

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**  
**5/4/2021**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Award of Contract - Water Distribution Valve Assessment Services	Andy Sikich Public Works Director

**SYNOPSIS**

A motion is requested authorizing the execution of a three-year contract for water distribution valve assessment services to M.E. Simpson Co., Inc. of Valparaiso, Indiana in the amount of \$207,651.25.

**STRATEGIC PLAN ALIGNMENT**

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

**FISCAL IMPACT**

The total cost for FY21 is \$68,627.50. The FY21 budget provides \$75,000 in the Water Fund for this contract.

**RECOMMENDATION**

Approval on the May 4, 2021 consent agenda.

**BACKGROUND**

This program involves utilizing the services of a technical service company to assess the condition of 1,415 main line water distribution valves in the Village's water system to ensure that the devices are operable and accessible. This annual total represents half of the valves in the system. Each valve is exercised (open and closed) every other year in accordance with American Water Works Association (AWWA) standards.

The primary benefits associated with this program include the following items:

- Maintain accurate records of detailed valve information
- In an emergency (such as a water main break), exercised valves ensure rapid shut downs that minimize water loss and service loss to neighboring properties
- Longer useful life
- Reduced labor costs

A Request for Proposals (RFP) seeking services from a qualified vendor to provide the water distribution system valve assessment program for 2021-2023 was issued in March in accordance with established procurement procedures. One proposal was received with pricing information summarized in the table below.

## Three Year Contract Summary

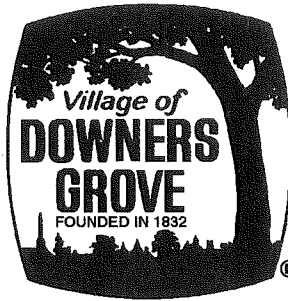
Service Provider	Proposed Price 2021	Proposed Price 2022	Proposed Price 2023	3-Year Contract Total
M.E. Simpson Co., Inc., Valparaiso, Indiana	\$68,627.50	\$68,627.50	\$70,396.25	\$207,651.25

Staff recommends award of a three-year contract for water distribution valve assessment services with M.E. Simpson Co., Inc. Their contract cost for 2021 reflects approximately a 4% increase from the 2020 contract cost. M.E. Simpson has completed the Village's water distribution valve assessment program since 2010 with consistently good results.

**ATTACHMENTS**

Contract  
Contractor Evaluation

Village of Downers Grove



# REQUEST FOR PROPOSAL

Name of Proposing Company: \_\_\_\_\_

Project Name: Water Distribution Valve Assessment Services  
 Proposal No.: RFP-2-1-2021/JW  
 Proposal Due: April 9, 2021 @ 10:00 AM  
 Pre-Proposal Conference: No

**Required of All Proposers:**

Deposit: No  
 Letter of Capability of Acquiring Performance Bond: No

**Required of Awarded Contractor:**

Performance Bond/Letter of Credit: No  
 Certificate of Insurance: Yes

Legal Advertisement Published: March 31, 2021

Date Issued: March 31, 2021

This document consists of 32 pages.

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

DAVID MOODY  
 VILLAGE OF DOWNERS GROVE  
 5101 WALNUT AVENUE  
 DOWNERS GROVE, IL 60515  
 PHONE: 630/434-5460  
 FAX: 630/434-5495  
[www.downers.us](http://www.downers.us)

Village of Downers Grove

The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 5:00 P.M. at the Department of 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
- V. PROPOSAL/CONTRACT FORM

**DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT.** Proposers MUST submit an original, and 2 additional paper copies of the total Proposal. Upon formal award of the Proposal, the successful Proposer will receive a copy of the executed contract.



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**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 REQUEST FOR PROPOSALS.
- 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: David Moody, 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.
- 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 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

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collectively.

### **3. PRE- PROPOSAL CONFERENCE**

3.1 A pre-proposal conference may be offered to provide additional information, inspection or review of current facilities or equipment, and to provide an open forum for questions from Proposers. This pre-proposal conference is not mandatory (unless stated "Required" on the cover of this document), but attendance by Proposers is strongly advised as this will be the last opportunity to ask questions concerning the Proposal.

3.2 Questions may be posed in writing to the Village (faxed and emailed questions are acceptable), but must be received by the Village prior to the scheduled time for the pre-proposal conference. Questions received will be considered at the conference. An addendum may be issued as a result of the pre-proposal conference. Such an addendum is subject to the provisions for issuance of an addendum as set forth in Section 2.2 above.

### **4. MODIFICATION OR WITHDRAWAL OF PROPOSALS**

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

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

### **5. SECURITY FOR PERFORMANCE**

5.1 The awarded contractor, within thirteen (13) calendar days after acceptance of the Proposer's Proposal by the Village, shall furnish security for performance acceptable to the Village when required under the documents. Such security shall be either a satisfactory performance bond (bonding company must be licensed to do business in Illinois) or a letter of credit on the form provided by the Village and available from the Village's Purchasing Manager. Any bond shall include a provision as will guarantee faithful performance of the Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq. **NOTE: As evidence of capability to provide such security for performance, each Proposer shall submit with the Proposal either a letter executed by its surety company indicating the Proposer's performance bonding capability, or a letter from a bank or savings and loan within twenty-five miles of the corporate boundaries of the Village indicating its willingness and intent to provide a letter of credit for the Proposer.**

### **6. DELIVERY**

6.1 All proposal prices are to be quoted, delivered F.O.B. Village of Downers Grove, 801 Burlington, Downers Grove, IL 60515.

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**7. TAX EXEMPTION**

- 7.1 The Village is exempt from Illinois sales or use tax for direct purchases of materials and supplies. A copy of the Illinois Sales Tax Exemption Form will be issued upon request. The Village's federal identification will also be provided to selected vendor.

**8. RESERVED RIGHTS**

- 8.1 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****9. VILLAGE ORDINANCES**

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

**10. USE OF VILLAGE'S NAME**

- 10.1 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.

**11. SPECIAL HANDLING**

- 11.1 Prior to delivery of any product which is caustic, corrosive, flammable or dangerous to handle, the Proposer will provide written directions as to methods of handling such products, as well as the antidote or neutralizing material required for its first aid before delivery. Proposer shall also notify the Village and provide material safety data sheets for all substances used in connection with this Contract which are defined as toxic under the Illinois Toxic Substances Disclosure to Employees Act.

**12. INDEMNITY AND HOLD HARMLESS AGREEMENT**

- 12.1 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.

**13. NONDISCRIMINATION**

- 13.1 Proposer shall, as a party to a public contract:

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- (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 #11246 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.

13.2 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.

### **14. SEXUAL HARASSMENT POLICY**

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

- 14.1.1 Notes the illegality of sexual harassment;
- 14.1.2 Sets forth the State law definition of sexual harassment;
- 14.1.3 Describes sexual harassment utilizing examples;
- 14.1.4 Describes the Proposer's internal complaint process including penalties;
- 14.1.5 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
- 14.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

### **15. EQUAL EMPLOYMENT OPPORTUNITY**

15.1 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:

- 15.1.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection

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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.

- 15.1.2 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.
- 15.1.3 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, military status, order of protection status, sexual orientation, or an unfavorable discharge from military services.
- 15.1.4 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.
- 15.1.5 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.
- 15.1.6 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.
- 15.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois

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Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

**16. DRUG FREE WORK PLACE**

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

- 16.1 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.
- 16.2 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.
- 16.3 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.
- 16.4 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.
- 16.5 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.
- 16.6 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.
- 16.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

**17. PATRIOT ACT COMPLIANCE**

- 17.1 The Proposer represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Proposer further represents and warrants to the Village that the Proposer and its principals, shareholders, members, partners, or

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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.

## 18. INSURANCE REQUIREMENTS

- 18.1 Prior to starting the work, Contractor and any Subcontractors shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by the Contractor or Subcontractor or any Sub-Sub Contractor or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall not be less than the greater of coverages and limits of liability specified below or any coverages and limits of liability specified in the Contract Documents or coverages and limits required by law unless otherwise agreed to by the Village.

Workers Compensation	\$500,000	Statutory
Employers Liability	\$1,000,000	Each Accident
	\$1,000,000	Disease Policy Limit
	\$1,000,000	Disease Each Employee
Comprehensive General Liability	\$2,000,000	Each Occurrence
	\$2,000,000	Aggregate
		<i>(Applicable on a Per Project Basis)</i>
Commercial Automobile Liability	\$1,000,000	Each Accident
Professional Errors & Omissions	\$2,000,000	Each Claim
(pursuant to section .9 below)	\$2,000,000	Annual Aggregate
Umbrella Liability	\$ 5,000,000	

- 18.2 Commercial General Liability Insurance required under this paragraph shall be written on an occurrence form and shall include coverage for Products/Completed Operations, Personal Injury with Employment Exclusion (if any) deleted, Blanket XCU and Blanket Contractual Liability insurance applicable to defense and indemnity obligations and other contractual indemnity assumed under the Contract Documents. The limit must be on a "Per Project Basis".

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- 18.3 Comprehensive Automobile Liability Insurance required under this paragraph shall include coverage for all owned, hired and non-owned automobiles.
- 18.4 Workers Compensation coverage shall include a waiver of subrogation against the Village.
- 18.5 Comprehensive General Liability, Employers Liability and Commercial Automobile Liability Insurance may be arranged under single policies for full minimum limits required, or by a combination of underlying policies with the balance provided by Umbrella and/or Excess Liability policies.
- 18.6 Contractor and all Subcontractors shall have their respective Comprehensive General Liability (including products/completed operations coverage), Employers Liability, Commercial Automobile Liability, and Umbrella/Excess Liability policies endorsed to add the "Village of Downers Grove, its officers, officials, employees and volunteers" as "additional insureds" with respect to liability arising out of operations performed; claims for bodily injury or death brought against the Village by any Contractor or Subcontractor employees, or the employees of Subcontractor's subcontractors of any tier, however caused, related to the performance of operations under the Contract Documents. Such insurance afforded to the Village shall be endorsed to provide that the insurance provided under each policy shall be *Primary and Non-Contributory*.
- 18.7 Contractor and all Subcontractors shall maintain in effect all insurance coverages required by the Contract Documents at their sole expense and with insurance carriers licensed to do business in the State of Illinois and having a current A. M. Best rating of no less than A-VIII. In the event that the Contractor or any Subcontractor fails to procure or maintain any insurance required by the Contract Documents, the Village may, at its option, purchase such coverage and deduct the cost thereof from any monies due to the Contractor or Subcontractor, or withhold funds in an amount sufficient to protect the Village, or terminate this Contract pursuant to its terms.
- 18.8 All insurance policies shall contain a provision that coverages and limits afforded hereunder shall not be canceled, materially changed, non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the Village. Renewal certificates shall be provided to the Village not less than five (5) days prior to the expiration date of any of the required policies. All Certificates of Insurance shall be in a form acceptable to Village and shall provide satisfactory evidence of compliance with all insurance requirements. The Village shall not be obligated to review such certificates or other evidence of insurance, or to advise Contractor or Subcontractor of any deficiencies in such documents, and receipt thereof shall not relieve the Contractor or Subcontractor from, nor be deemed a waiver of the right to enforce the terms of the obligations hereunder. The Village shall have the right to examine any policy required and evidenced on the Certificate of Insurance.
- 18.9 Only in the event that the Work under the Contract Documents includes design, consultation, or any other professional services, Contractor or the Subcontractor shall



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procure, maintain, and pay for Professional Errors and Omissions insurance with limits of not less than \$2,000,000 per claim and \$2,000,000 annual aggregate. If such insurance is written on a claim made basis, the retrospective date shall be prior to the start of the Work under the Contract Documents. Contractor and all Subcontractors agree to maintain such coverage for three (3) years after final acceptance of the Project by the Village or such longer period as the Contract Documents may require. Renewal policies during this period shall maintain the same retroactive date.

- 18.10 Any deductibles or self-insured retentions shall be the sole responsibility of the Insured. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village, its officers, officials, employees and volunteers; or the Proposer shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

**19. COPYRIGHT/PATENT INFRINGEMENT**

- 19.1 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.

**20. COMPLIANCE WITH OSHA STANDARDS**

- 20.1 Equipment supplied to the Village must comply with all requirements and standards as specified by the Occupational Safety and Health Act. All guards and protectors as well as appropriate markings will be in place before delivery. Items not meeting any OSHA specifications will be refused.

**21. CERCLA INDEMNIFICATION**

- 21.1 In the event this is a contract that has environment aspects, the Proposer shall, to the maximum extent permitted by law, indemnify, defend, and hold harmless the Village, its officers, employees, agents, and attorneys from and against any and all liability, including without limitation, costs of response, removal, remediation, investigation, property damage, personal injury, damage to natural resources, health assessments, health settlements, attorneys' fees, and other related transaction costs arising under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, 42 U.S.C.A. Sec. 9601, et seq., as amended, and all other applicable statutes, regulations, ordinances, and under common law for any release or threatened release of the waste material collected by the Proposer, both before and after its disposal.

**22. CAMPAIGN DISCLOSURE**

- 22.1 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 submission, an executed Campaign Disclosure Certificate, attached hereto.
- 22.2 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.

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22.3 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.

22.4 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.

**23. SUBLETTING OF CONTRACT**

23.1 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 Contractor from their obligation or change the terms of the contract.

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

**24. TERM OF CONTRACT**

24.1 This Contract may be extended no more than twice for subsequent annual periods (two annual extensions) by mutual agreement of both parties, providing such agreement complies with Village purchasing policies and the availability of funds. However, if this Contract is not one that is subject to extension, such information will be available in the detailed specifications or special conditions section.

**25. TERMINATION OF CONTRACT**

25.1 The Village reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, for any reason and/or in the event that sufficient funds to complete the Contract are not appropriated by the Village.

