

VILLAGE OF DOWNERS GROVE
Report for the Village
8/6/2019

SUBJECT:	SUBMITTED BY:
2019 Construction Engineering Services, Strand Associates	Nan Newlon Director of Public Works

SYNOPSIS

A motion is requested to award a contract for construction engineering services to Strand Associates, Inc. in the amount \$56,540.00 for the Indianapolis Avenue/Cross Street/Drendel Road, Drainage, Road and Sidewalk Improvements (SW-087-19). The requested award amount include a 10% contingency.

STRATEGIC PLAN ALIGNMENT

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

FISCAL IMPACT

The FY19 Budget includes \$60,000 for this project; \$20,000 from the Stormwater Fund and \$40,000 from the Capital Fund for professional services.

RECOMMENDATION

Approval on the August 6, 2019 Consent Agenda.

BACKGROUND

The proposed contract with Strand Associates, Inc. will provide construction observation and resident engineering services during the construction of the Indianapolis Ave., Cross St., Drendel Rd., Drainage/Road/Sidewalk Improvement (SW-087-19) projects, which include approximately \$1,000,000 of infrastructure improvements.

In December 2018, staff posted a request for qualifications for municipal construction engineering services and prequalified seven firms. A Request for Proposal for municipal construction engineering services for the Elm and Earlston Drainage Improvement (SW-080-17C) and Indianapolis Ave, Cross St, Drendel Rd, Drainage/Road/Sidewalk Improvement (SW-087-19) projects was sent to all seven prequalified firms on July 12, 2019 and three firms submitted proposals by the due date, July 26, 2019.

After reviewing the proposals Strand Associates, Inc. was identified as the firm that best meet the needs of the Village. Village staff recommends award of the contract for professional services for this project to Strand Associates, Inc. based on their understanding of the project, capability to perform the work, experience with similar projects, and proposed fee. Strand Associates, Inc. satisfactorily provided similar services for the Village's 2014 Watermain Replacement and the 40th and Washington Drainage Improvement projects.

ATTACHMENTS

Contract Documents
Consultant Evaluations

VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY

INITIATED: Public Works DATE: August 6, 2019
(Name)

RECOMMENDATION FROM: _____ FILE REF: SW-087-19
(Board or Department)

NATURE OF ACTION:

STEPS NEEDED TO IMPLEMENT ACTION:

- Ordinance
- Resolution
- Motion
- Other

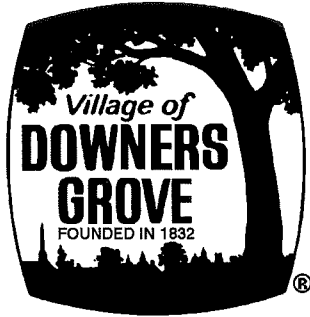
Motion to authorize execution of a contract for construction engineering services for Indianapolis Avenue/Cross Street/Drendel sidewalk improvements (SW-087-19) to Strand Associates, Inc. in the amount of \$51,400 plus 10% contingency in the amount of \$5,140 for a total not-to-exceed \$56,540.



SUMMARY OF ITEM:

Adoption of this motion shall authorize execution of a contract for construction engineering services for Indianapolis Avenue/Cross Street/Drendel sidewalk improvements (SW-087-19) to Strand Associates, Inc. in the amount of \$51,400 plus 10% contingency in the amount of \$5,140 for a total not-to-exceed \$56,540.

RECORD OF ACTION TAKEN:



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: Strand Associates, Inc.®

Project Name: 2019 Construction Engineering Services
Proposal No.: N/A
Proposal Due: Friday, July 26, 2019 @ 9:00 A.M. – Public Works

Pre-Proposal Conference: None

Required of Awarded Contractor:

Certificate of Insurance: Yes
Legal Advertisement Published: Friday, July 12, 2019
This document consists of 28 pages.

Return **original** of proposal in a **sealed envelope** marked with the Proposal Number as noted above to:

JIM TOCK
ENGINEERING MANAGER
VILLAGE OF DOWNERS GROVE
5101 WALNUT AVENUE
DOWNERS GROVE, IL 60515
PHONE: 630/434-2453
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 Public Works, 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. PROPOSER'S RESPONSE TO RFP (Professional Services)
- V. PROPOSAL/CONTRACT FORM

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

I. REQUEST FOR PROPOSALS

1. GENERAL

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to Friday, July 26, 2019 @ 9:00 A.M.
- 1.2 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.
- 1.3 Proposal forms shall be sent to the Village of Downers Grove, ATTN: Jim Tock, P.E., in a sealed envelope marked "SEALED PROPOSAL for 2019 Construction Engineering Services". The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax Proposals will not be accepted.
- 1.5 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 the Village's proposers of record.
- 2.3 In case of error in the extension of prices in the Proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any Proposal including any Proposer's travel or personal expenses shall be the sole responsibility of the Proposer and will not be reimbursed by the Village.
- 2.5 The Proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all

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insurance, bonds, 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 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 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 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 Proposals will not be waived.

II. TERMS AND CONDITIONS

5. VILLAGE ORDINANCES

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

6. USE OF VILLAGE'S NAME

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

7. INDEMNITY AND HOLD HARMLESS AGREEMENT

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

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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, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, sexual identity, or an unfavorable discharge from military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 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. Sec. 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:

- 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

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agrees as follows:

- 10.1.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- 10.1.2 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 10.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, or an unfavorable discharge from military services.
- 10.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- 10.1.5 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such

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subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

11. DRUG FREE WORK PLACE

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

- 11.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or Proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 11.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.
- 11.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- 11.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace from an employee or otherwise receiving actual notice of such conviction.
- 11.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
- 11.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 11.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

12. PATRIOT ACT COMPLIANCE

- 12.1 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

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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.

13. INSURANCE REQUIREMENTS

13.1 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:

- 13.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;
- 13.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;
- 13.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;
- 13.1.4 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;
- 13.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
- 13.1.6 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;
- 13.1.7 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.
- 13.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).
- 13.3 As evidence of said coverages, Proposer shall provide the Village with certificates of

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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.

14. CAMPAIGN DISCLOSURE

- 14.1 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.
- 14.2 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.
- 14.3 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.
- 14.4 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.

15. SUBLETTING OF CONTRACT

- 15.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Proposer from its obligation or change the terms of the Contract.

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

16. TERM OF CONTRACT

- 16.1 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.

17. TERMINATION OF CONTRACT

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

18. BILLING & PAYMENT PROCEDURES

- 18.1 Payment will be made upon receipt of an invoice referencing Village purchase order number.

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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.

- 18.2 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.
- 18.3 Please send all invoices to the attention of Village of Downers Grove, Public Works, 5101 Walnut Avenue, Downers Grove, IL 60515.

19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

- 19.1 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.

20. STANDARD OF CARE

- 20.1 Services performed by Proposer under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.
- 20.2 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.
- 20.3 For Professional Service Agreements: Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contractor(s') failure to perform its work in accordance with contract documents.

21. GOVERNING LAW AND VENUE

- 21.1 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.

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22. SUCCESSORS AND ASSIGNS

22.1 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.

23. WAIVER OF CONTRACT BREACH

23.1 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.

24. AMENDMENT

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

25. NOT TO EXCEED CONTRACT

25.1 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.

26. SEVERABILITY OF INVALID PROVISIONS

26.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

27. NOTICE

27.1 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.

28. COOPERATION WITH FOIA COMPLIANCE

28.1 Contractor acknowledges that the Freedom of Information Act does 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.

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(5 ILCS 140/1 et seq.)

30. COPYRIGHT or PATENT INFRINGEMENT

30.1 The Proposer agrees to indemnify, defend, and hold harmless the Village against any suit, claim, or proceeding brought against the Village for alleged use of any equipment, systems, or services provided by the Proposer that constitutes a misuse of any proprietary or trade secret information or an infringement of any patent or copyright.

III. DETAIL SPECIFICATIONS

1. SCOPE OF SERVICES

1.1 General Scope of Services

Provide, to the satisfaction of the Village, qualified personnel to adequately perform the requirements stated herein. The Village is requesting proposals from qualified firms to provide a construction engineer to assist Village Staff with full-time observation and contract administration of two separate projects: the Indianapolis Ave, Cross St, Drendel Rd, Drainage/Road/Sidewalk Improvements (SW-087-19) and the Elm and Earlston Drainage Improvements (SW-080-17C). The Village may award the projects as individual contracts based on Village staff availability. The Village anticipates construction of said projects to begin approximately late August 2019 and be completed by approximately mid-November 2019. Final project close-out will be dependent on satisfactory completion of punchlist by the contractor and may extend into Spring 2020. The prospective construction engineer shall have construction observation expertise related to storm sewer installation procedures, roadway resurfacing and reconstruction, ADA requirements for new sidewalk installation and roadside ditching and construction observation.

- A. The construction engineer will act as the on-site representative of the Village in order to help ensure that the project is completed according to the contract documents within the currently approved project budget and schedule.
- B. The construction engineer will be responsible for familiarizing themselves with the plans and specifications for the Indianapolis Ave, Cross St, Drendel Rd, Drainage/Road/Sidewalk Improvements (SW-087-19) and the Elm and Earlston Drainage Improvements (SW-080-17C).
- C. The construction engineer shall document construction activities, observe construction, coordinate appropriate testing and inspection with the Village's testing consultant, and notify/confer with the Village's Project Manager should any issues arise during construction.

1.2 Project Information

The following standards shall govern the construction of the proposed drainage improvements:

1. Standard Specifications for Water and Sewer Main Construction in Illinois, Seventh Edition, 2014; and
2. Standard Specifications for Road and Bridge Construction as adopted by the Illinois Department of Transportation, January 1, 2016; along with Supplemental Specifications and Recurring Special Provisions (collectively the "SSRBC") as adopted by the Illinois Department of Transportation, January 1, 2019; and
3. Water Distribution Specifications, Downers Grove, Illinois, revised January, 2017

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4. Standard Detail Drawings, Village of Downers Grove, Illinois revised January, 2019.

