$ 7,435
	Land Use / Tc	4	6	30	50			90	\$ 12,900		\$ 12,900
	Tributary flow parameter and framework calculation inputs, formulas and analysis	15	20	16	40			91	\$ 14,045		\$ 14,045
	Sewer Design capacity evaluation	1	4	8	30			43	\$ 6,085		\$ 6,085
	Tributary runoff evaluation	20	20	20	40			100	\$ 15,600		\$ 15,600
	Trunk line and creek capacity	1	4	20	20			45	\$ 6,475		\$ 6,475
	Results verification / calibration to existing models (assume 3-4 locations)	4	8	8	20			40	\$ 6,000		\$ 6,000
	Documentation / Exhibits for processing and evaluation methods	8	8	4	12			32	\$ 5,120		\$ 5,120
3	Review/Catalog Previous Studies, Models and Improvements										\$ 10,870
	Review Previous Plans	6	4	6	4		4	24	\$ 3,640		\$ 3,640
	Review Models	2	4	8			32	46	\$ 5,270		\$ 5,270
	Catalog Improvements		2		12			14	\$ 1,960		\$ 1,960
4	Phase 1 Stormwater Management Master Plan Report										\$ 20,800
	Report Preparation	28	20	40	20	8	16	132	\$ 19,800	\$ 1,000	\$ 20,800
	Totals:	108	152	227	539	24	52	1102	\$ 160,280	\$ 1,560	\$ 161,840