25.2 The Village further reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, in the event of default by the Contractor. Default is defined as failure of the Contractor to perform any of the provisions of this Contract or failure to make sufficient progress so as to endanger performance of this Contract in accordance with its terms. In the event that the Contractor fails to cure the default upon notice, and the Village declares default and termination, the Village may procure, upon such terms and in such manner as the Village may deem appropriate, supplies or services similar to those so terminated. The Contractor shall be liable for any excess costs for such similar supplies or services unless acceptable evidence is submitted to the Village that failure to perform the Contract was due to causes beyond the control and without the fault or negligence of the Contractor. Any such excess costs incurred by the Village may be set-off against any monies due and owing by the Village to the Contractor.

**26. BILLING & PAYMENT PROCEDURES**

26.1 Payment will be made upon receipt of an invoice referencing Village purchase order

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- number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.
- 26.2 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 Contractor 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.
- 26.3 If this Contract is for work defined as a "fixed public work" project under the Illinois Prevailing Wage Act, 820 ILCS 130/2, any contractor or subcontractor is required to submit certified payroll records along with the invoice. No invoice shall be paid without said records.
- 26.4 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 801 Burlington, Downers Grove, IL 60515.
- 27. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE**
- 27.1 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.
- 28. STANDARD OF CARE**
- 28.1. 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.
- 29.2 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.
- 29.3 For Professional Service Agreements (i.e. Engineer, Consultant): 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;

# Village of Downers Grove

or (iii) for any construction contactor(s') failure to perform its work in accordance with contract documents.

## **30. GOVERNING LAW**

30.1 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.

## **31. SUCCESSORS AND ASSIGNS**

31.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Contract in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

## **32. WAIVER OF CONTRACT BREACH**

32.1 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.

## **33. AMENDMENT**

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

## **34. NOT TO EXCEED CONTRACT**

34.1 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 initial contract.

## **35. SEVERABILITY OF INVALID PROVISIONS**

35.1 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.

## **36. NOTICE**

36.1 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**

Village of Downers Grove

And to the Proposer as designated in the Contract Form.

**37. COOPERATION WITH FOIA COMPLIANCE**

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

## Village of Downers Grove

**III. DETAIL SPECIFICATIONS****WATER DISTRIBUTION VALVE ASSESSMENT****1.0 BACKGROUND**

The Village of Downers Grove's water system covers an area of approximately 16 square miles including areas outside the corporate limits of the Village. The potable water system includes 233 miles of water mains ranging in size from 4-inches to 24-inches in diameter. While there is an older historic part of the Village with water mains dating back to the early 1900's, a majority of the water mains were constructed after 1960. Within the water system there are approximately 2,830 main line valves consisting primarily of gate valves (approx. 95%) and butterfly valves (approx. 5%).

The Public Works Department has established the maintenance goal of exercising valves every other year in order to improve water system reliability and customer service by minimizing water service outages. In order to meet the valve maintenance goals the Village is seeking the assistance of a company specializing in water system maintenance. The company will perform valve maintenance on main line valves.

The Village has a GIS database of the water system including GPS location data for more than 99% of the main line water valves. The GIS software platform is ESRI and the Village uses the NAD State Plane Illinois East coordinate system. Part of this scope of work includes field capturing and downloading GIS coordinates for any unmapped valves as they are maintained.

The contractor shall be required to maintain a staffed office within a 100 mile radius of the Village of Downers Grove for the duration of this contract. Further, the contractor shall provide 24-hour, 7-day a week emergency service for the duration of this contract.

**Term of Contract** The term of this Contract will be for three (3) years unless terminated sooner in accordance with paragraphs 25.1 and 25.2, Section II.

**2.0 SPECIFICATIONS/REQUIREMENTS**

- The work covered under this project is to develop, plan and execute a program to inspect, assess, exercise, document, and map (where not already mapped) 1,415 water distribution system valves annually for the term of this contract.

**2.1 Contractor Contact and Performance Time**

- The Contractor shall designate a primary point of contact for this contract who will be available during regular business hours as defined by the Village of Downers Grove. In the event the primary contact is not available, the Contractor shall designate no less than two (2) alternate contacts.
- The Contractor must have sufficient labor and equipment dedicated to this project in order to perform the work within the timeframes described herein.

**2.2 Reference Standards**

## Village of Downers Grove

- All work and material shall be per the Village Water Distribution Specifications, latest edition, unless specifically modified by these Technical Specifications.
- American Water Works Association (AWWA) Standards shall apply to all materials used for water distribution, when not otherwise covered by the Village Water Distribution Specifications.
- Traffic Control Plans and equipment shall be per “Manual on Uniform Traffic Control Devices” (MUTCD).
- Work within Burlington Northern Santa Fe (BNSF) Right of Way shall be performed per BNSF Standard Specifications and Drawings, where applicable, or under a project-specific encroachment permit if such permit is issued and in force.

### **2.3 Equipment and Materials**

- The Contractor is required to supply all labor, materials, tools, plant, power, water, equipment, insurance, bonds, and supervision to complete the work.
- The Contractor is solely responsible to protect his equipment and materials while engaged in any task under this contract. The Village shall not be responsible for any damage or theft of equipment and materials.
- The Contractor shall be responsible for the storage of all necessary construction equipment, tools, and materials. Village property or facilities including but not limited to streets, roads, and highways may not be used except for direct performance of the work or upon written approval of the Village Project Manager.

### **2.4 Coordination with Village Operations**

- The Contractor shall coordinate all work with the Village to ensure no unnecessary interruption of service.
- Mainline shutdown requests shall be made to the Village of Downers Grove at least two (2) days in advance of the requested shutdown. The Contractor will provide notification to affected residents in advance of the shutdown. In addition the Contractor will be working with Village staff when valve repairs are determined necessary.

### **2.5 Protection of Adjacent Utilities and Structures**

- For scheduled work, the Contractor shall request and coordinate utility mark out through Joint Utility Locating Information for Excavators (JULIE) no less than two (2) working days prior to excavation. For emergency work, the Contractor shall notify JULIE and request mark out immediately upon mobilization to the job site.
- The Contractor shall exercise care and caution to prevent damage to existing structures during the work. All damage to existing public or private structures and utilities shall be repaired per the General Conditions at the Contractor's expense.
- The Contractor shall not unduly restrict access to private property or access for mail delivery or trash pickup, or other related public or private services.

### **2.6 Job Site Safety**

- The Contractor is fully responsible for all job site safety to complete the work in full compliance with all applicable safety regulations such as, but not limited to the Illinois Department of Labor (IDOL) and the Occupational Health and Safety Administration (OSHA).

## Village of Downers Grove

- The public shall, at all times, be kept safe from the work using all reasonable measures per applicable standards and specifications and at the discretion of the Village Project Manager.

### **2.7 Valve Location**

The Village of Downers Grove will provide the Contractor with a minimum of two copies of the Village of Downers Grove's most current water distribution maps for the project area. The Contractor will locate all valves using the following guidelines:

- The Contractor will search for valves visually using the Village of Downers Grove's water maps.
- The Contractor will search for valves shown on map, by doing a visual inspection, using a magnetic locator, probing rods and other tools.
- If the valve cannot be located after searching for fifteen minutes, the valve will be labeled "cannot locate" and documented as a work order and treated as a standard valve assessment.

### **2.8 Valve Identification**

Each previously unidentified valve will be given a unique identifier by the Contractor should the valve not already be designated via a unique number by the Village of Downers Grove. The number will be consistent with the existing Village Valve Numeration. Each unique identifier will not replace any existing Village of Downers Grove global identifiers.

### **2.9 Valve Access**

The valve cover shall be removed by the Contractor in order to access the valve. If, after attempting to remove the valve cover it is clear that the cover is "stuck", the Contractor shall break and replace the cover in order to access the valve. The Village will provide replacement covers.

### **2.10 Valve Clean Out**

The Contractor will remove all debris and water from the box/vault in order to allow access to the valve operating nut and bonnet bolts where possible. In every case the operating nut must be exposed and clearly visible (not under water or debris) when the valve is exercised.

### **2.11 Valve Debris Disposal**

The Contractor will dispose of all debris and water in a proper container as approved by all federal, state and local authorities having jurisdiction. All debris shall be properly disposed of at an approved dump site and shall follow all federal, state and local laws regarding said process. All liquid waste shall be properly disposed of with treatment, as necessary, prior to dumping in approved legal facilities following stormwater best management practices.

### **2.12 Valve Inspection**

The Contractor will execute a visual inspection of every valve, valve box or valve vault. This inspection will be conducted from street level and is intended to discover discrepancies that are readily visible from above ground. The specific inspection information to be documented is noted in the Valve Documentation Section.



## Village of Downers Grove

### 2.13 Valve Operational Testing

The Contractor will operationally test each valve a minimum of two full cycles. (Exercise is defined as a full cycle, from open to shut to open again). All valves will be exercised slowly with the minimum torque required so as to minimize the possibility of damaging the valve or creating a water hammer. Specific valve exercising guidelines are noted below;

- All valves will be exercised manually or with an electric or hydraulic valve exerciser with torque control and an automated turn counter. Torque limits shall be recommended by the Contractor and are subject to Village approval.
- If the valve fails to cycle at the torque limit, the exercise process will stop immediately. Additional torque may be applied to the valve, as directed by the Village of Downers Grove until the valve turns or the operation is suspended again at a higher torque.

### 2.14 Global Positioning System (GPS) Information for Valves

Valves not already GPS mapped by the Village encountered in this program are to be GPS mapped with *sub-foot* accuracy and the data delivered in a database compatible with the Village of Downers Grove's GIS. The coordinate data shall be field collected with autonomous GPS readings and subsequently differentially corrected via post processing. The Contractor shall further refine positions through filtering and inspection to eliminate noise, problematic satellite geometry and multi-path degradation.

The selected contractor must maintain their own cloud-based GIS/GPS locating and utility atlas update program with a secure login for Village staff designed to take all of the information the Village currently has about their water system and verify this data while combining this information with the data collected by the contractor's field teams, using state of the art equipment, to produce a highly accurate utility atlas and database for use by the Village and the contractor during the course of this contract. Security and ease of use of the contractor's system must be described in the RFP.

### 2.15 Valve Documentation

All the valve information transmitted to the Village of Downers Grove shall include a minimum of the following data:

- Physical data
  - ID number, map number, valve size, type of valve, use of valve, valve structure, depth of valve, if clean out was necessary, valve discrepancies (categories and details), box/vault discrepancies (categories and details), additional physical information as necessary
- Location data
  - GPS position and coordinate data items as noted in Section 2.17
- Operational data
  - Turns, torque, close direction, torque chart for every 16" and larger valve, specific operational discrepancies (categories and details), additional operational comments as necessary
- Discrepancies

## Village of Downers Grove

- Detail on discrepancies so that a work order (as described below) can be concisely created

### 2.16 Deliverable Database

The Contractor must provide all pertinent valve data digitally in a spatially accurate geodatabase format compatible with Village of Downers Grove's existing data structure. Metadata, including a detailed citation describing field data collection practices, equipment settings, post processing procedures, base stations used for differential correction and expected accuracy, are to be submitted with final and interim data deliveries. In addition to the coordinate data collected, the database shall contain information in agreement with Village of Downers Grove and at a minimum the following attribute data:

#### Valves

- A Unique Identification Number
- Valve position at the start and completion of work
- Date of Operation
- Valve Size
- Valve Type
- Use of valve
- Valve Structure
- Boolean indicating whether operated
- Boolean indicating whether vacuumed/pumped
- Operating Nut Depth
- Close Direction
- Number of Turns
- Final Torque
- Valve discrepancies (by category and details)
- Structure discrepancies (by category and details)
- Other value added attribute items as agreed

Before field operations commence, a meeting will be attended by the Contractor and Village of Downers Grove to reach agreement on the specific data schemas to be employed. It is at this juncture that the Contractor and Village of Downers Grove will reach agreement on which specific features will be collected, the format this feature data will conform to, and the final resting place for all collected and calculated information within Village of Downers Grove's data infrastructure so that it can be appropriately mapped and accessed by Village of Downers Grove's staff. In addition, proposals shall offer a detailed solution to seamlessly integrate field collected GIS data into Village of Downers Grove's enterprise data infrastructure.

### 2.17 Quality Assurance / Quality Control

A detailed QA/QC plan identifying quality checkpoints throughout the program lifecycle shall be presented in the proposal. The Contractor will describe specific methods for developing accuracy consistent with Village Standards and accurate attribute data.

### 2.18 Repair Work Orders

## Village of Downers Grove

The Contractor will create work orders for all required repairs that are needed in order to bring all valves in the system up to 100% operability. These work orders will be captured and managed in a work order database to be provided by the Contractor to the Village on a weekly basis. Work orders will specifically note the discrepancy of the valve and the repair activity required to return the valve to full operability.

Work order will contain, at a minimum, the following information:

### Valves

- Valve ID
- Map number
- Size of valve
- Specific valve discrepancy (by category and details)
- Specific repair activity required to return the valve to full operability

The Village utilizes *Lucity* as an asset management program for all main line valves. The Contractor shall provide data in such a format that the Village shall have the ability to place the field test information in this database. This documentation shall allow for the valve maintenance program to be repeated at a later date. This software program is designed to be a complete system for the Village to establish an effective valve maintenance program. The software provides an inventory record system, as well as valve maintenance and scheduling.

The selected contractor must maintain their own GIS/GPS locating and utility atlas update program designed to take all of the information the Village currently has about their water system and verify this data while combining this information with the data collected by the contractor's field teams, using state of the art equipment, to produce a highly accurate utility atlas and database for use by the Village and the contractor during the course of this contract.

## **2.19 Project Schedule**

The Contractor will develop an overall schedule of work to be approved by the Village of Downers Grove prior to the commencement of work. The Village of Downers Grove shall approve the work schedule before allowing the Contractor to proceed.

## **2.20 Summary Report**

The Contractor will evaluate and analyze the results of the program and develop a Summary Report for the Village of Downers Grove. This Summary Report will include an evaluation of the project including analysis of the results of the program, findings, lessons learned, recommendations and suggestions for Village of Downers Grove and future valve assessment programs.