The estimated construction cost for the Indianapolis Ave, Cross St, Drendel Rd, Drainage/Road/Sidewalk Improvements (SW-087-19) project is \$1,000,000. The scope of the project shall generally consist of the following:

- Construction of approximately 620 linear feet of 12” storm sewer
- Full reconstruction of approximately 1,600 square yards of hot-mix asphalt roadway
- Mill and overlay of approximately 6,000 square yards of hot-mix asphalt roadway
- Construction of approximately 11,160 square feet of sidewalk
- All other collateral work such as driveway replacements, curb and gutter replacements and restoration

The estimated construction cost for Elm and Earlston Drainage Improvements (SW-080-17C) project is \$1,300,000. The scope of the project shall generally consist of the following:

1. Construction of approximately 2,500 linear feet of 12” to 18” storm sewer
2. Patching of 1,900 square yards of hot-mix asphalt roadway
3. Resurfacing of 4,300 square yards of hot-mix asphalt roadway
4. Re-shaping of approximately 800 linear feet of ditch lines
5. All other collateral work such as driveway and sidewalk replacements and parkway restoration.

1.3 Project Documents

Project plans and specifications are available for review in .pdf format upon request.

1.4 Pre-construction Services

Ascertain the standard practices of the Village and become familiar with the contract documents, which will include the contract between the Village and the Contractor and any supplements thereto, the Standard Specifications and current addenda thereto, the plans for the construction project and approved changes thereto.

1. **Prepare Conformed Bid Documents:** Prior to the Village’s issuance of a Notice to Proceed for the work, the Construction Engineer shall conform the drawings and specifications to include all modifications to the documents that were included in any addenda issued to bidders. The Village will print copies as necessary for use by the construction contractor and the Village.
2. **Prepare project files, Quantity and IDR Books:** The Construction Engineer will prepare project files utilizing Village forms or IDOT forms as may be required, and make copies of Pay Request and Change Order Forms, and Quantity Book and IDR templates.

Note: The consultant shall provide a proposed schedule through the closeout phase to include number of personnel and numbers of hours by individuals that are proposed to be dedicated to

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the project and during what time periods. It is expected that at least one qualified RE shall be on site monitoring activities from the start of construction through substantial completion. Prospective Consultants may identify a proposed site visit schedule to address these conditions and cost effectiveness.

1.5 Construction Services

This task includes providing Construction Observation services during construction, including those tasks listed below. The Construction Engineer may be required to provide any/all of the on-site resident engineering services as explicitly specified below.

1. Provide on-site representation to accurately document and record by measure and/or computation, all quantities of materials used on the construction project in accordance with the specifications and standard practice of the Village recorded in a Quantity Book (provided by Village). Records of such measurements and computations shall include construction surveys, construction layout and staking measurements, preparing and submitting daily inspection reports (provided by Village), and quality control reporting throughout the entire construction process as the Village's representative. The aforementioned items will be kept in permanent form and become part of the construction project records.

Note: The Village's Project Manager will make available the necessary plans, specifications, copy of the contract, and other guides and instructions to permit the Construction Engineer to accomplish their prescribed duties to the same standards required of the Village's own forces.

2. Verify the Contractor's adherence to the plans, special provisions, permit conditions, and PROWAG/ADA regulations and communicate any issues with Contractor and/or with the Project Manager.
3. Construction Schedule: Monitor the development and maintenance of the construction schedule by the Contractor, and maintain and update the overall project schedule as necessary.
4. Weekly Meetings: Conduct regular weekly meetings with the Contractor and other appropriate project team members including, without limitation, the Village's Project Manager, to coordinate and maintain the construction process.
5. RFIs (Requests for Information): Review and coordinate all RFIs from the Contractor for timely response. Review and monitor all supplemental instructions and directives for potential impact on the Project budget and schedule. Prepare responses to the contractor on behalf of the Village when a RFI is submitted to the Construction Engineer. The Construction Engineer shall log, respond, and maintain a file for each RFI response.
6. Pay Requests: Assist in all applications for payment (on form provided by Village), perform all necessary computations and provide the Project Manager with up to date Quantity Book information for generation of pay requests. Review waivers and certified

Village of Downers Grove – 2019 Construction Engineering Services

payroll and make recommendations for payment to the Village's Project Manager.

7. Reports: Provide a weekly report highlighting the construction activities and project percent completion. Provide a monthly update report (1-2 Pages) to the Village that summarizes the status of the Project costs and schedule.
8. Change Orders: Review change order requests for approved extra work items as submitted by the Contractor(s) for appropriateness and accuracy for signature by the Construction Engineer and recommend acceptance and/or payment of such changes to the Village. Note that no extra work may commence without prior written approval by the Village.
9. Submittals: Review contractor submittals for conformance to the contract documents and make recommendation to accept, accept as noted, reject, or resubmit.
10. Punch Lists: Develop with the Village's Project Manager and Contractor construction punch lists for all areas of the Project. Monitor implementation and completion of all punch list items.
11. Project Diary: Document and maintain all project records either electronically or by hand throughout the construction process in a Project Diary.
12. Advice and Assistance: Provide advice and assistance to the Village in resolving construction issues, claims, and disputes (excluding legal advice).
13. Prepare Design Clarifications: When, in the judgment of the Village, the intent of the design requires clarification, the Construction Engineer shall prepare sketches and/or written statements to clarify such intent.
14. Prepare Request for Change (RFC): For changes to the contract documents necessary because of unforeseen conditions, changes requested by the Village or changes necessary to incorporate a feature of the design, the Construction Engineer shall prepare drawings, sketches and/or specifications for the change in a RFC format selected by the Village. The RFC will be sent to the Contractor for preparation of a change order proposal.

The Construction Engineer shall then assist the Village in review of the Contractor's proposal and provide a recommendation.
15. Construction Notice Preparation and Delivery: Construction engineer shall prepare and deliver notices to residents and property owners impacted by construction throughout the project. Notices in the form of a Village door hanger or Village approved written notice must be distributed prior to construction events including, but not limited to, water main shutdowns, water service interruptions, or limited driveway access.
16. Testing: Construction Engineer shall schedule geotechnical and material testing services with the Village's material testing consultant for tracking and obtaining all necessary

Village of Downers Grove – 2019 Construction Engineering Services

certifications of materials used in the work.

Note: Sampling frequencies for inspection and testing will be as prescribed by the specifications and instruction furnished by the Village and no variation will be permitted except upon written order of the Village. The Village will require qualified QC/QA engineers and inspectors to be on the project site upon request by the Proposer, so that adequate sampling for inspection and testing can be performed in a timely manner on each contract item to determine acceptance of the work in compliance with the contract plans and specifications and the standard practices of the Village.

17. Record Drawings (a.k.a. as-builts): Coordinate with contractor on record drawings for all construction work completed until completion of the project and any other miscellaneous functions necessary for properly administering the contract documents. Redline record drawings shall be submitted to the Village and shall be reviewed and approved by the Village.

Note: All records shall be submitted to the Village's Project Manager and become the property of the Village. All measurements, records, record drawings and final pay estimate calculations are due not later than four weeks after completion of construction.

18. Equipment, Transportation and Communication: Furnish and possess **on site**, all necessary field survey equipment (i.e. tripod, level, grade rod, 100' tape, etc.) required for inspection of the Contractor's work. Furnish own mode of transportation to and from project sites. Furnish own communication facilities (i.e. cell phones and/or two-way radios) and any safety equipment as required by the Village. These items will be considered "tools of the trade" and no additional compensation will be made for them.
19. Field Office: No field office is anticipated for this work. Construction Engineer shall provide his own vehicle for use in the field at all times.

1.6 Post Construction/Project Close-out Services

This task includes assisting the Village during the project close-out process by providing the following services:

1. Contract Documents: Manage the close-out of the Project; punch list completion and receipt and documentation of all final lien waivers and other close-out documents, such as record drawings.
2. Project Accounting: Close-out the Project accounting and provide the final status of the Project budget.
3. Project File Box: Obtain on behalf of Village, and turn over to Village's Project Manager, plans, specifications, letters of acceptance, and all documentation pertaining to the Project, **neatly organized** in new, legal size, heavy duty, quality, dustproof Banker's Box(es).

Village of Downers Grove – 2019 Construction Engineering Services

2. PROPOSAL REQUIREMENTS

2.1 Quantity and Format

One original file of the Proposal 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
- Proposed Overall Not-To-Exceed Cost

The Proposal shall be succinct, and directly relevant to this project. Maximum number of pages for Firm 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.

2.2 Deadline and Proposal Disposition

Complete, sealed proposals shall be due **NOT LATER than 9:00 A.M. on July 26, 2019 at the Downers Grove Department of Public Works, 5101 Walnut Avenue, Downers Grove, Illinois 60515.** Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer. All submittals shall become the property of the Village. The Village will maintain confidentiality of all received Proposals, and not disclose information provided by prospective Firms with any other Firm, nor with the selected Firm, unless otherwise required to be disclosed pursuant to the Freedom of Information Act.

The Firm understands and agrees that the Village of Downers Grove shall have no financial responsibility for an costs incurred by the Firm and its subcontractors in responding to this Request for Proposal and shall not be liable for any Firm or its subcontractors costs attributed to their own study and investigation or design of a specific project until Firm has executed a contract with the Village of Downers Grove and has been authorized in writing to proceed. The Village of Downers Grove reserves the right to terminate this Request for Proposal after three (3) days notice to all prospective Firms.

2.3 Fee Proposal

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

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

Village of Downers Grove – 2019 Construction Engineering Services

in project scope.**2.4 Firm Selection**

Firm 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 Firm 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 prospective Firm 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 Firm and shall not be the responsibility of the Village.

3. PROJECT DELIVERABLES**3.1 General**

The Construction Engineer shall be required to submit, on a regular basis or from time to time, depending on the particular project, certain statements, reports, evaluations, opinions or other similar submissions as a part of Construction Engineering services and responsibilities as delineated herein and as required as a result of subsequent procedures developed in conjunction with the Village covered under the agreement for Construction Engineering services with the Village.

All items submitted by the Construction Engineer to the Village as part of the services on behalf of the Village shall become the sole property of the Village.

3.2 Format and Quantity

The Construction Engineer shall produce all deliverables compatible with, at minimum, Microsoft Office products including Microsoft Word, Excel, Project, and AutoCAD 2013 or newer.

Unless otherwise agreed to in advance by the Village, and excluding drawings, plans, diagrams, samples and similar items, all deliverables shall be in an 8 ½ x 11 portrait format. Landscape format can be used to facilitate a more clear presentation of the information at the Construction Engineer's discretion.

Documents originally produced in or provided to the Construction Engineer in a legal, 8 ½ x 14 format need not be further reduced or modified. Larger exhibits should, if possible, be provided in an 8 ½ x 11 format by employing a tri-folded 11 x 17 format insert.

