

VILLAGE OF DOWNERS GROVE
Report for the Village
7/9/2019

SUBJECT:	SUBMITTED BY:
Award of Contract for Jefferson-Brookbank Sidewalk Connection Design	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 \$57,475 for engineering services for sidewalk design between Jefferson Avenue and Brookbank Road, spanning St. Joseph Creek. This amount includes a 20% contingency.

STRATEGIC PLAN ALIGNMENT

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

FISCAL IMPACT

The FY19 Budget includes \$96,500 in the General Fund for this project.

RECOMMENDATION

Approval on the July 9, 2019 Consent Agenda.

BACKGROUND

An existing concrete sidewalk exists within the unimproved Brookbank Road right-of-way, south of Jefferson Avenue. The concrete transitions to gravel near St. Joseph Creek South, crosses the creek, and ends at the north pavement edge of the Brookbank Road cul-de-sac.

Staff received proposals from four (4) pre-qualified engineering firms to complete engineering and surveying services for this project. These services include a topographic survey, drainage study, modeling, permitting, and preparation of construction drawings to construct the sidewalk and creek crossing. After reviewing the proposals, Hey and Associates, Inc. was identified as the firm that best meets the needs of the Village. Village staff recommends award of this contract for professional services to Hey and Associates based on their understanding of the project, capability to perform the work, experience with similar projects, and proposed fee. Hey and Associates has provided professional services for the Village in the past with satisfactory results.

ATTACHMENTS

Agreement

VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY

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

RECOMMENDATION FROM: _____ FILE REF: _____
(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 sidewalk design between Jefferson Avenue and Brookbank Road to Hey and Associates, Inc. in the amount of \$47,895.00 plus a 20% contingency in the amount of \$9,579.00 for a total not-to-exceed \$57,475.00.

SUMMARY OF ITEM:

Adoption of this motion shall authorize execution of a contract for engineering and survey services for sidewalk design between Jefferson Avenue and Brookbank Road to Hey and Associates, Inc. in the amount of \$47,895.00 plus a 20% contingency in the amount of \$9,579.00 for a total not-to-exceed \$57,475.00.

RECORD OF ACTION TAKEN:

Village of Downers Grove – Stormwater Engineering Services for
Jefferson-Brookbank Sidewalk Connection



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: Hey and Associates, Inc.

Project Name: Stormwater Management Engineering Services for
Jefferson-Brookbank Sidewalk Connection

Proposal No.: SW-084-18

Proposal Due: Monday, May 7, 2018 @ 10:00 A.M. –
Public Works Facility, 5101 Walnut Avenue
Downers Grove, IL 60515

Pre-Proposal Conference: Not Required

Required of Awarded Contractor:
Certificate of Insurance: Yes

Date Issued: Tuesday, April 24, 2018

This document consists of 27 pages.

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

JOHN M. WELCH, PE, CFM
ASSISTANT DIRECTOR OF PUBLIC WORKS - ENGINEERING
VILLAGE OF DOWNERS GROVE
5101 WALNUT AVENUE
DOWNERS GROVE, IL 60515
PHONE: 630/434-5489
FAX: 630/434-5495
www.downers.us

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

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

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

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

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

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

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I. REQUEST FOR PROPOSALS

1. GENERAL

- 1.1 Proposals shall be submitted in an 8.5x11 format. They shall be succinct, and directly relevant to this project. Approximate number of pages shall be 20 (not including those within this document to be submitted). Double-sided printing is encouraged.
- 1.2 Notice is hereby given that Village of Downers Grove will receive sealed proposals up to **Monday, May 7, 2018 @ 10:00 A.M.**
- 1.3 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.4 Proposal forms shall be sent to the Village of Downers Grove, ATTN: JOHN WELCH, PE, CFM, in a sealed envelope marked "SEALED PROPOSAL for STORMWATER MANAGEMENT ENGINEERING SERVICES FOR JEFFERSON-BROOKBANK SIDEWALK CONNECTION." The envelope shall be marked with the name of the project, date, and time set for receipt of proposals.
- 1.5 All proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting proposal. Telephone, email and fax proposals will not be accepted.
- 1.6 By submitting this proposal, the proposer certifies under penalty of perjury that they have not acted in collusion with any other proposer or potential Proposer.

2. PREPARATION OF PROPOSAL

- 2.1 It is the responsibility of the proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT. UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT.**
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to our proposers of record.
- 2.3 In case of error in the extension of prices in the proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any proposal including any proposer's travel or personal expenses shall be the sole responsibility of the

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proposer and will not be reimbursed by the Village.

- 2.5 The proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

3. MODIFICATION OR WITHDRAWAL OF PROPOSALS

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

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

4. RESERVED RIGHTS

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

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II. TERMS AND CONDITIONS

5. VILLAGE ORDINANCES

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

6. USE OF VILLAGE'S NAME

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

7. INDEMNITY AND HOLD HARMLESS AGREEMENT

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

8. NONDISCRIMINATION

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

9. SEXUAL HARASSMENT POLICY

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

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

10. EQUAL EMPLOYMENT OPPORTUNITY

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

- 10.1.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- 10.1.2 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 10.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, or an unfavorable discharge from military services.
- 10.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to

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

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

11. DRUG FREE WORK PLACE

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

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

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- 11.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace from an employee or otherwise receiving actual notice of such conviction.
- 11.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
- 11.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 11.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

12. RESERVED

13. PATRIOT ACT COMPLIANCE

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

14. INSURANCE REQUIREMENTS

- 14.1 The Proposer shall be required to obtain, from a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, such general liability insurance which, at a minimum, will protect the Proposer from the types of claims set forth below which may arise out of or result from the Proposer's operations under this Contract and for which the Proposer may legally liable:
 - 14.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;
 - 14.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;
 - 14.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death

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of any person other than the Proposer's employees;

- 14.1.4 Claims for damages insured by the usual personal injury liability coverage which are sustained: (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Proposer, or (2) by another person;
 - 14.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
 - 14.1.6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
 - 14.1.7 Claims for damages as a result of professional or any other type of negligent action by the Proposer or failure to properly perform services under the scope of the agreement between the Proposer and the Village.
- 14.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).
 - 14.3 As evidence of said coverages, Proposer shall provide the Village with certificates of insurance naming the Village of Downers Grove as an additional insured and include a provision for cancellation only upon at least 30 days prior notice to the Village.
- 15. CAMPAIGN DISCLOSURE**
- 15.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village shall be required to submit with its submission, an executed Campaign Disclosure Certificate, attached hereto.
 - 15.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.
 - 15.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.
 - 15.4 By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.
- 16. SUBLETTING OF CONTRACT**
- 16.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Proposer from its obligation or change the terms of the Contract.

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

17. TERM OF CONTRACT

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

18. TERMINATION OF CONTRACT

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

19. BILLING & PAYMENT PROCEDURES

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

19.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.

19.3 Please send all invoices to the attention of Kerry Behr, Downers Grove Public Works, 5101 Walnut, Downers Grove, IL 60515.

20. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

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

21. STANDARD OF CARE

21.1. Services performed by Proposer under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the

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profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.

- 21.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.
- 21.3 For Professional Service Agreements: Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contactor(s') failure to perform its work in accordance with contract documents.
- 22. GOVERNING LAW**
- 22.1 This Contract will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of laws provisions. Venue is proper only in the County of DuPage and the Northern District of Illinois.
- 23. SUCCESSORS AND ASSIGNS**
- 23.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Contract in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.
- 24. WAIVER OF CONTRACT BREACH**
- 24.1 The waiver by one party of any breach of this Contract or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Contract and will not be construed to be a waiver of any provision except for the particular instance.
- 25. AMENDMENT**
- 25.1 This Contract will not be subject to amendment unless made in writing and signed by all parties.
- 26. NOT TO EXCEED CONTRACT**
- 26.1 The contract price is a "not-to-exceed" cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, any change, addition or price increase must be agreed to in writing by all parties who have executed the Contract.
- 27. SEVERABILITY OF INVALID PROVISIONS**
- 27.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any

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state, country or jurisdiction, contravention will not invalidate the entire Contract, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

28. NOTICE

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

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

And to the Proposer as designated in the Contract Form.