## **2.21 Report Deliverables**

At a minimum, the following report deliverables will be presented to Village of Downers Grove;

- Validated geodatabase

## Village of Downers Grove

- Annotated maps which depict the program area
- A list of recommended valve repairs
- Work orders for these repairs
- A list of recommended valve replacements
- Summary Report

### 2.22 Experience Requirements

Before the award of any contract, the contractor must show to the complete satisfaction of the Water Manager that it has the necessary facilities, ability and resources to provide the services specified herein in a satisfactory manner. The Contractor must give past history and references in order to satisfy the Water Manager in regard to the Contractor's qualifications. The Water Manager shall make reasonable investigations to determine the ability of the contractor to perform the work. The Village reserves the right to reject any proposal if the evidence submitted by, or investigation of, the Contractor fails to satisfy the Water Manager that the contractor is properly qualified to carry out the obligations of the contract and to complete the work described herein. Evaluation of the Contractor's qualifications must include:

1. The ability, capacity, skill and resources to perform the work or provide the service required.
2. The ability of the Contractor to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, and efficiency of the Contractor.
4. The quality of performance of previous water valve turning and GPS locating contracts or services with the Village and other municipalities within the last five (5) years. At least two (2) of the municipal references *must* be for individual water valve turning and GPS locating contracts in excess of 700 valves annually. These references must be indicated clearly within the proposal.

## 3.0 PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS

### 3.1 Proposal Format

In order to be considered responsive, and evaluate proposals fairly and completely, each prospective contractor must follow the format set out in this RFP and provide all information requested. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. A detailed tabbed index in a 3-ring binder is highly suggested (do not use spiral, comb or glue binding) and must include the following:

#### 3.1.1 Introduction

Proposals must include the complete name and address of contractor and the name, mailing address, and telephone number of the person the Village should contact regarding the proposal.

## Village of Downers Grove

- Proposals must be signed by an authorized representative confirming that the Contractor will comply with all provisions in this RFP.

### 3.1.2 Experience/Staff Resumes

- The Contractor shall indicate the expertise and experience of the Contractor relative to the requirements contained in this RFP.
- Submit resumes for the individuals who will be performing the services for the Village.

Resumes shall be formatted in the following order;

- 1) Position with the Company
- 2) Role in the Project
- 3) Experience with the requirements and tasks being requested
- 4) Work history on similar projects with the company
- 5) Legal relationship of the named person with the prime contractor

- Past Experience as required in Section 2.22 above.

### 3.1.3 Technical Approach/Implementation

A detailed work plan and methodology your firm would follow in performing services under the contract. ***Do not restate the Village's Scope of Work*** but rather provide the approach your firm will take and any recommendations. If your firm's approach is different than stated in the Village's Scope of Work, explain how and why.

Provide sample reports, protocol, procedures, or spreadsheets representative of those that will be provided to the Village.

The Contractor will present a schedule for the project. The schedule will highlight important milestone dates with a description of what these tasks include. Please include a Gantt-type chart depicting the project from start to final acceptance.

### 3.1.4 Cost Proposal

Proposers shall also submit one (1) original and two (2) copies of the cost proposal. Proposals shall include an all-inclusive cost per valve to complete the scope of services – ***with the exception of GPS locating services***. Since the Village does not require GPS locating services on every valve, proposals shall itemize the cost for this task separately. While the level of effort may vary from valve to valve, the proposed average cost per valve should be based on the Contractor's past experience and expertise in this type of work.

## 4.0 PROPOSAL EVALUATION PROCESS

### 4.1 Contractor Selection

## Village of Downers Grove

A technical review committee will evaluate the proposals. Final selection will be based on the evaluation of proposals unless it is deemed necessary by the committee to conduct interviews. The firm determined best qualified to perform this project will be recommended to the Village Council for contract award. The Village of Downers Grove reserves the right to reject any and all proposals for any reason deemed appropriate by the Village.

The Village may conduct negotiations with the top vendor(s) if required to determine the acceptability of the proposal in regards to specifications, terms and conditions and cost; therefore, the proposal(s) submitted should contain the vendor's most favorable terms and conditions as well as cost with detailed specifications as proposed, since the selection and award may be made without discussion.

## Village of Downers Grove

**IV. PROPOSER'S RESPONSE TO RFP**

(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.)



April 9, 2021

Mr. David Moody  
Village of Downers Grove  
5101 Walnut Avenue  
Downers Grove, Illinois 60515

**RE: PROPOSAL FOR WATER DISTRIBUTION VALVE ASSESSMENT SERVICES**

Dear Mr. Moody,

M.E. Simpson Co., Inc. is pleased to present the Village of Downers Grove, Illinois our proposal for a Water Distribution Valve Assessment Program. We are honored to be considered for this work and are confident our team will help make the project a success.

M.E. Simpson Co., Inc. is a Professional Services Firm dedicated to developing and providing programs and services designed to maximize peak performance for our clients' water distribution systems.

Many of these programs are universally recognized as a part of "Best Management Practices" (BMPs) for utilities. We pride ourselves on delivering solid solutions using the highest quality technical and professional services by way of state-of-the-art technology and a skilled and well-trained staff of professionals. Our highly educated engineers and technical team are committed to the success of this project. They will be ready at a moment's notice to relieve your staff's burden and ensure a seamless continuation of your services.

Our services were developed and refined to provide utilities with programs that can be customized to meet their needs. From complete "Turn-Key" services to assisting with the development of "in-house" programs for utilities, M.E. Simpson Co., Inc. serves our clients with this ultimate goal: to deliver to the public the implicit faith that "the water is always safe to drink".

Thank you for your consideration and this opportunity to acquaint you with our Valve Exercising Services and offer this response. We are committed to exceeding your expectations.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'RL' or 'Randy Lusk'.

Randy Lusk  
Innovations & Solutions Manager

Randy Lusk  
Innovations & Solutions Manager

3406 Enterprise Avenue  
Valparaiso, IN 46383

800.255.1521 T  
888.531.2444 F

RandyL@mesimpson.com



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Village of Downers Grove

# **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:**

M.E. Simpson Co., Inc.

Company Name

Date: April 2, 2021

3406 Enterprise Ave.

Street Address of Company

RandyL@mesimpson.com

Email Address

Valparaiso, Indiana 46383

City, State, Zip

Randy Lusk

Contact Name (Print)

(800) 255-1521

Business Phone

(800) 255-1521

24-Hour Telephone

(888) 531-2444


Fax

  
Signature of Officer, Partner or  
Sole Proprietor

Michael D. Simpson 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



## 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: Michael D. SimpsonADDRESS: 3406 Enterprise Ave.CITY: ValparaisoSTATE: IndianaZIP: 46383PHONE: (800) 255-1521 FAX: (888) 531-2444TAX ID #(TIN): 35-1474720

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

**REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):**NAME: Cara Lance-EmerickADDRESS: 3406 Enterprise Ave.CITY: ValparaisoSTATE: Indiana ZIP: 46383**TYPE OF ENTITY (CIRCLE ONE):**

Individual

Sole Proprietor

Partnership

Corporation

Government Agency

Limited Liability Company – Member-Managed

Limited Liability Company- Manager-Managed

Medical

Charitable/Nonprofit

SIGNATURE: [Signature]DATE: April 2, 2021

Village of Downers Grove

**PROPOSER'S CERTIFICATION (page 1 of 3)**

With regard to Valve Assessment Services, Proposer M.E. Simpson Co., Inc. hereby certifies  
(Name of Project) (Name of Proposer)  
the following:

1. Proposer is not barred from bidding this contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS 5/2-105(A)(4);
3. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
4. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.

BY: \_\_\_\_\_

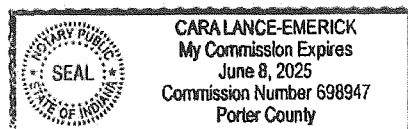
Proposer's Authorized Agent

3	5	-	1	4	7	4	7	2	0
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**FEDERAL TAXPAYER IDENTIFICATION NUMBER**

or \_\_\_\_\_

Social Security Number



Subscribed and sworn to before me

this 5th day of April, 2021.

Caralance-Emerick  
Notary Public

Village of Downers Grove

**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 Indiana, which operates under the Legal name of M.E. Simpson Company, Inc., and the full names of its Officers are as follows:

President: Dan Hood

Secretary: Pam Hood

Treasurer: Michael D. Simpson

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 \_\_\_\_\_, which operates under the legal name of \_\_\_\_\_, and the full names of its managers or members are as follows:

Manager or Member: \_\_\_\_\_

Manager or Member: \_\_\_\_\_

Manager or Member: \_\_\_\_\_

Manager or Member: \_\_\_\_\_

**(c) Partnership**

Signatures and Addresses of All Members of Partnership:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Village of Downers Grove

**PROPOSER'S CERTIFICATION** (page 3 of 3)

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

**(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 Cincinnati Insurance

Agent Stacy Rutkowski

Street Address 407 E. Lincolnway

City, State, Zip Code Valparaiso, Indiana 46383

Telephone Number (219) 510-6209

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

Print Name of Company: M.E. Simpson Co., Inc.

Print Name and Title of Authorizing Signature: Michael D. Simpson CEO

Signature:  \_\_\_\_\_

Date: April 2, 2021

Village of Downers Grove

**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: M.E. Simpson Co., Inc.

Address: 3406 Enterprise Ave.

City: Valparaiso, Indiana Zip Code: 46383

Telephone: ( 800 ) 255-1521 Fax Number: ( 888 ) 531-2444

E-mail Address: RandyI@mesimpson.com

Authorized Company Signature: 

Print Signature Name: Michael D. Simpson Title of Official: CEO

Date: April 2, 2021

Village of Downers Grove

**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 submission, an executed Campaign Disclosure Certificate.

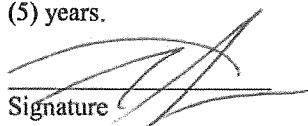
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

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:

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

  
Signature

Michael D. Simpson  
Print Name

☐ Bidder/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: M.E. Simpson Co., Inc.  
(company or individual)

To whom contribution was made: N/A

Year contribution made: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name



M.E. Simpson Co., Inc. | The Village of Downers Grove, Illinois Water Distribution Valve Assessment Services,  
Firm Qualifications & Experience

## FIRM HISTORY

**M.E. Simpson Co., Inc.** was founded in 1979 by Marvin E. Simpson. We are based out of Valparaiso, Indiana, near Chicago, Illinois. Our firm has become the industry leader in developing and providing water loss assessment and distribution system asset management programs and services, aiding our clients in maximizing their peak performance for their water distribution systems. We offer the highest quality Technical and Professional Services, using state-of-the art technologies and highly skilled and trained professionals. Our staff has developed a host of high-tech programs that will ensure that your Utility will be proactive in dealing with your water distribution systems. "Crumbling infrastructure, inaccurate records, conservation, sustainability, water quality, water loss, economic conditions, revenue shortfalls, being green, having enough water"; these are all statements and buzz words in today's society. Currently in the water industry, these words are our reality, thus making them our responsibility.

We've maximized distribution system performance and optimized distribution system data, records, and mapping for all our clients. To date, we have provided Water Loss Control programs that have included over 80,000 Large Water Meters serviced (including several utilities in Georgia), 100,000 miles of Leak Detection services and numerous water audit programs. Our Asset Management services have documented over 500,000 valves located and exercised. Our Fire Hydrant Flow testing program has recorded 80,000 fire hydrants inspected, flow tested, and water main capacity information developed.

### Valve Assessment History

M.E. Simpson Co., Inc. developed its Valve Assessment program in 1986. Since then, we've improved the program so now it is a fundamental asset management and condition assessment program for our clients. We developed Polcon Pro-Valve®, a Microsoft Access database showing all the pertinent information needed to readily recreate valve location and data. Today that database program has been changed into a cloud-based mapping and asset management program that is accessible by clients online and has the ability to integrate with the Utility's GIS system, including electronic work orders.

Our Valve Assessment Programs have been employed since 1986 in a majority of municipalities around the Chicago Metro Area and the Midwest and have spread to other utilities across the US. These programs have benefited municipalities from small systems consisting of 100 valves to systems with several thousands of valves. Additionally, our crews have been deployed to several locations throughout the United States including Georgia, California, and overseas to help utilities with their distribution system maintenance and assessments. Our crews have the unique ability to be able to respond to individual Utility requests because of the cross training they have received performing all the services M.E. Simpson Co. Inc. provides.

Our project manager and personnel have all the equipment and abilities necessary to perform your valve program and respond to any needs that the Utility may have. We are proud of the work we have performed using the latest technology and meeting the needs of "our customer" the Water Works Industry. We have played an important role in educating utilities about the need for and efficiency of annual maintenance programs, including the development of our online database programs for mainline valve assessments, fire hydrant maintenance and flow testing, Pro-Maps®, our atlas updating services, and the continuing development and manufacturing of the Polcon® Flow Monitoring Equipment.

M.E. Simpson Co., Inc. | The Village of Downers Grove, Illinois Water Distribution Valve Assessment Services,  
Firm Qualifications & Experience

### Valve Project Understanding

The Village of Downers Grove, Illinois is seeking a qualified firm to provide services for a Valve Exercising Program. The program is needed to be able to identify and quantify specific valve issues that are occurring in the water distribution system with the end aim of being able to provide specific directions for water valve maintenance techniques that can be employed short term and long term.

### **M.E. Simpson Co., Inc. (MESCO) has been providing valve assessment programs for over thirty-five years.**

MESCO has been providing valve assessments for Chicago suburbs in some cases for over 35 years as well as conducting valve assessments in various locations in the US. Our firm has performed valve assessments on a combined total of over 500,000 valves since 1986. We have provided Real loss and Apparent loss assessments, having assessed over 80,000 commercial/industrial large meters for accuracy as well as leak detection for over 100,000 miles of pipe. Our crews have assessed numerous production water meters (up to 108" in diameter) not only in the Midwest but in several larger cities in the US. Our firm has provided formal water auditing to several cities and towns since 2003 when the IWA/AWWA Water Audit methodology was developed and released for use by the American Water Works Association (AWWA) Water Loss Committee. We have active members on several AWWA committees, including a Past Chair of the Water Loss Control Committee (2010-2014) and past AWWA Vice Presidents and Directors.