Village of Downers Grove – 2019 Construction Engineering Services

All plans, drawings, diagrams and similar items shall be delineated at a commonly recognized and used engineering scale and shall include north orientation, if applicable, as well as the drawn scale in both a written and graphic form.

3.2 Digital Photo Documentation

In addition to read-only compact discs of photo documentation, two sets of comprehensive project photo documentation submitted in support of observation reports, weekly status meetings, monthly status reports or other shall be provided in three-ring binders and annotated appropriately.

3.3 Final turnover of Construction Engineer's Documents

In addition to properly and chronologically organized hard-copy submissions, the Construction Engineer shall submit two (2) sets of read only compact disk(s) with all executed and received deliverables.

4. CONTACTS

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

Jim Tock, P.E.
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, Illinois 60515
Phone 630-434-2453, Fax 630-434-5495

5. SCHEDULE OF FEES

Indianapolis Ave, Cross St, Drendel Rd, Drainage/Road/Sidewalk Improvements (SW-087-19) – Not-To-Exceed Total Cost

\$ 51,400.00

Elm and Earlston Drainage Improvements (SW-080-17C) – Not-To-Exceed Total Cost

\$ 64,200.00

If we perform construction-related engineering services for both projects (SW-087-19 and SW-08-17C) concurrently, we anticipate the Village can realize significant financial savings by the efficiencies presented by our construction engineer observing both projects.

Out anticipated not-to-exceed total cost to perform construction for SW-087-19 and SW-080-17C is **\$73,100.**

IV. PROPOSER’S RESPONSE TO RFP (Professional Services)

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

2019
Construction
Engineering
Services

Proposal

Village of Downers
Grove, IL

July 26, 2019



Strand Associates, Inc.®

910 West Wingra Drive

Madison, WI 53715

(P) 608-251-4843

July 26, 2019

Mr. Jim Tock, P.E.
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, IL 60515

Re: Proposal for 2019 Construction Engineering Services

Dear Mr. Tock:

It is with pleasure that the Joliet office of Strand Associates, Inc.® presents the Village with this proposal for 2019 Construction Engineering Services. We feel our positive experience with the Village's construction projects in the past several years will help deliver a successful project.

By selecting our firm, the Village will realize projects that are smoothly executed from start to finish. The Village can count on this because:

- **Our accurate project understanding will produce optimal handling of the Village's project and goals.**
- **Our experienced team understands the importance of their role in the success of the Village's construction projects.**
- **Our project team's recent, relevant experience with Downers Grove proves beneficial to this Village project.**
- **Our value-driven cost addresses the Village's project needs for both storm sewer contracts.**

We agree in principle with the terms and conditions outlined in the Village's Request for Proposals and, if selected, would like the opportunity to discuss specific agreement language under the indemnification clause.

We look forward to continuing our relationship with the Village. If there are any questions regarding our submittal, please contact me at 815-744-4200 or at timothy.scholz@strand.com.

Sincerely,

STRAND ASSOCIATES, INC.®

A handwritten signature in black ink that reads 'Timothy J. Scholz'.

Timothy J. Scholz, P.E.
Project Manager and Client Contact

P190.743 TJS:krp



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Project Understanding and Approach

Accurate Project Understanding Produces Optimal Handling of Project Goals

Based on the Request for Proposal (RFP), review of released construction documents for the Indianapolis/Cross/Drendel project, prior provided construction engineering services in the area, and conversations with the Village's staff, it is our understanding that the two separate storm sewer and roadway improvement construction contracts will be conducted roughly simultaneously in two different areas within Downers Grove's municipal limits.

Both construction contracts will be funded with local funds. Limits of roadway replacement and resurfacing, storm sewer sizing, materials, general locations for installation, and required restoration have been designed previously by the Village. Our understanding of the two bid packages are briefly described below.

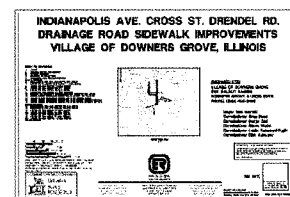
SW-087-19 Indianapolis Ave, Cross Street, Drendel Road Drainage/Road/Sidewalk Improvements

This project area was annexed into the village in the last decade. The Village has recently improved roads, watermain and sewer infrastructure in the vicinity since annexation. In 2018, the Village installed new storm sewer north along Cross Street to Indianapolis Avenue, and along Drendel Road north to Ogden Avenue. Additionally, roadway resurfacing of Drendel south of Indianapolis, and Cross south of Prairie was also performed. Cross Street and Drendel Road pavement is in poor condition, and requires resurfacing in order to avoid fragmentation and to limit maintenance expenses. In addition, there is no pedestrian infrastructure along Cross Street or Indianapolis Avenue.

The Village wishes to expand on the development in the area to provide a continuous level of storm, pedestrian, and roadway infrastructure for local residents.



Cross Street looking south. The existing roadway is in poor condition, and requires resurfacing. Erosion control will be important given grades along the project corridor and installation of sidewalk in western ROW.



We have reviewed the SW-087-19 plans and are familiar with the work and elements involved with the project.

We have reviewed the project plan set as prepared by Engineering Resources Associates, Inc., and understand the extents and scope of the project. We understand this project consists of the following general elements:

- Installation of 620 Linear Feet of 12-inch RCP storm sewer on Indianapolis to extend the storm sewer infrastructure installed in 2018 Street. Storm sewer is to be constructed along the centerline of Indianapolis Avenue.
- Catch basins shall be installed in the north and south parkways with connecting sewer to the 12-inch main line.
- Reconstruction of Indianapolis Avenue from Drendel Road to Cross Avenue.
- Resurfacing of Cross Street north from its bend at STA 309+00 (Prairie Avenue ROW) to Ogden Avenue at STA 325+85, a length of approximately 1,685 feet.
- Resurfacing of Drendel Road north from STA 108+48 (Indianapolis Avenue) to Ogden Avenue at STA 117+30, a length of approximately 882 feet.
- Installation of 2-foot-wide aggregate shoulders along Drendel and Cross.
- Installation of new 5-foot wide PCC sidewalk along the west ROW of Cross Street from approximately STA 325+00 as well as along the south parkway of Indianapolis Avenue.
- Replacement of all driveways disturbed in kind, and parkways disturbed, with sod.
- Installation of detectable warnings and ramps at crossings, and a sidewalk crossing installed at STA 307+20.



Our experience of prior construction in the area of Cross/Prairie approach reveals need for adequate traffic signage and control.



Maintaining access for Indianapolis residents will be important throughout sewer installation and roadway reconstruction portions of the project.

Corridor Elements to consider:

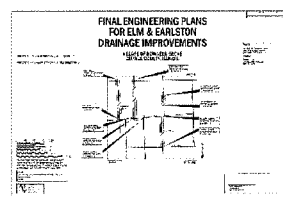
- **Ogden Signage and Traffic Control:** Traffic control at Drendel and Ogden, and at Cross and Ogden will be important to a safe project; attention to correct signage on Ogden will be required each day. Resident traffic on Drendel and cut-through traffic on Cross will need to be controlled.
- **Cross and Prairie Signage and Traffic Control:** The area of Cross and Prairie ROW intersection is steep, shielded from view by vegetation, and has a sharp double curve.
- **Indianapolis Avenue Resident Access:** Indianapolis is a narrow street and the storm sewer and road reconstruction project will inhibit access to resident. The Resident Project Representative (RPR) will need to work to assure that access is maintained.
- **Tree Protection and Erosion Control:** The RPR will need to check that contractor installs and maintains appropriate erosion control throughout the project given the significant grade changes both along and across the project corridor. The extensive number of mature trees will also that the specific tree protection measures are adequately followed.



Proactive resident contact (e.g., door hangers) in advance of construction activities can go a long way to resident satisfaction.

SW-080-17C Elm and Earlston Drainage Improvements Project

This project occurs in an area of the village that has required significant drainage asset investment by the Village. We understand there is historically poor drainage and storm water conveyance in the area due to the topography, development, obsolete infrastructure, and the Village is actively attempting to remove localized poor drainage areas by replacing broken or obsolete infrastructure, regrading existing ditches, and increasing the size of existing storm lines and intakes.



We have reviewed the SW-080-17C planset and are familiar with the work and elements involved with the project.

We have previously provided construction engineering services for the 40th and Washington Drainage Project which improved Village drainage infrastructure in the vicinity, as such we have some understanding of the area, traffic impacts, and potentials for construction complications.



Earlston Road looking north and is representative of project corridors. Sewer will be installed in the middle of the street, catch-basins and inlets installed in the parkway, driveways will be replaced, the roadway will be resurfaced, and 2-foot aggregate shoulder will be installed. Water and sewer services are anticipated to be replaced. Utility coordination will be required.



We have reviewed the project plan set as prepared by V3 Companies, Inc., and understand the extents and scope of the project. We understand this project consists of the following general elements:

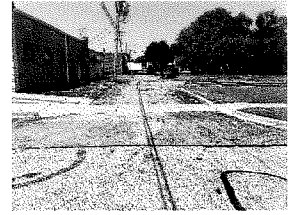
- Construction of approximately 550 linear feet of 12-inch RCP storm sewer with catch-basins and inlets on Elm Street from the alleyway north to 41st Street
- Construction of approximately 320 linear feet of 12-inch storm sewer through the alleyway separating Elm and Earlston, connecting the storm sewer on Earlston
- Construction of approximately 670 linear feet of 12-, 15-, and 18-inch RCP storm sewer with catch-basins and inlets on Earlston Road from the Ogden Avenue north to 41st Street
- Construction of approximately 220 linear feet of 18-inch RCP storm sewer east along Ogden Avenue ROW, connecting to existing IDOT storm sewer system within the IDOT ROW.
- Construction of approximately 340 linear feet of 18-inch RCP storm sewer along Stanley Avenue south from Ogden Avenue to the vicinity of Dawn Place, and some miscellaneous 6-inch storm sewer in the vicinity of Sherman Street.
- Construction of approximately 200 linear feet of 12-inch ductile iron storm sewer along Glendenning Road
- Patching/full depth reconstruction 1,900 square yards of hot mix asphalt roadway including along the corridor of the storm sewer installation on Elm, Earlston, the Elm/Earlston Alleyway, and Stanley Avenue.
- Resurfacing 4,300 square yards of hot mix asphalt roadway along Elm, Earlston and Stanley Avenue.
- Reshaping of approximately 800 linear feet of ditch lines along Stanley, Glendenning, Elm and Earlston.
- 2-Foot-wide aggregate shoulders will also be installed along Elm, Earlston, Stanley.
- Installing approximately 220 linear feet of B.6-12 curb and gutter will be installed along sections of Elm, and Earlston
- Detectable warnings and ramps shall be installed at crossings, and miscellaneous sidewalk around the Sherman/Stanley intersection and Dawn Place.
- All other collateral work such as culvert removal, and driveway, sidewalk replacements, water service replacement and parkway restoration.
- All parkways disturbed will be replaced with sod.

