

VILLAGE OF DOWNERS GROVE
Report for the Village
7/8/2025

SUBJECT:	SUBMITTED BY:
Award of Contract for Landscape Architecture/Planning for Linda Kunze Plaza and Main Street Train Station	Scott Vasko Director of Engineering

SYNOPSIS

A motion is requested to authorize a contract in the amount of \$185,185.00 with Hitchcock Design Group (HDG) to design the Main Street Train Station and Linda Kunze Plaza in the Downtown as identified in the Guiding DG Streetscapes Plan.

STRATEGIC PLAN ALIGNMENT

The Goals for 2023 to 2025 include *Top Quality Infrastructure*.

FISCAL IMPACT

The FY25 budget includes \$50,000 in the Capital Fund for Linda Kunze Plaza/Main Street Train Station improvements. Additional funds are available in the Capital Fund.

RECOMMENDATION

Approval on the July 8, 2025 consent agenda.

BACKGROUND

The Guiding DG Streetscapes project identified improvements to the Linda Kunze Plaza and Main Street Train Station in the Downtown. As HDG was the lead consultant on the Guiding DG Streetscapes project, HDG has an intimate knowledge of the project and is best qualified to complete the construction documents on this project. HDG has also been selected as the lead consultant for the Downtown Streetscapes Plan and for the design of five flexible amenity areas in the Downtown.

In June the Village issued a Request for Proposals for professional services for this project. Three proposals were received. Upon review of the proposals, HDG was identified as the firm that best meets the needs of the Village. HDG's proposal for preliminary and final design, engineering, bidding and construction administration is \$185,185.00.

ATTACHMENTS

Contract



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: Hitchcock Design Group

Project Name: Landscape Architecture/Planning for Linda Kunze Plaza
and Main Street Train Station

Proposal No.: S-013

DemandStar Bid No.: RFP-22-0-2025/SG

Proposal Due: **Wednesday, June 11, 2025 @ 10:00 am**

Required of Awarded Proposer:

Certificate of Insurance: Yes

Date Issued: Wednesday, May 28, 2025

This document consists of 30 pages.

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

STEPHANIE GRAVES, P.E.
ENGINEERING MANAGER
VILLAGE OF DOWNERS GROVE
5101 WALNUT AVENUE
DOWNERS GROVE, IL 60515
PHONE: 630/434-5487
FAX: 630/434-5495
www.downers.us

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 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.

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: STEPHANIE GRAVES, 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

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

3. MODIFICATION OR WITHDRAWAL OF PROPOSALS

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

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

4. RESERVED RIGHTS

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

II. TERMS AND CONDITIONS

5. VILLAGE ORDINANCES

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

6. USE OF VILLAGE'S NAME

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

7. INDEMNITY AND HOLD HARMLESS AGREEMENT

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

8. NONDISCRIMINATION

- 8.1 Proposer shall, as a party to a public contract:
- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
 - (b) By submission of this Proposal, the Proposer certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11136 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.
- 8.2 It is unlawful to discriminate on the basis of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, sexual identity, or an unfavorable discharge from military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 2000 *et seq.*, The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 *et seq.*, and The Americans with Disabilities Act, 42 U.S.C. Sec. 12101 *et seq.*

9. SEXUAL HARASSMENT POLICY

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

10. EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

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

Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

11. DRUG FREE WORK PLACE

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

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

12. PATRIOT ACT COMPLIANCE

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

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.

14. CAMPAIGN DISCLOSURE

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

15. SUBLETTING OF CONTRACT

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

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

16. TERM OF CONTRACT

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

17. TERMINATION OF CONTRACT

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

18. BILLING & PAYMENT PROCEDURES

- 18.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.*, in that any

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 Stephanie Graves, Downers Grove Public Works, 5101 Walnut Ave, Downers Grove, IL 60515.

19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

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

20. STANDARD OF CARE

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

21. GOVERNING LAW AND VENUE

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

22. SUCCESSORS AND ASSIGNS

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

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
850 Curtiss Street
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.*)

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.

30. DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION

- 30.1 Pursuant to 35 ILCS 200/18-50.2, Contractor and all subcontractors are required to complete and submit a Vendor DBE certification, regardless of DBE status. Contractor shall complete and require all its subcontractors to complete the DBE certification for this project at www.downers.us/vss. The information necessary for the Contractor and all subcontractors to complete the certification includes the following: DBE Classification (minority-owned, women-owned, persons with disabilities-owned, veteran-owned, or none); if DBE, whether the company holds a certificate or self-certifies; if self-certifying, whether the company qualifies as a small business under the U.S. Small Business Administration standards; the company's name, address, city, state and zip code; company's contact person's name, title, telephone number and email address. NO PAYMENTS WILL BE MADE TO THE CONTRACTOR BY THE VILLAGE UNLESS AND UNTIL ALL OF THE CERTIFICATIONS FOR THE CONTRACTOR AND SUBCONTRACTORS HAVE BEEN COMPLETED.

