

VILLAGE OF DOWNERS GROVE
Report for the Village
6/7/2022

SUBJECT:	SUBMITTED BY:
Award of Contract - Watermain Replacement Surveying Services	Andy Sikich Public Works Director

SYNOPSIS

A motion is requested to award a contract for surveying services to M. Gingerich, Gereaux & Associates of Manhattan, Illinois in the amount of \$64,800.00 for various 2023 Community Investment Program (CIP) projects.

STRATEGIC PLAN ALIGNMENT

The goals for 2021-2023 include *Top Quality Infrastructure*.

FISCAL IMPACT

The FY22 budget includes funds in the Water Fund for these services.

RECOMMENDATION

Approval on the June 7, 2022 consent agenda.

BACKGROUND

Each year staff designs many of our Community Investment Program projects. As a basis for this design, topographic surveys of the existing conditions are procured from pre-qualified surveying firms. This work includes locating property corners, utility structures, and existing surface features such as curb, pavement, sidewalk, etc.

Staff issued a Request for Proposal to provide electronic topographic survey information for various proposed 2023 & 2024 CIP projects. Staff will prepare contract plans in-house after receiving the electronic topographic survey information for various street locations. The submitting firms and their associated costs are as follows:

Consultant	Total Cost
M. Gingerich, Gereaux & Associates	\$64,800.00
Engineering Resource Associates, Inc.	\$67,700.00
V3 Companies, Ltd.	\$77,600.00
IMEG Corp	\$83,500.00
Hampton, Lenzini, and Renwick, Inc.	\$313,110.00

After reviewing the responses, M. Gingerich, Gereaux & Associates was identified as the firm that best meets the needs of the Village. Village staff recommends award of this contract for professional services to

M. Gingerich, Gereaux & Associates based on their understanding of the project, capability to perform the work, experience with similar projects, and proposed fee.

ATTACHMENTS

Contract

Village of Downers Grove – RFP 2023 Water Main Survey Services



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: _____

Project Name: 2023 Water Main Survey Services

Proposal No.: WA-028

Proposal Due: Tuesday, May 17 2022 @ 10:00A.M.
Public Works Facility, 5101 Walnut Ave.,
Downers Grove, IL 60515

Required of Awarded Contractor:

Certificate of Insurance: Yes

Date Issued: Tuesday, May 3, 2022

This document consists of 49 pages.

Return **original** copy of proposal (no staples, bindings or spines) in a **sealed envelope** marked with the Proposal Name/Number as noted above to:

SCOTT A VASKO, P.E.
ENGINEERING MANAGER
VILLAGE OF DOWNERS GROVE
5101 WALNUT AVE
DOWNERS GROVE, IL 60515
PHONE: 630/434-6804
FAX: 630/434-5495
www.downers.us

Village of Downers Grove – RFP 2023 Water Main Survey Services

The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 5:00 P.M. at the Village Hall, 801 Burlington Avenue, Downers Grove, IL 60515.

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

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

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

- I. REQUEST FOR PROPOSALS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. PROPOSER'S RESPONSE TO RFP (Professional Services)
- V. PROPOSAL/CONTRACT FORM

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

PLEASE DO NOT BIND ANY PORTION OF THE BID WITH STAPLES, BINDINGS OR SPINES.

Village of Downers Grove – RFP 2023 Water Main Survey Services

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 Proposal.**
- 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: Scott A Vasko, in a sealed envelope marked "SEALED PROPOSAL for 2023 Water Main Survey Services." The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax Proposals will not be accepted.
- 1.5 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

2. PREPARATION OF PROPOSAL

- 2.1 It is the responsibility of the Proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT. UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT.**
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of Proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to the Village's proposers of record.
- 2.3 In case of error in the extension of prices in the Proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any Proposal including any Proposer's travel or personal expenses shall be the sole responsibility of the Proposer and will not be reimbursed by the Village.
- 2.5 The Proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and

Village of Downers Grove – RFP 2023 Water Main Survey Services

equipment, superintendence, overhead expense, all profits and all other work, services and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

3. MODIFICATION OR WITHDRAWAL OF PROPOSALS

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

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

4. RESERVED RIGHTS

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

Village of Downers Grove – RFP 2023 Water Main Survey Services

II. TERMS AND CONDITIONS**5. VILLAGE ORDINANCES**

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

6. USE OF VILLAGE'S NAME

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

7. INDEMNITY AND HOLD HARMLESS AGREEMENT

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

8. NONDISCRIMINATION

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

- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- (b) By submission of this Proposal, the Proposer certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11136 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.