MESCO has been producing successful water system maintenance in the Chicago metro suburban area since 1979 and understands the complexity of implementing long range distribution system maintenance programs for several water systems ranging from Water Commissions to individual municipal systems. These services have also been provided to several water utilities from small utilities to some of the largest water utilities including Los Angeles, Chicago, Baltimore, Miami-Dade, Phoenix and Scottsdale. MESCO believes that through this work we have established a proven history of delivery, responsiveness, ingenuity and environmental stewardship. We share the same mission as the Village of Downers Grove, Illinois and are encouraged by the leadership role that the South Adams County Water District is assuming towards a holistic approach to address water system challenges.

M.E. Simpson Co., Inc. | The Village of Downers Grove, Illinois Water Distribution Valve Assessment Services,  
Industry Knowledge/Additional Information

## INDUSTRY KNOWLEDGE/ADDITIONAL INFORMATION

At MESCO, services are tailored to the specific needs of our clients. Our participation can range from the small specialized work supplementing the work of any in-house staff, to complete development of full-scale water system programs.

With continuation and enhancement of Village of Downers Grove's valve assessment program, we will support a fundamental cornerstone of the Village of Downers Grove's Asset Management Policies. Our team brings to the Village of Downers Grove, Illinois a demonstrated experience and a unique perspective in valve assessment services.

From MESCO's in depth experiences working with several water utilities performing water distribution system programs there have been some very similar issues from each utility that have been clearly exposed. Utilities expect the work process to be able to be performed at a high level, with competent technicians and staff, and that it is done efficiently. There are three basic objectives that should be met by the Project Team:

- 1. Expertise.** The Village of Downers Grove, Illinois needs breadth and depth to help solve the variety of water system challenges that it faces in maintaining the water infrastructure – which is large, complex, aging and requiring upgrading to address new water needs. With our Team's experience in every aspect of Distribution System maintenance and optimization, we can often provide support that assists the utility in avenues well beyond just the valve project scope.
- 2. Streamlined Access.** The Village of Downers Grove, Illinois needs to be able to easily access and manage the Project Team's expertise to bring it to bear on distribution system valve problems rapidly and with the least possible administrative burden to the Village of Downers Grove, Illinois staff. However, the Village of Downers Grove, Illinois will need to have considerable input to the process by providing needed data for analysis. In this respect, interaction with utility staff will be needed to produce quality water system maintenance efforts.
- 3. Professional Working Relationships.** The Village of Downers Grove, Illinois must be confident that the Project Team is working as true professionals – putting the Village of Downers Grove, Illinois's interests first. The professionals in the Village of Downers Grove, Illinois organization must have good working relationships with MESCO's professionals. Both parties should look for opportunities to complement each group's goals and ultimate requirements of the Village of Downers Grove, Illinois's residents.

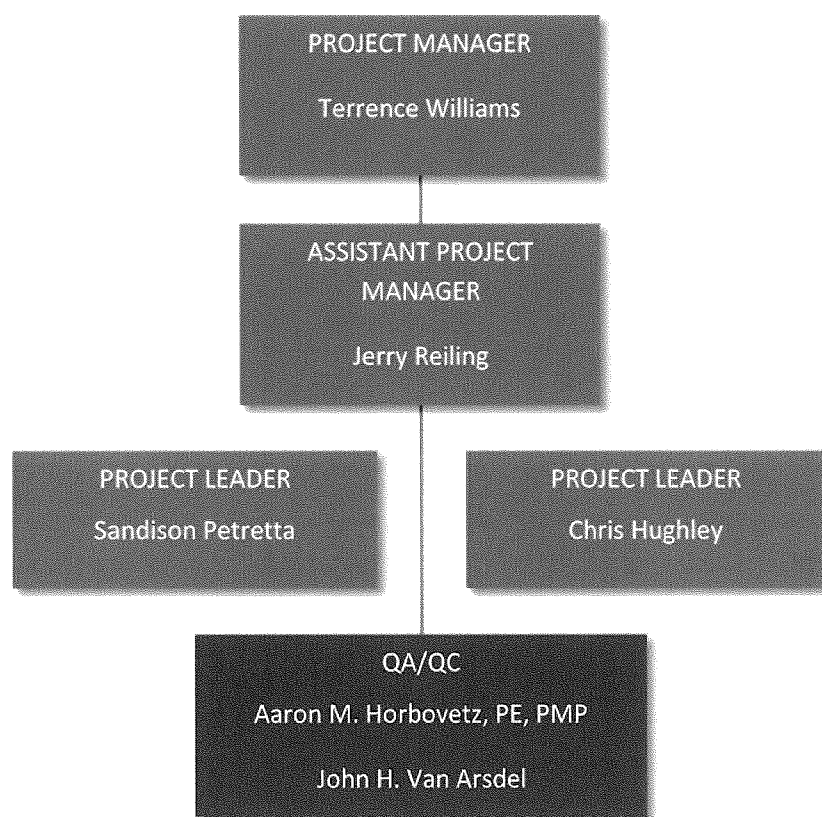
The strengths of the M.E. Simpson Co., Inc.'s organization and staff, as well as our specific approach to this assignment, will fulfill all of the Village of Downers Grove's needs for water system maintenance for valves.



## EXPERIENCE OF KEY PERSONNEL

Our team brings the necessary experience for a project of this magnitude, as well as the personal attributes needed to serve the Village of Downers Grove, Illinois with distinction. We offer our clients the highest quality technical and professional services, using state-of-the-art technologies and highly skilled and trained professionals. The M.E. Simpson Co., Inc. team members selected to serve the Village of Downers Grove, Illinois bring significant experience and a proven track record of delivering timely, cost-effective and sound valve exercising and assessment solutions.

They share a passionate commitment to client service and attention to detail required for a successful project. The Organizational Chart below illustrates the Project Team for the Utility's Valve Assessment program. One of the two Project Leaders listed will lead the Project Team in the field. **Two-Man Project Teams will be used at all times during the course of the project for reasons of safety and quality assurance.**



## Role

Project Personnel and  
Management Oversight  
Project Manager and  
Implementation

## Work History

M.E. Simpson Company, Inc.  
Area Service Manager  
Project Manager  
Project Leader  
1996 - Present

## Professional Certifications

10 Hour OSHA Certified for  
General Industry

American Red Cross First Aid  
and CPR with AED Certified

American Traffic Safety  
Services Association  
Flagging Certified

Extensive traffic control  
training

Extensive confined space  
training

# Terrence Williams

## Operations Manager

Terrence Williams has been with M.E. Simpson Company since September 2014. Terrence previously worked in retail management. Terrence is a graduate of Purdue University with a Bachelor of Science in Accounting. Terrence also completed his MBA at Keller Graduate School of Management. Terrence is currently involved in the preparation of client reports, data quality control, and drafting new paperless database programs. He also has experience in valve location, exercising and mapping, and the use of the state-of-the-art leak detection equipment. Terrence also has experience in fire hydrant and main capacity flow testing, and the operation of our Polcon® Flow Testing equipment.

## Role

Project Manager and  
Implementation

## Work History

M.E. Simpson Company, Inc.  
Area Service Manager  
Project Manager  
Project Leader  
1996 - Present

## Professional Certifications

10 Hour OSHA Certified for  
General Industry

American Red Cross First Aid  
and CPR with AED Certified

American Traffic Safety  
Services Association  
Flagging Certified

Extensive traffic control  
training

Extensive confined space  
training

# Jerry D. Reiling

## Area Service Manager

Jerry Reiling has been with the Company since May 1996. He is a graduate of Purdue University with a B.A. in Physical Education. Jerry previously worked in both the environmental services industries and HVAC for 10 years. He is responsible for day-to-day operations of field crews for the M.E. Simpson Co., Inc. Dyer, Indiana office. Jerry has over 19 years of experience directing and conducting water loss reduction programs in the field, specifically leak detection and leak locating, along with meter testing. He has completed classes and attended lectures on the operation and maintenance of water meters. Jerry is very experienced in the following: the operation and maintenance of water meters; main line water valve location, exercising and mapping with GPS; hydrant flow testing and hydrant maintenance, Unidirectional Water Main Flushing, use of state-of-the-art leak detection equipment, and the operation of our Polcon® Flow Testing equipment used for hydraulic studies.

## Significant cities where projects were performed:

- ◆ City of Joliet, IL (2016)

**Role**  
Project Manager and  
Implementation

**Work History**  
M.E. Simpson Company, Inc.  
Project Leader  
2000 - Present

**Professional Certifications**  
10 Hour OSHA Certified for  
General Industry

American Red Cross First Aid  
and CPR with AED Certified

American Traffic Safety  
Services Association  
Flagging Certified

Extensive traffic control  
training

Extensive confined space  
training

# Sandison Petretta

## Senior Project Leader

Sandison Petretta has been with the Company since July of 2000. He previously worked in the commercial painting industry. Sandison has attended numerous classes and lectures related to the operation, maintenance, and installation of water meters, and completed classes in plumbing. Sandison has experience in the following; maintenance and installation of water meters; valve location, exercising and mapping; fire hydrant and main capacity flow testing; and the use of state-of-the-art leak detection equipment. He is also experienced in the use of all of our Polcon® Flow Testing equipment.

### Significant water utilities where valve and hydrant assessments were performed:

- ◆ Village of Downers Grove, IL (2012 - 2018)
- ◆ Village of Orland Park, IL (2012 – 2018)
- ◆ Village of Franklin Park, IL (2017 – 2018)
- ◆ Village of Westmont, IL (2014 – 2019)
- ◆ City of Chicago Heights, IL (2016)
- ◆ Village of Hometown, IL (2018)
- ◆ Village of Hazel Crest, IL (2015)
- ◆ City of Country Club Hills, IL (2016)
- ◆ Town of Highland, IN (2015)
- ◆ Village of Tinley Park, IL (2015)



**Role**  
Project Management and  
Implementation

**Work History**  
M.E. Simpson Company, Inc.  
Project Leader  
2006 - Present

**Professional Certifications**  
10 Hour OSHA Certified for  
General Industry

American Red Cross First Aid  
and CPR with AED Certified

American Traffic Safety  
Services Association  
Flagging Certified

Extensive traffic control  
training

Extensive confined space  
training

# Christopher Hughley

## Project Leader

Chris Hughley has been with the Company since November 2006. He previously worked in the retail industry before becoming a project leader with M.E. Simpson Company. Chris has traveled all over the country and world completing various projects including jobs in California, New Jersey, Minnesota, Arizona, Georgia and Turkey. Chris has attended numerous classes and lectures on the operation and maintenance of water meters. He has experience in the maintenance and installation of water meters; in valve location, exercising and mapping; and in the use of state-of-the-art leak detection equipment. Chris is experienced in water meter, fire hydrant and water main capacity flow testing, and the operation of our Polcon® Flow Testing equipment.

## Significant water utilities where valve and hydrant assessments were performed:

- ◆ City of Avondale, AZ (2012 – 2016)
- ◆ City of Burnsville, MN (2015 – 2018)
- ◆ Town of Dyer, IN (2017)
- ◆ Village of Lynwood, IL (2016 -2017)
- ◆ Village of Oak Lawn, IL (2014 - 2015)
- ◆ City of Blue Island, IL (2015 - 2016)
- ◆ City of Tempe, AZ (2014)
- ◆ Town of Wellton, AZ (2012 – 2013)
- ◆ Adana, Turkey (AFB) (2013 – 2014)
- ◆ City of Alameda, CA (2016)



# Role

Project Management and Development

# Education

BS, Mechanical Engineering,  
Purdue University

# Work History

M.E. Simpson Company, Inc.  
Project Engineer  
Project Manager  
1999 - Present

# Professional Certifications

Licensed Professional  
Engineer, Indiana

# Certified Project

Management Professional  
(PMP)

- Member of Project Management's Institute Calumet Chapter

30 Hour OSHA Certified for  
General Industry

American Red Cross First Aid  
and CPR with AED Certified

American Traffic Safety  
Services Association  
Flagging Certified

Extensive traffic control  
training

Extensive confined space  
training

Certified Water Auditor  
Validator

# Aaron Horbovetz, PE, PMP

## Project Engineer

Aaron Horbovetz has been with the Company since September of 1999. He earned his degree in Mechanical Engineering from Purdue University, and is a licensed Professional Engineer in the State of Indiana, since 2016. Aaron is also a certified Project Management Professional (PMP®), since 2013. Aaron is a regular presenter at AWWA conferences, since 2012, both at section meetings and at the ACE conferences, and participates in multiple AWWA committees at both the local and national levels.

He has attended numerous classes and lectures related to the operation, maintenance and installation of water meters, and completed classes in plumbing. Aaron has experience in the following: maintenance and installation of water meters; valve location, exercising and mapping, fire hydrant and main capacity flow testing, and the use of state-of-the-art leak detection equipment. He manages the company's hydraulics services division, including all Pitot testing, pump curve analysis, and C-Factor testing.