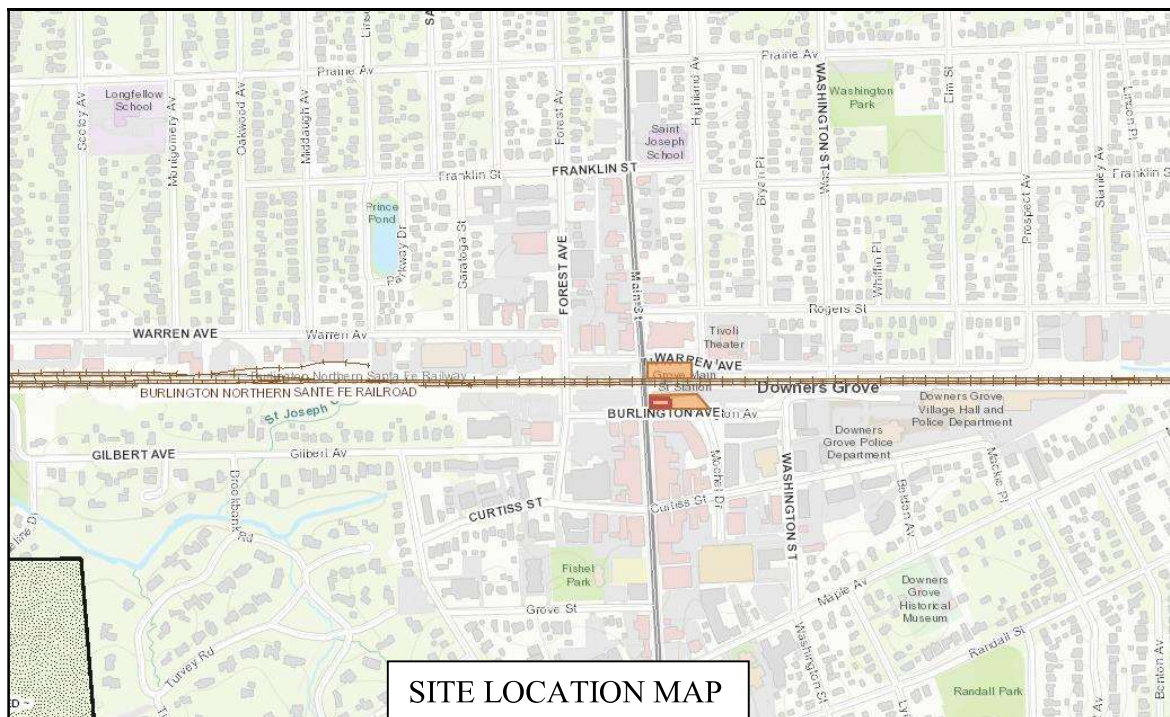
III. DETAIL SPECIFICATIONS

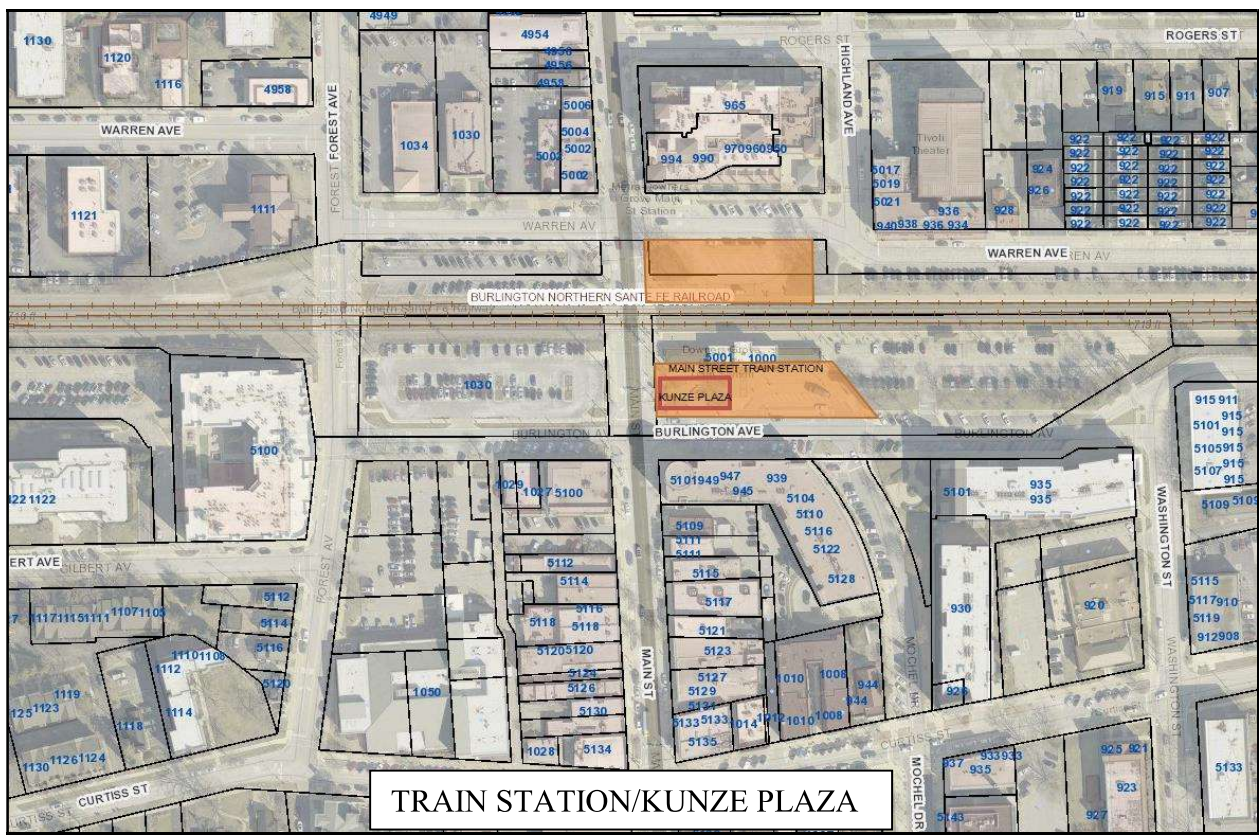
1. SCOPE OF WORK

1.1 The Village of Downers Grove is seeking proposals from highly-qualified Professional Landscape Architecture Firms (Firms) to provide landscape architecture and planning services at the Main Street Train Station and Linda Kunze Plaza (see maps and photos below). These services may include, but not be limited to, initial project scoping exercises, design meetings, preparation of concept plans, preparation of design development and construction documents, attendance at public meetings, and other related services as required. The firm selected by the Village pursuant to this RFP is not authorized to perform work for the Village until it has been issued a Notice to Proceed.

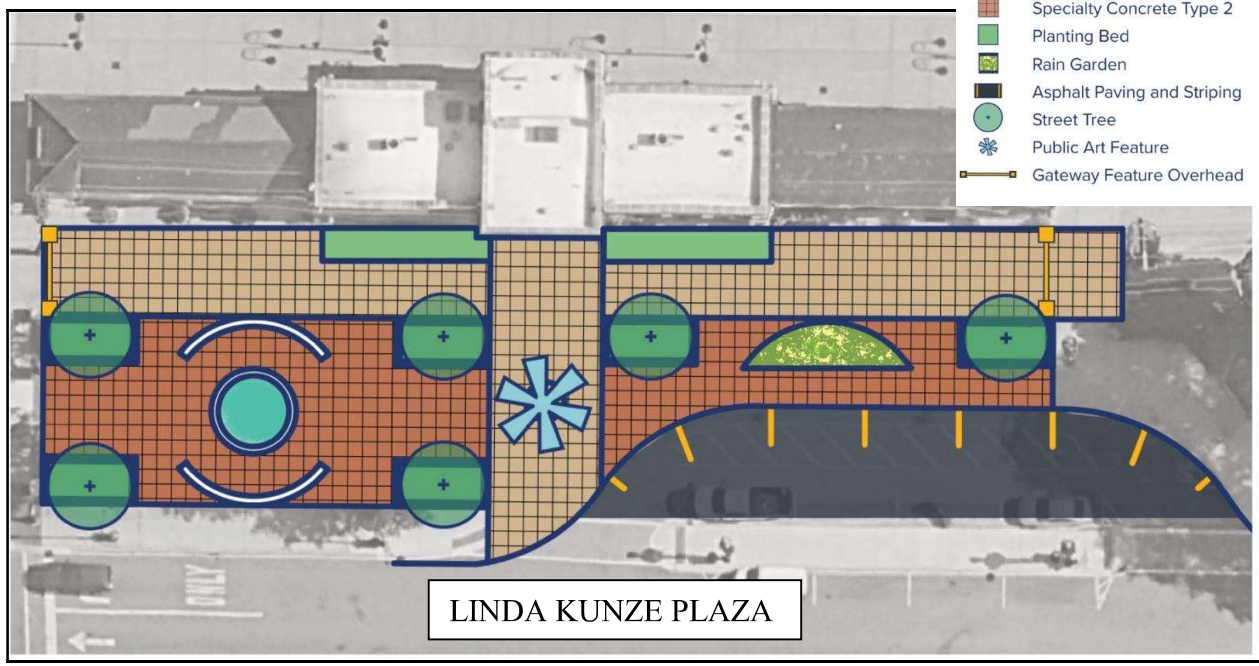
1.2 Project Description

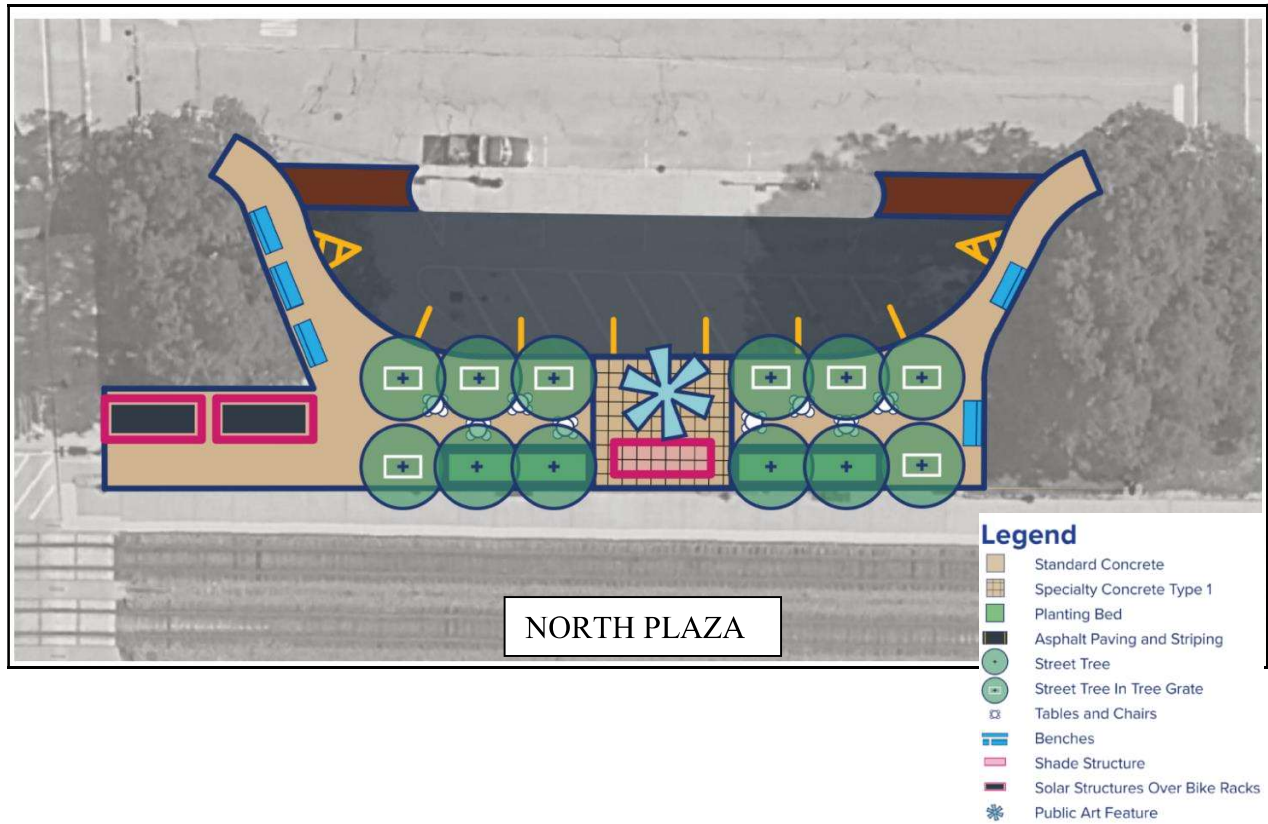
The Village has a vibrant and attractive Downtown Business District (DBD). The centerpiece of this is the Main Street Train Station and Linda Kunze Plaza. The Village is responsible for the maintenance, replacement and improvement of these facilities, which have been in place for well over two decades and have begun to fall into disrepair. Parts for the clock and fountain are difficult to find, and in some cases are no longer being made. The Village wishes to update these features to allow for easier future maintenance. In addition, the Village would like to explore any potential improvements that could be made to the site of the train station and Kunze Plaza. The preliminary concept drawings have been developed as seen below, and the extent of these improvements will be determined through additional scoping exercises between the Village and a selected consultant.