29. COOPERATION WITH FOIA COMPLIANCE

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

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

1.2 Project Description

The Village desires to provide pedestrian connectivity within a 350' strip of the unimproved Brookbank Road right-of-way between Jefferson Avenue and the Brookbank Road cul-de-sac north of 59th Street. A combination of PCC sidewalk and gravel path currently exist within this area, along with a makeshift crossing of the south branch of St. Joseph Creek, leading into the Brookbank Road pavement at the north end of the cul-de-sac. This area includes floodplain and wetlands.

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

- Topographic survey of study area specified in Exhibit A which shall include sufficient survey of the problem areas to install proposed sidewalk and associated creek crossing.
- Preliminary plans (50%), pre-final plans (90%), final engineering plans and specifications, and cost estimates.

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

1.3 Scope and Schedule

1. Topographic Survey

All topographic information acquired as necessary to support a constructible plan set in the future for areas identified in Exhibit A. The topographic survey shall be performed by an Illinois-licensed surveyor and shall include:

- Reference lines parallel to right-of-way lines. Base lines stationing south to north and west to east.
- Existing centerline elevations shall be shown at low points, high points, other significant slope breaks, and at a maximum interval of twenty-five (25) feet.
- Field survey work encompassing the entire right-of-way width of those streets noted. The survey shall also include a minimum 15-foot width (or greater if specified) of the private property adjoining each side of the right-of-way (ROW), and shall include all adjacent building faces (regardless of distance from the ROW). Right-of-way monumentation recovered shall be clearly indicated on the plan sheets. The establishing of missing monumentation (property corners) is NOT required.
- All survey work shall use NAVD 88 for Vertical Datum and USGS NAD 83 for Horizontal Datum.

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- Copies of all field notes and electronic data of the identified segments in AutoCAD Civil3D (v.2013 or later) supplied to the Village. Plans shall be provided to the Village, for its use, in a digital format approved by the Village. Data shall be provided in AutoCAD Civil3D format (2013 or later), and as .pdf documents. Surface data shall also be provided. Copies of all support files (.shx, .ctb, .xml, etc) as may be necessary to plot a completed drawing shall be provided to the Village by the surveyor.
- Field locations (horizontal dimensions) of all buried/marked utilities; i.e., gas, electrical, and telephone, and sewers. No digging for elevation verification of utilities will be required.
- Supply detailed information for all storm and sanitary sewer structures, pipes, culverts, end sections, etc., water valves, hydrants, etc. within survey limits, and nearest downstream structure outside of survey limits, including rim and invert.
- Detailed topography with one-foot contour intervals throughout the described project area, with elevations noted for key changes in grade, as well as high or low points between contours of the same elevation, and elevations of roadway and driveway pavement over culverts.
- Locations and identification of all above ground features; i.e., mailboxes, utility poles, driveway, culvert headwalls, culverts, sidewalks, sump pump outlets, etc.
- Locations of all landscape materials; i.e., bushes, trees (2" diameter and larger), flower beds, etc. Tree sizes (2" diameter and larger) shall be measured four and one-half feet (diameter breast height) above the highest ground level at base of tree. Note locations of landscape timbers, flagstone paths or walls, brick pavers, etc.
- Utilizing IDOT standard drafting symbols and line weights, and indicating lot line intersections, lot numbers and common addresses.
- Contour lines plotted throughout the project with high points or low points indicated between similar contours.
- Providing compatible drawing files (AutoCAD Civil3D 2013 or later) on compact disk or other media approved by the Village.
- Setting sufficient permanent control points ("PK" nails are acceptable) on the base line at 100 foot intervals which can be used to lay out construction stakes.
- Placement of at least two temporary benchmarks located outside the limits of construction at each final design site area.

2. *Stormwater Permit Submittal*

Desired activities may include:

- Identify floodway and floodplain limits, including preliminary FEMA floodplain maps issued in June 2017.
- Identify potential compensatory storage due to proposed improvements.
- Wetland determination and delineation, if necessary, including all associated permits.
- Hydrologic and hydraulic modeling as necessary for permit submittals.
- Conceptual level plans/exhibits/cost estimates showing proposed improvements (maximum of two alternatives).
- Identify potential grant opportunities for implementation of any the proposed solutions

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- Identify permits or agency approvals and estimated fees that may apply to each proposed solution along with pros/cons associated with each solution
- Anticipate one (1) meeting with Village staff to discuss project alternatives.

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

The Consultant will be required to perform all necessary work required to prepare the plan set, specifications, Special Provisions, and cost estimate. The topographic survey shall be performed by an Illinois-licensed surveyor and shall be prepared per the requirements above. Anticipate one (1) meeting with Village staff.

- a. Preliminary plan submittal (50%)
- b. Pre-Final Plans (90%) and Final Plans shall include:
 - Cover Sheet
 - General Notes and Summary of Quantities
 - Earthwork Schedule
 - Typical Sections and Construction Details
 - Alignment, Ties and Benchmarks
 - Grading Plan (1" = 20')
 - Sediment Erosion, Sediment Control Plan (1" = 20')
 - Cross-Sections (every 50' and at other critical locations)
 - Any other plans as may be required to complete the work
- c. Cost estimate for conceptual plans, 50%, 90% and final plans.
- d. Specifications and Special Provisions for any/all work items included in the final design plans, to be used in conjunction with the IDOT Standard Specifications for Road and Bridge Construction (SSRBC), and the Village's boilerplate contract documents.
- e. Permit Submittals - Application for any required permits (i.e. IEPA, ACOE, DuPage County Stormwater Management, etc.) and coordination with all applicable agencies. The selected firm (Consultant) will be required to perform all necessary work (if required) to secure a stormwater permit from the Village of Downers Grove (as a complete waiver community). The Consultant must review the scope of the project and determine if any additional permits are necessary, and must include same in the proposal, including potential wetland delineation/determination. All necessary permitting will be the responsibility of the Consultant unless specifically excluded in this RFP.
- f. The Consultant will be required to make qualified personnel available to answer questions throughout the bidding and construction process. Village Staff will prepare bid documents (with the exception of special provisions and specifications as may be required, which will be provided by Consultant), and will perform all bidding duties. Village Staff will also perform, or contract separately for, all

Village of Downers Grove – Stormwater Engineering Services for
Jefferson-Brookbank Sidewalk Connection

construction administration and construction observation. Any additional material testing or sub-surface investigations will be procured by the Village.

- g. The Consultant shall furnish to the Village all project drawings, files, notes, calculations, survey data and documents in an electronic format on CDs suitable for making prints and copies of reports as required in above, all of which shall become the property of the Village for its use in the preparation of construction documents for the chosen alternative.
- h. The Proposer shall begin work on the project within seven (7) calendar days after receipt of the Notice to Proceed from the Village and shall abide by the deliverable schedule in section 3 of this RFP.

2. PROPOSAL REQUIREMENTS

2.1 Quantity and Format

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

- Cover Letter (optional)
- Project Understanding/Approach
- Project Organizational Chart
- 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. Maximum number of pages for consultant generated proposal information shall be approximately 20 single sided or 10 double sided. Double sided printing is allowable and encouraged. Only those persons planned to be directly involved with this project should be included. Also, please identify the physical location of the project team members.

