

VILLAGE OF DOWNERS GROVE
Report for the Village
2/2/2021

SUBJECT:	SUBMITTED BY:
Contract for Construction Engineering Services for Burlington Highlands Drainage Improvements	Andy Sikich Director of Public Works

SYNOPSIS

A motion is requested to award a contract for construction engineering services to Doland Engineering, LLC in the amount \$243,925 for the Burlington Highlands Drainage Improvement project. This includes a 10% contingency.

STRATEGIC PLAN ALIGNMENT

The Goals for 2019-2021 include *Top Quality Infrastructure*.

FISCAL IMPACT

The FY21 budget includes a total of \$244,000:

- \$200,000 in the Stormwater Fund; and
- \$44,000 in the Water Fund.

RECOMMENDATION

Approval on the February 2, 2021 Consent Agenda.

BACKGROUND

The proposed contract with Doland Engineering, LLC will provide construction engineering (resident engineering) services during the construction of the Burlington Highlands Drainage Improvement project (SW-080-17B), which includes approximately \$4 million dollars of infrastructure improvements including drainage, paving and water main replacement. The construction contract for this project was approved at the January 19, 2021 Village Council meeting.

In December 2018, staff issued a Request for Qualifications for municipal construction engineering services and prequalified seven firms. A Request for Proposal for construction engineering services for the Burlington Highlands Drainage Improvement project was sent to all seven short-listed firms on December 23, 2020 and five firms submitted proposals.

After reviewing the proposals, Doland Engineering, LLC was identified as the firm that best meets the needs of the Village. Staff recommends award of the contract for professional services for this project to Doland Engineering, LLC based on their understanding of the project, capability to perform the work, experience with similar projects, and proposed fee. Doland Engineering, LLC satisfactorily provided similar services

for the Village's 2017 Water Main Improvements, 2018 Water Main Improvements and the 2018 Prince/Forest Drainage Improvement project.

ATTACHMENTS

Contract Documents
Consultant Evaluations

VILLAGE OF DOWNERS GROVE

COUNCIL ACTION SUMMARY

INITIATED: Public Works **DATE:** February 2, 2021
(Name)

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

NATURE OF ACTION:

- ☐ Ordinance
- ☐ Resolution
- ☒ Motion
- ☐ Other

STEPS NEEDED TO IMPLEMENT ACTION:

Motion to authorize execution of a contract for construction engineering services for the Burlington Highlands Drainage Improvement project (SW-080-17B) to Doland Engineering, LLC in the amount of \$221,750 plus 10% contingency in the amount of \$22,175 for a total not-to-exceed \$243,925.

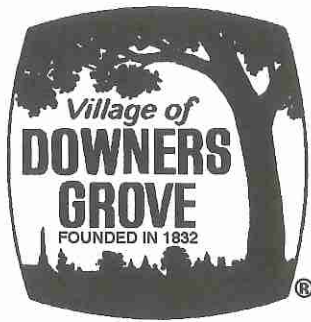


SUMMARY OF ITEM:

Adoption of this motion shall authorize execution of a contract for construction engineering services for the Burlington Highlands Drainage Improvement project (SW-080-17B) to Doland Engineering, LLC in the amount of \$221,750 plus 10% contingency in the amount of \$22,175 for a total not-to-exceed \$243,925.

RECORD OF ACTION TAKEN:

Village of Downers Grove – Burlington Highlands Construction Engineering Services (SW-080-17B)



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: Doland Engineering, LLC

Project Name: Burlington Highlands Construction Engineering Services

Proposal No.: SW-080-17B

Proposal Due: Wednesday, January 13, 2021 @ 9:00 A.M. – Public Works

Required of Awarded Contractor:

Certificate of Insurance: Yes

Legal Advertisement Published: Wednesday, December 23, 2020

This document consists of 28 pages.

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

KATHERINE ZIRBEL
STAFF ENGINEER II
VILLAGE OF DOWNERS GROVE
5101 WALNUT AVENUE
DOWNERS GROVE, IL 60515
PHONE: 630/434-5488
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 and one additional paper copy of the total proposal. Upon formal award of the proposal this RFP document shall become the Contract, the successful Proposer will receive a copy of the executed Contract.

I. REQUEST FOR PROPOSALS

1. GENERAL

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to the time and date set forth on the cover page of this RFP.
- 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: KATHERINE ZIRBEL in a sealed envelope marked "SEALED PROPOSAL". 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 insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions

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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 Proposer, its employees, or its subcontractors.

8. NONDISCRIMINATION

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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 5/1-101 et. 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 agrees as follows:

- 10.1.1 That it will not discriminate against any employee or applicant for employment

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because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

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

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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 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

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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 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.

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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. 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

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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 Katherine Zirbel, Downers Grove Public Works, 5101 Walnut Ave, 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 contactor(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.

22. SUCCESSORS AND ASSIGNS

22.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and

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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. (5 ILCS 140/1 et seq.)

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29. COPYRIGHT or PATENT INFRINGEMENT

- 29.1 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 pre-qualified firms to provide a construction engineer or construction engineers to assist Village Staff with full-time observation and contract administration of the Burlington Highlands Drainage Improvement project (SW-080-17B). The construction contract bid opening took place on December 15, 2020, with A Lamp Concrete Contractors as the low bid. Council award of the low bid contract is expected in January 2021. The Village anticipates construction to begin February 2021 and to be completed by end of October 2021. Project close-out will be dependent on determining final quantities, inspection of punch list items and inspection of detention basin native plantings, the latter of which is expected to extend into summer/fall 2022. The prospective construction engineer(s) shall have construction observation expertise related to storm sewer installation, water main installation, roadway resurfacing/patching, detention pond construction, ADA requirements for new sidewalk installation, and roadside ditching.

- A. The construction engineer(s) will act as the on-site representative of the Village to help ensure the project is completed according to the contract documents within the currently approved project budget and schedule.
- B. The construction engineer(s) will be responsible for familiarizing themselves with the plans and specifications for the Burlington Highlands Drainage Improvement project (SW-080-17B).
- C. The construction engineer(s) 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, 2020; and
- 3. Water Distribution Specifications, Downers Grove, Illinois, revised January, 2017
- 4. Standard Detail Drawings, Village of Downers Grove, Illinois revised January, 2019.