- Legend**
-  Specialty Concrete Type 1
 -  Specialty Concrete Type 2
 -  Planting Bed
 -  Rain Garden
 -  Asphalt Paving and Striping
 -  Street Tree
 -  Public Art Feature
 -  Gateway Feature Overhead





The Village has produced a Streetscapes Plan through the Guiding DG series of projects. The Downtown area as well as the Fairview area and the connection between the two areas are identified in this plan for guiding policy and future development. This plan and all other Guiding DG plans can be found at <https://www.guidingdg.com/>.

The Village is also in the process of designing five flexible amenity areas in the Downtown based on recommendations outlined in the Guiding DG Streetscapes plan. This design will include the details and selections on items such as bollards, benches, lighting, canopies, paving materials, trees and plantings, street furnishings, and more. This information will be shared with the selected firm as it becomes available. In addition, the details of the Public Art features at each location will be determined through staff and Council guidance. The areas for public art features shall be reserved to be flexible to accommodate future decisions.

- 1.3 The prospective Firms must have particular expertise in landscape architecture and planning, in order to fully and properly act on the Village’s behalf in all activities related to the specified work. These Firms must have a staffed office located within approximately 50 miles of the Village. Some services may be sub-contracted out, but any sub-consultants must be listed in the Firm’s Proposal. In order to be considered for these projects, interested Firms must submit the following information (if sub-consultants/contractors are proposed, similar detailed information must be provided for each entity):
 - a. Company Background
 - i. Number of years in business

- ii. Officers of Company
- iii. Annual Volume of Similar Work
- iv. Current Capacity
- v. Listing of existing suits, claims, or pending judgments
- b. Services Provided In-House
- c. Similar Project Experience
 - i. Provide detailed information regarding similar services performed by the submitting Firm for other municipalities within the past ten (10) years, listing the primary personnel responsible for those projects
 - ii. Include client contact information for all projects
- d. Proposed Project Team – identify a project manager and primary project team members. The key project team members proposed must be utilized on these projects unless an alternate is approved in writing by the Village.
- e. Proposed Project Approach – narrative of the general approach.

1.4 Scope and Schedule

The Consultant will be required to perform all necessary work required to prepare the plan set, specifications, Special Provisions, and cost estimate which includes the following:

- a. All topographic information acquired as necessary to support the constructible plan set. The topographic survey shall be performed by an Illinois-licensed surveyor and shall include:
 - Reference lines parallel to right-of-way lines. Base lines stationing south to north and west to east.
 - Field survey work encompassing the entire project area at the locations specified in this RFP. The right-of-way shall be surveyed a minimum length of 25 feet in both directions at mid-block crossings and a minimum length of 25 feet in all directions at intersections, or as required for design and construction. The survey shall also include a 15-foot width of the private property adjoining each side of the right-of-way (ROW) and/or shall include all adjacent building faces (regardless of distance from the ROW). Right-of-way monumentation recovered shall be clearly indicated on the plan sheets. The establishing of missing monumentation (property corners) is NOT required.
 - All survey work shall use NAVD 88 for Vertical Datum and USGS NAD 83 for Horizontal Datum.
 - Copies of all field notes and electronic base maps of the identified segments in AutoCAD Civil3D (v.2021 or later) supplied to the Village. Plans shall be provided to the Village, for its use, in a digital format approved by the Village. Plans shall be provided in AutoCAD Civil3D format (v.2021 or later), and as .pdf documents. CAD drawings must be created using legitimate AutoCAD Civil3D software (by Autodesk) and must not be converted from another format or CAD software (no MicroStation conversions) unless specifically approved in writing by the Director of Engineering or his designee. In the event that the Village does allow a drawing conversion, any “clean up” required will be provided by Consultant at no additional cost to the Village, and shall be at the discretion of the Village staff. Surface data shall also be provided. Copies of all support files (.shx, .ctb, etc) as may be

necessary to plot a completed drawing shall be provided to the Village by the surveyor.

- Field locations (horizontal dimensions) of all buried/marked utilities; e.g., gas, electric, telephone, sewer, etc. Excavation to determine utility elevation verification is NOT required.
 - Detailed topography with one-foot contour intervals throughout the described project area, with elevations noted for key changes in grade, as well as high or low points between contours of the same elevation, and elevations of roadway and driveway pavement over culverts.
 - Locations and identification of all above ground structures; e.g., mailboxes, utility poles, driveway, culvert headwalls, culverts, sidewalks, sump pump outlets, etc.
 - Locations of all landscape materials; i.e., bushes, trees (2" diameter and larger), flower beds, etc. Tree sizes (2" diameter and larger) shall be measured four and one-half feet (diameter breast height) above the highest ground level at base of tree. Note locations of landscape timbers, flagstone paths or walls, brick pavers, etc.
 - Utilizing IDOT standard drafting symbols and line weights, and indicating lot line intersections, lot numbers and common addresses.
 - Contour lines plotted throughout the project with high points or low points indicated between similar contours.
 - Plan views shown at a scale of 1" = 20'.
 - Providing compatible drawing files (AutoCAD Civil3D 2021 or later) on media approved by the Village. The Village will provide a template file and title block upon Consultant's request.
 - Obtain and include on final plans rim and invert elevations, pipe and conduit sizes of all culverts, manholes, inlets, valve vaults, etc., and elevations of roadway and driveway pavement over culverts.
 - Setting sufficient permanent control points ("PK" nails are acceptable) on the base line at 100 foot intervals which can be used to lay out construction stakes.
 - Placement of at least five benchmarks within the DBD.
- b. Final Plans shall include, but may not be limited to:
- Cover Sheet
 - General Notes and Summary of Quantities
 - Typical Sections and Construction Details
 - Alignment, Ties and Benchmarks
 - Demolition Plan
 - Grading Plan
 - Utility Plan and Profile
 - Sediment Erosion, Sediment Control Plan
 - Traffic Control/Detour Plan
 - Restoration Plans
 - Specifications or details for outdoor furniture or other decorative elements as established through Village staff discussions
 - Cross-Sections
 - Any other plans as may be required to complete the work

