

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**  
**7/19/2022**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Award of Contract - Construction Engineering Services for Stormwater Projects	Andy Sikich Public Works Director

**SYNOPSIS**

A motion is requested to award a contract for construction engineering services to Doland Engineering, LLC in the amount of \$160,800 for the Lyman & 62nd Stormwater Improvements (SW-094) and the Otis, Grant and Florence Stormwater Improvements (SW-096).

**STRATEGIC PLAN ALIGNMENT**

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

**FISCAL IMPACT**

The FY22 budget includes sufficient funds for these services in the Stormwater fund.

**RECOMMENDATION**

Approval on the July 19, 2022 Consent Agenda.

**BACKGROUND**

The proposed contract with Doland Engineering, LLC will provide construction engineering services during the construction of the Lyman & 62<sup>nd</sup> Stormwater Improvements (SW-094) and the Otis, Grant and Florence Stormwater Improvements (SW-096) projects. These projects consist of infrastructure improvements including new storm sewers and paving. The construction contract for Lyman & 62<sup>nd</sup> was approved by the Village Council on July 5, 2022, and the construction contract for Otis, Grant and Florence is anticipated to be on the August 2, 2022 Council Agenda for approval.

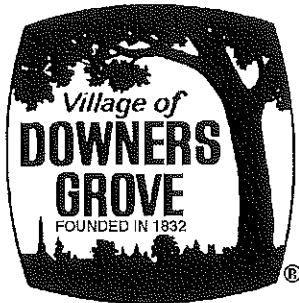
A Request for Proposal for construction engineering services for both projects was sent to all seven prequalified firms on June 17, 2022, and three firms submitted proposals.

After reviewing the proposals, Doland Engineering, LLC was identified as the firm that best meets the needs of the Village. Staff recommends award of this contract for professional services to Doland Engineering, LLC based on their understanding of the project, proposed project team, capability to perform the work, experience with similar projects, and proposed fee. Doland Engineering, LLC satisfactorily provided similar services for the Village's 2017 Water Main Improvements, 2018 Water Main Improvements and the Burlington Highlands Storm Sewer Improvement project.

**ATTACHMENTS**

Contract Documents  
Consultant Evaluation

## Village of Downers Grove – 2022 Construction Engineering Services



## REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: Doland Engineering, LLC

Project Name: 2022 Construction Engineering Services

Proposal No.: SW-086, SW-094

Proposal Due: Friday July 1, 2022 @ 10:00 A.M. – Public Works

**Required of Awarded Contractor:**

Certificate of Insurance: Yes

Legal Advertisement Published: Friday, June 17, 2022

This document consists of 29 pages.

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

SCOTT A VASKO, PE  
ENGINEERING MANAGER  
VILLAGE OF DOWNERS GROVE  
5101 WALNUT AVENUE  
DOWNERS GROVE, IL 60515  
PHONE: 630/434-6804  
FAX: 630/434-5495  
[www.downers.us](http://www.downers.us)

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

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

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

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

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

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

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

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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 RFP.
- 1.2 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.3 Proposal forms shall be sent to the Village of Downers Grove, ATTN: SCOTT A VASKO, PE, in a sealed envelope marked "SEALED PROPOSAL". The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax Proposals will not be accepted.
- 1.5 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

**2. PREPARATION OF PROPOSAL**

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

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necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

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

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

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

### **4. RESERVED RIGHTS**

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

## **II. TERMS AND CONDITIONS**

### **5. VILLAGE ORDINANCES**

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

### **6. USE OF VILLAGE'S NAME**

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

### **7. INDEMNITY AND HOLD HARMLESS AGREEMENT**

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

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**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 5/1-101 et. seq., and The Americans With Disabilities Act, 42 U.S.C. Sec. 12101 et. seq.

**9. SEXUAL HARASSMENT POLICY**

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

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

**10. EQUAL EMPLOYMENT OPPORTUNITY**

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

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



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

**11. DRUG FREE WORK PLACE**

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

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

**12. PATRIOT ACT COMPLIANCE**

- 12.1 The Proposer represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a 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

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Designated National and Blocked Person. The Proposer further represents and warrants to the Village that the Proposer and its principals, shareholders, members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

**13. INSURANCE REQUIREMENTS**

- 13.1 The Proposer shall be required to obtain, from a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, such general liability insurance which, at a minimum, will protect the Proposer from the types of claims set forth below which may arise out of or result from the Proposer's operations under this Contract and for which the Proposer may legally liable:
- 13.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;
  - 13.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;
  - 13.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;
  - 13.1.4 Claims for damages insured by the usual personal injury liability coverage which are sustained: (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Proposer, or (2) by another person;
  - 13.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
  - 13.1.6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
  - 13.1.7 Claims for damages as a result of professional or any other type of negligent action by the Proposer or failure to properly perform services under the scope of the agreement between the Proposer and the Village.
- 13.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).
- 13.3 As evidence of said coverages, Proposer shall provide the Village with certificates of insurance naming the Village of Downers Grove as an additional insured and include a provision for cancellation only upon at least 30 days prior notice to the Village.

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**14. CAMPAIGN DISCLOSURE**

- 14.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village shall be required to submit with its submission, an executed Campaign Disclosure Certificate, attached hereto.
- 14.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.
- 14.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.
- 14.4 By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

**15. SUBLETTING OF CONTRACT**

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

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

**16. TERM OF CONTRACT**

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

**17. TERMINATION OF CONTRACT**

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

**18. BILLING & PAYMENT PROCEDURES**

- 18.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will

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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 Ave, Downers Grove, IL 60515.

**19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE**

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

**20. STANDARD OF CARE**

- 20.1 Services performed by Proposer under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.
- 20.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.
- 20.3 For Professional Service Agreements: Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) construction means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contactor(s') failure to perform its work in accordance with contract documents.

**21. GOVERNING LAW AND VENUE**

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

**22. SUCCESSORS AND ASSIGNS**

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

**23. WAIVER OF CONTRACT BREACH**

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

**24. AMENDMENT**

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

**25. NOT TO EXCEED CONTRACT**

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

**26. SEVERABILITY OF INVALID PROVISIONS**

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

**27. NOTICE**

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

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

And to the Proposer as designated in the Contract Form.

**28. COOPERATION WITH FOIA COMPLIANCE**

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

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**29. COPYRIGHT or PATENT INFRINGEMENT**

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

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**III. DETAIL SPECIFICATIONS****1. SCOPE OF SERVICES****1.1 General Scope of Services**

Provide, to the satisfaction of the Village, qualified personnel to adequately perform the requirements stated herein. The Village is requesting proposals from pre-qualified firms to provide a construction engineer or construction engineers to assist Village Staff with full-time observation and contract administration for two Village projects, the Lyman and 62<sup>nd</sup> Drainage Improvements (SW-094) and the Otis, Florence, and Grant Stormwater Improvements (SW-086). The projects are currently out for bid and Council award of the two projects is expected in July/August 2022. The Village anticipates construction to begin August 2022 and to be completed by end of October 2022. The prospective construction engineer(s) shall have construction observation expertise related to storm sewer installation, water main installation, roadway resurfacing/patching, ADA requirements for new sidewalk installation, and roadside ditching.