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The estimated construction cost for the Burlington Highlands Drainage Improvement project is approximately \$4,000,000. The scope of the project shall generally consist of the following:

- Installation of soil erosion and sediment control practices, as called out on the plans.
- Construction of 7,115 linear feet of a new proposed storm sewer system on Downers Drive, Janet Street, Belle Aire Lane, Seeley Avenue, Virginia Street, Drove Avenue, and Venard Road
- Construction of new concrete box culvert on Downers Drive
- Full depth pavement removal and patching
- Pavement resurfacing
- Sidewalk, curb and gutter, and driveway removal and replacement as called out on plans
- Aggregate shoulder, type B, installation, as required on the plans
- Re-shaping the ditches to flow towards proposed drainage structures where specified on the plans
- Grading, restoration, and planting for proposed 5.86 ac-ft detention basin east of Belle Aire Lane near Virginia Street
- Installation of new 12" water main on Venard Road between Ogden Avenue and Drove Avenue
- All other collateral work such as turf restoration

Given the project scope and schedule, it is anticipated the contractor may have multiple crews on site for the duration of the project.

1.3 Project Documents

Project plans and specifications in .pdf format are available 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(s) 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(s) 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

Village of Downers Grove – Burlington Highlands Construction Engineering Services (SW-080-17B)

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(s) 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(s) 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(s). The Construction Engineer(s) 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

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- 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(s) 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. Existing Utilities: Assist the Contractor in identifying and documenting potential conflicts with existing utilities. Correspond with: private utility owners as necessary to resolve known conflicts; the Village's Water Department to schedule watermain inspections and/or shutdowns; the Downers Grove Sanitary District to schedule inspections of disturbed/repairs sanitary mains and services.
 13. Advice and Assistance: Provide advice and assistance to the Village in resolving construction issues, claims, and disputes (excluding legal advice).
 14. Prepare Design Clarifications: When, in the judgment of the Village, the intent of the design requires clarification, the Construction Engineer(s) shall prepare sketches and/or written statements to clarify such intent.
 15. 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(s) 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(s) shall then assist the Village in review of the Contractor's proposal and provide a recommendation.

16. Construction Notice Preparation and Delivery: Construction engineer(s) shall prepare

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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.

17. Testing: Construction Engineer(s) shall schedule geotechnical and material testing services with the Village's material testing consultant for tracking and obtaining all necessary 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.

18. 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.

19. 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.
20. Field Office: A field office is anticipated for this work. However, due to the geographic size of the project, the Construction Engineer(s) shall provide his/her/their own vehicle(s) for use in the field at all times.
21. Survey: Determine property corners at the pond site and the Downers Drive outfall location by use of survey equipment, County records, Plats of Survey, etc.

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:

Village of Downers Grove – Burlington Highlands Construction Engineering Services (SW-080-17B)

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.
2. 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).

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 Wednesday, January 13, 2021 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

Village of Downers Grove – Burlington Highlands Construction Engineering Services (SW-080-17B)

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 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(s) 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(s) 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(s) shall produce all deliverables compatible with, at minimum, Microsoft Office products including Microsoft Word, Excel, Project, and AutoCAD 2013 or newer.

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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)'s discretion.

Documents originally produced in or provided to the Construction Engineer(s) 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.

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)'s Documents

In addition to properly and chronologically organized hard-copy submissions, the Construction Engineer(s) 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:

Katherine Zirbel
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, Illinois 60515
Phone 630-434-5488, Fax 630-434-5495

5. **SCHEDULE OF FEES**

The hours in the following table are anticipated to be required to complete the scope of services. The costs and any other additional hours in the following table are to be filled in by the Proposer:

Activity	Hours	Cost
Project Management Overhead	115	\$ 17,250
Resident Engineer	1600	\$ 168,000
Assisting Resident Engineer / Inspector	400	\$ 34,000
Survey	25	\$ 2,500
Other Personnel Assistance		\$ 0

Not-To-Exceed Total Cost

\$ 221,750.00

Village of Downers Grove – Burlington Highlands Construction Engineering Services (SW-080-17B)

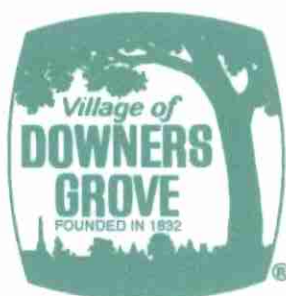
IV. PROPOSER'S RESPONSE TO RFP (Professional Services)

(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.)

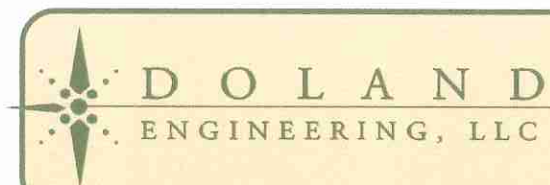
Request for Proposal
Burlington Highlands Construction Engineering Services
Village of Downers Grove
January 13, 2021

Submitted to:

Ms. Katherine Zirbel
Staff Engineer II
Village of Downers Grove



Submitted by:



*Celebrating Over 50 years of
 Responsible Engineering
 - For Now, and the Future -*



January 13, 2021

Ms. Katherine Zirbel
Staff Engineer II
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, Illinois 60515

RE: Request for Proposal – Burlington Highlands Construction Engineering Services SW-080-17B

Dear Ms. Zirbel,

It is with pleasure that Doland Engineering, LLC presents the Village of Downers Grove with this proposal for Burlington Highlands construction engineering services. We have a strong background in municipal engineering as we regularly provide construction engineering services to governmental agencies. We have served the Village of Downers Grove in the past on projects and we are confident that the Village staff has been fully satisfied with the quality of our firm's work. During those projects, we have fostered a strong relationship with the Village of Downers Grove staff by providing the highest quality consulting services. As a result of our highly qualified staff, our clients have full confidence in our leadership, planning, oversight, schedule and budget adherence, through full project completion and close out. The member of our professional staff who will represent our firm regarding all matters related to this proposal will be Jason Doland. His contact information is as follows:

Jason R. Doland, P.E., P.L.S.
Doland Engineering, LLC
334 E. Colfax Street, Suite C
Palatine, IL 60067
Ph. (847) 991-5088 x113
Email: jdoland@dolandengineering.com

I look forward to the opportunity to work with you and your staff.

Sincerely,

A handwritten signature in blue ink, appearing to read "Desiree D. Doland", is written over a horizontal line.

Desiree D. Doland, P.E.
C.E.O.