- 8.2 It is unlawful to discriminate on the basis of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, sexual identity, or an unfavorable discharge from military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 2000 et seq., The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101et. seq., and The Americans With Disabilities Act, 42 U.S.C. Sec. 12101 et. seq.

Village of Downers Grove – RFP 2023 Water Main Survey Services

9. SEXUAL HARASSMENT POLICY

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

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

10. EQUAL EMPLOYMENT OPPORTUNITY

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

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

Village of Downers Grove – RFP 2023 Water Main Survey Services

notice advising such labor organization or representative of the Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

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

11. DRUG FREE WORK PLACE

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

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

Village of Downers Grove – RFP 2023 Water Main Survey Services

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

12. PATRIOT ACT COMPLIANCE

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

13. INSURANCE REQUIREMENTS

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

Village of Downers Grove – RFP 2023 Water Main Survey Services

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

Village of Downers Grove – RFP 2023 Water Main Survey Services

from its obligation or change the terms of the Contract.

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

16. TERM OF CONTRACT

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

17. TERMINATION OF CONTRACT

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

18. BILLING & PAYMENT PROCEDURES

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

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

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

19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

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

20. STANDARD OF CARE

20.1. Services performed by Proposer under this Contract will be conducted in a manner

Village of Downers Grove – RFP 2023 Water Main Survey Services

consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.

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

20.3 For Professional Service Agreements: Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) construction means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contractor(s)' failure to perform its work in accordance with contract documents.

21. GOVERNING LAW AND VENUE

21.1 This Contract will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of laws provisions. Venue is proper only in the County of DuPage and the Northern District of Illinois.

22. SUCCESSORS AND ASSIGNS

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

23. WAIVER OF CONTRACT BREACH

23.1 The waiver by one party of any breach of this Contract or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Contract and will not be construed to be a waiver of any provision except for the particular instance.

24. AMENDMENT

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

25. NOT TO EXCEED CONTRACT

25.1 The contract price is a "not-to-exceed" cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, any change, addition or price increase must be agreed to in writing by all parties who have executed the Contract.

26. SEVERABILITY OF INVALID PROVISIONS

Village of Downers Grove – RFP 2023 Water Main Survey Services

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

27. NOTICE

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

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

And to the Proposer as designated in the Contract Form.

28. COOPERATION WITH FOIA COMPLIANCE

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

29. COPYRIGHT or PATENT INFRINGEMENT

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

Village of Downers Grove – RFP 2023 Water Main Survey Services

III. DETAIL SPECIFICATIONS**1. SCOPE OF WORK**

- 1.1 The Village of Downers Grove is seeking proposals from pre-qualified surveying firms to provide topographic surveying services relating to the scope of work stated below.
- 1.2 The Consulting firm shall be licensed in the State of Illinois, and is to perform all professional surveying services for the project. The work will be comprised of all field surveys and drafting services, as more fully described below, necessary to accurately depict the existing right-of-way lines, adjoining private property, ground surface features, underground utilities (i.e. water, storm and sanitary pipe sizes, rim and invert elevations, pipe material, etc.) and type of utility structures.
- 1.3 The survey work is listed below:

No.	Street Segment	From	To	Approx. Length (FT)
1	Downers Drive	40 th Street	Herbert Street	870
2	Saratoga Avenue	Ogden Avenue	41 st Street	970
3	Indianapolis Avenue	Cumnor Road	Fairview Avenue	1320
4	Meadowcrest Drive	Claremont Drive	Valley View Drive	350
5	60th Place	Brookbank Road	Middaugh Avenue	640
6	Carpenter Street	Blanchard Street	59 th Street	1330
7	Highland Avenue	Rogers Street	Prairie Avenue	1320
8	Brookbank Road	Gilbert Avenue	Turvey Road	450
9	Powell Street	68 th Place	O'Brien Park	170
10	Forest Avenue	Chicago Avenue	DG North	1000
11	George Street	Plymouth Street	Hillcrest Road	600
12	Lincoln Street	Stanley Avenue	Elm Street	750