- c. Cost estimate for 50%, 90% and final plans.
- d. Specifications and Special Provisions for any/all work items included in the final design plans, to be used in conjunction with the IDOT Standard Specifications for Road and Bridge Construction (SSRBC), and the Village's boilerplate contract documents.
- e. Permit Submittals - Application for any required permits (i.e. IDPH, BNSF, IEPA, DuPage County Stormwater Management, etc.) and coordination with all applicable agencies. The selected firm (Consultant) will be required to perform all necessary work (if required) to secure a stormwater permit from the Village of Downers Grove (as a complete waiver community). The Consultant must review the scope of the project and determine if any additional permits are necessary, and must include same in the proposal. All necessary permitting will be the responsibility of the Consultant unless specifically excluded in this RFP.
- f. The Consultant will be required to make qualified personnel available to answer questions throughout the bidding and construction process. Village Staff will prepare bid documents (with the exception of special provisions and specifications as may be required, which will be provided by Consultant), and will perform all bidding duties. Village Staff will also perform, or contract separately for, all construction administration and construction observation. Any additional material testing or sub-surface investigations will be procured by the Village.
- g. The Consultant shall furnish to the Village all project drawings, files, notes, calculations, survey data and documents in an electronic format suitable for making prints and copies of reports as required in above, all of which shall become the property of the Village for its use in the preparation of construction documents for the chosen alternative.
- h. The Proposer shall begin work on the project within seven (7) calendar days after receipt of the Notice to Proceed from the Village and shall abide by the deliverable schedule in section 3 of this RFP.

2. PROPOSAL REQUIREMENTS

2.1 Quantity and Format

One original and two copies of the statement of proposal (one copy to be in the form of a .pdf file on approved media) shall be submitted in an 8 ½ x 11 format and be organized as follows:

- Cover Letter (optional)
- Project Understanding/Approach
- Proposed project schedule
- "Not to Exceed" Fee Proposal w/hourly breakdown.

The proposals shall be succinct, and directly relevant to this project. Maximum number of pages for consultant 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. Also, please identify the physical location of the project team members.

2.2 Deadline and Proposal Disposition

Complete, sealed proposals shall be due NOT LATER than **10:00 A.M. on June 11, 2025**. Proposals shall become the property of the Village of Downers Grove. The Village will maintain confidentiality of all received proposals, and not disclose information provided by prospective consultants with any other consultant, nor with the selected Consultant, unless otherwise required to be disclosed pursuant to the Freedom of Information Act or in connection with the award of the Contract at a meeting subject to the Open Meetings Act.

2.3 Fee Proposal

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

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

2.4 Consultant Selection

Consultant Selection will be based on the following:

- Approach to organizing and understanding of the project
- Responsiveness to requirements, terms, timeliness and conditions for performance of the project
- Familiarity with Village of Downers Grove policies and preferences
- Recognition of items related to project, including identification of design elements, and processes that will ultimately result in a quality, streamlined project
- Overall Not-to-Exceed Total Cost

2.5 Pre-Proposal Field Review

Prior to submitting a Proposal, each prospective Proposer 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 Proposer 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 Proposer and shall not be the responsibility of the Village.

3. **PROJECT DELIVERABLES**

3.1 General

The Consultant shall provide the following deliverables not later than the time specified:

- Constructible plans, specifications, special provisions, and cost estimates for Village-accepted improvement shall be provided to the Village, for its use, in a digital format approved by the Village. Plans shall be provided in AutoCAD Civil3D format (v.2021 or later), and as .pdf documents. The cost estimates shall be in Excel format. Specifications shall be word format.

3.2 Deliverable Quantities

- Five (5) 1-hour project coordination meetings at Public Works including kick off meeting, concept meeting, and progress meetings at 50%, 90% and 100% submittals.
- Two (2) 2-hour public meetings at Public Works or an alternate location within the Village.
- Three (3) 1-hour meetings at Public Works including pre-bid meeting, bid opening and preconstruction meeting.
- Documentation and evaluation of existing infrastructure due July 25, 2025
- Three (3) conceptual designs, including descriptions, exhibits, digital renderings, and rough cost estimates due August 15, 2025
- One (1) hard copy and (1) electronic copy of 50% plan set, Engineer’s Opinion of Probable Cost (EOPC) and specifications due October 10, 2025
- One (1) hard copy and (1) electronic copy of 90% plan set, EOPC and specifications due November 21, 2025
- One (1) hard copy and (1) electronic copy of 100% construction plan set and EOPC and specifications due December 12, 2025
- One (1) flash drive containing electronic copies of all Final project files, drawings and any supporting documentation compatible with the programs listed above

3.3 **SCHEDULE OF PRICES**

- South of Tracks: Linda Kunze Plaza and Drop-Off Area \$ _____
 - North of Tracks: Drop-Off Area \$ _____
- Total** \$ _____

4. CONTACTS

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

Stephanie Graves
 Village of Downers Grove
 5101 Walnut Avenue
 Downers Grove, Illinois 60515
 Phone 630-434-5487

sgraves@downers.us

5. SELECTION PROCESS

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

Step One:

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

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

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

Step Two:

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

Step Three:

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

EXHIBIT A
VILLAGE OF DOWNERS GROVE
TERMS AND CONDITIONS

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.)

Village of Downers Grove Linda Kunze Plaza and Main Street Train Station



**HITCHCOCK
DESIGN GROUP**



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June 11, 2025

Stephanie Graves, P.E.
Engineering Manager
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, Illinois 60515

RE: Landscape Architecture/Planning for Linda Kunze Plaza and Main Street Train Station

Dear Stephanie,

We are pleased to submit this proposal to provide landscape architecture and planning services for the Linda Kunze Plaza and Main Street Train Station Area. We welcome the opportunity to help realize the improvements identified in the Guiding DG Streetscapes Plan and advancing our relationship with the Village of Downers Grove.

The Guiding DG Streetscapes Plan includes preliminary concepts to improve the Linda Kunze Plaza and Main Street Train Station Area to better accommodate public gathering and programmed events. The existing clock and fountain are admired by the public, although they have begun to fall into disrepair. The new design anticipates replacement of these items along with reconfiguring the kiss-n-ride areas to still accommodate commuters, but to better balance the space dedicated to vehicular vs. pedestrian uses. The new improvements are also anticipated to be coordinated with the expanded flexible amenity streetscape areas currently being advanced for construction beginning in the fall of 2025.

As you know, we have recently worked with the Village on the new Civic Center and the Guiding DG Streetscapes Plan. Both projects resulted in successful outcomes, and we have become familiar with the community expectations, and the Village team's process to evaluate existing resources, establish a program, prepare design alternatives, identify budget costs, and advance the preferred improvements. We are also pleased to be working with the Village to develop bid and construction documents for the 5 expanded flexible amenity areas as identified in the Guiding DG Streetscapes Plan.

For this project I will continue to be our Principal-in-Charge, and Mike Wood will continue to be our Project Manager and Lead Designer. We will be supported by other experienced members of our Naperville Studio to advance the work in a timely way. Baxter & Woodman will once again be part of our team to provide topographic survey and engineering services. Finally, we have asked Hydro Dramatics, a reputable fountain consultant, to join our team to help re-imagine and document the new fountain improvements.

We can begin this work within 7 days of your authorization and anticipate meeting the schedule as outlined in the Request for Proposals. If selected, we believe that there can be some overlap and efficiencies of combining certain tasks related to this project and the advancement of the 5 flexible amenity streetscape areas currently in progress.

Thank you for the opportunity to be considered for the Linda Kunze Plaza and Main Street Train Station project. We are ready to help the Village develop a reinvigorated downtown environment for the next twenty years and beyond.

Sincerely,
Hitchcock Design Group

A handwritten signature in black ink that reads 'Tim King'.

Tim King, PLA, ASLA
Principal



Project Understanding / Approach

The following is an abbreviated Scope of Services to fit the required submittal page limit. The services listed parallel the Scope of Services for the 5 flexible amenity streetscape areas contract and there may be efficiencies in combining several of the outlined tasks. We welcome the opportunity to work with Village representatives to provide more detail and customize the Scope of Services based on the specific needs of the project.