Corridor Elements to consider:

- **Ogden Signage and Traffic Control:** There will be significant work occurring adjacent to the Ogden Avenue ROW at Elm Street, Earlston Road, and Stanley Avenue. Traffic control will be important to a safe project, attention to correct signage on Ogden will be required each day. Resident traffic and cut-through traffic on will need to be controlled. The RPR will need consistently check that project signage on Ogden Avenue is consistent with Project requirements throughout the project. Continuous single lane access is anticipated as a minimum.

On an additional note, Ogden Avenue is currently being resurfaced by IDOT, traffic is currently inhibited, RPR will need to work with contractor to maintain and coordinate appropriate and clear signage throughout the course of their project with IDOT and coordinate with IDOT as necessary when connecting to the existing IDOT storm sewer system.

- **Maintenance of Business Parking and Access:** Numerous business have their parking lots, or access to the alleyways, including Trek Bicycle on Sherman, Homecare, Mike's Barber shop and Louis' for Men clothing store on Earlston, and the UPS store on Elm. The RPR will need to coordinate with contractor to stage and conduct operations so as to maintain access to these businesses



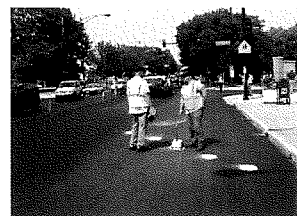
Work will occur through alleyways, Village streets, and IDOT ROW.



Maintenance of Traffic and resident/business access with Ogden, central sewer installation, and resurfacing will be important.



Care will need to be paid to work in IDOT ROW and especially since Ogden is being resurfaced.



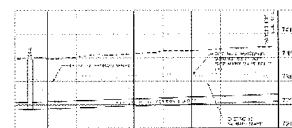
Attention to check approved HMA, materials, installation and compaction will increase project results.



Regrading ditches, grade checks and quantity computation will be required in various section of parkway.



- Resident and Business Engagement:** Residents will be impacted by the project. Proactive resident and business contact and general willingness to engage residents will be important to identifying and addressing construction concerns and developing resident satisfaction.
- Utility Resolution:** Our prior experience in this area indicated a number of shallow utilities which impacted construction. The specifications also indicate a number of Nicor services lines that may require adjustment. The RPR will need to be diligent in identifying any such concerns and staying ahead of the contractor’s progress.
- Protect Village Water Infrastructure:** There are 10 water services known to be replaced. In addition, there are numerous locations on Elm Street, Earlston Road and Stanley Avenue where the contractor is to verify the elevations and clearances between water main and water services and the proposed storm sewer. There is potential that services may need to be replaced, and water main adequately protected, and supported during construction. The RPR will need to strictly adhere to protection requirements and stay ahead of contractor’s progress to aid in addressing potential issues and reduce the potential for disruption.



Portions of storm sewer will be up to 10 feet deep and may require replacement sanitary services, and water main services. Appropriate record keeping and utility coordination will be required.



Correcting and replacing old and obsolete infrastructure will be a core part of this project, including this inlet and connecting pipe at Dawn Place and Stanley Avenue.



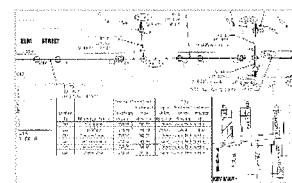
Correcting detectable warnings and improving pedestrian access will be addressed at intersections and road way approaches, including areas such as Sherman Street and Stanley Avenue.

Construction Services Approach

During construction, we provide several services that facilitate the project’s progress, including providing part- to full-time resident project representative (RPR) services and leading construction progress meetings. In our experience, having the consultant heavily involved in construction observation/administration significantly streamlines the construction efforts.

Though the exact requirements of each of the Village’s projects will be slightly different, we propose to provide the following services for each water main replacement contract identified above:

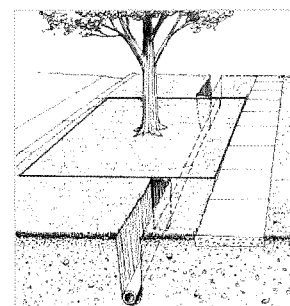
- Attend the preconstruction meeting.
- Prepare conformed bid documents to include the modifications to the documents that were included in an addenda issued to bidders by the Village. The modifications and copy of the bid documents will be provided by the Village.
- Provide construction administration services, including reviewing and responding to shop drawings, requests for information (RFIs), pay requests, and change orders.
- Attend, lead, and submit minutes for weekly construction progress meetings during active construction.



Staying ahead of contractor’s progress and identifying potential issues will be important to limit project disruption.



- Provide part-time RPR services during pre- and post-construction, and full-time RPR services during active construction.
- Provide daily construction observation reports to the Village.
- Consult with the Village and communicate with the contractor for any plan modifications during construction.
- Take a reasonable and representative number of construction photos during the progress of construction to record routine and special construction.
- Provide pre-final and final observation services and prepare punch lists of remaining work or restoration.
- Compile contractor-provided record drawings; submit these record drawings to the Village in red-lined hard copy and PDF formats.
- Observe start-up and testing of the new water main; perform final walk-through with Village staff and track punch-list completion.
- Conduct project completion activities such as contract document collection and closure, conduct project accounting closeout, and collate, file and turn over all documentation pertaining to the project, including the project diary, quantities sheets, and photos, to the Village’s project manager.



We will provide attention to aspects of the project that are commonly missed by the contractor including such items as tree protection and silt fencing.

Based on our review and discussions regarding the Village’s intentions, the following is an expanded discussion of select portions of our proposed approach.

- **Prepare preconstruction meeting agenda and minutes.** The preconstruction meeting sets the tone of the entire construction project. Project expectations with respect to schedule, communication, and deliverables will be discussed. This is also the first opportunity to discuss the contractor’s concerns regarding the scope of work or schedule.
- **Review and track construction schedule.** We will review the proposed construction schedule prior to the start of construction and perform weekly status checks and updates with the contractor. In addition to an overall project schedule, we will request the contractor provide a critical path schedule so that it is clear how shop submittals and various construction components are interrelated and affect the overall project schedule. The critical path schedule will be especially important for this project as the construction schedule is tight and completing the water main installation adjacent to schools prior to school re-openings in August is recommended.
- **Review of shop drawings.** Review contractor-provided submittals and re-submittals for conformance to the contract documents. We will provide this to the contractor and maintain a submittal log for all items requiring a submittal. The log will be used to track the status of submittals and will include the name of the submittal, date(s) received by engineer, date(s) returned to the contractor, and approval status.
- **Review payment applications and change orders.** We will review contractor payment applications and change order items with the contractor for compliance with submission procedure and provide recommendations to the Village.
- **Attend, lead, and submit minutes for weekly construction progress meetings during active construction.** Communication is integral to any successful project. It may be most cost effective to hold weekly progress meetings and then plan separate additional progress meetings at key project milestones. We anticipate the weekly phone conference with the contractor and Village as an opportunity for quick discussions on progress, upcoming work, and potential changes. We will prepare minutes of each of these meetings and distribute to Village staff and contractor’s

PROCESS PAYMENT REQUEST		DATE	AMOUNT	STATUS
1	Initial Payment	05/01/19	100,000	PAID
2	Progress Payment	06/01/19	150,000	PAID
3	Progress Payment	07/01/19	150,000	PAID
4	Progress Payment	08/01/19	150,000	PAID
5	Final Payment	09/01/19	150,000	PAID
6	Change Order	06/15/19	25,000	PENDING
7	Change Order	07/15/19	25,000	PENDING
8	Change Order	08/15/19	25,000	PENDING
9	Change Order	09/15/19	25,000	PENDING
10	Change Order	10/15/19	25,000	PENDING
11	Change Order	11/15/19	25,000	PENDING
12	Change Order	12/15/19	25,000	PENDING
13	Change Order	01/15/20	25,000	PENDING
14	Change Order	02/15/20	25,000	PENDING
15	Change Order	03/15/20	25,000	PENDING
16	Change Order	04/15/20	25,000	PENDING
17	Change Order	05/15/20	25,000	PENDING
18	Change Order	06/15/20	25,000	PENDING
19	Change Order	07/15/20	25,000	PENDING
20	Change Order	08/15/20	25,000	PENDING
21	Change Order	09/15/20	25,000	PENDING
22	Change Order	10/15/20	25,000	PENDING
23	Change Order	11/15/20	25,000	PENDING
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27	Change Order	03/15/21	25,000	PENDING
28	Change Order	04/15/21	25,000	PENDING
29	Change Order	05/15/21	25,000	PENDING
30	Change Order	06/15/21	25,000	PENDING
31	Change Order	07/15/21	25,000	PENDING
32	Change Order	08/15/21	25,000	PENDING
33	Change Order	09/15/21	25,000	PENDING
34	Change Order	10/15/21	25,000	PENDING
35	Change Order	11/15/21	25,000	PENDING
36	Change Order	12/15/21	25,000	PENDING
37	Change Order	01/15/22	25,000	PENDING
38	Change Order	02/15/22	25,000	PENDING
39	Change Order	03/15/22	25,000	PENDING
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42	Change Order	06/15/22	25,000	PENDING
43	Change Order	07/15/22	25,000	PENDING
44	Change Order	08/15/22	25,000	PENDING
45	Change Order	09/15/22	25,000	PENDING
46	Change Order	10/15/22	25,000	PENDING
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51	Change Order	03/15/23	25,000	PENDING
52	Change Order	04/15/23	25,000	PENDING
53	Change Order	05/15/23	25,000	PENDING
54	Change Order	06/15/23	25,000	PENDING
55	Change Order	07/15/23	25,000	PENDING
56	Change Order	08/15/23	25,000	PENDING
57	Change Order	09/15/23	25,000	PENDING
58	Change Order	10/15/23	25,000	PENDING
59	Change Order	11/15/23	25,000	PENDING
60	Change Order	12/15/23	25,000	PENDING
61	Change Order	01/15/24	25,000	PENDING
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81	Change Order	09/15/25	25,000	PENDING
82	Change Order	10/15/25	25,000	PENDING
83	Change Order	11/15/25	25,000	PENDING
84	Change Order	12/15/25	25,000	PENDING
85	Change Order	01/15/26	25,000	PENDING
86	Change Order	02/15/26	25,000	PENDING
87	Change Order	03/15/26	25,000	PENDING
88	Change Order	04/15/26	25,000	PENDING
89	Change Order	05/15/26	25,000	PENDING
90	Change Order	06/15/26	25,000	PENDING
91	Change Order	07/15/26	25,000	PENDING
92	Change Order	08/15/26	25,000	PENDING
93	Change Order	09/15/26	25,000	PENDING
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95	Change Order	11/15/26	25,000	PENDING
96	Change Order	12/15/26	25,000	PENDING
97	Change Order	01/15/27	25,000	PENDING
98	Change Order	02/15/27	25,000	PENDING
99	Change Order	03/15/27	25,000	PENDING
100	Change Order	04/15/27	25,000	PENDING

We are familiar with Village payment processes, quantity documentation and schedule tracking.



staff to maintain a consistent project understanding amongst all parties. These weekly meetings should reduce the number of Requests for Information (RFIs) and changes required during construction.