Village of Downers Grove – RFP 2023 Water Main Survey Services

13	Washington Street	Warren Avenue	Franklin Street	950
14	Washington Street	Grant Street	Ogden Avenue	1200
15	Prairie Avenue	Fairview Avenue	Douglas Road	700
16	31st Street	Rescar Companies	Venard Road	970
17	31st Street	East Loop of Highland Pk	Highland Avenue	900
18	Furthest North point of Highland Pk	West to 31 st		1200
19	Downers Drive	Snowberry Court	Coral Berry Lane	750
20	Franklin Street	Saratoga Avenue	Prince Street	350
21	Douglas Road	Chicago Avenue	Gierz Street	350
22	Elm Street	Prairie Avenue	Birch Avenue	350
23	Chicago Avenue	Sherwood Avenue	Douglas Avenue	370
24	Sherwood Avenue	Chicago Avenue	Grant Street	1300

SEE LOCATION MAPS IN EXHIBIT A:

1.4 Topographic Surveying shall include, but may not be limited to:

- Reference lines parallel to right-of-way lines. Base lines stationed south to north and west to east.
- Existing centerline elevations shall be shown at low points, high points, other significant slope breaks, and at a maximum interval of twenty-five (25) feet.
- Field survey work encompassing the entire right-of-way width of those streets noted. Where the primary right-of-way surveys are shown crossing other rights-of-way which are not to be fully surveyed, the right-of-way crossed by the primary survey shall be surveyed for a length of 100 feet outside the primary right-of-way line extended, in both directions, to show the complete intersection. The survey shall also include a minimum 15-foot width (or greater

Village of Downers Grove – RFP 2023 Water Main Survey Services

if specified) of the private property adjoining each side of the right-of-way (ROW), and shall include all adjacent building faces (regardless of distance from the ROW). Right-of-way monumentation recovered shall be clearly indicated on the plan sheets. The establishing of missing monumentation (property corners) is NOT required.

- All survey work shall use NAVD 88 for Vertical Datum and USGS NAD 83 for Horizontal Datum.
- Copies of all field notes and electronic base maps of the identified segments in AutoCAD Civil3D 2021 (v.2018 or later) supplied to the Village. Plans shall be provided to the Village, for its use, in a digital format approved by the Village. Plans shall be provided in AutoCAD Civil3D 2021 format or later, and as .pdf documents. CAD drawings must be created using legitimate AutoCAD Civil3D software (by Autodesk) and must not be converted from another format or CAD software (e.g. no MicroStation conversions).
 - Surfaces and alignments shall be created and associated data shall be provided.
 - Pipe networks shall be created for storm sewers and sanitary sewers and associated data shall be provided.
 - Copies of all support files (.shx, .ctb., .xml, etc) as may be necessary to plot a completed drawing shall be provided to the Village by the surveyor.
- Field locations (horizontal dimensions) of all buried/marked utilities; i.e., gas, electrical, telephone, and sewers. No digging for elevation verification of utilities will be required.
- Supply detailed information for all storm and sanitary sewer structures, pipes, culverts, end sections, water valves, hydrants, etc. within survey limits, and nearest downstream structure outside of survey limits.
- Detailed topography with one-foot contour intervals throughout the described project area, with elevations noted for key changes in grade, as well as high or low points between contours of the same elevation, and elevations of roadway and driveway pavement over culverts.
- Locations and identification of all above ground features; i.e., mailboxes, utility poles, driveway, culvert headwalls, culverts, sidewalks, sump pump outlets, etc.
- Locations of all landscape materials; i.e., bushes, trees (2" diameter and larger), flower beds, etc. Tree sizes (2" diameter and larger) shall be measured four and one-half feet (diameter breast height) above the highest ground level at base of tree. Note locations of landscape timbers, flagstone paths or walls, brick pavers, etc.