2.2 Deadline and Proposal Disposition

Complete, sealed proposals shall be due NOT LATER than **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”

Village of Downers Grove – Stormwater Engineering Services for
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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.**

2.4 Consultant Selection

Consultant Selection will be based on the following:

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

2.5 Pre-Proposal Field Review

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

3. PROJECT DELIVERABLES

3.1 General

The Consultant shall provide the following deliverables not later than the time specified, as appropriate for each component:

Topographical survey data, constructible plans, specifications, special provisions, and cost estimates for Village-accepted improvement shall be provided to the Village, for its use, in a digital format approved by the Village. Plans shall be provided in AutoCAD Civil3D format (2013 or later), and as .pdf documents. The cost estimates shall be in Microsoft Excel format. Specifications shall be in Microsoft Word format.

3.2 Deliverables schedule

Conceptual Plans

- One (1) hard copy and one (1) electronic copy of conceptual plans due by July 6, 2018.

Engineering Plans/Specifications:

- One (1) hard copy and (1) electronic copy of 50% plan set and Engineer’s Opinion of Probable Cost (EOPC) due August 3, 2018
- One (1) hard copy and (1) electronic copy of 90% plan set, special provisions, and EOPC due August 24, 2018

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- One (1) hard copy and (1) electronic copy of 100% plan set, special provisions, and EOPC due September 7, 2018
- One (1) CD containing electronic copies of all Final project files, drawings and any supporting documentation compatible with the programs listed above.

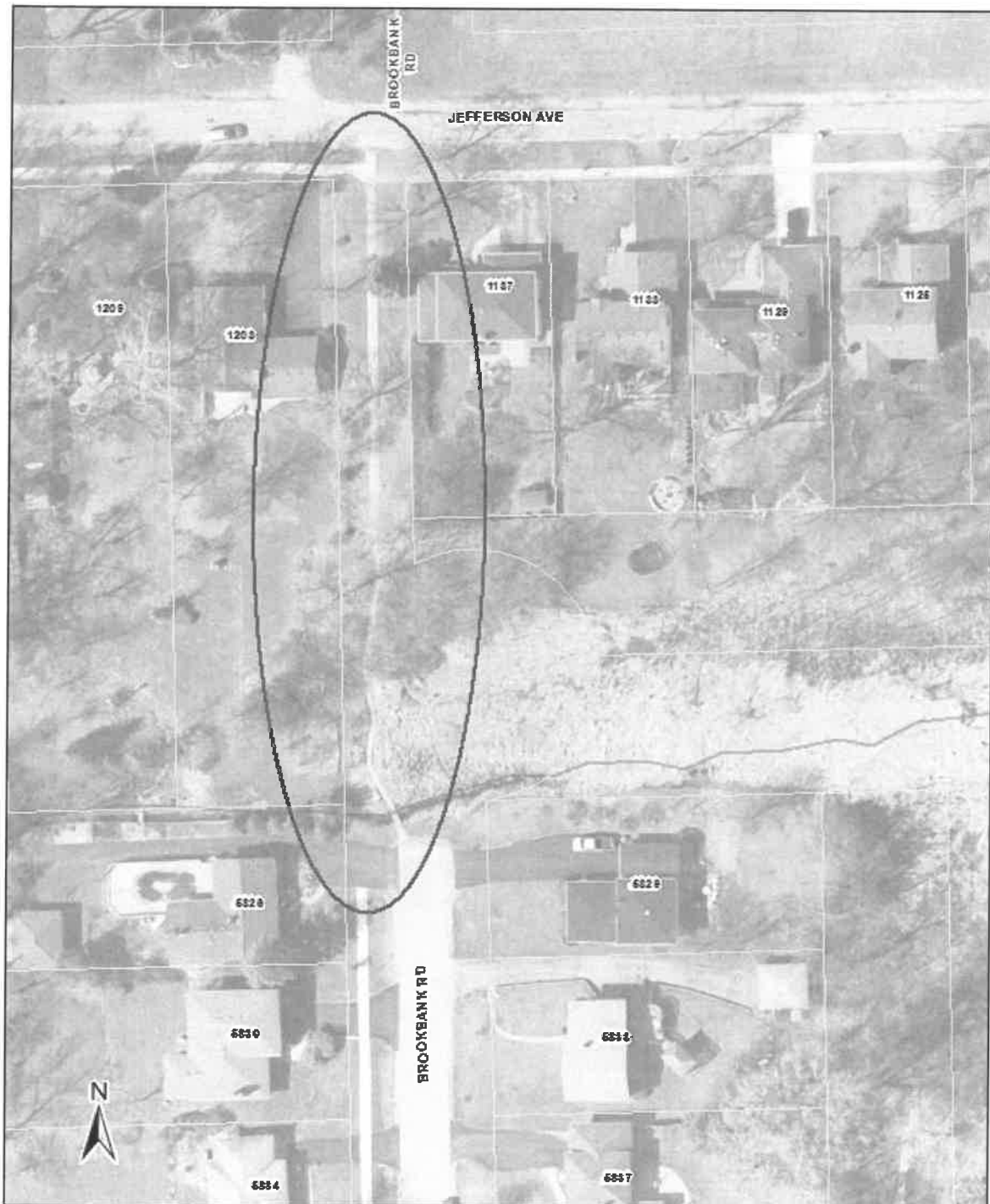
4. CONTACTS

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

John M. Welch, PE, CFM
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, Illinois 60515
Phone 630-434-5494
Fax 630-434-5495

Village of Downers Grove – Stormwater Engineering Services for
Jefferson-Brookbank Sidewalk Connection

EXHIBIT A



Village of Downers Grove – Stormwater Engineering Services for
Jefferson-Brookbank Sidewalk Connection

V. 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 JEFFERSON-BROOKBANK SIDEWALK CONNECTION

PROPOSAL NO. SW-084-18



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

May 4, 2018

Hey and Associates, Inc
Engineering, Ecology and Landscape Architecture



COVER LETTER

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SEPARATE SEALED ENVELOPE - COST

BACKGROUND

This proposal focuses on the design of a new sidewalk within the vacant Brookbank Road right-of-way south of Jefferson Avenue. Currently there is a concrete sidewalk within the Brookbank Road right-of-way between two residential lots that then becomes a gravel path south of the residential lots to the dead-end of Brookbank Road.



Brookbank Road was recently extended south to Jefferson Avenue with a sidewalk on the east side. There is a crosswalk on the east side of the Jefferson/Brookbank intersection where pedestrians can cross and use the sidewalk on the south side of Jefferson to access the Brookbank sidewalk and gravel path to the south. After crossing St. Joseph Creek, the gravel path ends at the dead-end of Brookbank Road, where pedestrians then need to cross a residential driveway to access the sidewalk along the west side of Brookbank Road.



The path crosses the south branch of St. Joseph Creek via a makeshift footbridge a few feet to the north of the dead-end of Brookbank Road. Floodplain and wetlands are present along the route of the path.



PROJECT UNDERSTANDING AND APPROACH

SIDEWALK DESIGN

The narrative of the design approach will be divided into three segments. The north segment is the existing sidewalk from Jefferson Avenue south to the gravel path, the central segment is the gravel path to St. Joseph Creek, and the south segment is from St. Joseph Creek to the existing sidewalk along Brookbank Road.



North Segment

The condition of the existing concrete sidewalk will be evaluated for cracks and settlement of panels. Any deflections between panels that are found to be greater than 1/4" will be identified for replacement. Cracked panels will also be slated for replacement. The cross slope of the sidewalk will be evaluated using the topographic survey. Any portion of the sidewalk exceeding 2% will be redesigned for replacement.

The sidewalk currently ends at a sidewalk along the south of Jefferson Avenue. The aerial shows the sidewalk ending at the edge of pavement of Jefferson Avenue, however that segment was removed and is unnecessary due to the new crossing that has already been constructed.