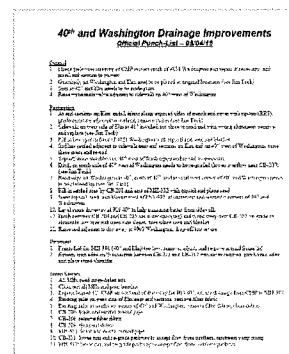
- **Provide part-time resident project representative services during pre- and post-construction and full-time construction during active construction.** Part-time RPR services will be conducted during pre-and post-construction. Part-time RPR is defined as up to 20 hours per week and includes activities such as confirming that erosion fencing and tree protection fencing are installed correctly (and as shown on the plans) and delivering door hanger notices for construction throughout the project, as necessary. Full-time RPR observation is defined as up to 44 hours per week and will include providing on-site field review of the contractor’s activities for adherence to the contract documents, accurately measuring and documenting quantities used on the project, tracking progress, and coordinating and communicating with the Village and contractor, as necessary.



We are familiar with sewer and roadway resurfacing construction methods, and construction observation requirements.

In furnishing observation services, our efforts shall be directed toward determining for the Village that the completed project will, in general, conform to the Contract Documents; but we shall not supervise, direct, or have control over the Contractor’s work and shall not be responsible for the Contractor’s construction means, methods, techniques, sequences, procedures, or health and safety precautions or programs, or for the Contractor’s failure to perform the construction work in accordance with the Contract Documents.”

- **Geotechnical and Materials testing.** Our RPR will communicate with the Village’s geo-technical and materials consultant to be present on site for material testing.
- **Observe start-up and testing the new water main; perform final walk-through with Village staff, and manage punch-list completion.** This multi-faceted project will have substantial start-up requirements. Start-up includes observing the contractor’s appropriate pressure testing, chlorination, and bacteriological testing. Once the contractor achieves substantial completion, we will provide final observation services. We will walk the project corridors with the Village to develop a punch-list and will communicate with the contractor for completion of these items. The punch list will not be finalized until start-up has occurred and all items have been discussed with the Village.
- **Perform a final observation.** This will be done with Village staff and distributed to the contractor as a final “Items to be Completed” correspondence. We observe whether items on the list have been completed and make recommendations to the Village on final acceptance.
- **Review and compile contractor-provided record drawings. Submit record drawings to the Village in red-lined hard copy and PDF formats.** Throughout the project, we will review the contractor’s record drawings on a monthly basis and update the record drawings after every change order has been processed. We will draft all changes to the “as-bid” plan set in red-line on hard copy. At the end of the project, the record red-lined hard copy plan set and a red-lined PDF version of the plan set will be provided to the Village.
- **Conduct project completion activities.** We will conduct project paperwork and accounting closeout, including documentation of all final lien waivers and close-out documents. We also anticipate collecting documents pertaining to the project, including plans and specifications, letters of acceptance, quantities tickets, drawings, project diary, relevant correspondence, photos, and other items and turning them over to the Village, as necessary.



We will work with the Village to develop punch-list and follow-up on completion.



Proposed Project Team

Experienced Team Familiar with Downers Grove Projects Realizes the Importance of Its Role in Producing Successful Construction Engineering Projects

We have assembled this particular project team for the Village’s water main construction engineering services projects because of their relevant recent experience serving the Village of Downers Grove and their experience with recent similar projects. Services for this project will be provided out of our Joliet, Illinois, office. Below is our proposed organizational chart, followed by brief team member bios.

Our team’s past relevant experience and commitment to serving the Village of Downers Grove will yield successful water main replacement projects.



Project Manager and Client Contact

Timothy J. Scholz, P.E., will serve as the Project Manager and Primary Client Contact for the Village’s projects. Tim is a Project Engineer/Manager in our Water Services group out of our Joliet, Illinois, office and has more than 14 years of experience. Tim was the RPR for Downers Grove’s 2012 Water Main Construction projects, the 2013 Annexed Area Water Main project, and the 2014 40th and Washington Drainage Improvements project. As such, he is familiar to current Village staff and is well-versed in the procedures and expectations of Downers Grove. He has worked closely with municipal engineers, public works crews, and residents during construction, providing coordination among the project team, the contractor, and stakeholders to make sure that project needs are addressed.



Tim also has direct experience with the water system in Downers Grove, having created and maintained the Village’s computerized hydraulic model, and having assisted the Village in gaining facility plan approval from IEPA to obtain Revolving Loan Funding for the program.



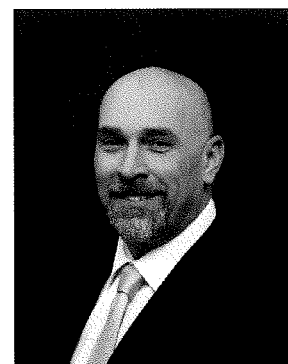
Overall Quality Control and Secondary Client Contact

Michael J. Waldron, P.E., Senior Associate, will serve as the overall Quality Control Engineer and as the back-up client contact, drawing on his more than 25 years of experience in municipal engineering. Mike is the Municipal Services Coordinator for our Joliet office and oversees all of our Illinois municipal engineering services. He has extensive experience with management of a variety of large and small municipal infrastructure construction projects as well as on-site observation and working closely with contractors to oversee that quality work is being done. Mike was the Project Manager for Downers Grove's 2012 Water Main Construction projects, the 2013 Annexed Area Water Main project, and the 2014 40th and Washington Drainage Improvements project. Mike is familiar to the Village's public works staff and will be available to help Tim manage construction projects and be another point of contact for the Village.



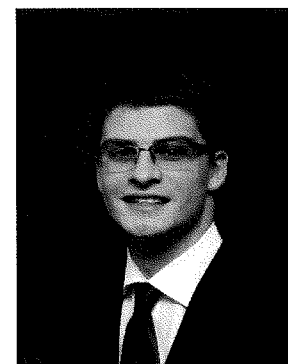
Construction Quality Control and Back-Up Resident Engineer

Thad M. Kreitz will serve as the Construction Quality Control technician and Back-Up Resident Engineer. Thad is a senior construction technician in our Joliet office with 18 years of experience and has extensive knowledge in construction-related projects and water main construction projects. He works well with municipal officials, businesses, and residents and served as the Lead Resident Project Representative for Downers Grove's 2012 Water Main Construction Improvements Contract A and Contract B project. Prior to that, Thad served as the RPR on the Water Transmission Main and South Booster Station projects in Lombard, Illinois. He is also certified by the Illinois Department of Transportation (IDOT) in construction documentation for federal- and state-funded projects.



Resident Project Representative

Ethan E. Druszkowski, E.I.T., will serve as Resident Project Representative (RPR) for any stormwater, potable water, and sanitary sewer utility work associated with these projects for the Village. Ethan is well-versed in pavement rehabilitation and reconstruction, storm sewer, sanitary sewer, and water main installation and has experience in MFT resurfacing and reconstruction projects in Lockport and Lemont, Illinois. He also has experience with construction engineering for utility corridor projects involving service restoration, roadway and driveway restoration, utility coordination, and drainage for Lockport, Illinois.



Timothy J. Scholz, P.E.

AREAS OF EXPERTISE

- Water and Wastewater Treatment Facilities Design
- Storage Design
- Hydraulics and System Analysis
- Construction Engineering
- Pumping Station Design
- Funding Assistance

PROFESSIONAL EXPERIENCE

Water Treatment experience includes treatment plant analysis and design, including hydrous manganese oxide (HMO), iron removal using pressure filtration, treatment and disinfection, and surface water treatment using conventional coagulation, flocculation, and sedimentation design, implementation, and reports.

Water Supply experience includes deep and shallow well rehabilitation and construction, well siting, and well design, testing, and production investigation, as well as emergency interconnect siting and design.

Water Pumping Station experience includes the design of new facilities and the rehabilitation of existing facilities, including booster stations and metering stations.

Water Pumping Station experience includes funding acquisition assistance, inspection, and design, bid, and construction observation of new construction and rehabilitation for below grade concrete reservoirs and clearwells ranging in size from 100,000 gallons to 4 million gallons. Tim also provided design, bid, and construction observation services for standpipes and elevated storage tanks, including multi-leg, fluted column, composite, and single-pedestal spheroids with a capacity range of 50,000 to 6.3 million gallons.

Water System Studies and Master Plan experience includes surface water, inter-system purchase, groundwater supply, analysis of distribution system, demand, storage capacity, supply capacity, and facility operation and energy efficiency improvement evaluations.

Computer Analysis of Water Distribution Systems experience includes data collection, creation and calibration of water system models, fire flow and C-factor tests, water main sizing, water age and chemical dispersion analysis, surge analysis.

Well, interconnect, and storage siting using WaterCAD and LIQT computer modeling programs. Experience includes steady state and extended period modeling of distribution systems.

Funding Assistance experience includes federal and state loan pre-application, application, bid assistance, and construction administration.

Wastewater Conveyance experience includes transfer facilities, force main design, pumping station design and large diameter trunk line routing studies and preliminary design.