Village of Downers Grove – RFP 2023 Water Main Survey Services

- Utilizing IDOT standard drafting symbols and line weights, and indicating lot line intersections, lot numbers and common addresses.
- Contour lines plotted throughout the project with high points or low points indicated between similar contours.
- Plan views shown at a scale of 1" = 20'. All text shall be annotative.
- Providing compatible drawing files in AutoCAD Civil3D 2021 or later on compact disk or other media approved by the Village. The Village will provide a template file and title block upon Consultant's request.

2. DELIVERABLES

- 2.1 The selected Firm agrees to complete the field survey and drafting services by the date requested. No additional working days will be granted by the Village for any reason, in that sufficient time is provided to offset any working days lost due to adverse weather preventing work, or site conditions due to recent weather preventing work.
- 2.2 The selected Firm shall begin work, weather permitting, on the project within five (5) days after receipt of the Notice to Proceed from the Village, to assure the completion and delivery of all field survey and drafting services by **September 23, 2022**. Deliverables for any specific location may be delivered once available, if applicable.
- 2.3 If the Village exercises its option to terminate this agreement upon default by the Proposer, the Proposer shall cause to be delivered to the Village all drawings and field notes, or electronic data files, if any, with the understanding that all such material becomes the property of the Village. The Proposer shall be paid the total maximum cost as set forth above, less the cost incurred by the Village in completion of the work.
- 2.4 The selected Firm shall furnish to the Village all project drawings, files, notes, and documents in an electronic format on a zip drive suitable for making prints and copies of reports, all of which shall become the property of the Village.

2.5 SCHEDULE OF PRICES

- Downers Drive from 40th Street to Herbert Street \$ 3,000.-
- Saratoga Avenue from Ogden Avenue to 41st Street \$ 3,300.-
- Indianapolis Avenue from Cumnor Road to Fairview Avenue \$ 4,500.-
- Meadowcrest Drive from Claremont Drive to Valley View Drive \$ 1,200.-
- 60th Place from Brookbank Road to Middaugh Avenue \$ 2,200.-
- Carpenter Street from Blanchard Street to 59th Street \$ 4,600.-

Village of Downers Grove – RFP 2023 Water Main Survey Services

• Highland Avenue from Rogers Street to Prairie Avenue	\$ <u>4,000.-</u>
• Brookbank Road from Gilbert Avenue to Turvey Road	\$ <u>1,600.-</u>
• Powell Street from 68 th Place to O'Brien Park	\$ <u>600.-</u>
• Forest Avenue from Chicago Avenue to DG North	\$ <u>3,500.-</u>
• George Street from Plymouth Street to Hillcrest Road	\$ <u>2,000.-</u>
• Lincoln Street from Stanley Avenue to Elm Street	\$ <u>2,600.-</u>
• Washington Street from Warren Avenue to Franklin Street	\$ <u>3,300.-</u>
• Washington Street from Grant Street to Ogden Avenue	\$ <u>4,000.-</u>
• Prairie Avenue from Fairview Avenue to Douglas Road	\$ <u>2,500.-</u>
• 31 st Street from East Loop of Highland to Highland Avenue	\$ <u>3,400.-</u>
• 31 st Street from Rescar Companies to Venard Road	\$ <u>3,100.-</u>
• Furthest north point of Highland Pk to west of 31 st Street	\$ <u>4,200.-</u>
• Downers Drive from Snowberry Court to Coral Berry Lane	\$ <u>2,600.-</u>
• Franklin Street from Saratoga Avenue to Prince Street	\$ <u>1,100.-</u>
• Douglas Road from Chicago Avenue to Gierz Street	\$ <u>1,100.-</u>
• Elm Street from Prairie Avenue to Birch Avenue	\$ <u>1,100.-</u>
• Chicago Avenue from Sherwood Avenue to Douglas Avenue	\$ <u>1,300.-</u>
• Sherwood Avenue from Chicago Avenue to Grant Street	\$ <u>4,000.-</u>
Total	\$ <u>64,800.-</u>

3. CONTACTS

- 3.1 All questions concerning the project, the submittal of Proposals, the Village's review and evaluation of submittals should be directed to:

Scott Vasko
Village of Downers Grove

Village of Downers Grove – RFP 2023 Water Main Survey Services

5101 Walnut Avenue
Downers Grove, Illinois 60515
Phone 630-434-6804
svasko@downers.us

4. SELECTION PROCESS

- 4.1 All responses to this RFP that meet the submittal requirements and the submittal deadline will be evaluated as described below.