The southern portion of the segment might exceed the ADA maximum running slope of 5% based on review of 2-foot contours in the area. The sidewalk will likely need to be removed and replaced in this area to comply with ADA guidelines.



PROJECT UNDERSTANDING AND APPROACH



Central Segment

The existing gravel path will be replaced with a PCC sidewalk of similar width as the existing sidewalk in the north segment. It will follow the same alignment as the original path to minimize disturbances to trees and wetlands.

A portion of this segment will be graded so that the running slope does not exceed the ADA 5% maximum slope.

It is our recommendation that a soil boring be taken in the low area/wetland to determine if the soils are stable enough for construction of a PCC sidewalk. Low strength soils will need to be undercut and replaced with aggregate to strengthen the subgrade.

South Segment

Three options will be evaluated for the connection with the existing sidewalk along the west side of Brookbank Road. The options will address various considerations and constraints including: disturbance to private property, fill within the floodplain, disturbance to wetlands, drainage, utility impact, and cost.



The first option is aligning the new sidewalk with the existing sidewalk west of Brookbank Road. The sidewalk will cross St. Joseph Creek and will be constructed across the existing residential driveway. While this may be the most linear option, grading and construction work for the proposed creek crossing (culverts, boardwalk, or prefabricated bridge) may encroach onto the private residential property to the west.

PROJECT UNDERSTANDING AND APPROACH



The second option is moving the creek crossing further to the east to avoid construction disturbance or encroachment onto private property. This option does not align with the Brookbank Road sidewalk.

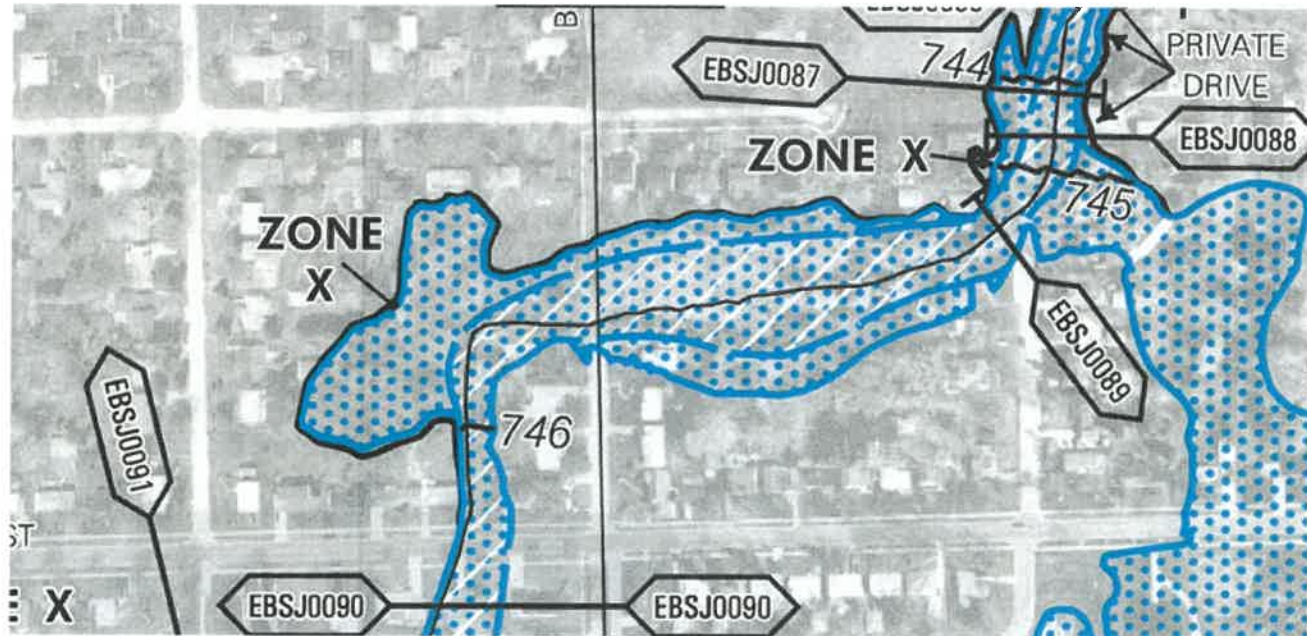


The third option is to construct a carriage type walk along Brookbank Road with the creek crossing at the closest location to the original path crossing and will follow the same alignment as the existing gravel path. The carriage walk will connect with the existing sidewalk to the south of the existing fire hydrant. This option will also require extending the existing CMP driveway culvert to the south. This option may also disturb the least amount of wetland area since the sidewalk will follow the original alignment of the gravel path.

FLOODPLAIN AND COMPENSATORY STORAGE

Work will occur within the floodplain and floodway of the south branch of St. Joseph Creek. The FEMA floodplain map shows the project area within Zone AE with a 100-year base flood elevation (BFE) between 745 and 746 feet. In accordance with the DuPage County Stormwater and Flood Plain Ordinance, any fill within the floodplain will require compensatory storage at 1.5 times the volume of floodplain storage displaced. Any volume displaced between the 0 to 10-year flood levels shall be compensated between the 0 to 10-year flood levels and any volume displaced between the 10 to 100-year flood levels shall be compensated between the 10 to 100-year flood levels. A minimum ratio of 1:1 can be provided within the 0 to 10-year and 10 to 100-year with the remaining 0.5:1 to be provided at any elevation below the BFE.

Hey and Associates, Inc. will prepare an existing and proposed HEC-RAS flood model to determine any fill proposed within St. Joseph Creek will not increase flood elevations greater than 0.1 feet.



DRAINAGE

Overland flow paths will be analyzed and the new sidewalk will be designed to maintain existing drainage patterns. The picture shows a flow path that conveys 0.25 to 1.0 acres of tributary area to St. Joseph Creek in the area of the proposed sidewalk. A possible option to keep the sidewalk free from overland flows during a small storm events (when St. Joseph Creek is not flooding) is to design an appropriately sized swale that runs parallel to the sidewalk to St. Joseph Creek.



WETLANDS

Hey and Associates, Inc. will conduct a wetland field investigation and prepare a delineation report. The wetland boundary will be flagged and picked up by the project surveyor to include on the topographic survey.

Additionally, our environmental services will include:

- ◆ Boundary concurrence request and field meeting with DuPage County Stormwater Management.
- ◆ Jurisdictional determination request and field meeting with U.S. Army Corps of Engineers (USACE).
- ◆ Tab 4 wetlands and Tab 5 buffer areas preparation and coordination with DuPage County Stormwater Management.
- ◆ General Permit Delegation application to USACE.
- ◆ It is assumed the USACE will provide the delegation letter to DuPage County and that the USACE will not be reviewing and issuing a Regional Permit.

CREEK CROSSING

Hey and Associates, Inc. will look at three options for the creek crossing:

- ◆ Sidewalk over culvert(s) and fill.
- ◆ Boardwalk
- ◆ Prefabricated bridge

If it is found that the boardwalk is the best option, Hey will coordinate the horizontal geometry and intended materials and railing preferences with a boardwalk contractor that we have used on other projects. The boardwalk subcontractor will prepare final drawings and supporting structural calculations that will be signed and sealed by an Illinois Licensed Structural Engineer. The costs associated with the design is added as a separate option on the "Not to Exceed" Fee Proposal in the separate sealed envelope.

PERMITTING

Hey and Associates, Inc. will prepare required permit submittal documents and support for the proposed sidewalk connection. Permit documents will be submitted to the respective regulatory agencies and will communicate with the Village of Downers Grove as necessary to discuss review letters from the regulatory agencies. Revisions will be made to the appropriate permit documents and will be resubmitted to the respective agencies. Permits and coordination will be needed from the following:

- ◆ U.S. Army Corps of Engineers Section 404 Permitting or a Letter of No Objection (LONO).
- ◆ DuPage County Stormwater Management Permit
- ◆ Illinois Department of Natural Resources – Office of Water Resources (IDNR-OWR) for activities within the floodplain and floodway.