- A. The construction engineer(s) will act as the on-site representative of the Village to help ensure the project is completed according to the contract documents within the currently approved project budget and schedule.
- B. The construction engineer(s) will be responsible for familiarizing themselves with the plans and specifications for Lyman and 62<sup>nd</sup> Drainage Improvements (SW-094) and the Otis, Florence, and Grant Stormwater Improvements (SW-086).
- C. The construction engineer(s) shall document construction activities, observe construction, coordinate appropriate testing and inspection with the Village's testing consultant, and notify/confer with the Village's Project Manager should any issues arise during construction.

**1.2 Project Information**

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

1. Standard Specifications for Water and Sewer Main Construction in Illinois, Seventh Edition, 2014; and
2. Standard Specifications for Road and Bridge Construction as adopted by the Illinois Department of Transportation, January 1, 2022; along with Supplemental Specifications and Recurring Special Provisions as adopted by the Illinois Department of Transportation, January 1, 2022 (collectively the "SSRBC"); and
3. Water Distribution Specifications, Downers Grove, Illinois, revised January, 2017
4. Standard Detail Drawings, Village of Downers Grove, Illinois revised January, 2019.

The estimated construction cost for the Lyman and 62<sup>nd</sup> Drainage Improvements (SW-094) project is approximately \$870,000. The scope of the project shall generally consist of the

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following:

- Installation of soil erosion and sediment control practices, as called out on the plans
- Construction of approx. 1,700 linear feet of a new proposed storm sewer system
- Full depth pavement removal and patching
- Pavement resurfacing and full curb and gutter replacement
- Sidewalk and driveway removal and replacement as called out on plans, including upgrading intersection sidewalk ramps for ADA compliance
- All other collateral work such as turf restoration

The estimated construction cost for the Otis, Florence, and Grant Stormwater Improvements (SW-086) project is approximately \$670,000. The scope of the project shall generally consist of the following:

- Installation of soil erosion and sediment control practices, as called out on the plans
- Construction of approx. 1,100 linear feet of a new proposed storm sewer system
- Full depth pavement removal and patching
- Pavement resurfacing
- Sidewalk, curb and gutter and driveway removal and replacement as called out on plans, including upgrading intersection sidewalk ramps for ADA compliance
- Aggregate shoulder, type B, installation, as required on the plans
- Re-shaping the ditches to flow towards proposed drainage structures where specified on the plans
- All other collateral work such as turf restoration

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

### 1.3 Project Documents

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

### 1.4 Pre-construction Services

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

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



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**Note:** The Consultant shall provide a proposed schedule through the closeout phase to include number of personnel and numbers of hours by individuals that are proposed to be dedicated to the project and during what time periods. It is expected that at least one qualified RE shall be on site monitoring activities from the start of construction through substantial completion. Prospective Consultants may identify a proposed site visit schedule to address these conditions and cost effectiveness.

### 1.5 Construction Services

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

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

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

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

## Village of Downers Grove – 2022 Construction Engineering Services

6. Pay Requests: Assist in all applications for payment (on form provided by Village), perform all necessary computations and provide the Project Manager with up to date Quantity Book information for generation of pay requests. Review waivers and certified payroll and make recommendations for payment to the Village's Project Manager.
7. Reports: Provide a weekly report highlighting the construction activities and project percent completion. Provide a monthly update report (1-2 Pages) to the Village that summarizes the status of the Project costs and schedule.
8. Change Orders: Review change order requests for approved extra work items as submitted by the Contractor(s) for appropriateness and accuracy for signature by the Construction Engineer(s) and recommend acceptance and/or payment of such changes to the Village. Note that no extra work may commence without prior written approval by the Village.
9. Submittals: Review contractor submittals for conformance to the contract documents and make recommendation to accept, accept as noted, reject, or resubmit.
10. Punch Lists: Develop with the Village's Project Manager and Contractor construction punch lists for all areas of the Project. Monitor implementation and completion of all punch list items.
11. Project Diary: Document and maintain all project records either electronically or by hand throughout the construction process in a Project Diary.
12. Existing Utilities: Assist the Contractor in identifying and documenting potential conflicts with existing utilities. Correspond with: private utility owners as necessary to resolve known conflicts; the Village's Water Department to schedule water main inspections and/or shutdowns; the Downers Grove Sanitary District to schedule inspections of disturbed/repared sanitary mains and services.
13. Advice and Assistance: Provide advice and assistance to the Village in resolving construction issues, claims, and disputes (excluding legal advice).
14. Prepare Design Clarifications: When, in the judgment of the Village, the intent of the design requires clarification, the Construction Engineer(s) shall prepare sketches and/or written statements to clarify such intent.
15. Prepare Request for Change (RFC): For changes to the contract documents necessary because of unforeseen conditions, changes requested by the Village or changes necessary to incorporate a feature of the design, the Construction Engineer(s) shall prepare drawings, sketches and/or specifications for the change in a RFC format selected by the Village. The RFC will be sent to the Contractor for preparation of a change order proposal.

The Construction Engineer(s) shall then assist the Village in review of the Contractor's

## Village of Downers Grove – 2022 Construction Engineering Services

proposal and provide a recommendation.

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

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

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

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

19. Equipment, Transportation and Communication: Furnish and possess **on site**, all necessary field survey equipment (i.e. tripod, level, grade rod, 100' tape, etc.) required for inspection of the Contractor's work. Furnish own mode of transportation to and from project sites. Furnish own communication facilities (i.e. cell phones and/or two-way radios) and any safety equipment as required by the Village. These items will be considered "tools of the trade" and no additional compensation will be made for them.
20. Field Office: A field office is not anticipated for this work. The Construction Engineer(s) shall provide his/her/their own vehicle(s) for use in the field at all times.

### 1.6 Post Construction/Project Close-out Services

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

1. Contract Documents: Manage the close-out of the Project; punch list completion and receipt and documentation of all final lien waivers and other close-out documents, such

## Village of Downers Grove – 2022 Construction Engineering Services

as record drawings.

2. Project Accounting: Close-out the Project accounting and provide the final status of the Project budget.
2. Project File Box: Obtain on behalf of Village, and turn over to Village's Project Manager, plans, specifications, letters of acceptance, and all documentation pertaining to the Project, **neatly organized** in new, legal size, heavy duty, quality, dustproof Banker's Box(es).

## 2. PROPOSAL REQUIREMENTS

### 2.1 Quantity and Format

One original file of the Proposal shall be submitted in an 8 ½ x 11 format and be organized as follows:

- Cover Letter (optional)
- Project Understanding/Approach
- Project Organizational Chart
- Proposed Project Schedule
- Proposed Overall Not-To-Exceed Cost

The Proposal shall be succinct, and directly relevant to this project. Maximum number of pages for Firm generated proposal information shall be approximately 20 single sided or 10 double sided. Double sided printing is allowable and encouraged. Only those persons planned to be directly involved with this project should be included.

### 2.2 Deadline and Proposal Disposition

Complete, sealed proposals shall be due **NOT LATER than 10:00 A.M. on Friday, July 1, 2022 at the Downers Grove Department of Public Works, 5101 Walnut Avenue, Downers Grove, Illinois 60515.** Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer. All submittals shall become the property of the Village. The Village will maintain confidentiality of all received Proposals, and not disclose information provided by prospective Firms with any other Firm, nor with the selected Firm, unless otherwise required to be disclosed pursuant to the Freedom of Information Act.