334 EAST COLFAX STREET, SUITE C, PALATINE, ILLINOIS 60067
847.991.5088 • FAX 847.934.3427 • WWW.DOLANDENGINEERING.COM

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SECTION 1: PROJECT UNDERSTANDING/APPROACH

A. Project Understanding

We have reviewed the Request for Proposal documents as well as the Final Engineering Plans for the Burlington Highland Drainage Improvements prepared by V3 and the Venard Water Main Improvement Plans prepared by the Village of Downers Grove. We have also reviewed the contract bid documents, the special provisions and the geotechnical report prepared by SEECO Consultants Inc. We have visited the site and performed a thorough inspection of all areas involved, taking special note of areas of concern for construction. This information, combined with our conversations with Village staff and our experience with prior construction engineering work for the Village of Downers Grove, gives us a complete understanding of this project and the expectations of the Village for a successful completion. We are aware that the construction budget for this project is \$4M and the bid opening occurred on December 15th with A Lamp Concrete Contractors submitting the low bid. We understand that the Village anticipates a start date for construction of February 2021 and completion by October 2021. Project close-out will be dependent on finalizing quantities, inspection of punch list items and inspection of detention basin native plantings which is expected to extend into the summer/fall of 2022. Upon reviewing all the information, we find the main components of the project to be:



i. Burlington Highland Drainage

- ❖ *Downers Drive between Ogden Avenue and Janet Street*
 - Approximately 460 L.F. of roadway mill and HMA resurface
 - Full depth pavement replacement in trench areas
 - Removal of storm sewer and installation of estimated 500 L.F. of new storm sewer and 17 drainage structures
 - Aggregate shoulder installation and parkway restoration and sodding
 - Removal and replacement of PCC crosswalk approach in accordance to ADA, IAC and PROWAG
 - Driveway apron removal and replacement
 - Combination curb and gutter removal and replacement
 - Ditch regrading to accommodate proper drainage
 - Thermoplastic pavement markings, including lines, letters and symbols
 - Tree protection fencing
 - Erosion Control measures including inlet and pipe protection and temporary ditch checks
- ❖ *Downers Drive between Virginia Street and approximately 4010 Downers Drive*
 - Approximately 130 L.F. of roadway mill and HMA resurface of Downers Drive at Virginia Street
 - Full depth pavement replacement in trench areas
 - Removal of storm sewer and installation of estimated 882 L.F. of new storm sewer and 13 drainage structures

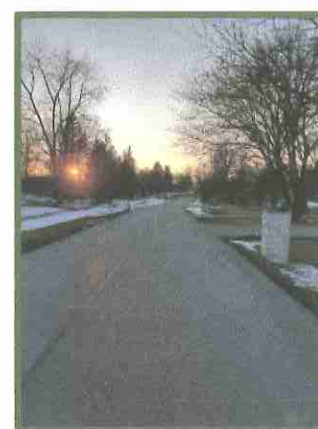
- Installation of 49 L.F. of precast concrete 4'x 5' box culvert with end section including grading and stone rip rap
- Driveway apron removal and replacement
- Ditch regrading to accommodate proper drainage
- Aggregate shoulder installation and parkway restoration including sodding
- Remove and replace PCC sidewalk and crosswalk approach in accordance to ADA, IAC and PROWAG
- Thermoplastic pavement markings including stop bar
- Tree protection fencing



- Erosion Control measures including inlet and pipe protection, perimeter erosion barrier, temporary ditch checks and temporary sediment trap

❖ *Janet Street between Downers Drive and Belle Aire Lane*

- Approximately 650 L.F. roadway mill and HMA resurface
- Full depth pavement replacement in trench areas
- Removal of storm sewer and installation of estimated 970 L.F. of new storm sewer and 16 drainage structures
- Driveway apron removal and replacement
- Ditch regrading to accommodate proper drainage
- Aggregate shoulder installation and parkway restoration including sodding
- Remove and replace PCC sidewalk and crosswalk approach in accordance to ADA, IAC and PROWAG
- Tree protection fencing
- Erosion control measures including inlet and pipe protection, perimeter erosion barrier and temporary ditch checks



❖ *Virginia Street between Downers Drive and Belle Aire Lane*

- Approximately 725 L.F. roadway mill and HMA resurface
- Full depth pavement replacement in trench areas
- Removal of storm sewer and installation of estimated 970 L.F. of new storm sewer and 18 drainage structures
- Driveway removal and replacement
- Ditch regrading to accommodate proper drainage
- Aggregate shoulder installation and parkway restoration including sodding
- Remove and replace PCC sidewalk and crosswalk approach in accordance to ADA, IAC and PROWAG
- Thermoplastic pavement markings including stop bar
- Tree protection fencing
- Erosion control measures including inlet and pipe protection and perimeter erosion barrier

❖ *Seeley Avenue between Janet Street and Virginia Street*

- Approximately 900 L.F. roadway mill and HMA resurface
- Full depth pavement replacement in trench areas
- Removal of storm sewer and installation of estimated 1055 L.F. of new storm sewer and 15 drainage structures
- Driveway removal and replacement

- Ditch regrading to accommodate proper drainage
 - Aggregate shoulder installation and parkway restoration including sodding
 - Tree protection fencing
 - Erosion control measures including inlet and pipe protection and perimeter erosion barrier
- ❖ *Belle Aire Lane between Ogden Avenue and Drove Avenue*
- Roadway mill and HMA resurface for approximately 1620 L.F. from Ogden Avenue to Drove Avenue and an additional 811 L.F., approximately 23 feet wide, north of Drove Avenue to school driveway
 - Full depth pavement replacement in trench areas
 - Removal of storm sewer and installation of estimated 1400 L.F. of new storm sewer and 34 drainage structures including F.E.S. with stone rip rap.
 - Installation of restrictor structure with 6" outlet in proposed 6' diameter manhole at new basin outflow
 - Driveway removal and replacement
 - Ditch regrading to accommodate proper drainage
 - Aggregate shoulder installation and parkway restoration including sodding
 - Removal and replacement of PCC crosswalk approach in accordance to ADA, IAC and PROWAG
 - Combination curb and gutter removal and replacement
 - Thermoplastic pavement markings including stop bar and lines
 - Gravel driveway removal, tree removal and brush clearing in proposed detention area
 - Grading for proposed 5.68 acre-ft detention basin including restoration and planting with no mow turf, broad spectrum prairie seed mix, naturalized basin shoreline plugs and emergent wetland plugs
 - Tree protection fencing
 - Erosion control measures including inlet and pipe protection, temporary construction entrance, temporary ditch checks and perimeter erosion barrier
- ❖ *Drove Avenue between Belle Aire Lane and Venard Road*
- Approximately 630 L.F. roadway mill and HMA resurface from Belle Aire Lane to Venard Road
 - Full depth pavement replacement in trench areas
 - Installation of estimated 620 L.F. of new storm sewer and 6 drainage structures
 - Ditch regrading to accommodate proper drainage
 - Aggregate shoulder installation and parkway restoration including sodding
 - Tree protection fencing
 - Erosion control measures including inlet and pipe protection, temporary ditch checks and perimeter erosion barrier
- ❖ *Venard Road between Drove Avenue and approximately 3949 Venard Road*
- Approximately 80 L.F. roadway mill and HMA resurface at the intersection of Drove Avenue and Venard Road
 - Full depth pavement replacement in trench areas