SCOPE OF SERVICES AND PROJECT DELIVERABLES

Topographic Survey: We have reviewed the RFP and our survey services for this project will include:

- ◆ Reference lines parallel to right-of-way lines. Base lines stationed south to north and east to west.
- ◆ Existing centerline elevations shall be shown at low points, high points, other significant slope breaks, and at a maximum interval of twenty-five (25) feet.

- ◆ Field survey work encompassing the entire right-of-way width of those streets noted. The survey shall also include a minimum 15-foot width (or greater if specified) of the private property adjoining each side of the right-of-way (ROW), and shall include all adjacent building faces (regardless of distance from the ROW). Right-of-way monumentation recovered shall be clearly indicated on the plan sheets. The establishing of missing monumentation (property corners) is NOT required.
- ◆ All survey work shall use NAVD 88 for Vertical Datum and USGS NAD 83 for Horizontal Datum.
- ◆ Copies of all field notes and electronic data of the identified segments in AutoCAD Civil3D (v. 2013 or later) supplied to the Village. Plans shall be provided to the Village, for its use, in a digital format approved by the Village. Data shall be provided in AutoCAD Civil3D format (2013 or later), and as .pdf documents. Surface data shall also be provided. Copies of all support files (.shx, .ctb, .xml, etc) as may be necessary to plot a completed drawing shall be provided to the Village by the surveyor.
- ◆ Field locations (horizontal dimensions) of all buried/marked utilities; i.e., gas, electrical, and telephone, and sewers. No digging for elevation verification of utilities will be required.
- ◆ Supply detailed information for all storm and sanitary sewer structures, pipes, culverts, end sections, etc., water valves, hydrants, etc. within survey limits, and nearest downstream structure outside of survey limits, including rim and invert.
- ◆ Detailed topography with one-foot contour intervals throughout the described project area, with elevations noted for key changes in grade, as well as high or low points between contours of the same elevation, and elevations of roadway and driveway pavement over culverts.
- ◆ Locations and identification of all above ground features; i.e., mailboxes, utility poles, driveway, culvert headwalls, culverts, sidewalks, sump pump outlets, etc.
- ◆ Locations of all landscape materials; i.e., bushes, trees (2" diameter or larger), flower beds, etc. Tree sizes (2" diameter or larger) shall be measured four and one-half feet (diameter breast height) above the highest ground level at base of tree. Note locations of landscape timbers, flagstone paths or walls, brick pavers, etc.
- ◆ Utilizing IDOT standard drafting symbols and line weights, and indicating lot line intersections, lot numbers and common addresses.
- ◆ Contour lines plotted throughout the project with high points and low points indicated between similar contours.
- ◆ Providing compatible drawing files (AutoCAD Civil3D 2013 or later) on compact disk or other media approved by the Village.
- ◆ Setting sufficient permanent control points ("PK" nails are acceptable) on the base line at 100 foot intervals which can be used to lay out construction stakes.
- ◆ Placement of at least two temporary benchmarks located outside the limits of construction at each final design site area.

Stormwater Permit Submittal: We will provide the following services and deliverables as requested in the RFP:

- ◆ Identify floodway and floodplain limits, including preliminary FEMA floodplain maps issued in June 2017.
- ◆ Identify potential compensatory storage due to proposed improvements.
- ◆ Wetland determination and delineation, if necessary, including all associated permits.
- ◆ Hydraulic modeling as necessary for permit submittals.
- ◆ Conceptual level plans/exhibits/cost estimates showing proposed improvements (maximum of two alternatives).

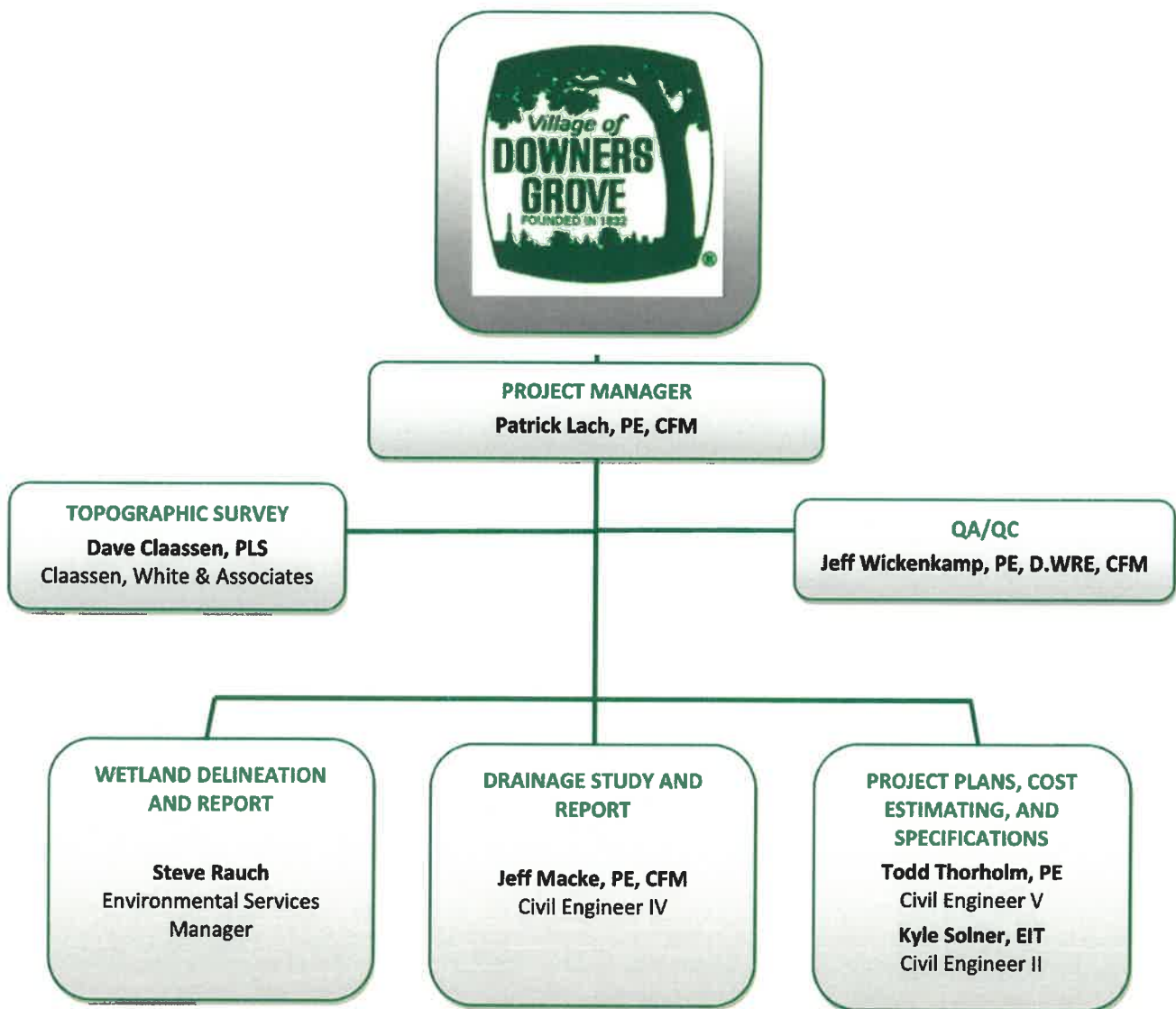
- ◆ Identify potential grant opportunities for implementation of any of the proposed solutions.
- ◆ Identify permits and agency approvals and estimated fees that may apply to each proposed solution along with pros/cons associated with each solution.
- ◆ Anticipate one (1) meeting with Village staff to discuss project alternatives.