Step One:

The Village will review and evaluate each firm's proposal based on the requirements for submittal described above. The evaluation will include but not be limited to the following:

- Approach to organizing and understanding of the project
- Responsiveness to requirements, terms, timeliness and conditions for project performance
- Cost

(Please do not include information or materials that are not relevant to or requested by this solicitation.)

Step Two:

Village staff will recommend a firm to Village Council based on the entire submittal package. The Village reserves the right to determine the criteria for and select the best overall qualified firm, in the Village's opinion, to execute the scope of work on behalf of the Village.

Step Three:

The Village will send a Notice of Award (NOA) letter to the selected firm, followed by a Notice to Proceed (NTP)

Village of Downers Grove – RFP 2023 Water Main Survey Services

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

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



M. GINGERICH GEREAX & ASSOCIATES

MG2A.COM

25620 S GOUGAR RD, MANHATTAN, IL 60442

815.478.9680

May 13, 2022

Mr. Scott A. Vasko, P.E.
Engineering Manager
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, IL 60515

Via Hand Delivery

Re: Proposal to provide Professional Land Surveying Services for:
2023 Water Main Survey Services | Proposal No. WA-028

Dear Mr. Vasko,

Thank you for your continued consideration of M. Gingerich, Gereaux and Associates (MG²A) to provide Land Surveying Services for your Village projects. We are providing this proposal for the work requested in your Request for Proposal (RFP) issued on Tuesday, May 3, 2022. MG²A has been pre-qualified by the Village for this work, as noted in the attached letter dated 1/20/2022, from Mr. Nate Hawk, of the village.

Bob Sluis, P.L.S. (IL License No. 035-003558) has worked on past Village of Downers Grove projects and will be assigned to oversee this project as well. A short summary of his survey accomplishments and experience is attached. We understand the Village intends obtain topographic surveys and related drafting services required to provide AutoCAD Civil 3D drawing files for use in preparing improvement plans for these areas.

MG²A would be pleased to provide the surveying services requested for the fee indicated in the Schedule of Prices provided with our response to the RFP. We understand the completion date for this work is planned to be September 23, 2022.

Please review our proposal for these services and feel free to contact me at (815)478-9680, should you have any questions.

Best Regards,
M. GINGERICH, GEREAX & ASSOCIATES

BRIAN P. HERTZ, P.E.
Principal Engineer / Partner – MG2A Manhattan

Attachment





www.downers.us

Village Hall
801 Burlington Ave.
Downers Grove, IL
60515-4782
630.434.5500

**Fire Department
Administration**
5420 Main St.
Downers Grove, IL
60515-4834
630.434.5980

Police Department
825 Burlington Ave.
Downers Grove, IL
60515-4783
630.434.5600

Public Works
5101 Walnut Ave.
Downers Grove, IL
60515-4046
630.434.5460

January 20, 2022

Brian Hertz, P.E.
M. Gingerich, Gereaux & Associates
25620 S Gougar Road
Manhattan, IL 60442

Re: Request for Qualifications for 2022 - 2024 Professional Surveying
Services
Downers Grove, IL

Dear Mr. Hertz:

We would like to thank you for taking the time to submit your firm's qualifications for 2022 - 2024 Professional Surveying Services. We were impressed with your firm's qualifications, and have selected your firm as one of our prequalified firms for 2022 - 2024.

From time to time the Village may send you a Request for Proposal (RFP) for project specific services. We may also post additional RFQ/RFP's for more comprehensive project services. We encourage you to periodically check our procurement website (<https://demandstar.com/>) for any new postings.

We look forward to working with you and your staff. If you have any questions, please feel free to contact me.