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

### 2.3 Fee Proposal

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

## Village of Downers Grove – 2022 Construction Engineering Services

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

### 2.4 Firm Selection

Firm Selection will be based on the following:

- The Village may choose one consultant to perform construction services for both projects or two separate consultants to perform construction services for both projects
- Approach to organizing and understanding of the project
- Responsiveness to requirements, terms, timeliness and conditions for performance of the project
- Familiarity with Village of Downers Grove policies and preferences
- Recognition of items related to project, including identification of design elements, and processes that will ultimately result in a quality, streamlined project
- Overall Not-to-Exceed Total Cost

### 2.5 Pre-Proposal Field Review

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

## 3. **PROJECT DELIVERABLES**

### 3.1 General

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

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

### 3.2 Format and Quantity

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

## Village of Downers Grove – 2022 Construction Engineering Services

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

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

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

### 3.2 Digital Photo Documentation

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

### 3.3 Final turnover of Construction Engineer(s)'s Documents

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

## 4. CONTACTS

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

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

## 5. SCHEDULE OF FEES

The hours in the following table are anticipated to be required to complete the scope of services. The costs and any other additional hours in the following table are to be filled in by the Proposer. Should the proposed hours differ from the anticipated hours below, detailed reasoning shall be included in the proposal:

## Village of Downers Grove – 2022 Construction Engineering Services

Lyman and 62<sup>nd</sup> Drainage Improvements (SW-094)

Activity	Hours	Cost
Project Management Overhead	40	\$ 6,000.00
Resident Engineer	720	\$ 75,600.00
Assisting Resident Engineer / Inspector	80	\$ 7,200.00
Other Personnel Assistance		\$

Not-To-Exceed Total Cost \$ 88,800.00

## Otis, Florence, and Grant Stormwater Improvements (SW-086)

Activity	Hours	Cost
Project Management Overhead	40	\$ 6,000.00
Resident Engineer	560	\$ 58,800.00
Assisting Resident Engineer / Inspector	80	\$ 7,200.00
Other Personnel Assistance		\$

Not-To-Exceed Total Cost \$ 72,000.00

## Village of Downers Grove – 2022 Construction Engineering Services

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

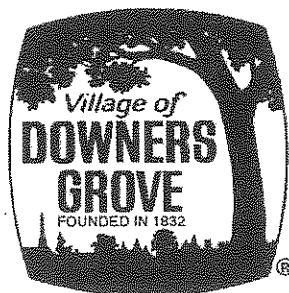
(Proposer must insert response to RFP here. DO NOT insert a form contract, the RFP document including detail specs and Proposer's response will become the Contract with the Village.)



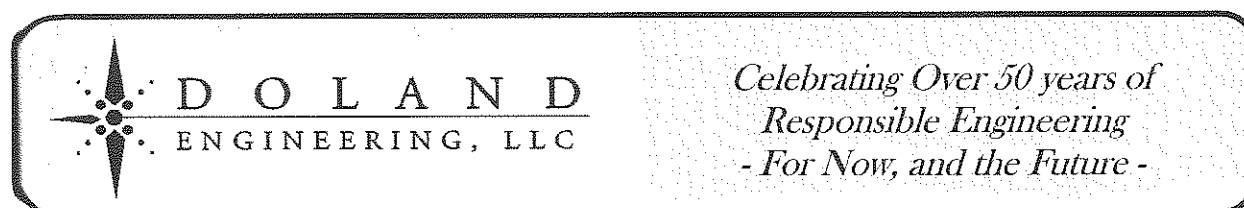
**Request for Proposal**  
**Lyman and 62<sup>nd</sup> Drainage Improvements (SW-094)**  
**Otis, Florence, and Grant Stormwater Improvements (SW-086)**  
**2022 Construction Engineering Services**  
**Village of Downers Grove**  
**June 30, 2022**

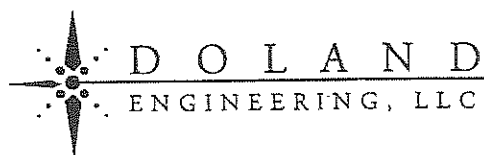
Submitted to:

**Mr. Scott Vasko, P.E.**  
**Engineering Manager**  
**Village of Downers Grove**



Submitted by:





June 30, 2022

Mr. Scott Vasko  
Engineering Manager  
Village of Downers Grove  
5101 Walnut Avenue  
Downers Grove, Illinois 60515

RE: Request for Proposal – Construction Engineering Services  
Lyman and 62<sup>nd</sup> Drainage Improvements (SW-094)  
Otis, Florence, and Grant Stormwater Improvements (SW-086)

Dear Mr. Vasco,

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

Desiree D. Doland, P.E.  
Doland Engineering, LLC  
334 E. Colfax Street, Suite C  
Palatine, IL 60067  
Ph. (847) 991-5088 x117  
Email: ddoland@dolandengineering.com

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

Sincerely,

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

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

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

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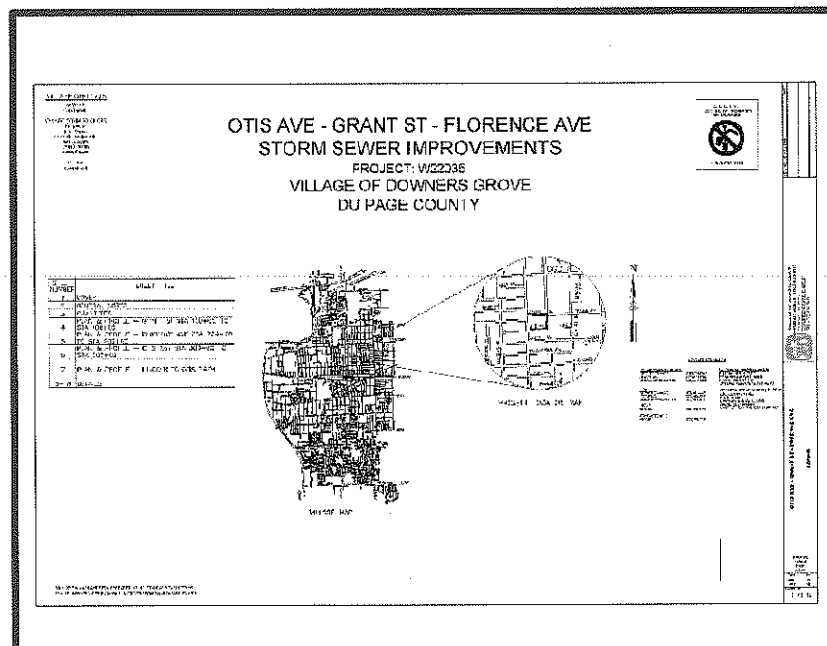
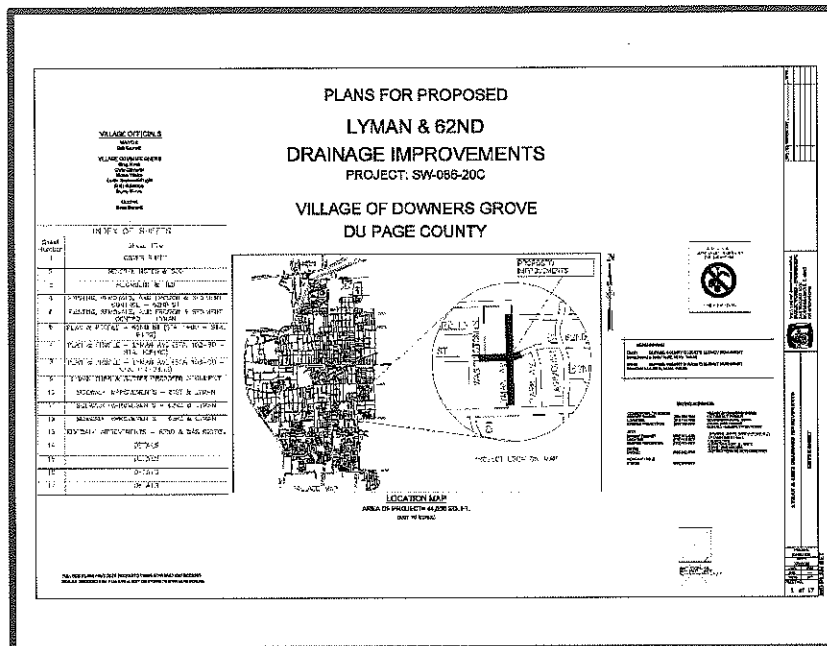
#### **B. Construction Engineering Schedule**