- Removal of storm sewer and installation of estimated 1095 L.F. of new storm sewer and 22 drainage structures
- Driveway removal and replacement
- Thermoplastic pavement markings including stop bars and lines
- Ditch regrading to accommodate proper drainage
- Aggregate shoulder installation and parkway restoration including sodding
- Remove and replace PCC sidewalk and crosswalk approach in accordance to ADA, IAC and PROWAG
- Tree protection fencing
- Erosion control measures including inlet and pipe protection, temporary ditch checks and perimeter erosion barrier

ii. Venard Water Main

❖ *Venard Road between Ogden Avenue and Drove Avenue*

- Approximately 1180 L.F. of roadway mill and HMA resurface
- Trench area pavement removal replaced with class D patch, 6" and HMA resurface
- Abandonment and removal of existing valve in vaults and existing fire hydrants
- Install approximately 1,605 L.F. of 12 D.I. water main and 100 L.F. of 6" D. I. water main
- Install 80 L.F. of 20" steel casing
- Install connections to existing 12" and 6" water main
- Install new fire hydrants with auxiliary valves
- Install water services (short and long) and 1 sample station service
- Install new 6" valves in 5' dia. vaults and new 12" valves in 6' dia. vaults
- Removal and replacement of PCC sidewalk
- Driveway apron removal and replacement
- Combination curb and gutter removal and replacement
- Aggregate shoulder installation and parkway restoration
- Thermoplastic pavement markings, including lines, letters and symbols
- Tree protection fencing
- Erosion Control measures including inlet and pipe protection

B. Project Approach

We approach construction engineering projects with a very detailed eye from start to finish, this secures the success of the project. Upon reviewing the plans and specifications there are several areas we have identified as key concerns that will require special attention to ensure the successful execution of the construction operations. With a project completion date of October, it is anticipated that the Contractor will have multiple crews on the project at the same time, therefore coordination and scheduling will be of upmost importance throughout the project. Approaching the project with a preemptive view will aid in scheduling, safety and budget adherence.

Project Coordination:

Involving all parties in the coordination and scheduling of the project from the beginning is essential to its success. We would like to give the Village, its safety providers (fire and police

departments), Downers Grove School Districts 58 and 99, and the Downers Grove Park District an opportunity to discuss the project and the potential impact it may have on their organizations. We would like to either hold a virtual meeting for all interested groups involved or we can contact each party individually and work with the Contractor to incorporate their input and concerns into the construction schedule.

It is anticipated that Belle Aire Elementary School will begin a hybrid schedule this month and as a result, children will be attending school in person again. It is also expected that by next fall school will be back to full time in school attendance. Since Belle Aire Elementary School is just



north of this project, specifically the proposed detention facility and storm sewer construction on Belle Aire Lane, as well as the mill and resurface of Belle Aire to the school driveway, it will be critical that the construction schedule conform to the school year schedule, as well as the school day schedule. Bus routes must be taken into consideration and coordinated prior to construction to reduce any possible conflicts. There will also be a significant amount of pedestrian and bicycle traffic from the school with the warmer weather months, so safety must be a top priority. As many pedestrians will be children and are unfamiliar with construction signage and equipment, the Contractor must have a heightened awareness throughout this project.

It will be important to coordinate with the Downers Grove Park District as the construction work along Venard Road will impact the parking lot access at Doerhoefer Park. It is possible that park district activities could be beginning this spring outside therefore game schedules and summer camps should be considered when working with the Park District to determine a construction schedule.

Throughout the construction project we will continually assess the progress of the Contractor against the construction schedule. Prior to any significant variations from the schedule we will notify the Contractor and request an updated construction schedule that incorporates their steps in realigning with the original schedule to ensure project completion in October. Keeping the Contractor working on site is necessary for the schedule completion of this project. We will monitor and record any "no work" days and any such days that were determined to be workable will be brought to the attention of the Contractor and will not be considered an acceptable reason for variation from the approved schedule.

Utility Coordination:

It is imperative that a full review of all existing utilities and their crossing locations are verified prior to construction. Many of the existing conflicts have been called out on the final engineering plans. We will work with the Contractor, as needed, for any exploratory excavations to determine elevations of utilities that may be in conflict. If needed, coordination with the utility companies will begin immediately so that any adjustments to the construction schedule can be made to ensure that there are no delays in progress of the project.

Traffic Control and Patterns:

With improvements occurring at three separate intersections with Ogden Avenue, traffic control and signage will be critical to ensuring safety and continued flow of traffic. It will be imperative that the appropriate signage is in place and verified on a daily basis. There are businesses located at all three Ogden Avenue intersections that have driveway accesses to Belle Aire Lane, Downers Drive and Venard Road. Coordination between the resident inspector, Contractor and businesses will be necessary to maintaining access and uninterrupted deliveries.



Due to the variations in both horizontal and vertical roadway alignments throughout the residential areas of this project, traffic control, signage and flaggers, when necessary, will be very critical. With multiple crews working at the same time, residents will need to be comfortable in the adjustments made to their usual driving routes. Reduced sight distance, without significant warning, can inhibit a driver's confidence and result in an unsafe situation for both residents and workers. It will be of great importance that necessary traffic control is in place and monitored throughout the workday.

To ensure traffic safety, only daily lane closures will be allowed, and the Contractor will not be allowed to leave any open holes overnight. They must be plated or filled before the end of the workday. In anticipation of the installation of the 4' x 5' box culvert across Downers Drive, coordination will be critical between the Contractor and our staff, Village Public Works, Fire Department, Police Department and possibly the school districts to ensure both construction and traffic safety.

There is a significant amount of earthwork and removal of materials involved in this project with ditch regrading, the new detention facility located on Belle Aire Lane and the numerous removal and replacement items. The staging of trucks on site to haul away material will have to be coordinated prior to construction and monitored closely to reduce impact on the residents as well as the overall traffic patterns.