## Significant cities where projects were performed:

- City of Chicago, IL (2012 – 2019)
- City of Baltimore, MD (2010 – 2019)
- City of Atlanta, GA (2014-2019)
- City of Avondale, AZ (2012 – 2016)
- City of Buckeye, AZ (2015 – 2016)
- City of Cottonwood, AZ (2012)
- Lake Havasu City, AZ (2015 -2016)
- Town of Sahuarita, AZ (2014)
- City of Scottsdale, AZ (2012)
- City of Tempe, AZ (2014)
- Wellton, AZ (2012 – 2013)

## Role

Project Management and Development

## Work History

M.E. Simpson Company, Inc.  
Vice President  
Project Manager  
1989 - Present

## Professional Associations

American Water Works Association (AWWA)

- Water Loss Control Committee (Chair 2010 – 2014)
- Apparent Water Loss Sub Committee

Illinois Section AWWA Board of Directors

- Past Chair (2014 – 2015)
- Chair (2014 – 2015)
- Education Committee
- Water For People Committee
- Water Efficiency Committee

Indiana, Michigan, North Carolina, South Carolina, Georgia, Virginia, and Florida State Sections AWWA

## Professional Certifications

30 Hour OSHA Certified for General Industry

American Red Cross First Aid and CPR with AED Certified

American Traffic Safety Services Association  
Flagging Certified

Certified Water Audit Validator

# John H. Van Arsdel

## Vice President

John H. Van Arsdel has been with M.E. Simpson Co., Inc. since May 1989. He graduated from Valparaiso University with a B.A. in Geography with an emphasis in Locational Evaluation and Research Design. He has completed water operators classes and seminars on Water Filtration and Distribution, Vulnerability Assessment Class for the Sandia Labs RAM-W method and the RAM-W “modified” for small to medium systems (currently licensed to use the Sandia Labs RAM-W Method, and licensed to teach the RAM-W “modified” for small to medium water systems), along with classes related to the operation and maintenance of water meters, and system hydraulics specifically related to the Polcon® Flow Testing equipment.

John has over 31 years of experience directing projects for water utilities concerning water audits, loss prevention, leak detection programs, meter evaluation and maintenance, flow testing using the Polcon® Flow Testing method (large flow meter assessments, C-factors, pump curves, zone flow measurements), mainline valve assessments (location, exercising and mapping programs), and fire hydrant and main capacity flow testing programs. John has been responsible for the analysis, evaluation, and CAD updating of Water Distribution, Sanitary, and Storm Sewer Atlases using GPS locating. He developed the Company’s Unidirectional Main Flushing Program and Utility Atlas Updating Program. He has presented classes for continuing education credits for water operators for over eighteen years to several local and state Water Works Organizations on Water Loss Reduction including Water Audits, Leak Detection, Meter Testing and Flow Testing. He has presented papers at the AWWA ACE in 2007, 2008, 2009, and 2012, At the 2010, 2011, and 2012 AWWA DSS he presented papers on water loss reduction. Since 2003, he has conducted classes on Vulnerability Assessments and Emergency Response Planning for water utilities as well as conducting several VA and ERP projects. He served from 2010 to 2014 as Chair of the AWWA Water Loss Control Committee.

As Vice President of M.E. Simpson Co., Inc., John serves as the main point of contact for client development, business sales and customer relations for the Eastern U.S.

M.E. Simpson Co., Inc. | The Village of Downers Grove, Illinois Water Distribution Valve Assessment Services,  
Technical Approach/Implementation

## TECHNICAL APPROACH/IMPLEMENTATION

### Water Distribution System Valve Assessment

The Field Scope of Service for the Valve Assessment Program is understood to be the following:

The Project Team (M.E. Simpson Co., Inc.) will furnish all labor, material, transportation, tools, and equipment necessary to perform valve assessments on the water distribution system. The Project Team shall be required to provide such skilled and trained personnel and equipment necessary to complete the work herein specified. **There will be a minimum of Two Persons per team performing the valve assessments at all times.**

- ◆ Work in an orderly and safe manner to ensure protection of the local residents, Utility employees, and the Field Staff so that no avoidable accidents occur.
- ◆ All Field Staff will have readily observable identification badges worn while in the field. All vehicles used in the field will have company signs attached.
- ◆ Project Team Personnel will **meet with the Utility to review the project** guidelines and answer any questions on procedures.
- ◆ Any **pressure zones** in the distribution system will be identified on the water atlas prior to developing the valve assessment program. This will need to be done with distribution personnel prior to the start of the program to avoid having pressure zone problems due to valves opened when they need to be closed.
- ◆ As a part of the valve program, mapping discrepancies found on the current water atlas will be noted and included as a part of the final report so the Utility can make needed corrections. This will be included as a part of the periodic reporting to the Utility, thus enabling the Utility to keep up with mapping corrections.
- ◆ A progression map shall be maintained for each section under study indicating valves assessed on the map. This will be especially helpful in quickly determining the work progress of the crews in the field.
- ◆ It may be necessary to conduct parts of the valve assessment during "off hours" such as at night. This may be required in areas of high traffic volume where traffic may affect the ability to conduct safe valve assessment, and traffic volume may affect the ability of the Project Team to be able to safely access valves on busy streets. The Project Team will give 24-hour advanced notice of intent to operate valves in a particular area that may require after hours work or nighttime work. This is so the Utility can plan for the area to be worked in, give notification to the Police department, as well as other Public Works Divisions as to the activity that will take place.

#### VALVE LOCATION

The Project Team will:

- ◆ **Examine the water maps** to determine the anticipated location of each water valve.
- ◆ **Attempt to verify** the existence of all water valves shown on the water maps by visual inspection.
- ◆ **Search for water valves** shown, but not identified by visual inspection, using a magnetic locator.
- ◆ **Employ a combination** of recorded information, manual and technical testing techniques as needed to establish the location of remaining water valves.
- ◆ **Identify locations where a water valve is expected**, but not shown on the water map, and proceed through verification and search process.
- ◆ **Two attempts shall be made to locate "lost" valves** before these are turned into the Utility for location. The Project Team will ask permission to trace existing water mains by means of line locating equipment

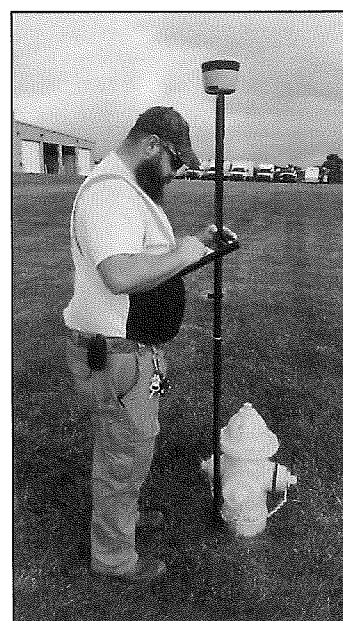
to establish the configuration of existing water mains and probable location of water valves should search by magnetic locator fail. If the Utility cannot locate the valve within five working days, The Project Team shall be paid for the attempted locate.

- ◆ **Valve enclosures will be cleaned out** to be able to see the operating nut.
- ◆ **Corrections to the Utility maps** shall be drawn on the paper maps provided by the Utility and returned to the Utility after the project is completed.
- ◆ **Located valve boxes or valve vault covers** shall be painted with an environmentally formulated precautionary blue paint for future identification.

#### GPS VALVE LOCATION

**Once the valves & hydrants have been located, the Project Team will perform the following for valves & hydrants that do not already have GPS coordinates:**

- ◆ **The Project Team will collect GPS Coordinates** of all valves & hydrants assessed using the above "Scope of Work."
- ◆ The Project Team will work with the Utility to develop a "data dictionary" which will define the information to be collected for each attribute. The Data dictionary shall have the following but not limited to:
  - Date and time the information was gathered.
  - The unique identifying number for each attribute consistent and compatible with system presently employed by the *Utility*.
  - Location for each attribute referenced by Northing and Easting coordinates generated from the GPS location in the Utility's local State Plane Coordinate system.
  - Type of Attribute (mainline valve).
  - Offset information if the attribute needs to have the location determined by an offset coordinate due to blocked signals from the GPS satellites.
  - Any other data required to be collected as part of the attribute data set as defined by the Data Dictionary. This Data Dictionary will be assembled by the Project Team and the Utility.
- ◆ **The accuracy of each GPS location will be sub-foot.**
- ◆ **GPS locations will need to have readings** from at least four satellites in position and a reading from a local GPS beacon, or five satellites for the position to be considered accurate as a differentially corrected GPS location.
- ◆ **"PDOP" readings need to be less than 5.** "PDOP" readings greater than 5 will not be considered as accurate locations.
- ◆ **Position of the GPS satellites shall be given primary consideration.** The position of the satellites shall be recorded as part of the data. If the satellites are low on the horizon, it is expected that the project team will wait until the position is better before attempting to gather the GPS position. Data collected with the satellites low on the horizon and/or poorly distributed shall not be considered valid.
- ◆ **The information collected** will be compiled into a database with the ability to export the information into a format acceptable to the Utility such as Microsoft Access, Microsoft Excel, .DXF file, or .SHP file for use in the Utility's GIS system or CAD mapping.
- ◆ **All locations will be differentially corrected** for accuracy in real-time. A data transformation will be done on the GPS points taken to ensure they are in the correct coordinate system requested by the utility. Our



field teams utilize Trimble® R2 units for sub-foot accuracy. The level of accuracy taken will be based upon the above scope of work.

#### DOCUMENTATION OF GPS VALVE LOCATIONS

**The Project Team will provide a location report for each documented valve & hydrant located, and/or a cloud-based, electronic format agreed upon between the Utility and M.E. Simpson Co., Inc.**

- ◆ The GPS location data collected will be exported into a database for Utility use.
- ◆ The GPS data collected shall include but is not limited to the following information:
  - a. *Identifying number consistent and compatible with system presently employed by the Utility.*
  - b. *Location referenced by coordinates using the **Illinois State Plane Coordinate System**.*
  - c. *Location by street and cross-street names.*
  - d. *Type of structure.*
  - e. *Date and time data was collected.*

#### VALVE EXERCISING

**The Project Team will:**

- ◆ Operate selected valves in accordance with the AWWA manual M-44, "Distribution Valves: Selection, Installation, Field Testing and Maintenance".
- ◆ Attempt to operate each of the valves manually.
- ◆ Valves requiring an operating torque greater than one hundred (100) foot-pounds shall be operated by a portable and/or truck mounted hydraulic valve machine. The valve operators used by the Project Team have torque-limiting capabilities that allow incremental settings from fifty (50) to twenty-five hundred (2500) foot-pounds of torque.
- ◆ The machine shall be solely and completely dependent upon the operator for continuous control of direction and torque, otherwise known as "non-locking" or "torque limiter" capability.
- ◆ All valves will be operated with the minimum torque required preventing valve damage.
- ◆ Maximum torques shall be as follows:
  - 4" gate valves – 300 ft. lbs.
  - 6" and larger gate valves – 600 ft. lbs.
  - Butterfly valves – 200 ft. lbs.
- ◆ During initial valve closure, the valve will be turned no more than five (5) turns before turn direction is reversed to two (2) turns, thus allowing the threads of the stem and gate to free themselves. This closure and partial reversal process shall be repeated until the valve has achieved full closure.
- ◆ The valves will then be operated from full open to full closure until such time as this can be done without further turn range improvement or no further reduction in the required operating torque is noted, through a **minimum of one (1) range of operation**.
- ◆ **The Project Team shall notify the Water Superintendent**, of intent to operate a certain group of water valves. The Team shall obtain permission to perform the work, at least twenty-four (24) hours or one (1) working day in advance of the intended start of that work.
- ◆ **Valves found in the closed position** shall be reported to the Utility immediately so verification can be made for operating or not.
- ◆ **Valve vaults and boxes shall be cleaned or pumped out** to gain access to the valve and for inspection of the operating nut.
- ◆ **If there is reasonable evidence that a valve might break during the operating process**, the Utility will be notified immediately, and a decision will be made by the Utility to attempt or not to attempt the

process. **Any valves that fail or break during operation will be repaired or replaced by the Utility.** The Project Team cannot be held responsible for possible valve failures during the operating procedure.

#### DOCUMENTATION OF VALVE OPERATING

- ◆ All of the pertinent information for each valve that is exercised will be documented in the Utility's GIS system supplied by the South Adams County Water & Sanitation District. The following is a list of the information gathered.
  - *Facility ID, Inspection Company, Ground Surface, Depth to Nut (Ft), Operating Position Found, Diameter, Valve Type, # of Turns, Name of Operator, Valve Leaking?, Stem OK?, Packaging OK?, Lube Req'd, Other Maint Req'd, Notes, Cleaning Required, Location Description, Valve Condition, Date Exercised, Box Type, Current Operating Position, Designator, Operator (Other), Operating Nut OK?, Exercise Completed, Reason Could Not Complete, Reason Could Not Complete Details.*

#### Valve Operations

**Our Project Team takes great care when operating and operating valves in the water distribution system.** Even with our years of proven experience in water system operations problems occasionally occur. Any valves that break or fail during the assessment program will be repaired or replaced at the expense of the water Utility. The Project Team cannot be held responsible for possible valve failures during their operation due to pre-existing conditions. The Project Team cannot be held responsible for damage done to the water system during valve operating, such as water leaks, discolored water and turbidity that can possibly occur during the process.

#### PRO-MAPS™

The Utility can elect to have access to their GIS data through Pro-Maps™. Pro-Maps™ Online Subscription program is an online application technology that brings your water, wastewater, and stormwater system maps and data with you wherever you go. This web based real-time product allows Utility staff to view, inspect, and collect data on the water, wastewater, and stormwater systems in real time. The features included in this subscription are:

- ◆ The data will be collected in the field on a tablet. The data is then transferred simultaneously over the internet to our corporate office. Once the data has been received by our administration staff, it is reviewed for Q/QC, then imported into our Pro-Maps™/Pro-Hydrant® database. All reports will be generated from this database and made readily available as a deliverable to the Utility.
- ◆ The Utility will be provided with a username and password to access the data on our online Pro-Maps™ data collection program. This information is housed on a secure, cloud-based server. The Utility will have the ability to receive the data into a format that is compatible with the Utility's current GIS system.
- ◆ Pro-Maps™ has the ability to display the base map view in multiple formats such as; ESRI Topo, ESRI World Street and ESRI Aerial.
- ◆ Pro-Maps™ is an online subscription program that will give the user access to their data in an online application and is limited to the data provided by the Utility. The validity of the Utility's additional data on other assets in the water system will be the responsibility of the Utility and will be added into the data set collected in the field by the field teams for inclusion in Pro-Maps™. This process requires a thorough inspection, importation, and construction of each individual client's data. This program gives the user access to their water distribution system's assets only. Access to and the creation of water atlas information regarding water mains is not included in this program. Features including, but not limited to, leak isolation, specialty reports, and dashboard information will not be included and data manipulation

such as water main creation will be the sole responsibility of the Utility. M.E. Simpson Co., Inc. offers a Pro-Maps™ Atlas Update Program that includes these features.