Preliminary Plans/Pre-Final Plans/Final Engineering/Plans/Specifications: We will perform all necessary work required to prepare the plan set, specifications, Special Provisions, and cost estimate. The topographic survey will be performed by Claassen, White & Associates (an Illinois-licensed surveyor) and will be prepared per the requirements above. We anticipate one (1) meeting with Village staff.

- ◆ Preliminary plan submittal (50%).
- ◆ Pre-Final Plans (90%) and Final Plans shall include:
 - Cover Sheet
 - General Notes and Summary of Quantities
 - Earthwork Schedule
 - Typical Sections and Construction Details
 - Alignment, Ties and Benchmarks
 - Grading Plan (1"=20')
 - Sediment Erosion, Sediment Control Plan (1"=20')
 - Cross-Sections (every 50' and at other critical locations)
 - Any other plans as may be required to complete the work
- ◆ Cost estimate for conceptual plans, 50%, 90%, and final plans.
- ◆ Specifications and Special Provisions for any/all work items included in the final design plans, to be used in conjunction with the IDOT Standard Specifications for Road and Bridge Construction (SSRBC), and the Village's boilerplate contract documents.
- ◆ Permit Submittals – Application for any required permits (i.e. IEPA, USACE, DuPage County Stormwater Management, etc.) and coordination with all applicable agencies. Hey and Associates, Inc. will be required to perform all necessary work (if required) to secure a stormwater permit from the Village of Downers Grove (as a complete waiver community).
- ◆ Hey and Associates, Inc. will have qualified personnel available to answer questions throughout the bidding and construction process. Village staff will prepare bid documents (with the exception of special provisions and specifications as may be required, which will be provided by Hey and Associates), and will perform all bidding duties. Village Staff will also perform, or contract separately for, all construction administration and construction observation. Any additional material testing or sub-surface investigations will be procured by the Village.
- ◆ Hey and Associates, Inc. will furnish to the Village all project drawings, files, notes, calculations, survey data and documents in an electronic format on CDs suitable for making prints and copies of reports as required in above, all of which shall become the property of the Village for its use in the preparation of construction documents for the chosen alternative.
- ◆ Hey and Associates, Inc. shall begin work on the project within seven (7) calendar days after receipt of the Notice to Proceed from the Village and shall abide by the deliverable schedule in section 3 of the RFP.

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 assignments) and still complete the work within the established schedules. As requested in the RFP, resumes for staff not included in our SOQ are included at the end of this proposal. All staff works in the Hey and Associates Chicago office except Steve Rauch, who works out of our Volo office. Claassen, White & Associates is located in Joliet.



Hey and Associates, Inc.

SCHEDULE AND PROPOSED FEE

PROPOSED SCHEDULE

The project will be completed over an approximate 4-month period. Based on the time needed to collect data, present initial design options, allow for review and permitting time and final plan preparation, we believe this is an appropriate time frame for the nature of this project.

The completion dates for each phase are as follows:

<u>Phase</u>	<u>Completion Date</u>
Kick-off Meeting	July 18, 2019
Conceptual Plans (initial draft)	August 21, 2019
Engineering Plans/Specifications – 50%	September 19, 2019
Engineering Plans/Specifications - 90%	October 10, 2019
Engineering Plans/Specifications – 100%	October 23, 2019

We are prepared to start work on this project within seven days of receiving the notice to proceed. We have thoroughly reviewed the previously completed reports and we also conducted field reconnaissance in accordance with the guidelines in the RFP. As a result, we would hope to schedule and attend a kick-off meeting in July.

PROPOSED FEE

The proposed fee is included in a separate sealed envelope. As requested, the fee was based on hourly personnel rates plus expenses with a Total "Not to Exceed" Cost.

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

RESUMES

RESUMES NOT INCLUDED IN OUR SOQ

Hey and Associates, Inc.
Engineering

Todd C. Thorholm, P.E.
Civil Engineer



Education & Previous Employment

B.S., Civil Engineering, Iowa State University – 1995

Senior Project Engineer, Zimmer Consultants, Ltd., Oakbrook, Illinois, March 2011 – October 2013

Project Manager, Greengard, Inc., Lincolnshire, Illinois, January 2006 – January 2009

Project Manager, Manhard Consulting, Ltd., Vernon Hills, Illinois, November 1996 – January 2006

Civil Engineer, Johnson, Johnson, & Roy, Chicago, Illinois, July 1995 - September 1996

Summer Intern, Illinois Department of Transportation, Schaumburg, Illinois, May 1994 – August 1994

Registration & Certifications

IL Professional Engineer, No. 062-054239

Civil Engineering

Village of Niles - Niles Engineering Reviews, Niles, Illinois; Conduct engineering reviews and site inspections for developments (other than single family) for compliance with municipal site design regulations.

Village of Niles - Tier 1 Final Engineering Design, Niles, Illinois. Design and plan preparation for the development of final engineering solutions to mitigate flood damages in separate and combined sewer areas in the Village of Niles.

Village of Niles - Tier 3 Storm Sewer Improvements, Niles, Illinois. Plan preparation for small storm sewer projects in Niles, Illinois to reduce flooding in residential areas.

Illinois Department of Transportation - IL 53/IL 68 Improvements (PTB 175-015), Palatine, Illinois. Design and preparation of drainage and utility sheets for a Phase II highway improvements project involving new raised medians, intersection improvements and lane widening including storm sewer design and utility coordination.

Mundelein Partners, LLC - Reinders Property, Mundelein, Illinois. Site development of a manufacturing building within a vacant lot in an existing industrial park including, site grading, earthwork, stormwater detention, storm sewer, sanitary and water service design.

Metropolitan Water Reclamation District of Greater Chicago - Addison Creek Channel Improvements, Cook County, Illinois. Design and plan preparation for channel widening and improvement project including water main lowering and relocation, storm sewer outfall improvements, realignment of sanitary sewers, inverted siphons, and new residential roadways.

Chicago Public Schools - Space to Grow, Chicago, Illinois. Site engineer for the renovation of two elementary school campuses including green infrastructure such as rain gardens, native landscape materials, downspout disconnections, and permeable pavement.

RVG Commercial Realty - Regency Square Phase 2 Regency Parkway Extension, Huntley, Illinois. Design and plan preparation for a roadway extension for a proposed business park including roadway grading and earthwork, storm sewer design, and extension of a water main.

General Growth Properties - Oakbrook Center, Oakbrook, Illinois. Design of yearly parking lot pavement rehabilitation plans including parking stall reconfiguration to increase capacity, mill & overlay of asphalt pavement, reconstruction of concrete truck docks and mall accessibility improvements.

General Growth Properties - Baybrook Mall, Friendswood, Texas. Design of accessible route from mall to two restaurant outparcels including a raised crosswalk across the mall ring road to slow traffic.

General Growth Properties - North Star Mall, San Antonio, Texas. Redesign and reconfiguration of north parking lot to increase the number of parking stalls and improve traffic flow.

General Growth Properties - Altamonte Mall, Altamonte Springs, Florida. Assessment of mall accessible routes, curb ramps, and accessible parking spaces for ADA compliance and preparation of plans to improve non-compliant facilities.

General Growth Properties - Fashion Place Mall, Salt Lake City, Utah. Construction observation for parking lot paving project which included answering contractor questions and inspecting base condition for pavement undercuts.