PRELIMINARY DESIGN AND ENGINEERING

The goal for this part of the engagement is to advance the design of the Plaza and Train Station improvements based on the recommendations outlined in the Guiding DG Streetscapes plan, including completing additional research and analysis, finalizing the preliminary design recommendations, confirming the project budget, outlining the final design process, determining the construction strategy, and establishing a preliminary schedule.

A. Pre-Design

Perform additional research and confirm the existing conditions, resources, stakeholder interests and best practices, that will be the basis for advancing the Plaza and Train Station improvements.

1. (Meeting #1) Conduct a kick-off meeting with Village staff and the other project team members.
2. **Observe and Photograph** the project site and evaluate existing conditions.
3. Collect and review available existing data for the project area to be provided by the Village.
4. Confirm **Jurisdictional Requirements**, Village code, permit, and engineering standards
5. Prepare a **Topographic Survey** for the Plaza and Train Station areas, establishing horizontal and vertical control and locating natural features and manmade improvements.
6. Perform existing **Storm Sewer Evaluation** to identify required storm sewer modifications required for the reconfigured curb and gutter and sidewalk locations within the project area.
7. Perform existing **Electrical Service Evaluation** to identify required electrical source to power catenary lighting, accent lighting, and auxiliary power within the project area.
8. Perform **Utility Locates & Coordination**: Contact J.U.L.I.E. to identify utilities that have facilities along the project limits. Request utility atlas maps and plot approximate locations and sizes of existing utilities in electronic drawings. Submit preliminary and final plans to utility companies to verify utility locations so conflicts and relocation efforts can be identified.
9. Using the previously inventoried data and the new topographic surveys, prepare **Base Maps** for each of the 5 project areas at appropriate scales.



10. Prepare and submit a concise **Plaza and Train Station Existing Conditions Analysis Memorandum** that summarizes the research and analyzes its impact on the proposed Guiding DG Streetscapes plan improvements. Confirm requirements to implement the proposed improvements.
11. (Teleconference) Review the Streetscape Existing Conditions Analysis Memorandum with Village representatives.

Deliverables: **Topographic Survey; Base Maps; Existing Conditions Analysis Memorandum**

B. Preliminary Design and Engineering

Reach consensus on the type, location, organization, scale, character, and potential cost of specific streetscape improvements.

1. Prepare (3) **Schematic Design Alternatives** for the Plaza and Train Station areas, including appropriate plan views, sections, elevations, details, and other graphic images, to illustrate the preliminary organization, scale and character of the proposed improvements including:
 - a. Removals
 - b. Earthwork, drainage, and stormwater management
 - c. Pedestrian, bicycle, and vehicular circulation
 - d. Utility modifications
 - e. Proposed curbs, ADA ramps, walks, and paving
 - f. Masonry seat walls and columns
 - g. Shade structures w/ solar panels
 - h. Foundations for public art
 - i. Trees and plantings
 - j. Street furnishings
 - k. Gateway feature, signage and wayfinding
 - l. Accent lighting and auxiliary power
 - m. Fountain
 - n. Streetscape Clock
2. Complete an **Engineering Review** for the schematic design alternatives including ADA compliance and existing utility impacts or conflicts
3. Prepare a preliminary **Construction Cost Opinion** for the schematic design alternatives.
4. (Meeting #2) Review the schematic design alternatives with Village staff.
5. (Public Meeting #1) Present the schematic design alternatives at a **Public Meeting** to be identified.
6. (Telecon) Review the results of the public meeting with Village staff and identify the preferred alternative to advance.
7. Refine the **Preferred Alternative** and supporting information based on input received and submit for review and approval.
8. Prepare a preliminary **Construction Strategy and Schedule**.
9. (Public Meeting #2) Present the preferred alternative at a **Public Meeting**.



10. (Telecon) Review the results of the public meeting with Village staff and identify the final information to complete.
11. Finalize and submit the **Preliminary Design and Engineering documents** to Village staff representatives for review and approval.

Deliverables: **Preliminary Design Drawings; Construction Cost Opinion; Construction Strategy and Schedule; Preliminary Design and Engineering Submittal**

FINAL DESIGN AND ENGINEERING

The goal for this part of the engagement is to finalize the design and engineering of the approved improvements, prepare documents suitable for permitting, bidding, and construction, and submit the Final Documents to the Village who will issue for bidding and administer the construction.

A. Pre-Final Design and Engineering (Approval and Permit Documents)

Reach consensus on the final design, probable cost, and implementation strategy for the proposed improvements. Obtain construction permits from jurisdictional agencies.

1. Prepare **Pre-Final Design and Engineering Documents** illustrating the final size, horizontal and vertical geometry, structure, materials, finishes, and supporting calculations, as appropriate, for the proposed improvements including:
 - a. Removals
 - b. Earthwork, drainage, and stormwater management
 - c. Pedestrian, bicycle and vehicular circulation
 - d. Storm sewer modifications resulting from modified curb and gutter configurations
 - e. Proposed curbs, ADA ramps, walks, and paving
 - f. Masonry seat walls and columns
 - g. Shade structures w/ solar panels
 - h. Foundations for public art
 - i. Trees and plantings
 - j. Street furnishings
 - k. Gateway feature, signage and wayfinding
 - l. Accent lighting and auxiliary power
 - m. Fountain
 - n. Streetscape Clock
2. Collect and review **Product Data and Material Samples**. Prepare **Outline Specifications**, including the products, materials and finishes of each component or system.
3. Prepare a summary of quantities and updated **Construction Cost Opinion** (50%).
4. (Meeting #3) Review the Pre-Final Design and Engineering work-in-progress with Village staff (50% review).
5. Refine the Pre-Final Design and Engineering Documents as required. Update the **Construction Strategy and Schedule**.
6. (Teleconference) Review the revised Pre-Final Design and Engineering Documents with Village staff representatives.
7. Provide the Pre-Final Design and Engineering Documents to staff representatives for review and approval.



8. Complete **Permit Submittals** as required based on the scope of the proposed improvements. Anticipated permit submittals include Village stormwater management and building permit, submittal and concurrence of improvements within BNSF right-of-way. Note that BNSF permits will be obtained by the Contractor at the time of construction.
9. Make minor revisions to the documents, as may be required, to facilitate Village approvals.

Deliverables: Pre-Final Documents; Product Data and Material Samples; Outline Specifications; Construction Cost Opinion; Construction Strategy and Schedule; Permit Submittals

B. Final Design and Engineering (Construction Documents)

Produce the final Construction Drawings and Project Specifications that will be used to bid and construct the specified improvements.

1. Finalize and submit the **Construction Drawings** including:
 - a. Cover sheet
 - b. General notes and summary of quantities
 - c. Typical sections and construction details
 - d. Existing conditions plans including alignment, ties, and benchmarks
 - e. Sediment erosion, sediment control plan
 - f. Site preparation, removals plans
 - g. Maintenance of Traffic plans which will consist of Construction Sequence Notes and Maintenance of Traffic Notes with reference to IDOT standards. Plan view staging plans are not included in the scope of work.
 - h. Grading plans (including storm sewer modifications)
 - i. Utility plan and profile
 - j. Geometric, layout and materials plans
 - k. Construction details
 - l. Planting plans
 - m. Irrigation (performance plan and specifications)
 - n. Electrical and lighting plans including power feeds within the project area (solar panels, catenary lighting, accent lighting, auxiliary power)
 - o. Fountain plumbing, mechanical, and electrical drawings
2. Prepare and submit the Project **Technical Specifications**.
Note: Introductory information, bidding requirements, contracting requirements, and general requirements to be provided by the Village.
3. Update and submit the **Construction Cost Opinion** (90%) and Schedule.
4. (Meeting #4) Review the Construction Documents with Village staff (90% review).
5. Finalize the Construction Documents as required.
6. (Meeting #5) Review the final Construction Documents with Village staff (100% review).
7. Make minor revisions, stamp, and resubmit, as may be required.

Deliverables: Construction Drawings; Project Specifications; Construction Cost Opinion



BIDDING AND CONSTRUCTION ADMINISTRATION

The Village will provide Bidding and Construction Administration services. HDG will provide the deliverables outlined above to the Village of Downers Grove, who will issue the documents for bidding, negotiate a contract with the preferred bidder, and administer the contract through construction. The HDG team will make qualified personnel available to answer questions throughout the bidding and construction process and participate in (3) meetings including pre-bid meeting, bid opening, and pre-construction meeting.