Pro-Maps® continues to be developed in house at M.E. Simpson Co. Inc. allowing us total control over the design of the product. Our program is based online in a secure server that only allows selected users access to the information through login/passwords. The advantage of this program allows you the flexibility to view your valve information from anywhere.

The data saved in Polcon Pro-Maps® can be read and manipulated with any other database product that supports Object Database Connectivity (ODBC). This provides flexibility to a user that needs to cross platforms. This software was developed to keep track of all the information that is associated with main line water valves. There are three areas of information that are recorded in Pro-Maps®. The first area is the **valve card**. The valve card keeps all the information about the valve that normally doesn't change year to year including:

- ◆ Valve number
- ◆ Map page number
- ◆ Street name
- ◆ Cross street name
- ◆ Size
- ◆ Turn Direction
- ◆ Type
- ◆ Operating nut depth
- ◆ Position
- ◆ Box style
- ◆ Site
- ◆ x-y Coordinates of the valve

The second area is the **exercising history**. As valves are turned year to year some information changes, this information is kept in ascending order by date so that the most recent information for the valve is always on top. Probably the most important piece of history information is the valve code. The valve code is used to organize the valves into groups. For example: a valve with no problems is coded "Valve OK" a valve that cannot be exercised because of debris in the box is coded "Box full of debris". There are many other valve codes describing the condition of the valves. The history section includes:

- ◆ Turn date
- ◆ Number of turns
- ◆ Technician
- ◆ Machine torque ratings
- ◆ Valve Codes
- ◆ Comments

Information alone is useless. In order to make the information worth having it must be used and Pro-Maps® makes that easier to do. Pro-Maps® online/web-based database pulls all the valve information together into a variety of reports. Reports include:

- ◆ Valve Card Books
- ◆ Exception Report
- ◆ Valve Listing by Number



M.E. Simpson Co., Inc. | The Village of Downers Grove, Illinois Water Distribution Valve Assessment Services,  
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- ◆ Valve Listing by Street
- ◆ Problem Valve List (Useful for Work Orders)

**FINAL REPORTS, DOCUMENTATIONS and COMMUNICATIONS**

- ◆ Project Team will **meet daily** with assigned Utility personnel to go over progress for prior workday and plan current day and area of valves to be operated.
- ◆ **Document all valve operating and locating** as indicated in the **"Scope of Work"**.
- ◆ **Maintain a progression valve report** of the project indicating valves operated.
- ◆ **Valves found with problems** shall be documented and turned into the assigned Utility personnel daily so the Utility can make the necessary corrections so the valve can be turned.
- ◆ **Prepare the final report** at the completion of the project which will include all valve documentation per **"Scope of Work"** for the Utility, for the total number of valves operated, valves requiring maintenance, as well as other problems found in the system during the course of the program that need the attention of the Water Utility. This report shall be made available for submission to the Utility within thirty (30) days after receiving data from the Utility. It is the responsibility of the Utility to supply M.E. Simpson Co., Inc. with the data collected in GIS Collector following the completion of the project in order to deliver the final report to the Utility.
- ◆ **The equipment used** will be that which is described in the "Equipment to be used" section.

**ASSUMPTIONS AND SERVICES PROVIDED BY THE UTILITY**

- ◆ The *Utility* will furnish all maps, atlases, (two copies) and records necessary to properly conduct the valve-operating program.
- ◆ The *Utility* will provide records such as old valve cards or any additional information that would make the valve location and operating easier to perform. This information shall be regarded as **CONFIDENTIAL** by the Project Team and will not be shared with anyone outside of the Water Utility without consent of the Water Utility.
- ◆ The *Utility* will notify other departments in the Utility, town, or Utility as to the activity of valve operating so that various departments are aware that a program is in progress. This is to ensure that if there should be a problem with part of the distribution system, notification can be made promptly.
- ◆ The *Utility* will also make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful in attempting to locate particularly hard-to-find valves and for general information about the water system. This person will not need to assist the Project Team on a full-time basis, but only on an "as needed" basis.
- ◆ The Utility will assist, if needed, to help gain entry into sites that may be difficult to get into due to security issues or other concerns. This may be required of areas where distribution mains run in easements on private property.
- ◆ The Utility will provide all Valve ID numbers, type of valve (if known), Map page numbers or grid number, and any other additional information that can aid in helping the overall success of the program.

**VALVES TO BE ASSESSED**

**Reports, Documentation & Communications**

- ◆ Project Team will **meet daily** with assigned Utility personnel to go over areas of valve assessments for prior workdays and plan current day and next two days' areas to flow test.
- ◆ At the end of each day, or as requested, a list of any broken or inoperable valves will be turned in.
- ◆ Each step of the valve assessment program will be identified in a valve report.
- ◆ Maintain a progression map to be included with the final report of the project indicating areas where valve assessments have been performed.



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- ◆ The data will be delivered in a format that is compatible with the Utility's current GIS system.
- ◆ Information collected by the Project Team during the program and any other information provided by the Utility shall be regarded as CONFIDENTIAL and will not be shared without permission from the Utility or unless required by law.
- ◆ Develop a log of activity to be included with the final report that will include the following:
  1. Type of problems observed
  2. Location of same for problems discovered
  3. Mapping errors on the water atlas
- ◆ **Prepare the final report** at the completion of the project which will include all valve assessment reports, other problems found in the system during the course of flow testing that need the attention of the Water Utility. **This final report shall be made available for submission to the Water Department within thirty (30) workdays of the completion of the fieldwork.**

#### Assumptions & Services Provided by the Utility

- ◆ The Utility will furnish, in an electronic format, all maps, atlases, (two copies) and records necessary to properly conduct the flow testing program.
- ◆ The Utility will make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful with general information about the water system. *This person will not need to assist the Project Team on a full-time basis, but only on an "as needed" basis.*
- ◆ The Utility will supply information regarding pressure zone boundary valves, and any other information that may make the job of flow testing easier to perform.
- ◆ The Utility will assist, if needed, to help gain entry into sites that may be difficult to enter due to security issues or other concerns.

#### Equipment

The following equipment will be used for valve exercising/assessment work during the valve program for the Utility. All material listed will be on the job site at all times.

- ◆ For the sub-foot GPS locations, the equipment shall be a Trimble® R2 Unit.
- ◆ All necessary hand tools needed.
- ◆ Truck mounted Arrow Board/Signage, and warning lights on trucks.
- ◆ Traffic control equipment, including properly sized traffic cones with reflective stripes when needed or required.
- ◆ Depth measurement tools, pipe diameter measuring tools.
- ◆ A "Schonstedt" / "Chicago Tape" magnetic locator.

## PROJECT SAFETY PLAN

M.E. Simpson Co., Inc.'s Safety Programs cover all aspects of the work performed by M.E. Simpson Co., Inc. We take great pride in our safety plan/policy/program and that is evident in our EMR scores over the last five years. The safety of our employees, the utilities employees and that of the general public is our #1 priority.

Our Safety Plan/Policy/Program, with all of its parts, is 60 pages in length. In an effort to be more efficient and less wasteful we do not print copies of the safety program for RFPs. There is nothing secretive or proprietary contained within our plan/policy/program and we are happy to share its contents. If you would like a PDF copy of our plan/policy/program please contact Terrence Williams, Operations Manager, at 800.255.1521 and a copy of our program will be sent via email to you.

Below is an overview of our plan/policy/program:



**Safety** is a major part of any project. M.E. Simpson Co., Inc. always provides a safe work environment for its employees. **Our staff is trained in General Industry OSHA rules, Confined Space Entry & Self-Rescue, First Responder First Aid, CPR, and Traffic Control.** While in the field on your project, M.E. Simpson Co., Inc., and its employees will follow all the necessary safety procedures to protect themselves, your staff, and the general public.

### M.E. Simpson Co., Inc. uses Two-Man Teams for Safety and Quality Assurance.

The use of a "one-person" leak detection team is dangerous and impractical where water mains run under roadways. It would be a dangerous precedent to allow a "one-person" team to access main line valves located in the roadway, attempt to listen to the valve with headphones on, and at the same time try to control traffic flow at that person's location in the street.

### **Therefore M.E. Simpson Co., Inc. adheres to the following:**

- ◆ The Project Manager and the Field Manager will be trained in accordance with OSHA Standard 1910 (General Industry) and be in possession of an OSHA 10 Hour or 30 Hour Card.
- ◆ Any listening points located in a "**confined space**" such as pit and vault installations that **require entry** will be treated in accordance with the safety rules regarding **Confined Space Entry, designated by the Utility, The Department of Labor and OSHA.**
  - All personnel are **trained and certified** in Confined Space Entry & Self-Rescue.
- ◆ We will follow all safety rules regarding **First Responder First Aid & CPR, designated by the Utility, The Department of Labor and OSHA.**
  - All personnel are **trained and certified** in First Responder First Aid & CPR.
- ◆ We will follow all **traffic safety rules, designated by the Utility, The Department of Labor, OSHA, and the Illinois Department of Transportation (per MUTCD).**
  - All personnel are **trained and certified**, by the **AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA)** in Traffic Control and Safety.

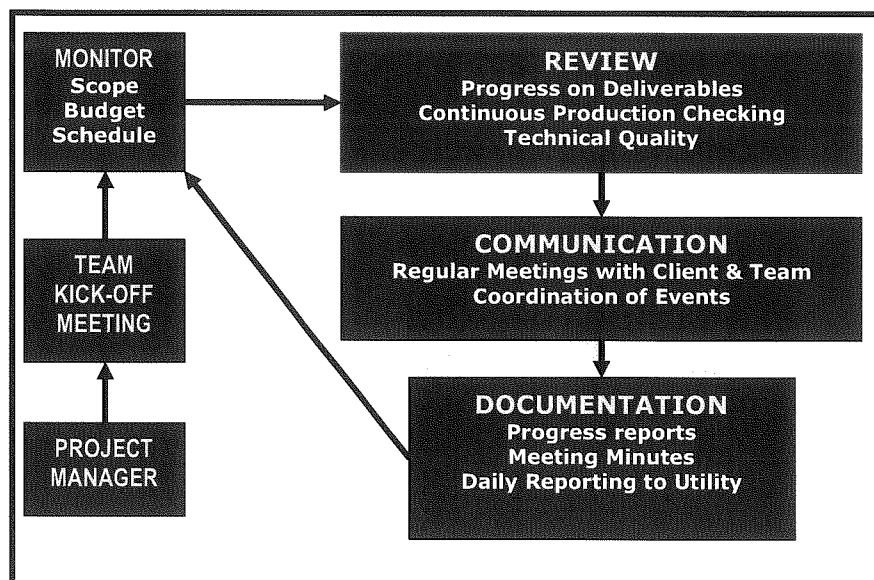
Current documentations of safety training and certifications can be provided for all project personnel for the Utility. These certifications are current and up to date (for 2021) for all project personnel.

# PROJECT MANAGEMENT APPROACH

M.E. Simpson Co., Inc.'s project management approach is what leads to our proven track record to complete projects on time and within the budget established. Based on our past experience, we have developed project management practices that will ensure the Village of Downers Grove, Illinois of effective Project Management Institute (PMI) standards, including the Project Management Body of Knowledge (PMBOK). These globally accepted standards will assure this project is planned, executed, monitored and controlled in accordance with world class procedures. MESCO has seasoned and experienced managers that will have continuous input, ensuring the results of the Valve Assessment Program exceed the expectations of the Village of Downers Grove, Illinois.

Our project management system establishes - the single project manager – who has the responsibility and authority to act on behalf of M.E. Simpson Co., Inc. This project manager will stay with the project from beginning to the successful completion. The project manager's specific responsibilities include:

- ◆ Coordination of all activities in this project
- ◆ Establishing key decisions and review milestones during this project
- ◆ Preparing an initial project development plan identifying the schedule of work tasks and key personnel to perform the work in the field to meet the milestones and objectives
- ◆ Coordinate communications and meetings with the Utility as needed or required to review technical concepts and alternatives, soliciting staff input and coordinating activities with the project team
- ◆ Prepare periodic reports as needed and meet with the Utility on a regular basis summarizing project scheduling, progress and maintaining the project within the budget stipulated
- ◆ Oversee the execution and development of the project deliverables



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Project management remains an important activity during the course of the project and does not stop with the Project Manager. For the valve assessment program, each member of the project team is dedicated to providing the best valve program that can be attained using the state-of-the-art valve assessment tools, field experience and engineering knowledge. Our team will be made up of experienced water professionals that are experts in valve assessment programs along with water meter evaluation/testing (residential, commercial, wholesale, and production meters), fire hydrant maintenance/flow testing, water distribution system hydraulic modeling, and leak detection. It is this combination of experience and knowledge that has helped shape our approach to valve assessments in distribution systems because the team members have the capacity to make on the spot decisions regarding any fine tuning of the program. They will maintain constant communication with the Village of Downers Grove, Illinois, and the Project Manager regarding their progress as well as any major issues needing immediate attention and discussion.

For the valve assessment program, each Project Team member assigned to specific tasks is dedicated to providing the best valve assessment knowledge that can be attained. Each team member is highly experienced in the implementation of valve programs. It is our team's combination of field experience and engineering knowledge that has shape our approach to valve assessments in distribution systems. The individual team members have the capacity to make sound decisions regarding any fine tuning of the program. They will maintain constant communication with the Village of Downers Grove, Illinois, and the Project Manager regarding the valve assessment progress.