Hey and Associates, Inc.
Engineering

Todd C. Thorholm, P.E.
Civil Engineer

Civil Engineering (continued)

Ramco Gershenson Properties Trust – Various Shopping Centers, Midwest, US. Performed inspections for parking lot pavement distresses and prepared pavement condition reports and proposed 10-year pavement rehabilitation programs for each shopping center including using ArcGIS for asset management.

Westminster Swanson Development - Tallgrass Subdivision, Prairie Grove, Illinois. Design of a 800+ lot residential development including storm water detention basin design, layout of storm sewers, roadway and lot grading, layout of sanitary sewers and water main, and a geometric plan for the widening of IL Route 176.

Kang Architects - Townline Center, Mundelein, Illinois. Project manager for a 10+ acre retail development including above ground and underground storm water facilities for storm water detention and floodplain compensatory storage, parking lot layout and grading, earthwork, storm sewer, sanitary sewer and watermain design and layout.

Barat Woods, LLC - Barat College Redevelopment, Lake Forest, Illinois. Project manager for a 20+ acre residential development including roadway design, water main, sanitary and storm sewer design, grading for proposed multi-family residential buildings and main 100+ year old college building to be converted to condominiums.

Equity One Development - Libertyville Sports Complex, Libertyville, Illinois. Design and plan preparation for 46+ acre recreational facility including grading, roadway and parking lot design, design and layout of water main, sanitary and storm sewer and stormwater management design including base flood elevation determination, proposed floodplain management and detention basin design.

Concord Homes - Madrona Village Subdivision, Round Lake, Illinois. Design and plan preparation for 800+ lot residential development including storm water detention design, storm sewer design, sanitary sewer and water main design, design of relocated Curran Road (renamed Wildspring Road), and geometrics for the widening of Townline Road.

Abt Electronics – Abt Electronics Store, Glenview, Illinois. Project Engineer for new appliance warehouse and sales center including parking lot layout and grading, earthwork, detention basin and storm sewer design.

Village of Beach Park – Streets Program, Beach Park, Illinois. Design and plan preparation of various gravel rural roads upgraded with asphalt surfaces and aggregate shoulders.

Staubach Real Estate – Dilleys Road Improvements, Gurnee, Illinois. Design, plan preparation and permitting for widening of an existing two-lane road to five lanes including left turn lanes for a commercial subdivision including storm sewer and pavement design.

Lincolnshire Homes, LLC – Lincolnshire Forest Subdivision, Lincolnshire, Illinois. Project manager for a nine-lot residential subdivision involving stormwater detention, floodplain compensatory storage, roadway, sanitary sewer and watermain design.

Westminster Swanson Development - Arbor Lakes Subdivision, Green Oaks, Illinois. Project engineer for a 22-lot residential subdivision involving roadway design, grading, stormwater management, permitting, sanitary sewer and watermain design.

Stormwater & Floodplain Management

Village of Niles - Oak Park Bioswale and Permeable Pavement, Niles, Illinois. Design and plan preparation for a proposed bioswale adjacent to a public park and removal of parking lot asphalt pavement and replacement with Spancrete Replenish permeable pavement.

Lake Wildwood Association, Inc. – Lake Wildwood Section 319 Project, Varna, Illinois. Stream bank realignment and stabilization design to reduce the amount of sediment entering Lake Wildwood and design of two permanent sediment basins with stone overflow weirs.

Winnebago County Highway Department - Columbine Boulevard Bioswale, Winnebago County, Illinois. Design of bioswale within an existing landscape median including grading design, outlet protection for existing pipe outlets and dual 36" culverts.

C&M Recycling – C&M Recycling Facility, North Chicago, Illinois. Developed stormwater and water quality solutions for industrial site in accordance with Lake County Stormwater guidelines and the General NPDES Industrial Permit.

Atkore International – Allied Tube Facility, Harvey, Illinois. Drainage and piping design for oil-water separator and stormwater pump to reduce pollution at the outlet to a nearby creek.

Hey and Associates, Inc.
Engineering

Jeffrey W. Macke, P.E., CFM
Civil Engineer



Education & Previous Employment

B.S., Civil Engineering, Valparaiso University,
Valparaiso, IN, 2009

Project Engineer, Engineering Resource
Associates, Warrenville, Illinois, 2014 – 2016

Staff Engineer, Patrick Engineering, Chicago,
Illinois, 2009 - 2014

Registration & Certification

Illinois Professional Engineer, No. 062-066154

Illinois Certified Floodplain Manager IL-11-00598

Professional Membership

Illinois Association for Floodplain and
Stormwater Management

Civil Engineering

Bloomington Park District - Circle Park Improvements, Bloomington, DuPage County, Illinois. Responsible for the civil design and permitting through the Village of Bloomington of site improvements including trail reconstruction, drainage improvements, and reconstruction of an existing outdoor inline hockey rink.

Chicago Department of Planning and Development - Chicago Resilient Corridors Design, Chicago, Illinois. Responsible for assessing site feasibility and determining which vacant would provide the most stormwater value, developing concept designs, grading plans, utility plans, cross sections, environmental remediation plans, preparing final construction documents, and construction services.

Cook County Department of Transportation and Highways - Hydraulic and Wetlands Services, Cook County, Illinois: Mr. Macke developed Phase II drainage plans for the Happ Road bridge over the Skokie River in Wilmette, Illinois.

Metropolitan Water Reclamation District of Greater Chicago – Buffalo Creek Reservoir Expansion, Lake County, Illinois: Conducted hydrologic and hydraulic analyses for dam breach scenarios and completed dam emergency action plan.

Metropolitan Water Reclamation District of Greater Chicago – Addison Creek Channel Improvements, Cook County, Illinois. Mr. Macke is responsible for the preparation of final engineering plans and specifications for two sections of the creek improvements, he calculated scour depths for transitions in channel treatment and designed gabion and wall toe protection, and he managed final design boring investigations and reporting.

Diocese of Joliet - St. Mary Parish Expansion, West Chicago, DuPage County, Illinois. Work included the design and permitting of three parking lots, access and circulation throughout the campus for vehicles and pedestrians, BMP stormwater management facilities, and associated utilities while working in floodplain and areas with drainage problems.

Sycamore Park District - Sycamore Path Connection, Sycamore, DeKalb County, Illinois. Work included the design of approximately 1 mile of asphalt paved path, roadway crossing at Brickville Road, associated stormwater management, and preparation of an IDOT phase I project development report, categorical exclusion II, in order to bolster the ITEP grant application for federal funding.

Sycamore Park District - South Sports Complex Master Plan, Sycamore, DeKalb County, Illinois. Work included the preliminary layout and grading of 20 soccer fields, parking lots, and utilities that all meet relevant permitting regulations for a 90-acre parcel owned by the park district.

Sycamore Park District - North Sports Complex Master Plan, DeKalb County, Illinois. Work included the preliminary layout and grading of 6 baseball fields, parking lots, and utilities that all meet relevant permitting regulations on a 30-acre lot owned by the park district.

Forest Preserve District of DuPage County - Graue Mill Structural Improvements Final Design, Oak Brook, DuPage County, Illinois. Work included design of structural damp-proofing walls outside the building, stormwater sump pump installed in the basement, utilities, and site work around the mill to mitigate basement flooding issues in the historic mill.

Hey and Associates, Inc.
Engineering

Jeffrey W. Macke, P.E., CFM
Civil Engineer

Civil Engineering (continued)

Alden Design - Woodridge Horizon Senior Living Final Design, Woodridge, DuPage County, Illinois. Work included design of parking lots, BMP stormwater management facilities, utilities, and grading.

Living Hope Church - Living Hope Church Parking Expansion Final Design, Merrillville, Lake County, Indiana. Work included civil site design of the 100-stall parking lot expansion and permitting through the city of Merrillville.

Aspen Group - Hickory Creek Church Addition Final Design, Aspen Group, Frankfort, Will County, Illinois. Completed final design of parking expansion and reconfiguration.