ADDITIONAL SERVICES

Services or meetings not specified in this scope of services will be considered Additional Services. If circumstances arise during HDG's performance of the outlined services that require additional services, HDG will promptly notify the Village about the nature, extent, and probable additional cost of the Additional Services, and perform only such Additional Services following the Village's written authorization.

The following services are excluded and can be provide as additional services if required:

1. Design shall be in accordance with the previously approved Guiding DG Streetscapes Plan concepts. **Analysis of Alternate Design Concepts** beyond those listed will be considered additional services.
2. Perform **Geotechnical Analysis** including pavement cores, soil borings, pavement evaluation, field percolation tests, CCDD testing, laboratory tests, and preparation of a Soils Report.
3. Prepare an **Environmental Phase I Report** in accordance with ASTM criteria. Determine if additional investigation is warranted.
4. Base Scope of Services assumes that the existing plaza lights are to remain with the exception of minor relocations and existing poles to be supplemented by decorative elements (string lights etc). **Site Lighting Re-design and Photometrics** can be added upon request along with preparation of **Electrical Engineering** documents to provide new electrical services to the proposed improvement locations.
5. Perform **Right of Way Services** including plats, legal descriptions, negotiation services, title commitments, if applicable.
6. **Traffic Counts or Traffic Studies** beyond visual site observations.
7. Fountain basis of design assumes that it will not be regulated by IDPH as a recirculating interactive fountain. If the fountain design is determined to be an interactive recirculating fountain, **IDPH Requirements and Permitting** can be provided as additional services based on the scope, scale, and complexity of the fountain improvements.



Project Schedule

Anticipated timeline to begin within 7 days of Authorization to Proceed

PRELIMINARY DESIGN AND ENGINEERING

- | | |
|--|------------------------|
| A. Pre-Design | July 25, 2025 |
| B. Preliminary Design and Engineering | August 15, 2025 |

FINAL DESIGN AND ENGINEERING

- | | |
|--|--------------------------|
| A. Pre-final Design and Engineering | October 10, 2025 |
| B. Final Design and Engineering | December 12, 2025 |

Under normal circumstances, the Hitchcock Design Group team prefers to advance the proposed Scope of Services in a continuous and timely manner in general conformance with this preliminary schedule. However, because of many factors that we cannot control, such as illness, third party actions and political considerations, it is impossible for us to guarantee completion of these services by a specific date. We will update this schedule, from time to time, as the project advances to reflect the most recent information.



Team Organization

Project Team Overview

To deliver a high-performing, community-centered plaza and train station project, our team brings together the complementary strengths of three trusted firms: Hitchcock Design Group, Baxter & Woodman, and HydroDramatics. Together, we offer integrated expertise in landscape architecture, civil engineering, and fountain systems—ensuring a seamless approach to design, infrastructure, and placemaking.

HITCHCOCK DESIGN GROUP

Lead: Landscape Architecture

Hitchcock Design Group is a nationally recognized landscape architecture firm with over four decades of experience designing memorable, functional, and sustainable public spaces. With offices in Austin, Chicagoland, Indianapolis, and South Florida, we specialize in transforming transit hubs and civic spaces into vibrant destinations that reflect community identity and encourage gathering. Our team is known for creative placemaking and resilient design strategies that enhance user experience, support multi-modal connectivity, and balance aesthetics with long-term maintainability. We have a proven history of successful collaboration with multidisciplinary teams, delivering thoughtful solutions that meet complex site demands and stakeholder goals.

BAXTER & WOODMAN

Engineering

Baxter & Woodman brings deep engineering expertise and a strong commitment to creating thriving, resilient communities. Our team has extensive experience in the civil and infrastructure components essential to transit-oriented developments and civic plaza projects, including stormwater management, utilities, grading, and ADA compliance. We work seamlessly with design teams and public agencies to ensure that each project is not only visually compelling but also technically sound and cost-effective. Our collaborative process prioritizes long-term performance and community benefit, supporting the creation of safe, accessible, and enduring public spaces.

HYDRODRAMATICS

Fountain Systems

HydroDramatics is a national leader in the design, engineering, and fabrication of custom water features. A division of Missouri Machinery & Engineering Co., we bring over 40 years of experience delivering iconic fountains and interactive water elements that become beloved landmarks in civic plazas, parks, and transportation nodes. Our in-house technical capabilities allow us to integrate seamlessly with the design and engineering teams, ensuring each feature is both artistically engaging and mechanically reliable. From elegant centerpiece fountains to playful, programmable water displays, we help activate public spaces with dynamic elements that delight and inspire.



Timothy King, PLA, ASLA

Principal-in-Charge



Tim's focus on municipal and mixed-use urban projects, along with his disciplined management skills, have helped many communities and developers increase hospitality, improve connectivity, and promote economic development through the conception, permitting, and construction of millions of dollars of high-profile public and private improvements. Recently, Tim has managed some of Hitchcock Design Group's most complex urban projects including multi-phased redevelopment plans, waterfronts, streetscapes, and transportation enhancements. A landscape architect with over 30 years of experience, Tim's commitment to excellence during the planning, design, and construction phases and his passion for creating better places has positioned Hitchcock Design Group as one of the leading planning and urban design firms in the region.

EDUCATION

Bachelor of
Landscape
Architecture,
cum laude,
Michigan State
University, 1990

REGISTRATION

Licensed Landscape
Architect: State
of Illinois

NCI Charrette
Management and
Facilitation Training

AFFILIATIONS

American Society of Landscape Architects
American Planning Association, Illinois Chapter

PROJECT EXPERIENCE

Downers Grove Streetscape, Downers Grove, Illinois
Angola Public Square and Streetscape Improvement Plan, Angola, Indiana
Boneyard Creek Second Street Detention Basin, Champaign, Illinois
Brookfield Downtown and Congress Park Metra Station Improvements, Brookfield, Illinois
Brookfield Veteran's Memorial Fountain Improvements, Brookfield, Illinois
Central Park Master Plan, Naperville, Illinois
Downtown DeKalb Streetscape Improvement Plan, DeKalb, Illinois
Elgin Riverfront, Elgin, Illinois
Geneva East State Street Streetscape and Third Street Streetscape, Geneva, Illinois
Glenview Road Streetscape, Glenview, Illinois
Houdini Plaza, Appleton, Wisconsin
Illinois Route 53 Medians, Romeoville, Illinois
Illinois Route 56 Streetscape, Warrenville, Illinois
Illinois Route 72 Streetscape, West Dundee, Illinois
Interstate 55 and County Line Road Interchange Enhancements, Burr Ridge, Illinois
Interstate 57 and Curtis Road Interchange Enhancements, Champaign, Illinois
La Grange Streetscape, La Grange, Illinois
Neenah Waterfront Master Plan and Shattuck Park, Neenah, Wisconsin
Northbrook Metra Station, Northbrook, Illinois
Northbrook Streetscape, Northbrook, Illinois
Oak Brook 22nd Street Enhancements, Oak Brook, Illinois
Oak Street Bridge Enhancements, Hinsdale, Illinois
Ogden Avenue Corridor Enhancements, Hinsdale & Naperville, Illinois
Pedestrian Circulation Improvements, Oak Brook, Illinois
Pulaski Road Streetscape, Alsip, Illinois
Ravinia District Streetscape, Highland Park, Illinois
Riverside Drive Promenade, Elgin, Illinois
Rockford Riverwalk, Rockford, Illinois
St. Charles River Corridor Master Plan, St. Charles, Illinois
The Glen Town Center Streetscape, Glenview, Illinois
Town Center Redevelopment Master Plan, Addison, Illinois
University District Streetscape Design Guidelines, Champaign, Illinois
Village Green, Addison, Illinois
Warrenville Signage and Wayfinding, Warrenville, Illinois
West Dempster Streetscape Improvements, Skokie, Illinois
Western Avenue Streetscape, Lake Forest, Illinois
Woodstock Square Streetscape Guidelines, Woodstock, Illinois



Mike Wood, PLA, ASLA

Senior Associate | Project Manager & Lead Designer



Mike Wood is a detail-oriented and highly capable landscape architect with extensive experience managing complex projects from concept to completion. He excels in project strategy, scheduling, and workflow management, ensuring seamless execution while effectively leading clients, consultants, and internal teams. A skilled project manager, he is proficient in SketchUp and Lumion, utilizing advanced visualization techniques to support informed decision-making. Mike actively takes on leadership opportunities, mentoring junior staff, guiding teams, and driving innovative design solutions. His commitment to high-quality work, problem-solving, and proactive collaboration makes him a valuable asset to any project.