MESCO is sure that the selection of our team to perform this work will provide the Village of Downers Grove, Illinois with exceptional experience, sound decision making, and a level of service providing the following advantages:

- ◆ A professional team with a specialized expertise in water distribution system assessments.
- ◆ Highly experienced engineering and field teams with the capacity to provide the highest quality work for the Village of Downers Grove, Illinois.
- ◆ A project approach that incorporates interim reporting and continuous input opportunities by the Village of Downers Grove, Illinois, and its Client.
- ◆ Innovative proven techniques developed from the completion of several similar projects that sought the same scope and results as this project.

#### *Project Quality Assurance/Quality Control*

Quality is of the utmost importance to the Project Team – not merely because of the Village of Downers Grove, Illinois, and other client's requirements, but because it is vital to our continued success and viability. Quality management and services bring to all of us the rewards of jobs well done, satisfied Utility staff, and successful projects.

Our QA/QC program is built around several key elements of each participating firm's mission and values which consist of:

- ◆ Maintaining a reputation for the highest quality performance

M.E. Simpson Co., Inc. | The Village of Downers Grove, Illinois Water Distribution Valve Assessment Services,  
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- ◆ Client satisfaction
- ◆ Continuous process improvement
- ◆ Open communication with the field staff and the Utility
- ◆ Teamwork

The QA/QC plan for this project is very simple. No work will leave MESCO Team until it has been verified that all the requirements and objectives of the project as well as the requirements of the project QA/QC managers have been met. During the course of the project, the Project Manager and/or the QA/QC manager will meet with the Village of Downers Grove, Illinois to ensure that the work product is technically correct, but also meets the needs and expectations of the Village of Downers Grove, Illinois. Every step will be well documented for progress reports. GIS data is collected in a way that does not allow our technicians to complete a step without first verifying that all necessary data has been collected. Our administrative staff then proofs the data collected in the field to ensure only the most accurate data is delivered to the client.

The Project Team's professional services are grounded in sound principles that meet the tests of time from past successes of hundreds of valve assessment projects and will satisfy the quality requirements of the Scope of Service. Each member of the project team will have a thorough understanding of the project objectives. Every member of the team will apply sound methodology and principles, and are expected to produce quality, accurate and complete documents. The QA/QC procedure has been developed and implemented based on tried and proven methodologies. The prevention of poor-quality service is based on four sound principles:

- ◆ **Quality management** of the project by using experienced personnel committed to excellence.
- ◆ **Conformance to requirements** by being knowledgeable of all local conditions in the field and keeping abreast of new cutting-edge asset management methods.
- ◆ **Prevention of rework and errors** by using teamwork, cross checking the valve assessment procedures every step of the way and having staff knowledgeable in all aspects of valve assessment and exercising projects.
- ◆ **Quality is built in - not added on.** The project management and staff have shown that a quality service is produced when the project tasks are properly sequenced and carried out to the final termination of the program using the built-in system of checks and balances.

M.E. Simpson Co., Inc. | The Village of Downers Grove, Illinois Water Distribution Valve Assessment Services,  
Technical Approach/Implementation

## SCHEDULE OF WORK

**Proposal Due:** April 9, 2021

**Notice to Proceed:** TBD

**Kick Off Meeting and Commencement of work:** Within 30 days of "Notice to Proceed" or as agreed upon between the Utility and M.E. Simpson to meet with Utility staff to go over project goals and objectives. Field work will begin the same day or agreed upon by the Utility and M.E. Simpson Co., Inc.

**Fieldwork to be completed and documented:** Field work will be started as agreed upon by the Utility and M.E. Simpson Co., Inc. Assume one field team (2 persons each), TBD days in the field for completion of valve assessments. Additional valve work beyond the approximate 2,830 valves will be based on a daily rate and may cause a shift in the completion date.

### **Daily Work Hours**

Normal "on site" daily work hours will be 7:00 AM to 4:30 PM. Any work that needs to be performed outside the normal work hours will be discussed with the Water Superintendent at least 24 hours in advance.

**Daily Reporting:** The Field staff will meet with assigned Utility staff daily or as needed and determined by the assigned Utility Manager. Valves needing immediate attention will be documented and submitted immediately for the Utility's attention. Minor repairs will be reported daily for scheduling of repair. Valves that need moderate to severe repair will be turned in to assigned Utility Manager daily or as agreed upon by, prioritized by severity.

**Periodic Reports:** Monthly summary reports will be available 5 workdays after field work has been validated for the program for each month, for the Valve Assessment work. These reports will have all the valve data compiled during the course of the project for the month.

**Final Reports:** Final summary reports will be available 30 workdays after field work has been completed for the program for the year. These reports will have all the valve data compiled during the course of the project. In addition, the valve database will be available "online" as well as delivered to the Utility in agreed upon database format.

<b>Downers Grove, IL</b> <b>Valve Assessment Program Yearly Schedule</b> <b>(2021-2023)</b>		Week 20	Week 19	Week 18	Week 17	Week 16	Week 15	Week 14	Week 13	Week 12	Week 11	Week 10	Week 9	Week 8	Week 7	Week 6	Week 5	Week 4	Week 3	Week 2	Week 1
<b>Valve Assessments</b>																					
Annual start date to be agreed upon between Utility and MESCO																					
Conduct Kick off Meeting with Village Staff																					
Meet regularly with Utility staff on field progress																					
Field work conducted																					
<b>Finalize Valve Assessment Reports</b>																					
Data and reports due within 30 days of completion of field work																					
Valve Assessment Reports																					



October 23, 2020

Mr. Martin Wittrock  
Deputy Director of Public Works  
Village of Libertyville  
600 North Avenue  
Libertyville, IL 60048

RE: REPORT FOR A WATER DISTRIBUTION SYSTEM VALVE EXERCISING PROGRAM

Dear Mr. Wittrock,

The job of the water surveyor, as you know, is to keep the customer supplied with quality water and to keep the outages as short and infrequent as possible. This requires the use of properly functioning valves and an ease in finding them in a reasonable period of time when the need arises to isolate a problem area. The purpose of a valve assessment program, therefore, is to exercise the valves so they will work when they are needed and to document the location and all pertinent information about the valves so they can be accessed quickly and closed properly.

This valve assessment program for the Village of Libertyville was performed by M.E. Simpson Co., Inc. to fulfill these needs. The following is a report of our findings and includes a summary of the work completed as well as our recommendations for a future valve program.

### Valve Program for the Village of Libertyville

September 2, 2020 through October 7, 2020

#### Valve Locating

Valve location can be done in several ways. The most common way to locate a valve is to take existing information (example: water atlas or valve cards) and try to find the valve where the information indicates. Another way to locate a valve is to examine the water atlas and look for valves that are not on the atlas but should be there to control the water system. This is done by line locating the water main and magnetically sweeping the area for valve boxes or vaults. During the 2020 project M.E. Simpson Co., Inc. personnel located a total of three hundred ninety-nine (399) valves out of the four hundred two (402) valves attempted. There were three (3) valves that were shown on the atlas that were unable to be located; one (1) of those valves had been removed, one (1) valve was removed from turning schedule and one (1) of those valves is considered Not Found.

Carlos Covarrubias  
Regional Manager

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Valparaiso, IN 46383

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888.531.2444 F

Carlos.Covarrubias@mesimpson.com  
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### Valve Exercising

Our crews were able to exercise three hundred sixty-four (364) of the three hundred ninety-nine (399) valves attempted. These valves were exercised top to bottom a minimum of three times and all of the stiff places were exercised until there was no further reduction in operating torque. The majority of the valves were in fairly good condition; however, thirty-five (35) valves were not or could not be exercised (see Summary).

### Valve Documentation

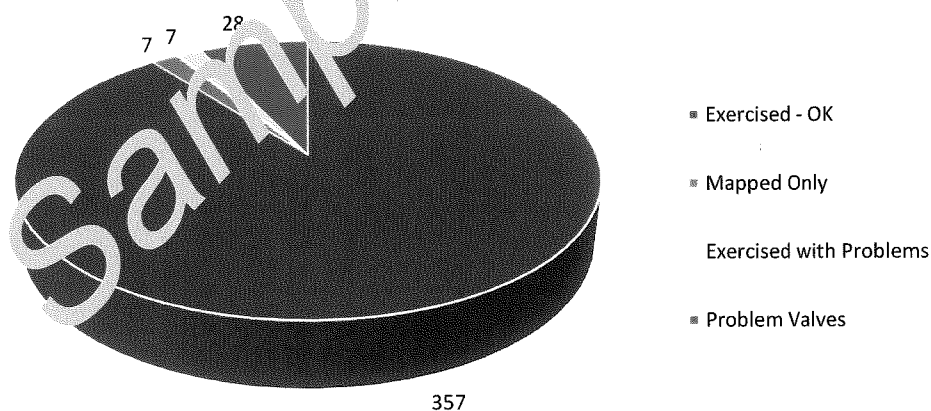
The information for all the valves mentioned in the above sections has been documented. Four hundred two (402) valves were inspected and entered into the Pro Valve computer program with all pertinent information.

### Valve GPS

M.E. Simpson Co., Inc's GPS Location Program for the Valve Assessment Program was accomplished by using the Trimble R1 GNSS receiver. M.E. Simpson Co., Inc. located all water appurtenances and other structures selected by the utility for location with the Trimble R1 GNSS receiver. The unit used was a forty-four-channel receiver with an integrated antenna with a maximum precision of 50 centimeters capable of using multiple correction sources. GPS positions are collected in real-time using the SBAS correction source (sub-meter) accuracy for our purposes.

### Summary

The following is a brief summary of the work done by M.E. Simpson Co., Inc. in the Valve Assessment Program.



**402 valves were searched for**

- 1 valve was removed from turning schedule
- 1 valve had been removed
- 1 valve shown on the atlas were not found and may not exist

**399 valves were located****357 valves were exercised – OK****6 valves were exercised with Minor Problems**

- 1 Box/Vault Needs Repair
- 3 Packing leaks unless opened hard
- 2 Valve Turns Stiff

**1 valve were exercised with Major Problems**

- 1 Packing Leak; Unable to Stop

For specific information regarding reasons for valves not being exercised or explanation of the valve code it was given, please see the individual valve sheet. A list of "Problem" valves accompanies this report so you may easily identify problem valves and locate them within the report book.

**35 valves were not exercised****28 valves have a Major Problem**

- 9 Box Full of Debris
- 11 Box Off to One Side
- 1 Broken Union Arrival
- 5 Operating Issue
- 1 Other
- 1 Unable to Remove Lid

**7 valves were Mapped Only**

- 2 Found Closed / Left Closed
- 5 Stub Valve

M.E. Simpson Co., Inc. | Water Distribution System Valve Exercising Program

### Recommendations

We recommend that the appropriate corrections be made to the problem valves and that the Pro Valve data be updated as each of these corrections are made. The water atlas should be updated with the information gathered during the project. All of the main line valves should be exercised at least every other year. The 12" and larger should be exercised on an annual basis and the Pro Valve data kept current. Should you wish to retain M.E. Simpson Co., Inc. to exercise your valves annually, the updating of the Pro Valve data would be included in the project.

This concludes the summary of the 2020 Valve Assessment Program for the Village of Libertyville. Thank you for allowing us to provide your utility with this service. If you have any questions, please do not hesitate to call.

Sincerely Yours,



Carlos Covarrubias  
Regional Manager

Sample Report

# Numerical Valve Listing

## Libertyville, IL

Reporting Period: 9/22/2020 - 10/7/2020

Valve #	Street	Cross Street
25-20-18	Butterfield Road	Victory Drive
25-20-20	Butterfield Road	Victory Drive
25-20-27	Lothair Lane	Victory Drive
25-20-31	Victory Drive	1430 Victory Drive
25-20-32	Victory Drive	1412 Victory Drive
25-20-33	Butterfield Road	Victory Drive
26-20-16	Dymond Road	Burridge Court
26-20-17	Dymond Road	Gracewood Drive
26-20-18	Dymond Road	Gracewood Drive
26-20-19	Dymond Road	Havenwood Drive
26-20-21	Dymond Road	Shari Lane
26-20-24	Dawes Street	McKinley Avenue
26-20-25	Dawes Street	McKinley Avenue
26-20-26	Dawes Street	McKinley Avenue
26-20-27	Carter Street	McKinley Avenue
26-20-32	Carter Street	Austin Avenue
26-20-33A	Carter Street	Rockland Road
26-20-34	Carter Street	Austin Avenue
26-20-40	Butterfield Road	Pine Tree Lane
26-20-43	Butterfield Road	Shari Lane
26-20-44	Dawes Street	Rockland Road
26-20-45	Drake Street	Rockland Road
26-20-46	Drake Street	Rockland Road
26-20-47	Drake Street	Rockland Road
26-20-48	Dawes Street	Crane Boulevard
26-20-49	Dawes Street	Crane Boulevard
26-20-50	Dawes Street	Crane Boulevard
26-20-51	Dawes Street	Crane Boulevard
26-20-66	Dymond Road	Burridge Court
26-20-67	Dymond Road	Harms Avenue
26-20-68	Butterfield Road	Harms Avenue
26-20-69	Dymond Road	Shari Lane
26-20-73	Carter Street	Austin Avenue
26-20-74	Carter Street	Crane Boulevard
27-20-01	Stevenson Court	Stevenson Drive
27-20-03	Lothair Lane	Stevenson Drive
27-20-04	Stevenson Drive	Crane Boulevard
27-20-05	Stevenson Drive	Crane Boulevard
27-20-06	Stevenson Drive	Crane Boulevard
27-20-07	Stevenson Drive	Crane Boulevard