In additions to hauling trucks, there will be many material delivery trucks throughout the construction that will also need to be coordinated with Contractor and our staff. The storing of materials will need to be determined prior to delivery and no materials will be allowed in areas that reduce sight distance or create a safety issue for both pedestrian and vehicular traffic.

Coordination with residents and businesses:

While residents and businesses appreciate the improvements in their neighborhood, the construction activity can be difficult to tolerate until completion of the project. We feel it is imperative to reduce the inconvenience to a minimum for the residents and businesses along this project.

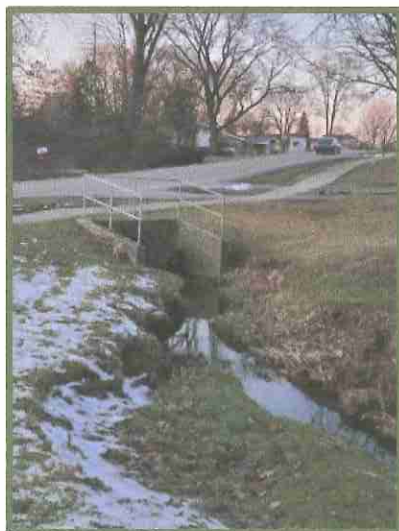
In addition to the aforementioned traffic control throughout the project, we feel to reduce the burden, both coordination and communication with the residents is key to a successful outcome. This is achieved in a couple ways throughout the construction schedule.

Keeping residents and businesses informed of the construction progress and schedule is key to reducing frustration with the project. We would like to provide residents and businesses an opportunity to keep up with the projects undertakings in the weeks to come and what has been completed thus far throughout the construction schedule. We feel this is achievable by providing the Village with a weekly update that can be incorporated into the Village of Downers Grove Construction updates webpage for this project. We have done this for other municipalities and have found it too be very successful with the residents.



Informing residents of any disruption either related to their driveway access or water supply/service, with a minimum of 24-hour notice, is necessary. Driveway access can be a result of either a driveway apron replacement or work within the roadway adjacent to their driveway. A water interruption can be due to service replacement or other interruption to the main. We have found that direct contact with the resident, while maintaining proper social distancing protocols, such as going door to door or providing door tags with the necessary information, is the best way to notify them of any access or water related events. We will make sure that proper notice has been given prior to removing a driveway apron, to allow a resident to remove their vehicle from their property or coordinate any future deliveries.

Erosion Control and Roadway Maintenance:



Erosion control will play a large part in the success of this project. Appropriate erosion control measures will be in place and verified prior to commencement of any construction work. Our staff will monitor this daily and will notify the Contractor of any maintenance issues that arise. With the large amount of truck traffic and multiple work sites, it will be essential that the roadways are kept clean during construction, outside of localized work areas, and in all areas at the end of every workday. Materials should not be stored in areas that would inhibit drainage or create erosion issues. Coordination of the staging of work will be important to maintaining the erosion control. Ditch grading and restoration, along with the proposed detention basin facility, must be planned for accordingly so that there is never a time when proper erosion control measures cannot be in place.

To reduce waterway contamination along the 4' x 5' box culvert replacement proper measures must be taken. We anticipate that the installation of the box culvert will require a coffer dam upstream of the installation (east side of Downers Drive) and a pumping system will be necessary to reroute the stream flow around the work site to discharge downstream. Then on the downstream outlet, the pump flow can discharge upstream of the temporary sediment trap.

C. Project Construction Services (in accordance to the Request for Proposal)

1. Pre-construction Services

- a. Ascertain the standard practices of the Village and become familiar with the contract documents
- b. Prepare conformed bid documents
- c. Prepare project files, Quantity and IDR Books

2. Construction Services

- a. On-site representation to accurately document and record by measure and/or computation all quantities used on the construction project
- b. Records of construction surveys, construction layout and staking
- c. Preparing and submitting daily inspection reports and quality control reporting
- d. Verify contractor's adherence to the plans, special provisions, permit conditions and PROWAG/ADA regulations
- e. Monitor, maintain and update project schedule
- f. Conduct regular weekly meetings with contractor and applicable team members
- g. Review and coordinate all Requests for Information (RFI's)
- h. Assist in application for payment requests
- i. Provide weekly construction activity reports
- j. Review change orders for approval of extra work
- k. Review contractor's submittals for conformance with contract documents
- l. Develop project punch list and monitor its completion
- m. Maintain a project daily diary
- n. Advise and assist Village in resolving construction issues
- o. Prepare design clarifications
- p. Prepare Requests for Change (RFC)
- q. Construction notice preparation and delivery
- r. Schedule geotechnical and material testing with Village testing contractor
- s. Coordinate record as-built drawing preparation by contractor
- t. Furnish and possess on-site all necessary field survey equipment necessary for inspection of contractor's work
- u. Provide field vehicle for resident engineer's use
- v. Surveying to determine property corners at the pond site and the Downers Drive outfall location by use of survey equipment, County records, Plats of Survey, etc.