#### **C. Proposed Overall Not-To-Exceed Cost**

# SECTION 1: PROJECT UNDERSTANDING/ APPROACH

## A. Project Understanding

We have reviewed the Request for Proposal documents as well as the Final Engineering Plans for the Lyman and 62<sup>nd</sup> Drainage Improvements (prepared by the Village of Downers Grove) and the Otis, Grant, and Florence Drainage Improvements (prepared by Engineering Resource Associates). We have visited the site and performed a thorough inspection of all areas involved, taking special note of areas of concern for construction. This information, combined with our conversations with Village staff and our experience with prior construction engineering work for the Village of Downers Grove, gives us a complete understanding of this project and the expectations of the Village for a successful completion. We are aware that the construction budget for the Lyman and 62<sup>nd</sup> Drainage Improvement Project is \$870,000 and the construction budget for the Otis, Grant, and Florence Drainage Improvement Project is \$670,000. We understand that the Village anticipates a start date for construction of August 2022 and completion by the end of October 2022. Project close-out will be dependent on finalizing quantities and inspection of punch list items. Upon reviewing all the information, we find the main components of the project to be:



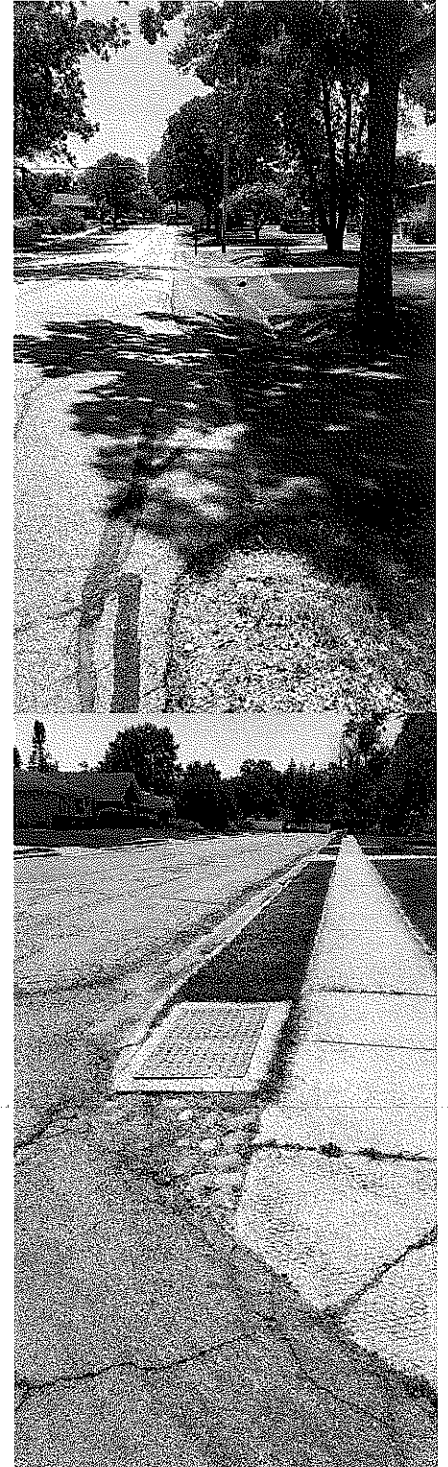
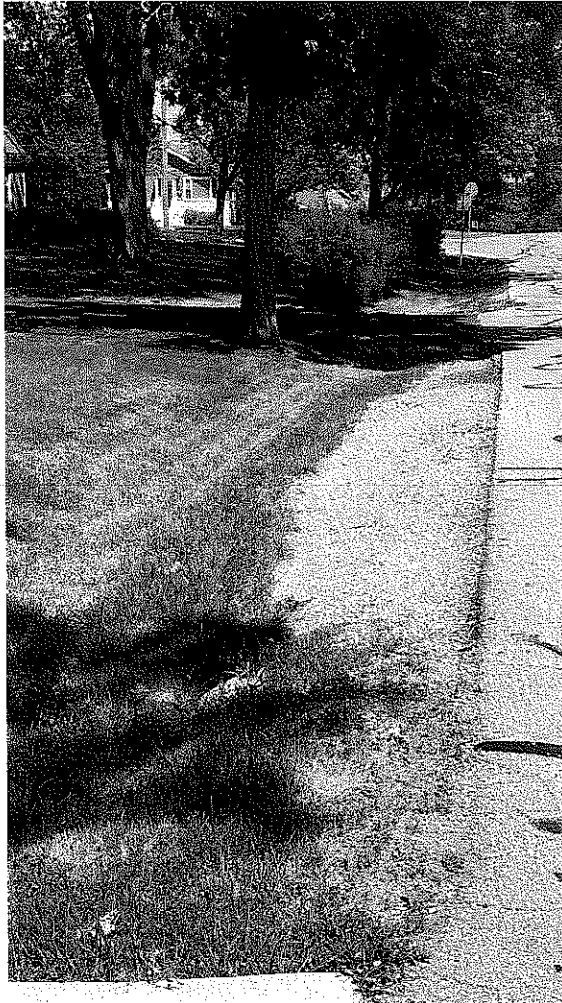
## i. Lyman & 62<sup>nd</sup> Drainage Improvements

- ❖ *62<sup>nd</sup> Street from Washington Street to Lyman Avenue*
- ❖ *Lyman Avenue from 63<sup>rd</sup> Street to 61<sup>st</sup> Steet*
  - Erosion Control measures as indicated on plans
  - Approximately 1,700 L.F. of proposed storm sewer system
  - Full depth pavement removal and patching
  - Pavement resurfacing and full curb and gutter replacement
  - Sidewalk and driveway removal and replacement, including upgrading intersection sidewalk ramps for ADA compliance
  - 53 L.F. of new water main
  - Tree protection fencing
  - All other collateral work such as turf restoration