Construction Administration experience includes response to requests for information, tracking quantities, schedule review, review and approval of pay requests and shop drawings, development of change orders and lists of items to be completed or corrected, and finalization or closeout of projects. Projects have included a range of treatment facilities, such as industry chemical facilities, wells, well houses, water mains, and water towers. Duties have included installation, as well as water treatment using cation exchange, HMO, phosphates, chlorination, carbonation technology.

Flow Metering and Data Analysis experience includes installation, maintenance, removal, and data analysis of area velocity flow meters in sanitary sewer and combined sewer applications.

PRESENTATIONS

- WaterGEMS and GIS – How to Streamline Your Model, Chicago Metro Chapter APWA Annual Meeting, Schaumburg, Illinois, June 2010
- Monitoring the Health of your Well and Pumps, ISAWWA Annual Convention, Springfield, March 2015

YEARS OF EXPERIENCE

14

YEARS WITH FIRM

14

EDUCATION

B.S. Civil Engineering and Environmental Engineering – Bradley University, Illinois, 2005

REGISTRATION

Professional Engineer in Illinois

Timothy J. Scholz, P.E.

PROFESSIONAL AFFILIATIONS AND RECOGNITION

- American Water Works Association/
AWWA Illinois Section
- Mid-Central Water Works Association
 - 2015-19, Secretary, Treasurer, Vice
Chair, Chair
- 2013 Illinois Section American Water
Works Award E.D.U.C.A.T.E. Award

SPECIAL TRAINING AND CERTIFICATES

- Fall Protection Training, May 2006
- Confined Space Awareness Training, May
2006

Michael R. Waldron, P.E.

Senior Associate

AREAS OF EXPERTISE

- Municipal and General Civil Engineering
- Local Transportation and Pavement Management
- Stormwater Management
- Sustainable Site Design
- Water Supply and Distribution
- Recreational Facilities

PROFESSIONAL EXPERIENCE

Municipal Engineering experience includes representation of municipalities and counties as city/village/county engineer; municipal infrastructure studies, planning, and budgeting; annexation, PUD, development, and recapture agreements; creation of local infrastructure standards and ordinances; residential, commercial, manufacturing, and light industrial platting and subdivisions; construction administration; asset management databases, utility mapping, and O&M programs.

Local Transportation and Pavement Management experience includes pavement evaluation and administration of extended maintenance and improvement programs; local, collector, and arterial roadway design; roadway and streetscape enhancement design; traffic studies and warrants. Recent projects include:

- Liberty Drive Reconstruction, Wheaton, Illinois.
- I-55 Frontage Road Reconstruction, Romeoville, Illinois.

Municipal and Industrial Stormwater Management experience includes stormwater runoff and conveyance analysis, stormwater management design, conservation and sustainable site design, and implementation of best management practices; soil erosion and sediment control design, management, and monitoring; stormwater and natural resources ordinances; MS4 stormwater management planning; stormwater system mapping and data bases; municipal and industrial Phase 1 and Phase 2 NPDES Stormwater Permitting; municipal and industrial stormwater pollution prevention plans, Oil Spill Control and Countermeasure Plans (SPCC), and Emergency Spill Response Plans.

Also, stormwater management permitting with DuPage, Kane, Kendall, and Will counties, MWRDGC, IDNR, IEPA, and USACOE.

Recent projects include:

- Midlothian Stormwater Capital Plan - Chicago Metropolitan Agency for Planning
- Western and Southwestern Stormwater Alternatives Study, Winnetka, Illinois.
- Ravinia Business District Utility Study, Highland Park, Illinois.
- Belmont Avenue 72-inch Storm Sewer, Romeoville, Illinois.
- Phase 2, MS4 Stormwater Permitting and NOI, Joliet, Lockport, Glencoe, Kendall County and townships, Illinois.

Wastewater Pumping and Conveyance Systems experience includes planning, design, and construction of pressure/gravity sewer collection systems 1-1/4, 72-inch diameter; planning, design/construction engineering of sanitary pumping stations from small submersible pumping stations to facilities up to 30 mgd capacity; facilities planning reports, operation and maintenance manuals, and financial analysis for numerous municipal entities; CSO studies; long-term control planning (LTCP) separate and combined sewer CMOM programs; I&I studies; sanitary sewer evaluation surveys; flow monitoring and sampling; trenchless sewer rehabilitation planning, design, and construction; grants and low interest loans.

Recent Illinois projects include:

- CSO LTCP, Joliet, Illinois.
- CSO LTCP, Aurora, Illinois.
- Southside Intercepting Sewer Project, Wheaton Sanitary District, Illinois.
- Wastewater Master Plan, Batavia, Illinois.

YEARS OF EXPERIENCE

27

YEARS WITH FIRM

27

EDUCATION

B.S. Civil Engineering –
Bradley University, Illinois,
1991

REGISTRATION

Professional Engineer in
Illinois and Indiana

Michael R. Waldron, P.E.

Senior Associate

- Transfer Station and Sewer Routing Study, Thorn Creek Basin SD, Chicago Heights, Illinois.
- West Suburban Service Area Study, Illinois American Water Company, Bolingbrook, Illinois.
- Illinois Aux Sable Creek Wastewater Conveyance projects, Joliet, Illinois.
- Davey Road Lift Station Rehabilitation Project, Illinois American Water Company, Woodridge, Illinois.
- East Sewer Area Sanitary Pumping Station (600 gpm, 8-inch force main), Lakewood, Illinois.
- Ridge Road Sanitary Pumping Station (1,350 gpm, 12-inch force main), Channahon, Illinois.
- Fort Sheridan Sanitary Pumping Station Evaluation, Highland Park, Illinois.
- Goodenow Grove Improvements, Forest Preserve District of Will County, Illinois.
- Lake Chaminwood Improvements, Forest Preserve District of Will County, Illinois.
- Prairie Bluff Development, Forest Preserve District of Will County, Illinois.
- Indoor Turf Facility, West Chicago Park District, Illinois.

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- American Public Works Association
- Illinois Association for Flood Plain and Stormwater Management

Water Supply and Distribution experience includes planning, design, and construction of water transmission and distribution mains ranging from 6- to 36 inches; trenchless water main rehabilitation and installation methods; system evaluations, modeling, and studies; capital improvement planning and financing reports; well site evaluations; grant and low-interest loans. Recent projects include:

- Glencoe Water Main Project, Glencoe, Illinois.
- Downers Grove Water Main Construction Programs, Downers Grove, Illinois.
- Cleveland Avenue and I-57 Water Main Extension, Monee, Illinois.

Facilities Engineering experience includes parks and recreational facility planning; bike paths, pedestrian bridges, and tunnels; athletic fields; recreational lakes and waterway facilities; commercial and municipal site planning and design including parking lots, stormwater management, sewer and water service, lighting, and site grading. Recent projects include:

- ADA Transition Plan, Orland Park, Illinois.
- St. James Farm Sewer and Water Improvements, Forest Preserve District of DuPage County, Illinois.

Thad M. Kreitz

AREAS OF EXPERTISE

- Construction Observation and Administration
- Concrete Testing and Inspection
- Nuclear Density Testing of Soils/Asphalt Blueprint Reading
- Construction Materials and Testing
- Estimating for Construction
- Scheduling and Site Operations

PROFESSIONAL EXPERIENCE

Resident Project Representative (RPR) and Construction Observation experience includes managing multidiscipline projects for municipalities, including water main, storm sewer, sanitary sewer, force main, roadway, and facilities construction; coordinating disciplines; conducting construction meetings; maintaining shop drawings and O&M documents; and performing daily construction activities and verifying work completed.

Materials Testing and Inspection experience includes testing and inspection of concrete (i.e., slump, air content, and test cylinders) and asphalt; and soil sampling and nuclear density testing on a variety of materials. Performed footing and reinforcement inspections, conducted routine observation of erosion control and stormwater pollution control.

Municipal experience of storm sewers includes resident project representative on a \$1.5 million residential storm sewer installation. Project involvement included reviewing plans; preparing record drawings, quantity takeoffs, pay requests, and change orders; and performing daily construction activities observation.

Construction experience includes installation of monitoring wells and piezometers. Installed and monitored a dewatering system and performed liner leak testing at Fermi Laboratory's mini-Boone project (part of the quality control for Argonne National Laboratory's ENE landfill remediation project).

Transportation

- **Bungalow and Brisbin Road reconstruction – Village of Channahon, Illinois**
 - Served as RPR on 2.5-mile pavement reconstruction project through an industrial area with a quarry.
 - Traffic was predominantly articulated trucks and access were maintained to all industries at all times. Required boring of storm sewer beneath high-pressure gas mains.
- **Division Street (STP funded) \$1.1 million resurfacing project – Village of Oak Park, Illinois**
 - Served as Assistant Inspector on 2-mile project involving staged pavement milling, patching, and resurfacing, and sewer replacements. Project required ICORS documentation.
- **Sauk Trail Roadway Project (STP Funded) \$1.3 million widening and resurfacing – Village of Frankfort, Illinois**
 - QRPR on 1.1-mile project involving pavement milling, patching, widening, and resurfacing.
 - Convert two-lane roadway with rural cross-section to urban cross section with new storm sewer and drainage structures, and new sidewalk, project required ICORS documentation.

Municipal

- **City of Joliet, Illinois**
 - Aux Sable Creek Conveyance Project
 - Fairmont and Garvin Booster Station and 4-million-gallon water storage tank
 - WWTF Outfall Sewer

YEARS OF EXPERIENCE

19

YEARS WITH FIRM

12

EDUCATION

B.S. Liberal Arts – Carroll College, Wisconsin, 1993

Continuing Education – Joliet Junior College, Illinois

Thad M. Kreitz

- **Village of Lombard, Illinois**
 - Water Transmission Main for South Booster Station
- **Village of Channahon, Illinois**
 - Well 5 Construction and Well 3 Rehabilitation
 - Brisbon and Bungalo Road Reconstruction
 - Ridge Road Force Main, Lift Station and Generator Building
- **Fermi Lab**
 - Installed and monitored a dewatering system and performed liner leak testing at Fermi Laboratory's mini-Boone project (part of the QC for Argonne National Laboratory's ENE landfill remediation project).
- **Wheaton Sanitary District, Illinois**
 - South Side Intercepting Sewer
- **Downers Grove Subdivision**
 - 2012 Water Main Improvements Contract A and Contract B.
- **Various Municipal Subdivisions**
- **Lockport, Illinois**
 - Lockport Water Main Improvements
- **Improvements to Sewage Treatment Plant No. 2, Washington, Illinois –** Sewage Plant improvements included \$3.5 million for construction of an additional oxidation ditch and final clarifier, influent pump, ultra-violet disinfection additions, and sludge dewatering equipment additions.
- **Regional Wastewater Treatment Plant Improvements, Frankfort, Illinois –** Sewage Plant improvements included \$20.6 million for construction of an additional aerobic digester, excess flow splitter structure, blower building improvements, sludge process improvements, and new electrical service.
- **Hickory Creek Pump Station Improvements, Frankfort, Illinois –** Pump Station improvements included \$5.3 million for construction of demolition of existing pump station and construction of a new 19.4 mgd pump station with a new 30-inch wet weather force main to the Regional WWTP Excess Flow Splitter Structure, and new electrical service.