3. Post Construction / Project Close-out Services

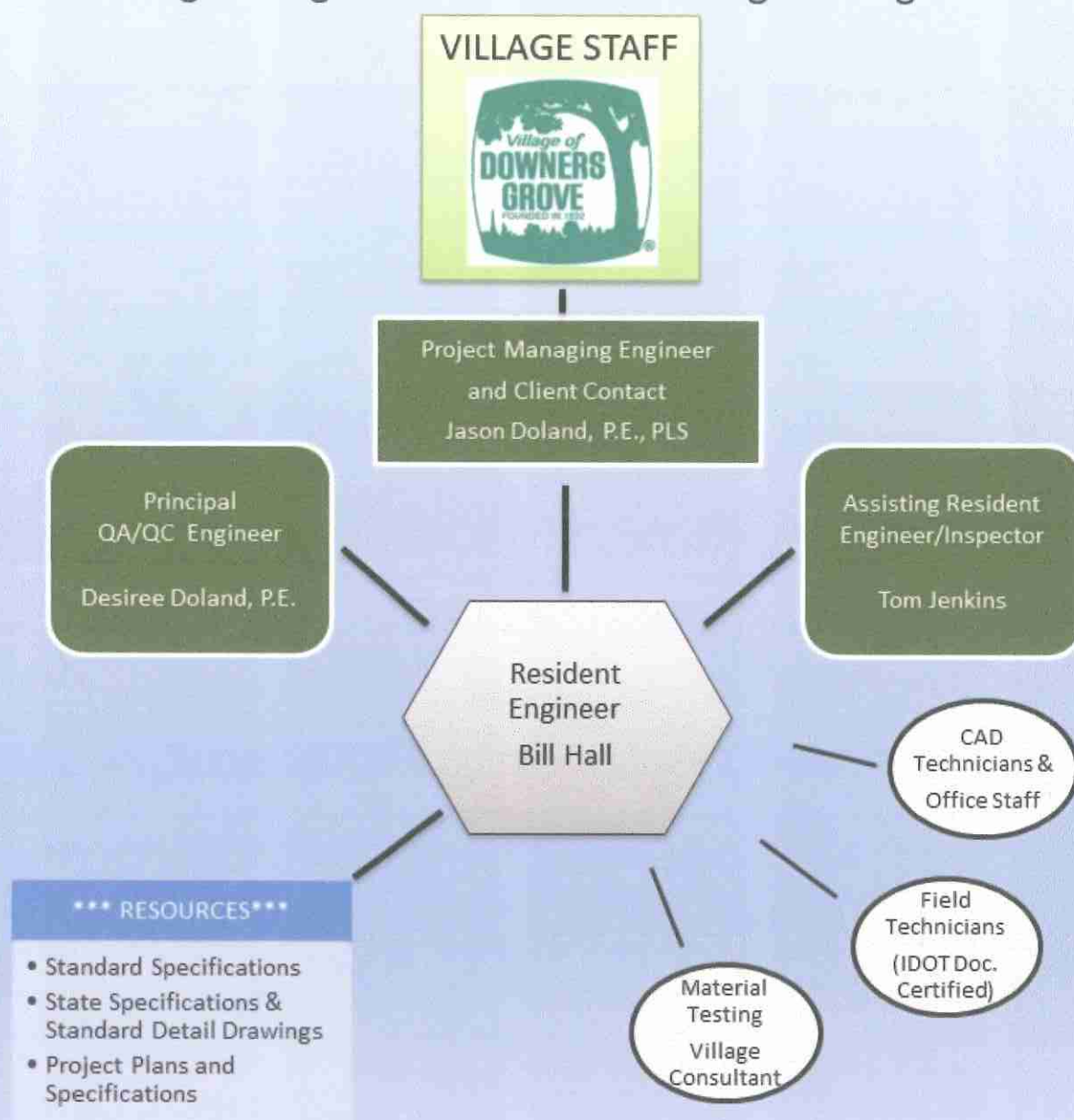
- a. Manage punch list completion and documentation of all final waivers, close-out documents and record drawings
- b. Close-out project accounting and provide status of final project budget
- c. Provide Project File Box to be compilation of plans, specs, letters of acceptance and all documents pertaining to the project. This will be provided in a neatly organized manner in a heavy-duty dust-proof banker's box(es)

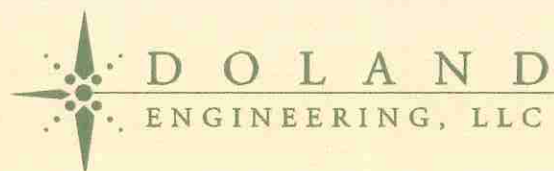
SECTION 2: ORGANIZATIONAL CHART



Organizational Chart

Burlington Highlands Construction Engineering Services



***Jason R. Doland, P.E., P.L.S.****Professional Engineer**Professional Land Surveyor***Education**

Bachelor of Science in Civil Engineering
Illinois Institute of Technology

Professional Licenses

Illinois Professional Land Surveyor, #035-3546
Illinois Professional Engineer, #062-55693

Professional Associations

Illinois Professional Land Surveyors Association
American Society of Civil Engineers
American Public Works Association

Municipal Engineering Experience

Appointed Consulting Village Engineer for the Village of Inverness, Illinois (2010 to Present).

Responsibilities include all aspects of engineering and public works for the Village. These responsibilities include:

- Village Board meeting participation
- Village Planning and Zoning Commission meeting participation
- Village staff meeting participation
- Creation of public educational documents and mailings
- Development permit review, permit issuance and site inspections
- Enforcement of Village Code
- Review, inspection and evaluation of Stormwater BMP's and water quality
- Creation of new Village Codes
- Oversight of Village projects for adherence to County, State and Federal Codes
- Approval of final plans and specification for compliance with Village, County, State and Federal Requirements
- Coordination with other jurisdictional agencies
 - Illinois Department of Transportation (IDOT)
 - Illinois Environmental Protection Agency (IEPA)

- Illinois Department of Public Health (IDPH)
- Cook County Health Department
- Cook County Highway Department (CCHD)
- Federal Emergency Management Agency (FEMA)
- Illinois Department of Natural Resources (IDNR)
- U.S. Fish and Wildlife Service
- Metropolitan Water Reclamation District (MWRD)
- Yearly road and infrastructure inspection
- Review all road ratings from IMS Pavement report
- Assessment and analysis of roads and infrastructure for project selection
- Yearly Road and Capital Improvement Programs
- Phase I Engineering Studies
- Phase II Engineering Design
- Phase III Engineering / Construction Oversight Services
- State and Federal permitting and funding documentation
- Engineering oversight of all road and infrastructure maintenance
- NPDES compliance (inspection, assessment, analysis, reports, etc.)
- Reports and filings for state and federal compliance (i.e. IEPA - MS4 yearly submittal)

Additional engineering services provided to numerous municipal clients include:

- County, State and Federal Agency permit coordination
- State and Federal funding documentation
- Phase I Engineering Studies
- Phase II Engineering Design
- Phase III Engineering / Construction Oversight
- Sanitary sewer design
- Water main design
- Storm sewer design
- Construction bidding oversight
- Roadway design
- Wetland mitigation
- Stormwater management
- Erosion control
- Comprehensive infrastructure and roadway mapping
- Route Surveying
- Terrain modeling of roads and infrastructure routes
- Global Information System (GIS) mapping
- Accessibility (compliance with IAC, ADA and FHA standards)



Desiree D. Doland, P.E.