## ii. Otis, Grant, and Florence Drainage Improvements

- ❖ *Grant Avenue from Florence Avenue to 200-feet west*
- ❖ *Florence Avenue from Grant Street to Otis Avenue*
- ❖ *Otis Avenue from Florence Avenue to 400-feet west*
  - Erosion Control measures as indicated on plans
  - Approximately 1,100 L.F. of proposed storm sewer system
  - Full depth pavement removal and patching
  - Pavement resurfacing
  - Sidewalk, curb and gutter and driveway removal and replacement, including upgrading intersection sidewalk ramps for ADA compliance
  - Aggregate shoulder, type B, installation
  - Re-shaping of ditches to flow towards proposed drainage structures
  - Tree protection fencing
  - All other collateral work such as turf restoration





## B. Project Approach

We approach construction engineering projects with a very detailed eye from start to finish, this secures the success of the project. Upon reviewing the plans and specifications there are several areas we have identified as key concerns that will require special attention to ensure the successful execution of the construction operations. Although the completion date at the end of October should be sufficient time to complete the project, the limited access of Otis Avenue and Florence Avenue will constrain the construction operations significantly. It is expected that the contractor will be able to have only one crew for the majority of this project with possibly a second crew during concrete and paving work. Therefore, coordination and scheduling will be of the utmost importance throughout the project. Approaching the project with a preemptive view will aid in scheduling, safety and budget adherence.

### *Project Coordination:*

Involving all parties in the coordination and scheduling of the project from the beginning is essential to its success. We would like to give the Village, its safety providers (fire and police departments), Downers Grove School Districts 58 and 99, and the Downers Grove Park District an opportunity to discuss the project and the potential impact it may have on their organizations. We would like to either hold a virtual meeting for all interested groups involved or we can contact each party individually and work with the Contractor to incorporate their input and concerns into the construction schedule.



The limited access and dead-end street conditions at Otis Avenue and Florence Avenue requires a heightened awareness of the accessibility of all pedestrians and motorists given their lack of ability to choose alternate routes during heavy construction activities.

Furthermore, since the construction period will span the start of the school year, there are many busing and walking routes that need to be considered for safety-related concerns. The proximity of the Lyman Avenue and 61<sup>st</sup> Street intersection to Fairmount Elementary

School and O'Neill Middle School warrants additional attention to ensure that safety measures are in place both during the workday and upon the closing of each construction day. The storm sewer construction on Lyman and 62<sup>nd</sup> Street, as well as the mill and resurfacing, will make it critical that the construction schedule be cognizant of the school year schedule, as well as the school day schedule. Bus routes must be taken into consideration and coordinated prior to construction to reduce any possible conflicts. There will also be a significant amount of pedestrian and bicycle traffic from the school with the warmer weather months, so safety must be a top priority. As many pedestrians will be children and are unfamiliar with construction signage and equipment, the Contractor must have a heightened awareness throughout this project.

Throughout the construction project we will continually assess the progress of the Contractor against the construction schedule. Prior to any significant variations from the schedule we will notify the Contractor and request an updated construction schedule that incorporates their steps in realigning with the original schedule to ensure project completion in October. Keeping

the Contractor working on site is necessary for the schedule completion of this project. We will monitor and record any "no work" days and any such days that were determined to be workable will be brought to the attention of the Contractor and will not be considered an acceptable reason for variation from the approved schedule.

#### *Utility Coordination:*

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

#### *Traffic Control and Patterns:*

With improvements occurring at two intersections and the dead-end condition at Otis Avenue along with the impact to four separate intersections associated with Lyman Avenue, traffic control and signage will be critical to ensuring safety and continued flow of traffic. It will be imperative that the appropriate signage is in place and verified on a daily basis. Lyman Avenue serves as a local collector that feeds into 63<sup>rd</sup> Street so traffic control measures that can guide the residents toward utilizing alternate routes out of the neighborhood will greatly improve the safety of construction workers and residents alike.

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

To ensure traffic safety, only daily lane closures will be allowed, and the Contractor will not be allowed to leave any open holes overnight. They must be plated or filled before the end of the workday.

There is a significant amount of material removal and deliveries involved in this project with limited maneuverability available on the narrow streets of this project. The staging of trucks on site to haul away material will have to be coordinated prior to construction and monitored closely to reduce impact on the residents as well as the overall traffic patterns.

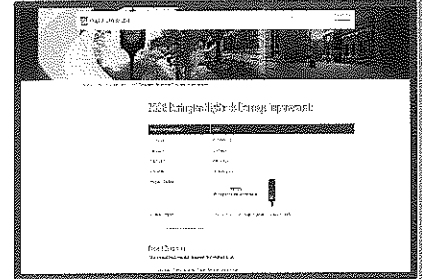


In addition to hauling trucks, there will be many material delivery trucks throughout the construction that will also need to be coordinated with the Contractor and our staff. The storing of materials will need to be determined prior to delivery and no materials will be allowed in areas that reduce sight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



### *Coordination with residents:*

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



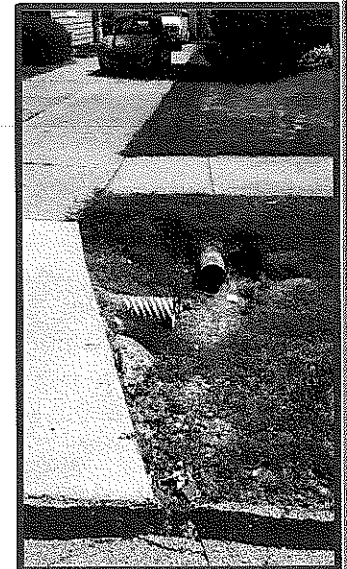
In addition to the aforementioned traffic control throughout the project, we feel to reduce the burden, both coordination and communication with the residents is key to a successful outcome. This is achieved in a couple ways throughout the construction schedule.

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

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

### *Erosion Control and Roadway Maintenance:*

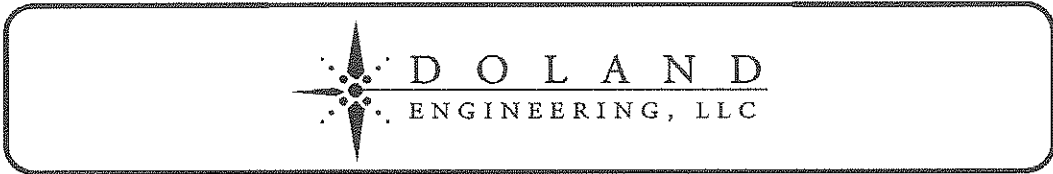
Erosion control will play a large part in the success of this project. Appropriate erosion control measures will be in place and verified prior to commencement of any construction work. Our staff will monitor this daily and will notify the Contractor of any maintenance issues that arise. With the large amount of truck traffic, it will be essential that the roadways are kept clean during construction, outside of localized work areas, and in all areas at the end of every workday. Materials should not be stored in areas that would inhibit drainage or create erosion issues. Coordination of the staging of work will be important to maintaining the erosion control. Ditch grading and restoration must be planned for accordingly so that there is never a time when proper erosion control measures cannot be in place. To reduce waterway contamination resulting from storm sewer discharge, proper measures must be taken. We have extensive experience with protecting downstream facilities from construction activities, and these measures will be enforced on these important drainage improvement projects.