Sincerely,

The Village of Downers Grove

Nate Hawk
Staff Engineer II

ROBERT F. SLUIS, P.L.S.

Bob supervises survey crews and leads crews as they complete boundary and topographic surveys, construction and building staking, as-built surveys, and map data collection. Bob has been with MG²A since 2002.

He has recently provided surveying services on a wide range of projects and as an advisor to municipalities and agencies in Illinois:

The following are some of Bob's recent surveying projects:

- Comprehensive Topographic Survey of the Village of Oak Park street Right-of-ways (~43 blocks), including opening and inspection with documentation of all existing sanitary and storm sewer manhole structures, and managed drafting of deliverables to Village, Oak Park, Illinois
- Extensive Topographic Survey of various street right-of-ways in the City of Braidwood for projects ranging from water main replacement, storm water drainage, sanitary sewer infiltration & inflow studies, and re-location of the City's historic train depot building, Braidwood, Illinois
- Building and infrastructure improvements construction staking for approx. \$50M Riverside Medical Center expansion project, including an overhead enclosed pedestrian bridge and parking garage structure, Kankakee, Illinois
- Building and infrastructure improvements construction staking for St. Anne High School expansion project, which involved building addition to an existing structure, St. Anne, Illinois
- Site improvements construction staking for the City of Braidwood's 2011 Waste Water Treatment Plant Expansion (~\$15M) project, including monitoring of grades with documentation for potential settlement of a new structure due to unforeseen groundwater conditions, Braidwood, Illinois
- Various topographic surveys of existing creeks and waterways for use by MG²A engineering staff in preparation of hydrologic and hydraulic studies for submittal to counties, IDNR and FEMA, Will & Cook Counties, Illinois
- Various subdivision plats for projects, such as, Channahon Town Center, Veridian, Hidden Fields, Copper Leaf, Cherry Creek South, Manhattan Station, Thorn Creek Conservancy Industrial Park, Well Built, and Pearl Chrysler Subdivision.
- Various ALTA-ACSM Land Title and boundary surveys, including a 900 acre survey of the Equistar Chemical Plant, Morris, Illinois
- ALTA survey for South Lake Mall, Merrillville, Indiana
- Various plats of right-way dedication, plats of easement and plats of vacation in various locations throughout Northeastern Illinois and Northwestern Indiana

BOB SLUIS

DIRECTOR OF
LAND SURVEYING

EXPERIENCE

29 years total
16 at mg2a

EDUCATION

Valparaiso University

Illinois Institute of Technology

Purdue-Calumet

AFFILIATIONS & SERVICE

Member,
Illinois Professional Land Surveyors
Association

Member,
Indiana Society of Professional Land
Surveyors



Village of Downers Grove – RFP 2023 Water Main Survey Services

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:

MG2A West d/b/a M. Gingerich Gereaux & Associates

Date: May 13, 2022

Company Name

bhertz@mg2a.com

25620 S. Gougar Rd.

Email Address

Street Address of Company

Brian P. Hertz

Manhattan, IL 60442

Contact Name (Print)

City, State, Zip

815-735-3759

815-478-9680

24-Hour Telephone

Business Phone

815-478-9685

[Handwritten Signature]
Signature of Officer, Partner or
Sole Proprietor

Fax

BRIAN HERTZ, PARTNER
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 – RFP 2023 Water Main Survey Services

VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

BUSINESS (PLEASE PRINT OR TYPE):

NAME: MG2A West d/b/a M. Gingerich Gereaux & Associates
 ADDRESS: 25620 S. Gougar Rd.
 CITY: Manhattan
 STATE: Illinois
 ZIP: 60442
 PHONE: 815-478-9680 FAX: _____
 TAX ID #(TIN): 20-8263541

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

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

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

TYPE OF ENTITY (CIRCLE ONE):

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

SIGNATURE:  DATE: May 13, 2022

Village of Downers Grove – RFP 2023 Water Main Survey Services

PROPOSER’S CERTIFICATION (page 1 of 3)

2023 Water Main Survey Services WA-028 MG2A West d/b/a M. Gingerich Gereaux & Associates
With regard to _____, Proposer _____ 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