Professional Engineer

Education

Bachelor of Science in Civil Engineering
University of Illinois, Champaign-Urbana

Professional Licenses

Illinois Professional Engineer, #062-53216

Professional Associations

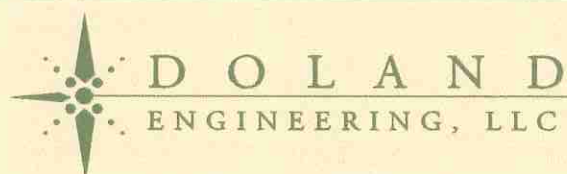
American Society of Civil Engineers
Geo-Institute of the ASCE

Municipal Engineering Experience

Provides municipal engineering services to numerous public agencies for public works and infrastructure projects. The following is a list of the engineering consultation services provided to municipal clients:

- Hydrologic mapping, assessment and design
- Infrastructure mapping, analysis and design
 - Sanitary sewer
 - Water main
 - Storm sewer
- Highway improvement mapping assessment and design
 - Roadway geometric planning and design
 - By-pass lanes / Deceleration lanes / Turn lanes
 - Lane configuration design
 - Drainage studies and design
 - Pavement specifications
 - Maintenance and resurfacing
- Hydraulic pipe network modeling, analysis and design
- Stormwater management computer modeling, analysis and design
 - HecRAS, Civil Storm, StormCAD, etc.
- Floodplain / Floodway mapping analysis and design
- Watershed planning, analysis and design

- Engineering documentation
 - Cost estimates
 - Feasibility studies
 - Construction specifications
 - Material quantities
- County, State and Federal Agency permit coordination
- State and Federal funding documentation
- Phase I Engineering Studies
- Phase II Engineering Design
- Phase III Engineering / Construction Oversight
- Construction bidding oversight
- Roadway design
- Wetland mitigation
- Erosion control
- 3D Terrain modeling of roads and infrastructure routes
- Global Information System (GIS) mapping
- Coordination with other jurisdictional agencies
 - Illinois Department of Transportation (IDOT)
 - Illinois Environmental Protection Agency (IEPA)
 - Illinois Department of Public Health (IDPH)
 - Cook County Highway Department (CCHD)
 - Federal Emergency Management Agency (FEMA)
 - Illinois Department of Natural Resources (IDNR)
 - U.S. Fish and Wildlife Service
 - U.S. Army Corps of Engineers (USACE)
 - Metropolitan Water Reclamation District (MWRD)



William E. Hall

Senior Engineering Inspector

Continuing Education

Completed continuing education courses from University of Wisconsin:

- Improving Public Works Inspection Skills
- Grading, Erosion Control & Detention Facilities
- Principles and Practices of Project Management

Courses offered by the Illinois Department of Transportation:

- Pavement Construction Inspection
- Pavement Maintenance
- Understanding Specifications, and Documentation
- State of Illinois course on backflow prevention

Experience

Municipal Infrastructure

- 1978 through 1998, City of Highland Park, Water Department, in both Water Distribution and Water Metering.
 - Duties in the distribution division included, installing and maintaining, fire hydrants, water mains and water service lines, as both ground crew and as a heavy equipment operator.
 - Duties in the water metering division included, maintaining and installing both remote reading and electronic hydrosonic meters, as well as large compound, turbine meters and domestic use meters.
 - Supervisor for scheduling and reading of the City water meters for both monthly and quarterly billings and maintaining the records that pertained to them.
 - Cross-trained in both the Street Dept. and the Forestry Dept.
 - Streets Trained in the layout, manufacturing and installation of street signs as well as the signage requirements of the MUTCD.
 - Trained in the correct methods of preparing both streets and sidewalk areas to receive applications of concrete as well as the correct methodology for preparing areas to receive bituminous paving.
- January 1999, City of Highland Park, Operations Support Division of Public Works. Contracts, contract renewals and administration, as well as assuming other existing contracts already in effect.
 - Contract responsibilities included, agricultural maintenance programs, including, mowing, tree trimming, tree removal, landscaping project development, and site

maintenance for all city owned properties. Duties also included landscape restoration administration, as well as landscape construction inspection.

- July 1999, City of Highland Park, Engineering Technician, Engineering Department
 - Duties included, infrastructure maintenance, planning, and construction inspection of all phases as well as contract administration.
- 2000 to 2016, City of Highland Park, Senior Engineering Inspector, Engineering Department

SECTION 3: PROPOSED PROJECT SCHEDULE

A. Project Timeline/Milestones

We have arrived at the project schedule and man-hour tabulations provided on the following pages. This data compilation is based upon an expected 38 week construction schedule from project start-up in February through substantial project completion in October and final project close out during the summer or fall of 2022, depending on inspection of detention basin native plantings.

Engineering Task	Date
Receive Award of Contract	February 2nd (estimate)
Project Start-up Meeting w/ Village P.W. Staff	Week of February 8th
Pre-Construction Meeting with contractor	Week of February 8th
Pre-Construction Services, Layout Verification and Project Start-up Coordination	Week of February 15th and 22nd
Begin Full-Time Construction Observation	Week of March 1st
Begin Weekly Progress Reports and Meetings	Week of March 8th
Contractor to Substantially Complete Work	Week of October 11th
Project Punchlist Compilation	Week of October 11th
Project Review and Walk-Thru with P.W. Staff	Week of October 25th
Final Project Document and File Box Completion	Summer/Fall of 2022 (upon inspection of detention basin native plantings)

B. Construction Engineering Schedule

Burlington Highlands Drainage Improvements (SW-080-17B)

Anticipated Project Schedule / Man-Hours

WORK ITEM	Project Management Overhead		Resident Engineer	Assisting Resident Engineer/ Inspector	Survey Technician
	Project Managing Engineer	Principal QA/QC Engineer			
1. Pre-construction Services	9	4	20	0	0
a) Ascertain the standard practices of the Village and become familiar with the contract documents					
b) Preparation assistance on conformed bid documents					
c) Prepare project files, Quantity and IDR Books					
2. Construction Services	60	24	1520	400	25
a) On-site representation to accurately document and record by measure and/or computation all quantities used on the construction project					
b) Records of construction surveys, construction layout and staking					
c) Preparing and submitting daily inspection reports and quality control reporting					
d) Verify contractor's adherence to the plans, ...					
e) Monitor, maintain and update project schedule					
f) Conduct regular meetings with contractor and applicable team members					
g) Review and coordinate all Requests for Information (RFI's)					
h) Assist in application for payment requests					
i) Provide weekly construction activity reports					
j) Review change orders for approval of extra work					
k) Review contractor's submittals for conformance with contract documents					
l) Develop project punchlist and monitor its completion					
m) Maintain a project daily diary					
n) Advise and assist Village in resolving construction issues					
o) Prepare design clarifications					
p) Prepare Requests for Change (RFC)					
q) Construction notice preparation and delivery					
r) Schedule geotechnical and material testing					
s) Coordinate record as-built drawing preparation by contractor					
t) Furnish and possess on-site all necessary field survey equipment necessary for inspection of contractor's work					
u) Provide field vehicle for resident engineer's use					
v) Surveying to document property corners					
3. Post Construction / Project Close-out Services	8	4	20	0	0
a) Manage punchlist completion and documentation of all final waivers, close-out documents and record drawings					
b) Close-out project accounting and provide status of final project budget					
c) Provide Project File Box to be compilation of plans, specs, letters of acceptance and all documents pertaining to the project. This will be provided in a neatly organized manner in a heavy-duty dust-proof bankers box(es)					
4. 2021 Carry Over - Allowance for Wetand Restoration	4	2	40	0	0
a) Manage wetland restoration completion and final contract close-out					
Total Estimated Hours	81	34	1600	400	25