Wastewater

- **SCADA, 1A, 1B, and 1C Modifications, Kankakee River Metropolitan Agency, Illinois –** SCADA/Equipment Upgrades and Phase 1 Modifications included \$65 million for influent pumping/screening, grit removal, flow metering, biological nutrient removal, aeration, disinfection, wet weather storage, cogeneration, and related buildings, site work, process piping, electrical, HVAC, and controls.
- **FMRWD Valley Marina Off-Load Sewer – Illinois American Water Company, Illinois**
- **Santa Fe WRF improvements – Illinois American Water Company, Illinois –** Santa Fe Water Reclamation Facility Improvements included \$3.5 million for biological nutrient removal, disinfection, and related buildings, site work, process piping, electrical, HVAC, and controls.
- IDOT Documentation of Contract Quantities Certified
- Confined Space Training – 4 Hour (Strand)
- PPE Training-1 Hour (Strand)
- HAZCOM-GHS General Awareness Training (Strand)
- OSHA General Industry Safety and Health-10 Hour
- Fall Protection Training – 3 Hour (Strand)

CERTIFICATIONS

Ethan E. Druszkowski, E.I.T.

AREAS OF EXPERTISE

- Water Main Design
- MicroStation Drafting
- Construction Observation
- Surveying

PROFESSIONAL EXPERIENCE

Water Main Design consists of the design of 3,500 feet of 12-inch water main in the City of Lockport, Illinois. This design included field surveying, water main connection and location design, drainage analysis, and utility coordination.

MicroStation Drafting experience with GeoPak survey analysis, water main design, drawing creation, and plan reviews.

Construction Observation of water main installation and pavement resurfacing. Projects include:

- **Exeter Loop and Deerwood Drive Loop, Lockport, Illinois** – Resident project engineer (RPR) for 1,200 feet of water main installation in open trench and directional drilling construction. Work included quantity documentation, installation of water main in accordance with specifications, observation of pressure and chlorination tests, observation of site restoration including HMA roadways and driveways, and general documentation.
- **Lemont Township 2018 MFT Resurfacing Projects** – RPR for the resurfacing of multiple residential streets in Lemont Township. Work included field measurements of existing conditions, quantity checks of HMA leveling binder and surface placement, and Cook County Highway Department documentation requirements.
- **Division Street Water Main Replacement and Roadway Reconstruction, Lockport, Illinois** – Resident project engineer (RPR) for 5,000 feet of 8-inch and 12-inch water main replacement and extension via open trench and directional drilling construction.

Project included curb and gutter remove and replacement and pavement reconstruction along 4,500-ft project corridor. Services included full-time construction observation and documentation, quantity tracking, review of pay requests and change orders, responding to contractor requests for information, design modifications in consultation with the design engineer, project closeout, and record drawings.

Surveying experience includes using GPS to map infrastructure for the Village of Indian Head Park, Illinois. This work included finding storm, water main, and sanitary sewer structures and performing GPS locates and structure measurements.

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers

YEARS OF EXPERIENCE

2

YEARS WITH FIRM

Hired in 2018

EDUCATION

B.S. Civil Engineering –
Bradley University, 2018

REGISTRATION

Engineer-in-Training, Illinois



Project Schedule

Relevant Experience Provides a Basis for Understanding the Schedules and Goals of the Project

Our proposed team has ample availability throughout the duration of the Village's project to execute it within the desired timeline. Our team's availability, experience, and familiarity with the Village of Downers Grove water distribution infrastructure will help us meet and maintain the anticipated overall project schedule, which is shown below. We based this schedule on our recent experience with similar projects in the village and other communities, the dates contained in the RFP, and anticipated project needs.

Elm and Earlston Drainage Improvements Project (SW-080-17C) Anticipated Project Milestones	Completion Date
Downers Grove Advertises Construction Engineering Services to Consultants	July 12, 2019
Downers Grove Advertises Bid to Contractors	July 19, 2019
Downers Grove Opens Consultants' Construction Engineering Services Proposals	July 26, 2019
Downers Grove Opens Contract Bids for Contractors	August 2, 2019
Downers Grove Awards Project to Contractor	August 13, 2019 (est.)
Downers Grove Awards Construction Engineering Services	August 13, 2019 (est.)
Construction Notice To Proceed (Shop submittal, kickoff meeting, etc.)	August 19, 2019 (est.)
Field Construction Begins	August 26 2019 (est.)
Field Construction Ends	November 15, 2019 (est.)
Post-Construction/Project Closeout (Record Drawings, Accounting, Filing)	April 2020 (est.)

Indianapolis, Cross, Drendel Drainage/Road/Sidewalk Improvements Project (SW-087-19) Anticipated Project Milestones	Completion Date
Downers Grove Advertises Bid to Contractors	July 5, 2019
Downers Grove Advertises Construction Engineering Services to Consultants	July 12, 2019
Downers Grove Opens Contract Bids for Contractors	July 19, 2019
Downers Grove Opens Consultants' Construction Engineering Services Proposals	July 26, 2019
Downers Grove Awards Construction Engineering Services	August 13, 2019 (est.)
Downers Grove Awards Project to Contractor	August 13, 2019 (est.)
Construction Notice To Proceed (Shop submittal, kickoff meeting, etc.)	August 19, 2019 (est.)
Field Construction Begins	August 26 , 2019 (est.)
Field Construction Ends	October 31, 2019 (est.)
Post-Construction/Project Closeout (Record Drawings, Accounting, Filing)	April 2020 (est.)



Internal, Corporate-Wide Scheduling System Proves Availability of Staff

We understand that the Village desires a consultant whose team has ample availability to complete the project efficiently and effectively. Because our firm has an internal, customized, staff scheduling database for all our employees, we can provide demonstrable proof that our team will be able to execute and complete the Village's project.

Our integrated, computerized, corporate-wide scheduling system gives us up-to-date status reports on the schedule of every staff member.

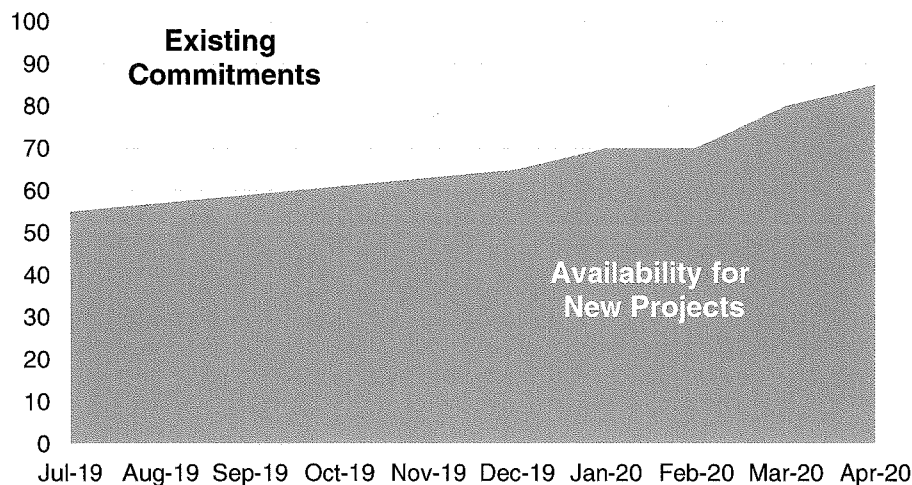
Statement of Availability

The personnel on the proposed project team have time available in their schedules to complete this work. If awarded the contract, we will immediately input these project hours into our scheduling system to dedicate the time necessary to the schedules of each of the project team members. Once assigned, the project personnel will not change.

About Our Scheduling System

Our customized staff scheduling database helps us determine staff availability relative to project deadlines. The database contains all currently-scheduled hours for all employees for up to 2 years from the present date; in addition, our team also schedules any holidays and vacations so that the staff member's current availability is not estimated, but is recorded as precisely and accurately as possible. By utilizing our internal scheduling system to project current staff workload and upcoming project deadlines, we can determine if completing tasks or meeting deadlines for any specific project will become an issue, and we can reallocate internal efforts and resources, as necessary, before a concern becomes a problem.

Project Team Availability





Project Cost

Value-Driven, Not-To-Exceed Project Cost Addresses Village's Project Needs for Both Contracts

We have developed our proposed fees based on the scope shown in the *Project Understanding and Approach* section, the anticipated rates and expenses for those employees shown in the *Proposed Project Team* section, and the schedule shown in the *Project Schedule* section. Our experience and understanding gives us the ability to estimate hours and reimbursable expense for each anticipated task, and compile the overall Not-to-Exceed Total Cost. Our anticipated project task hours for each of the Village's projects are shown in the table below.

PROJECTS AS SEPARATE ENTITIES

If we perform construction engineering services for one of the projects, our anticipated project task hours for each of the Village's projects are shown in the tables below.

Elm and Earlston Drainage Improvements Project (SW-080-17C) Strand Associates, Inc.® Anticipated Project Task Hours						
Project Task	Principal	Project Manager	Quality Control	Const. Q.C.	RPR	Office Production
Project Administration and General Assistance						
Attend kickoff meeting with Village		2			2	
Prepare conformed bid documents					4	2
Familiarize ourselves with plans, specifications, and contract documents		2		2	2	
Prepare project files, quantity, and IDR books					2	4
Attend preconstruction meeting		1			2	
Provide project administration	2	4	2			6
Prepare record drawings					12	
Provide job box file to Village		1			4	
Part-Time Pre-Construction Engineering						
50% time – Late August (1 week)				1	20	
Full-Time Construction Engineering						
100% time – Late August to November 15 (10 weeks)		2		6	496	3
Part-Time Post-Construction Engineering						
50% time – Late November (1 week)		1		1	20	
April Punchlist Completion					20	
TOTAL:	2	13	2	10	584	15

Based on these project task staffing and reimbursable expense estimates, our proposed Not-to-Exceed Total Cost for the Elm and Earlston Drainage Improvements (SW-080-17C) project is \$64,200.