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

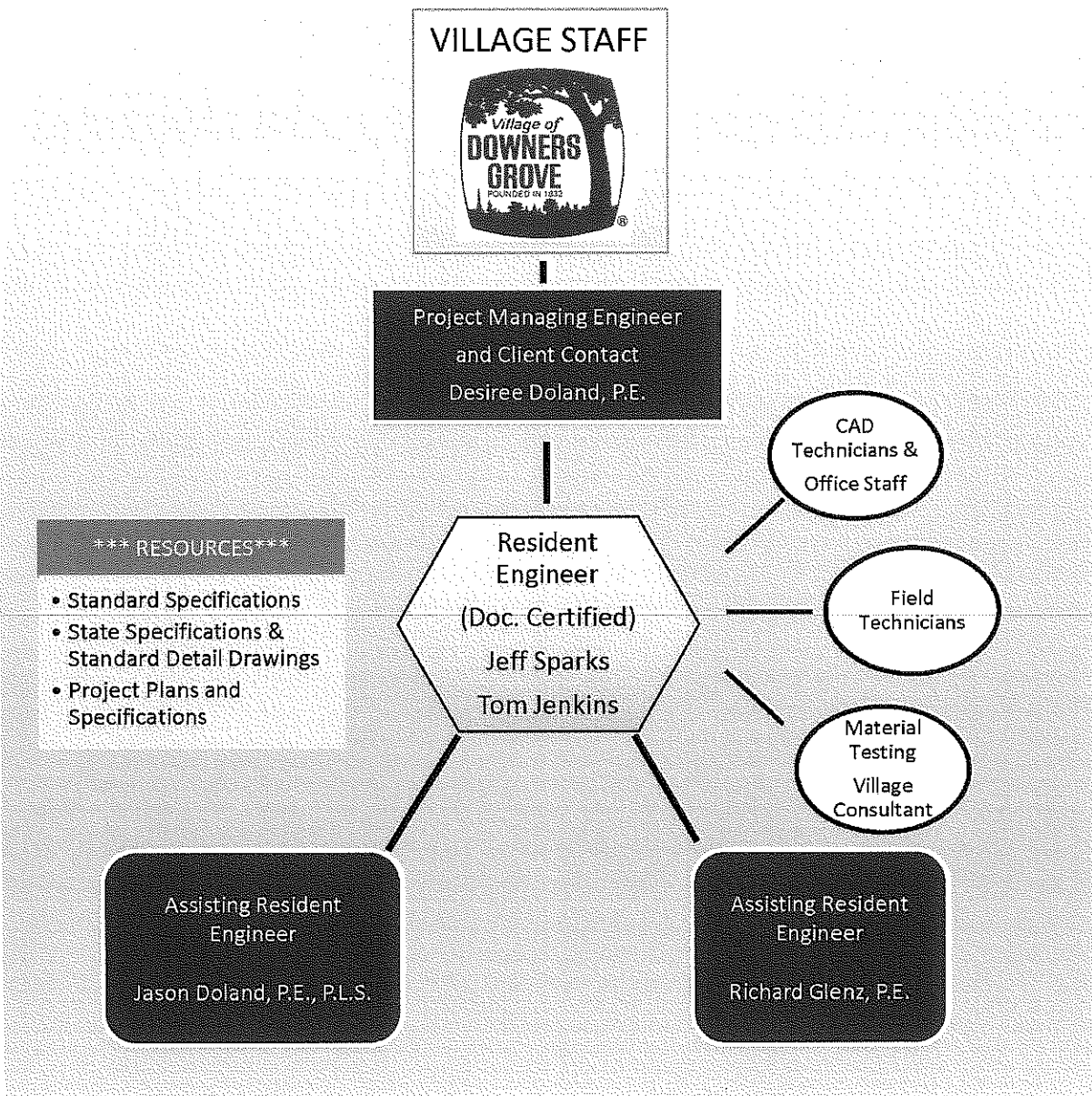
1. Pre-construction Services
  - a. Ascertain the standard practices of the Village and become familiar with the contract documents
  - b. Prepare conformed bid documents
  - c. Prepare project files, Quantity and IDR Books
  
2. Construction Services
  - a. On-site representation to accurately document and record by measure and/or computation all quantities used on the construction project
  - b. Records of construction surveys, construction layout and staking
  - c. Preparing and submitting daily inspection reports and quality control reporting
  - d. Verify contractor's adherence to the plans, special provisions, permit conditions and PROWAG/ADA regulations
  - e. Monitor, maintain and update project schedule
  - f. Conduct regular weekly meetings with contractor and applicable team members
  - g. Review and coordinate all Requests for Information (RFI's)
  - h. Assist in application for payment requests
  - i. Provide weekly construction activity reports
  - j. Review change orders for approval of extra work
  - k. Review contractor's submittals for conformance with contract documents
  - l. Develop project punch list and monitor its completion
  - m. Maintain a project daily diary
  - n. Assist in identifying potential utility conflicts and correspond with utility provides, Village Water Department and Downers Grove Sanitary District
  - o. Advise and assist Village in resolving construction issues
  - p. Prepare design clarifications
  - q. Prepare Requests for Change (RFC)
  - r. Construction notice preparation and delivery
  - s. Schedule geotechnical and material testing with Village testing contractor
  - t. Coordinate record as-built drawing preparation by contractor
  - u. Furnish and possess on-site all necessary field survey equipment necessary for inspection of contractor's work
  - v. Provide field vehicle for resident engineer's use
  
3. Post Construction / Project Close-out Services
  - a. Manage punch list completion and documentation of all final waivers, close-out documents and record drawings
  - b. Close-out project accounting and provide status of final project budget
  - c. Provide Project File Box to be compilation of plans, specs, letters of acceptance and all documents pertaining to the project. This will be provided in a neatly organized manner in a heavy-duty dust-proof banker's box(es)

# SECTION 2: ORGANIZATIONAL CHART



## Organizational Chart

### 2022 Construction Engineering Services





## ***Desiree D. Doland, P.E.***

*Professional Engineer*

### **Education**

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

### **Professional Licenses**

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Illinois Professional Engineer, #062-53216

### **Professional Associations**

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American Society of Civil Engineers  
Geo-Institute of the ASCE

### **Municipal Engineering Experience**

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

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

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



## ***Jason R. Doland, P.E., P.L.S.***

*Professional Engineer*

*Professional Land Surveyor*

### **Education**

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Bachelor of Science in Civil Engineering  
Illinois Institute of Technology

### **Professional Licenses**

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

### **Professional Associations**

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

### **Municipal Engineering Experience**

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

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

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

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

Additional engineering services provided to numerous municipal clients include:

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



## ***Jeffrey L. Sparks***

*Engineering Inspector / Resident Engineer*

**Years of Experience: 20 years**

**Member of Doland Engineering, LLC technical staff for 20 years (May 2002 to present)**

### **Technical Certifications**

Documentation of Contract Quantities  
IDOT Doc. Certified

### **Experience**

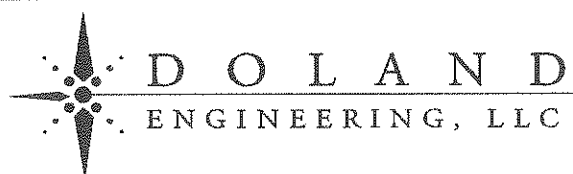
#### *Municipal Infrastructure*

May 2002 to Present

Highly experienced in construction inspection and documentation, including storm and sanitary sewer installation, watermain installation and pressure testing, roadway removal and replacement, curb and gutter, sidewalk and ADA compliance, erosion control measures and traffic control. Skilled in numerous aspects of field construction utilizing computerized field measurement and data collection equipment for the verification of contractor's plan compliance. Proficient in quantity recording and contractor progress through daily logs and weekly reports.