C. Proposed Overall Not-To-Exceed Cost

	Project Management Overhead		Resident Engineer	Assisting Resident Engineer/ Inspector	Survey Technician
	Project Managing Engineer	Principal QA/QC Engineer			
Total Estimated Hours	81	34	1600	400	25
Hourly Rate	\$150.00	\$150.00	\$105.00	\$85.00	\$100.00
Estimated Fee	\$12,150.00	\$5,100.00	\$168,000.00	\$34,000.00	\$2,500.00
Total Not to Exceed Fee =					\$221,750.00

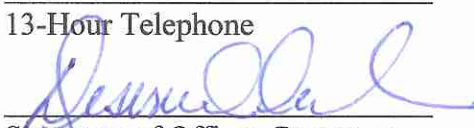
Village of Downers Grove – Burlington Highlands Construction Engineering Services (SW-080-17B)

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:

Doland Engineering, LLC	Date: January 13, 2021
Company Name	jdoland@dolandengineering.com
334 East Colfax Street, Suite C	Email Address
Street Address of Company	Jason Doland
Palatine, IL 60067	Contact Name (Print)
City, State, Zip	(847) 508-6363
(847) 991-5088	13-Hour Telephone
Business Phone	
(847) 934-3427	Signature of Officer, Partner or Sole Proprietor
Fax	Desiree D. Doland, CEO
	Print Name & Title
ATTEST: If a Corporation	
Signature of Corporation Secretary	

VILLAGE OF DOWNERS GROVE:

Authorized Signature	ATTEST:
Title	Signature of Village Clerk
Date	Date

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

Village of Downers Grove – Burlington Highlands Construction Engineering Services (SW-080-17B)



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: Doland Engineering, LLC
 ADDRESS: 334 East Colfax Street, Suite C
 CITY: Palatine
 STATE: IL
 ZIP: 60067
 PHONE: (847) 991-5088 FAX: (847) 934-3427
 TAX ID #(TIN): 27-3699762

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

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: _____
 ADDRESS: _____
 CITY: _____
 STATE: _____ ZIP: _____

TYPE OF ENTITY (CIRCLE ONE):

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

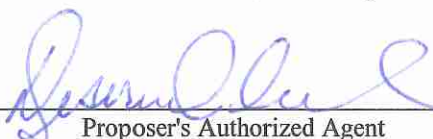
SIGNATURE: *[Signature]* DATE: 01-13-2021

Village of Downers Grove – Burlington Highlands Construction Engineering Services (SW-080-17B)

PROPOSER'S CERTIFICATION (page 1 of 3)

With regard to Burlington Highlands Construction Engineering Services, Proposer Doland Engineering, LLC 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: 
 Proposer's Authorized Agent

2	7	-	3	6	9	9	7	6	2
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FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
 Social Security Number

Subscribed and sworn to before me
 this 13th day of JANUARY, 2021



Village of Downers Grove – Burlington Highlands Construction Engineering Services (SW-080-17B)

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 _____, which operates under the Legal name of _____, and the full names of its Officers are as follows:

President: _____

Secretary: _____

Treasurer: _____

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.)

(b) Limited Liability Company (LLC)

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

Manager or Member: Desiree D Doland

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 _____.

Village of Downers Grove – Burlington Highlands Construction Engineering Services (SW-080-17B)

PROPOSER'S CERTIFICATION (page 3 of 3)

(d) Sole Proprietor

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? YES NO (circle one)

Insurer's Name Farmers Insurance

Agent Dave Mahoney

Street Address 202 South Cook Street, Suite 204

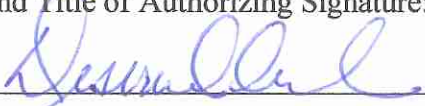
City, State, Zip Code Barrington, IL 60010

Telephone Number (847) 620-5120

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

Print Name of Company: Doland Engineering, LLC

Print Name and Title of Authorizing Signature: Desiree D Doland, CEO

Signature: 

Date: 01-13-2021

Village of Downers Grove – Burlington Highlands Construction Engineering Services (SW-080-17B)

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.

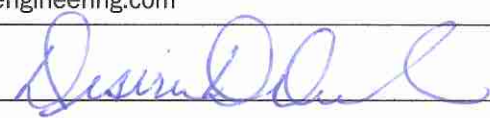
Company Name: Doland Engineering, LLC

Address: 334 East Colfax Street, Suite C

City: Palatine Zip Code: 60067

Telephone: (847) 991-5088 Fax Number: (847) 934-3427

E-mail Address: ddoland@dolandengineering.com

Authorized Company Signature: 

(Print)Name: Desiree D Doland Title of Official: CEO

Date: 01-13-2021

Village of Downers Grove – Burlington Highlands Construction Engineering Services (SW-080-17B)

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.

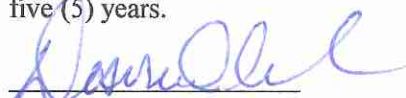
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

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

Desiree D Doland

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

Consultant Evaluation

Consultant: Doland Engineering, LLC.

Project: Prince/Forest Drainage Improvements

Primary Contact: Jason Doland

Phone: 847-991-5088

Time Period: September 2018 – July 2019

On Schedule (allowing for uncontrollable circumstances) ☒ Yes ☐ No

Provide details if early or late completion: _____

Change Orders (attach information if needed): None

Difficulties / Positives: Doland Engineering performed work as requested.

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: February 2020



Village of Downers Grove

Consultant Evaluation

Consultant: Doland Engineering, LLC.

Project: 2018 Water Main Improvements Contract A & B

Primary Contact: Jason Doland

Phone: 847-991-5088

Time Period: June 2017 – October 2017

On Schedule (allowing for uncontrollable circumstances) ☒ Yes ☐ No

Provide details if early or late completion: _____

Change Orders (attach information if needed): None

Difficulties / Positives: Doland Engineering performed work as requested.

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: Scott Vasko

Date: March 2018