EDUCATION

Bachelor of
Landscape
Architecture,
University of
Illinois, 2011

REGISTRATION

Licensed Landscape
Architect: State
of Illinois

PROJECT EXPERIENCE

Downers Grove Streetscape, Downers Grove, Illinois
6th and Daniel Streetscape, Champaign, Illinois
95th Street Community Plaza, Naperville, Illinois
Cary Downtown Master Plan, Cary, Illinois
Central Street Streetscape, Gilman, Illinois
Civic Center Plaza, Elgin, Illinois
Congress Park Metra Station, Brookfield, Illinois
Countryside City Hall and Police Department, Countryside, Illinois
Downtown Streetscape Improvements, La Grange, Illinois
Downtown Waterfront District, Ottawa, Illinois
East Maine Early Learning Center, Nilens, Illinois
Fire Station 7, Aurora, Illinois
Gateway Signage, Northfield, Illinois
Glenview Road Streetscape, Glenview, Illinois
Illinois Prairie Path Heritage Display, Warrenville, Illinois
Illinois Route 56 Streetscape, Warrenville, Illinois
Jorie Boulevard, Oak Brook, Illinois
Lemont Signage Master Plan, Lemont, Illinois
Lewis University Flyers Corridor, Romeoville, Illinois
Lions Club International Entryway Improvements, Oak Brook, Illinois
Marina and Lakefront Drainage Improvements, East Chicago, Indiana
McHenry Riverwalk, McHenry, Illinois
Metra Station Planters, La Grange, Illinois
Midtown Plaza, Champaign, Illinois
Milwaukee/Waukegan/Oakton Streetscape, Nilens, Illinois
Northbrook Streetscape, Northbrook, Illinois
North Meacham Road Corridor Study, Schaumburg, Illinois
Oak Brook Club Main Entry, Oak Brook, Illinois
Pedestrian Connection, Hinsdale, Illinois
Rohlfing Road Medians, Elk Grove Village, Illinois
Romeoville Athletic and Events Center, Romeoville, Illinois
Roselle Road Pedestrian Bridge and Gateway Signage, Schaumburg, Illinois
Square on Second, Manteno, Illinois
Sheboygan Business Center Master Plan, Sheboygan, Wisconsin
St. Basil Church, Mettawa, Illinois
The Shuman Entry Landscape, Naperville, Illinois
Village Green, Addison, Illinois
Warrenville Trailhead, Warrenville, Illinois
West Dundee Riverwalk, West Dundee, Illinois
Western Suburban Mass Transit District Grant Enhancements, Brookfield, Illinois
West Washington Street Phase II, Champaign, Illinois



Downers Grove Civic Center

LOCATION

Downers Grove, Illinois

CLIENT

Village of Downers Grove & FGM Architects

CONTACT

David Yandel,
Principal (FGM)
312.948.8461

STATUS

In Progress

SIZE

4.50 acres

DESIGN TEAM

Eriksson Engineering;
Selbert Perkins Design



The Village of Downers Grove is constructing a new Civic Center including a new Village Hall and Police Department. The new Civic Center is adjacent to the Metra Station and the downtown area and is envisioned as a community gathering place. The project includes a community walk that commuters will use to connect to nearby neighborhoods and a civic plaza to honor civil rights and Isrel Blackburn, one of the founders of Downers Grove. As part of our services, we worked with the architect and the Village's Public Relations department to create an animation of the site to present to the community.

The Village of Downers Grove challenged our team to design the landscape using only native plantings, without using turf or non-native ornamental plants. Through detailed conversations about aesthetic and maintenance expectations, we were able to balance their desire to create a showcase of sustainability with the practical realities of the function of an active public space.



Millennium Plaza

LOCATION

Aurora, Illinois

CLIENT

City of Aurora

CONTACT

Trevor Dick,
Assistant Director
of Economic
Development
630.256.3081

STATUS

In Progress

CONSTRUCTION

BUDGET

\$2,500,000

DESIGN TEAM

WBK Engineering



Downtown Aurora is experiencing tremendous infill development, and more people are living, working, playing, and dining in the downtown. City leaders and community stakeholders decided now is the time to reimagine what Millenium Plaza could become as a quality public open space. The city engaged Hitchcock Design Group to help develop a vision for the future of Millenium Plaza.



Village Green

LOCATION

Addison, Illinois

CLIENT

Village of Addison

CONTACT

Don Weiss,
Community Relations
Director
630.639.7551

STATUS

In Progress

SIZE

4 acres

DESIGN TEAM

Civiltech Engineering;
Bravo Engineering;
Nova Engineering;
FRS Design



Hitchcock Design Group was engaged by the Village of Addison to design the Village Green public space, located just East of Village Hall. The goal of this project was to transform the existing Village-owned open space from a good special events venue to a great every day attraction that can accommodate regularly scheduled and periodic special events. Hitchcock Design Group developed a Village Green Master Plan based on the preferred concept and program that was established during a stakeholder charrette process. The project was then constructed in four phases which included ADA pedestrian circulation, a permeable roadway, a stage pad, a vendor plaza, lighting/electrical improvements, stone outcropping, plantings, and site furnishings. The fifth phase is currently under construction.



Houdini Plaza

LOCATION

Appleton, Wisconsin

CLIENT

The City of Appleton

CONTACT

Karen Harkness,
Director of
Community
Development
920.832.6468

STATUS

Complete

SIZE

1 acre

CONSTRUCTION

BUDGET

\$1,400,000

DESIGN TEAM

Larson Engineering;
Muermann
Engineering;
The Boldt Company

AWARDS

Merit Award,
Constructed Urban,
Illinois Chapter
American Society
of Landscape
Architects, 2014



Hitchcock Design Group was retained by the City of Appleton to lead the planning and design of Houdini Plaza, the forecourt to the Trout Museum of Art. The plaza, named in honor of famed magician and former resident Harry Houdini, served as a connector between the public and private destinations in the City's downtown. After coordinating stakeholder and public input meetings, the team designed a space that serves as an everyday, four season magnet for office workers, shoppers and visitors and is also able to accommodate significant community events such as Farm Market and weekly summer concerts. Since its opening, the plaza has become an integral part of downtown Appleton.



Elgin Civic Center Plaza

LOCATION

Elgin, Illinois

CLIENT

Dewberry Architects
and Engineers

CONTACT

Richard Kozal,
City Manager
847.931.5590

STATUS

Complete

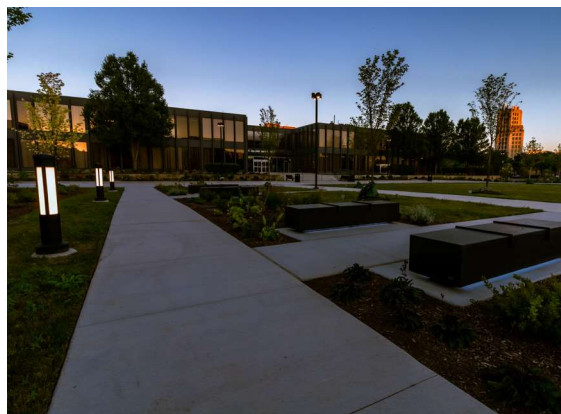
SIZE

2 acres

CONSTRUCTION

BUDGET

\$2,100,000



The plaza adjacent to the City of Elgin Municipal Complex, the Appellate Court building, and the Hemmens Cultural Center was in poor condition and in need of repair. At the same time, the City needed to replace an aging water main through the site.

Dewberry Engineers brought HDG into the project to re-design the space, while staying true to the mid-century modern architectural style of the adjacent buildings. The plaza has historically been the site of the City's municipal ice rink in wintertime, and a new, modern ice rink was designed for the space as a possible future phase improvement.