# **M.E. SIMPSON COMPANY - Technical Services**

## **Street and Cross-Street List**

Client: Libertyville, IL

<b>Street Name</b>	<b>Cross Street</b>	<b>Valve Numbers</b>		
2nd Avenue	Austin Avenue	30-21-112	30-21-66	30-21-77
2nd Avenue	Briar Place	32-21-15		
4th Avenue	1017 4th Avenue	38-27-04		
4th Avenue	1125 4th Avenue	38-27-06		
4th Avenue	909 4th Avenue	32-21-34		
4th Avenue	937 4th Avenue	35-22-45		
4th Avenue	Austin Avenue	30-21-112		
4th Avenue	Eton Court	38-27-05		
4th Avenue	Furlong Drive	38-27-10	38-27-27	38-27-30
4th Avenue	Furlong Drive (S. of)	38-27-11		
4th Avenue	Golf Road	35-22-19		
4th Avenue	Red Top Drive	38-27-17		
4th Avenue	Valley Park Drive	32-21-66	32-21-67	
5th Avenue	812 5th Avenue	32-21-39		
5th Avenue	Valley Park Drive	32-21-40		
7th Avenue	1017 4th Avenue	35-22-44		
7th Avenue	Glendale Road	35-22-41	35-22-42	35-22-43
7th Avenue	Valley Park Drive	35-22-46	35-22-47	35-22-48
Ames Street	612 Ames Street	31-21-75		
Ames Street	Austin Avenue	29-21-23	29-21-23A	29-21-73
Ames Street	McKinley Avenue	29-21-15		
Ames Street	Rockland Road	MESV001		
Appletree Lane	1317 Appletree Lane	39-27-06	39-27-28A	
Appletree Lane	1330 Appletree Lane	39-27-07		
Appletree Lane	Red Top Drive	38-27-21		
Ardmore Terrace	Austin Avenue	32-21-46		

**M.E. SIMPSON COMPANY - Professional Services****Problem Valves**

Client: Libertyville, IL

Reporting Period: 9/22/2020 - 10/7/2020

Valve #	Street	Report Code	Cross Street	Comment	Size
26-20-16	Dymond Road	Minor Problem Valve Turns Stiff	Burridge Court		8 "
26-20-33A	Carter Street	Major Problem Box Full of Debris	Rockland Road		8 "
27-20-07	Stevenson Drive	Major Problem Box Full of Debris	Crane Boulevard		6 "
28-20-19	Dawes Street	Major Problem Box Off to One Side	Farlaw Avenue	We were unable to key the valve	8 "
28-20-24	Dawes Street	Major Problem Box Off to One Side	Pembroke Road		8 "
28-20-26	Dawes Street	Major Problem Box Off to One Side	Golf Road	We were unable to key the valve	8 "
28-20-30	Warwick Lane	Minor Problem Valve Turns Stiff	Golf Road		8 "
28-20-39	Dymond Road	Minor Problem Packing leaks unless opened hard (PLUOH)	Dover Court		6 "

**M.E. SIMPSON COMPANY - Professional Services**Found Closed / Left Closed

Libertyville, IL

Reporting Period: 9/22/2020 - 10/7/2020

Valve #	Street	Cross Street
31-21-11	Stewart Avenue	Cleveland Avenue
41-28-31	Dawes Street	Greentree Parkway
46-34-03	Hollister Drive	1800 Hollister Drive

Sample Report

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**Not Found Valves**  
**Libertyville, IL**

Reporting Period: 9/22/2020 - 10/7/2020

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<b>Valve #</b>	<b>Street</b>	<b>Cross Street</b>
31-21-71	Garfield Avenue	800 Garfield Avenue

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Sample Report



**Removed From Turning Schedule**

Libertyville, IL

Reporting Period: 9/22/2020 - 10/7/2020

Valve #	Street	Cross Street	Valve Comments
Private	Hollister Drive	1800 Hollister Drive	

Sample Report

## REFERENCES

### City of Canton, Ohio (2013 - Current)

M.E. Simpson Co., Inc. is currently providing mainline valve assessments for the City of Canton, Ohio for its distribution system. The assessments include locating each valve and operating each valve through the full cycle of turns, two times. Sub-foot GPS coordinates were taken for each location and all data was put into the valve database for the utility. Valve repairs were also part of this assessment program. The repairs include, cleaning out of valve boxes, valve box alignments, raising valve boxes, and providing a condition assessment of each valve. Valve data was collected by computer tablet in the field and instantly uploaded to the M.E. Simpson Co., Inc. cloud-based database for review. The data was then seamlessly uploaded to the City database. In addition to the valve program, M.E. Simpson Co., Inc. provided large transmission main assessments to Canton to assess potential leakage along finished water transmission lines (42") that transported finished water from the Sugar Creek Water Treatment Plant to the City over several miles. In 2019 the MESCO crews utilized the Echo Logics EchoShore M equipment which uses special hydrophones and correlation algorithms to acoustically detect and pinpoint leaks on larger diameter pipes over long distances without deploying an invasive device into the transmission main. The 42" transmission main was subjected to this higher level of investigation that led to the pinpointing of a smaller leak along the 49,632 feet of pipeline. In 2020, MESCO conducted additional leak detection on the twin 42" line from the treatment plant and another 36" line. This program was extended to include more large diameter main leakage investigations for the City of Canton. Our most recent project cost a total of \$152,562.50 and was completed in 90 days.

Mr. James Benekos  
Facilities Engineer  
Canton Water Department  
(330) 438-6557  
[james.benekos@cantonohio.gov](mailto:james.benekos@cantonohio.gov)

### Washington Suburban Sanitary Commission, Maryland (2018 - Current)

M.E. Simpson Co., Inc. is currently providing small mainline valve assessments for the Washington Suburban Sanitary Commission (WSSC) for its distribution system. WSSC provides water service to Montgomery County, and Prince Georges County in Maryland for the Washington D.C. Suburban area. The assessments include locating each 14" and smaller valve and operating each valve through the full cycle of turns, two times. GPS coordinates are taken for each location and all data is put into the valve database for the utility. Valve repairs are also part of this assessment program. The repairs include replacement of missing/damage operating nuts without digging up the valves, valve box alignments, raising valve boxes, and providing a condition assessment of each valve. Valve data is collected by computer tablet in the field and instantly uploaded to the M.E. Simpson Co., Inc. cloud-based database for review. The data is then seamlessly uploaded to the WSSC database. Our current valve assessment project will cost a total of \$4,489,740.00.

Mr. Christopher Caro, P.E.  
Project Manager  
WSSC  
(301) 206-7538 office  
(240) 340-3406 mobile  
[Christopher.Caro@wsscwater.com](mailto:Christopher.Caro@wsscwater.com)

M.E. Simpson Co., Inc. | The Village of Downers Grove, Illinois Water Distribution Valve Assessment Services,  
References

**Village of Schaumburg, Illinois (2016 - Current)**

M.E. Simpson Co., Inc. has provided annual mainline valve assessments for the Village of Schaumburg, Illinois. The assessments include locating each valve and operating each valve through the full cycle of turns, three times. 25 % of the system (approximately 1,000 valves) are operated each year to insure full operability of the system valves. GPS coordinates are taken for each location and all data is put into the valve database for the utility.

Mr. Brian Wagner  
Superintendent of Utilities  
Village of Schaumburg  
(847) 895-7100  
[bwagner@schaumburg.com](mailto:bwagner@schaumburg.com)

**Village of Orland Park, Illinois (2004 - Current)**

M.E. Simpson Co., Inc. has been providing valve assessment services for the Village of Orland Park since before 2004. This is a distribution system that has over 4500 valves. The system is divided into areas of 1400 valves each year to be assessed. GPS coordinates are taken for each location and all data is put into the valve database for the utility.

Mr. Ken Dado  
Utility Supervisor  
Orland Park Public Services  
(708) 403-6350  
[kdado@orlandpark.org](mailto:kdado@orlandpark.org)

**Village of Tinley Park, Illinois (2015 - 2019)**

M.E. Simpson Co., Inc. has been providing valve assessment services for the Village of Tinley Park for several years. This is a distribution system that has over 3000 valves. The system is divided into areas of 1125 valves each year to be assessed. The work has helped the utility maintain the distribution system so that it can meet the demands and challenges of the area growth.

Mr. Joe Fitzpatrick  
Water Superintendent  
(708) 444-5500  
[jfitzpatrick@tinleypark.org](mailto:jfitzpatrick@tinleypark.org)

M.E. Simpson Co., Inc. | The Village of Downers Grove, Illinois Water Distribution Valve Assessment Services,  
Cost Proposal/Investment



# INVESTMENT

## A commitment to improving and maximizing the Village of Downer's Grove's valve assessment project.

M.E. Simpson Co., Inc. is pleased to offer our proposal for a Valve Assessment Program for the Village of Downers Grove, Illinois. This program is based on locating, exercising, assessing, and documenting 1,415 valves per year in a per-selected area in the Utility's' water distribution system. The exercising and documentation will be done by one of our two-man teams', in accordance with the above Scope of Service, with all necessary equipment furnished by M.E. Simpson Co., Inc. as described within this document.

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### 2021 – 2023 Valve Assessment Program

2021 Valve Assessments at \$48.50 each (Approx. 1,415)	\$68,627.50
2022 Valve Assessments at \$48.50 each (Approx. 1,415)	\$68,627.50
2023 Valve Assessments at \$49.75 each (Approx. 1,415)	\$70,396.25
<b>Total</b>	<b>\$207,651.25</b>

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All procedures will be followed according to the scope of services.

We thank you for this opportunity to acquaint you with our Valve Assessment Program and offer this proposal. If you have further inquiries or you wish to discuss our service in more detail, do not hesitate to call us.



M.E. Simpson Co., Inc. | The Village of Downers Grove, Illinois Water Distribution Valve Assessment Services,  
Emergency Valve Assessment

## WATER DISTRIBUTION SYSTEM EMERGENCY VALVE ASSESSMENT CALL OUTS

M.E. Simpson Co. Inc. has been providing Emergency Assessment services since 1989. We pride ourselves in operating a professional and timely service when main breaks/leaks occur and the need for an accurate valve assessment is critical to public safety. It is our pleasure to provide you with the following detailed scope:

- ◆ A minimum of two experienced team members on call 24 hours per day, seven days a week.
- ◆ Phones manned 24 hours per day, seven days per week:
  - Toll-free phone number – 800.255.1521
- ◆ Response time:
  - Phone calls returned within 15 to 30 minutes
  - Response once the call has been made and a plan established with the utility, ninety (90) minute arrival time on site.
- ◆ Locations:
  - Griffith, Indiana – 50 miles
  - Waukegan, Illinois – 53 miles
  - Valparaiso, Indiana – 79 miles
- ◆ Call-Out Hours, detailed:
  - Standard Weekday Hours (Monday – Friday), 7:00 a.m. to 3:30 p.m.
  - After Hours Weekday Hours (Monday – Friday), 3:30 p.m. to 7:00 a.m.
  - Weekends, all After Hours (Saturday – Sunday), 24 hours
  - Holidays, all After Hours, 24 hours

### Equipment

The following equipment will be used for valve exercising/assessment work during the valve program for the Utility. All material listed will be on the job site at all times during the callout.

- ◆ For the sub-foot GPS locations, the equipment shall be a Trimble® R2 Unit.
- ◆ All necessary hand tools needed.
- ◆ Truck mounted Arrow Board/Signage, and warning lights on trucks.
- ◆ Traffic control equipment, including properly sized traffic cones with reflective stripes when needed or required.
- ◆ Depth measurement tools, pipe diameter measuring tools.
- ◆ A "Schonstedt" / "Chicago Tape" magnetic locator.

M.E. Simpson Co., Inc. | The Village of Downers Grove, Illinois Water Distribution Valve Assessment Services,  
Emergency Valve Assessment

## INVESTMENT

A commitment to improving and maximizing the Village of Downers Grove's water distribution system for future generations.

M.E. Simpson Co., Inc. is pleased to present our "Proposal" for Emergency Services Valve Assessment for the Village of Downers Grove, Illinois. M.E. Simpson Co., Inc. will perform our Emergency Valve Assessment services on an emergency call out basis on Downers Grove's water distribution system. The emergency services will be performed by M.E. Simpson Co.'s highly skilled and trained personnel with all the equipment furnished by M.E. Simpson Co., Inc. as described within this document. The project will also include complete reporting of all valve assessments.

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### Emergency Valve Assessment Services 2021 through 2023

- 1) Regular Business Hours (7:00 a.m. to 3:30 p.m., Monday through Friday) -
    - a. Onsite/in the Village performing regular (Non-Valve Assessment) services: \$225.00 per hour
  - 2) Regular Business Hours (7:00 a.m. to 3:30 p.m., Monday through Friday) -
    - a. First Hour: \$395.00
    - b. Each Additional Hour: \$225.00 per hour
  - 3) After Business Hours, Saturdays, Sundays & Holidays -
    - a. First Hour: \$525.00
    - b. Each Additional Hour: \$245.00 per hour
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We thank you for this opportunity to acquaint you with our Valve Assessment services and offer this proposal. If you have further inquiries or you wish to discuss our service in more detail, do not hesitate to call us.



# Village of Downers Grove

## Contractor Evaluation

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Contractor: M.E. Simpson Co., Inc.

Project: Water Distribution Valve Assessment Program

Primary Contact: Randy Lusk Phone: 1-800-255-1521

Time Period: 2018 – 2020

On Schedule: X yes ☐ no

**Provide details if early or late completion:** Contractor finished on time each of the three years of the contract with no requests for time extensions. As per contract, a final report of the program was submitted annually for each of the three years of work.

**Change Orders** (attach information if needed): None requested.

**Difficulties / Positives:** The contractor exercised approximately 1,400 valves per year. The contractor noted valves in need of repair so that Village staff could focus on repairs or replacement of valves that could not be operated.

### Interaction with public:

X excellent ☐ good ☐ average ☐ poor

(Attach information on any complaints or compliments)

General Level of Satisfaction with work:

X Well Satisfied ☐ Satisfied ☐ Not Satisfied

Should the Village contract with this vendor in the future? X Yes ☐ No

Reviewer: David Moody

Date: April 21, 2021