Indianapolis, Cross, Drendel Drainage/Road/Sidewalk Improvements Project (SW-087-19) Strand Associates, Inc.® Anticipated Project Task Hours						
Project Task	Principal	Project Manager	Quality Control	Const. Q.C.	RPR	Office Production
Project Administration and General Assistance						
Attend kickoff meeting with Village		2			2	
Prepare conformed bid documents					4	2
Familiarize ourselves with plans, specifications, and contract documents		2		2	2	
Prepare project files, quantity, and IDR books					2	4
Attend preconstruction meeting		1			2	
Provide project administration	2	4	2			6
Prepare record drawings					8	
Project job box file to Village		1			4	
Part-Time Pre-Construction Engineering						
Less than 50% time – Late August (1 week)				1	12	
Full-Time Construction Engineering						
100% time – September to October 31 (8 weeks)		2		6	396	
Part-Time Post-Construction Engineering						
50% time – Mid November (1 week)		1		1	20	
April Punchlist Completion					8	
TOTAL:	2	13	2	10	460	11

Based on these project task staffing and reimbursable expenses estimates, our proposed Not-to-Exceed Total Cost for the Indianapolis, Cross, Drendel Drainage/Road/Sidewalk Improvements (SW-087-19) project is \$51,400.



PROJECTS AS A COMBINED PROJECT

If we perform construction engineering services for both projects, we anticipate the Village can realize significant financial savings by the efficiencies presented by a staff member observing both projects concurrently. Our anticipated project task hours for each of the Village's projects are shown in the table below.

Both Projects (SW-080-17C) (SW-087-19) Staffed Simultaneously By One Construction Engineer Strand Associates, Inc.® Anticipated Project Task Hours						
Project Task	Principal	Project Manager	Quality Control	Const. Q.C.	RPR	Office Production
Project Administration and General Assistance						
Attend kickoff meeting with Village		2			2	
Prepare conformed bid documents					8	4
Familiarize ourselves with plans, specifications, and contract documents		2		2	2	
Prepare project files, quantity, and IDR books					2	8
Attend preconstruction meeting		2			6	
Provide project administration	2	14	2			12
Prepare record drawings					24	
Project job box file to Village					8	
Part-Time Pre-Construction Engineering						
Late August/September (1 week)				2	30	
Full-Time Construction Engineering						
100% time – September to November 15 (12 weeks)		2		6	506	
Part-Time Post-Construction Engineering						
50% time – Mid November (2 weeks)		1		1	40	
April Punchlist Completion					20	
TOTAL:	2	23	2	11	648	24

We are submitting hours for 12 weeks of full-time RPR observation for both project concurrently. We have provided this extra two weeks of observation time in the event that both projects do not begin and end coincidentally. This said, we anticipate that the construction engineering services will be provided on an hourly not to exceed basis, therefore the Village has cost protection if both projects are entirely coincidental or if the contractors are more efficient than expected, or.

Based on these project task staffing and reimbursable expenses estimates, our proposed Not-to-Exceed Total Cost to provide construction engineering services for the both the (SW-087-19) project and the SW-080-17C project is \$73,100.

Hourly Rates

Fees for services provided are based on time spent on each service provided plus expenses billed for that service. Typical expenses include phone, fax, copies, postage, computers, and mileage. Our current mileage rate is \$0.53 per mile. We do not roll equipment expenses into our overhead costs. Instead, we set up our invoices to include expenses directly relatable to the project (e.g., specific survey equipment, computers, and software used). Only the equipment that is used on the project will be billed! Therefore, with our billing rates the Village will not be paying for computers, software, and other expenses that are not used on its projects.



Fees for services provided are based on actual time spent and in accordance with the following standard fee schedule.

Strand Associates, Inc.® Standard Fee Schedule	
Staff Member Title	Hourly Billing Rate
Tim Scholz, P.E.	\$135.18
Michael R. Waldron, P.E.	\$217.14
Thad Kreitz	\$132.36
Ethan Druzowski	\$98.91
Office Production	\$89 Average

Rate Adjustments

We adjust our hourly rates annually on July 1. The ranges and individual rates indicated above will be held through June 30, 2020. Beginning July 1, 2020, we will adjust our rates to reflect current market conditions.

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 Proposal Is To Be Considered For Award

PROPOSER:

Strand Associates, Inc.®

Company Name

1170 South Houbolt Road

Street Address of Company

Joliet, IL 60431

City, State, Zip

815-744-4200

Business Phone

815-744-4215

Fax

Date: 2/22/19

Timothy.Scholz@Strand.com

Email Address

Timothy Scholz, P.E.

Contact Name (Print)

815-744-4200

13-Hour Telephone



Signature of Officer, Partner or
Sole Proprietor

Matthew S. Richards, President and CEO

Print Name & Title

ATTEST: If a Corporation


Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:

Authorized Signature

Title

Date

ATTEST:

Signature of Village Clerk

Date

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

Village of Downers Grove – 2019 Construction Engineering Services



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: Strand Associates, Inc.®
 ADDRESS: 1170 South Houbolt Road
 CITY: Joliet
 STATE: Illinois
 ZIP: 60431
 PHONE: 815-744-4200 FAX: 815-744-4215
 TAX ID #(TIN): 39-1020418

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

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: Strand Associates, Inc.®
 ADDRESS: 910 W. Wingra Drive
 CITY: Madison
 STATE: Wisconsin ZIP: 53715-9998

TYPE OF ENTITY (CIRCLE ONE):

- Individual
- Sole Proprietor
- Partnership
- Charitable/Nonprofit
- Limited Liability Company – Member-Managed
- Limited Liability Company- Manager-Managed
- Corporation
- Government Agency

SIGNATURE: *Joseph M. Burden* DATE: 7/22/19

Village of Downers Grove – 2019 Construction Engineering Services

PROPOSER'S CERTIFICATION (page 1 of 3)

With regard to Village of Downers Grove --
2019 Construction Engineering Services, Proposer Strand Associates, Inc.® hereby certifies
(Name of Project) (Name of Proposer)
the following:

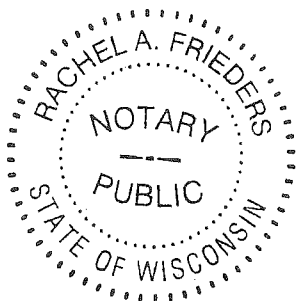
1. Proposer is not barred from bidding this Contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS 5/2-105(A)(4);
3. Proposer 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: *Joseph M. Brubaker*
Proposer's Authorized Agent

3 9 - 1 0 2 0 4 1 8

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number



Subscribed and sworn to before me
this 22nd day of July, 2019.

Rachela Frieders
Notary Public

my commission expires 3/21/21
State of Wisconsin
Dane County

PROPOSER'S CERTIFICATION (page 2 of 3)

(Fill Out Applicable Paragraph Below)

(a) **Corporation**

The Proposer is a corporation organized and existing under the laws of the State of Wisconsin, which operates under the Legal name of Strand Associates, Inc.®, and the full names of its Officers are as follows:

President: Matthew S. Richards

Secretary: Joseph M. Bunker

Treasurer: Shawn K. Cannon, CPA

and it does have a corporate seal. (In the event that this Proposal 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.)

Limited Liability Company (LLC)

The Bidder is a LLC organized and existing under the laws of the State of _____, which operates under the legal name of _____, and the full names of its managers or members are as follows:

Manager or Member: _____

Manager or Member: _____

Manager or Member: _____

Manager or Member: _____

(c) **Partnership**

Names 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

_____.

(d) Sole Proprietor

PROPOSER'S CERTIFICATION (page 3 of 3)

The Proposer 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 Ansay & Associates, LLC

Agent Richard Hagen

Street Address 702 North High Point Road
City, State, Zip Code Madison, WI 53744

Telephone Number 608-831-9700

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

Print Name of Company: Strand Associates, Inc.®

Print Name and Title of Authorizing Signature: Matthew S. Richards, President and CEO

Signature: *Matthew S. Richards*

Date: 7/22/19

Village of Downers Grove – 2019 Construction Engineering Services

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

Company Name: Strand Associates, Inc.®

Address: 1170 South Houbolt Road

City: Joliet Zip Code: 60431

Telephone: (815) 744-4200 Fax Number: (815) 744-4215

E-mail Address: Joe.Bunker@Strand.com

Authorized Company Signature: 

(Print)Name: Joseph M. Bunker Title of Official: Corporate Secretary

Date: 7/22/19

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.

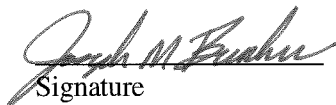
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

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 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.

Under penalty of perjury, I declare:

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


Signature

Joseph M. Bunker
Print Name

Proposer/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



Village of Downers Grove

Contractor Evaluation

Contractor: Strand Associates

Project: 40th and Washington Drainage Improvements (Resident Engineer Services)

Primary Contact: Tim Scholz Phone: 815-744-4200

Time Period: July 2014 – November 2014

On Schedule (allowing for uncontrollable circumstances) Yes No

Provide details if early or late completion: very successful working with the contractor to complete the project on time and under budget

Change Orders (attach information if needed): None

Difficulties / Positives: great with the residents; resolved many field issues with minimal input from Village Staff

Interaction with public:

Excellent Good Average Poor

(Attach information on any complaints or compliments)

General Level of Satisfaction with work:

Well Satisfied Satisfied Not Satisfied

Reviewers: Jim Tock

Date: 2/3/15



Village of Downers Grove

Contractor Evaluation

Contractor: Strand Associates

Project: Annex Watermain (Resident Engineer Services)

Primary Contact: Tim Scholz Phone: 815-744-4200

Time Period: 04/2013 – 11/2013

On Schedule (allowing for uncontrollable circumstances) Yes No

Provide details if early or late completion: Strand was very successful working with the contractor to complete the project on time and under budget.

Change Orders (attach information if needed): None

Difficulties / Positives: Great with the residents. Kept to the project schedule as closely as possible. Great documentation for all construction activities.

Interaction with public:

Excellent Good Average Poor

(Attach information on any complaints or compliments)

General Level of Satisfaction with work:

Well Satisfied Satisfied Not Satisfied

Reviewers:

Dan Kmiecik

Date: 2/10/2014