Jaycee's Smart Park

LOCATION

Naperville, Illinois

CLIENT

City of Naperville /
Naperville Riverwalk
Foundation

CONTACT

Steve Chirico,
Mayor
630.420.6018

STATUS

Complete

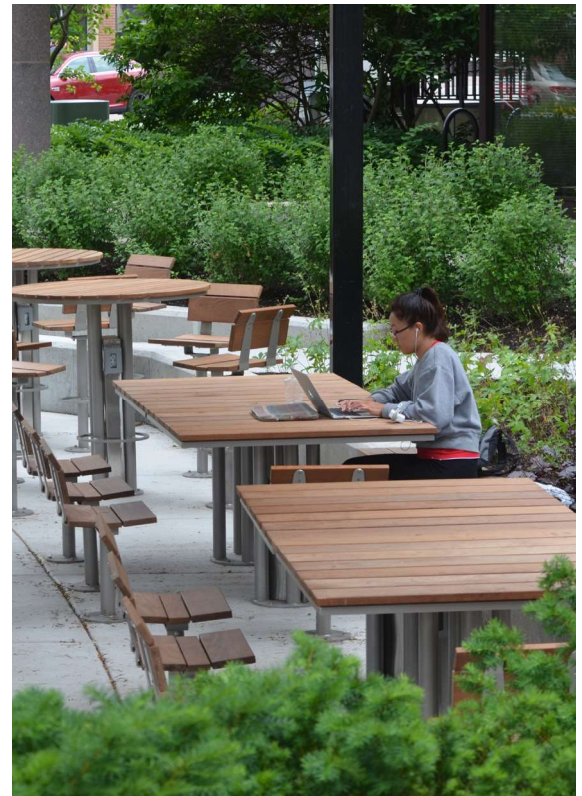
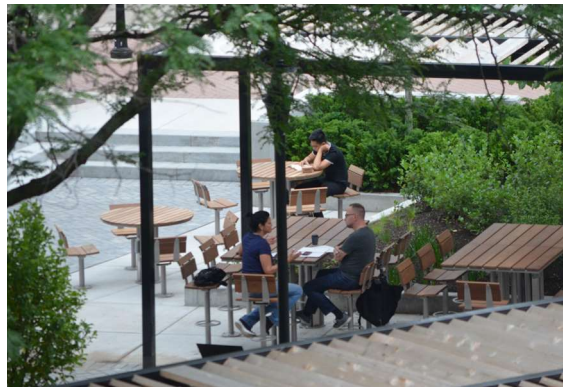
SIZE

0.25 acres

CONSTRUCTION

BUDGET

\$425,000



Jaycee's Smart Park combines the desire to be out in nature with the need to take and utilized technology everywhere. The park capitalizes on its location on the Naperville Riverwalk and its adjacency to City Hall, Township, and private businesses to create a flexible outdoor park to hold business meetings, teach, relax, and communicate. Subspaces throughout the park incorporate a variety of seating options for individuals and small groups and incorporate technology to allow patrons to plug-in via Wi-Fi and solar-powered charging stations.



Proposed Fee

PROFESSIONAL FEES

We will provide the proposed services for the following professional fees:

Preliminary Design and Engineering		Hours			Fees		
		HDG	B&W	HD	HDG	B&W	HD
A.	Pre-Design	22	107	16	4,460	20,346	2,875
B.	Preliminary Design and Engineering	182	37	16	31,730	7,844	2,875
Sub-total:		204	144	32	36,190	28,178	5,750

Final Design and Engineering		Hours			Fees		
		HDG	B&W	HD	HDG	B&W	HD
A.	Pre-Final Design and Engineering	172	105	20	29,130	21,192	3,000
B.	Final Design and Engineering	188	69	26	32,740	13,713	4,000
Sub-total:		360	174	46	61,870	34,905	8,050

Bidding and Construction Administration		Hours			Fees		
		HDG	B&W	HD	HDG	B&W	HD
A.	Bidding	10	7	2	1,890	1,693	288
B.	Construction Administration	10	7	2	1,890	1,693	288
Sub-total:		20	14	4	\$3,780	3,386	576

Estimated reimbursable expenses including printing, delivery, and mileage: \$2,500

Total Professional Services Not to Exceed: \$185,185

STANDARD HOURLY BILLING RATES

Senior Principal	\$265
Principal	\$235
Senior Associate	\$195
Associate	\$160
Junior Associate	\$145

REIMBURSABLE EXPENSES

In addition to our standard hourly rates, we invoice qualified sub-consultant fees, travel, and reproduction expenses per the terms of our agreement with mileage invoiced at the current IRS reimbursement rate.



1601 Rio Grande Street
Suite 450
Austin, Texas 78701
512.770.4503

22 E. Chicago Avenue
Suite 200
Naperville, Illinois 60540
630.961.1787

405 Massachusetts Avenue
Suite 3B
Indianapolis, Indiana 46204
317.536.6161


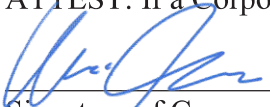
1999 University Drive
Suite 202
Coral Springs, Florida 33071
754.277.4254

hitchcockdesigngroup.com

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:	
Hitchcock Design Group Company Name	Date: 06.11.2025
22 E. Chicago Avenue, Suite 200A Street Address of Company	tking@hitchcockdesigngroup.com Email Address
Naperville, IL 60540 City, State, Zip	Tim King Contact Name (Print)
331.229.5437 Business Phone	N/A 13-Hour Telephone
N/A Fax	 Signature of Officer, Partner or Sole Proprietor
	Tim King, Principal Print Name & Title
ATTEST: If a Corporation	
 Signature of Corporation Secretary	

VILLAGE OF DOWNERS GROVE:

Authorized Signature

Title

Date

ATTEST:

Signature of Village Clerk

Date

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



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: Hitchcock Design Group

ADDRESS: 22 E. Chicago Avenue, Suite 200A

CITY: Naperville

STATE: Illinois

ZIP: 60540

PHONE: 630.961.1787 FAX: N/A

TAX ID #(TIN): 36-3059328

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

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: Hitchcock Design, Inc.

ADDRESS: P.O. Box 8290

CITY: Carol Stream

STATE: Illinois ZIP: 60197

TYPE OF ENTITY (CIRCLE ONE):

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

SIGNATURE: *Tim Kemp* DATE: 06/11/2025

PROPOSER'S CERTIFICATION (page 1 of 3)

With regard to S-013, Proposer Hitchcock Design Group hereby certifies the following:
(Name of Project) (Name of Proposer)

- 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: *Tim King*
Proposer's Authorized Agent Signature

3 6 - 3 0 5 9 3 2 8

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 11 day of June, 2025.

Deidre Ewers
Notary Public



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 Illinois, which operates under the Legal name of Hitchcock Design, Inc., and the full names of its Officers are as follows:

President: William Inman

Secretary: Alexander Fenech

Treasurer: Steven Konters

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

(b) Limited Liability Company (LLC)

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

Manager or Member: _____

Manager or Member: _____

Manager or Member: _____

Manager or Member: _____

(c) Partnership

Names and Addresses of All Members of Partnership:

The partnership does business under the legal name of: _____

which name is registered with the office of _____ in the State of

_____.

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 10 days of the award of the contract? YES NO (circle one)

Insurer's Name _____

Agent _____

Street Address _____

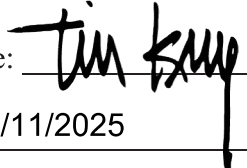
City, State, Zip Code _____

Telephone Number _____

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

Print Name of Company: Hitchcock Design Group

Print Name and Title of Authorizing Signature: Tim King, Principal

Signature: 

Date: 06/11/2025

Suspension or Debarment Certificate

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

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

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

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

Company Name: Hitchcock Design Group

Address: 22 E. Chicago Avenue, Suite 200A

City: Naperville, IL Zip Code: 60540

Telephone: (630) 961-1787 Fax Number: () N/A

E-mail Address: tking@hitchcockdesigngroup.com

Authorized Company Signature: 

(Print)Name: Tim King Title of Official: Principal

Date: 06/11/2025

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.

Tim King
Signature

Tim King
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