- Recent Experience in construction oversight and inspections for municipal infrastructure
  - Downers Grove Contract A & B 2017 Water Main Improvements
    - Construction contract in excess of \$2,000,000.
  - Palatine 2018 Water Main Extensions
    - Construction contract in excess of \$520,000.
  - 2019 Inverness Road Reconstruction
    - Construction contract in excess of \$600,000.
  - 2020 Inverness Road Reconstruction
    - Construction contract in excess of \$600,000.
  - 2019 South Barrington Road Reconstruction
    - Construction contract in excess of \$700,000.
  - East Palatine Road Watermain Replacement 2020
    - Construction contract in excess of \$600,000.
  - Mozart Street Storm Sewer Replacement 2020
    - Construction contract in excess of \$200,000.





## ***Thomas R. Jenkins***

*Engineering Inspector / Resident Engineer*

**Years of Experience: 21 years**

**Member of Doland Engineering, LLC technical staff for 19 years (May 2003 to present)**

### **Technical Certifications**

Documentation of Contract Quantities  
IDOT Doc. Certified

### **Experience**

#### *Municipal Infrastructure*

May 2003 to Present

Highly experienced in construction inspection and documentation, including storm and sanitary sewer installation, watermain installation and pressure testing, roadway removal and replacement, curb and gutter, sidewalk and ADA compliance, erosion control measures and traffic control. Skilled in numerous aspects of field construction utilizing computerized field measurement and data collection equipment for the verification of contractor's plan compliance. Proficient in quantity recording and contractor progress through daily logs and weekly reports.

- Recent Experience in construction oversight and inspections for municipal infrastructure
  - Kasuba Force Main 2020
    - Construction contract in excess of \$1,800,000.
  - Palatine 2019 Water Main Extensions
    - Construction contract in excess of \$1,400,000.
  - 2019 Rosalie Water Main Replacement
    - Construction contract in excess of \$350,000.
  - Palatine 2018 Water Main Extensions
    - Construction contract in excess of \$520,000.
  - Mozart Street Storm Sewer Replacement
    - Construction contract in excess of \$200,000.
  - 2019 Inverness Road Reconstruction
    - Construction contract in excess of \$600,000.

## SECTION 3: PROPOSED PROJECT SCHEDULE

### Lyman and 62<sup>nd</sup> Drainage Improvements

#### A. Project Timeline/Milestones

We have arrived at the project schedule and man-hour tabulations provided on the following pages. This data compilation is based upon a potential Village forecast of up to an 18-week construction schedule. Although the time may be reduced if the contractor can accommodate the directive of project start-up in August with a substantial project completion in late October.

Engineering Task	Date
Receive Award of Contract	Week of August 1st (estimate)
Project Start-up Meeting w/ Village P.W. Staff	Week of August 8th
Pre-Construction Meeting with contractor	Week of August 15th
Pre-Construction Services, Layout Verification and Project Start-up Coordination	Week of August 15th
Begin Full-Time Construction Observation	Week of August 15th
Begin Weekly Progress Reports and Meetings	Week of August 22nd
Contractor to Substantially Complete Work	Week of October 24th
Project Punchlist Compilation	Week of November 7th
Project Review and Walk-Thru with P.W. Staff	Week of November 7th
Final Project Document and File Box Completion	Week of November 14th

## B. Construction Engineering Schedule

WORK ITEM	Project Management Overhead	Resident Engineer	Assisting Resident Engineer/ Inspector
<b>1. Pre-construction Services</b>	8	80	
a) Ascertain the standard practices of the Village and become familiar with the contract documents			
b) Preparation assistance on conformed bid documents			
c) Prepare project files, Quantity and IDR Books			
<b>2. Construction Services</b>	24	600	80
a) On-site representation to accurately document and record by measure and/or computation all quantities used on the construction project			
b) Records of construction surveys, construction layout and staking			
c) Preparing and submitting daily inspection reports and quality control reporting			
d) Verify contractor's adherence to the plans, ...			
e) Monitor, maintain and update project schedule			
f) Conduct regular meetings with contractor and applicable team members			
g) Review and coordinate all Requests for Information (RFI's)			
h) Assist in application for payment requests			
i) Provide weekly construction activity reports			
j) Review change orders for approval of extra work			
k) Review contractor's submittals for conformance with contract documents			
l) Develop project punchlist and monitor its completion			
m) Maintain a project daily diary			
n) Assist with utility coordination			
o) Advise and assist Village in resolving construction issues			
p) Prepare design clarifications			
q) Prepare Requests for Change (RFC)			
r) Construction notice preparation and delivery			
s) Schedule geotechnical and material testing			
t) Coordinate record as-built drawing preparation by contractor			
u) Furnish and possess on-site all necessary field survey equipment necessary for inspection of contractor's work			
v) Provide field vehicle for resident engineer's use			
<b>3. Post Construction / Project Close-out Services</b>	8	40	
a) Manage punchlist completion and documentation of all final waivers, close-out documents and record drawings			
b) Close-out project accounting and provide status of final project budget			
c) Provide Project File Box to be compilation of plans, specs, letters of acceptance and all documents pertaining to the project. This will be provided in a neatly organized manner in a heavy-duty dust-proof bankers box(es)			
<b>Total Estimated Hours</b>	<b>40</b>	<b>720</b>	<b>80</b>

## C. Proposed Overall Not-To-Exceed Cost

	Project Management Overhead	Resident Engineer	Assisting Resident Engineer/ Inspector
<b>Total Estimated Hours</b>	<b>40</b>	<b>720</b>	<b>80</b>
Hourly Rate	\$150.00	\$105.00	\$90.00
Estimated Fee	\$6,000.00	\$75,600.00	\$7,200.00
	<b>Total Not to Exceed Fee =</b>		<b>\$88,800.00</b>

## Otis, Grant and Florence Drainage Improvements

### D. Project Timeline/Milestones

E. We have arrived at the project schedule and man-hour tabulations provided on the following pages. This data compilation is based upon a potential Village forecast of up to an 14-week construction schedule. Although the time may be reduced if the contractor can accommodate the directive of project start-up in August with a substantial project completion in late October.