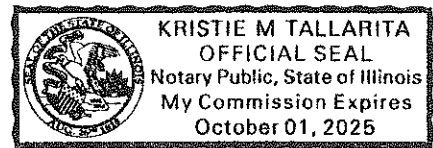
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FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 13 day of May, 2022

Kristie M-Tallarita
Notary Public



Village of Downers Grove – RFP 2023 Water Main Survey Services

PROPOSER’S CERTIFICATION (page 2 of 3)

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Proposer is a corporation organized and existing under the laws of the State of _____, which operates under the Legal name of _____, and the full names of its Officers are as follows:

President: _____

Secretary: _____

Treasurer: _____

and it does have a corporate seal. (In the event that this Proposal is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) Limited Liability Company (LLC)

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

Manager or Member: _____

Manager or Member: _____

Manager or Member: _____

Manager or Member: _____

(c) Partnership

Names and Addresses of All Members of Partnership:

Brian P. Hertz, Partner 765 Fairchild Dr. Wilmington, IL 60481

Michael Gingerich 547 S. Clark, Unit 1002 Chicago, IL 60605

Tod Gereaux 174 Essex Way, Essex, IL 60935

The partnership does business under the legal name of: MG2A West d/b/a M. Gingerich Gereaux & Associa which name is registered with the office of Department of Financial & Professional Regulation in the State of Illinois.

Village of Downers Grove – RFP 2023 Water Main Survey Services

PROPOSER’S CERTIFICATION (page 3 of 3)

(d) Sole Proprietor

The Proposer is a Sole Proprietor whose full name is: _____
and if operating under a trade name, said trade name is: _____
which name is registered with the office of _____ in the State of _____.

5. Are you willing to comply with the Village’s preceding insurance requirements within 13 days of the award of the contract? YES NO (circle one)

Insurer’s Name Pekin Insurance

Agent Pat Gilmore/Deauschle-Gilmore Insurance, Inc.

Street Address 588 East Court Street

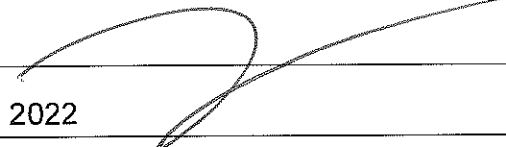
City, State, Zip Code Kankakee, IL 60901

Telephone Number 815-932-7411

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

Print Name of Company: MG2A West d/b/a M. Gingerich Gereaux & Associates

Print Name and Title of Authorizing Signature: Brian P. Hertz, Partner

Signature: 
Date: May 13, 2022

Village of Downers Grove – RFP 2023 Water Main Survey Services

Suspension or Debarment Certificate
--

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

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

Company Name: MG2A West d/b/a M. Gingerich Gereaux & Associates

Address: 25620 S. Gougar Rd.

City: Manhattan, IL Zip Code: 60442

Telephone: (815) 478-9680 Fax Number: (815) 478-9685

E-mail Address: bhertz@mg2a.com

Authorized Company Signature: _____

(Print) Name: Brian P. Hertz Title of Official: Partner

Date: May 13, 2022

Village of Downers Grove – RFP 2023 Water Main Survey Services

Campaign Disclosure Certificate

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

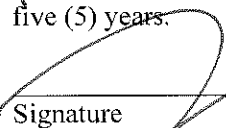
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

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

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

Under penalty of perjury, I declare:

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



Signature

Brian P. Hertz

Print Name

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

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name

EXHIBIT A: LOCATION MAPS

LOCATION MAP
DOWNERS DRIVE



LOCATION MAP SARATOGA AVENUE



LOCATION MAP INDIANAPOLIS AVENUE



LOCATION MAP MEADOWCREST DRIVE



LOCATION MAP 60TH PLACE



LOCATION MAP BROOKBANK ROAD



LOCATION MAP FOREST AVENUE



LOCATION MAP GEORGE STREET



LOCATION MAP LINCOLN STREET



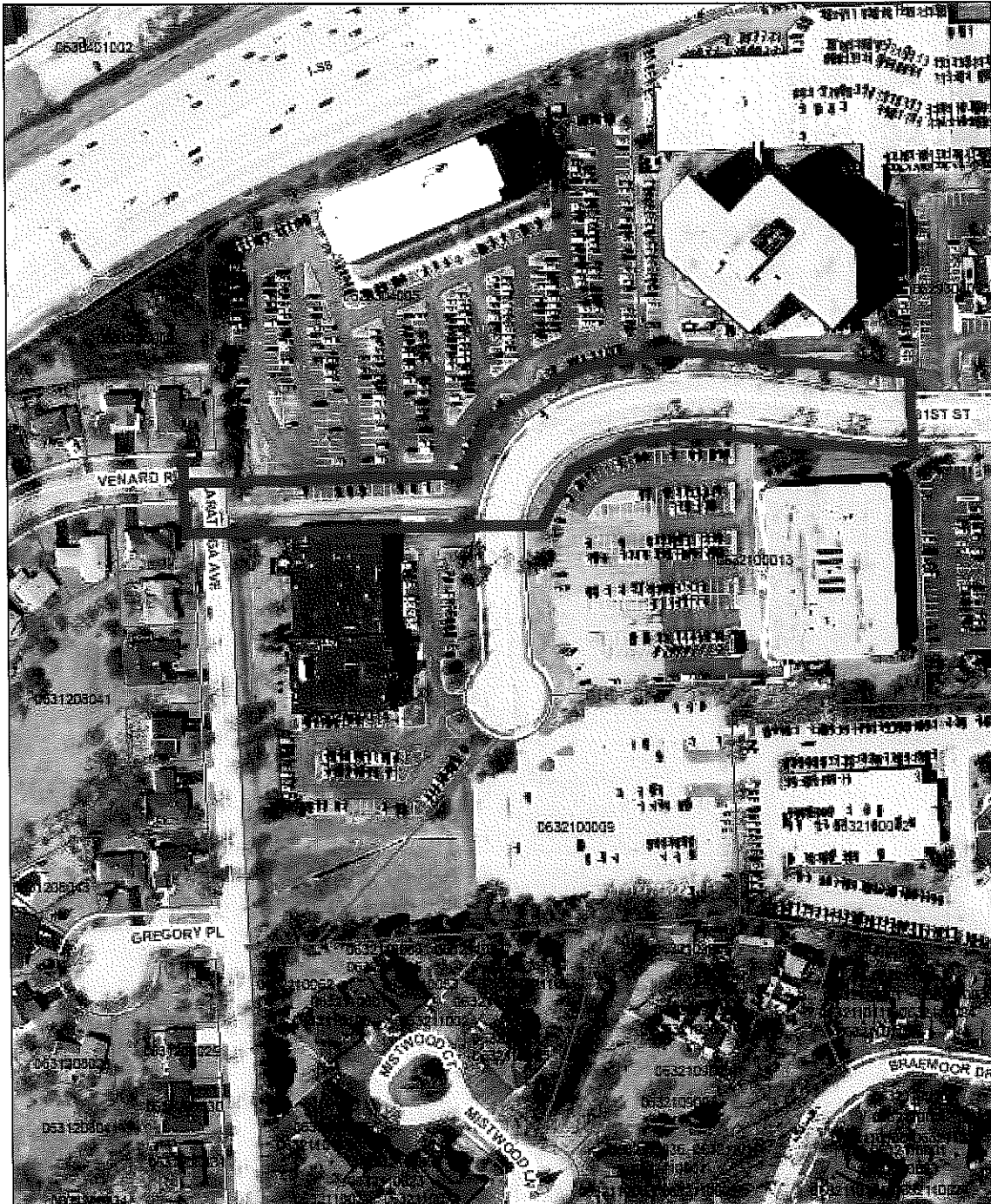
LOCATION MAP WASHINGTON STREET



LOCATION MAP PRAIRIE AVENUE



LOCATION MAP 31ST STREET



LOCATION MAP 31ST STREET



LOCATION MAP HIGHLAND PARKWAY



LOCATION MAP DOWNERS DRIVE



LOCATION MAP FRANKLIN STREET



LOCATION MAP ELM STREET



LOCATION MAP CHICAGO & SHERWOOD AVENUE