David F. Schultz Associates - Community United Methodist Church, Naperville, DuPage County, Illinois. Work included preliminary and final design of a drop-off lane on site and a rain garden, construction documents, and permitting through the City of Naperville.

Downers Grove Park District - Lyman Woods Satellite Building and Path Final Design, Downers Grove, DuPage County, Illinois. 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.

Construction Engineering

Village of Niles - Niles Engineering Reviews and Construction Inspection, Niles, Illinois; Mr. Macke completed Site inspections focused on site sanitary sewer, storm sewer, and water main construction.

Stormwater & Floodplain Management

Milwaukee Metropolitan Sewerage District – Menomonee Valley Study, Milwaukee, Wisconsin. Identified at-risk structures and tabulated potential flood-proofing measures based on Milwaukee Metropolitan Sewerage District standards.

Village of Downers Grove - Stormwater Improvements Study and Final Design Debolt, Linden, and Gierz, Downers Grove, Illinois. Mr. Macke analyzed existing drainage infrastructure using XP SWMM hydrologic and hydraulic model tools, identified deficiencies, and created concept stormwater improvement plans and cost opinions for a residential area encompassing approximately six-blocks.

Village of Downers Grove - Stormwater Improvements Study Burlington Highlands, Downers Grove, Illinois. Serving as project engineer for the study of drainage improvements in the Village of Downers Grove, Mr. Macke analyzed existing drainage infrastructure using XP SWMM hydrologic and hydraulic model tools, identified deficiencies, and created concept stormwater improvement plans and cost opinions for a residential area encompassing approximately 200-acres.

Koppie Farm – Hydrologic and Hydraulic Modeling Hampshire Creek, Hampshire, Kane County, Illinois. Responsible for creation of a hydraulic model based on recently surveyed topography, comparison to FEMA regulatory model, and final documentation of findings to aid a property owner verify flood risk zones on his property in relation to his structures.

Village of Niles - Stormwater Master Plan Update, Niles, Illinois. Mr. Macke was responsible for updating data from the previous stormwater master plan to include all new information and completed projects, designing new projects to address problem areas not previously included in the stormwater master plan, and prioritizing projects for a final report documenting recommendations for future stormwater management design projects and capital spending by the village.

Village of Niles – Smoke Testing of Sanitary Sewer System, Niles, Illinois. Mr. Macke oversaw field testing of sanitary sewers, compiled field data, and prepared the final report for village review.

Village of Glencoe - Drainage Study 5 Locations, Glencoe, Cook County, Illinois. Work included modeling of existing flooding conditions utilizing XP SWMM2D software to model overland flow paths, proposing 10-year and 100-year flood protection solutions, creating cost opinions, and documenting findings in a final report and presentation for village approval.

Metropolitan Water Reclamation District of Greater Chicago - Pilot Study: Stormwater Master Plan for the Village of Northbrook, Northbrook, Cook County, Illinois. Work included public coordination, mapping of existing flooding conditions for the entire village, recommendations of proposed alternatives that include green infrastructure on public and private property, and completion of a final report documenting extent and severity of flooding within the village and the recommended projects and practices to improve the village's flood resilience.

Village of Downers Grove – Stormwater Engineering Services for
Jefferson-Brookbank Sidewalk Connection

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

Date: April 30, 2018

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

volo@heyassoc.com
Email Address

Volo, IL 60073
City, State, Zip

Todd Thorholm
Contact Name (Print)

847-740-0888
Business Phone

847-370-4367
24-Hour Telephone

847-740-2888
Fax


Signature of Officer, Partner or Sole Proprietor

ATTEST: If a Corporation

Thomas L. Polzin
Print Name & Title


Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:

Authorized Signature

ATTEST:

Title

Signature of Village Clerk

Date

Date

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

Village of Downers Grove – Stormwater Engineering Services for
Jefferson-Brookbank Sidewalk Connection



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, IL 60073

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

SIGNATURE: [Handwritten Signature]

DATE: April 30, 2018

Village of Downers Grove – Stormwater Engineering Services for Jefferson-Brookbank Sidewalk Connection

PROPOSER'S CERTIFICATION

Stormwater Engineering Services for Jefferson-Brookbank Sidewalk Connection, proposer Hey and Associates, Inc. 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.

BY: [Signature] 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 30 day of April, 2018 [Signature] Notary Public

(Fill Out Applicable Paragraph Below)



Village of Downers Grove – Stormwater Engineering Services for
Jefferson-Brookbank Sidewalk Connection

(a) Corporation

The Proposer is a corporation organized and existing under the laws of the State of Illinois, which operates under the Legal name of Hey and 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 / Continental

Agent Suburban Insurance Consultant / Risk Strategies Company

Street Address 2170 Point Blvd Suite #600 / 650 Dundee Road, Suite 170

Village of Downers Grove – Stormwater Engineering Services for
Jefferson-Brookbank Sidewalk Connection

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

Telephone Number 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: April 30, 2018

Village of Downers Grove – Stormwater Engineering Services for
Jefferson-Brookbank Sidewalk Connection

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 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: April 30, 2018

Village of Downers Grove – Stormwater Engineering Services for
Jefferson-Brookbank Sidewalk Connection

CAMPAIGN DISCLOSURE CERTIFICATE

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

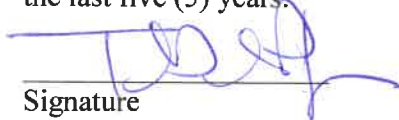
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

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

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

Under penalty of perjury, I declare:

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


Signature

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 Jefferson-Brookbank Sidewalk Connection
 Proposal No. SW-084-18

Phase	Description	Hey and Associates, Inc.								Total Hours	Labor	Direct Costs	Totals		
		Project Manager Lach \$170	QA/QC Wickenkamp \$195	Civil Engineer V Thorholm \$145	Civil Engineer IV Runger \$135	Civil Engineer II Solner \$115	Env. Services Manager Rauch \$140	Env. Scientist III \$110	CAD Manager Rogers \$100						
1	Topographic Survey														\$ 5,000
1A	Survey and CAD								20	20	\$ 2,000	\$ 3,000	\$ 5,000		
2	Stormwater Permit Submittal														\$ 19,855
2A	Identify floodplain and floodway limits			1						1	\$ 145		\$ 145		
2B	Identify potential compensatory storage	1		4						5	\$ 750		\$ 750		
2C	Wetland determination, delineation, permitting						5	72		77	\$ 8,620	\$ 75	\$ 8,695		
2D	Hydraulic Modeling	12			8					20	\$ 3,120		\$ 3,120		
2E	Conceptual level plans/exhibits/cost estimates	4	2	8	8	12				34	\$ 4,690		\$ 4,690		
2F	Identify potential grant opportunities	1	1		1					3	\$ 500		\$ 500		
2G	Identify permits or agency approvals	1			2		1			4	\$ 580		\$ 580		
2H	Meeting with Village Staff	3		3	3					9	\$ 1,350	\$ 25	\$ 1,375		
3	Plans/Specifications/Cost														\$ 23,040
3A	Plans (50%, 90%, Final)	2	4	26		37			26	95	\$ 11,745	\$ 150	\$ 11,895		
3B	Specs/Cost Estimate	2	2	12		12				28	\$ 3,850		\$ 3,850		
3D	Permit Submittals	2		4	8	8				22	\$ 2,920		\$ 2,920		
3E	Bidding/Construction Assistance	4		16						20	\$ 3,000		\$ 3,000		
3F	Meeting with Village Staff	3		3	3					9	\$ 1,350	\$ 25	\$ 1,375		
	Totals:	35	9	77	33	69				327	\$ 42,620	\$ 275	\$ 42,895	\$	\$ 47,895