Engineering Task	Date
Receive Award of Contract	Week of August 1st (estimate)
Project Start-up Meeting w/ Village P.W. Staff	Week of August 8th
Pre-Construction Meeting with contractor	Week of August 15th
Pre-Construction Services, Layout Verification and Project Start-up Coordination	Week of August 15th
Begin Full-Time Construction Observation	Week of August 15th
Begin Weekly Progress Reports and Meetings	Week of August 22nd
Contractor to Substantially Complete Work	Week of October 24th
Project Punchlist Compilation	Week of November 7th
Project Review and Walk-Thru with P.W. Staff	Week of November 7th
Final Project Document and File Box Completion	Week of November 14th

## F. Construction Engineering Schedule

WORK ITEM	Project Management Overhead	Resident Engineer	Assisting Resident Engineer/ Inspector
<b>1. Pre-construction Services</b>	8	40	
a) Ascertain the standard practices of the Village and become familiar with the contract documents			
b) Preparation assistance on conformed bid documents			
c) Prepare project files, Quantity and IDR Books			
<b>2. Construction Services</b>	24	480	80
a) On-site representation to accurately document and record by measure and/or computation all quantities used on the construction project			
b) Records of construction surveys, construction layout and staking			
c) Preparing and submitting daily inspection reports and quality control reporting			
d) Verify contractor's adherence to the plans, ...			
e) Monitor, maintain and update project schedule			
f) Conduct regular meetings with contractor and applicable team members			
g) Review and coordinate all Requests for Information (RFI's)			
h) Assist in application for payment requests			
i) Provide weekly construction activity reports			
j) Review change orders for approval of extra work			
k) Review contractor's submittals for conformance with contract documents			
l) Develop project punchlist and monitor its completion			
m) Maintain a project daily diary			
n) Assist with utility coordination			
o) Advise and assist Village in resolving construction issues			
p) Prepare design clarifications			
q) Prepare Requests for Change (RFC)			
r) Construction notice preparation and delivery			
s) Schedule geotechnical and material testing			
t) Coordinate record as-built drawing preparation by contractor			
u) Furnish and possess on-site all necessary field survey equipment necessary for inspection of contractor's work			
v) Provide field vehicle for resident engineer's use			
<b>3. Post Construction / Project Close-out Services</b>	8	40	
a) Manage punchlist completion and documentation of all final waivers, close-out documents and record drawings			
b) Close-out project accounting and provide status of final project budget			
c) Provide Project File Box to be compilation of plans, specs, letters of acceptance and all documents pertaining to the project. This will be provided in a neatly organized manner in a heavy-duty dust-proof bankers box(es)			
<b>Total Estimated Hours</b>	40	560	80

## G. Proposed Overall Not-To-Exceed Cost

	Project Management Overhead	Resident Engineer	Assisting Resident Engineer/ Inspector
<b>Total Estimated Hours</b>	40	560	80
<b>Hourly Rate</b>	\$150.00	\$105.00	\$90.00
<b>Estimated Fee</b>	\$6,000.00	\$58,800.00	\$7,200.00
	<b>Total Not to Exceed Fee =</b>		<b>\$72,000.00</b>

Village of Downers Grove – 2022 Construction Engineering 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:**

Doland Engineering, LLC

Company Name

334 E. Colfax Street, Suite C

Street Address of Company

Palatine, IL 60067

City, State, Zip

(847) 991-5088

Business Phone

(847) 934-3427

Fax

ATTEST: If a Corporation

Signature of Corporation Secretary

Date: June 30, 2022

ddoland@dolandengineering.com

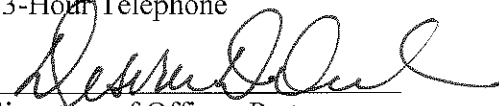
Email Address

Desiree D. Doland

Contact Name (Print)

(847) 370-8683

13-Hour Telephone



Signature of Officer, Partner or

Sole Proprietor

Desiree D. Doland, C.E.O.

Print Name & Title

**VILLAGE OF DOWNERS GROVE:**

Authorized Signature

Title

Date

ATTEST:

Signature of Village Clerk

Date

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

Village of Downers Grove – 2022 Construction Engineering Services



**VENDOR W-9 REQUEST FORM**

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

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

**BUSINESS (PLEASE PRINT OR TYPE):**

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

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

**REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):**

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**TYPE OF ENTITY (CIRCLE ONE):**

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

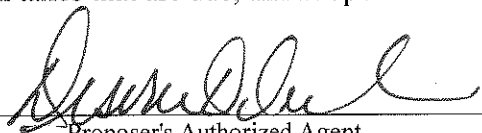
SIGNATURE: *[Handwritten Signature]* DATE: 06/30/22

Village of Downers Grove – 2022 Construction Engineering Services

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

With regard to 2022 Const. Engr. Svcs., Proposer Doland Engineering, LLC hereby certifies  
(Name of Project) (Name of Proposer)  
the following:

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

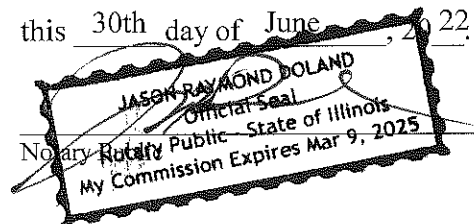
BY:   
Proposer's Authorized Agent

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**FEDERAL TAXPAYER IDENTIFICATION NUMBER**

or \_\_\_\_\_  
Social Security Number

Subscribed and sworn to before me  
this 30th day of June, 2022.





Village of Downers Grove – 2022 Construction Engineering 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 Delaware, which operates under the legal name of Doland Engineering, LLC, and the full names of its managers or members are as follows:

Manager or Member: Desiree D. Doland

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

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

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

**(c) Partnership**

Names and Addresses of All Members of Partnership:

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

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

## Village of Downers Grove – 2022 Construction Engineering 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: \_\_\_\_\_

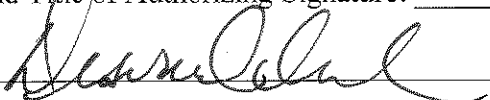
which name is registered with the office of \_\_\_\_\_ in the State of

\_\_\_\_\_.

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 Farmers InsuranceAgent Thomas RobbStreet Address 202 S. Cook Street, Suite 204City, State, Zip Code Barrington, L 60010Telephone Number (847) 620-5120

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

Print Name of Company: Doland Engineering, LLCPrint Name and Title of Authorizing Signature: Desiree D. Doland, C.E.O.Signature: Date: 06/30/22

## Village of Downers Grove – 2022 Construction Engineering Services

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

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

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

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

Company Name: Doland Engineering, LLC

Address: 334 E. Colfax Street, Suite C

City: Palatine, IL Zip Code: 60067

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

E-mail Address: ddoland@dolandengineering.com

Authorized Company Signature: 

(Print )Name: Desiree D. Doland Title of Official: C.E.O.

Date: 06/30/22

Village of Downers Grove – 2022 Construction Engineering 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

Desiree D. Doland  
Print Name

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

Print the following information:

Name of Contributor: \_\_\_\_\_  
(company or individual)

To whom contribution was made: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

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



# Village of Downers Grove

## Contractor Evaluation

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Contractor: Doland Engineering

Project: 2021 Resident Engineering Services for Burlington Highlands

Primary Contact: Desiree Doland Phone: 847-370-8683

Time Period: April 2021 until project completion in 2022

On Schedule (allowing for uncontrollable circumstances)  Yes  No

Provide details if early or late completion:

Change Orders (attach information if needed): None

Difficulties / Positives: Consultant does an excellent job at interacting with the public, which has resulted in very few resident complaints to the Village about the construction project. Consultant has great attention to detail and engineering knowledge, and relentlessly pursues getting the contractor to build a quality product. Extremely responsive to Village requests.

Interaction with public:

Excellent  Good  Average  Poor

(Attach information on any complaints or compliments)

General Level of Satisfaction with work:

Well Satisfied  Satisfied  Not Satisfied

Reviewers: Katherine Zirbel

Date: 1/21/2022